

**Florida Metropolitan Planning Organization Advisory Council  
Meeting of the MPOAC Staff Directors' Advisory Committee  
October 12, 2017  
Mission Inn, Howey-In-The-Hills FL  
Meeting Minutes**

**Staff Directors in Attendance:**

Peter Buchwald, Chair, St. Lucie TPO  
Dawn Schwartz, Okaloosa-Walton TPO  
Mary Beth Washnock, Bay County TPO  
Austin Mount, Florida-Alabama TPO  
Greg Slay, Capital Region TPA  
Gary Harrell, Charlotte County-Punta Gorda MPO  
Eric Ortman, Collier MPO  
Al Bartolotta, Forward Pinellas  
Michael Escalante, Gainesville MTPO  
Pat Steed, Heartland Regional TPO  
Steve Diez, Hernando/Citrus MPO  
Beth Alden, Hillsborough MPO  
T.J. Fish, Lake-Sumter MPO  
Ron Gogoi, Lee County MPO  
Beth Beltran, Martin MPO  
Harold Barley, MetroPlan Orlando  
Carlos Roa, Miami-Dade TPO  
Michael Daniels, Ocala/Marion County TPO  
Nick Uhren, Palm Beach TPA  
Craig Casper, Pasco MPO  
Lois Bollenback, River to Sea TPO  
David Hutchinson, Sarasota/Manatee MPO

**OTHERS IN ATTENDANCE:**

Carl Mikyska, MPOAC  
Brigitte Messina, MPOAC  
Jeff Kramer, Center for Urban Transportation Research  
Christen Miller, Center for Urban Transportation Research  
Karen Brunelle, Federal Highway Administration  
Lee Ann Jacobs, Federal Highway Administration  
Mark Reichert, Florida Department of Transportation  
Huiwei Shen, Florida Department of Transportation  
Jessica VanDenBogaert, Florida Department of Transportation

Doug McLeod, Florida Department of Transportation  
Alex Gramovot, Florida Department of Transportation  
Javaughn Mathews, Florida Department of Transportation, Office of Inspector General  
Tim Crellin, Florida Department of Transportation, Office of Inspector General  
Ashley Clark, Florida Department of Transportation, Office of Inspector General  
Dennis Smith, FSU, Depart of Urban & Regional Planning  
Michele Ogilvie, Hillsborough MPO  
Marybeth Soderstrom, Heartland Regional TPO  
Gary Huttman, MetroPlan Orlando  
Valerie Neilson, Palm Beach TPA

• **CALL TO ORDER**

Peter Buchwald, Chair, St. Lucie TPO, called the meeting to order at 1:43 pm. T.J. Fish, Lake-Sumter MPO, welcomed those in attendance to his county. Self-introductions were made and all stood for the Pledge of Allegiance.

• **APPROVAL OF MINUTES**

Mary Beth Washnock, Bay County TPO, moved to approve the minutes of the July 2017 Staff Directors' Advisory Committee Meeting. David Hutchinson, Sarasota/Manatee MPO, seconded the motion. The motion carried unanimously.

• **PUBLIC COMMENTS**

No public comments were made.

• **EXECUTIVE DIRECTOR'S REPORT**

A. **UPWP REPORT**

Note: At the discretion of the chair Item 6F was moved between 5A and 5B

Mr. Carl Mikyska, MPOAC Executive Director, presented the UPWP Report for the current fiscal year through September 30, 2017 timeframe and a list of accomplishments of the MPOAC from June through September. The current fiscal year report through September 30, 2017 was distributed at the meeting.

A call for projects was announced for the development of the upcoming Unified Planning Work Program for the MPOAC. The call for projects will remain open until January 5<sup>th</sup>.

Beth Alden, Hillsborough MPO, gave an update on the Best Practices Working Group SharePoint site and Working Group activities. She announced that the group has been working with FDOT to create an online resource where MPOs will be able to look at UPWPs and other resources from across the state in one online location. MPOs will be able to access the website through VIP logins. The website is organized into 6 different areas of material:

- LRTP and Performance Measures
- Transportation Improvement Programs and Prioritization Methodologies
- UPWP and Administrative Documents
- Complete Streets
- Regional Coordination
- Public Engagement

The website will also include discussion boards where MPOs can ask questions and be subscribed to threads. There will be a website calendar and links to other resources.

## B. FLORIDA LEGISLATIVE UPDATE

Mr. Carl Mikyska, MPOAC Executive Director, presented an update on legislation that has been introduced for consideration during the 2018 Florida legislative session.

Mr. Mikyska will send legislative update newsletters after each pre-session week of committee meetings and weekly during session. The Florida legislative session will begin January 9, 2018. Hurricane Irma recovery is a priority for Speaker Corcoran and is expected to erase the \$75M budget surplus.

Bills of Interests:

- SB 90 – Texting While Driving – Perry  
Use of Wireless Communications Devices While Driving; Revising the legislative intent relating to the authorization of law enforcement officers to stop motor vehicles and issue citations to persons who are texting while driving; requiring deposit of fines into the Emergency Medical Services Trust Fund; requiring a law enforcement officer to inform a person who is stopped for texting while driving of the person’s right to decline a search of his or her wireless communications device, etc.

- HB 121 – Texting While Driving – Slosberg & Stark  
Texting While Driving; Revises short title & legislative intent; revises penalties for violations of provisions re: texting while driving; provides enhanced penalties for violations committed in school zones & crossings; requires law enforcement agencies to adopt policies prohibiting racial profiling in enforcement; removes requirement that enforcement be accomplished as secondary action. Effective Date: July 1, 2018.
- SB 116 – Operation of Vehicles – Baxley  
Operation of Vehicles; Requiring drivers to vacate lanes closest to, or reduce speed and pass, vulnerable road users, authorized emergency, sanitation, and utility service vehicles or workers, and wrecker operators under certain circumstances, subject to certain requirements, etc. Effective Date: 7/1/2018.
  - HB 117 – Stone  
Operation of Vehicles; Requires drivers to vacate lanes closest to, or reduce speed & pass, vulnerable road users, authorized emergency, sanitation, & utility service vehicles/workers, & wrecker operators under certain circumstances, subject to certain requirements; deletes requirements of drivers approaching certain authorized emergency vehicles, sanitation vehicles, utility service vehicles, & wreckers.
- SB 176 – Red Light Cameras – Hutson  
Traffic Infraction Detectors; Repealing provisions relating to the installation and use of traffic infraction detectors to enforce specified provisions when a driver fails to stop at a traffic signal, provisions that authorize the Department of Highway Safety and Motor Vehicles, a county, or a municipality to use such detectors, and the distribution of penalties collected for specified violations, etc.
  - HB 6001 – Avila & Ingoglia  
Traffic Infraction Detectors; Repeals provisions relating to installation & use of traffic infraction detectors to enforce specified provisions when driver fails to stop at traffic signal, provisions that authorize DHSMV, county, or municipality to use such detectors, & provisions for distribution of penalties collected for specified violations.
- SB 188 – Public School Trans – Steube
- HB 215 – Autocycles – Payne  
Autocycles; Defines "autocycle" & revises definition of "motorcycle"; requires safety belt usage by autocycle operator/passenger; authorizes autocycle operation without motorcycle endorsement; provides applicability.

- SB 346 – Motorcycle and Moped Riders– Perry  
Motorcycle and Moped Riders; Increasing the age at which persons who are operating or riding upon a certain motorcycle are exempt from protective headgear requirements, etc.
- SB 384 – Electric Vehicles – Brandes  
Electric Vehicles; Requiring the Florida Transportation Commission to review all sources of revenue for transportation infrastructure and maintenance projects and prepare a report to the Governor and the Legislature when the commission determines that electric vehicles make up a certain percentage or more of the total number of vehicles registered in this state; requiring a long-range transportation plan to consider infrastructure and technological improvements necessary to accommodate the increased use of autonomous technology and electric vehicles, etc.

The MPOAC will begin developing a draft UPWP to present at the next MPOAC meeting. All member suggested projects are due by January 5, 2018.

A Policy and Technical Committee Meeting will take place early 2018 to discuss performance measures, data, target setting and implications.

A discussion took place about the MPO’s preferences on when they would like to receive Mr. Mikyska’s legislative update newsletters. David Hutchinson, Sarasota/Manatee MPO, requested that Mr. Mikyska send the reports on Monday instead of Saturday morning. Pat Steed, Heartland Regional TPO, appreciates the current schedule. Mr. Mikyska will continue to send the newsletters Saturday mornings unless complications emerge.

• **AGENCY REPORTS**

A. **FLORIDA DEPARTMENT OF TRANSPORTATION**

Mr. Mark Reichert, Transportation Planning Manager updated the members on the activities of FDOT and brought forward information on the following topics:

- MPO Autonomous Vehicle Guidance Study: The study should be done by the end of December. The study will produce a book of guidelines.
- Autonomous Vehicle and Alternative Fuels Vehicle Florida Market Penetration Rate and VMT Assessment Study: The objective is to conduct a comprehensive market penetration analysis of autonomous and alternative fueled vehicles and their impact on the vehicle miles traveled in Florida.
- MPO policy and Planning Guidance for Transit Applications of Autonomous Vehicles

- MPO and Transit Agency Planning Coordination's Study. This proposal looks to benchmark the current level of coordination and cooperation between the Florida MPOs and transit agencies with a focus on LRTPs. FDOT will be working with CUTR on this study.
- Economic Analysis Study: To develop a strategy to integrate economic analysis into the planning and project prioritization process.
- Transportation Performance Measures: FDOT is hiring a consultant to assist them with the performance measure guidelines.
- Safety Performance Measures: FDOT is encouraging MPOs to adopt a vision zero target. MPO safety targets must be set by February 27, 2018.
- Federal Rescission: A federal rescission related to the 15-16 federal year will be applied to the next fiscal year PL fund distributions. The topic of rescissions and the PL reserve fund had been previously discussed at past MPOAC meetings. The PL reserve funds are to be distributed to the MPOs and this will offset the federal rescission which mandates that some of the rescission be applied to the PL funds. FDOT is facing a total rescission of \$27 million. The PL fund will be required to absorb a reduction of \$381, 000 from this federal rescission. The Florida DOT will apply the rescinded amounts to the 2019 PL allocations. The Work Program Office has stated that if in 2019 any of the MPOs have financial difficulties due to the rescission, they will find a way to make the MPOs whole.
- MPOAC Leadership Meeting: Notes from the meeting will be distributed to the MPOs.
- Florida Metropolitan Planning Meeting: FDOT wants to continue to have this meeting once a year. MPOs expressed interest in having the next meeting Nov 30 – Dec. 1, 2017.
- FDOT is now fully staffed in Intergovernmental Coordination.
- FDOT Office of Inspector General: They are in the early stages of doing an audit of the Planning Program. They are currently trying to identify the risk areas. Ashley Clark, FDOT Office of Inspector General, quickly elaborated on the audit process. They are internal auditors and will be selecting two MPOs based on risks.
- Safety Project Coordination with MPOs: There is a federal requirement to document the coordination between the MPOs and FDOT on the development and implementation of the federally required performance measures. This will be documented through MPOAC and at workshop events such as the FMPP.

Peter Buchwald, Chair, St. Lucie TPO, asked how this audit will relate to the risk assessments that will be performed annually as part of the MPO FDOT joint certifications. Ms. Clark replied that it is one of the things they are looking into and that they are still in the process of developing their objectives. This is a separate audit from the Risk Assessment Audits.

Harold Barley, MetroPlan Orlando, stated his concerns about funding and how his MPO has no new projects funded in the new work program and he noted that multiple projects are being deferred. He asked members if they are also experiencing the same trends and multiple individuals said that their MPOs are also projected to have lower funding levels. Many are concerned that the decrease in funding is a wakeup call for the MPOs.

David Hutchinson, Sarasota/Manatee MPO, asked for the analysis of the performance measure data. He requested to receive more than just a summary of the data but that actual data so that they can use it in their planning.

Mr. Alex Gramovot, FDOT, presented the new form for conducting the annual joint self-certification process. The process contains the federally required and the quantifiable risk-assessment worksheet for each of the Florida MPOs to use. The new form is intended to bring consistency in the way risk is assessed by the seven Florida DOT Districts. This is done as part of the joint certification review process as required in federal regulations. Each year, the District office and the MPO must jointly certify the metropolitan transportation planning process. The process must be certified every year as a new STIP is adopted each year and the joint certification is tied to the adoption of a new STIP. The FDOT Liaison works with MPO staff to answer questions face-to-face or remotely. This is a collaborative effort between FDOT and the MPOs.

Joint Certification – Timeline:

- January: District and MPO conduct Certification Review
- February 15: District and MPO develop the Preliminary Joint Certification Package
- June: Final Joint Certification Package signed. During UPWP update years, it is submitted with the UPWP
- July 31: Final Certification Package must be sent to FHWA and OPP

The new process will bring consistency and streamlining to the Joint Certification process. It is formatted to be an electronic document that is intended to be 100% substantive. About 25 “guaranteed yes” questions that offered little value have been removed. New questions about contracting, procurement, finance and invoicing have been added.

The Risk Assessment is required by 2 C.F.R. §200.331. In the new certification, Section 5: Finances and Invoicing (the risk assessment) are ten questions. Points are associated with nine of the ten questions. Risk Level determines frequency of supporting documentation review.

The timeliness of invoicing has been simplified:

- If the MPO is independent: Has the MPO submitted invoices to the District for reimbursement more than 30 days after the end of the invoicing period?

- If the MPO is hosted: Did the MPO submit their invoice to their host agency, and notify the District of the submittal, more than 30 days after the end of the invoicing period?

The State DOT must submit performance and expenditure reports, including a report from each sub-recipient to the FHWA. Florida DOT is required to submit a final report within 90 days of the end of the reporting period for annual and final reports and no later than 30 days after the end of the reporting period for other reports. This is the basis of asking MPOs to submit reports in a timely manner.

For the Risk Assessment timeline:

- The certification will go by calendar year starting January 1, 2017 and ending December 31, 2017
- The certification is to be completed by July 1, 2018
- The monitoring and supporting documentation review is in effect from July 1, 2018- June 30, 2019.

Progress reports that go with the invoicing must be submitted quarterly.

Michael Escalante, Gainesville MTPO, asked about the handbook and if the new risk assessment and joint certification review materials will be added to it by the time the MPOs need to submit their risk assessments. Mr. Gramovot replied that the updates to the handbook, including the risk assessment form, will be completed after the MPOs have gone through the next set of risk assessments.

## B. FEDERAL HIGHWAY ADMINISTRATION

Ms. Karen Brunelle, Director, Office of Project Development and Ms. Lee Ann Jacobs, Planning Team Leader, presented several items of interest to the MPOs.

Lee Ann Jacobs, Federal Highway Administration made announcements of interest to the MPOs:

- Fast lane small grants were announced in August 2017 for 10 different infrastructure projects. The proposed awards will enhance safety at over 100 rail crossings, repair nearly 250 miles of track and improve over 70 rail bridges, allowing communities in Maine, Mississippi, Florida, Georgia, and Texas access to the national freight rail network. The project in Florida is:
  - Taylor County Florida: Competitiveness & Employment by Rail (CEBYR) Project, Taylor County, Florida, \$8,671,513.50

- The Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) grant was awarded to MetroPlan Orlando, the University of Central Florida (UCF), and FDOT for \$11.9 million.
  - The grant will advance numerous ITS technologies as part of PedSafe, GreenWay, SmartCommunity and SunStore.
- Proven and Safety Countermeasures Initiative: In 2008, FHWA began promoting certain infrastructure-oriented safety treatments and strategies, chosen based on proven effectiveness and benefits, to encourage widespread implementation by State, tribal, and local transportation agencies to reduce serious injuries and fatalities on American highways. The list was updated in 2012 and again in 2017. This list of Proven Safety Countermeasures has now reached a total of 20 treatments and strategies that practitioners can implement to successfully address roadway departure, intersection, and pedestrian and bicycle crashes. Among the 20 Proven Safety Countermeasures are several crosscutting strategies that address multiple safety focus areas. <https://safety.fhwa.dot.gov/provencountermeasures/>
- How to Develop a Pedestrian and Bicycle Safety Action Plan guide was revised. The purpose of this revised guide is to assist agencies in developing and implementing a safety action plan to improve conditions for bicycling and walking. The plan lays out a vision for improving safety, examining existing conditions, and using a data-driven approach to match safety programs and improvements with demonstrated safety concerns. The document will also serve as a reference for improving pedestrian and bicycle safety through a multidisciplinary and collaborative approach to safety, including street designs and countermeasures, policies, and behavioral programs.
- MPO Freight Assessments will be published in the near future. They will not be due until the end of January 2018.
- The call for TIGER grant applications was published recently and the deadline is October 16, 2017. The TIGER grant program is a highly competitive program whose winners will be awarded with the funding they need to rebuild the infrastructure of their communities. The selection criteria remains fundamentally the same as previous rounds of the TIGER grants program, but the description of each criterion was updated. Additionally, the FY 2017 TIGER program will give special consideration to projects which emphasize improved access to reliable, safe, and affordable transportation for communities in rural areas, such as projects that improve infrastructure condition, address public health and safety, promote regional connectivity, or facilitate economic growth or competitiveness.
- Infrastructure for Rebuilding America (INFRA) Grant applications are due November 2, 2017. The INFRA program provides dedicated, discretionary funding for projects that address critical issues facing our nation's highways and bridges. INFRA grants will support the Administration's commitment to fixing our nation's crumbling infrastructure by creating opportunities for all levels of government and the private sector to fund infrastructure, using innovative approaches to improve the necessary

processes for building significant projects, and increasing accountability for the projects that are built.

- The Federal Planning Finding Report that accompanies the STIP approval was sent out September 29, 2017.

Ms. Brunelle, discussed the Planning Regulations Summary Handout chart legend and how to use the handout. Underlying processes need to be made by May 27, 2018 or the first TIP/LRTP Amendment after that date. She then referred to an additional four handouts that will assist MPOs as tool to help them understand the necessary requirements for the National Performance Management Measures. The handouts include:

- National Performance Management Measures for the Highway Safety Improvement Program
- National Performance Management Measures for Assessing Bridge Conditions
- National Performance Management Measures for Assessing Pavement Conditions
- National Performance Management Measures 23 CFR Part 490 – System Performance/ Freight/ CMAQ Performance Measures (Subparts A, E, F, G and H)

Ms. Brunelle, continued by giving a presentation on the Bridge, Pavement, and System Performance Measures and Asset Management Final Rules overview.

Establishment of Performance Targets – State DOTs (490.105): All state DOTs and MPOs must establish the performance targets. A target is required for each performance measure. In order to make sure that state DOTs and MPOs are making progress toward to the targets, a 4-year cycle performance period is defined in the final rule. The first performance period is from 2018 through 2021, and the 2nd period is from 2022 through 2025 etc. For each performance period, the state needs to establish 2-year mid-point targets and the 4-year final targets.

For State DOTs the established targets must reflect the state’s investment strategies in the state’s Asset Management Plan. The established targets need to be determined by using the performance gap analysis in conjunction with the life-cycle planning, in order to find the established targets which can minimize the Life-Cycle Cost (LCC) under the state budget constraint.

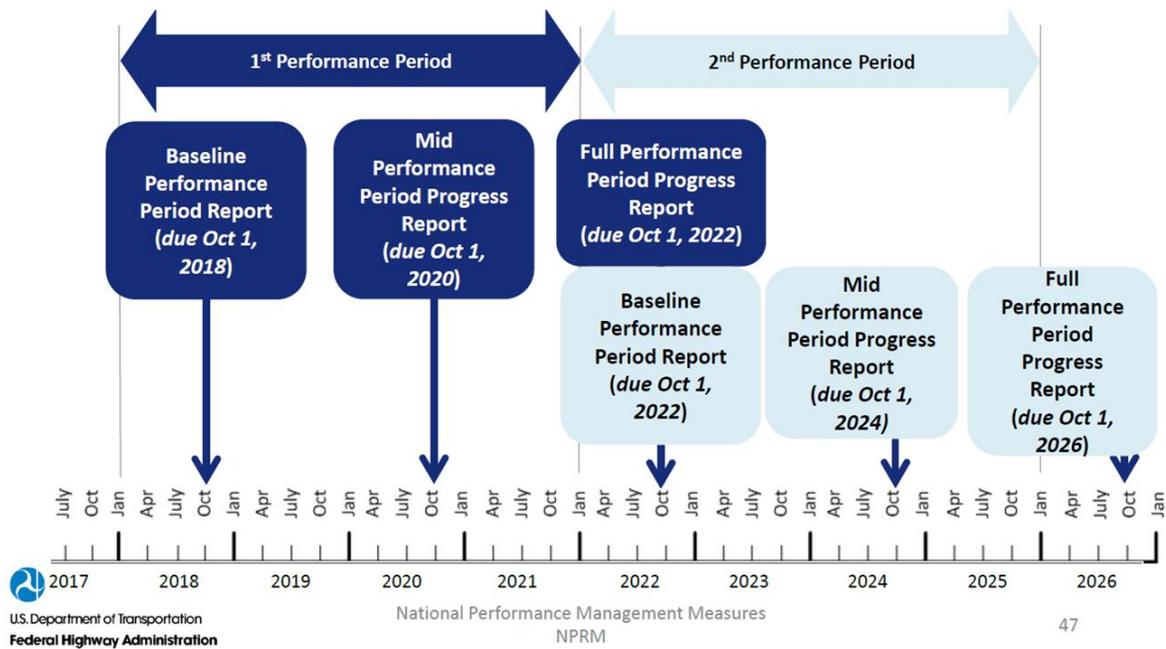
There is a two-step approach to this process:

- Step 1: Perform LCC analysis on each asset (bridge) to obtain LCC of doing nothing.
- Step 2: Optimize, at a network level (or a subgroup), with the objective of minimizing the LCC while achieving expected targets while staying with budgetary limitations

MPOs will be required to establish 4-year targets by supporting the State DOT target or establishing a quantifiable target. Targets need to be established within 180 days after the State DOT(s) establish their targets. Note that FDOT needs to establish their targets by May 20, 2018. Therefore, MPOs would need to establish their targets by Nov 16, 2018. A multistate planning area may choose different target establishment options for the portion of the planning area within each State.

For each performance period, the state needs to provide a baseline performance period report, which includes baseline bridge condition measures, and 2- and 4-year established targets; a mid-performance period report, which includes the comparison of 2-year bridge condition and 2-year established targets; and a final performance period report, which includes the comparison of 4-year bridge condition and 4-year established targets. FHWA will review the mid- and final reports to make the significant progress determination. If the progress is not made for a target, state DOT shall take action to achieve the target. Each MPO needs to provide a report to the respective state DOT which includes the progress toward targets. The MPO does not need to report progress to FHWA.

Timeline for performance periods and biennial reporting:



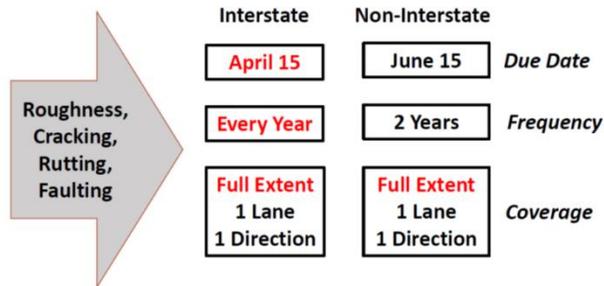
Performance Measures on NHS Bridges (Final Rule 490 Subpart D): Effective date: May 20, 2017. It only covers NHS Bridges and includes the bridges on- and off-ramps connected to the NHS. Although there are three possible overall bridge condition ratings, good, fair, and poor, the final rule only considers 2 performance measures which are related to bridges in

good and poor conditions, and without consideration of bridges with fair condition rating. Therefore the 2 proposed performance measure are:

- The percent of NHS bridges classified as good condition
- The percent of NHS bridges classified as poor condition

Performance Measures on Pavement include the condition measures based on the interstate system and non-interstate system condition. The data and criteria needed for calculating the National Pavement Measures was shown to the members. FHWA will assess the minimum condition annually and could assess a penalty if the minimum condition is not met.

**Pavement TPM Regulations:  
Required Data Reporting**



There are 3 system performance and freight related measures: Interstate travel time reliability, Non-interstate travel time reliability and truck travel time reliability.

While the rule took effect on May 20, 2017, certain portions of the rule pertaining to the GHG measure (the percent change in CO2 emissions from 2017, generated by on-road mobile sources on the NHS) have been delayed indefinitely. FHWA will be publishing a NPRM in the Federal Register pertaining to the GHG measure.

**Travel Time Reliability Measures:**

- For the travel time reliability measures, the metric is: The Level of Travel Time Reliability (LOTTR) for each time period and reporting segment on the Interstate system and separately, the non-Interstate NHS
- The threshold is: LOTTR<1.5 means that a segment is reliable
- The measure is: Percent of person-miles traveled that are reliable (for the Interstate and non-Interstate NHS)
  - Targets will be set for each measure.

The data sources for the travel time reliability measures include:

- Travel times and NHS travel time segments from the National Performance Management Research Data Set (or NPMRDS) or an equivalent data set.
- Average Annual Daily Traffic or volumes (from continuous count stations) and Annual traffic volumes (AADTx365) will be derived from the Highway Performance Monitoring System (or HPMS)
  - Occupancy factors will be provided by FHWA

The time periods that are required to be monitored for the reliability measures, for a full year, include weekday peak periods 6-10 am and 4-8 pm, along with midday (10am-4pm). The time periods also include weekend days from 6am-8pm. Holidays are included in the analysis (this is a change from the NPRM).

Ms. Brunelle showed an example of how the calculation of the metric would work. The LOTTR for each travel time segment in the time periods previously specified would be calculated for the year-long period by dividing the longer travel times (80th percentile) by the normal travel times (50th percentile). The threshold of less than 1.5 would be applied to each time period to determine if that time period was reliable or not. In the example, the afternoon peak period had an LOTTR of 1.54, which is considered unreliable, so that means that this entire segment would be considered unreliable and not be included in the reliability measure calculation.

Note that metrics and related data are to be reported to FHWA via HPMS starting in 2018. If a State DOT does not elect to use FHWA supplied occupancy factors, the State DOT must also submit that data to HPMS.

Another example of calculating the reliability measures showed that the measure is calculated from all reporting segments that are considered reliable from the metric calculation. The measure is the sum of the person miles traveled for all reporting segments that are reliable. The weighting calculation is the reporting segment length multiplied by the annual traffic volume multiplied by an occupancy factor, resulting in the “% of person-miles that are reliable on the Interstate and on the non-Interstate NHS.

Data used for the Freight Reliability measures will be truck travel times for each of the Interstate travel time segments. This will be derived from the NPMRDS or an equivalent approved data set.

The Truck Travel Time Reliability Index will be calculated for each segment during each of the 5 different time periods of the day:

- Weekday AM,
- Weekday mid-day,
- Weekday PM,
- Weekends, and
- Overnight all days.

Next, Ms. Brunelle talked about Asset Management and Assets Management goals which include:

- Maintain the highway infrastructure asset system in a state of good repair
- Managing the network for the long term at the minimum practical cost to:
  - Improve or Preserve asset condition and system performance
  - Manage risk
- Short-term performance in meeting the targets are key indicators

Each State DOT must develop a Transportation Asset Management Plan (TAMP) for the NHS to improve or preserve the condition of the assets and the performance of the NHS. The TAMP must cover a 10-year period.

Key Requirement Deadlines:

- By April 30, 2018: State must submit risk-based initial TAMP
- By June 30, 2019: State must submit fully compliant TAMP
- Every 4 years thereafter: Recertification for updates
- By July 31 each year: Annual Determination on the TAMP will be made by FHWA
- October 1, 2019 and each year: If TAMP not developed and implemented, Federal share on NHPP will be reduced to 65% in that fiscal year.

Risk-based TAMP, Key Plan Contents:

- Pavement and bridge inventory and conditions on the NHS
- Objectives, measures, and targets
- Performance gap identification
- Lifecycle Planning
- Risk Management Analysis
- Financial Plan
- Investment Strategies

A discussion took place about the different requirements for road systems such as the state, federal, and local systems. David Hutchinson, Sarasota/Manatee MPO, replied that his MPO received data from FDOT that they were able to use but needed assistance to obtain data.

## • BUSINESS ITEMS & PRESENTATIONS

### A. 2018 MPOAC MEETING SCHEDULE

Note: Upon request of the presenter Item 6E was moved before 6A.

At the July 08, 2017 MPOAC Policy and Technical Committee meeting a draft set of meeting date options were presented. The committee provided direction related to the options presented at the meeting and asked that revised meeting date options be presented to the MPOAC Staff Director's Committee meeting on October 12, 2017.

Traditionally, the MPOAC met on the 4th Thursday of January, April, July and October. In 2016 the MPOAC meetings were shifted to the 1st Thursday of the month for both the MPOAC Staff Directors and Governing Board meetings. After the change to meeting date methodology, dates were set for the 2017 meetings and three of the four dates were altered to align with transportation related events in the State of Florida. The MPOAC decided at the January 2017 meeting of the Joint MPOAC Governing Board and Staff Director's Meeting to space apart the meetings of the Staff Directors and the MPOAC Governing Board by approximately one month. This was done to allow the Staff Directors to debate, refine and improve actionable items and policies before they are presented to the MPOAC Governing Board for approval.

Being sensitive to the needs of the member organizations, certain considerations were given to setting potential calendar dates. The day before an MPO Board Meeting is typically a busy day for MPOs and avoiding these days is helpful to the MPO Executive Directors, their staff and Governing Board Members. Typically there are four days in a month that are not on the day of an MPO Board meeting and/or not the day before an MPO Board Meeting. Those days are the first Monday, first Thursday, first Friday and the second Monday of each month.

A set of three options were presented to the MPOAC Technical & Policy Committee on July 13th. At that meeting, the options were reviewed, combined and altered to create the options shown below. At the same meeting, the direction of the committee was to continue for one more year the separated Staff Directors and MPOAC Governing Board meetings to give this new arrangement a full evaluation of its effectiveness.

Option 1: Utilize the second Monday of the month for the Staff Directors' Meeting and the first Friday of the month for the MPOAC Governing Board Meeting. Meetings would be approximately one month apart. Potential Conflicts: July 6th is near the 4th of July Holiday and may interfere with member's vacation travel plans.

Option 2: Utilizing the first Thursday and Friday of the month, hold the Staff Directors' Committee on Thursday afternoon and the following morning hold the MPOAC Governing Board Meeting. Utilizing the second month of each quarter avoids conflicts with various holidays. Potential Conflicts: None identified.

Option 3: At the suggestion of the Policy & Technical Committee, this option was created to consider holding the Staff Director's Committee Meeting and the MPOAC Governing Board Meeting on the same day. The materials and agenda items considered by the Staff Directors would be presented to the MPOAC Governing Board at the next quarterly meeting. The premise is to minimize travel by having both meetings on the same day, but still allow the Staff Directors to shape the materials and refine agenda items before they are presented to the MPOAC Governing Board. Potential conflicts: None identified for 1st Monday and 1st Friday options shown below.

Option 4: Utilize the second Monday of the month for the Staff Directors' Meeting and the first Friday of the month for the MPOAC Governing Board Meeting. Meetings would be approximately one month apart. Potential Conflicts: None identified.

Many members voiced their opinions on the different options. However, most members preferred option 2. Gary Harrell, Charlotte County-Punta Gorda MPO, stated that he enjoys the locations that correlate with events.

Pat Steed, Heartland Regional TPO, made a motion to approve option 2 for the schedule for future MPOAC meetings. Beth Alden, Hillsborough MPO, seconded. Motion passed unanimously.

## B. ESTABLISHMENT OF THE MPOAC TRAINING WORKING GROUP

The MPOAC developed a Strategic Directions Plan which was adopted by the MPOAC Governing Board on April 28, 2016. The MPOAC Strategic Directions Plan recommended the creation of several working groups to focus the efforts of MPOAC on particular topic areas. One of these topic areas was a working group that would focus on training efforts by MPOs and training efforts that could be undertaken by MPOAC for the benefit of the MPOs and transportation community.

### Next Steps:

- Name a Chair and Membership
- Craft a draft work plan (Chair and MPOAC staff)
- Draft work plan would be reviewed and adopted by the Training Working Group

Beth Alden, Hillsborough MPO, made a motion to approve the establishment of a working group committee with details to be given later. Mary Beth Washnock, Bay County TPO, seconded. Motion passed unanimously.

#### C. SIS COST FEASIBLE PLAN UPDATE & SCHEDULEMS.

Note: At the discretion of the chair items 6C and 6D were moved before Item 6A and after 6E.

Ms. Huiwei Shen, Manager of the Systems Planning Office of Florida DOT, presented changes being considered in the next SIS cost feasible plan update and the schedule for the update.

The SIS Policy Plan was recently updated. New emphasis areas were added including:

- Statewide and Regional Economic Development Opportunities
- Freight Mobility and Trade Development
- Modal and System Connectivity
- Innovation and Technology
- Coordination with Regional and Local Transportation and Land Use Decisions

In order to implement the SIS policy plan there will be a continuation to focus on largest and most strategic facilities by combining SIS and Emerging SIS components and to recognize importance of smaller and high growth facilities by adding a strategic Growth component.

Potential Strategic Growth Criteria requires the submittal and review of applications addressing the following criteria:

- Projects likely to meet SIS minimum size criteria and thresholds within three years of designation
- Projects that are determined, with partners, to support an economic development opportunity of statewide significance
- Projects that are determined by FDOT to be of compelling state interest
- Partner consensus on viability of new facility

Ms. Shen continued by presenting various details about the Long Range Cost Feasible Plan. The purpose of the Cost Feasible Plan (CFP) is to identify cost feasible projects for the Strategic Intermodal System (SIS) through 2045. The Cost Feasible Plan includes only highway projects and funds for other modes are set aside. Projects customarily originate from the 2045 Multi-Modal Unfunded Needs Plan.

A few questions were asked to clarify the changes to the SIS criteria and the Cost Feasible Plan. Ms. Shen said that she will come back before the end of the year to give the MPOs more details.

#### D. SUNTRAIL UPDATE

Ms. Huiwei Shen, Manager of the Systems Planning Office of Florida DOT, presented the Shared-Use Non-Motorized (SUN) Trail Program and shared the eligible activities for funding during the project solicitation period which is October 15, 2017 through December 15, 2017.

FDOT is soliciting new request for funding for the Regional Trail System and Individual Trail projects through the SUN Trail program for inclusion in the Tentative Five Year Work Program development cycle. Projects programmed for this cycle will be funded as early as Fiscal Years 2023/2024.

To receive consideration for SUN Trail funding, the District Trail Coordinator must receive a separate, complete request for funding for each eligible Regional or Individual Trail project with applicable information, including the prioritization and required signatures beginning October 5, 2017 and no later than 5:00 p.m., Eastern Standard Time, December 15, 2017. Request for funding tools can be found online at [www.FloridaSunTrail.com](http://www.FloridaSunTrail.com) and select "Program Guidance."

No discussion took place.

#### E. PERFORMANCE MEASURE PLANNING/MOBILITY MEASURES

Mr. Doug McLeod, FDOT Mobility Performance Measures Program Manager, and Jessica VanDenBogaert, FDOT Travel Time Reliability Coordinator, presented the Florida DOT's efforts related to the federally required Transportation Performance Measures and the additional FDOT generated MPO specific performance measures.

FDOT and the MPOs can use their own measures in performance-based planning:

- Travel time reliability
- Congestion
- Multimodal
- Other

On June 15, 2018 FDOT will supply metrics to FHWA in the Highway Performance Monitoring System (HPMS). Mr. McLeod referred to the Mobility Performance Measures (MPM) Analysis Handout. He expressed FDOT's concerns with the MPM Analysis Handout Results particularly

the data shown on table 2 which reflects drastic changes in increased Travel Time Reliability in multiple counties. The results measure, LOTTR on Interstates, LOTTR on non-Interstate NHS, and Truck Travel Time Reliability on Interstates.

Concerns with probe data:

- The small number of probes which the analyses are based upon
- Changing coverage of NHS routes
- Other items such as the treatment of data outliers

FDOT efforts to address Mobility Performance Measures and assist MPOs:

- Evaluation of 2017 probe (NPMRDSv2) data and results will be available in January of 2018 or shortly thereafter.
- It is premature to address targets now. Targets for FDOT are due by 05/20/18, targets for MPOs are due in mid-November of 2018.
- FDOT coordination will be continuous

A discussion took place about the potential reason for the increased Travel Time Reliability. Peter Buchwald, Chair, St. Lucie TPO, suggested that the increases could be due to increased people driving and lack of funds to improve roads.

An addition discussion took place about setting targets. Karen Brunelle, FHWA, stated that by having the MPOs support the state target means that the MPO is supporting that target in that area but that MPOs should set targets that are best for their areas. Target must be identified and used in the LRTP.

Jessica VanDenBogaert, FDOT Travel Time Reliability Coordinator, presented additional Mobility Performance Measures for MPOs. Ms. VanDenBogaert referred to the sample handout, FDOT Supplied MPO Mobility Performance Measure Analyses for 2015 (Broward MPO), distributed to the members. She discussed how to read the table and the different information available for MPOs to use at their own discretion.

#### F. MPO POLICY AND PLANNING GUIDANCE FOR TRANSIT APPLICATIONS OF AUTONOMOUS VEHICLES

Mr. Dennis Smith, Planner-In-Residence at Florida State University's Department of Urban & Regional Planning, presented to the MPOAC Staff Director's Committee the Autonomous Vehicle Policy Guide for Public Transportation in Florida MPOs research project.

Within the next decade, electric and autonomous and connected vehicles (EV/AV/CV) will begin to emerge as a commonplace mode of transportation. In 2016, the State of Florida

passed a bill mandating that MPO's address AV technology in their Long Range Transportation Plans (LRTP). However, no uniform policy or conceptual urban design guidance currently exists to help MPOs anticipate, plan for, finance, or implement the programs and/or projects necessary to facilitate the gradual transition to these new technologies.

To help MPOs better understand the ramifications of these transformative technologies and develop pro-active approaches to integration, the Florida Department of Transportation, utilizing staff from the Florida Planning and Development Lab and its Fall 2017 graduate studio class (the FSU Research Team), proposes developing a guidance document to support a uniform and consistent application of EV-AV-CV policy statewide. In particular, the FSU Research Team will provide guidance concerning how MPOs, transit agencies, and local governments can begin to prepare for, pilot, and implement transit applications of EV-AV-CV technologies.

The effort will place a special focus on the following:

- Develop model policy language for LRTP updates
- Outline costs and considerations for infrastructure and equipment investment
- Develop conceptual urban design guidance to showcase potential solutions for technology integration

Peter Buchwald, Chair, St. Lucie TPO, asked about the opportunities for the MPOs and the MPOAC to comment on the report. Mr. Smith said that the MPOs and MPOAC will have an opportunity to comment on the student's final report.

#### • COMMUNICATIONS

A letter to USDOT Secretary Elaine Chao providing MPOAC comments to the Federal Register Docket can be found in the agenda packet.

#### • MEMBER COMMENTS

No comments were made.

#### • ADJOURNMENT

The meeting was adjourned at 5:42 p.m. The next meeting of the MPOAC Governing Board will be held in January 2018.