

**Florida MPO Advisory Council  
Meeting of the Staff Directors  
February 1, 2018  
West Palm Beach, Florida  
Meeting Minutes**

**STAFF DIRECTORS IN ATTENDANCE:**

Peter Buchwald, Chair, St. Lucie TPO  
Greg Stuart, Vice Chair, Broward MPO  
Mary Beth Washnock, Bay County TPO, Florida-Alabama TPO, Okaloosa-Walton TPO  
Gary Harrell, Charlotte County-Punta Gorda MPO  
Anne McLaughlin, Collier MPO  
Whit Blanton, Forward Pinellas  
Michael Escalante, Gainesville MTPO  
Beth Alden, Hillsborough MPO  
Steve Diez, Hernando/Citrus MPO  
Michael Woods, Lake-Sumter MPO  
Ron Gogoi, Lee MPO  
Bolivar Gomez, Martin MPO  
Harold Barley, MetroPlan Orlando  
Carlos Roa, Miami-Dade TPO  
Denise Bunnewith, North Florida TPO  
Nick Uhren, Palm Beach TPA  
Michael Daniels, Ocala/Marion County TPO  
Lois Bollenback, River to Sea TPO  
David Hutchinson, Sarasota/Manatee MPO  
Bob Kamm, Space Coast TPO

**OTHERS IN ATTENDANCE:**

Carl Mikyska, MPOAC  
Brigitte Messina, MPOAC  
Jeff Kramer, Center for Urban Transportation Research  
Paul Gougelman, MPOAC General Council  
Paul Calvaresi, Broward MPO  
Bill Cross, Broward MPO  
Paul Flavien, Broward MPO  
Daniel Knickelbein, Broward MPO  
Karen Brunelle, Federal Highway Administration  
Lee Ann Jacobs, Federal Highway Administration  
Christine Fasiska, Florida Department of Transportation, Office of Planning and Environmental Management

Mayur Patel, Florida Department of Transportation, Office of Planning and Environmental Management  
Mira Skoroden, Florida Department of Transportation, Office of Planning and Environmental Management  
Arlene Tanis, Florida Department of Transportation, Office of Planning and Environmental Management  
Carmen Monroy, Florida Department of Transportation, Office of Policy Planning  
Mark Reichert, Florida Department of Transportation, Office of Policy Planning  
Victoria Williams, Florida's Turnpike  
Mike Neidhart, Gannet Fleming  
Juan Flores, JACOBS  
Jessica Cosden, Lee County MPO  
Gary Huttman, MetroPlan Orlando  
John Dohm, Miami-Dade FTAC, Broward FTAC, Florida FAC  
Elizabeth De Jesus, North Florida TPO  
Renee Cross, Palm Beach TPA  
Susan Haynie, Palm Beach TPA  
Margarita Pierce, Palm Beach TPA  
Rocky Randels, Space Coast TPO  
Georgeanna Gillete, Space Coast TPO  
Vikas Jain, T.Y.Lin International

• **CALL TO ORDER**

Peter Buchwald, Chair, St. Lucie TPO, called the meeting to order at 1:18 p.m. All stood for the Pledge of Allegiance. The Chair thanked the Palm Beach TPA for arranging the accommodations. He welcomed representatives from FDOT District Four and introduced Mr. Mayur Patel.

Mayur Patel, Planning and Environmental Management Office District Manager, welcomed attendees to Southeast Florida and introduced Mr. Mark Plass, Acting Director of Transportation Development.

Mark Plass provided a brief background of his credentials and collaboration between the department and MPOAC. Mr. Plass commented on the need for partnership to manage capacity more effectively, implement Complete Streets, and the need for open mobility options.

• **PUBLIC COMMENTS**

No public comments were made.

- **INFORMATIONAL ITEMS**

- A. REVIEW OF PERFORMANCE MEASURES LANGUAGE IN TRANSPORTATION IMPROVEMENT PROGRAMS

Carl Mikyska, MPOAC Executive Director, presented the draft review of performance measures language in the MPO Transportation Improvement Programs (TIP). Mr. Mikyska noted this item is to provide explanation for MPOs supporting the safety performance targets through their TIP and that sample language which MPOs may use in their TIPs is included in the agenda package.

Peter Buchwald, Chair, St. Lucie TPO, asked if there is an expectation for the next round of TIPs to have this language included and for all MPOs adopt the same language. Mr. Mikyska stated that the expectation is to include the language in the TIPs, and noted the language provided is an outline that can be adjusted to meet each individual MPO's safety target.

A discussion took place about other issues related to safety performance measurement and if the state reviewed the language provided in the agenda package. Ms. Denise Bunnewith, North Florida TPO, requested for language from the state on the process of programming and utilizing funds to improve safety to be included in her TIP.

- **ACTION ITEMS FOR THE MPOAC STAFF DIRECTORS**

- A. APPROVAL OF MINUTES: OCTOBER 12, 2017 MEETING

Mr. Greg Stuart, Vice Chair, Broward MPO, moved to approve the minutes of the October 12, 2017 Staff Directors' Advisory Committee meeting. Mr. David Hutchinson, Sarasota/Manatee MPO, seconded. The motion carried unanimously.

- B. 2018 MPOAC MEETING SCHEDULE

Carl Mikyska, MPOAC Executive Director, noted that the MPOAC Governing Board had already had an opportunity to review the proposed 2018 MPOAC meeting schedule at their November 7, 2017 meeting, but that they had not been able to take action on it due to the lack of a quorum. The input provided from the Governing Board members at that time was to have both meetings (Governing Board and Staff Directors) on a single day, that the meeting occur on the first Thursday of the month, that it be held in Orlando (with some exceptions), and that the meeting format be altered to reduce the length of time.

A discussion took place about the seating arrangements that will accompany this change and it was noted the Governing Board members would sit at the table with the Staff Directors sitting along the wall to reduce interruption. Mr. David Hutchinson, Sarasota/Manatee MPO, noted that AMPOs annual conference dates have been published and are the last week of September and that the recommended change would not conflict.

Mr. Mikyska noted that Florida is honored to host the National Association of Regional Councils (NARC) in Orlando on the first week of June in 2018, and requested that the members consider moving the MPOAC meeting in the second quarter to follow the NARC conference.

A discussion took place on the recommended meeting dates with members noting potential meeting conflicts with their specific MPOs.

Mr. Harold Barley, MetroPlan Orlando, moved to approve the 2018 MPOAC meeting schedule as June 7, August 2, and November 1, 2018. Mr. Whit Blanton, Forward Pinellas, seconded. The motion carried unanimously.

#### C. APPROVAL OF LEGAL SERVICES CONTRACT FOR MPOAC GENERAL COUNSEL

Carl Mikyska, MPOAC Executive Director, presented the proposed Legal Services Agreement for Mr. Paul Gougelman. Mr. Gougelman currently serves as the legal counsel to the MPOAC.

Mr. David Hutchinson, Sarasota/Manatee MPO, moved to approve the Legal Services Contract for MPOAC General Counsel. Mr. Greg Stuart, Vice Chair, Broward MPO, seconded. The motion carried unanimously.

#### D. FREIGHT COMMITTEE PROJECT PRIORITIZATION PROCESS

Greg Stuart, Vice Chair, Broward MPO, provided an introduction to this item. This is a statewide consolidated wish list which would be provided to the Florida Department of Transportation (FDOT) on significant freight projects, and it was noted the list of projects being presented is not prioritized.

Michael Williamson, Cambridge Systematics, Inc., reviewed the purpose of the prioritization process is to ensure that MPOs have an opportunity to identify high priority freight projects on an annual basis, and that the MPOAC, as the association representing all MPOs in Florida, has the opportunity to promote and endorse these priorities on behalf of its members, for consideration by FDOT.

A discussion took place over the exclusion of rail projects in the first iteration of the list, and projects that were included/excluded that were in the environmental phase of project development (PD&E process).

Mr. Williamson reviewed the process used by the MPOAC Freight Committee to establish the list, what considerations were taken into account to reach the recommendation being brought before the committee, as well as sample projects. The next steps to move this item forward are receiving the Staff Directors' Advisory Committee approval, Governing Board approval, and then discussing further steps for 2018 to roll out with the MPOAC Freight Committee.

A discussion took place on the need to have recommendations submitted to FDOT Central Office in July for consideration as part of work program development, lack of representation for rail projects and the need for an additional category for rail projects, alignment with Federal Highway Administration (FHWA) planning requirements, and performance measures.

Mr. Harold Barley, MetroPlan Orlando, moved to approve the Freight Committee Project Prioritization Process. Ms. Denise Bunnewith, North Florida TPO, seconded. The motion carried unanimously.

#### E. APPROVAL OF PERFORMANCE MEASURES RESPONSIBILITIES AGREEMENT

Carl Mikyska, MPOAC Executive Director, presented the proposed performance measures responsibilities and roles document as an informational item instead of as an action item as was originally indicated in the agenda package. Recent federal transportation performance management rulemaking requires that States and MPOs define their respective roles and responsibilities in carrying out the requirements of the final rules. The draft document was presented on December 1, 2017 at the Florida Metropolitan Planning Partnership (FMPP) meeting in Orlando, FL. Direction was provided at the FMPP meeting to keep the content of the document simple and to avoid complications.

Mr. Mikyska reviewed a handout provided to members of the Transportation Performance Measures (TPM) Roles and Responsibilities.

A discussion took place on inclusion of the federal regulations to establish DOT's targets in the document and to add a reference for MPOs to work individually with their transit providers. Ms. Karen Brunelle, Federal Highway Administration (FHWA), noted they are still reviewing the document and there is a potential this cannot be a one-step process. Mr. Mark Reichert, FDOT Office of Policy Planning, stated there is still time to review the document and provide feedback.

Further discussion took place on the need to provide a name for the document distributed to properly reference, suggestion to include this document in the Transit Development Plans (TDP) and as an appendix in the Unified Planning Work Programs (UPWPs), and clarification on item 5 of the document related to the collection of data for the State asset management plan.

Mr. David Hutchinson, Sarasota/Manatee MPO, moved to recommend a single unified document that incorporates asset management planning refinements to be carried through the policy subcommittee. Ms. Denise Bunnewith, North Florida TPO, seconded.

A discussion took place on the motion moving forward today and the responsibilities of the Staff Directors following the meeting. Mr. Paul Gougelman, MPOAC General Council, suggested to have the authority delegated to the MPOAC Executive Board to approve the final document.

The motion to recommend this item to the MPOAC Governing Board today was called to a vote and carried unanimously.

#### F. ELECTION OF OFFICERS

Peter Buchwald, current chair of the Staff Directors' Advisory Committee, relinquished the Chair position to Mr. Mikyska, MPOAC Executive Director, who introduced the election of officers – Chair and Vice Chair – for the MPOAC Staff Directors' Advisory Committee. Mr. Mikyska noted for the record that the election was for a one-year term to begin immediately.

David Hutchinson, Sarasota/Manatee MPO, nominated Greg Stuart, Broward MPO, to serve as Chair. Mr. Harold Barley, MetroPlan Orlando, seconded. Mr. Mikyska closed the nominations and called the question by unanimous acclamation.

Anne McLaughlin, Collier MPO, nominated Lois Bollenback, River to Sea TPO, to serve as Vice Chair. Mr. Harold Barley, MetroPlan Orlando, seconded. Mr. Mikyska closed the nominations and called the question by unanimous acclamation.

Bob Kamm, Space Coast TPO, thanked Mr. Buchwald on his service as Chair for three-years. Mr. Buchwald highlighted the accomplishments during his tenure and expressed his gratitude to those present.

#### MEMBER COMMENTS

Denise Bunnewith, North Florida TPO, inquired what MPO the Beshears' bill related to MPO Governing Board structures is addressing. Mr. Mikyska noted this item would be discussed during the forthcoming MPOAC Governing Board meeting.

Nick Uhren, Palm Beach TPA, stated he is very happy to host the MPOAC and any that there will be a happy hour reception held at Restoration Hardware for any that are interested. He also noted that Safe Streets Summit events will be ongoing all day the following day.

Greg Stuart, Chair, Broward MPO, noted he would be asking for Ms. Bollenback and Mr. Buchwald to join him on the Executive Committee to bring consistency among all 27 MPOs and all DOT districts to further the state's goals.

Bob Kamm, Space Coast TPO, announced that he will be retiring at the end of August 2018 which coincidentally will be the same time Mr. Harold Barley will be retiring, he introduced his successor, Georganna Gillette.

• **ADJOURNMENT**

The meeting was adjourned at 2:53 p.m. The next meeting of the MPOAC Staff Directors will be held on June 7, 2018 in Orlando, FL.