

**Meeting of the Staff Directors
November 01, 2018
Orlando, Florida
Meeting Minutes**

• **ATTENDANCE**

STAFF DIRECTORS IN ATTENDANCE:

Greg Stuart, Chair, Broward MPO
Lois Bollenback, Vice Chair, River to Sea TPO
Greg Slay, Capital Region TPA
Gary Harrell, Charlotte County - Punta Gorda MPO
Anne McLaughlin, Collier County MPO
Whit Blanton, Forward Pinellas
Michael Escalante, Gainesville MTPO
Pat Steed, Heartland TPO
Carlene Riecss, Hernando/Citrus County MPO
Beth Alden, Hillsborough County MPO
Phil Matson, Indian River County MPO
Michael Woods, Lake-Sumter MPO
Donald Scott, Lee County MPO
Bolivar Gomez, Martin MPO
Gary Huttman, MetroPlan Orlando
Aileen Bouclé, Miami-Dade TPO
Denise Bunnewith, North Florida TPO
Mike Daniels, Ocala/Marion County TPO
Nick Uhren, Palm Beach TPA
Ronnie Blackshear, Polk TPO
Dave Hutchinson, Sarasota/Manatee MPO
Georganna Gillette, Space Coast TPO

OTHERS IN ATTENDANCE:

Carl Mikyska, MPOAC
Brigitte Messina, MPOAC
Paul Gougelman, MPOAC General Counsel
Jeff Kramer, Center for Urban Transportation Research, USF
Christen Miller, Center for Urban Transportation Research, USF
Jason Jackman, Center for Urban Transportation Research, USF
Carmen Monroy, Florida Department of Transportation, Office of Policy Planning

Kellie Smith, Florida Department of Transportation, District 5
Karen Brunelle, Florida Division, Federal Highway Administration
Kevin Burgess, Florida Division, Federal Highway Administration
Cathy Kendall, Florida Division, Federal Highway Administration
Khoa Nguyen, Florida Division, Federal Highway Administration
Lakshmi N. Gurram, Charlotte County - Punta Gorda MPO
Marybeth Soderstrom, Heartland TPO
Eric Hill, MetroPlan Orlando
Elizabeth Whitton, MetroPlan Orlando
Valerie Neilson, Palm Beach TPA
Steven Bostel, Space Coast TPO
Peyton McLeod, Landis Evans and Partners

• **CALL TO ORDER**

Greg Stuart, Chair, Broward MPO, called the meeting to order at 12:15 pm. The Chair welcomed those in attendance and self-introductions were made. All stood for the Pledge of Allegiance.

• **APPROVAL OF MINUTES: AUGUST 02, 2018 MEETING**

Aileen Bouclé, Miami-Dade TPO, moved to approve the minutes of the August 02, 2018 Staff Director’s meeting. Gary Huttman, MetroPlan Orlando, seconded. The motion carried unanimously.

• **PUBLIC COMMENTS**

No public comments were made.

• **EXECUTIVE DIRECTOR’S REPORT**

A. **UPWP REPORT**

Mr. Carl Mikyska, MPOAC Executive Director, presented the UPWP Report showing the expenditures and budget for the first quarter of the state fiscal year 2019, which began on July 01, 2018. His list included activities and accomplishments of the MPOAC from July through September of 2018.

B. 2019 MPOAC WEEKEND INSTITUTE DATES

Since the last meeting of the MPOAC, dates have been set for the 2019 MPOAC Weekend Institute for Elected Officials. Those dates and locations are:

- Florida League of Cities (FLC) University Training Center in Orlando – March 29 to 31, 2019
- Renaissance Hotel International Plaza in Tampa – May 31 to June 02, 2019

• AGENCY REPORTS

Greg Stuart, Chair, Broward MPO, gave an overview of the two-day MPOAC Leadership meeting that took place in Tallahassee in October 2018. Those in attendance included the MPOAC Chair, Vice-Chair, and Past Chair, the MPOAC executive Director, FDOT Central Office staff, and other invited guests. This group meets twice per year and the objective is to discuss topics and issues that affect the Metropolitan Planning Program. This includes optimizing the MPOAC structure to improve communication and coordination of program goals. The meeting also allows MPOAC leadership to gain access to FDOT Central Office staff, providing feedback, and identifying opportunities for efficiencies and innovation. During the meeting, attendees discussed several topics:

- Issues with federal Surface Transportation Block Grant Program – Urban Allocation (SU) funds tracking
- Federal Planning (PL) and SU funds for updates of MPO long range transportation plans (LRTPs)
- Transportation performance management consensus document
- Florida Transportation Plan (FTP) implementation
- SWAP Pilot Program (focusing on swapping SU funds for state funds for use by MPOs)
- Project phasing and Transportation Improvement Program (TIP) amendments
- Landscape funding cap on off-system road projects
- Bureau of Economic and Business Research (BEBR) population projections
- Check PL blue spreadsheet (MPO PL funding balance issues)
- Automated, electric, connected and shared (ACES) vehicle issues
- Transit agency and MPO coordination
- Non-budgeted transit projects
- Consolidating federal planning and transit planning grants
- Performance measurement safety targets
- Office of Inspector General findings and wrap-up

- Action items coming out of the meeting including actions focused on legislative earmarks, performance measurement, SU funds tracking, ACES, transit agency-MPO coordination, and safety implementation planning

Nick Uhren, Palm Beach TPA, asked for a summary on the topics discussed at the MPOAC Leadership Meeting. Mr. Stuart replied that he is working on a summary to be distributed to the MPOAC membership once completed.

Ms. Carmen Monroy, Director, Florida Department of Transportation (FDOT) Office of Policy Planning, added that this is the third MPOAC Leadership meeting and that her team is documenting the issues and resolutions discussed during the meeting. She will be sending a follow-up communication letter on the MPOAC Leadership Meeting. Mr. Stuart added that the leadership team plans to meet with the Federal Highway Administration (FHWA) next time they are in Tallahassee.

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Ms. Carmen Monroy, Director, Florida Department of Transportation (FDOT), Office of Policy Planning, updated the members on the activities of FDOT as follows:

- Ms. Monroy discussed the complexities associated with legislative earmarks. She discussed how if an earmark is vetoed, that FDOT cannot advance the earmarked project in any way for a year. Knowing this, earmarks and understanding the potential issues with earmarks are a top priority for FDOT.
- Office of the Inspector General (OIG) Audit: In accordance with Section 20.055, Florida Statutes, the OIG is the "central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in government" and is responsible for conducting audits, investigations, and other consulting and technical assistance activities.
 - The audit revealed that liaisons are turning over at a 20% rate, which is a higher rate than all other positions. Ms. Monroy is working with FDOT Human Resources officials to develop solutions to address this issue.
 - The audit also focused on financial aspects of MPO operations. It looked at the differences between Hosted and Independent MPOs and if the single audit requirement is sufficient to identifying and defining risk.
- Ms. Monroy discussed conversations she has had lately with the Florida Division of the Federal Highway Administration, on various issues related to federal SU funds. Discussions have included analysis of how the SU fund are spent, how they are accounted for, what the challenges have been in the state, and developing a path forward and guidance for the appropriate use of federal SU funds.

- Ms. Monroy mentioned that her staff is looking into how transit representation is documented and used by MPOs and how MPOs and transit agencies are coordinating their planning activities.

A discussion took place about the consensus document, performance measures, and targets. Michael Escalante, Gainesville MTPO, asked if the resolution on the consensus document is to be an endorsement from the MPOs. Greg Stuart, Chair, Broward MPO, replied that it will need to be a part of the MPO's TIP and that Mr. Mikyska will be providing sample language. Denise Bunnewith, North Florida TPO, added that the transit agencies used to be signatories on a document similar to the consensus document. She suggested that local transit agencies should become signatories to the new performance management consensus document given their role developing the Transit Asset Management Plan (TAMP) performance targets. She continued by asking for an explanation on how funding would be provided for bridge, pavement, and safety projects as they are moving towards the performance targets in the MPO Transportation Improvement Program (TIP). She and others also discussed the development of sample TAMP language for MPO TIPs, including for TIP amendments. Ms. Karen Brunelle, Federal Highway Administration, replied that there is a requirement to have consensus between the MPO, state and the transit agencies regarding performance measurement and targets and that the consensus document could be used as the mechanism for documenting that consensus.

Dave Hutchinson, Sarasota/Manatee MPO, Denise Bunnewith, North Florida TPO, and others discussed the licensing issues surrounding the current statewide transportation model structure.

Dave Hutchinson, Sarasota/Manatee MPO, asked if the Staff Directors wanted to make reports on the MPO Leadership meetings a regular meeting agenda item. Greg Stuart said this item will certainly be back on the agenda in the future.

B. FEDERAL HIGHWAY ADMINISTRATION

Ms. Karen Brunelle, Director, Office of Project Development, Federal Highway Administration (FHWA), Florida Division, brought forward information on the following topics:

- Cathy Kendall was introduced as the new Planning Team Leader.
- An Infrastructure for Rebuilding America (INFRA) program grant was awarded for the PortMiami Truck Gate Innovation project in Miami-Dade County (\$7 million to replace two outdated cargo terminal gates at the Port of Miami with expanded and automated truck gates).

- FDOT received a \$1 million Accelerated Innovation Deployment (AID) Demonstration program grant for Pedestrian-Bicyclist Safety Applications Using Connected Vehicle Technologies.
- The US Department of Transportation (USDOT) released new automated vehicle guidance; Automated Vehicles 3.0 Preparing for the Future of Transportation (AV 3.0): <https://www.transportation.gov/sites/dot.gov/files/docs/policy-initiatives/automated-vehicles/320711/preparing-future-transportation-automated-vehicle-30.pdf>
- FHWA published a new strategic plan
 - Four new goals include safety, infrastructure, innovation and accountability.
 - Six new objectives including saving lives, improving program project decision making by using a data driven approach, asset management in a performance based program, increase freight and people mobility and reliability, enhancing the safety and performance of our nations SIS transportation system through research and accelerating deployments of promising innovative technologies, modernizing or eliminating obsolete unnecessary or duplicate policies and regulations, transform our workforce to ensure that the agency is properly structured, skilled, and equipped to deliver outstanding customer service to our partners in the traveling public.

Ms. Cathy Kendall, Planning Team Leader, Office of Project Development, Federal Highway Administration (FHWA), Florida Division, announced:

- In addition to her role as team leader, Ms. Kendall will be temporarily responsible for Districts 1 and 3.
- FHWA will be hiring a new planner for the Orlando office. The position is posted on the USA Jobs website.
- The statewide planning finding including eight recommendations and one corrective action related to the tracking of the Surface Transportation Block Grant Program (STBGP) and other non-Planning Program (PL) federal funding being used for planning purposes. The deadline to resolve the corrective action is June 2019.
- MetroPlan Orlando was awarded a FHWA multimodal network connectivity pilot project.
- FHWA has a new website for Unmanned Aerial Systems (UAS), sometimes referred to as drones, <https://www.fhwa.dot.gov/UAS/>
- Alternative Fuels Corridors recommendations and nominations are due by January 31, 2019.

A discussion took place about the use of STP urbanized area (SU) funds. FHWA will be providing the MPOs with some guidance about SU funds and tracking their use. MPO areas

are required by law to receive a minimum amount of SU over the lifetime of the FAST Act. Ms. Brunelle will send Mr. Mikyska the guidance information related to this subject.

Ms. Karen Brunelle then provided an update on transportation performance measurement (TPM):

- FDOT set their 2019 safety targets on August 31, 2018.
- New Probe Data Analytics (PDA)/National Performance Management Research Data Set (NPMRDS) tools are available for FDOT and MPOs, including pre-set geographic area pull-downs for each Florida MPA, UZA, and statewide and an advanced data analytics tool to conduct planning and traffic operational analyses. Access includes FDOT, MPOs, researchers, and consultants working on behalf of FDOT. FHWA will host a Florida specific introductory webinar that MPO staff may attend.
- TPM Implementation Plan – June 2018: helps determine levels of stewardship needed and identifies broad goals to be achieved through successful TPM implementation and specific activities aimed at achieving those goals. Two websites were provided: <https://www.fhwa.dot.gov/tpm/plan.pdf> and <https://www.fhwa.dot.gov/tpm/guidance/>
- Important dates:
 - Nov 14, 2018: MPOs must set bridge, pavement and system performance targets (PM-2 and PM-3).
 - Feb 27, 2019: MPOs must set 2019 safety targets.
 - May 20, 2019: Any S/TIP amendments adopted after May 20th must address PM-2 and PM-3 targets.

A short discussion took place about setting performance targets. Lois Bollenback, Vice Chair, River to Sea MPO, asked for clarity about the deadline for adjusting targets. Ms. Brunelle replied that there is no specific deadline and that MPOs will need to provide the required documentation that justifies their adjusted targets. She added that this applies only if the MPO plans to set their own PM-3 targets.

• BUSINESS ITEMS & PRESENTATIONS

A. MPOAC UPWP AMENDMENT

Mr. Carl Mikyska, MPOAC Executive Director, gave an overview on the proposed amendment to the Unified Planning Work Program (UPWP) that will add funding for statewide memberships for both the National Association of Regional Councils (NARC) and the Association of Metropolitan Planning Organizations (AMPO). In prior years the funds used to pay for memberships in both organizations was shown in the Statewide Planning and Research Plan and a reference was made in the MPOAC UPWP. Since these

memberships are directly benefitting the Florida MPOs it is more appropriate to display this information in the MPOAC UPWP.

Greg Stuart, Chair, Broward MPO added that the expenses to the MPOs would be great if they paid for their membership fees individually.

Dave Hutchinson, Sarasota/Manatee MPO, moved to approve the motion to amend the MPOAC UPWP to include the annual dues for statewide membership to both NARC and AMPO for State Fiscal Years 2019 and 2020. Beth Alden, Hillsborough MPO, seconded. The motion carried unanimously.

B. COMPLETE STREETS WORKING GROUP PRESENTATION

Mr. Carl Mikyska, MPOAC Executive Director, introduced Valerie Neilson of the Palm Beach TPA, who led the Complete Streets Working Group effort to prepare a best practices report. The Complete Streets Working Group was formed in an effort to implement the MPOAC Strategic Plan, which was adopted by the Governing Board in April of 2016. This working group convened for their first meeting in March of 2017 and met quarterly until July of this year with the goal of identifying best practices across the state in various complete street related topic areas.

The Working Group focused on eight Best Practice Topics including:

1. Creating Policies and Building Support
2. Measuring Activity Levels
3. Network Planning
4. Documenting Performance
5. Design Guidelines
6. Project Prioritization and Funding
7. Innovative Projects & Implementation
8. Health and Equity

Data on MPO activities in each topic area was collected through a survey. The Working group then selected 36 best practices across all eight topic areas. These were highlighted in a report which will be distributed to all Florida MPOs and the FDOT. It will also be posted to the MPOAC website.

A discussion took place about complete streets amongst members touching on a variety of complete streets related subjects including data collection issues, complete streets analysis tools, complete streets pilot projects, and the potential of the Working Group developing a complete streets policy template for local governments. Nick Uhren, Palm Beach TPA, thanked the MPOs for their participation and contributions to this complete streets study.

Many members were interested in furthering the study and sharing complete street information. Whit Blanton, Forward Pinellas, added that he would like to see the MPOAC Share Point site used to post complete street before and after studies.

C. TRANSPORTATION PERFORMANCE MEASURES

Ms. Carmen Monroy, Director, Florida Department of Transportation (FDOT) Office of Policy Planning, presented on continuing efforts to coordinate transportation performance measurement activities with the twenty-seven MPOs in Florida. Ms. Monroy shared with the membership the FDOT planned future coordination efforts as the state continues to implement performance based planning and programming as required by federal law.

Ms. Monroy clarified that FDOT uses opportunities to meet with federal partners to let them know that FDOT is collaborating with the MPOs. FDOT wants MPO feedback and opinions on communication efforts and the use of performance measures to drive investments.

A discussion took place about a statewide list of complete streets corridors tied to safety and linking complete streets implementation to resurfacing, restoration and rehabilitation (RRR) funding. Gary Huttman, MetroPlan Orlando, stated that a couple years back FDOT District 5 approached MetroPlan Orlando asking about their experiences with RRR funding and projects, particularly related to complete streets implementation. He asked if these types of collaborations take place across the state. Ms. Monroy replied that she could not guarantee that those types of conversations are taking place in every FDOT District, but that FDOT Central Office can help coordinate these types of conversations.

D. STIC AND TRB RESOURCES

Khoa Nguyen and Kevin Burgess, Federal Highway Administration (FHWA), Florida Division, presented information related to the Florida State Transportation Innovation Council (STIC). The purpose of the STIC is to demonstrate and share information about technologies so that they can be implemented across all of the state. The STIC is a way to share information and a forum to advance innovations.

The Florida STIC was established in 2012 and consists of representatives from a broad range of private organizations and public transportation agencies in Florida. The roles and objectives of the STIC are to determine innovations that will most benefit Florida, to develop an innovations implementation plan, to establish and develop procedures/guidance/specifications for implementing transportation innovations, to provide assistance to interested parties, and to advance and share transportation innovations statewide. The intent of the STIC is taking effective, proven and market-ready

technologies and getting them into widespread use. Mr. Nguyen thanked Carl and Beth for their support and engagement on the STIC.

The remainder of Mr. Nguyen's presentation focused on safety innovations. He described the three principles of roadway departures and countermeasures: keep travelers and vehicles on the road; if they leave the road, help them to recover safely, and if they cannot recover, to minimize crash severity. He then discussed countermeasures for addressing these principles.

Mr. Burgess then described his efforts working with the Florida Bike/Ped Coalition to develop a toolbox for the Safe Transportation for Every Pedestrian (STEP) providing implementation assistance to transportation facility designers. STEP is a compilation of pedestrian safety countermeasures including road diets, pedestrian hybrid beacons, crosswalk visibility enhancements and more.

A brief conversation took place amongst members. Nick Uhren, Palm Beach TPA, asked how other states decide how to spend their federal highway safety funds. Mr. Burgess replied that it varies greatly between states. Some states work with local jurisdictions to develop projects while other states select projects based on presentations.

E. TSM&O ON THE I-4 CORRIDOR

Cancelled due to lack of time. Item moved to the beginning of the MPOAC Governing Board agenda so Staff Directors' Committee members could stay and listen before leaving.

• COMMUNICATIONS

- Beth Alden, Hillsborough County MPO, will be leading a clinic demonstrating how to access the MPOAC share point site during the Florida Metropolitan Planning Partnership (FMPP) meeting in December 2018.
- The Safe Streets Summit will be taking place on February 25-26, 2019. Anthony Foxx, United States Secretary of Transportation, is the keynote speaker. The Summit is a collaborative effort between the Miami-Dade Transportation Planning Organization, the Broward Metropolitan Planning Organization, and the Palm Beach Transportation Planning Agency to provide a local, yet regionally connected, approach to prioritizing and implementing Complete Streets throughout Southeast Florida. Save-the-date cards were distributed to members and more information can be found at <https://www.safestreetssummit.org/>

- MEMBER COMMENTS

None.

- ADJOURNMENT

The meeting adjourned at 2:46 p.m. The next meeting of the MPOAC Staff Directors will be held on January 30, 2019 at the Orlando Airport Marriot Lakeside, 7499 Augusta National Drive, Orlando, FL 32822. MPOAC has reserved a block of rooms. The Marriot's phone number is (407) 851-9000.