

**Florida MPO Advisory Council  
Meeting of the Staff Directors  
April 30, 2019  
Orlando, Florida  
Meeting Minutes**

**Staff Directors in Attendance:**

Lois Bollenback, Vice Chair, River to Sea MPO  
Paul Calvaresi, Broward MPO  
Greg Slay, Capital Region TPA  
Gary Harrell, Charlotte County - Punta Gorda MPO  
Eric Ortman, Collier MPO  
Austin Mount, Florida-Alabama TPO  
Whit Blanton, Forward Pinellas  
Mike Escalante, Gainesville MTPO  
Marybeth Soderstom, Heartland TPO  
Steve Diez, 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  
Beth Beltran, Martin MPO  
Gary Huttman, MetroPlan Orlando  
Aileen Bouclé, Miami-Dade TPO  
Denise Bunnewith, North Florida TPO  
Nick Uhren, Palm Beach TPA  
John Villeneuve, Pasco County MPO  
Ronnie Blackshear, Polk TPO  
Dave Hutchinson, Sarasota/Manatee MPO  
Georganna Gillette, Space Coast TPO  
Peter Buchwald, St. Lucie 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  
Cathy Kendall, Florida Division, Federal Highway Administration

Erika Thompson, Florida Department of Transportation  
Mark Reichert, Florida Department of Transportation  
Rusty Ennemoser, Florida Department of Transportation  
Rakinya Hinson, Florida Department of Transportation, District 5  
Jamie Kersey, Florida Department of Transportation, District 5  
Anna Taylor, Florida Department of Transportation, District 5  
Paul Flavien, Broward MPO  
Commissioner Christopher Constance, Charlotte County - Punta Gorda MPO  
Nick Lepp, MetroPlan Orlando  
Virginia Whittington, MetroPlan Orlando  
Valerie Neilson, Palm Beach TPA  
Manny Lajmiri, Pasco MPO  
Wiley Page, Atkins  
John Kaliski, Cambridge Systematics  
Michael Williamson, Cambridge Systematics  
Jeff Arms, HDR  
Jess Smith, HDR  
Michael Garau, Kimley Horn  
Jim Wood, Kimley Horn  
Todd Brauer, Whitehouse Group

• **CALL TO ORDER**

Lois Bollenback, Vice-Chair, Broward MPO, called the meeting to order at 12:03 pm. The Chair welcomed those in attendance and self-introductions were made. All stood for the Pledge of Allegiance.

Mr. Carl Mikyska, MPOAC Executive Director, recognized the 50<sup>th</sup> anniversary of the North Florida TPO.

• **APPROVAL OF MINUTES: JANUARY 30, 2019 MEETING**

Aileen Bouclé, Miami-Dade TPO, moved to approve the minutes of the January 30, 2019 Staff Director’s meeting. Whit Blanton, Forward Pinellas, seconded. The motion carried unanimously.

• **PUBLIC COMMENTS**

No public comments were made.

## • EXECUTIVE DIRECTOR'S REPORT

### A. UPWP REPORT

Mr. Mikyska mentioned the exceeding interest in the MPOAC Weekend Institute for Elected Officials. The Tampa Institute has hit the cap of 25 members with 5 people on the waiting list.

Mr. Carl Mikyska, MPOAC Executive Director, presented the Unified Planning Work Program (UPWP) Report showing expenditures and budget for the third quarter of state fiscal year 2019, as well as a list of activities and accomplishments of the MPOAC from January through April 2019. The MPOAC is on track to finish the year on budget.

The Freight Committee and the Noteworthy Practices Working Group met prior to the Staff Directors' Advisory Committee meeting. A Training Working Group will launch in Fall 2019.

### B. 2019 LEGISLATIVE UPDATE

The Florida Legislative Session officially began on March 05, 2019 and is scheduled to conclude on May 03, 2019. The MPOAC has been tracking a number of bills and publishing a weekly newsletter for the membership.

An overview of transportation related bills important to the MPOAC were presented:

- HB 107 – Texting and Driving – Passed Yesterday (SB 76)
- HB 453 – Scooter Bill (SB 542)
- HB 905 – Department of Transportation (SB 1044)
- SB 7068 – Transportation and Infrastructure (HB 7113)

## • AGENCY REPORTS

### A. FLORIDA DEPARTMENT OF TRANSPORTATION

Mr. Mark Reichert, Administrator for Metropolitan Planning, Florida Department of Transportation (FDOT), Office of Policy Planning, updated the members on FDOT activities as follows:

- FDOT leadership update:

- Secretary Kevin Thibault has been selected as Secretary of the Florida Department of Transportation (FDOT).
- Two new assistant secretaries have been selected: Courtney Drummond, Engineering and Operations, and Stacy Miller, Finance and Administration.
- Positions still open include Chief Planner and Office of Policy Planning Director.
- New staff to the Office of Policy Planning include Erika Thompson, Statewide MPO Coordinator, and Scott Philips, Statewide MPO Analyst.
- MPO Program Management Handbook: Released April, 2019. There have been major revisions to the performance management chapter. FDOT is planning to update the handbook quarterly going forward to avoid having such large changes posted all at once.
- The MPO portal document upload process has been revised and simplified. This should make it easier for MPOs to submit documents for review and approval.
- Car allowance for MPO Executive Directors:
  - Three Recommended Approaches:
    1. Include a provision in the Executive Director's contract that allows the Executive Director to receive a monthly car allowance that is added to the monthly salary, but paid with local funds.
    2. Instead of a monthly car allowance, increase the Executive Director's monthly salary by the same amount.
    3. Reimburse the Executive Director for personal vehicle travel expenses at the state mileage allowance rate of 44.5 cents per mile.
  - If the MPO wants to provide the Executive Director with a car allowance in a manner that requires reimbursement using federal or state funds, records MUST be maintained showing personal vs. business use of the vehicle.
- Consolidated federal planning grant agreement: In this approach for providing federal planning funds, as is currently under discussion for use in Florida, support for both highway and transit planning activities is consolidated into a single grant. MPOs are able to focus on the planning process and deliverables rather than the type of money that needs to be tracked since the funds are consolidated. FDOT has conducted research on how this has worked in other states, a summary of which was provided in the agenda package (Item 6B).
- Transportation Performance Management (TPM) update:
  - Consensus Planning Document was updated March 2019: It incorporates comments from the MPOAC, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) and is ready for inclusion in MPO Transportation Improvement Programs (TIPs) or other MPO board action.
  - Methodology and Data Sources report was updated April 2019: It includes transit asset management measures and expands details on justification for statewide targets.

- TPM factsheets were updated April 2019: They include updated data/targets, where applicable, and emphasize current tasks/deadlines.
  - Model template for LRTP System Performance Report is being updated and will address FHWA/FTA comments and cover all measures.
- Periodic Evaluation of Facilities (23 CFR Part 667): Requires state DOTs to analyze alternatives for assets requiring repeated repair.
  - FDOT completed its first evaluation on November 23, 2018 for National Highway System (NHS) roads and highways that required permanent repairs (2 or more occurrences) and NHS bridges that required permanent repairs (1-time occurrence).
  - Beginning on November 23, 2020, FDOT must prepare an evaluation for all other roads, highways, and bridges prior to including any projects on repeatedly damaged facilities in the Statewide Transportation Improvement Program (STIP). FDOT will work cooperatively with MPOs and facility owners to carry out the evaluations. FDOT must consider the results of the evaluations in project planning, PD&E and design.
  - FDOT and MPOs are encouraged to consider this information when developing transportation plans and programs and during environmental review.
  - FDOT will incorporate evaluation results into the Transportation Asset Management Plan (TAMP).
  - FDOT will update the evaluations after every emergency event, as well as on the regular 4-year cycle.
- Florida Transportation Plan (FTP) update:
  - FTP update will start in May 2019.
  - 2019 Steering Committee Meetings:
    - May 8, Jacksonville, in conjunction with Long Range Visioning Session.
    - July 9-10, Bonita Springs, in conjunction with Floridians for Better Transportation.
    - October/November, location TBD.
  - Vision Element will be completed by December 2019.
  - Policy Element will be completed by December 2020.
  - SIS Policy Plan will be completed by 2021.
- Proposed Multi-Use Corridors of Regional Economic Significance (M-CORES) Program:
  - SB 7068/HB 7113 proposed in the 2019 Florida Legislative session would create the M-CORES Program.
  - Program purpose: revitalize rural communities, encourage job creation, and provide regional connectivity while leveraging technology, enhancing quality of life and public safety, and protecting the environment and natural resources.

- Program objective: advance the construction of regional corridors that are intended to accommodate multiple modes of transportation and multiple types of infrastructure.
- Three identified corridors:
  - Southwest-Central Florida Connector, extending from Collier County to Polk County
  - Suncoast Connector, extending from Citrus County to Jefferson County
  - Northern Turnpike Connector, extending from the northern terminus of the Florida Turnpike northwest to the Suncoast Parkway
- Program task forces will be appointed by the Secretary by August 1, 2019 and will include MPO representation. Task force reports will be due by October 1, 2020.

A discussion took place about the Handbook. Dave Hutchinson, Sarasota/Manatee MPO, asked if references and templates are available online for the MPOs. Mr. Reichert said currently FDOT and liaisons can access those items but once the final versions are posted then MPOs will be able to access the documents and links on the SharePoint website.

## B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

Ms. Cathy Kendall, Federal Highway Administration, Florida Division, brought forward information on the following topics:

- New Planning and Environmental Linkages Resource:
  - [https://www.environment.fhwa.dot.gov/env\\_initiatives/pel/training.aspx](https://www.environment.fhwa.dot.gov/env_initiatives/pel/training.aspx)
- New Environmental Justice State of the Practice Resource:
  - [https://www.fhwa.dot.gov/environment/environmental\\_justice/publications/chng\\_demo/index.cfm](https://www.fhwa.dot.gov/environment/environmental_justice/publications/chng_demo/index.cfm)
  - [https://www.fhwa.dot.gov/environment/environmental\\_justice/publications/top/index.cfm](https://www.fhwa.dot.gov/environment/environmental_justice/publications/top/index.cfm)
- Temporary District 1 contact – Stacie Blizzard and Cathy Kendall, District 3 Contact – Luis Lopez and Cathy Kendall.
- James (Jim) Martin is the new planner located in the Orlando office as of April 15, 2019 and the District 5 contact.
- U.S. Senate confirmed Nicole Nason to be the next FHWA Administrator.
- National Roadway Safety Awards Program application deadline is May 31, 2019.
- Free National Highway Institute (NHI) training course on Introduction to Financial Planning for Transportation Asset Management (TAM). The course explores common terms, background information, and the context of financial plans for TAM.

- Future Probe Analytics Data training for National Performance Management Research Data Set (NPMRDS).
  - Course link: [https://www.nhi.fhwa.dot.gov/course/search?tab=0&sf=0&course\\_no=136002A](https://www.nhi.fhwa.dot.gov/course/search?tab=0&sf=0&course_no=136002A)
- Funding Opportunities:
  - AMR application period closed 4/22/19.
  - FHWA Division planner awareness of grant applications.

Ms. Kendall continued by presenting the Transportation Performance Measurement (TPM) updates. Recent milestones include:

- Oct 01, 2019 - STIP and TIP amendments can be processed if the MPO has an adopted TAM (Transit Asset Management) Targets, TAM Plans and Transit Related PBPP metrics. FHWA will be looking for these with the submittal of the first Amendment request from each MPO – including copies of relevant TIP pages referencing the TAM Targets.
- Feb 27, 2019 - MPOs will set 2019 Safety Targets.

A discussion took place about issues of tracking the use of federal Surface Transportation Block Grant Program-Urban Allocation (SU) funds for planning purposes. Mr. Mark Reichert said that they are working on a better way of tracking SU funds and will inform the MPOAC membership of when there is more information.

• **BUSINESS ITEMS & PRESENTATIONS**

**A. APPROVAL OF CONSENSUS DOCUMENT FOR TRANSPORTATION PERFORMANCE MEASURES**

Federal law requires MPOs, state DOTs, and transit providers to enter into an agreement which defines each participant’s role and responsibilities in the planning for, and implementation of, transportation performance measures (TPMs). Rather than try to formulate twenty-seven individual agreements, Florida is accomplishing this collectively through the MPOAC and a statewide agreement that individual MPOs can adopt.

The TPM requirements found in 23 CFR 490 also necessitates that MPOs report their progress toward meeting their targets to the state DOT annually. At the Florida Metropolitan Planning Partnership (FMPP) meeting in Orlando, FL in 2018, the required agreement (referred to as the Transportation Performance Measures Consensus Planning Document) was discussed. In attendance were MPO staff directors and other key staff from Florida MPOs, FDOT District planning liaisons and central office staff, as well as MPOAC and FHWA representatives. Direction was provided at the FMPP to keep the content of this

document simple and to avoid complications. FHWA Florida Division office also directed that the document does not need to be complicated. MPOAC, FDOT, and FHWA have worked closely together to create the TPM Consensus Document (Item 6A of the meeting agenda package).

The TPM consensus document will be the basis for meeting the federal requirement that MPOs and state DOTs agree to a set of roles and responsibilities in carrying out the requirements of the transportation performance measurement process.

Greg Slay, Capital Region TPA, moved to approve the Transportation Performance Measures Consensus Planning Document. Mike Escalante, Gainesville MTPO, seconded. The motion carried.

## B. CONSOLIDATED PLANNING GRANT

At the MPOAC Leadership meeting (held in Tallahassee on April 23rd and 24th, 2018) the topic of a Consolidated Planning Grant (CPG) was discussed by FDOT and MPOAC leadership. The leadership expressed an interest in pursuing the CPG because it would offer an easing of administrative burdens on both the MPO and FDOT staff. At the August 2018 meetings of the MPOAC Staff Directors' Advisory Committee and the MPOAC Governing Board, this topic was presented on the agenda and both bodies expressed interest in advancing the CPG. It is anticipated that the CPG would not alter the burden on Federal Highway Administration (FHWA) and would ease the administrative burden on the Federal Transit Administration (FTA). There would be no negative financial impact to Florida's MPOs if the CPG approach were adopted. If Florida chooses to pursue the CPG, it would be effective with the next round of MPO Unified Planning Work Programs (UPWPs) covering state fiscal years 2020/2021 and 2021/2022.

A discussion took place about MPO funding. Nick Uhren, Palm Beach TPA, said he would support the consolidation of funds if it was guaranteed that the MPOs would retain the 10% match that is currently provided by the state FTA transit planning funds (Section 5305(d) funds).

Mike Escalante, Gainesville MPO, moved to recommend to the Governing Board to have FDOT staff and MPOAC staff pursue the implementation of a Consolidated Planning Grant for Florida's MPOs with the provision that it only moves forward if there will be no loss of funds to the MPOs; specifically, no loss to the 10% match that is currently provided by the state for what would formally be known as FTA transit planning funds. Beth Alden, Hillsborough MPO, seconded. The motion carried.

### C. MPOAC FREIGHT COMMITTEE PROJECT PRIORITIES LIST

Over the past few years, the MPOAC Freight Committee worked with the 27 Florida MPOs to develop a process whereby MPOs can submit their highest priority freight-related transportation projects to the MPOAC who in turn assembles a statewide MPO priority list. The list is shared with FDOT to use when programming National Highway Freight Program funds. The process was updated based on lessons learned from the previous year and a new priority list was developed for programming during 2019. All projects on the 2019 list were screened by the Freight Committee to ensure that projects collectively support the agreed upon intent of the program.

Phil Matson, Indian River County MPO, moved to approve the list of 2019 MPOAC Freight Priority Projects for transmittal to FDOT. Austin Mount, Florida-Alabama TPO, seconded. The motion carried.

### D. MPOAC EXECUTIVE DIRECTOR PERFORMANCE REVIEW

The MPOAC bylaws require an annual performance evaluation of the Executive Director be conducted by the MPOAC Executive Committee. The Executive Committee consists of the Chair, Vice-Chair and one at-large member of the Governing Board and the Chair and Vice-Chair of the Staff Directors' Advisory Committee.

The Executive Committee met on April 01, 2019 and reviewed Mr. Mikyska's performance for the past two years. Using an evaluation tool, the committee ranked his performance as a 3.8 out of a 4.0 scale. A summary of the evaluation was included in the agenda packet (Item 6D).

### E. FLORIDA DOT PRESENTATION OF ROUNDABOUTS

Ms. Rusty Ennemoser, PhD, Statewide Public Involvement/Community Resources Coordinator, Florida Department of Transportation (FDOT), Office of Policy Planning, presented on the topic of roundabouts. At the November 2018 meeting of the MPOAC Governing Board there was a discussion of roundabouts and several members expressed concern about their use in Florida.

A roundabout is a one-way, circular intersection that uses signs to guide motorists around them. The basic operating principle of the roundabout is that traffic travels counterclockwise around a central island in the middle of the intersection and entering traffic must yield to the circulating traffic already within the roundabout. FDOT has created

a special training for project managers on how to engage and educate the public about roundabouts and a website that offers instructional resources to staff and the public.

FDOT is actively promoting the installation of modern roundabouts throughout the state highway system due to their proven safety and operational benefits. Currently, there are approximately 20 roundabouts operating on the state highway system and over 300 roundabouts on local roads throughout the state. For many people, roundabouts are a new concept. This requires a tailored public involvement approach and a combined education and communications strategy.

Donald Scott, Lee County MPO, asked about how visually impaired pedestrians can navigate crossing through a roundabout. Michael Garau, Kimley Horn, answered that roundabouts may have an advantage for the visually impaired relative to traditional intersections because they only have to address a single direction at one time and they can more easily distinguish between vehicle noises. Also, slower vehicle speeds are generally safer for pedestrians, particularly visually impaired pedestrians.

#### • COMMUNICATIONS

1. Latest MPOAC Legislative Newsletter.
2. MPOAC letter to Florida Senate President Galvano about innovative approaches to enhancing and funding Florida's infrastructure.
3. Article about electronic scooters and their dangers.

#### • MEMBER COMMENTS

Peter Buchwald, St. Lucie TPO, announced that the St. Lucie TPO was recognized in a newly released Federal Highway Report entitled *Environmental Justice Analysis in Transportation Planning and Programming: State of the Practice*.

A discussion took place about submitting invoices and receiving reimbursement from FDOT. The invoice payment deadlines vary depending on what type of accounting system is being used: accrual or cash flow. MPO members asked Mr. Reichert, FDOT, to look into the situation to see if the FDOT central office can develop a more consistent way to pay MPO invoices.

#### • ADJOURNMENT

The meeting was adjourned at 2:29 p.m. The next meeting of the MPOAC Staff Directors' Advisory Committee will be held at noon on July 30, 2019 at the Orlando Airport Marriott Lakeside Hotel, 7499 Augusta National Drive, Orlando, FL 32822. The MPOAC has arranged for a

room block at a rate of \$125 per night. A meeting notice will be sent out prior to the meeting date.