

**Florida MPO Advisory Council
Meeting of the Staff Directors
October 29, 2019
Orlando, Florida
Meeting Minutes**

Staff Directors in Attendance:

Lois Bollenback, Vice Chair, River to Sea TPO
Mary Beth Washnock, Bay County TPO
Paul Calvaresi, Broward MPO
Gary Harrell, Charlotte County - Punta Gorda MPO
Brandy Otero, Collier MPO
Austin Mount, Florida-Alabama TPO
Whit Blanton, Forward Pinellas
Mike Escalante, Gainesville MTPO
Pat Steed, Heartland Regional TPO
Steve Diez, Hernando/Citrus County MPO
Beth Alden, Hillsborough MPO
Phil Matson, Indian River County MPO
Michael Woods, Lake-Sumter MPO
Donald Scott, Lee County MPO
Beth Beltran, Martin MPO
Nick Lepp, MetroPlan Orlando
Wilson Fernandez, Miami-Dade TPO
Derrick Harris, Ocala/Marion County TPO
Dawn Schwartz, Okaloosa-Walton TPO
Nick Uhren, Palm Beach TPA
Dave Hutchinson, Sarasota/Manatee MPO
Georganna Gillette, Space Coast TPO
Peter Buchwald, St. Lucie TPO

OTHERS IN ATTENDANCE:

Fred Forbes, Lee County MPO (MPOAC Governing Board)
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
Karen Brunelle, Florida Division, Federal Highway Administration

Cathy Kendall, Florida Division, Federal Highway Administration
Peter Mancauskas, US-DOT/ Federal Highway Administration
Huiwei Shen, Florida Department of Transportation
Mark Reichert, Florida Department of Transportation
Erika Thompson, Florida Department of Transportation
Scott Philips, Florida Department of Transportation
Kellie Smith, Florida Department of Transportation, District 5
Alison Stettner, Florida Department of Transportation, District 5
Sandy Johnson, Broward MPO
Brian Freeman, Indian River County MPO
Chelsea Favero, Forward Pinellas
Jason Loschiavo, MetroPlan Orlando
Matthew Komma, Palm Beach TPA
Laura Carter, Space Coast TPO
Mary Jo Gustave, Emerald Coast Regional Council
Caitlin Cerame, Emerald Coast Regional Council
Franco Saraceno, Kittelson & Associates
Jon Sewell, Kimley-Horn
Henry Lewis, Kimley-Horn
Carmon Monroy, Stantec
Rob Cursey, Tindale Oliver
Dave Bottomley

• **CALL TO ORDER**

Lois Bollenback, Vice Chair, River to Sea TPO, called the meeting to order at 12:10 pm. All stood for the Pledge of Allegiance. Introductions were made.

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

A typographical correction was made to the minutes of the July 30, 2019 Staff Directors' Advisory Committee meeting.

Dave Hutchinson, Sarasota/Manatee MPO, moved to approve the minutes of the July 30, 2019 Staff Directors' Advisory Committee meeting, as amended. Pat Steed, Heartland TPO, seconded. The motion carried unanimously.

• **PUBLIC COMMENTS**

No public comments were made.

• EXECUTIVE DIRECTOR'S REPORT AGENCY REPORTS

A. UPWP REPORT

Mr. Carl Mikyska, MPOAC Executive Director, presented the UPWP Report showing expenditures and budget since July 2019, as well as a list of activities and accomplishments of the MPOAC from August through October 2019.

- The MPOAC budget is on track.
- The MPOAC 2020 Policy Positions brochure was completed and printed.
- Mr. Mikyska represented Florida at the TRB Performance Measures Conference in Atlanta, GA.
- The 2020 MPOAC Weekend Institute dates have been set:
 - March 20 – Orlando
 - April 17 – Tampa

B. LEGISLATIVE UPDATE

Mr. Carl Mikyska informed the membership that pre-session committee weeks for the 2020 Florida Legislative session (which will begin in January 2020) have started. He provided an overview of transportation related legislation introduced to date and other happenings at the Capitol.

Mr. Mikyska noted that Ms. Stacy Miller, FDOT Assistant Secretary of Finance and Administration, presented FDOT's budget requests to the appropriate legislative committees. Overall, the transportation budget request is for approximately \$9.9 billion for the upcoming state fiscal year. Construction and maintenance activities represents 88% (\$8.7B) of the proposed budget. In Florida, a \$1B expenditure in transportation creates about 28,000 jobs. There is a return on investment of about \$4.40 for every \$1.00 invested in transportation. Top priorities of the FDOT are safety, system preservation, congestion relief, and leveraging technology.

Representative Chris Sprowls of Pinellas County was voted as the next (presumed) speaker of the Florida House. Mr. Mikyska noted that Representative Sprowls has expressed his continued support for the Multi-Use Corridors of Regional Economic Significance (M-CORES) initiative. Representative Sprowls also spoke of the need for bi-partisan cooperation, increased cash reserves, disaster recovery funds, and the state's "spending problem."

The next (presumed) Senate President will be Senator Simpson of Pasco, Hernando and Citrus counties. He sponsored the Texting While Driving bill in the previous legislative session.

• 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 the activities of FDOT and brought forward information of importance to the membership about FDOT's efforts.

Ms. Huiwei Shen (in attendance) is the new Chief Planner for FDOT and Mr. Chris Edmonston is the new Manager of the Systems Implementation Office. Mr. Scott Philips has joined Mr. Reichert's staff (also in attendance).

The Office of Economic and Demographic Research (EDR) is a research arm of the Legislature principally concerned with forecasting economic and social trends that affect policy making, revenues, and appropriations. Due to updated Revenue Estimating Conference projections, the allocations/commitments were reduced by \$255M through FY 2024/25. The Conference reduced revenue projections to the State Transportation Trust Fund (STTF) due to:

- lower actual fuel consumption compared with prior estimates;
- a lower forecast for tourism which resulted in lower projected rental car surcharge proceeds; and
- a lower forecast for initial registration fees.

In order to address resurfacing needs as well as the emphasis placed on other high priority areas such as connected and automated vehicles and transportation technology, \$529M of capacity-related allocations through FY 2024/25 will be reprioritized. Documentary stamp tax revenue projections were increased slightly.

PL Allocations:

Texas triggered an adjustment in FY 2020 based on national Highway Trust Fund (HTF) contributions data which was updated in August 2019. As such, the apportionments for Texas were adjusted upward and the apportionments for all other States were adjusted proportionally downward in order to not exceed the total funds (authorized apportionment) for the country as a whole. As a result, \$118k of Florida's original federal planning funds (PL) allocation has been reallocated to Texas (0.53 percent of the total national amount).

Federal Statewide Planning Finding:

2 Corrective Actions:

- For the MPOs that have not adopted the Consensus Document or other coordination documentation, beginning October 1, 2019, FHWA/FTA will not approve S/TIP or LRTP amendments for those MPO areas until they take the appropriate action and provide the documentation to FHWA/FTA.
- FDOT and its respective metropolitan planning organizations and transit providers must develop a process and procedure for administering federal transportation funding by March 18, 2020.

Purchase Thresholds:

1. [2 CFR 200.439](#) Equipment and other capital expenditures:

- General equipment purchases and other capital expenditures are evaluated at a *Per unit cost*. These purchases must have prior approval by FHWA/FTA unless the item(s) are included in the MPOs approved Unified Planning Work Program (UPWP). The UPWP must provide technical details specific to the item being purchased as if the information had been sent separately.
- Prior federal approval is not required for purchases under \$5,000 per unit. However, significant equipment purchase(s) must be reported in the MPO's quarterly report and invoice.
- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have prior written approval of the federal awarding agency or pass-through entity.
- Capital Expenditures are expenditures to acquire capital assets of tangible and intangible assets used in operations and having a life of more than one year.
 - Capital assets include land, buildings, equipment and intellectual property (this includes software purchases and leases) acquired by various means and expenditures to make additions, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value.

2. When consulting with the MPO regarding an equipment purchase or other capital expenditure, please make sure to determine that the purchase(s) is:

- Reasonable and necessary for the MPO to implement and carry out their federal award;
- Distributed proportionately across the MPO's UPWP funding sources, unless the MPO only performs FHWA funded work (2 CFR 200.405);
- Allowed as direct a cost; 2 CFR 200 should be consulted for these specifications; and,

Coordinated with the MPO's FDOT District Liaison and FHWA planner to ensure all parties are informed of the purchase.

- The use and disposal of the equipment must be in accordance with 2 CFR 200.313.
3. Micro purchases are supplies which when purchased together (in aggregate) the sum total is under \$10,000. If the aggregate per purchase is under \$10,000 and the MPO is using a simplified acquisition procedure, which most of them do, they do not have to obtain prior approval for that purchase.

TPM Safety Targets

- Transportation Performance Measurement (TPM) Safety Targets for MPOs are due by February 27, 2020. Data should be available by October 31, 2019.

Long Range Transportation Plan (LRTP) Due Dates:

- Eight long-range transportation plans (LRTPs) are due to be adopted by the end of December 2019. The due dates are not flexible and there is no mechanism for granting extensions. If due dates are missed, the MPO Transportation Improvement Program (TIP) becomes "frozen" until the LRTP is formally adopted. No TIP/STIP modifications/amendments can be processed until the LRTP is adopted.

Florida Transportation Plan:

- Councilmember Bryan Caletka, Broward MPO, and Greg Slay, Capital Region TPA, are on the Florida Transportation Plan (FTP) Steering Committee.
- Anyone can follow the Subcommittees and participate through www.floridatransportationplan.com "Get Involved" page.
 - Subcommittees are Autonomous, Connected, Electric Shared vehicles (ACES); Resiliency; and Safety.
- FDOT plans to share a draft of the Vision Element with the FTP Steering Committee at their November 14, 2019 meeting. That document will include updated goals which have been updated based on input from the Visioning Session in May 2019, partner input to date, and analysis of trends and plans, including all 27 MPO LRTPs.
- As work starts on the FTP Policy Element, FDOT will seek input from MPOs, as well as their constituents. FDOT plans to share a social media outreach storyboard with the MPOs and ask that they help engage the public in the FTP update. FDOT is working to schedule regional/district workshops for next summer.

Upcoming dates:

- TransPlex will be held on April 20 – 22, 2020.
- The Florida Metropolitan Planning Partnership (FMPP) meeting is scheduled for Thursday, December 5 – 6, 2019 in Orlando.
- MPOAC Leadership Meeting will meet in Tallahassee on November 4 – 5, 2019.

- FHWA/FTA TPM Workshop will take place in Atlanta November 6 – 7, 2019.

Upcoming Reports:

- MPO/Transit Agency Planning Coordination Study.
- Autonomous Vehicle/Alternative Fuel Vehicle (AV/AFV) Market Penetration Rate and Vehicle Miles Travelled (VMT) Assessment Study.

Peter Buchwald, St. Lucie TPO, asked how the Pavement Preservation Program will be funded. Mr. Reichert said that the money will come from Strategic Intermodal System (SIS) program dollars. A member asked for more information from the MPOAC Leadership meeting held earlier in 2019. Mr. Carl Mikyska said that the MPOAC Leadership meeting minutes will be sent to members by email.

Nick Uhren, Palm Beach TPA, asked about the process to administer federal transportation funding that needs to be developed collaboratively between FDOT and its planning partners by March of 2020. He requested for FDOT to present the process they are envisioning with FHWA at the January 2020 meeting.

RISK ASSESSMENT

Erika Thompson, Statewide MPO Coordinator, Florida Department of Transportation (FDOT), Office of Policy Planning, provided an overview of the risk assessment tool which was modified to reflect feedback from MPOs in the last round of MPO Annual Joint Certifications by FDOT staff. Updates to the risk assessment tool include:

- Adding statutory language.
- The Invoice Review Checklist and the Supporting Documentation Review Checklist questions were updated from a series of questions to one question for each checklist.
- Adding questions based Technical Memorandums including: Technical Memorandum 19-02: Car Allowance or Mileage Reimbursements; Technical Memorandum 19-04: Incurred Cost and Invoicing Practices; Technical Memorandum 19-05Rev: Director's Timesheets and Expenses.
- Percentage based scoring system to better reflect the MPO's level of risk using weighted questions.
- Attachments can be submitted through the MPO Document Portal

Lois Bollenback, Vice Chair, River to Sea MPO, asked about the status of the MPO Document Portal. Ms. Thompson replied that the portal is up and running. Currently, MPO Liaisons are uploading documents provided to them by MPOs.

B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

Ms. Karen Brunelle, Director, Office of Finance and Administration, Federal Highway Administration (FHWA) Florida Division, shared the following general announcements and accomplishments:

- FHWA is revising its regulations by rescinding 23 CFR 635.411(a)-(e). This will provide greater flexibility for states to use proprietary or patented materials in federal-aid highway projects. It is hoped this will encourage innovation in transportation technology and methods.

Transportation Performance Measurement (TPM) updates:

- August 2019:
 - FDOT set 2019 safety targets (all were set to zero).
 - Transit Asset Management Plan (TAMP) consistency determination was made by FHWA.
 - FTA/FHWA provided feedback on the FDOT System Performance Report Template.
- September 2019:
 - New Guidance has been created: Performance Based Planning and Programming Implementation Roadmap. Visit the following website for more information: www.fhwa.dot.gov/planning/performance_based_planning/
- October 2019:
 - All TPM requirements were included in STIP and all MPO TIPs.
 - Consensus documents were approved.

Upcoming TPM Activities include:

- MPOs must set their 2020 safety targets by Feb 27, 2020.
- TPM Safety Target Setting Workshop will take place November 13 – 14, 2019 at the Hillsborough MPO.
 - Beth Alden, Hillsborough County MPO, added that attendees can validate their parking when parking in the Hillsborough County parking garage. She also announced that the MPOs of West Central Florida are hosting the second Gulf Coast Safe Streets Summit at the Hilton Tampa Downtown from November 12-14, 2019. The program includes moderator Jeff Speck, and District 1 Secretary L. K. Nandam. There is a \$50 advance registration fee.
- 23 CFR 667.9 FDOT's Periodic Evaluation of Facilities Due to Emergency Events:
 - Per FDOT's March 2019 report, only 1 roadway experienced damages two or more times (Monroe Co – US1).
 - No MPOs will need to consider this provision in developing future TIPs until the next report is issued.

- FHWA WOW-Wednesday factoid: 51.5% of all roadway fatalities happen in urban areas. From 2015-2017, there were almost 56,000 urban roadway fatalities.
- Ms. Brunelle shared her personalized safety message, “whether you are a driver, a pedestrian, or a passenger, be observant, be adaptable and be safe.” She recently put her message into action when she had a motorcycle collision with a deer. However, she did not drop her bike, stating that training and experience saved her life.

Cathy Kendall, Planning Team Leader, Florida Division, Office of Finance and Administration, Federal Highway Administration (FHWA) Florida Division, brought forward information on the following topics:

- The FHWA and Federal Transit Administration conduct an evaluation of the MPOs as part of Transportation Management Area (TMA) Certification Reviews, which are required to be conducted every four years by federal law. Overall, the report found that MPOs need to emphasize coordination reflected in their Public Participation Plans.
- Florida Federal Planning Findings (page 14): FHWA randomly reviewed 57 projects in the proposed STIP, at least two from each MPO throughout the state, for general consistency between the TIP, STIP, and LRTP documents. The results indicated that emphasis is needed in this area to ensure that projects are accurately reflected in both the TIP and STIP and that these projects are flowing from and are found to be consistent with the MPO’s LRTP. Consistency between the TIP and STIP was noted in 86% of the projects reviewed. Identifying/locating an LRTP project associated with a particular STIP project continues to be a challenge, and only 72% of the projects reviewed were deemed consistent with the LRTP. FHWA will share the information with the applicable Districts and MPOs.
- Florida Statewide Federal Planning Findings (page 18): In the Summary of the Fiscal Year 2019 FHWA/FTA Certification Reviews of the Transportation Management Areas, a total of four corrective actions were identified:
 - The LRTP did not include the first five years of the Plan and therefore, does not demonstrate full fiscal constraint of the Plan
 - Several of the Cost Feasible Plan (CFP) tables show costs exceeding revenues and do not include costs for the full 20-year horizon of the plan. The tables also do not clearly specify which projects are federally-funded.
 - The federal review team (FRT) did not find language in the TIP that it is fiscally constrained by year.
 - Mandatory elements of the Public Participation Plan are not addressed in the MPO’s PPP.

- The following statewide Corrective Actions (as noted in the Florida Federal Planning Findings on page 21) require action for compliance with the federal planning regulations and must be completed within the timeframes noted:
 - For the MPOs that have not adopted the Consensus Document or other coordination documentation, beginning October 1, 2019, FHWA/FTA will not approve S/TIP or LRTP amendments for those MPO areas until they take the appropriate action and provide the documentation to FHWA/FTA.
 - FDOT and its respective metropolitan planning organizations and transit providers must develop a process and procedure for administering federal transportation funding by March 18, 2020.
- FHWA/FTA highlighted the following Noteworthy Activities underway by FDOT this year:
 - TPM- The Federal Review Team commends FDOT for their assistance in providing data to the MPOs for TPM.
 - TPM- FDOT's development of TIP and LRTP templates is commendable and an excellent example of the State DOT coordinating transportation planning efforts with MPOs and transit agencies.
 - MPO Portal- Commend FDOT for their efforts to better coordinate, track and streamline the review process for MPO documents and actions through the new MPO Review Portal.
 - Transit- The Federal Review Team commends FDOT for commissioning a study exploring interactions between transit agencies and MPOs, including identification of best practices.
 - Transit- FDOT's coordination, review, and certification of MPO TAM target endorsement provided valuable guidance and support with respect to these FTA requirements.
- Long Range Transportation Plan (LRTP) updates need to include the new TPM requirements. FHWA issued an expectation letter in 2018 that includes tips for updating LRTPs.

Upcoming TPM Activities include:

- FHWA Bikeway Selection Guide Workshops will take place on November 6, 2019 in Cocoa Beach and November 7, 2019 in Tampa.
- There has been an update to the BikePed Guidance to reflect FAST Act requirements.

Peter Mancauskas, FHWA Center for Innovative Finance Support, gave an overview about using innovative finance in the planning process. Innovative finance planning can:

- Increase planning budget.
- Accelerate project delivery.
- Increase stakeholder and public awareness.

- Incorporate financing considerations to project selection criteria.
- Maximize capital options and leverage existing funding.

FHWA offers training and technical assistance to help state and local entities learn the differences between innovative financing and conventional funding approaches. FHWA can also help identify opportunities to incorporate innovative financing tools and concepts throughout the transportation planning process. More information can be found at https://www.fhwa.dot.gov/ipd/how_business/training.aspx

Peter Buchwald, St. Lucie TPO, asked if FHWA is marketing the training to local agencies. Mr. Mancauskas replied that they are working to find ways to market to more agencies. Currently, they are planning to use digital marketing and webinars to reach local agencies.

• BUSINESS ITEMS & PRESENTATIONS

A. M-CORES PRESENTATION

Ms. Huiwei Shen, the newly appointed Chief Planner with FDOT, shared with the membership efforts of the department and partners related to the M-CORES program.

The Multi-use Corridors of Regional Economic Significance (M-CORES) program is intended to revitalize rural communities, encourage job creation and provide regional connectivity while leveraging technology, enhancing the quality of life and public safety, and protecting the environment and natural resources. The program was signed into law by Governor Ron DeSantis on May 17, 2019. The intended benefits include, but are not limited to, addressing issues such as:

- Hurricane evacuation
- Congestion mitigation
- Trade and logistics
- Broadband, water and sewer connectivity
- Energy distribution
- Autonomous, connected, shared and electric vehicle technology
- Other transportation modes, such as shared-use nonmotorized trails, freight and passenger rail, and public transit
- Mobility as a service
- Availability of a trained workforce skilled in traditional and emerging technologies
- Protection or enhancement of wildlife corridors or environmentally sensitive areas
- Protection or enhancement of primary springs protection zones and farmland preservation areas

FDOT is assigned with assembling task forces to study three specific corridors:

- The Suncoast Connector, extending from Citrus County to Jefferson County
- The Northern Turnpike Connector, extending from the northern terminus of Florida's Turnpike northwest to the Suncoast Parkway
- The Southwest-Central Florida Connector, extending from Collier County to Polk County

The three task forces held their first meeting on August 27, 2019. Each task force is expected to issue a final report by October 1, 2020. FDOT will perform a project evaluation according to its own rules, policies, and procedures. If feasible, construction is expected to begin no later than December 31, 2022.

Also, there will be public workshops scheduled in the study areas. Those meetings and workshops will be publicly noticed and posted at <https://floridamcores.com/>. Residents are also encouraged to send FDOT feedback and ideas at FDOT.Listens@dot.state.fl.us.

B. MPO-TRANSIT AGENCY COORDINATION RESEARCH STUDY

Mr. Jeff Kramer with the University of South Florida, Center for Urban Transportation Research, presented an overview of the MPO-Transit Agency Coordination Research Study and its findings.

The survey findings showed that a high percentage of both MPOs and transit agencies are satisfied with the level of interagency coordination during the development of MPO long-range transportation plans (LRTPs). However, the MPOs were not as satisfied as the transit agencies with the level of interagency coordination during the development of transit agency Transit Development Plans (TDPs). Three MPOs made statements to the effect that their transit agency did not welcome their involvement in the development of the TDP because the transit agency viewed it as their internal document. MPOs were also less satisfied than the transit agencies with the level of consistency between the vision, goals, and strategies of the LRTP and TDP (34% of MPOs versus 56% of transit agencies). The largest perceived challenge to better coordination of the LRTP and TDP is the difference in horizon years and update frequency. All of the survey findings point to room for improvement when it comes to MPO and transit agency planning coordination.

In addition to the survey of MPOs, the research also included 6 case studies from across the state that were based on agency staff interviews and document reviews. The key findings from the case studies included:

1. Personality is key (i.e., getting along contributes to better coordination).

2. Regularly scheduled coordination meetings between MPO and transit agency staff improves coordination.
3. Collaboration on planning studies or transportation projects can lead to improved coordination on the LRTP and TDP updates.
4. Formalizing coordination through an interlocal agreement can improve planning coordination (MPO allocating a portion of FTA 5305(d) funds to the transit agency; agreement that the LRTP establishes the vision for transit needs in the region).
5. MPOs playing a significant role in transit system operations can improve planning coordination (most likely in smaller metropolitan areas).

Based on research findings from the literature review, surveys, and case studies, the following suggestions are provided for improved planning coordination between MPOs and transit agencies:

1. Implement regular meetings between decision-making staff (MPO, transit agency and FDOT).
2. Implement mechanisms to make both MPO and transit agency governing boards aware of the issues and activities of the other agency.
3. Ensure that staff is active in the committee structure of the other agency.
4. Share staff between both agencies to conduct, in part or in full, transit planning activities for the other agency.
5. Enter into a formal agreement to define each agency's role in planning for transit in the region.
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8. Ensure that staff is active in the committee structure of the other agency.
9. Share staff between both agencies to conduct, in part or in full, transit planning activities for the other agency.
10. Enter into a formal agreement to define each agency's role in planning for transit in the region.

Whit Blanton, Forward Pinellas, suggested that the recommendations could have gone further to include statutory changes, including making state transit block grant funding contingent upon consistency between LRTPs and TDPs.

C. HURRICANE EVACUATION BEHAVIOR STUDY AND FL STATEWIDE MODEL

Postponed to the January 30, 2020 MPOAC meeting.

D. CONSOLIDATED PLANNING GRANT

Mr. Mark Reichert, Administrator for Metropolitan Planning, Florida Department of Transportation (FDOT), Office of Policy Planning, informed members that a revised Consolidated Planning Grant (CPG) Primer had been sent via email to the MPOs and a hard copy was given to all members in attendance. Mr. Scott Philips, Statewide Metropolitan Planning Analyst, Florida Department of Transportation, Office of Policy Planning, presented the FDOT proposal for implementing the Consolidated Planning Grant (CPG) program.

The CPG is an option offered by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to state DOTs to consolidate FHWA planning (PL) and FTA 5305(d) transit planning funds into a single coordinated grant. Combining the federal planning funds into a single grant through the CPG streamlines contracting, fund tracking, invoicing, and provides MPOs with greater flexibility to use their planning funds. The CPG offers state DOTs the option to select either FHWA or FTA to serve as the CPG's "Lead Grant Agency." Under the CPG both funding sources will be immediately available to MPOs at the start of the federal fiscal year (October 1).

Direction has been given to MPOAC staff to hold a forum that will allow staff of the member MPOs to engage in a deeper discussion of how a CPG would be implemented by the financial staff of the twenty-seven Florida MPOs.

FDOT is in the discovery phase at this time, gathering information from other states to help inform process development. Then, the Central Office will work with FDOT District Offices to develop and test the new consolidated planning grant process. Early next year, FDOT will implement this process, provide training, and monitor the performance of the CPG.

A discussion took place amongst members about the CPG's timeline. Lois Bollenback, Vice Chair, River to Sea MPO, encouraged Mr. Reichert to ensure that MPOs have an opportunity to further discuss the details of the CPG. Karen Brunelle, Florida Division, Federal Highway Administration, stated that the MPOAC will need to take an adoptive action to agree to go to a CPG before implementation.

E. PL DISTRIBUTION FORMULA HISTORY AND CURRENT DISTRIBUTION AMOUNTS

In 2020 the United States will conduct a decennial census count and this information is used, among other things, to determine how federal transportation planning funds (PL) will be distributed to MPOs across the country and within Florida. It is common practice in transportation to review the funding distribution formulas for each state around the time of the release of new urbanized area population figures resulting from the decennial census count. Based upon previous decennial census counts and the release of urbanized area

designations and population counts, urbanized area counts are expected around the Spring of 2022.

At a future meeting, the MPOAC membership and FDOT will need to review the distribution formula to determine if any changes are warranted.

A discussion took place about the process and the timeline. Peter Buchwald, St. Lucie TPO, asked why this is being done before the 2020 census. Mr. Mikyska replied that he wants to discuss when the appropriate time would be stating that it can be done before or after the 2020 census.

• COMMUNICATIONS

N/A

• MEMBER COMMENTS

- Brigitte Messina, MPOAC, is retiring after 13 years with the MPOAC.
- FDOT Central Office has sent out the Transformational Program guide.

• ADJOURNMENT

The next meeting of the MPOAC Staff Directors will be held at 12:00PM on January 30, 2020 at the Orlando Airport Marriott Lakeside Hotel, 7499 Augusta National Drive, Orlando, FL 32822. MPOAC has arranged for a room block at a rate of \$185 per night. A meeting notice will be sent out at least one month prior to the meeting date.

Meeting adjourned at 2:59 pm.