

**Florida MPO Advisory Council
Meeting of the Staff Directors
April 28, 2022
Orlando, Florida
Meeting Minutes**

Staff Directors Members in Attendance:

IN-PERSON (STAFF DIRECTORS – A TOTAL OF 20 WITH 9 MAKING AN IN-PERSON QUORUM):

Donald Scott, Chair, Lee County MPO
Dave Hutchinson, Vice-Chair, Sarasota/Manatee MPO
Greg Stuart, Broward MPO
D’Juan Harris, Charlotte County - Punta Gorda MPO
Brandy Otero, Collier MPO
Austin Mount, Florida-Alabama TPO
Marybeth Soderstrom, Heartland Regional TPO
Robert Esposito, Hernando/Citrus County MPO
Beth Alden, Hillsborough TPO
Brian Freeman, Indian River County MPO
Beth Beltran, Martin MPO
Gary Huttman, MetroPlan Orlando
Aileen Boucle, Miami-Dade TPO
Jeff Sheffield, North Florida TPO
Rob Balmes, Ocala/Marion TPO
Valerie Neilson, Palm Beach TPA
Parag Agrawal, Polk TPO
Coleen Nicoulin, River to Sea MPO
Georganna Gillette, Space Coast TPO
Peter Buchwald, St. Lucie TPO

IN-PERSON (OTHERS):

William McDaniel, Collier MPO
Mark Reichert, MPOAC Executive Director
Paul Gougelman, MPOAC General Counsel
Lisa Stone, MPOAC Executive Assistant
April Combs, Florida Department of Transportation
Siaosi Fine, Florida Department of Transportation
Jennifer Fortunas, Florida Department of Transportation
Wayne Gaither, Florida Department of Transportation
Mike Neidhart, Florida Department of Transportation
Alison Stettner, Florida Department of Transportation
Erika Thompson, Florida Department of Transportation

Cathy Kendall, Federal Highway Administration
Melissa Wandall, Alert Today Florida
Dale Allen, the Florida Greenways and Trails Foundation
Karen Klena, the Florida Greenways and Trails Foundation
Paul Calvaresi, Broward MPO
Nick Lepp, Metroplan Orlando
Ryan Brown, Sarasota/Manatee MPO
Kim Smith, Space Coast TPO
William Roll, Kimley-Horn
Wade Carroll, Metro Analytics
Angelo Rao, S&ME, Inc.
Ned Baier, Volkert, Inc.

VIRTUAL (STAFF DIRECTORS – A TOTAL OF 4 THAT CANNOT CONTRIBUTE TO A QUORUM):

Mary Beth Washnock, Bay County TPO
Greg Slay, Capital Region TPA
Scott Koons, Gainesville MPO
Ron Gogoi, Lee MPO
Carl Mikyska, Pasco County MPO

VIRTUAL (OTHERS):

Tia Boyd, CUTR/USF
Romero Dill, Florida Department of Transportation
Rakiya Hinson, Florida Department of Transportation
Dana Reiding, Florida Department of Transportation
Stacie Blizzard, Federal Highway Administration
Gail Holley, Safe Mobility for Life Coalition
Stephanie Hartsfield, Safe Mobility for Life Coalition
Paul Flavien, Broward MPO
Gary Kramer, Okaloosa-Walton TPO
Steven Bostel, Space Coast TPO
Laura Carter, Space Coast TPO
Sarah Kraum, Space Coast TPO
Erin Emmons, Kimley-Horn
Macy Falcon, Kimley-Horn
Daniel Crotty, SEPI, Inc.
Tom Brandenstein, Whitehouse Group
Todd Brauer, Whitehouse Group
Luis Reyes

1. CALL TO ORDER

Don Scott, Chair, Lee County MPO, called the meeting to order at 9:04 am and a quorum was determined. All in attendance introduced themselves. Those attending online were then given an opportunity to introduce themselves.

A motion to allow online members to participate in the meeting due to the extraordinary circumstances of COVID-19 was made by Dave Hutchinson, Sarasota/Manatee MPO, and seconded by Beth Alden, Hillsborough TPO. The motion was approved unanimously.

All are asked to rise for the Pledge of Allegiance.

2. APPROVAL OF MINUTES: JANUARY 27, 2022 MEETING

Gary Huttman, MetroPlan Orlando, moved to approve the minutes of the January 27, 2022 meeting of the MPOAC Staff Directors' Advisory Committee. Beth Alden, Hillsborough TPO, seconded. The motion carried unanimously.

3. PUBLIC COMMENTS

No public comments were made.

4. EXECUTIVE DIRECTOR'S REPORT

A. EXECUTIVE DIRECTOR ACTIVITIES

Mr. Mark Reichert, MPOAC Executive Director, provided an update of his first six months as the MPOAC Executive Director. Mr. Reichert's update included the following items:

- Attended numerous meetings, webinars, and conferences
 - Legislative meetings
 - The Safe Mobility for Life annual meeting
 - The Florida Transportation Plan (FTP) Implementation Committee meeting
 - Greg Slay, Capital Region TPA, has stepped down as the MPOAC representative. Georganna Gillette, Space Coast TPO, will now serve as the MPOAC representative.
 - Met with Peter Polakovic from SkyToll
 - Attended and moderated a session at the Trails for Transportation Summit
 - Met with CDM Smith on Road-Usage Charging (RUC)
- Worked on the MPOAC bylaws
- Defended a research project to the Florida Department of Transportation (FDOT). The proposed project will study the list of priority project (LOPP) methodologies used by the Florida MPOs. The proposal was selected and will be moving forward in the new fiscal year.

- Completed the MPOAC Unified Planning Work Program (UPWP)
 - Federal Highway Administration (FHWA) and FDOT commented on the UPWP and a response to comments has been submitted
- Prepared for the upcoming MPOAC meetings

B. OIG INVESTIGATION/BUDGET REPORT

Mr. Reichert presented the status of the FDOT Office of Inspector General's (OIG) investigation and budget report.

The OIG investigation report was released. Mr. Reichert discussed the following items:

- The FDOT Credit Union account and the PGI account
 - The FDOT Credit Union and PayPal accounts related to the MPOAC Institute are closed, the PGI account is in the process of being closed.
- The MPOAC institute registration fees, their purpose, and how they were used
- The 2022 MPOAC Weekend Institutes were cancelled. The MPOAC Institute contract has been halted. There will be an opportunity to discuss how the MPOAC would like to proceed with the MPOAC Weekend Institute at the July 2022 meeting.
- The MPOAC support services contract ends June 30th, 2022 and the MPOAC FTA contract ends August 2022. There will be further discussion in the July 2022 MPOAC meeting. In the interim, the MPOAC will make use of the consultant contracts with FDOT.

Discussion:

Alison Stettner, Florida Department of Transportation, discussed the specific conditions letter from FDOT to the MPOAC. The Department is requesting the following:

- A detailed response on the timeline for the extension to meet the conditions of the letter,
- Refinement of the extension letter that spells out a path to corrective actions, and
- Proactive action to be moved off of the specific conditions.

Budget

- The state uses 4 accounting systems.
- All bills are paid and invoices are being paid as they are received.
- There are plans to de-obligate \$80,000.
- The MPOAC has a liaison with FDOT Central Office, Romero Dill, who is working with Lisa Stone, MPOAC Executive Assistant.
- Mr. Reichert has returned \$7,500 in local funds to MPOs and instead used the previously collected funds in the account reserved for legislative activities during the 2022 legislative session. Moving forward, there is no plan to collect local funds for legislative activities.

- Chair Maddox named the MPOAC Executive Committee as the Financial Policies and Procedures Committee.
- There will be funds left over in the budget because there was no Executive Director or Executive Assistant in 2021.
- Dues are as follows:
 - Association of Metropolitan Planning Organizations (AMPO) \$106,646
 - National Association of Regional Commissions (NARC) \$80,000
 - Floridians for Better Transportation (FBT) \$1,000
 - Florida Public Transit Association (FPTA) \$500
 - ITS Florida \$420
 - Mileage-Based User Fee Alliance (MBUFA) \$5,000

Mr. Reichert made a request to modify the MPOAC’s MBUFA membership to allow all 27 Florida MPOs to receive membership. This modification will increase the dues to \$7,500.

Dave Hutchinson, Vice-Chair, Sarasota/Manatee MPO, made a motion to recommend approval of the modified MBUFA membership and dues in the amount of \$7,500. Peter Buchwald, St. Lucie TPO, seconded. The motion carried unanimously.

- The MPOAC is losing \$7,500 in hard match funds with CPG
- There weren’t many significant changes to the UPWP, the total dollar amount is \$672,952.

C. LEGISLATIVE UPDATE

Mr. Reichert shared federal and state legislative activity of interest to the MPOAC membership. The Florida Department of Transportation (FDOT) tracked 269 bills of interest, 35 were somewhat related to MPOs or MPOAC policy issues. Thirty-five of the 269 bills passed. If the appropriations bill is signed by the Governor, the FDOT budget will be \$12.7 billion, which is approximately 11 percent of the total state budget.

D. MEETING CALENDAR FOR 2023

Mr. Reichert presented the proposed MPOAC meeting dates for 2023. These dates were January 31st, April 27th, July 27th, and October 31st. The meeting attendees were reminded of the meeting methodology approved on October 29, 2020, which was to:

- Set meeting dates to fall on the 5th Tuesday, Wednesday or Thursday in the months of January, April, July and October.
- If the months of January, April, July or October do not have a 5th Tuesday, Wednesday or Thursday then staff will use the 4th Tuesday, Wednesday or Thursday in those months.

Discussion:

- There are potential conflicts with the NARC and AMPO conferences in October 2022 and 2023. A tentative quorum has been identified for the October 2022 meeting.

Georganna Gillette, Space Coast TPO, made a motion to recommend approval of the meeting calendar to the MPOAC Governing Board, and to look into the October 2023 date to determine if it conflicts with the Association of Metropolitan Planning Organizations (AMPO) and National Association of Regional Councils (NARC) conferences. Gary Huttman, MetroPlan Orlando, seconded. The motion carried unanimously.

Discussion:

- Meeting attendees discussed the pros and cons of providing the MPOAC Weekend Institute as an opt-in program. The following points were included in the discussion:
 - The in-person training should still be offered twice a year, but the MPOs should have access to the materials to present to the Board on their own cycles.
 - The registration fee would be paid by the members who are attending the in-person session.
 - The in-person MPOAC Weekend Institute provides opportunities for questions and answers and facilitates networking between Board members.
- The July 2022 MPOAC Staff Directors' Advisory Committee and Governing Board meetings will be held as a joint retreat in Gainesville at the FDOT State Materials Lab. More information will be provided soon.

5. COMMITTEE REPORTS

A. FREIGHT AND RAIL COMMITTEE

Beth Alden, Vice-Chair, Freight and Rail Committee, provided an update of activities of the Freight and Rail Committee meeting and Passenger Rail Workshop from the previous day. Updates addressed the freight priority list and freight priority projects, including the transition to an online application process, the expanded eligibility requirements for the freight program, the locations and types of projects submitted in 2022, and the total funding request for 2022.

Aileen Boucle, Miami-Dade TPO, made a motion to support the freight priorities program project list and advance it to the MPOAC Governing Board. Austin Mount, Florida-Alabama TPO, seconded. The motion carried unanimously.

B. NOTEWORTHY PRACTICES WORKING GROUP

Beth Alden, Chair of the Noteworthy Practices Working Group, provided an update of activities of the Working Group meeting from the previous day. Updates included the following:

- The Noteworthy Practices Working Group discussed presenting one noteworthy practice at the Staff Directors' Advisory Committees quarterly meetings. It was proposed that agencies being recognized will receive a plaque, which will be presented at the meeting.
- A request was made for support in confirming the slate of members so that the Working Group can establish quorum and vote.
- The Working Group plans to acknowledge and present the practices selected before the COVID-19 pandemic using a lighting round style presentation at the July 2022 MPOAC Staff Directors' Advisory Committee meeting. The noteworthy practice for October 2022 will be selected at the July 2022 Working Group meeting.
- The Working Group is looking for a new chair by the end of 2022.
- Noteworthy practice applications are submitted on a rolling basis, there is no limit on the number of applications that an MPO can submit. The applications are reviewed every quarter. Mark Reichert, MPOAC Executive Director, will send out prompts to the MPOAC Staff Directors' Advisory Committee, encouraging members to submit an application at least once a year.
- The Working Group members will discuss how to streamline the application process at the July 2022 meeting.

Gary Huttman, MetroPlan Orlando, made a motion to approve the slate of members for the Noteworthy Practices Working Group and recommendations for reviewing, selecting, and recognizing noteworthy practices. Aileen Boucle, Miami-Dade TPO, seconded. The motion passed unanimously.

6. AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Ms. Erika Thompson, Statewide Metropolitan Planning Coordinator, and Ms. Alison Stettner, Office of Policy Planning Director, presented the FDOT Agency Report and reviewed recent FDOT activities of note for the MPOs and their partners.

Ms. Thompson shared the following updates with the meeting attendees:

- Consolidated Planning Grants (CPG)
 - FDOT received the 5305(d) apportionment notice and were able to verify allocations. The updated allocations were sent to the MPOs and the fund transfer letter was sent to the Federal Transit Administration (FTA).

- In July, 2022, 25% of the FHWA PL funds will be available and 100% of the FTA 5305(d) funds will be available. The remaining 75% of the FHWA PL funds will be available in October, 2022.
- For the current approach, the CPG in 2022 will use the 2020 Bureau of Economic and Business Research (BEBR) population estimates and the CPG in 2023 will use the 2021 estimates.
- Public Transportation Grant Agreement (PTGA) Funds
 - There are 72 PTGAs and half are ending on either June 30, 2022 or December 31, 2022
 - A description of options for current PTGA funds was provided
 - Match requirements for Federal Fiscal Year 20 or older and Federal Fiscal Year 21 PTGA and CPG were described
- Census Updates
 - The estimated Census implementation timeline was shared. Information is available at the following website: <https://ctpp.transportation.org/wp-content/uploads/sites/57/2021/03/FHWA-Adjusted-Urban-Area-Boundaries-AUAB.pdf>
 - Additional updates included the final U.S. Census Urban Area criteria and the Urban Area definition
- Florida Metropolitan Planning Partnership (FMPP)
 - Meetings will be held quarterly
 - There was a webinar in April, 2022.
 - An in person meeting is being planned for August 18, 2022.
 - Another webinar will be held in the fall of 2022.

Discussion:

- Changes were made to the FDOT MPO handbook.
 - It was clarified that the handbook is an internal FDOT document. Changes are communicated with MPO staff, but more time can be provided for comments. A request was made for a strikethrough underline and clean version of the document.
- Updated Automated, Connected, Electric, and Shared (ACES) scenarios was suggested as a topic for future FMPP meetings.
 - FDOT is developing guidance and identifying national noteworthy practices related to this topic and plans to share information in the summer of 2022 to inform the LRTP updates. Scenarios can be discussed at the upcoming Policy and Technical Committee meeting and more scenarios can be developed, ensuring that they receive input on specific items that would be helpful for the MPOs.
- The meeting attendees discussed the timing for deobligating PL funds and SU funds.
 - It was determined that it would be helpful to have a meeting to discuss these issues.

- Consensus planning document
 - The document outlines the minimum roles of FDOT, MPOs, and public transportation authorities
 - Contact information on the consensus planning document will be updated
- Transportation Performance Measures
 - The proposed target for safety performance measures is zero
 - Agencies are given 60 days to comment on the proposed targets
 - The statewide targets are due August 31, 2022. MPOs will have 180 days to adopt the statewide targets or their own targets.

Ms. Stettner presented the Florida transportation trends that may affect the Work Program and FDOT projects. Ms. Stettner’s presentation included emerging trends, performance measures, and emphasis areas.

B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

Ms. Cathy Kendall, Planning Team Leader, updated the members on the activities of the Florida Division Office of FHWA and brought forward information of importance to the membership including:

- General Announcements
 - The FY22 Omnibus funding bill provides a full year of funding for FY22.
 - The Multimodal Projects Discretionary Grant (MPDG) - INFRA/MEGA/RURAL NOFO was issued on March 23rd, 2022. The application deadline for the MPDG opportunity is May 23, 2022. More information can be found at: www.transportation.gov/grants
 - Urban Area Criteria for the 2020 Census was published in the Federal Register on March 24th, 2022.
 - The federal Voting Access Executive Order requires agencies to develop an action plan to encourage voter registration and increase voter access. FHWA’s actions are to address congestion at polling places and construction on polling day. MPOs are encouraged to discuss historical and potential future problems for voting access with local governments.
 - The FY22 Program Accountability Results (PAR) Summary Report outlines fiscal constraint findings for non-TMA MPOs.
 - There were several changes to the FHWA Florida Division Planning Team
- TPM Updates
 - The 2nd TPM performance period began in 2022.
 - On February 27th, 2022 MPOs set their 2022 safety targets.
 - The FMPP discussion of TPM and coordination of target setting was on April 4th, 2022.
 - FDOT has shared data with the MPOs for target setting.
 - PM2 and PM3 targets will be reported to FHWA in October 2022.
 - The full performance report and baselines are due to FHWA in October 2022.

- Information about the Bipartisan Infrastructure Law (BIL) funding programs for MPOs is available at the following links:
 - FHWA website: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>
 - Discretionary Grant NOFO Schedule: <https://www.transportation.gov/bipartisan-infrastructure-law/upcomingnotice-funding-opportunity-announcements-2022>

C. FEDERAL TRANSIT ADMINISTRATION

No presentation was provided for this agenda item.

7. BUSINESS ITEMS & PRESENTATIONS

A. SAFE MOBILITY FOR LIFE COALITION

Ms. Stefanie Hartsfield and Ms. Gail Holley presented on the activities of the Safe Mobility for Life Coalition. The presentation provided information on the focus area, goals, strategies and milestones of the coalition. Ms. Hartsfield and Ms. Holley also shared opportunities for collaboration and the call to action. The link for the Safe Mobility for Life dashboard is being developed and will be shared with meeting attendees at a later date. More information is available at <http://safemobilityfl.com/> and <http://safemobilityfl.com/contact.htm>

B. VISION ZERO

Ms. Melissa Wandall and Ms. Kim Smith presented on what it means to reach the Vision Zero goal. The presentation provided an explanation of the difference between Vision Zero and Target Zero, a description of the Safe System approach, myths and facts related to automated enforcement, and the Mark Wandall Traffic Safety Act (s. 316.0083, F.S.). The presenters shared strategies to building a successful Vision Zero Action Plan, a list of potential members of the action plan advisory task force, and a roadmap to adopting Vision Zero to developing and implementing the Vision Zero action plan. The following resources were shared during the presentation:

- FDOT Target Zero Page: <https://www.fdot.gov/agencyresources/target-zero/>
- Alert Today Florida: <https://www.alerttodayflorida.com/>
- National Coalition for Safer Roads: <https://ncsrsafety.org/>
- Driving Down Heartache: <https://www.drivingdownheartache.org/>
- Space Coast TPO Vision Zero Toolkit: <https://www.spacecoasttpo.com/what-we-do/planning/vision-zero/vision-zero-toolkit>

Discussion:

- Florida's Pedestrian and Bicycle Safety Coalition Legislative Policy Subcommittee includes automated speed enforcement as a priority.

- Members discussed the 2009 U.S. Supreme Court case ruling regarding personal expectations of privacy on public roadways.

C. FLORIDA GREENWAYS AND TRAILS FOUNDATION

Mr. Dale Allen, President of the Florida Greenways and Trails Foundation, discussed themes and opportunities for connecting local paved trails into a statewide transportation system. Mr. Allen suggested the MPOAC consider forming a committee or identifying forums that would allow them to consider how trails and greenways affect transportation planning at the regional level. Wildlife corridors were recognized as a legislative priority and funding is available for connecting conservation land into a comprehensive system. Meeting attendees were urged to consider how the trails system can support these efforts.

Discussion:

- Specific actions that agencies can take include taking a closer look at the priority trails map for the SunCoast Trails System. This can be done by examining how trails are added and how they connect between counties to address regional gaps.
- Some MPOs are working to provide an updated SunTrail Network GIS map to FDOT. The updated maps corrected alignments, the locations of the trails, etc.
- A suggestion was made to add an item to the July MPOAC meeting agenda to discuss role of the MPOAC as it relates to the Florida Greenways and Trails.

D. NATIONAL ELECTRIC VEHICLE INFRASTRUCTURE FORMULA PROGRAM

Ms. April Combs, with the Office of Policy Planning, FDOT, presented information on the National Electric Vehicle Infrastructure (NEVI) Program which is estimated to provide the Department with \$198 million over five years to address electric vehicle charging needs for passenger vehicles and light duty trucks. Electric Vehicle planning needs to be done at the state- and national-level. Funding is not available at the MPO-level, but coordination between the state and the MPOs is necessary to avoid duplication of efforts.

State DOTs must submit an Electric Vehicle Charging Investment Plan to USDOT by August 1, 2022. The Department is using all available resources to gather the required information, including the Electric Vehicle Master Plan (EVMP) prepared in accordance with s. 339.287, F.S., as well as working with a variety of partners to develop the investment plan.

E. LRTP REVENUE FORECAST

Ms. Jennifer Fortunas, Manager, FDOT Forecasting and Trends Office, and Mike Nidehart provided an update on the Revenue Forecast used by MPOs for developing their Long-Range Transportation Plans (LRTPs). The official revenue forecast will now be released in April 2023. The financial guidelines document and table templates for estimates will be emailed to the MPOs.

F. MPOAC DOCUMENT REVIEW

Mark Reichert, Executive Director of the MPOAC, presented the Draft MPOAC FY 23/24 Unified Planning Work Program (UPWP).

Beth Alden, Hillsborough TPO, made a motion to recommend approval of the UPWP to the MPOAC Governing Board. Brian Freeman, Indian River County MPO, seconded the motion. The motion passed unanimously.

The MPOAC Bylaws have been revised and shared with the members for review. No comments on the revised bylaws were received from the MPOAC membership, but FHWA sent some comments. No action was pursued on the bylaws at this time.

G. MPOAC FUTURE DIRECTION

There was no discussion for this agenda item.

7. COMMUNICATIONS

The response letter to FDOT on Specific Conditions and the status letter to FDOT on Specific Conditions were included in the agenda packet.

8. MEMBER COMMENTS

Members discussed the length of the MPOAC Staff Directors' Advisory Committee quarterly meetings stating that adequate time is needed for agenda items and discussion. It was clarified that more detailed items can be discussed at the MPOAC Policy and Technical Committee meetings to help accommodate the time needed for the committee meetings.

9. ADJOURNMENT

Robert Esposito, Hernando/Citrus County MPO, made a motion to adjourn the meeting. Valerie Neilson, Palm Beach TPA, seconded. The motion passed unanimously.

The next meeting of the MPOAC Staff Directors' Advisory Committee will be July 28, 2022. A meeting notice will be sent out at least one month prior to the meeting date.

Adjournment 12:36 pm