



# The Florida Metropolitan Planning Organization Advisory Council

*Mayor Susan Haynie*  
*Chairperson*

## **Joint Meeting of the Governing Board and Staff Director's Advisory Committee**

**Date: Thursday, January 28, 2016**

**Time: 12:00 p.m. – 3:30 p.m.**

**Location: Florida Department of Revenue, 2450 Shumard Oak Blvd,  
Tallahassee, FL 32311**

**Mayor Susan Haynie and Peter Buchwald, Presiding**

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- 1. Call to Order & Pledge of Allegiance**
  - 2. Approval of Minutes: October 29, 2015 Meetings**
  - 3. Public Comments (non-agenda items)**
  - 4. National Association of Regional Councils presentation**
  - 5. Executive Director's Report**
    - A. Budget Report**
    - B. Florida Legislative Update**
    - C. Call for MPOAC UPWP projects**
  - 6. Agency Reports**
    - A. Florida Department of Transportation**
    - B. Federal Highway Administration**
  - 7. Business Items & Presentations**
    - A. Election of Officers**
    - B. MPOAC Strategic Plan Update**
    - C. Report and Recommendations from the MPOAC Technical and Policy Subcommittee Meeting**
    - D. MPO/TPO Board Meeting Dates**
  - 8. Communications**
  - 9. Member Comments**
  - 10. Adjournment**

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*Carl Mikyska, Executive Director*

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**Any person who desires or decides to appeal any decision made by this Council with respect to any matter considered at this meeting will need a record of the proceedings. For such purposes, such person may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which appeal is to be based.**

**The needs of hearing or visually impaired persons shall be met by contacting the Council sponsoring such meeting at least 48 hours prior to the meeting. Please contact Brigitte Messina at (850) 414-4037 or by email to [brigitte.messina@mpoac.org](mailto:brigitte.messina@mpoac.org).**

## **Item Number 2**

### **Approval of Minutes: October 29, 2015**

#### **DISCUSSION:**

Review and comments from members.

#### **REQUESTED ACTION:**

Approval of Minutes from both the MPOAC Governing Board Meeting and the Staff Directors' Advisory Committee Meeting.

#### **ATTACHMENT:**

1. October 29, 2015 MPOAC Governing Board Meeting Minutes
2. October 29, 2015 MPOAC Staff Directors' Advisory Committee Meeting Minutes

**Draft Minutes of the Florida MPO Advisory Council  
Governing Board  
October 29, 2015**

**Governing Board Members in Attendance:**

Mayor Susan Haynie, Palm Beach MPO, Chairperson  
Councilman Bryan Caletka, Broward MPO  
Commissioner Rodney Friend, Bay County TPO  
Commissioner Nick Maddox, Capital Region TPA  
Commissioner James Herston, Charlotte County – Punta Gorda MPO  
Councilman Charles Bare, Florida-Alabama TPO  
Commissioner James Brooks, Heartland TPO  
Commissioner Nicholas Nicholson, Hernando/Citrus MPO  
Mayor Pro-Tem Ray Goodgame, Lake-Sumter MPO  
Councilman Rick Williams, Lee County MPO  
Commissioner Troy McDonald, Martin MPO  
Councilman James Wood, Okaloosa-Walton TPO, Vice-Chair  
Commissioner Nat Birdsong, Polk TPO  
Mayor Willie Shaw, Sarasota/Manatee MPO  
Mayor Kathy Meehan, Space Coast TPO  
Mr. Darrell Drummond, St. Lucie TPO

**Others in Attendance:**

Carl Mikyska, MPOAC Executive Director  
Paul Gougelman, MPOAC General Counsel  
Brigitte Messina, MPOAC  
Jeff Kramer, USF/CUTR  
Karen Seggerman, USF/CUTR  
Alex Carroll, USF/CUTR  
James Christian, FHWA Florida Division, Tallahassee  
Karen Brunelle, FHWA  
Lee Ann Jacobs, FHWA  
Carmen Monroy, FDOT Policy Planning  
Yvonne Arens, FDOT  
Greg Stuart, Broward MPO  
Harry Reed, Capital Region TPA  
Bob Herrington, Charlotte County-Punta Gorda MPO  
Mary Bo Robinson, Florida-Alabama, Okaloosa-Walton and Bay County TPOs  
Sherrie Carver, Heartland TPO  
Dennis Dix, Hernando/Citrus MPO  
TJ Fish, Lake-Sumter MPO  
Beth Beltran, Martin MPO  
Alice Bajanowski, Martin MPO  
Ronnie Blackshear, Polk TPO

David Hutchinson, Sarasota/Manatee MPO  
Aileen Bouclé, Miami-Dade MPO  
Bob Kamm, Space Coast TPO  
Peter Buchwald, St. Lucie TPO  
Carol Scott, FDOT  
Regina Colson, FDOT  
Sean Santalla, FDOT

### **1. Call to Order**

Mayor Susan Haynie, Palm Beach MPO, Chairperson called the meeting to order at 3:15 p.m. All stood for the Pledge of Allegiance. The Chair welcomed those in attendance and self-introductions were made.

### **2. Approval of Minutes**

Councilman Charles Bare, Florida-Alabama TPO, made a motion to approve the minutes of the July 23, 2015 MPOAC Governing Board Meeting with the addition of Bob Herrington to the Strategic Directions Advisory Committee. Commissioner Nick Maddox, Capital Region TPA, seconded the motion. The motion was approved unanimously.

### **3. Public Comments**

No public comments were made.

### **4. Executive Director's Report**

Mr. Carl Mikyska, MPOAC Executive Director, reported on the MPOAC Budget. During the period from July 1 - September 30, 2015, approximately \$86,910 was spent of the total \$530,548 budget.

Regarding federal transportation legislation, he noted that both the House and the Senate have passed legislation to extend funding for the federal program until November 20, 2015 while they negotiate differences between their two bills. A member noted that there is discussion of an increase in urban attributable funds in the federal Surface Transportation Program (SU funds). A member questioned the status of TAP funds in pending legislation. The Chair noted that Congresswoman Lois Frankel is advocating offering incentives to high-performing MPOs.

Mr. Mikyska informed members of a USDOT Office of Inspector General Audit that occurred over the summer regarding the development of the Statewide Transportation Improvement Program (STIP), particularly as it relates to MPO Transportation Improvement Programs (TIPs). An auditor visited FDOT and one Florida MPO in June to learn about the STIP process. Other states were visited as well. A written report is expected in January 2016.

## 5. Agency Reports

### a) FDOT Agency Report

Ms. Carmen Monroy, Director of the FDOT Office of Policy Planning, updated the members on the update of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Policy Plan. She discussed how the thirty-five member Steering Committee represents a broad spectrum of stakeholders and that eleven thousand participants attended workshops on the plans held throughout the state. The next step is to incorporate public comments into the plans which are being received through November 14<sup>th</sup> (FloridaTransportationPlan.com). The final Policy Plan will be presented to stakeholders by the end of the year. The plan's existing emphasis areas are to:

- Reaffirm statutory intent for interregional, interstate, and international travel; and
- Continue an emphasis on the state's largest and most strategic transportation facilities.

Ms. Monroy also noted new emphasis areas in the Policy Plan:

- Innovation and technology
- Statewide/regional economic development opportunities
- Modal and system connectivity
- First mile/last mile
- Coordinated planning for SIS, regional, and local facilities

The next steps include Steering Committee review of draft SIS Policy Plan (December 11) with public comment on the draft SIS Policy Plan (January). The Final SIS Policy Plan is expected to be complete by February 2016. Mayor Susan Haynie, Palm Beach MPO, Chairperson and Councilman James Wood, Okaloosa-Walton TPO, Vice-Chair serve on the Steering Committee.

Ms. Yvonne Arens, FDOT Office of Policy Planning, then discussed issues related to air quality attainment. On October 1, 2015, the federal Environmental Protection Agency (EPA) strengthened the National Ambient Air Quality Standards (NAAQS) for ground-level ozone to 70 parts per billion (ppb) from the current 75 ppb. The decision is based on extensive scientific evidence about ozone effects on public health and welfare, and the updated standards will improve public and ecosystem health. If Florida has any areas designated as nonattainment, the Florida Department of Environmental Protection (DEP) will develop a State Implementation Plan (SIP) to bring the areas into compliance with the revised NAAQS. Transportation conformity would be required in these nonattainment areas. Areas must demonstrate that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the NAAQS. At this time, no areas in Florida are expected to be designated as non-attainment. However, Hillsborough County may be close to the threshold, particularly if conditions worsen over the next year. States make recommendations to EPA for nonattainment areas based on data from the years 2014-2016. Designations are based on the

4<sup>th</sup> highest annual reading of each monitor in a Metropolitan Statistical Area (MSA) during that time period. EPA will make final designations by October 2017.

Ms. Monroy then informed the members about FDOT's new initiative called "Focus on Communities." The initiative aims to elevate the importance of communities--people, places, and their plans--in the transportation decision-making process. FDOT will be holding a training workshop to bring practitioners of Florida's sociocultural effects evaluation process together to identify needs, exchange information, and refine current approaches to ensure that transportation actions include a community focus. The tentative date and location for the workshop is May 3-4, 2016 in Orlando.

The Office of Policy Planning and the Office of the Comptroller are working to update the process by which FDOT passes funds to the MPOs. This is in response to a variety of factors, including new federal requirements from 2 CFR 200 and guidance from the State's Department of Financial Services. This is an opportunity to streamline invoicing requirements for the MPOs, helping to reduce their administrative burden. Upcoming changes include new Unified Planning Work Program (UPWP) requirements, a new invoicing and monitoring process, and a new 2-year MPO agreement which will be effective July 1, 2016 (aligning with the new UPWP cycle). A benefit for the MPOs will be that FDOT will be able to more reliably meet the 15-day deadline for invoice payment. A Statewide conference is scheduled for November 19<sup>th</sup>. Members were told to contact Yvonne Arens or Sean Santalla for more information.

Ms. Monroy noted the "Drive It Home - Roadside Litter Prevention Education" (RLPE) Media Campaign was launched by FDOT with financial support from FHWA. She noted that millions of visitors get their first glimpse of our state from their car windows as they travel along Florida's highways. Keeping the highways clean has become a financial burden.

A member requested that presentations be made available prior to the meetings to enable members to review the information and prepare thoughtful questions.

#### **b) FHWA Agency Report**

Mr. James Christian, Division Administrator of the Federal Highway Administration (FHWA), Florida Division, thanked those who participated in the U.S. DOT Megaregions event held in Orlando on October 2, 2015. He noted that the Event Director was highly complimentary of the location, facilities, panel participants, and other attributes of the event. Mr. Christian thanked Orlando Mayor Buddy Dyer, his staff and Harry Barley for organizing it.

Ms. Karen Brunelle, Director, Office of Project Development at the Federal Highway Administration (FHWA) Florida Division Office, discussed the extension of federal transportation legislation through November 20, 2015 and noted that the Highway Trust Fund is expected to drop below \$4 billion in the November/December 2015 timeframe.

Ms. Brunelle noted that the Statewide Transportation Improvement Program (STIP) was approved. The approval letter, "Approval of the FY 2015/16-2018/19 STIP and Statewide Planning Funding", is included in the agenda packet. She further noted that the full report regarding STIP approval is available from Mr. Mikyska.

Notices of proposed rulemaking regarding transportation performance management to be published within the next few months include System Performance (late November), Highway Safety Improvement Program Final Rule (mid-December), Safety/Performance Measures Final Rule (January 2016), Bridge and Asset Management (early during the 2016 calendar year), and the Planning Final Rule (March 2016).

Florida did not receive any TIGER grants during the last round of awards. Florida recipients of FHWA Strategic Highway Research Program 2 (SHRP2) Implementation Technical Assistance included MetroPlan Orlando for Work Zone Impact and Strategies Estimator Software (WISE) - Proof of Concept and FDOT for Pre-Cast Concrete Pavement – Lead Adopter.

Another grant opportunity for MPOs is the FHWA Accelerated Innovation Deployment (AID) Demonstration program which provides funding as an incentive for eligible entities to accelerate the implementation and adoption of innovation in highway transportation. FDOT and Manatee County received a \$1 million award for installation of an adaptive signal control technology system along SR 70 through this program.

The National Roadway Safety Awards is a biennial competition sponsored by the FHWA and the Roadway Safety Foundation (RSF) to recognize roadway safety achievements that help reduce fatalities and serious injuries on the nation's roadways. Florida received three awards:

- FDOT for Advanced Lighting and Measurement System Program in the Infrastructure and Operational Improvements category
- FDOT for Safe Mobility for Life Coalition in the Program Planning Development and Evaluation category
- Orange County Public Works for Texas-Americana Road Safety Small Area Study

Ms. Lee Ann Jacobs, Planning Team Leader at the FHWA Florida Division Office, noted that the American Association of State Highway and Transportation Officials (AASHTO) website homepage featured the Florida flag because the FDOT earned the Grand Prize and the People's Choice awards in the 2015 America's Transportation Awards competition. A panel of judges selected FDOT's \$670 million Port of Miami Tunnel project to receive the Grand Prize. FDOT's I-595 Corridor Improvements Project earned more than 56,000 online votes and won the People's Choice Award.

Tampa, Florida was selected as one of three connected vehicle deployment sites as Wave 1 participants in the U.S. DOT's Connected Vehicle Pilot Deployment Program. Tampa was awarded \$17 million to solve peak rush hour congestion in downtown Tampa and to protect the

city's pedestrians by equipping their smartphones with the same connected technology being put into the vehicles.

## **6. Business Items & Presentations**

- a) 2016 MPOAC Meeting Schedule. Mr. Mikyska presented the proposed MPOAC meeting schedule for 2016 as noted in the agenda packet. Commissioner Troy McDonald, Martin MPO, made a motion to recommend approval of the proposed 2016 MPOAC meeting schedule. Councilmman Charles Bare, Florida-Alabama TPO, seconded the motion. The motion was approved unanimously.

Mr. Mikyska announced that the 2016 MPOAC Institute will be held April 15-17, 2016 in Orlando and May 13-15, 2016 in Tampa. Fliers with additional information will be mailed prior to the end of the year. Members were encouraged to attend and spread the word to others on their MPOs.

Mr. Mikyska brought a proposed rule by the Florida Board of Professional Engineers to the Governing Board's attention. The proposed rule would create an official definition of "traffic engineering" and a list of tasks which would be required to be completed under the responsible charge of a licensed professional engineer in the State of Florida. Many of the listed tasks (traffic studies, impact fee studies, and other applications of real-world data in a planning context) are currently being performed by planners across the state. Mr. Mikyska noted the potential impact this may have on the planning profession in Florida since many cities and counties adopt FBPE rules by reference in their local regulations. Paul Gougelman, MPOAC General Counsel, noted that on a day-to-day basis, such a rule would impact contracting. Mr. Mikyska informed the members that the proposed rule has been published, and that comments are due by November 4, 2015. The Staff Directors recommended that the Governing Board have Mr. Mikyska prepare a letter in opposition to the proposed rule. Commissioner Nat Birdsong, Polk TPO, moved to affirm the Staff Directors' motion. Councilman Charles Bare, Florida-Alabama TPO, seconded. The motion carried unanimously.

- b) 2016 Legislative Policy Positions. Mr. Mikyska presented the 2016 Draft Legislative Policy Positions that were developed during the September 11, 2015 Policy and Technical Subcommittee Meeting in Bartow. Mr. Mikyska stated that the Staff Directors recommended two changes: 1) Position #5 – "zone" should read "zones"; and 2) Position #6 should be amended to read "Supports implementation of ridesharing services statewide (such as Uber and Lyft) with statewide provisions for safety and liability coverage."

Discussion ensued regarding the legislative policy positions, particularly Position #6. Governing Board members consented to voting on the Legislative Priorities individually:

1. Commissioner Nick Maddox, Capital Region TPA, moved approval of Policy Position #1. Mayor Pro-Tem Ray Goodgame, Lake-Sumter MPO seconded. The motion passed unanimously.
2. Mayor Pro-Tem Ray Goodgame moved approval of Policy Position #2. Commissioner Nick Maddox seconded. The motion passed unanimously.
3. Councilman Charles Bare, Florida-Alabama TPO, moved approval of Policy Position #3. Commissioner Nick Maddox seconded. The motion passed with two members in opposition.
4. Commissioner Nick Maddox moved approval of Policy Position #4. Commissioner Nat Birdsong, Polk TPO, seconded. The motion passed unanimously.
5. Councilman Charles Bare moved approval of Policy Position #5 as amended by the Staff Directors. Mayor Kathy Meehan, Space Coast TPO, seconded. The motion passed unanimously.
6. Commissioner Nick Maddox moved to remove Policy Position #6 from the Legislative Priorities. Councilman Bryan Caletka, Broward MPO, seconded. The motion passed with one member in opposition.

- c) State vs. Federal Requirements on MPO Operations – Refreshments and Travel Expenses. Mr. Mikyska noted that refreshments are not a reimbursable expense using State funds unless provided as part of a facility rental per a 1978 Attorney General written opinion. This applies to MPO funds that flow through the State. Discussion ensued. Commissioner Troy McDonald, Martin MPO, moved to have Mr. Gougelman request a revised Attorney General opinion based on federal statutes. Councilman Charles Bare seconded. The motion passed unanimously.

Travel expenses for MPOs are governed by Florida Statute 112.061. Subsection (14) of that section provides an exception for MPOs. MPOs may establish their own food reimbursement rates, per diem rates (food + lodging), and mileage reimbursement rates (IRS rates may be chosen instead). Class C travel (less than 24 hours without lodging) does not include food reimbursement. However, mileage and related costs (tolls, parking, etc.) can be reimbursed.

- d) MPOAC Strategic Plan Update. Hal Beardall presented the status of the MPOAC Strategic Directions Plan. He discussed the overall process and then reviewed the results of a survey of MPO Governing Board members (20 responses received). Eleven core strengths, three key planning assumptions, and five 2020 vision themes were identified. Draft preliminary SDAC goals included:

1. The MPOAC will advocate and lead collaboratively for effective local and regional transportation policy and planning.
2. The MPOAC will support the sharing of best practices and help coordinate and communicate with M/TPOs and other transportation organizations.
3. To achieve the 2020 vision and goals, the MPOAC will adjust its organizational structure to deliver results.

He noted that the SDAC will meet in November and December (by phone) to prepare a survey that will go out to the MPO Staff Directors.

Member discussion supported the SDAC's diversity and its emphasis on leadership, communication, and advocacy.

## **7. Communications**

Mr. Mikyska noted two letters contained in the agenda packet:

- MPOAC letter to Mr. Gregory Nadeau, Administrator, Federal Highway Administration
- Letter from Kathryn Starkey, Pasco County, Florida to MPOAC

## **8. Member Comments**

A member requested that the MPOAC create a forum for MPOs participating in SUN Trail projects to coordinate their planning activities.

The Chair noted that this is the last meeting for Mary Bo Robinson and Harry Reed. She also introduced Aileen Bouclé who will be working with the Miami-Dade MPO.

The meeting was adjourned at 5:08 pm.

**Draft Minutes of the Florida MPO Advisory Council  
Staff Directors' Advisory Committee  
October 29, 2015**

**Staff Directors:**

Peter Buchwald, St. Lucie TPO, Chair  
Harry Reed, Capital Region TPA, Vice-Chair  
Greg Stuart, Broward MPO  
Bob Herrington, Charlotte County-Punta Gorda MPO  
Brandy Otero, Collier MPO  
Mary Bo Robinson, Florida-Alabama, Okaloosa-Walton and Bay County TPOs  
Marlie Sanderson, Gainesville MTPO  
Sherrie Carver, Heartland TPO  
Dennis Dix, Hernando/Citrus MPO  
Beth Alden, Hillsborough County MPO  
Brian Freeman, Indian River MPO  
T.J. Fish, Lake-Sumter MPO  
Donald Scott, Lee County MPO  
Beth Beltran, Martin MPO  
Gary Huttman, MetroPlan Orlando  
Carlos Roa, Miami-Dade MPO  
Greg Slay, Ocala/Marion County TPO  
Nick Uhren, Palm Beach MPO  
Whit Blanton, Pinellas County MPO  
Ronnie Blackshear, Polk TPO  
Lois Bollenback, River to Sea TPO  
David Hutchinson, Sarasota/Manatee MPO  
Bob Kamm, Space Coast TPO

**Others in Attendance:**

Carl Mikyska, MPOAC Executive Director  
Paul Gougelman, MPOAC General Counsel  
Brigitte Messina, MPOAC  
Jeff Kramer, USF/CUTR  
Karen Seggerman, USF/CUTR  
Alex Carroll, USF/CUTR  
Carmen Monroy, FDOT  
Yvonne Arens, FDOT  
Doug McLeod, FDOT  
Karen Brunelle, FHWA  
Lee Ann Jacobs, FHWA  
Shundreka Givan, FHWA  
Hal Beardall, FCRC Consensus Center  
Commissioner Nicholas Nicholson, Hernando/Citrus MPO

Councilman Jim Wood, Okaloosa-Walton TPO  
Pamela Richmond, Lake-Sumter MPO  
Thomas Burke, Lake-Sumter MPO  
Alice Bajanowski, Martin MPO  
Aileen Bouclé, Miami-Dade MPO  
Bob Wallace, Tindale-Oliver & Associates  
Ned Baier, Jacobs Engineering  
Abra Horne, Jacobs Engineering  
Jeff Arms, HDR  
Peyton McLeod, Sprinkle Consulting  
Claudia Calzaretta, FDOT  
Lorena Cucek, FDOT  
Regina Colson, FDOT  
Janil Gutierrez, FDOT  
Mary Schoelzel, FDOT  
Carol Scott, FDOT  
Kellie Smith, FDOT  
Vickie Wyche, FDOT  
Sean Santalla, FDOT  
Laura Lockwood, FDOT

### **1. Call to Order**

Peter Buchwald, Chair, St. Lucie TPO, called the meeting to order at 12:25 p.m. All stood for the Pledge of Allegiance. The Chair welcomed all in attendance and self-introductions were made. The Chair recognized Aileen Bouclé, who is pending employment by the Miami-Dade MPO and upon appointment will become a member of the MPOAC Staff Directors Committee. The Chair thanked FDOT for the “Drive It Home: Keep our Paradise Litter Free” (CleanFLroads.com) goodie bags. The Chair noted that the new agenda reflects formatting requirements outlined in the revised MPOAC bylaws.

### **2. Approval of Minutes**

Bob Herrington, Charlotte County-Punta Gorda MPO, made a motion to approve the minutes of the July 23, 2015 meeting of the MPOAC Staff Directors’ Advisory Committee with the addition of Bob Herrington as a member of the Strategic Directions Advisory Committee. Greg Stuart, Broward MPO, seconded the motion. The motion was approved unanimously.

### **3. Public Comments**

No public comments were made.

#### **4. Executive Director's Report**

Mr. Carl Mikyska, MPOAC Executive Director, reported on the MPOAC budget. During the period from July 1 - September 30, 2015, approximately \$86,910 was spent of the total \$530,548 budget.

Regarding federal transportation legislation, he noted that both the House and the Senate have passed legislation to extend funding for the federal program until November 20, 2015 while they negotiate differences between their two bills. A member noted that there is discussion of an increase in urban attributable funds in the federal Surface Transportation Program (SU funds).

The FHWA is working through the MPOAC to conduct a freight survey that will include Florida-specific questions as submitted by members of the MPOAC Freight Committee and the MPOAC Staff Directors' Advisory Committee. The survey will be due by the end of November.

Mr. Mikyska is working with FHWA regarding federal eligibility for landscaping as a project in Title 23 Part 752 in response to such a project being submitted. The Committee will be made aware of the outcome.

Mr. Mikyska noted that a member made a request to learn about FHWA MPO certification outcomes across the country in an effort to learn from the experiences of other MPOs and compare questions asked, topics covered, and trends. Florida MPOs could use that information to implement best practices and avoid the need for corrective actions in the future. He asked if this is something members wished to pursue. A discussion ensued between the members, FHWA, and FDOT regarding the availability of Florida-specific and nationwide information on MPO certification outcomes. Ms. Brunelle, FHWA, explained that the FHWA database is an internal tool that saves information at a state level, making the request impractical at a national level. However, a request for information from specific states may be possible. Members agreed to add a task to the UPWP to develop an informational best practices database which may include such things as an analysis of trends. The Chair noted that the January meeting would be a good time to suggest any UPWP tasks.

Mr. Mikyska informed members of a USDOT Office of Inspector General Audit that occurred over the summer regarding the development of the Statewide Transportation Improvement Program (STIP), particularly as it relates to MPO Transportation Improvement Programs (TIPs). An auditor visited FDOT and one Florida MPO in June to learn about the STIP process. Other states were visited as well. A written report is expected in January 2016.

Whit Blanton, Pinellas County MPO, brought a proposed rule by the Florida Board of Professional Engineers to the Staff Directors' attention. The proposed rule would create an official definition of "traffic engineering" and a list of tasks which would be required to be completed under the responsible charge of a licensed professional engineer in the State of Florida. Many of the listed tasks (traffic studies, impact fee studies, and other applications of real-world data in a planning context) are currently being performed by planners across the

state. Mr. Blanton expressed concern for the potential impact this may have on the planning profession in Florida since many cities and counties adopt FBPE rules by reference in their local regulations. Paul Gougelman, MPOAC General Counsel, noted that on a day-to-day basis, such a rule would impact contracting. Mr. Blanton noted that the proposed rule has been published, and that comments are due by November 4, 2015. T.J. Fish, Lake-Sumter MPO, made a motion to recommend that the Governing Board direct Mr. Mikyska to prepare a letter in opposition to the proposed rule. Bob Kamm, Space Coast TPO, seconded. The motion carried unanimously.

Mr. Mikyska concluded his comments by announcing that the 2016 MPOAC Institute will be held April 15-17, 2016 in Orlando and May 13-15, 2016 in Tampa. Fliers with additional information will be mailed prior to the end of the year.

## **5. Agency Reports**

### **a) FDOT Agency Report**

Ms. Carmen Monroy, Director of the FDOT Office of Policy Planning, updated the members on the update of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Policy Plan. She discussed how the thirty-five member Steering Committee represents a broad spectrum of stakeholders and that eleven thousand participants attended workshops on the plans held throughout the state. The next step is to incorporate public comments into the plans which are being received through November 14<sup>th</sup> (FloridaTransportationPlan.com). The final Policy Plan will be presented to stakeholders by the end of the year. The plan's existing emphasis areas are to:

- Reaffirm statutory intent for interregional, interstate, and international travel
- Continue an emphasis on the state's largest and most strategic transportation facilities.
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Ms. Monroy also noted new emphasis areas in the Policy Plan:

- Innovation and technology
- Statewide/regional economic development opportunities
- Modal and system connectivity
- First mile/last mile
- Coordinated planning for SIS, regional, and local facilities

The final SIS Policy Plan is expected to be complete by February 2016. A member expressed that transit operation in express toll lanes is not considered a part of the SIS policy and encouraged a change in the policy to encourage demand management through transit. The member wondered if this opened consideration for a larger question – what are the opportunities for managed lanes?

Ms. Monroy noted that this may be an appropriate discussion for the Steering Committee, whose next meeting is on December 11, 2015 in Jacksonville. The Staff Directors will be updated on this issue at future meetings.

Ms. Yvonne Arens, FDOT Office of Policy Planning, then discussed issues related to air quality attainment. On October 1, 2015, the federal Environmental Protection Agency (EPA) strengthened the National Ambient Air Quality Standards (NAAQS) for ground-level ozone to 70 parts per billion (ppb) from the current 75 ppb. The decision is based on extensive scientific evidence about ozone effects on public health and welfare, and the updated standards will improve public and ecosystem health. If Florida has any areas designated as nonattainment, the Florida Department of Environmental Protection (DEP) will develop a State Implementation Plan (SIP) to bring the areas into compliance with the revised NAAQS. Transportation conformity would be required in these nonattainment areas. Areas must demonstrate that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the NAAQS. At this time, no areas in Florida are expected to be designated as non-attainment. However, Hillsborough County may be close to the threshold, particularly if conditions worsen over the next year. States make recommendations to EPA for nonattainment areas based on data from the years 2014-2016. Designations are based on the 4<sup>th</sup> highest annual reading of each monitor in a Metropolitan Statistical Area (MSA) during that time period. EPA will make final designations by October 2017.

Ms. Monroy then informed the members about FDOT's new initiative called "Focus on Communities." The initiative aims to elevate the importance of communities--people, places, and their plans--in the transportation decision-making process. FDOT will be holding a training workshop to bring practitioners of Florida's sociocultural effects evaluation process together to identify needs, exchange information, and refine current approaches to ensure that transportation actions include a community focus. The tentative date and location for the workshop is May 3-4, 2016 in Orlando. Greg Stuart, Broward MPO, offered to share his public information team's recent work with FDOT that relates to this subject.

The third annual FDOT/FHWA/MPO Statewide Meeting will be held on May, 5, 2016 in Orlando in conjunction with the Focus on Community workshop. Members were asked to save the date.

The Office of Policy Planning and the Office of the Comptroller are working to update the process by which FDOT passes funds to the MPOs. This is in response to a variety of factors, including new federal requirements from 2 CFR 200 and guidance from the State's Department of Financial Services. This is an opportunity to streamline invoicing requirements for the MPOs, helping to reduce their administrative burden. Upcoming changes include new Unified Planning Work Program (UPWP) requirements, a new invoicing and monitoring process, and a new 2-year MPO agreement which will be effective July 1, 2016 (aligning with the new UPWP cycle). A benefit for the MPOs will be that FDOT will be able to more reliably meet the 15-day deadline for invoice payment. A Statewide conference is scheduled for November 19<sup>th</sup>. Members were told to contact Yvonne Arens or Sean Santalla for more information.

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#### **b) FHWA Agency Report**

Ms. Karen Brunelle, Director, Office of Project Development at the Federal Highway Administration (FHWA) Florida Division Office, discussed the extension of federal transportation legislation through November 20, 2015 and noted that the Highway Trust Fund is expected to drop below \$4 billion in the November/December 2015 timeframe. At that point, cash management procedures will be put in place. Notices of proposed rulemaking regarding transportation performance management to be published within the next few months include System Performance (late November), Highway Safety Improvement Program Final Rule (mid-December), Safety/Performance Measures Final Rule (January 2016), Bridge and Asset Management (early during the 2016 calendar year), and the Planning Final Rule (March 2016).

Florida did not receive any TIGER grants during the last round of awards. Florida recipients of FHWA Strategic Highway Research Program 2 (SHRP2) Implementation Technical Assistance included MetroPlan Orlando for Work Zone Impact and Strategies Estimator Software (WISE) - Proof of Concept and FDOT for Pre-Cast Concrete Pavement – Lead Adopter. Round 7 (the last round) of the SHRP2 Technical Assistance will be in April 2016. The Reliability category includes topics related to planning including:

- Reliability Data and Analysis Tools bundle - Tools to help transportation planners and engineers improve data monitoring and analysis to achieve more consistent, predictable highway travel
- Reliability in Simulation and Planning Models - Guidelines for incorporating reliability performance measures into travel models
- Regional Operations Forum - Regional training program to advance transportation systems management and operations

Another grant opportunity for MPOs is the FHWA Accelerated Innovation Deployment (AID) Demonstration program which provides funding as an incentive for eligible entities to accelerate the implementation and adoption of innovation in highway transportation. FDOT and Manatee County received a \$1 million award for installation of an adaptive signal control technology system along SR 70 through this program.

The National Roadway Safety Awards is a biennial competition sponsored by the FHWA and the Roadway Safety Foundation (RSF) to recognize roadway safety achievements that help reduce fatalities and serious injuries on the nation's roadways. Florida received three awards:

- FDOT for Advanced Lighting and Measurement System Program in the Infrastructure and Operational Improvements category

- FDOT for Safe Mobility for Life Coalition in the Program Planning Development and Evaluation category
- Orange County Public Works for Texas-Americana Road Safety Small Area Study

Ms. Lee Ann Jacobs, Planning Team Leader at the FHWA Florida Division Office, noted that the American Association of State Highway and Transportation Officials (AASHTO) website homepage featured the Florida Flag because the FDOT earned the Grand Prize and the People's Choice awards in the 2015 America's Transportation Awards competition. A panel of judges selected FDOT's \$670 million Port of Miami Tunnel project to receive the Grand Prize. FDOT's I-595 Corridor Improvements Project earned more than 56,000 online votes and won the People's Choice Award.

Tampa, Florida was selected as one of three connected vehicle deployment sites as Wave 1 participants in the U.S. DOT's Connected Vehicle Pilot Deployment Program. Tampa was awarded \$17 million to solve peak rush hour congestion in downtown Tampa and to protect the city's pedestrians by equipping their smartphones with the same connected technology being put into the vehicles.

Ms. Jacobs concluded her remarks by referring to a letter in the agenda packet – "Approval of the FY 2015/16-2018/19 STIP and Statewide Planning Funding." She noted that the full report regarding STIP approval is available from Mr. Mikyska. The report summarizes the joint annual TMA certification and program accountability reviews as well as recommendations. Noteworthy practices include regional coordination, freight planning, and the FTP/ SIS Policy Plan update process. Recommendations for MPOs include environmental mitigation consultation in the long range plan (which will be discussed during the November 19<sup>th</sup> video conference), public participation documentation (details should be included in the plan document or referenced), MAP-21 implementation, and consistency between the STIP, TIP, and LRTP. She indicated that further discussions on these subjects will be held with individual MPOs.

## **6. Business Items & Presentations**

- a) 2016 MPOAC Meeting Schedule. Mr. Mikyska presented the proposed MPOAC meeting schedule for 2016 as noted in the agenda packet. Greg Stuart, Broward MPO, made a motion to recommend approval of the proposed 2016 MPOAC meeting schedule to the Governing Board. T.J. Fish, Lake-Sumter MPO, seconded the motion. The motion was approved unanimously.
- b) 2016 Legislative Policy Positions. Mr. Mikyska presented the 2016 Draft Legislative Policy Positions that were developed during the September 11, 2015 Policy and Technical Subcommittee Meeting in Bartow. The Chair noted that there is a typographical error in Position #5 – "zone" should read "zones." Discussion ensued regarding Position #6 which generically refers to services such as Uber and Lyft. Members discussed the need to address safety and liability. Greg Stuart moved to amend Position #6 to read "Supports implementation of ridesharing services statewide

(such as Uber and Lyft) with statewide provisions for safety and liability coverage.” Mary Bo Robinson seconded. The motion was approved with 3 in opposition.

Beth Alden, Hillsborough County MPO, made a motion to recommend the 2016 Legislative Policy Positions, as amended, to the Governing Board. Bob Herrington, Charlotte County-Punta Gorda MPO, seconded the motion. The motion was approved unanimously.

- c) Performance Measures and Transportation Statistics Office Assistance. Mr. Mikyska introduced Doug McLeod, FDOT Transportation Statistics Office, to present this item. Mr. McLeod discussed the importance of performance measures. He noted the purpose of the Statewide Mobility Performance Measures Team to provide guidance and support to FDOT and the state’s MPOs on multimodal mobility performance measures including reporting for internal and MAP-21 purposes. FDOT will provide an analysis of all required MAP-21 mobility performance measures including areawide groupings, urbanized areas, planning boundaries, county boundaries, and regional boundaries. The Team is working with several MPOs (Indian River, Broward, Gainesville, and Hillsborough) to develop a common source of data for pavement, bridges, and safety to streamline performance measure efforts. Once finalized, it will be applied to all MPOs. FDOT Districts will provide training and technical support and coordinate implementation activities with the MPOs. MPOs may use the data provided by FDOT for their mobility performance measures or they may develop their own. Several members praised Mr. McLeod for his nationally-recognized work on performance measures.
- d) Work Program Development Process by District. A discussion was introduced regarding work program development. Many members shared that their relationship with FDOT is healthy and cooperative. Some members expressed the desire to receive the FDOT work program in an electronic format that could be filtered/queried to prepare the information in a format that is meaningful to decision-makers. In addition, common language would be helpful. One issue discussed by the group was difficulty finding the appropriate time to discuss design elements of a project with FDOT that is not too late in the process to affect a change. One solution mentioned was to include the desired typical section in the MPO long range transportation plan (LRTP).
- e) State vs. Federal Requirements on MPO Operations – Refreshments and Travel Expenses. Mr. Mikyska noted that refreshments are not a reimbursable expense using State funds unless provided as part of a facility rental. This applies to MPO funds that flow through the State. Travel expenses for MPOs are governed by Florida Statute 112.061. Subsection (14) of that section provides an exception for MPOs. MPOs may establish their own food reimbursement rates, per diem rates (food + lodging), and mileage reimbursement rates (IRS rates may be chosen instead). Class C travel (less than 24 hours without lodging) does not include food reimbursement. However, mileage and related costs (tolls, parking, etc.) can be reimbursed.

f) MPOAC Strategic Plan Update. Hal Beardall presented the status of the MPOAC Strategic Directions Plan. He discussed the overall process and then reviewed the results of a survey of MPO Governing Board members (20 responses received). Eleven core strengths, three key planning assumptions, and five 2020 vision themes were identified. Draft preliminary SDAC goals included:

1. The MPOAC will advocate and lead collaboratively for effective local and regional transportation policy and planning.
2. The MPOAC will support the sharing of best practices and help coordinate and communicate with M/TPOs and other transportation organizations.
3. To achieve the 2020 vision and goals, the MPOAC will adjust its organizational structure to deliver results.

He noted that the SDAC will meet in November and December (by phone) to prepare a survey that will go out to the MPO Staff Directors.

g) Election of a new Vice-Chair of the Staff Directors Advisory Committee. This item was placed on the agenda due to the fact that Harry Reed, Vice Chair, may be retiring. Mr. Reed stated that he had enjoyed serving on the Staff Directors Committee and working with everyone. Mr. Gougelman advised that this item may be moved to the January agenda when officers are usually elected that begin their service at the July meeting. The Staff Directors may select an interim Vice Chair to serve the remainder of the term and a Vice Chair to serve the next term. The Chair noted his willingness to continue in the role of Chair if that is the pleasure of the Committee.

## 7. Communications

- Letter to Mr. Gregory G. Nadeau, FHWA, regarding the Federal Register Notice of Request for Approval of a New Information Collection (Docket Number 2015-0013) which was published on June 23, 2015.
- Letter from Commissioner Kathryn Starkey, Pasco County, Florida to the MPOAC supporting a public trail system across Central Florida.
- It was noted that this is Mary Bo Robinson's last meeting. She thanked everyone for their friendship and support over the years.

The meeting was adjourned at 3:00 pm.

## **Item Number 3**

### **Public Comments**

#### **DISCUSSION:**

Recommendations or comments by the public.

#### **REQUESTED ACTION:**

As may be desired.

#### **ATTACHMENT:**

None

## **Item Number 4**

### **National Association of Regional Councils Presentation**

#### **DISCUSSION:**

Mr. Erich Zimmerman, Director of Transportation Programs for the National Association of Regional Councils will be present an overview of the new Federal Transportation Bill, Fixing America's Surface Transportation Act (FAST).

#### **REQUESTED ACTION:**

As may be desired.

#### **ATTACHMENTS:**

None

## **Item Number 5**

### **Executive Director's Report**

#### **DISCUSSION:**

Mr. Carl Mikyska, MPOAC Executive Director, will be presenting the following items for discussion:

- A. Budget Report: October 1 – December 31, 2015
- B. Florida Legislative Update
- C. MPOAC UPWP

#### **REQUESTED ACTION:**

As may be desired.

#### **ATTACHMENTS:**

1. Budget report: October 1 – December 31, 2015

**Florida Metropolitan Planning Organization Advisory Council**  
**FY 2015/2016 Budget**  
**July 1, 2015 to June 30, 2016**

Category	Annual Allocation	1st Qtr Expenditures 7/1/15-9/30/15	2nd Qtr Expenditures 10/1/15-12/31/15	3rd Qtr Expenditures 1/1/16-3/31/16	4th Quarter Expenditures 4/1/16-6/30/16	Expenditures to Date	Remaining Balance
<b>Salaries/Benefits</b>	\$ 200,000	\$ 42,152	\$ 40,464			\$ 82,616	\$ 117,384
<b>Expense</b>	\$ 57,000						
Travel	\$ 30,000	\$ 4,006	\$ 2,825			\$ 6,831	\$ 23,169
Meetings	\$ 21,000	\$ 7,783	\$ 5,306			\$ 13,089	\$ 7,911
Administrative	\$ 4,080	\$ 849	\$ 563			\$ 1,412	\$ 2,668
Membership Dues *	\$ 1,920	\$ 1,920.00	\$ -			\$ 1,920	\$ -
<b>Contracted Services</b>	\$ 22,000						
General Counsel	\$ 22,000	\$ -	\$ 5,412			\$ 5,412	\$ 16,588
<b>Transportation Planning</b>	\$ 165,000						
Univ. South FL (CUTR)	\$ 80,000	\$ 20,000	\$ 20,000			\$ 40,000	\$ 40,000
MPOAC Institute	\$ 85,000	\$ 10,200	\$ 13,600			\$ 23,800	\$ 61,200
<b>Strategic Plan</b>	\$ 79,048						
Florida State University	\$ 79,048	\$ -	\$ 14,280			\$ 14,280	\$ 64,768
<b>Total Federal Funds</b>	\$ 523,048	\$ 86,910	\$ 102,450			\$ 189,360	\$ 333,688
<b>Advocacy Activities</b>							
Local Funds	\$ 9,000	\$ -	\$ -			\$ -	\$ 9,000
<b>Total Budget</b>	\$ 532,048	\$ 86,910	\$ 102,450			\$ 189,360	\$ 342,688

\* FBT, FPTA, ITSFL

## **Item Number 6A**

### **Agency Reports – Florida Department of Transportation**

#### **DISCUSSION:**

Mr. Jim Wood, Director, State Transportation Development Administrator at FDOT will update the members on the activities of FDOT and bring forward topics of interest to the MPOs. Mr. Ken Morefield, Manager of the State Environmental Management Office at FDOT will update members on the National Environmental Protection Act (NEPA) Assignment effort that FDOT is undertaking.

#### **REQUESTED ACTION:**

As may be desired.

#### **ATTACHMENT:**

1. NEPA Presentation by Ken Morefield



# FDOT NEPA Assignment Program (Highway Projects)

January 28, 2016

# NEPA ASSIGNMENT PROGRAM

## Responsibilities Being Sought (23 USC 327)

- All responsibilities cited in 23 USC 327 for highway projects
- NEPA, all eligible Federal Environmental Laws and Executive Orders as provided in Appendix A to Part 773
- All classes of highway projects
  - Class I: Environmental Impact Statement (EIS) projects
  - Class II: Categorically Excluded (CE) projects
  - Class III: Environmental Assessment (EA) projects
  - Local Agency Program (LAP) projects
- Under this program, FDOY would be deemed to be FHWA on all projects for environmental matters



# HOW DOES THIS BENEFIT FLORIDA?

- Florida would have decision making authority assuming FHWA responsibilities and liabilities
- No reduction of environmental considerations
- Time and cost savings
- Eliminates one layer of governmental review
- Allows direct consultation between FDOT and federal regulatory agencies
- Consolidates all NEPA reviews under FDOT
- More timely delivery of transportation projects to Florida's citizens
- More efficient use of FDOT staff and resources
- Realized cost savings can be applied to other FDOT projects



# OTHER CONSIDERATIONS

## Limited Waiver of Sovereign Immunity

- FDOT must consent to and accept federal court jurisdiction
- FDOT attorneys will defend actions and decisions in federal court
- Legislative action needed prior to application being submitted
- Potential litigation outcomes
  - Court affirms the document
  - Environmental document is determined insufficient
  - Potential injunction delaying project implementation
  - Additional studies, analysis, public involvement, etc. may be needed
  - Not open to tort claims
- Costs of litigation are reimbursable

## State Law Requirements

- Legislative authority to allow FDOT to assume NEPA responsibilities
- Have Public Records laws (*Florida Statute, Chapter 119*), in place comparable to Freedom of Information Act



# Florida Department of Transportation

## Role

- Program Management and Oversight
- Documentation and Records Management
- Quality Assurance / Quality Control
- Legal Sufficiency / Legal Reviews / Prior Concurrence to be conducted by FDOT Office of General Counsel
- Support FHWA audits
- Training (includes manual updates)
- Agency and Stakeholder Coordination
- Communication with Districts on changes in laws or executive orders affecting the program

## Responsibilities

- Comply with NEPA and other Federal laws and regulations
- Report all NEPA Decisions to FHWA
- Review and Approval of all documented CEs (Type 2 in Florida), EAs and EISs (SHS and LAP projects). C and D listed CEs will be delegated to the Districts.
- Consent to and accept federal court jurisdiction (FDOT attorneys will defend actions and decisions in federal court)



# FDOT Readiness

- ✓ SEMO currently reviews and approves all EAs and EISs prior to submittal to FHWA since 2008 for EISs and 2012 for EAs
- ✓ C & D list Type 1 CEs and Programmatic CEs for over **20 years**
- ✓ Environmental and legal staff will be added in Central Office
- ✓ Team of Subject Matter Experts (SME) and Reviewers
- ✓ Consultant support contracts in place
- ✓ Established state procedures to meet local, state and federal requirements
- ✓ Established relationships with state and federal agencies
- ✓ Enhancing tools in place to support quality assurance, tracking, reporting and monitoring
- ✓ Established records retention program is being enhanced
- ✓ Established cross functional teams statewide
- ✓ Existing District role to remain unchanged
- ✓ Districts have been briefed and will continue to be trained



# SCHEDULE

## Application

• Statement of Interest	Completed
• NEPA Bi-weekly Team Meetings	On-going
• NEPA Assignment Workshop	Completed
• Coordination Webinar (Agencies and Tribes)	Completed
• Complete Initial Draft Application	1/29/16
• Florida Legislature Limited Waiver of Sovereign Immunity	*
• AG Certifies Limited Waiver of Sovereign Immunity	**
• AG Certifies Sunshine Law Comparable to FOIA	**
• Public Notice of Application	02/1/16 to 03/01/16 **
• Final Application	03/02/16 to 03/29/16
• Submit Final Application to FHWA	03/30/16
• Audit Training (by FHWA)	Requesting for January 2016
• Legal Sufficiency (by FHWA)	Requesting for January 2016

\* Florida Legislative Session begins 01/12/16, Attorney General briefed in 2014

\*\* Attorney General to confirm application can be released once sovereign immunity bill is signed



# SCHEDULE

## Memorandum of Understanding (MOU)

- Final Application / Draft MOU to FHWA 03/30/16
- Agreed upon MOU 04/27/16 to 06/21/16
- Review by FHWA 06/22/16 to 08/16/16
- Public Notice and Comment Period 08/17/16 to 09/14/16
- Address Comments 09/15/16 to 10/12/16
- MOU (sent for signature) 10/11/16 to 10/25/16
- Effective Date 11/28/16
- Finalize PAs / MOUs that support agreement 11/29/16 to 05/29/17





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**Ken Morefield, P.E.**  
Manager, State Environmental Management  
Office(SEMO)  
605 Suwannee Street, MS37  
Tallahassee, Florida 32399-0450  
850.414.4316  
[Ken.morefield@dot.state.fl.us](mailto:Ken.morefield@dot.state.fl.us)

**FDOT NEPA Assignment Website:**

<http://www.dot.state.fl.us/emo/NEPAAssignment.shtm>

# QUESTIONS

## **Item Number 6B**

### **Agency Reports – Florida Division of Federal Highway Administration**

#### **DISCUSSION:**

Mr. James Christian, Division Administrator of the Florida Division Office and Ms. Karen Brunelle, Director, Office of Project Development will present the following:

1. Fixing America's Surface Transportation (FAST) Act
2. Bicycle / Pedestrian Issues
3. Every Day Counts (EDC) 4

#### **REQUESTED ACTION:**

As may be desired.

#### **ATTACHMENT:**

1. List of Web addresses to FHWA websites related to the presentation

## **FHWA Weblinks to Sites of Interest**

Smart City Challenge Notice of Funding Opportunity –  
<https://www.transportation.gov/smartcity/>

Mayor's Challenge - <https://www.transportation.gov/mayors-challenge>

Case Studies in Delivering Safe, Comfortable and Connected Pedestrian and Bicycle Networks -  
[http://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/publications/network\\_report/](http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/network_report/)

Every Day Counts (EDC) 4- <https://www.federalregister.gov/articles/2015/12/10/2015-31112/every-day-counts-initiative-request-for-information>

## **Item Number 7**

### **Business Items & Presentations**

#### **DISCUSSION:**

Various action items and topics for discussion will be presented. The topics include:

- A. Election of Officers
- B. MPOAC Strategic Directions Plan Update

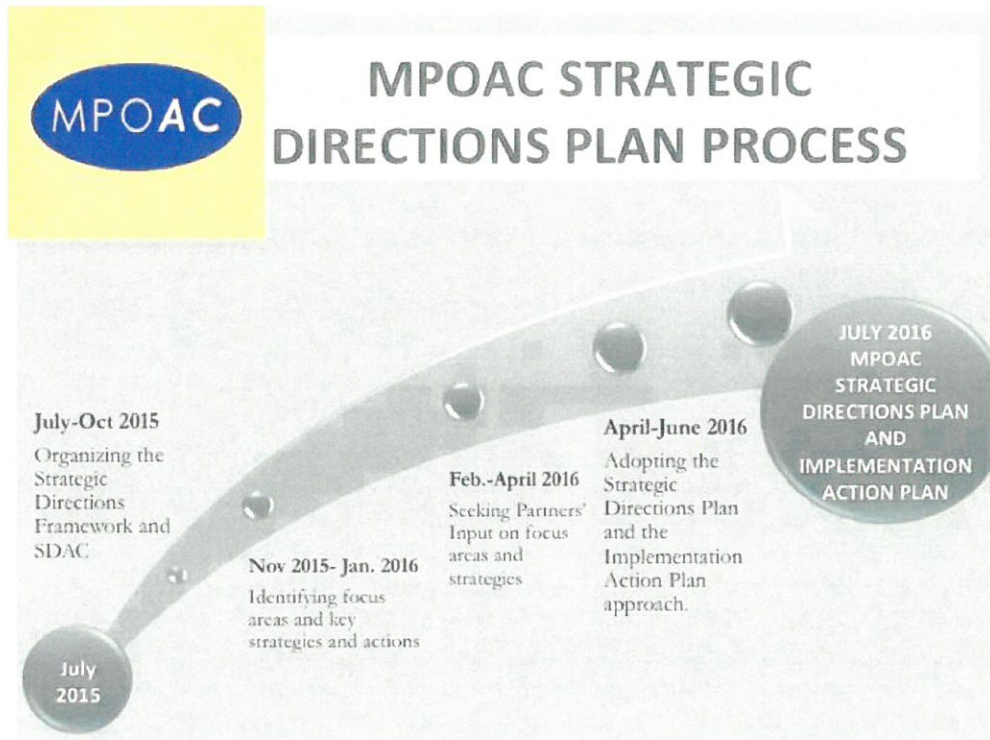
#### **REQUESTED ACTIONS:**

1. Election of Vice-Chair for the Staff Directors' Advisory Committee for the remainder of the 2015-2016 term.
2. Election of both Chair and Vice-Chair for the Staff Directors' Advisory Committee for the 2016-2017 term.
3. Election of both Chair and Vice-Chair for the MPOAC Governing Board for the 2016-2017 term.

#### **ATTACHMENTS:**

1. MPOAC Strategic Directions Plan Update

## MPOAC STRATEGIC DIRECTIONS ADVISORY COMMITTEE UPDATE



### OVERVIEW OF STRATEGIC DIRECTIONS OUTCOMES AND WORK PLAN

In July 2015, the MPOAC Governing Board committed over the following year to developing a new strategic directions plan and implementation action plan through a collaborative effort. The Strategic Directions Advisory Committee (SDAC) consisting of was created to guide the development of the strategic directions plan. The SDAC first met face-to-face on September 11, 2015, then again on October 28, followed by teleconferences on Nov. 23 and Dec. 14. The SDAC also conducted two separate on-line surveys of the MPOAC Board of Governors in October and of the Staff Directors in December to obtain additional guidance on the work of the SDAC as they moved forward. To date the SDAC has identified core strengths of the MPOAC to be preserved, created a draft Vision Statement, drafted core principles to guide development of the strategic plan, and is continuing to develop goals along with potential objectives and actions in each goal area. As part of the coordination of the SDAC meeting schedule with the quarterly MPOAC meetings, the next meeting of the SDAC will be a face-to-face meeting on January 27th in Tallahassee. An overview of their progress will be presented to both the staff directors and Governing Board members at the joint MPOAC Quarterly meeting on January 28th.

## MPOAC STRATEGIC DIRECTIONS ADVISORY COMMITTEE MEMBERS

<i>Governing Board Members</i>	<i>MPO/TPO Staff Directors</i>
Susan Haynie, City of Boca Raton, Palm Beach MPO	Harry Barley, Metroplan Orlando
Charles Bare, City of Pensacola, Florida Alabama TPO	Whit Blanton, Pinellas MPO
Jim Burch, Cape Coral, Lee County MPO	Peter Buchwald, St. Lucie TPO
Nick Maddox, Leon County, Capital Region TPA	Bob Herrington, Charlotte County Punta Gorda MPO
Les Miller, Hillsborough County, Hillsborough County MPO	Bob Kamm, Spacecoast MPO
Nick Nicholson, Hernando County, Hernando Citrus MPO	Carlos Roa, Miami Dade MPO
Jim Wood, City of Destin, Okaloosa Walton TPO	Greg Stuart, Broward County MPO
Carl Mikyska, Executive Director, MPOAC	
Hal Beardall & Bob Jones, SDAC Facilitation Team: FCRC Consensus Center, FSU	

## MPOAC STRATEGIC DIRECTIONS ADVISORY COMMITTEE WORK PLAN

### Overview of Strategic Directions Advisory Committee Meetings- September 2015- June 2016

- SDAC Organizational Workshop (#1)- September 11, 2015, 3-4 hours
- SDAC Workshop, (#2)- October 28, 2015- afternoon before October 29 MPOAC Quarterly meeting
- SDAC Meeting (#3)- teleconference November 2015 (2 hours)
- SDAC Meeting (#4)- teleconference December 2015 (2 hours)
- SDAC Workshop (#5) January 2016 in-person, ½ day before Quarterly meeting.
- SDAC teleconference (#6) February 2016 (2 hours)
- SDAC teleconference (#7) March 2016 (2 hours)
- SDAC Workshop (#8) in person, ½ day before April 2016 Quarterly meeting
- SDAC teleconference (#9) May 2016 (2 hours)

### Joint MPOAC Governing Board/Staff Director Meetings.

- Joint MPOAC Governing Board/Staff Directors meetings- Quarterly, October 2015
- Joint MPOAC Governing Board/Staff Directors meetings- Quarterly, January 2016
- Joint MPOAC Governing Board/Staff Directors meetings- Quarterly, April 2016
- Joint MPOAC Governing Board/Staff Directors meetings- Quarterly, July 2016

## MPOAC SDAC Work Plan

### August 2015

- Strategic Directions Advisory Committee (SDAC) members appointed.
- Pre-Meeting SDAC Member Survey

### September 2015

- **SDAC Organizational meeting (#1), September 11, 9:00- 12:30 p.m.** Review the roles, work plan/schedule, review SDAC member survey responses and refine the survey instrument.
- **Late September. MPOAC Strategic Directions Webinar & Survey.**

### October 2015

- **SDAC Meeting #2, October 28, 2015** Review strategic directions survey results develop initial draft mission and vision statements, develop initial list of focus areas
- **MPOAC Quarterly Meeting- October 29, 2015, Orlando**  
Joint Board/Staff Directors meeting to provide an update on the SDAC efforts

### November 2016

- **SDAC Meeting #3 (teleconference/online meeting format)** Review and refine draft vision, mission and purpose and principle statements based on input and SDAC discussion. Solicit potential strategic issues and potential strategies based on input from survey and MPOAC Board/Staff Directors meetings.

### December 2015

- **SDAC Meeting #4 (teleconference/online meeting format)** Discuss potential strategic focus areas, issues and potential strategies based on SDAC discussion and input from survey and MPOAC Board/Staff Directors meetings.

### January 2016

- **SDAC Meeting #5** in-person ½ day meeting the afternoon before the MPOAC quarterly meeting (i.e., 1:00-5:00 p.m.) Refine initial list of focus areas and draft strategies; Review draft survey for external MPOAC partners and stakeholders
- **MPOAC Quarterly (joint) Meeting- January, 2016, Tallahassee**  
Joint Board/Staff Directors meeting. provide update on the process and present focus areas and key strategies seeking input and guidance
- **MPOAC Partners Strategic Directions Webinar & Survey. Late January 2016.** As a catalyst for completing the survey, conduct a Webinar for MPOAC partners and stakeholders setting forth and seeking input on the Strategic Directions focus areas and strategies.

### February 2016

- **SDAC Meeting #6, Late February (teleconference/online meeting format)** Review the Partner/Stakeholder survey results; Refine strategic focus areas and draft strategies; Review initial outline/issues for strategic directions implementation plan

### March 2016

- **SDAC Meeting #7, Late March (teleconference/online meeting format)** Finalize review draft strategic issues and potential strategies; Review draft Implementation Action Plan.

#### **April 2016**

- **SDAC Meeting #8** ½ day meeting the afternoon before the MPOAC quarterly meeting (i.e., 1:00-5:00 p.m.) Finalize the draft Strategic Directions Plan for presentation, review and adoption by the MPOAC;
- **MPOAC Quarterly Meeting**
- Develop Strategic Direction
- **MPOAC Quarterly Meeting, April (TBD), 2016**  
1 ½ hour joint Board/Staff Directors meeting on MPOAC Strategic Plan.

#### **May 2016**

- **SDAC Meeting #9, Late May (teleconference/online meeting format)**
- Refine as needed the strategic plan based on MPOAC input.
- Finalize MPOAC strategic directions Implementation Action Plan recommendations regarding process, roles and budget.

#### **June 2016**

- FCRC Consensus Center delivers to the MPOAC the final strategic directions plan and Implementation Action Plan.

#### **July 2016**

- **MPOAC Quarterly Meeting, July (TBD), 2016** 1 hour for joint Board/Staff Directors meeting. Final Implementation Action Plan approach and budget and provide a charge to the SDAC going forward.

## **Item Number 8**

### **Communications**

MPOAC comments on the Florida Board of Professional Engineers proposed creation of a definition for the term Traffic Engineering.

#### **REQUESTED ACTION:**

As may be desired.

#### **ATTACHMENT:**

1. Letter to Ms. Zana Rayborn, Executive Director, Florida Board of Professional Engineers, dated November 03, 2015



# The Florida Metropolitan Planning Organization Advisory Council

*Mayor Susan Haynie  
Chairperson*

November 3, 2015

Ms. Zana Rayborn, Executive Director  
Florida Board of Professional Engineers  
2639 North Monroe Street  
Tallahassee, FL 32303  
Via Hand Delivery and Email

Re: Comments regarding proposed rule 61G15-18.011, F.A.C. – Creation of a definition for the term “Traffic Engineering”.

Dear Ms. Rayborn,

The Florida Metropolitan Planning Organization Advisory Council (MPOAC) offers the following comments in response to the Notice of Proposed Rule published in Volume 41, Number 200, of the Florida Administrative Register on October 14, 2015.

The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. The organization is made up of a Governing Board (27 members) consisting of local elected officials from each of the MPOs and a Staff Directors Advisory Committee consisting of the staff directors from each of the MPOs.

The proposed rule attempts to define “traffic engineering” and in the process prohibits other professions from performing certain tasks or work and assigns the specified tasks and work to the exclusive domain of professional engineers. Many of the work items which are proposed to be done only by professional engineers are currently done by transportation planners. The proposed rule does not define what benefit will be realized by the public through the delegation of the many tasks outlined in the proposed rule exclusively to professional engineers. The 27 MPOs in Florida employ many transportation planners and relatively few transportation engineers. Assigning the many tasks outlined in the rule to only professional engineers will place a large financial burden on the Florida MPOs as they will now need to hire at least one licensed professional engineer in place of one transportation planner. The National

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*Carl Mikyska, Executive Director*  
605 Suwannee Street, MS 28B · Tallahassee, Florida 32399-0450  
1-866-374-3368 x 4037 or 850-414-4037 · Fax 850-414-4895  
[www.mpoac.org](http://www.mpoac.org)

Society of Professional Engineers 2010 salary survey found the average salary of a licensed professional engineer to be \$99,000. The American Planning Association 2014 salary survey found the average salary of a planner to be \$74,000. This represents a significant difference in the average salary level for individuals that have been doing the same work up to this point. Implementation of this rule as written would mean at least one planner would need to be replaced with an engineer at each of the 27 MPOs, if not more for the larger MPOs. The costs of this change would be an annual increase of \$675,000 in expenses born upon the Florida MPOs ( $\$99,000 - \$74,000 = \$25,000$  times 27 MPOs = \$675,000). This far exceeds the estimated cost in the proposed rule of ".....up to \$2400 per year for less than 100 small businesses subject to the rule."

Transportation planners have long used non-default numbers in analyzing roadways and transportation networks in order to refine planning documents and planning level estimation of costs to better represent to elected officials and the public the true ability of the region to implement projects. Transportation planners have built Long Range Transportation Plans as required by 23 USC 450.322, operated transportation models to demonstrate the benefits and costs of various transportation strategies and project combinations, performed transportation conformity in air quality non-attainment areas and engaged in safety work for the benefit of the public. All of these items would be prohibited activities under the proposed rule for transportation planners. Planners have effectively performed these functions for many years.

Both transportation planning and transportation engineering depend on an understanding of the trade-offs involving transportation mobility and access relative to economic development, urban form and multimodal considerations. These kinds of analyses are directly relevant to issues of public policy, which are very much in planning's wheelhouse. Planners and engineers, as do others, help inform decisions through their work, but it is not the domain of any individual profession. Planners with appropriate training and the ethical credential of AICP have legitimate roles to play in several of the tasks listed in the proposed rule

Section 6(a) of the proposed rule targets any highway capacity analysis other than planning level applications. This would include un-signalized intersection capacity analysis and signalized intersection operational analysis. It is important to note that highway capacity analysis is a key aspect of transportation planning. Operational analysis is central to site impact analysis for development, traffic circulation plans and how corridors function. The evaluation of transportation alternatives guides development of planning recommendations (related to transportation and other aspects of urban development) before moving into an engineering level of design, where planning recommendations are then often refined. Planners need the ability to evaluate

these issues as part of a big picture assessment. Planners do depend on engineers to confirm that assessment in subsequent and more detailed levels of analysis during preliminary engineering and design phases of projects.

Section 6(e) of the proposed rule addresses any work that involves the calculation of queue lengths or the determination of turn lane lengths and reserves this work exclusively for engineers. This is a mathematical function based on standard formulas that transportation planners with proper training and experience are fully capable of performing. This is commonly done by planners in the review of traffic studies submitted by developers/applicants and in developing recommendations for traffic circulation patterns, such as in downtown mobility plans or in corridor planning activities. This is used to evaluate alternatives related to the size of intersections and movement of traffic within the transportation system, taking into account land use activities and objectives, non-motorized access objectives, and issues related to redevelopment, economic development, and even air quality analysis.

Section 6(f) of the proposed rule would reserve for engineers work that relies on the application or interpretation of the Manual on Uniform Traffic Control Devices (MUTCD). Planners routinely apply the principles, components and standards of the MUTCD in a variety of contexts. For instance, planners make recommendations on the placement of shared lane markings (sharrows) as part of bicycle master plans; planners make recommendations on the appropriateness of signalized intersections using the MUTCD, typically when evaluating options for multimodal circulation, such as along a corridor or in a district. These are very commonly applied in many transportation planning applications to guide discussions of what is acceptable and valid. Planners should not be prohibited from sharing and passing along that guidance.

Section 6(g) of the proposed rule would prohibit planners from performing any warrant evaluation, including traffic signal warrants, warrants for all-way stop control, and turn lane warrants. Again, as described previously in our comments, this is a common practice of planners when evaluating corridors, subareas and site development impacts.

Section 6(h) of the proposed rule specifies that the use of site specific traffic signal timings and any task that results in traffic signal timing or phasing recommendations shall be done only by engineers. Planners use, adjust and make recommendations to the green to cycle ratios and cycle lengths for signals when evaluating system-wide impacts to a corridor and traffic pattern shifts due to future development. Experienced and ethical planners know that this is part of a planning level analysis and do not get into the Advanced Traffic Management System design aspects or the design of signal operations. It is simply to evaluate options and develop recommendations as part of a plan (e.g., for a corridor, subarea or site).

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Some subsections of section 6 address access management evaluations and detailed design of parking facilities. While detailed design should be left to engineers, the MPOAC wishes to be very clear that planning level work that has some level of detail can and should be done by planners and the responsibility for final design would be given to an engineer. Work other than final design can be performed by both planners and engineers because they reference the same documentation, training and guidance for the development for the recommendations for access management, site distance and placement of driveway locations. Apart from detailed design, this is fundamental in evaluating site impacts to a corridor or area at a planning level, and providing policy and planning recommendations. Subsequently, those recommendations will be incorporated into a detailed design work done by an engineer. However, at the planning level, this analysis depends on an informed understanding of bigger picture issues like economic development, multimodal access and a sense of identity for a community, district or neighborhood which planners are qualified to evaluate.

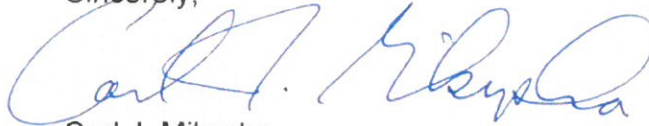
The proposed rule addresses the topic areas of traffic calming as well as roundabout analysis and design as tasks for engineers to perform. Planners are capable of developing traffic calming recommendations, but should not perform design. Roundabout analysis is a specialized part of intersection analysis, and as mentioned previously, is something transportation planners need to employ to help communities evaluate and select the appropriate way to manage traffic flow and safety. Planners can definitely determine whether a roundabout is suitable and feasible for a particular location, but should not get into issues of design and specific costing versus a conventional intersection.

The MPOAC recognizes that some topic areas are tasks for engineers to perform. The proposed rule addresses traffic signal design, sight distance analysis, no passing zone analysis, roadway signing and pavement marking design, work zone traffic control design, roadway lighting analysis and design, including light level computations and lighting justification reports and review of equipment submittals as tasks that shall be performed by engineers. The MPOAC agrees.

The MPOAC appreciates the opportunity to provide comments on the proposed rule and is available to further explain our comments as needed. The MPOAC respectfully requests that the proposed rule as written be withdrawn or be significantly re-written to address the concerns outlined in this communication. We stand prepared to work with the engineering and planning communities to develop proposed rules that advance and protect the interests of the people of Florida.

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Sincerely,



Carl J. Mikyska  
Executive Director  
Florida Metropolitan Planning Organization  
Advisory Council  
605 Suwannee Street – MS 28B  
Tallahassee, FL 32399-0450

/cjm

## **Item Number 9**

### **Member Comments**

#### **DISCUSSION:**

Comments or recommendations by MPOAC members.

#### **REQUESTED ACTION:**

As may be desired.

#### **ATTACHMENT:**

None

## **Item Number 10**

### **Adjournment**

The next meeting of the MPOAC Governing Board and Staff Directors Advisory Committee will be held on Thursday, April 28, 2016 at the new offices of MetroPlan Orlando. The address for the meeting is 250 South Orange Avenue, Suite 200, Orlando, FL 32801.

The Staff Director's Advisory Committee Meeting will begin at Noon and conclude at 2:30 PM.

The Governing Board Meeting will begin at 3:00 PM and conclude at 5:30 PM.