

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

• **ATTENDANCE**

STAFF DIRECTORS IN ATTENDANCE:

Greg Stuart, Chair, Broward MPO
Lois Bollenback, Vice Chair, River to Sea TPO
Mary Beth Washnock, Bay County TPO
Greg Slay, Capital Region TPA
Gary Harrell, Charlotte County - Punta Gorda MPO
Eric Ortman, Collier MPO
Austin Mount, Florida-Alabama TPO
Whit Blanton, Forward Pinellas
Michael Escalante, Gainesville MTPO
Pat Steed, Heartland TPO
Steve Diez, Hernando/Citrus MPO
Beth Alden, Hillsborough MPO
Phil Matson, Indian River County MPO
Michael Woods, Lake-Sumter MPO
Donald Scott, Lee County MPO
Beth Beltran, Martin MPO
Gary Huttman, MetroPlan Orlando
Aileen Bouclé, Miami-Dade TPO
Jeff Sheffield, North Florida TPO
Dawn Schwartz, Okaloosa-Walton TPO
Nick Uhren, Palm Beach TPA
John Villeneuve, Pasco County MPO
Tom Deardorff, Polk TPO
Dave Hutchinson, Sarasota/Manatee MPO
Georganna Gillette, Space Coast TPO
Peter Buchwald, St. Lucie TPO

OTHERS IN ATTENDANCE:

Carl Mikyska, MPOAC
Brigitte Messina, MPOAC
Paul Gougelman, MPOAC General Counsel
Jeff Kramer, Center for Urban Transportation Research, USF

Christen Miller, Center for Urban Transportation Research, USF
Karen Brunelle, Florida Division, Federal Highway Administration
Cathy Kendall, Florida Division, Federal Highway Administration
Carmen Monroy, Florida Department of Transportation
Jim Martin, Florida Department of Transportation
Nick Lepp, MetroPlan Orlando
Jason Loschiavo, MetroPlan Orlando
Virginia Whittington, MetroPlan Orlando
Elizabeth Whitton, MetroPlan Orlando
Denise Bunnewith, North Florida TPO
Manny Lajmiri, Pasco MPO
Tina Mann, Polk TPO
Tricia Pichette, Polk County Communications
Al Garcia, Polk County Government Television
Jeff Branch, Florida League of Cities
Rohan Sadhai, ATKINS
Wiley Page, ATKINS
John Kaliski, Cambridge Systematics
Jim Wood, Kimley Horn

• **CALL TO ORDER**

Greg Stuart, Chair, Broward MPO, called the meeting to order at 12:23 pm. All stood for the Pledge of Allegiance.

• **APPROVAL OF MINUTES: JUNE 07, 2018 MEETING**

Gary Huttman, MetroPlan Orlando, moved to approve the minutes of the November 01, 2018 Staff Director’s meeting. Pat Steed, Heartland TPO, seconded. The motion carried unanimously.

• **PUBLIC COMMENTS**

No public comments were made.

• EXECUTIVE DIRECTOR'S REPORT AGENCY REPORTS

A. UPWP REPORT

Mr. Carl Mikyska, MPOAC Executive Director, presented the UPWP Report showing expenditures and budget for the second quarter of state fiscal year 2019. Currently, the MPOAC is slightly over budget. However, Mr. Mikyska stated that the MPOAC would finish the fiscal year on, or slightly under, budget.

Mr. Mikyska shared a list of activities and accomplishments of the MPOAC from November 2018 through January 2019, including:

- The First Legislative Newsletter of 2019 was distributed.
- The MPOAC coordinated with the Florida League of Cities and presented twice to their Transportation Committee.
- The MPOAC worked with FDOT and FHWA to revise the Transportation Performance Measures Consensus Planning Document.
- The MPOAC Executive Director participated in FDOT/MPOAC Leadership meetings.

B. COMMITTEE UPDATE

The MPOAC adopted a Strategic Plan in April of 2016 and the plan directed staff to undertake a number of activities. Four working groups are discussed in the plan, covering the following topic areas:

- Complete Streets (originally Bicycle and Pedestrian).
- Noteworthy Practices (originally Best Practices).
- Training.
- Communications.

The MPOAC launched the Complete Streets Working Group and the Noteworthy Practices Working Groups in 2016. The Complete Streets Working Group completed their work plan during the 2018 calendar year and made a close-out presentation at the November 2018 MPOAC quarterly meeting. The 2019 work plan for the Noteworthy Practices Working Group was presented and included in the meeting agenda package (Item 4B). Building on their work during the previous year, the Noteworthy Practices Working Group will focus on sharing noteworthy practices from across the state in calendar year 2019 by having two MPOs present on projects/activities identified by the Working Group as a noteworthy practice. The remaining two Working Groups have not yet been launched.

The MPOAC has held regular meetings of the Freight Committee since 2013. The committee's main focus of the previous calendar year was developing a Freight Project Priority List to be used by FDOT while programming freight projects. Overall, the Freight Committee has submitted 37 projects from 16 MPOs for programming consideration. While none of the prioritized MPOAC projects were programmed in the FDOT Work Program, four projects prioritized by individual MPOs were funded. The Freight Committee intends to continue the prioritization process in 2019 and to update the selection criteria in an effort to improve the programming results.

C. 2019 LEGISLATIVE UPDATE

The Florida Legislative Session officially begins on March 05, 2019. Prior to the 60-day session, committees meet and bills are advanced through these committees. These pre-session meetings have begun and Mr. Mikyska has been providing the membership with an email update of the committee meetings as well as an overview on the transportation related bills being considered. Mr. Mikyska described a number of bills that the MPOAC will be following during the session, including:

- HB 71/SB 158 – Vulnerable Road Users: provides criminal penalties for a person who commits a moving violation that causes serious bodily injury to, or causes the death of, a vulnerable road user; outlines a variety of specific penalties.
- HB 75/SB 132 – Drones for Police: Expanded Uses of Unmanned Aircraft; permits use of drones by law enforcement agencies and other specified entities.
- HB 6003/SB 306 – Red Light Cameras: Traffic Infraction Detectors: repeals provisions relating to the installation and use of traffic infraction detectors to enforce specified provisions when a driver fails to stop at a traffic signal.
- HB 311 – Autonomous Vehicles: Autonomous Vehicles; exempts autonomous vehicles and operators from certain prohibitions; provides that a human operator is not required to operate fully autonomous vehicle; provides that an automated driving system is deemed the operator of autonomous vehicle operating with the system engaged; authorizes the Florida Turnpike Enterprise to fund and operate test facilities for autonomous vehicles; provides requirements for operation of on-demand autonomous vehicle networks; revises registration requirements for autonomous vehicles.
- HB 341 – Car and Railroad Crashes: Motor Vehicles and Railroad Trains; requires that, in event of a crash involving a railroad train, collection of certain information be at the discretion of law enforcement having jurisdiction to investigate the crash; specifies that certain persons are not considered passengers for the purpose of making crash reports.
- HB 385 – Related to Transportation: requires certain authority members to comply with financial disclosure requirements; limits levy of and revises authorized uses of

charter county and regional transportation system surtaxes; revises provisions relating to FDOT design plan approval, transportation project programs, toll collection and use, and membership for specific MPOs.

- HB 453 – Micromobility Devices and Motorized Scooters; authorizes county or municipality to regulate operation of micromobility devices and for-hire motorized scooters; authorizes county or municipality to require licensure; requires proof of certain insurance coverage; provides that regulation of micromobility devices and for-hire motorized scooters is controlled by state and federal law; provides that operator has all rights and duties applicable to a bicycle rider; exempts micromobility device or motorized scooter from certain requirements; provides that person is not required to have a valid driver license to operate micromobility device or motorized scooter; authorizes parking on sidewalks; removes requirements for sale of motorized scooters.
- HB 107/SB 76 – Texting and Driving: Use of Wireless Communications Devices while Driving; Revises legislative intent; prohibits a person from operating a motor vehicle while using a wireless communications device for purpose of nonvoice or voice interpersonal communication; removes the provision requiring that enforcement be accomplished only as secondary action.

A discussion took place about HB 453 – Scooter bill. Greg Stuart, Chair, Broward MPO, discussed geofencing (the creation of a virtual geographic boundary) in his area of Florida through the use of global positioning system (GPS) or radio-frequency identification (RFID) technology. He described how geofencing has not been perfected and how scooter riders are able to geofence slightly out of the designated areas. In addition, when scooters hit the geofencing line the vehicle turns off automatically, causing tires to lock up instantly creating unintended consequences including crashes. Other members shared their stories about scooters in their areas and agreed that the scooter bill is important to follow through the legislative process.

The Freight Committee recommended that a letter of support be submitted for three projects sponsored by FDOT for funding through the Infrastructure for Rebuilding America (INFRA) Grant Program. The three projects each appear in an MPO long-range transportation plan and are supported by an individual MPO.

Dave Hutchinson, Sarasota/Manatee MPO, moved to approve the Freight Committee's recommendation to the Governing Board to submit a letter supporting projects being submitted for federal INFRA Grant funding with FDOTs application to USDOT. Beth Alden, Hillsborough County MPO, seconded. The motion carried unanimously.

Mr. Mikyska made an announcement about the Transit Asset Management (TAM) targets. All MPOs need to send their information/documentation and any amendments to the

Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) to Mr. Mikyska or Mark Reichert, FDOT.

• AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

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

- Alex Gramovot is departing from FDOT. Erica Thompson is taking his position and FDOT will fill her empty position.
- The Office of Inspector General completed an audit of the metropolitan transportation process as managed by MPOs and FDOT: The Office of Inspector General serves as a central point for coordination of and responsibility for activities that promote accountability, integrity and efficiency in the Department of Transportation. They conduct audits, investigations and management reviews relating to the programs and operations of the agency.
 - Both the Lee County MPO and Capital Region TPA were audited.
 - The issue of car allowances was a topic that came up during the audit.
- The Florida Transportation Plan (FTP) update will kick off formally at TransPlex 2019. The program is in development.
- A new FDOT Secretary was appointed following a national search. Kevin J. Thibault, a former longtime FDOT employee, started work in January.
 - FDOT is continuing to receive comments from the MPOs on Transportation Performance Management (TPM) and the Consensus Planning Document.
- Ms. Monroy discussed the availability of transit related performance target resources including factsheets, model language, and a timeline document.
- The 2019 TransPlex save-the-date card was distributed.
 - The Transportation Planning Exchange (TransPlex) is a free three-day conference to be held at the Omni Jacksonville Hotel in Jacksonville, Florida on May 7-9, 2019.

A discussion took place about the Transportation Performance Measures Consensus Planning Document. Ms. Karen Brunelle, Federal Highway Administration (FHWA), clarified the timing, deadline and expectations for MPOs in regards to the Consensus Document. She stated that FHWA has not had significant time to review the revised document, but that FHWA noticed last year that MPOs experienced difficulties with timeline and the deadline. She said that FHWA is planning to have this resolved before they approve the next statewide Transportation Improvement Program (STIP) in October 2019. She suggested that the MPOs refrain from adopting the current document at this time.

B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

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

- There will be upcoming FHWA staff changes.
- Alternative Fuel Corridors nominations are due 1/31/19.
- The Planning Excellence Award nomination due date has been extended to 3/1/19.
- Responses to the Transportation Performance Measurement (TPM) Implementation Review Survey are requested by 2/11/19.
- New Safety Planning and Zero Deaths Vision Guidance were published 12/18.
- Better Utilizing Investments to Leverage Development (BUILD) Transportation Grant awards were announced 12/18 and included the following FL projects:
 - Jacksonville – Urban Core Riverfront Revitalization and Complete Streets (\$12.5 mill).
 - Jacksonville – Bay Street Innovation Corridor (\$12.5 mill).
 - Miami-Dade County – South Dade Transitway Park and Ride Improvements (\$9.5 mill).
- Infrastructure for Rebuilding America (INFRA) Grants Notice of Funding Opportunity – Applications due 3/6/19.
- Automated Driving System (ADS) Demonstration Grants Notice of Funding Opportunity – Applications due 3/21/19.

Ms. Karen Brunelle, Director, Office of Project Development, Federal Highway Administration (FHWA), Florida Division, presented on the results of the 2018 Transportation Management Area (TMA) Certifications Risk Assessment process and Transportation Performance Measurement (TPM).

She announced that there is a new website for TMA Certification Public Comments <https://www.fhwa.dot.gov/fldiv/tma.cfm>. Then she reviewed the results of the 2018 Florida TMA certification risk assessment process. She described the history for the process, stating that FHWA has been using risk in construction project oversight for over 10 years. FHWA has now formalized their business practices through internal division procedures and the 2014 FHWA risk based stewardship and oversight (RBSO) implementation memo. RBSO was applied at the project level and manifested through:

- Review of projects by location/funding level.
- Review of a topic area for selected projects through the state.
- PoDIs and PoCIs (Projects of Division or Corporate Interest).

Adapting that approach, the FL TMA certification risk assessment addresses risk at the program level versus the project level. It individualizes certification reviews instead of a one size fits all and provides a consistent approach to risk tolerance. The assessment works with traditional stewardship and oversight practices while still providing technical assistance.

Ms. Brunelle outlined differences that the MPOs can see as a result to the FL TMA certification risk assessment, including:

- A new appendix in the Certification Report.
- Streamlined Certification Report sections.
- Improvements in the timing and quantity of Certification Review questions.
- Shortened site visits.

Ms. Brunelle then presented a table quantifying the improved results attributed to the risk assessment approach including significant reductions in total hours spent on the process, the number of questions asked, the site visit length, and the length of the report.

Ms. Brunelle concluded her discussion of the Florida TMA certification risk assessment approach by outlining positive comments received from the MPOs and opportunities for improvement. She indicated that FHWA and FTA would review the opportunities for improvement and set up follow up action items, as appropriate.

Ms. Brunelle continued her presentation by providing an update on Transportation Performance Measurement (TPM):

- MPOs set their Bridge, Pavement and System Performance Targets on Nov. 14, 2018 and FDOT completed their first evaluation of facilities repeatedly requiring repair and reconstruction due to emergency events (23 CFR 667) on Nov. 23, 2018.
- FHWA provided feedback on draft TIP templates for PM1, PM2 and PM3 and on the draft System Performance Report Framework in Dec. 2018 and is currently reviewing the draft proposed statewide transportation improvement program (STIP) language associated with the transit asset management (TAM) performance measures.
- FHWA Florida division TPM webpage has been updated to include several recent presentations.
- Clarifying Implementation Requirements Associated with 23 CFR 667 in the form of Q&A's <https://www.fhwa.dot.gov/tpm/faq.cfm>.
 - FDOT must update the requirements every 4 Years.
 - FDOT is encouraged to consider the evaluation during FTP and STIP development and during the Environmental Review Process. MPOs are also encouraged to consider the evaluation during LRTP and TIP development.

- Beginning Nov. 23, 2020, evaluation must include all roads, highways and bridges eligible for assistance under 23 USC (except on Federal or Tribal lands).
- Final TAMP and MPO Coordination: Coordination is required with all National Highway System (NHS) asset owners. Each MPO has member jurisdictions with locally owned NHS assets (Non-Interstate NHS off the State Highway System).
- Currently: S/TIP Amendments Include TAM (Transit Asset Management) Targets, TAM Plans and Transit Related performance based planning and programming (PBPP) metrics.
- MPO must set their 2019 safety targets by Feb 27, 2019.
- Any S/TIP amendments made after May 20, 2019 must address bridge, pavement and system performance targets.
- FDOT must submit their final transit asset management plan by June 30, 2019.

● **BUSINESS ITEMS & PRESENTATIONS**

A. APPROVAL OF LEGAL SERVICES CONTRACT

Carl Mikyska presented the proposed Legal Services Agreement to the membership. Paul Gougelman serves as the legal counsel to the MPOAC and his one-year contract is renewed annually. The contract would be effective July 01, 2019. Mr. Gougelman presented the contract, which is similar to his previous contract.

Peter Buchwald, St. Lucie TPO, moved to recommend to the MPOAC Governing Board the approval of the contract for legal services provided by Paul Gougelman for the coming state fiscal year. Phil Matson, Indian River County MPO, seconded. The motion carried unanimously.

B. FLORIDA LEAGUE OF CITIES PRESENTATION

Mr. Jeff Branch, Legislative Advocate for Transportation and Intergovernmental Relations at the Florida League of Cities (FLC), described how the MPOAC and FLC had worked closely together during past legislative sessions on a number of issues important to both organizations. He also described how the FLC develops legislative positions relating to transportation and highway safety, aviation, affordable housing (and homelessness), billboards, building codes, charter schools, and veterans affairs through their Transportation and Intergovernmental Relations Committee.

Mr. Branch then presented an overview of issues the FLC will be following during the 2019 Florida Legislative Session and what concerns have been brought forward by their

membership. He described how the FLC is focused on “future proofing” our infrastructure, including transportation infrastructure, and on advancing Smart States/Smart Cities principles. A few areas in transportation he mentioned would be a focus during the 2019 session included a cell phone/hands free electronic devices while driving and electric scooters.

C. TRANSIT PLANNING GRANT

Greg Stuart, Chair, Broward MPO, to tabled Item 6C, Transit Planning Grant, until the April 2019 meeting.

D. JACKSONVILLE DATA EXCHANGE

Jeff Sheffield, North Florida TPO, gave a presentation that highlighted North Florida TPO efforts in Smart Regions in the Jacksonville area. A comprehensive initiative including smart technologies deployment, signature regional projects, private sector engagement and venture capital investment, rollout of an Innovation Alliance capturing local tech companies and startups, and most importantly the development of a Regional Integrated Data Exchange will go live in February 2019.

Mr. Sheffield described their effort as a paradigm shift for how to address community challenges through the development of a new public utility (Integrated Data Exchange), creating a value proposition for private sector participation. Included in the agenda packet is a graphic highlighting the North Florida Smart Region Vision that brings to together the multiple facets of the approach that envisions eliminating fatalities, growing the region, providing more opportunities, reducing emissions, and improving system reliability.

A short discussion took place amongst members of the committee. Many expressed positive interest in the technology implemented in the Jacksonville area. Mr. Sheffield said that many of the technologies would be activate during TransPlex 2019 and that members could have a tour of the management center where the physical elements of the vision come together.

E. POLK TPO “PLEDGE TO SLOW DOWN” PSA SERIES

Tom Deardorff, Polk TPO, introduced the Pledge to Slow Down Campaign to further its goal of a future with zero traffic-related fatalities. Over 650 citizens have taken the pledge to date, and local outreach efforts continue to grow that number.

The public service announcements, produced in coordination with Polk County Government Television, include a series of five short (30-second) videos that were shown to members. The videos include following topics: Local Dignitaries Taking the Pledge; Speed Kills; Everyone is Someone’s Love One; Time to See and Stop; and Getting There Safe. The videos can be found on the Polk TPO website.

The pledge campaign is designed to be portable to other communities and MPOs are able to place their own logos and branding at the end of the videos. The Polk TPO staff offered to make the base videos available to other MPOs in Florida for free and to have the appropriate logos added at the cost of labor.

Beth Alden, Hillsborough County MPO, thanked the Polk TPO for their work and stated that the videos are great resources, noting that she and her staff point people toward the videos on the Polk TPO website as an example of the type actions an MPO can take to educate the public and advocate for safer behavior.

F. ELECTION OF OFFICERS FOR 2019

Greg Stuart, current chair of the Staff Directors’ Advisory Committee, relinquished the Chair position to Mr. Mikyska, MPOAC Executive Director, who introduced the election of officers – Chair and Vice Chair – for the MPOAC Staff Directors’ Advisory Committee. Mr. Mikyska noted for the record that the election was for a one-year term to begin immediately.

Beth Alden, Hillsborough County MPO, nominated Greg Stuart, Broward MPO, to serve as Chair. Peter Buchwald, St. Lucie TPO, seconded. Mr. Mikyska closed the nominations and called the question by unanimous acclamation.

Dave Hutchinson, Sarasota/Manatee MPO, nominated Lois Bollenback, River to Sea TPO, to serve as Vice Chair. Michael Escalante, Gainesville MTPO, seconded. Mr. Mikyska closed the nominations and called the question by unanimous acclamation.

• COMMUNICATIONS

N/A

• MEMBER COMMENTS

Dave Hutchinson, Sarasota/Manatee MPO, mentioned a memo released by Senate President Bill Galvano that combined the Transportation Committee and the domestic-security portion of

the Military and Veterans Affairs committee to form the new Infrastructure and Security Committee which will cover all matter related to security and transportation. It will be chaired by Sen. Tom Lee, R-Thonotosassa.

Greg Slay, Capital Region TPA, talked about car allowance requirements as previously mentioned by Ms. Karen Brunelle, FHWA, during her presentation on the FL TMA certification risk assessment process.

Peter Buchwald, St. Lucie TPO, recognized the senior board members. Phil Matson, Indian River County MPO, Greg Slay, Capital Region TPA, and Peter Buchwald, St. Lucie TPO.

• **ADJOURNMENT**

The meeting was adjourned at 2:58 p.m. The next meeting of the MPOAC Staff Directors will be held at noon on April, 30, 2019 at the Orlando Airport Marriot Lakeside, 7499 Augusta National Drive, Orlando, FL 32822. The MPOAC has reserved a block of rooms for \$135 per night.

The meeting notice will be sent out at least one month prior to the meeting date.