

**Florida MPO Advisory Council
Meeting of the Staff Directors
October 29, 2020
Orlando, Florida
Meeting Minutes**

Staff Directors in Attendance:

IN-PERSON (STAFF DIRECTORS – A TOTAL OF 16 WITH 9 MAKING AN IN-PERSON QUORUM):

Lois Bollenback, Chair, River to Sea MPO
Donald Scott, Vice Chair, Lee County MPO
Mary Beth Washnock, Bay County TPO
Greg Slay, Capital Region TPA
Gary Harrell, Charlotte County-Punta Gorda MPO
Tiffany Bates, Florida-Alabama TPO
Chelsea Favero, Forward Pinellas
Steve Diez, Hernando/Citrus County MPO
Brian Freeman, Indian River County MPO
Gary Huttman, MetroPlan Orlando
Rob Balmes, Ocala/Marion County MPO
Tania Gorman, Pasco County MPO
Chandra Frederick, Polk TPO
Dave Hutchinson, Sarasota/Manatee MPO
Laura Carter, Space Coast TPO
Peter Buchwald, St. Lucie TPO

IN-PERSON (OTHERS):

Suzy Sofer, Forward Pinellas MPOAC Governing Board member
Carl Mikyska, MPOAC
John Waldron, MPOAC
Jeff Kramer, CUTR
Mark Reichert, FDOT Central Office
Alison Stettner, FDOT Central Office
Brad Thoburn, FDOT Central Office
Libertad Acosta-Anderson, FDOT D5
Anna Taylor FDOT D5

VIRTUAL (STAFF DIRECTORS – A TOTAL OF 10 THAT CANNOT CONTRIBUTE TO A QUORUM):

Greg Stuart, Broward MPO
Brandy Otero, Collier MPO

Scott Koons, Gainesville MTPO
Pat Steed, Heartland Regional TPO
Beth Alden, Hillsborough MPO
Mike Woods, Lake-Sumter MPO
Beth Beltran, Martin MPO
Aileen Bouclé, Miami-Dade TPO
Dawn Schwartz, Okaloosa-Walton TPO
Andrew Uhlir, Palm Beach TPA

VIRTUAL (OTHERS):

Paul Calvaresi, Broward MPO
Ron Gogoi, Lee County MPO
Kevin Walford, Miami-Dade TPO
Tia Boyd, CUTR
Christen Miller, CUTR
Karen Brunelle, FHWA
Cathy Kendall, FHWA
Scott Philips, FDOT Central Office
Huiwei Shen, FDOT, Central Office
Erika Thompson, FDOT Central Office
Siaosi Fine, Florida Turnpike Enterprise
Christine Fasiska, FDOT D4
Kellie Smith, FDOT D5
Sandi Bradahl, FDOT D7 in-house consultant
Edward McKinney, FDOT D7
John Kaliski, Cambridge Systematics

There were an additional 6 people attending virtually who were only identified by a phone number

• CALL TO ORDER

Lois Bollenback, Chair, River to Sea TPO, called the meeting to order at 12:07 pm. All stood for the Pledge of Allegiance. All in attendance and online introduced themselves.

A motion to allow online members to participate in the meeting due to the extraordinary circumstances of COVID-19 was made by Dave Hutchinson, Sarasota/Manatee MPO, and seconded by Greg Slay, Capitol Region TPA. The motion was approved unanimously.

- **APPROVAL OF MINUTES: SEPTEMBER 16, 2020 MEETING**

A motion to approve the minutes of the September 16, 2020 meeting of the MPOAC Staff Directors' Advisory Committee was made by Don Scott, Lee MPO, and seconded by Dave Hutchinson, Sarasota/Manatee MPO. The motion was approved 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 the budget through the end of the State Fiscal Year 2019/2020. Mr. Mikyska noted that expenditures were lower than anticipated, in part due to the lack of travel as a result of the COVID-19 pandemic. He also discussed accomplishments and expenditures for State Fiscal Year 2020/2021 to date (July through November 2020), indicating that budget expenditures were on track.

- B. **MPOAC STAFF DIRECTORS LEADERSHIP MEETING**

Mr. Mikyska provided a report on the MPOAC Staff Leadership Meeting which was held on September 21 and 22, 2020. The Metropolitan Planning Organization Advisory Council (MPOAC) Leadership Team is comprised of the MPOAC Staff Directors' Advisory Committee Chair, Vice-Chair, Recent Past Chair, and two other MPO Staff Directors. The MPOAC Leadership Team meeting is held twice per year with Florida Department of Transportation (FDOT) Central Office staff to discuss topics and issues related to the Metropolitan Planning Program and to strengthen the partnership between MPOs and FDOT. Topics discussed at this meeting included Unified Planning Work Program (UPWP) issues, transportation performance measurement, statewide revenue projections, Consolidated Planning Grant (CPG) implementation issues, state managed lanes policies, Federal STBGP-Urban (SU) fund issues, and the 2020 Census.

Discussion Followed:

Peter Buchwald, St. Lucie TPO, wanted clarification on the Joint Certification process. He noted that in the MPOAC Staff Directors Leadership Meeting summary (included in the agenda package), it was confirmed that there is no federal requirement to complete the

Joint Certification annually. Mr. Mikyska confirmed that there is no federal requirement for the Joint Certification but added that there is a requirement to conduct a Financial Risk Assessment every year. He has heard from MPOs and the FDOT that holding the certification annually has proven valuable for feedback and for maintaining a relationship between MPO and FDOT District personnel. Allison Stettner, FDOT Central Office, agreed that the Department finds value in the process and that they would like to work together with the MPOs to see how the process could be streamlined. Discussion continued on this subject focusing on the potential for streamlining the process, but also on the value to some MPOs and FDOT Districts to holding the process annually. Lois Bollenback, Chair, River to Sea TPO, suggested that a survey of the MPO Staff Directors be conducted about the annual Joint Certification.

Cathy Kendall, FHWA, noted that CFR 450.220(a) requires FDOT to certify the planning process when the State Transportation Improvement Program (STIP) is submitted and that the annual certification process between FDOT and MPOs is used in the report.

• AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Mr. Mark Reichert, Administrator for Metropolitan Planning, Florida Department of Transportation (FDOT) began by introducing Mr. Brad Thorburn, the new FDOT Assistant Secretary for Strategic Planning. Mr. Thorburn previously held the position of Chief Planner with FDOT, as well as Planning Director for the Jacksonville Transportation Authority (JTA). Mr. Reichert then updated the members on the activities of the FDOT.

- Transportation Performance Measurement (TPM) - The safety targets for MPOs are due February 26, 2021. The Federal Transit Administration (FTA) issued a rule extending the Public Transit Agency Safety Plan (PTASP) compliance deadline to December 31, 2020. PTASP performance measurement targets would, therefore, not be due to the state until that time (or sooner). MPOs must submit their PTASP targets within 180 days of when their local transit agency submits their targets to the state. MPOs were encouraged to coordinate with their local transit agencies on this issue. FDOT did not adjust the statewide PM2 targets (bridge and pavement condition) and that MPOs, as a result, do not need to update their targets.
- Clarification was provided on the SUNTrail solicitation notice that FDOT sent to the MPOs a few weeks earlier. FDOT will not be accepting any new SUNTrail project proposals for the new fifth year during the next programming cycle (for FY 2026/2027), not the programming cycle currently underway.
- Automated Connected Electric and Shared (ACES) Guidance was forwarded to all MPOs last week by email.

- The Florida Public Transit Association (FPTA) held a session on MPO-Transit Agency planning coordination focusing on the FDOT report on this subject completed in 2019 by the Center for Urban Transportation Research (CUTR).
- The next Florida Metropolitan Planning Partnership (FMPP) meeting will tentatively be held during the week of January 11, 2021. It will be held virtually over the course of 3 separate days.
- The new MPO document portal will go live on Sunday, November 1, 2020. Only people who completed training and the associated survey will be able to use the new portal.
- Minor adjustments have been made to the joint planning process certification review for 2020 relating to risk assessment. FDOT will reach out to MPOs in December on this subject.
- A summary of the MPOAC Leadership meeting in September was provided.
- FDOT is currently quantifying the benefits of a proposed Consolidated Planning Grant (CPG) process for MPOs in order to clarify to FDOT leadership why a CPG process would be a good idea for Florida.
- A draft Unified Planning Work Program (UPWP) template is currently being reviewed by federal agencies and a survey for MPOs will be released soon to collect MPO perspectives on the template. This will streamline budget tables, provide task status updates and UPWP Amendments and modifications.
- There will be a reduction to the statewide federal planning grant (PL) allocation as a result of having to hold TX and CO at a 95% return on revenue generated from gas tax collections (all states are entitled under the federal FAST Act to receive at least 95% of the gas tax revenues collected from their state the previous year). This has resulted in a reduction of \$13 million of all federal funds coming to FL, including PL funds. FDOT intends to cover the PL funds shortfall by using the PL fund carried balances that a few MPOs have been carrying for years.
- The statewide planning process findings were discussed including that there were 12 recommendations (several involving MPOs), but no corrective actions.
- The draft final Florida Transportation Plan (FTP) Policy Plan was presented to the FTP Steering Committee last week and will be released for public comment in November. It is expected to be adopted as final in December. Work on the FTP Implementation Plan will begin next calendar year.
- 23 CFR 667 requires that states conduct a periodic evaluation of certain facilities to determine if there are reasonable alternatives to roads, highways and bridges that repeatedly require repair due to events that have a state declared "State of Emergency". FDOT took part in the first evaluation on November 23, 2018. The evaluation will include alternatives to the root cause, cost of achieving the solution, the duration of the solution and consideration of recurring damage cost and future repair. FDOT must conclude an evaluation for a repeatedly damaged non-NHS facility before any project relating to that building can be included in the TIP.

- FDOT will hold a public webinar on November 13, 2020 from 9:00 AM – 10:30 AM. Topics of discussion will be to review the Draft FTP Policy Element, review of the Draft Strategic Highway Safety Plan (SHSP). Invitations will be sent out next week.

Peter Buchwald, St. Lucie TPO, asked about the statewide reduction in PL funds. Mr. Reichert indicated that the overall impact will be about \$140k which will be covered by a reduction of PL balances from previous years. Mr. Buchwald also asked if the proposed CPG was being accounted for in the UPWP template. Mr. Reichert indicated it was and that the two efforts will work in tandem.

Chelsea Favero, Forward Pinellas, asked if there was an expected timeline for PM1 safety data to be released. Mr. Reichert answered that PM1 safety data is generally ready around November and that he will forward all data as soon as it is received.

Ms. Lois Bollenback, Chair, River to Sea TPO, asked a follow up question on the PL balances, specifically if it includes the Year 2 carry forward balances many MPOs have included in their UPWP and if other federal funding will be affected by the statewide reduction. Mr. Reichert stated that the funding will be pulled from a handful of MPOs who have a balance of non-committed PL funds, He will investigate and get back with the MPOs by email. Ms. Bollenback also requested Mr. Reichert to clarify which facilities in Florida are being monitored and how FDOT will communicate with the affected MPOs, regarding the 23 CRF 667 periodic evaluation of facilities. He said, based on data from the last report, a stretch of US 1 was being monitored, but he is unsure what the upcoming report will show.

Steve Diez, Hernando/Citrus County MPO, asked if FDOT is pushing for statewide uniformity for MPO UPWPs. Mr. Reichert stated that FDOT is trying to make a skeleton template for MPOs to add to or to update. Gary Harrell, Charlotte County-Punta Gorda MPO, asked if M-CORES will be affected going forward. Ms. Stettner stated the final task force meetings were held and that the report is completed now and will be delivered on time.

B. FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

Ms. Cathy Kendall, Planning Team Leader, Florida Division, Federal Highway Administration (FHWA), shared with the membership the following:

- Staff from FHWA and FTA are unable to travel due to travel limitations. Both agencies are under a travel ban due to COVID-19.
- Stacie Blizzard/Teresa Parker are now the FHWA staff contacts for FDOT District 1 MPOs and Jim Martin/Cathy Kendall are the contacts for District 3. Other district contacts are: District 2 - Teresa Parker; District 4 - Stacie Blizzard; District 5 - Jim Martin; and District 6 - Stacie Blizzard.

- A document entitled Tips for Social Media Outreach on TMA Certification Reviews was distributed in Feb. 2020 and was included in the agenda package.
- The Florida Federal Planning Finding Annual Assessment results were released in Sept. 2020 (included in the agenda packet). There were zero corrective actions for this past year. However, FHWA did make eight overall recommendations for improvements in Florida planning practices. They included recommendations for FDOT to address in the following areas:
 - Federal Surface Transportation Block Grant Program (STBGP) and other non-PL funds tracking.
 - UPWP template development and UPWP amendment monetary threshold identification.
 - Statewide Transportation Improvement Program (STIP) documentation (descriptive materials and flexibilities in fiscal constraint).
 - FDOT MPO document review portal (clarify policy, prioritize portal improvements, provide training).
 - Transportation performance measurement (specifically related to the Public Transportation Agency Safety Plan (PTASP) and the Transit Asset Management (TAM) federal final rule requirements).
 - FDOT Stewardship and Oversight (specifically over MPO planning products and annual certification reviews).
 - Partner Communication (focusing on enhancing communication strategies with federal partners and MPOs).
 - Consultation with MPO partners (focusing specifically on the cooperative planning process in metropolitan areas).

Peter Buchwald, St. Lucie TPO, asked about recommendation #1 in the statewide planning findings relating to tracking federal STBGP and other non-PL funding. The recommendation includes a statement that FHWA may not be able to approve Year 2 of MPO UPWPs across the state if FDOT does not adopt an updated Technical Memorandum providing more clarity on this situation. Mr. Buchwald wanted to know why MPOs would be penalized if it is FDOT that is being asked to address the issue in a timely fashion, noting that the issue is not with the MPO UPWPs but with the mechanism for tracking funding expenditures. Ms. Kendall indicated that the recommendation relates to the whole process, which does include the MPOs.

Ms. Karen Brunelle, Director of Program Development, Florida Division, Federal Highway Administration (FHWA), shared the following announcements and awards:

- Hillsborough County received \$25 Million for the I-75 Big Bend Road Mobility and Access Project.

- The City of Tampa also received \$24 Million for the Tampa Multimodal Network and Safety Improvements project, this will help complete work for 12 miles of continuous multimodal path separated from vehicle traffic with complete streets and traffic calming improvements.
- MetroPlan Orlando, FDOT, and the River to Sea, Space Coast, Polk, Hillsborough, and Sarasota/Manatee MPOs/TPOs received a State Transportation Innovation Council (STIC) Incentive Program Award of \$100,000 for coordinated Transportation Systems Management and Operations planning activities in the I-4 corridor.
- FDOT received \$10 Million for I-4 Regional Advanced Mobility Element for the FRAME project under the Advanced Transportation and Congestion Management Technologies deployment.
- Congress enacted a 1-year extension of the FAST-ACT (federal transportation program authorization legislation) and a continuing resolution through December 11, 2020 for federal transportation funding programs

Ms. Karen Brunelle, concluded by sharing the following updates on transportation performance management issues and updates:

Spring 2020:

- February 27, 2020: MPOs set 2019 Safety Targets
- April 24, 2020: FHWA determines FDOT progress for 2018 safety targets
 - FDOT did not meet target expectations, implementation plan is required
 - All Safety Target position determinations can be found at https://safety.fhwa.dot.gov/hsip/spm/state_safety_targets/

Summer 2020:

- July 31, 2020: FHWA determined the TAMP measures to be consistent
- August 31, 2020: FDOT set Safety Targets to “0”
- August 31, 2020: FDOT submitted Safety (PM1) Implementation Plan (Currently under review by FHWA)

Recent Updates/Activities:

- Oct 1, 2020: FDOT submitted Mid Performance Period Progress Report (MPPR)
 - Currently under review by FHWA
 - Applies to Systems Performance, Bridge, and Pavement Targets (PM2 and PM3)
 - Non-Interstate NHS system reliability baseline is reported
 - FDOT option to adjust the FDOT 4-year targets are reported
 - FDOT to coordinate target adjustment decisions with MPOs
 - FDOT is not adjusting their targets. No further action by MPOs

Upcoming Activities:

- November 02, 2020: Mid Performance Period Progress Report Finalized
- November 23, 2020: 23 CFR 667 Evaluation of Facilities
 - 11/23/2018: 23 CFR 667:
 - Evaluation for All NHS Routes
 - Update After Every Emergency Event
 - Concluded Findings for 2018: 1 Route in District 6, Monroe County, needed repair due to Hurricane Wilma and Erma, after 2 or more occurrences
 - 11/23/2020: 23 CFR 667:
 - Evaluation for All Routes not previously included in 2018
 - FHWA will periodically review FDOT's compliance
 - FDOT must make evaluations available to FHWA upon request
 - February 27, 2021: MPOs set 2021 Safety Targets

New TPM Guidance

- FAQs with Pavement Data Collection and reporting can be found at <https://www.fhwa.dot.gov/tpm/faq.cfm/>
- TPM Essential and Guidance videos can be found at <https://www.fhwa.dot.gov/tpm/videos/>

New TPM training opportunities

- NHI 138021 – Data for TPM
- NHI 138022 – Making the Connection between HPMS Data Items and TPM
- NHI 138023 – Communicating and Reporting on TPM
- NHI 138024 – Monitoring and Adjustment for TPM
- NHI 138025 – Investment Decision Making and TPM
- Courses can be found at: <https://www.nhi.fhwa.dot.gov/> (All training opportunities are free)

Chelsea Favero, Forward Pinellas, asked a clarifying question about threshold for repair on the 23 CFR 667 Evaluation, and if it relates to resurfacing project or a complete rebuild of the facility. Ms. Brunelle responded that she will research the issue more in depth and submit an answer by close of business.

Gary Huttman, MetroPlan Orlando, asked if FHWA was aware of any variances being granted to deadlines for required MPO documents (plans, programs, etc.). He indicated that he had heard a rumor that an MPO in North Carolina had been granted an extension on their Metropolitan Transportation Plan (MTP). Ms. Brunelle responded that she was aware that a 1-year extension had been granted for an Air Quality Conformity Determination, but that there had been no deadline extension for the MTP.

Lois Bollenback, Chair, River to Sea TPO, asked a question about MPO reporting on PM1 (safety performance measures) for MPOs that did not adopt the state targets. Ms. Brunelle indicated that there is no requirement for an annual report, but that the targets do need to be discussed in the MPO Transportation Improvement Program (TIP) which, in Florida, is updated annually. She noted that the MPOs have been provided with a template for how to discuss safety target monitoring in their TIPs.

• **BUSINESS ITEMS & PRESENTATIONS**

A. APPROVAL OF THE 2021 LEGISLATIVE POLICY POSITIONS

The 2021 Legislative session will begin with committee meetings in January and the full legislative session will begin in March. Each year MPOAC develops a set of policy positions and advocates for these positions. The legislative policy positions included in this meeting packet are the culmination of staff recommendations and review by the Staff Directors' Advisory Committee (included in the agenda package).

The Staff Directors met on September 16, 2020 and workshopped the legislative policy positions. The Staff Directors requested the revised policy positions be brought back before the Staff Directors' Advisory Committee at their October 29, 2020 meeting. The recommendations from the September 16, 2020 meeting included:

- Combining policy positions 1 & 2.
- Making policy position number 2 the proposed ban on the use of handheld electronic devices while driving.
- Adding a new policy position allowing virtual meetings during a declared state of emergency as number 3.
- Adding language to policy position 5, flexibility in funding for transit, to add language consistent with that of a Florida Public Transportation Association legislative position on the same subject.

Mr. Mikyska then presented each of the revised policy positions to the membership. No or limited discussion was held on each position and no additional changes were made. The policy positions were forwarded to the MPOAC Governing Board by unanimous acclamation.

B. FEDERAL FUND EXCHANGE PRESENTATION

Mr. Mikyska opened this presentation by introducing Mrs. Tia Boyd, Research Assistant, with the Center for Urban Transportation Research (CUTR) at the University of South Florida (USF) in Tampa. He also described how the MPOAC had asked CUTR to look into the

form and function of federal fund exchange programs in other states and that Ms. Boyd was here today to share the results of that research.

Federal processes and requirements are described as time consuming and costly for local agencies. To address these concerns, fifteen state Departments of Transportation (DOTs) have developed federal fund exchange (or swap) programs. Exchange programs offer a practical solution for both DOTs and local agencies by de-federalizing locally administered Federal-aid projects, allowing local agencies to exchange federal dollars for state dollars. Smaller projects and smaller communities who do not have the staff resources to maintain the appropriate certification to administer federal funds realize the greatest benefit from federal fund exchange programs.

Ms. Boyd described the differences and similarities of the exchange programs reviewed in the research. She noted that each of the programs were unique, with differences being driven by individual state laws/regulations, state funding programs and purposes, and the overall objectives of the program itself. She described the wide range of federal fund types, project types, funding programs, and local agencies that were included in federal exchange programs across the country. She also outlined the roles states, MPOs and local agencies played in the context of the exchange programs, noting that this was different from state to state. She concluded by in all cases, the federal fund exchange programs had been well received where implemented.

Peter Buchwald, St. Lucie TPO, asked if any states allowed the state funds used in their exchange program to be used to make improvements off the state highway system. Ms. Boyd responded that it would depend on state law in each state and was not an issue addressed specifically in the fund exchange programs.

Dave Hutchinson, Sarasota/Manatee MPO, asked about the overall objectives of the federal fund exchange programs. Ms. Boyd responded by saying that overall objectives for most of the programs was to streamline the project implementation process by removing federal requirements, reducing administrative responsibilities for the state, and empowering more local agencies to oversee more local projects.

Ms. Boyd was thanked for her presentation and discussion ensued related to a federal fund exchange program in the Florida context.

C. MOBILITY WEEK PRESENTATION

Mr. Mikyska introduced Ms. Libertad Acosta-Anderson, FDOT District 5, to discuss mobility week in Florida.

The Florida Department of Transportation (FDOT) and partners from across the state are about to kick off the third annual Mobility Week, a statewide celebration of making smart, efficient, and safe transportation choices, from October 30 - November 6, 2020.

For 2020, Mobility Week is going online by embracing technology and making it available to more people throughout the state. Floridians can learn about innovative programs and projects by visiting the Mobility Week Virtual Conference Center, which consists of a series of virtual rooms representing different regions. Virtual visitors will learn about transit agencies, local transportation planning efforts, and learn best practices for remote working, as well as be able to register for live events and workshops. Visit the Mobility Week main hall at <https://vmr.vhb.com/v/OAzAVDaaIQp>.

Mobility Week will feature a fun, free statewide challenge to get more people riding bicycles. Known as the Love to Ride Florida challenge, the competition kicks off on Friday, October 30 and continues to November 30, 2020. Florida is the first state to host a statewide Love to Ride challenge, providing a valuable tool to reach all types of riders. The challenge is open to anyone or any organization within Florida. Participants can register as workplace teams, social groups or as individuals. Registration for the challenge is now open at www.lovetoride.net/florida.

Additional resources are available for local partners interested in participating in this year's Mobility Week, including guidance on hosting virtual events. These resources, a schedule of events, and more information are available at www.MobilityWeekFL.com.

MEMBER COMMENTS

- Peter Buchwald, St. Lucie TPO, asked if other MPOs had been tracking transit agency funding use under the CARES Act. A few MPOs in the room indicated that they had.
- Mary Beth Washnock, Bay County TPO, announced that the Emerald Coast Transportation Symposium had been cancelled this year, but to expect it to be held in November 2021.
- Karen Brunelle, FHWA, provided additional detail on the definition of repair/reconstruction as it relates to the 23 CFR 667.3: "Work on a road, highway, or bridge that has one or more reconstruction elements. The Term includes Permanent repairs, such as restoring pavement, reconstructing damages bridges and culverts, and replacing highway appurtenances, but excludes emergency repairs as defined in 23 CFR 668.103."
- Lois Bollenback, Chair, River to Sea TPO, mentioned that Governor DeSantis issued Executive Order 20-275 on October 23, 2020 suspending statutory requirements to allocate a certain amount of funds from the State Transportation Trust Fund (STTF) to

various programs around the state regardless of available revenues. The Executive Order was issued to facilitate the ability of the FDOT to rebalance the 5-Year Work Program given the revenue shortfalls experienced because of the COVID-19 pandemic. The Executive Order expires December 31, 2020.

- **ADJOURNMENT**

The next meeting of the MPOAC Staff Directors will be held at 3:00PM on January 28, 2021 at the Orlando Airport Marriott Lakeside Hotel, 7499 Augusta National Drive, Orlando, FL 32822. A meeting notice will be sent out at least one month prior to the meeting date.

The meeting was adjourned at 2:50 pm.