

**Florida MPO Advisory Council
Meeting of the Staff Directors
October 28, 2021
Orlando, Florida
Meeting Minutes**

Staff Directors in Attendance:

IN-PERSON (STAFF DIRECTORS – A TOTAL OF 23 WITH 9 MAKING AN IN-PERSON QUORUM):

Donald Scott, Chair, Lee County MPO
Dave Hutchinson, Vice-Chair, Sarasota/Manatee MPO
Mary Beth Washnock, Bay County TPO
Bryan Caletka, Broward MPO
Greg Slay, Capital Region TPA
Lakshmi Gurram, Charlotte County - Punta Gorda MPO
Brandy Otero, Collier MPO
Chelsea Favero, Forward Pinellas
Marybeth Soderstrom, Heartland Regional TPO
Cayce Dagenhart, Hernando/Citrus County MPO
Beth Alden, Hillsborough County TPO
Brian Freeman, Indian River County MPO
Michael Woods, Lake-Sumter MPO
Nick Lepp, MetroPlan Orlando
Aileen Boucle, Miami-Dade TPO
Jeff Sheffield, North Florida TPO
Rob Balmes, Ocala/Marion TPO
Dawn Schwartz, Okaloosa-Walton TPO
Andrew Uhler, Palm Beach TPA
Chandra Fredrick, Polk TPO
Colleen Nicoulin, River to Sea TPO
Georganna Gillette, Space Coast TPO
Peter Buchwald, St. Lucie TPO

IN-PERSON (OTHERS):

Commissioner Nik Maddox, Capital Region TPA, MPOAC Governing Board Chair
Commissioner Vanessa Baugh, Sarasota/Manatee MPO, MPOAC Governing Board member
Councilmember Andrea Young, Space Coast TPO, MPOAC Governing Board member
Jeff Kramer, MPOAC Interim Director/CUTR
Paul Gougelman, MPOAC General Counsel
Tia Boyd, CUTR
Karen Brunelle, Federal Highway Administration

Romero Dill, Florida Department of Transportation
Abra Horne, Florida Department of Transportation
Alison Stettner, Florida Department of Transportation
Paula San Gregorio, Florida Department of Transportation
Erika Thompson, Florida Department of Transportation
Wayne Gaither, Florida Department of Transportation, District 1
Scott Philips, Collier MPO
Michael Garau, Kimley Horn
Mark Reichert, Member of the public
Matt Ubben, Member of the public/Confianza Consulting

VIRTUAL (STAFF DIRECTORS – A TOTAL OF 3 THAT CANNOT CONTRIBUTE TO A QUORUM):

Austin Mount, Florida-Alabama TPO
Scott Koons, Gainesville MTPO
Carl Mikyska, Pasco County MPO

VIRTUAL (OTHERS):

Betty-Ann Sherer, Charlotte County - Punta Gorda MPO
Gary Kramer, Florida-Alabama TPO
Ron Gogoi, Lee County MPO
Cheryl White, Martin MPO
Scott Ferry, Pasco County MPO
Jim Martin, Federal Highway Administration
Teresa Parker, Federal Highway Administration
Cathy Kendall, Federal Highway Administration
Anna Taylor, Florida Department of Transportation
Channing Maiolo, Florida Department of Transportation
Dana Reiding, Florida Department of Transportation
Heather Garcia, Florida Department of Transportation
Joel Worrell, Florida Department of Transportation
Steve Shams, Florida Department of Transportation
Kellie Smith, Florida Department of Transportation
Siaosi Fine, Florida Turnpike Enterprise
Tom Creasey, Caliper Corporation
Dave Muntean, Kittelson & Associates, Inc.
Daniel Crotty, Sepi, Inc.
Aage Schroder, Stokes Creative Group, Inc.
Mary Ann Rozengard, Stokes Creative Group, Inc.
Wally Blain, Tindal Oliver
Sarah McNamara

1. CALL TO ORDER

Don Scott, Chair, Lee County MPO, called the meeting to order at 12:00 pm and a quorum was determined. All were asked to rise for the Pledge of Allegiance. All in attendance introduced themselves. Those attending online were then given an opportunity to introduce themselves.

Persons attending online were asked to type their questions and comments into the meeting chat box.

The meeting attendees stood for the pledge of allegiance.

2. APPROVAL OF MINUTES: JULY 29, 2021 MEETING

Michael Woods, Lake-Sumter MPO, moved to approve the minutes of the July 29, 2021, Staff Director's Advisory Committee Meeting. Brandy Otero, Collier MPO, seconded. The motion carried unanimously.

3. PUBLIC COMMENTS

No public comments were made.

4. EXECUTIVE DIRECTOR'S REPORT

• UPWP REPORT

Item 4A, UPWP Report, was deferred to the MPOAC budget discussion under item 6B.

• LEGISLATIVE UPDATE

Mr. Kramer presented an update of federal and state legislative activity of interest to the MPOAC membership.

The legislative session starts on January 11th, 2021 and end on March 11th, 2022, unless there are extensions. The legislative committees have begun meeting and approximately 766 bills have been submitted to date, but Mr. Kramer noted that this number is changing quickly. Previously, the number of bills typically exceeds 1000.

The bills of interest to the MPOAC membership include the following:

- HB179: Photographic Enforcement of School Bus Safety
- HB 127: First Responder Roadway Safety
- HB 157 and SB 398 Companion Bill: Transportation Projects

- Modifies the language related to the State Transportation Trust Fund (STTF) that caps spending from the trust fund on public transportation project at 25% of the value of the overall STTF
- SB 426: Amends Section 339.175, F.S. to dissolve the Tampa Bay Area Regional Transit Authority (TBARTA) and the Chairs Coordinating Committee (CCC), which has been rebranded as the Sun Coast Transportation Planning Alliance (SCTPA).

The printed version of MPOAC legislative priorities has been provided here at the meeting and has been mailed to MPO offices across the state. The legislative summary from the 2021 Florida session has been posted on the MPOAC website.

The Fixing America's Surface Transportation Act (FAST) Act was extended on October 1st, 2021 to October 31st, 2021. Unless Congress approves an additional extension or a replacement for the FAST Act, there will be a furlough of federal employees whose positions are funded from the Highway Trust Fund (HTF) and a pause in federal funding for transportation projects that have not already been approved.

Peter Buchwald, St. Lucie TPO, asked about the reimbursement of staff and funding programs related to the furlough before the extension. Karen Brunelle, Federal Highway Administration, responded that the budget notice stated that the funds were effective October 1 through October 31, 2021, even though the approval was delayed.

● HONORING STEVE DIEZ

Mr. Kramer led a brief remembrance and moment of silence for Steve Diez, former Hernando/Citrus MPO Executive Director.

● THANK YOU

Mr. Kramer thanked FDOT staff, including Alison Stettner, Abra Horne, Paula San Gregorio, Romero Dill, and Erika Thompson, the MPOAC Staff Directors, and Chair Don Scott for their support during his time as the MPOAC Interim Executive Director.

5. AGENCY REPORTS

• FLORIDA DEPARTMENT OF TRANSPORTATION

Ms. Abra Horne, FDOT Metropolitan Planning Administrator, presented the FDOT Agency Report and reviewed recent FDOT activities of note for the MPOs and their partners.

Ms. Horne shared that Erika Thompson, FDOT, has assisted in scheduling the Florida Metropolitan Planning Partnership (FMPP). The meeting will be held on January 6th and 7th, 2022. Ms. Thompson is developing a preliminary list of topics for the meeting and the FDOT Office of Policy Planning (OPP) is asking for interactive ideas to include in the meeting. An email was sent to the MPO staff directors asking for topics and sharing a preliminary list of topics.

Ms. Horne discussed three upcoming projects:

- The Consolidated Planning Grant (CPG) is estimated to be completed by the end of 2021.
- The Unified Planning Work Program (UPWP) template is estimated to be completed by mid-November 2021.
- The UPWP thresholds is estimated to be completed by the end of 2021.

Ms. Horne shared that later in the meeting she will provide an update on FDOT actions to address this year's federal planning findings and a schedule for Census information.

• FLORIDA DIVISION OF FEDERAL HIGHWAY ADMINISTRATION

Ms. Karen Brunelle, Director of Project Development, Florida Division, Federal Highway Administration (FHWA), updated the members on the activities of the Florida Division Office of FHWA and brought forward information of importance to the membership.

The statewide planning findings and approval report for 2021 were included in the meeting agenda packets. Ms. Brunelle shared that Florida was recognized for three noteworthy practices 1) partnerships, 2) public involvement, and 3) transit.

Meeting attendees were informed that there was one corrective action regarding an MPO not adopting transit safety targets, but that the MPO adopted transit safety targets at the end of September. The documentation is still under review and a letter will be sent out once the corrective action is resolved. FHWA made three recommendations, which include the following:

- 1) UPWP template, thresholds, and tracking of non-PL funds.
- 2) Improve the STIP project descriptions and timeliness when submitting the materials for the planning findings review.
- 3) More frequent all-partner communication between FHWA, MPOs, and FDOT to enhance the planning process.

Transportation Performance Measurement (TPM)

Ms. Brunelle thanked those who participated in the Target Establishment Survey and the Freight Assessment Survey. All surveys were completed on time and no extensions were needed. Ms. Brunelle shared the following updates with meeting attendees:

- May - FHWA published updated TPM performance data.
- July - FHWA determined that the transit asset management plan (TAMP) was consistent with federal requirements.
- August - FDOT confirmed that they were going to use the National Performance Management Research Data Set (NPMRDS) for the PM2 and PM3 activities and set the 2021 safety targets at zero.
- September - FHWA determined compliance with the National Highway System (NHS) bridge condition.
- October - FHWA determined that Florida was in compliance with the Interstate System pavement condition.
- Florida TPM Training
 - Training held in October
 - Advancing TPM and Decision-Making Seminar – How to Use Data to Tell the TPM Story and Establish Targets.
 - The South Regional Assessment Management Peer Exchange.
 - Upcoming training
 - Unmanned Aircraft System (UAS) Interactive Workshop will be held virtually in November.
 - TAMP training will be held in November, December, and January.
 - The MPO Target Setting Study Peer Exchanges will be held in December.
- TPM Activities
 - The end of December is the end point for the PM2 and PM3 data collection period.
 - February 27, 2022 is the deadline for MPO action to adopt their own safety targets or accept the FDOT safety targets.

6 BUSINESS ITEMS & PRESENTATIONS

- MPOAC EXECUTIVE DIRECTOR SELECTION

The MPOAC Governing Board, at the July 29, 2021 meeting in Orlando, FL, delegated authority to the MPOAC Executive Committee to prepare a timeline for recruitment of an Executive Director, prepare a shortlist of candidates, conduct interviews, and recommend in order of preference, a list of finalists for MPOAC Governing Board approval. An advertisement for the MPOAC Executive Director position was posted to the State of Florida People First employment website, the MPOAC website, the AMPO website, and the NARC website on September 14, 2021 with an October 5, 2021 closing date. The Executive Committee met on October 11, 2021 to review 15 resumes, prepare a shortlist of candidates, and select applicants to be formally interviewed. A total of 2 candidates were interviewed on October 28, 2021. Based on resumes and interviews, the MPOAC Executive Committee identified a finalist for Governing Board approval. Mr. Don Scott, MPOAC Staff Directors' Advisory Committee Chair, presented this agenda item.

Mr. Scott informed the meeting attendees that the MPOAC Executive Committee recommended that the position of MPOAC Executive Director be offered to Mr. Mark Reichert. Further, the Executive Committee recommended that Mr. Matt Ubben be offered the position of MPOAC Executive Director should Mr. Reichert decline.

Peter Buchwald, St. Lucie TPO, asked for clarification on what is currently needed from the Staff Directors' Advisory Committee. Mr. Scott clarified that they are asking for a recommendation for the MPOAC Governing Board.

Peter Buchwald, St. Lucie TPO, made a motion to recommend approval of Mark Reichert as the MPOAC Executive Director to the MPOAC Governing Board. Aileen Boucle, Miami-Dade TPO, seconded. The motion passed unanimously.

- MPOAC BUDGET DISCUSSION

Ms. Alison Stettner, Director, FDOT Office of Policy Planning, presented a financial update for the MPOAC including existing contracts and a Unified Planning Work program (UPWP) and budget summary. Membership dues and continuity of operations protocols will be included in the presentation. The MPOAC procurement process will also be discussed.

Overview

Ms. Stettner explained the current structure for financial oversight, financial responsibilities of the MPOAC Governing Board, and provided a UPWP review using the new UPWP budget

template currently under development. The UPWP budget template was shared with meeting attendees to reference during the presentation.

On September 1, 2021, FDOT took full financial control of the MPOAC's finances. The budget highlights shared by Ms. Stettner are as follows:

- \$332,000 was allocated for salaries.
- There are 5 existing contracts – MPOAC Interim Executive Director, general planning support, FTA 5305(d), the MPOAC Institute for Elected Officials, and legal.
- A total of 6 legal invoices were unpaid and a total of 5 planning invoices were unpaid from FY 2020-2021. Some of these invoices had accrued interest, but both the University of South Florida and the law firm of Weiss Serota waived all accrued interest. The MPOAC is now paid up to date for the planning and legal contracts.
- Several membership dues that were unpaid are now paid.
- Progress reports have been submitted. Progress report reviews are coordinated with Mr. Don Scott in his role as Chair of the Staff Directors' Advisory Committee to ensure that activities align with the expectations of the MPOAC. Once approved, invoices are submitted for payment.

The MPOAC has memberships with the following organizations:

- Association of Metropolitan Planning Organizations (AMPO) paid February 2021.
- Floridians for Better Transportation (FBT) submitted October 2021.
- Florida Public Transportation Association (FPTA) invoice due November 2021.
- Intelligent Transportation Systems of Florida (ITS – FL). Invoice due January 2022, but was not paid in 2021.
- National Association of Regional Councils (NARC) paid October 2021.
- The total cost membership dues is \$170,692.16.

Procurement

There are several contracts expiring on June 30th, 2022 and the MPOAC Interim Executive Director contract expires on December 31, 2021. Options for procurement include exempt, exempt multiple for universities and Regional Planning Councils, and request for proposals (RFPs) for a competitive contract. Ms. Stettner explained the timeline for each procurement type. The exempt schedule takes approximately 3 months and the RFP takes approximately 7 months. The Center for Urban Transportation Research (CUTR) could help with the exempt contracts, but not the RFP.

The meeting attendees were updated on the balances of each contract and contract history. Ms. Stettner recommended that the MPOAC evaluate each contract.

Courses of action need to be decided for the following:

- Procurement type
- Type of services and work
- Memberships and dues
- Financial procedures and evaluations for consultants
- Continuity of operations

Discussion

Peter Buchwald, St. Lucie TPO, asked for clarification on FDOT's full financial control of the MPOAC. Ms. Stettner explained that the FDOT Office of Policy Planning (OPP) put invoices into a tracking document and noticed discrepancies. She explained that they will keep full financial control until the MPOAC hires a new Executive Director and stated that they will continue to have oversight on the MPOAC finances.

The discussion continued and included the following:

- The new Executive Director will start as soon as possible.
- Decisions need to be made by the end of the fiscal year (June 30, 2022), but also depends on the procurement type selected by the MPOAC. The MPOAC Staff Directors' Advisory Committee needs to discuss the goals to advance decisions and identify standards for funds accountability at the January quarterly meeting.
- It was recommended that the new MPOAC Executive Director provide the recommendations for the goals and standards for the MPOAC finances.
- Don Scott, Chair, explained that they would need to act sooner if they choose the RFP procurement type.
- These discussions are important as the MPOAC Advisory Committees and Governing Board look into the considering a draft FY 2022-2023 and 2023-2024 UPWP at the January 2022 MPOAC quarterly meetings. The financial procedures were discussed at the last MPOAC Executive Committee meeting. Today, they need to get a recommendation identifying the preferred procurement type.

Greg Slay, Capital Region TPA, asked if there is a target timeline to execute contracts for the exempt schedule. It was explained that there needs to be a clear scope for the contracts that include the contractual timeline. There is also an exemption for legal solicitations.

The meeting attendees were reminded that the contract for the Interim Executive Director will end in December 2021. Allison Stettner clarified that the MPOAC Interim Executive Director contract can be extended, but it can expire as intended because a candidate for the MPOAC Executive Director position has been identified.

Aileen Boucle, Miami-Dade TPO, asked if the procurement type needed to be decided on in the meeting. Don Scott explained that if they pursue an RFP, a decision will have to be made today, but if an exempt procurement type is selected there would be more time. It was determined that a decision would be needed by the January 2022 meeting.

Marybeth Soderstrom, Heartland Regional TPO, asked if it would be possible to initiate an RFP process and, if decided, discontinue that process if the exempt process is later chosen. It was determined that this process would be possible, but a scope would be needed. The meeting attendees discussed the need for scope(s) and recommended that the MPOAC Policy and Technical Committee develop the needed scopes.

The group discussed the costs and renewal process for each contract under consideration and any changes that would be required to the statewide planning funding formula. Karen Brunelle, Federal Highway Administration, explained that the MPOAC has provided input into the formula recognized by the Florida Department of Transportation (FDOT) and approved by the Federal Highway Administration (FHWA). She explained that the formula includes a dollar amount for the procured services, not a percentage, and that the PL formula will need to be reconsidered once new Census figures are released next year. The group continued to discuss the formula, including the effects of budget increases and various distribution of funds on the formula. It was explained that each contract is a separate line item and formatted differently because FTA and FHWA funds cannot be blended into the same contracts. Dave Hutchinson, Sarasota/Manatee MPO, suggested that the group consider the multiple exempt procurement process.

The meeting attendees discussed the memberships. It was suggested that the MPOAC Policy and Technical Committee meet to consider other memberships.

The arrangement between the MPOAC and CUTR was also discussed:

- CUTR was selected as an extension of staff for the MPOAC because the MPOAC is not allowed to add additional staff positions under current FDOT rules.
- Allison Stettner clarified that the number of staff for the MPOAC is set at two and will not change.

Don Scott asked for comments on the exempt multiple procurement process. It was decided that they will move forward with the MPOAC Policy and Technical Subcommittee to address the scope and budgeting procedures. Allison Stettner reminded the meeting attendees that these items need to be considered before the January 2022 meeting to ensure that the MPOAC is advancing in these key areas and moving forward with accountability and transparency. She also indicated that recommendations from the FDOT Office of Inspector General's (OIG) report about accounting practices will be shared with the MPOAC membership.

Bryan Caletka, Broward MPO, made a motion recommending that the MPOAC Governing Board select the exempt multiple procurement option. Dave Hutchinson, Sarasota/Manatee MPO, seconded. The motion passed unanimously.

Bryan Caletka, Broward MPO, made a motion to renew existing memberships as identified. Cayce Dagenhart, Hernando/Citrus County MPO, seconded. The motion passed unanimously.

Jeff Sheffield, North Florida TPO, made a motion for the MPOAC Executive Director to provide budget updates at each MPOAC meeting as a standing item. Peter Buchwald, St. Lucie TPO, seconded. The motion passed unanimously.

Allison Stettner explained the continuation of operations, stating that there needs to be standards and practice put in place for continuation of operations. Jeff Sheffield, North Florida TPO, suggested the new MPOAC Executive Director, take leadership on identifying and addressing the issues discussed at the meeting.

• FEDERAL PLANNING FINDINGS

Federal Highway Administration/ Federal Transit Administration (FHWA/FTA) approval of the Statewide Transportation Improvement Program (STIP) must include a finding that the process from which the STIP was developed is consistent with the provisions of federal rule related to the statewide transportation planning process. The findings from this annual assessment are contained in a summary report. The summary report accompanied a September 30, 2021 letter approving the Fiscal Year 2021/22-2024/25 STIP. The report recognized three noteworthy practices, one corrective action, and offered three recommendations for FDOT's consideration to improve the program. Ms. Abra Horne, Metropolitan Planning Administrator, FDOT Policy Planning Office, presented this item.

Corrective Action

The Public Transportation Agency Safety Plan (PTASP) final rule requires MPOs, in coordination with transit providers and the State, to set their initial transit safety targets, agree upon specific written provisions for transit safety measures with the State and public transportation providers, and include transit safety measures and targets in all Long Range Transportation Plans (LRTPs) and Transportation Improvement Programs (TIPs) after July 20, 2021. A few MPOs in the state did not meet that deadline, but have subsequently addressed this issue. As noted by Karen Brunelle as part of the FHWA agency report earlier in the meeting, the documentation is still under review and the corrective action is pending resolution until that review is completed.

Recommendations

The following recommendations and FDOT actions to implement those recommendations were presented by Ms. Horne:

- UPWP
 - FHWA/FTA Recommendations – Complete a template for use in the FY22 MPO UPWPs, finalize UPWP revision thresholds so that they are in place prior to implementation of the Consolidated Planning Grant (CPG) process, and continue working with Federal partners to clarify the planning funds table (PL, STBG, 5305, CMAQ, TA, etc.) to account for any funding discrepancies between the STIP and MPO TIPs.
 - FDOT Action – The UPWP template and UPWP thresholds are on target to be completed by the end of 2021. The monthly tracking sheets for PL and non-PL funds will continue to be provided.
- STIP Documentation
 - FHWA/FTA Recommendation – standardized and recurring communication between FDOT Central Office and Districts and improved coordination and information exchange between FDOT, MPOs and transit agencies, and develop a realistic schedule that allows sufficient time for review of supporting documentation for the STIP and Statewide Planning Finding.
 - FDOT Action – Monthly messages and on-line training are being put in place to improve communication between FDOT Central Office and the Districts and a new mutually agreeable schedule is being developed to allow for more time for federal review.
- Partner Communication
 - FHWA/FTA Recommendation – continued improvement communicating with all federal planning partners.
 - FDOT Action – Innovative strategies to communicate with partners are being developed, including virtual office hours for MPOs and liaisons to provide improved access to the FDOT OPP team.

Successes

The following noteworthy activities for FDOT were presented by Ms. Horne:

- Partnership – including making process improvements to address federal partner concerns and working on ways to share practice innovations through training and peer exchanges.
- Public Involvement and Outreach – FDOT coordinated with federal partners to develop a successful hybrid meeting approach
- Transit – FDOT updated TBEST (Transit Boardings Estimation and Simulation Tool), a GIS-based scenario planning tool, integrating socio-economic, land use, and transit network data.

Peter Buchwald, St. Lucie TPO, asked about the process for implementation when establishing the thresholds for the UPWP. Ms. Horne explained that they are coordinating with the Federal review team, preparing a technical memorandum, and discussing the thresholds with partners to ensure agreement. Mr. Buchwald asked if it requires adoption by the MPOAC or MPOs. Ms. Horne stated that they will follow the standard requirements in federal rule (2 CFR200) which are \$100,000 or a 10% increase in cost and also provide definitions on the expenditures. The technical memo will be sent to the MPOs.

Rob Balmes, Ocala/Marion TPO, asked about the communications describing the role of the new UPWP template. Ms. Horne explained that members of the MPOAC Staff Directors' Advisory Committee participated in the working group creating the new template and there is one more working group meeting scheduled. FDOT estimates that the template will be rolled out in mid-November and will be discussed at the FMPP, and during "Office Hours" in December. It is estimated that the template takes about a day to fill out and check.

- 2020 CENSUS UPDATE

On behalf of Mr. Joel Worrell, Transportation Data Inventory Manager, FDOT Transportation Data and Analytics Office, Ms. Abra Horne, presented information on the 2020 Census schedule and resources.

Ms. Horne provided a little background, noting that urban areas are revised every 10 years based on population counts from the decennial Census and urban boundaries are adjusted to be consistent with Census data and transportation needs. She continued by saying Census information is not released all at once, but on a schedule over a period of months/years. May 2021 was the first release of the apportionment results from the Census and August 2021 was the second release of Census data products.

Ms. Horne highlighted the following proposed changes for the 2020 Urban Areas data:

- Adoption of housing density unit threshold instead of population density with new minimum thresholds,
- Increase minimum threshold to qualify as an urban area from 2,500 people to 10,000 people or 4,000 housing units,
- Cease distinguishing between different types of urban areas,
- Refined urban area delineation for jumps, hops, and low-density areas, and
- Use worker flow data to split and adjust boundaries or adjacent urban areas.

Ms. Horne shared the estimated Census implementation timeline, which included

- Publication of the urban area criteria final rule in Fall/Winter 2021.

- Publication of a list of qualifying urban areas (with boundaries) in Spring/Summer 2022.
- Transportation Management Area (TMA) designation in Fall 2022 and states revisit the statewide PL distribution formula before October 2022.
- MPOs adjust MPAs to include new urban area boundaries before next MTP update, after October 1, 2022, or within 4 years of new urban area boundary designation
- If identified, new MPOs designated by Governor in Spring/Summer 2023.
- New TMAs must adopt a congestion management plan and Governor approves adjusted urban area boundaries in Spring 2024.
- New MPOs adopt Long Range Transportation Plans (LRTPs) and Transportation Improvement Programs (TIPs) in Spring/Summer 2026.

Ms. Horne shared that FDOT Central Office will make tools available and share the resources posted on the FDOT Website.

Beth Alden, Hillsborough TPO, asked if the apportionment plan can be prepared before October 1, 2022, if it is unlikely that the urbanized area boundary would change the current condition. It was clarified that there should not be any limitations on when the apportionment can be prepared. A link to census instructions was shared in the presentation

<https://ctpp.transportation.org/wpcontent/uploads/sites/57/2021/03/FHWA-Adjusted-Urban-Area-Boundaries-AUAB.pdf>).

Dave Hutchinson, Sarasota/Manatee MPO, asked if the Florida Department of Transportation (FDOT) will provide analysis on the growth rates among the MPOs when identifying population shifts. It was clarified that FDOT has the 2010 data at a finer level of detail and will make tools for the 2020 data available and continue to update the MPOs. The analysis on the commute patterns has not been done yet.

Paul Gougelman, MPOAC General Counsel, discussed new agreements for new apportionments. Ms.Horne stated that a discussion will take place sometime between Spring 2023 to 2024, but it is not anticipated that new MPOs will be designated.

• FUTURE MEETING LOCATION AND HYBRID MEETING OPTIONS

The MPOAC will meet four times during calendar year 2022 (January 27, April 28, July 28, and October 27). The October 2021 meeting of the MPOAC is being held at a new venue (the Renaissance Orlando Airport Hotel) to comply with state requirements to secure “green lodging” accommodations when possible. Additionally, the Staff Directors’ Advisory Committee requested that the October 2021 meeting be conducted as a hybrid meeting to accommodate members who are unable to attend due to COVID 19 precautions and to

provide an alternative method for the public to attend the meeting. The MPOAC has not secured a meeting venue for the calendar year 2022 meetings. This agenda item provides members with an opportunity to express their opinions on the Renaissance Orlando Airport Hotel as a meeting venue for calendar year 2022 and to discuss the relative value of continuing a hybrid meeting format given additional costs associated with the format and the potential impact it may have on achieving a quorum. Mr. Don Scott, MPOAC Staff Directors' Advisory Committee Chair, presented this agenda item.

The meeting attendees discussed the future meeting location and hybrid meeting options. The discussion included the following:

- Temporarily continue to use the current location, the Renaissance Orlando Airport Hotel for the next 2 meetings and task the MPOAC Executive Director with researching other locations.
- Options for meeting frequency and location
 - Separating the Freight Committee meeting, Staff Director's Advisory Committee meetings, and the Governing Board meetings on different days.
 - It was explained that the MPOAC has attempted other meeting strategies, for example, separating meetings by a month.
 - It was shared that travel expenses were found to be lower when the meetings are held in the same day.
 - Rotating meeting locations around the state
- Facilitating hybrid meeting
 - Meeting attendees were made aware that FDOT staff was responsible for coordinating the hybrid meeting for the October 2021 MPOAC meeting.
 - For the hotel staff to coordinate the hybrid option, a package will have to be purchased through the hotel, which requires additional staff, cameras, and other technology. There are significant costs associated with the hybrid option hosted by the hotel.
 - Post-pandemic expectations have changed about virtual participation for meetings.
 - Several meeting attendees stated their support for the hybrid option, citing the benefit to members and MPOAC partner organizations,
 - Several meeting attendees stated that they are open to other meeting locations that can accommodate a hybrid format.
 - Several meeting attendees shared their issues and concerns related to the hybrid model. For example, Cayce Dagenhart, Hernando/Citrus County MPO, stated that they regularly have issues during hybrid meetings for several of the Hernando/Citrus County MPO committees.
- Meeting location options
 - The Turnpike District Office Headquarters
 - Hyatt Regency Orlando International Airport

- FDOT District 7 auditorium
- Broward MPO Board Room
- Some persons had issues acquiring a room in the hotel block at the Renaissance

Requirements for an in-person quorum were shared by Paul Gougelman, MPOAC General Counsel:

- The rules require the presence of nine people to conduct business
- There must be seven affirmative votes to take action
- Persons online can only vote if admitted to do so through a vote of the members attending in-person with quorum
- The history of the rule and an explanation of extraordinary/significant circumstances.

Beth Alden, Hillsborough TPO, made a motion requesting the MPOAC Executive Director to find hybrid meeting formats for the 2022 MPOAC meetings. Aileen Boucle, Miami-Dade TPO, seconded. The motion passed.

Paula San Gregorio, FDOT, stated that she will share the hotel information that she has with the new MPOAC Executive Director. Jeff Kramer, CUTR, clarified that in October 2020, when the calendar was approved, the motion approved a meeting date methodology which included meeting in Orlando unless otherwise changed by a vote of the MPOAC Governing Board. The meeting attendees discussed considerations for a meeting location, including proximity to the airport (flight schedules, cost of rental), meeting room size, and hybrid options, stating that they need to consider all alternatives. Don Scott, Chair, stated that he will convey these points to the MPOAC Governing Board.

7 COMMUNICATIONS

The Consolidated Planning Grant resolution transmittal was included in the agenda package.

8 MEMBER COMMENTS

Beth Alden, Hillsborough TPO, shared that NASA is pilot testing a vertiport siting tool. Ms. Alden can share more information with the group if requested.

Jeff Sheffield, North Florida TPO, shared that the Smart North Florida initiative is now a 501(3)(c) non-profit for a smart city ecosystem. There is a state bill in legislative draft for smart region zones to allow multiple counties to come together to be designated and fund a pilot for the smart ecosystem concept through a smart coalitions partnership.

Karen Brunelle, Federal Highway Administration, shared that in June the FHWA office reorganized. The finance team is now a part of the project development team, which provides additional synergy between planning and work program. Right-of-way was moved to the technical services team.

Allison Stettner, FDOT, shared that Romero Dill will be joining the MPO team with the Office of Policy Planning at FDOT.

Mark Reichert thanked the Staff Directors for the vote of confidence in their recommendation to the MPOAC Governing Board for him to serve as the new MPOAC Executive Director. He stated that he would like to start hearing from the membership of the MPOAC Staff Directors' Advisory Committee, asking them to email him at mreichert2101@comcast.net.

Don Scott, Chair, shared that the reconvening of the noteworthy practices group will be delayed. Beth Alden, Hillsborough TPO, pitched a lightning round session to Erika Thompson, FDOT, for the FMPP. The session would include the last list of noteworthy practices previously identified by the noteworthy practices working group.

9 ADJOURNMENT

The next meeting of the MPOAC Staff Directors' Advisory Committee will be January 27, 2022. A meeting notice will be sent out at least one month prior to the meeting date.

Adjournment 2:14pm