



**MetroPlan Orlando Board**

**MEETING MINUTES**

**DATE:** Wednesday, September 13, 2023

**TIME:** 9:00 a.m.

**LOCATION:** MetroPlan Orlando  
Park Building  
250 S. Orange Ave, Suite 200  
Orlando, FL 32801

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**Commissioner Mayra Uribe, Board Chair, Presided**

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**Members in attendance were:**

Mr. Raphael Martinez for Hon. Brandon Arrington, Central Florida Expressway Authority  
Hon. Pat Bates, City of Altamonte Springs  
Hon. Michael Scott for Emily Bonilla, Orange County  
Hon. Olga Castano, City of Kissimmee  
Mayor Jerry Demings, Orange County  
Mayor John Dowless, Municipal Advisory Committee  
Mr. M. Carson Good, GOAA  
Hon. Maribel Gomez Cordero, Orange County  
Mr. Tom Green, Sanford Airport Authority  
Hon. Cheryl Grieb, Osceola County  
Hon. Viviana Janer, LYNX/Central Florida Commuter Rail Commission  
Hon. Christine Moore, Orange County  
Hon. Bob Dallari for Amy Lockhart, Seminole County  
Hon. Mayra Uribe, Orange County  
Hon. Nicole Wilson, Orange County  
Mayor Art Woodruff, City of Sanford

**Members attending the meeting via the Zoom Platform:**

Honorable Patty Sheehan for Mayor Buddy Dyer, City of Orlando

**Advisors in Attendance**

Ms. Loreen Bobo for Secretary John Tyler, FDOT District 5  
Mr. Jeffrey Campbell, Community Advisory Committee  
Mr. Shad Smith, Transportation Systems Management & Operations Committee  
Mr. Bill Wharton, Technical Advisory Committee

**Members/Advisors not in Attendance:**

Mr. Shaun Germolus, Kissimmee Gateway Airport  
Hon. Bryan Nelson, City of Apopka  
Hon. Tony Ortiz, City of Orlando  
Hon. Jay Zembower, Seminole County

**Others in Attendance:**

**Staff in Attendance :**

Mr. Gary Huttman  
Mr. Jay Small, Mateer & Harbert  
Mr. Jason Loschiavo  
Ms. Virginia Whittington  
Mr. Alex Trauger  
Mr. Eric Hill  
Ms. Cynthia Lambert  
Ms. Taylor Laurent  
Mr. Mighk Wilson  
Mr. Jason Sartorio  
Mr. Slade Downs  
Ms. Mary Ann Horne  
Ms. Lailani Vaiaoga  
Ms. Lisa Smith  
Ms. Rachel Frederick

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Chair Uribe called the meeting to order at 9:00 a.m. and welcomed everyone. Commissioner Bob Dallari, Seminole County, led the Pledge of Allegiance.

**II. CHAIR'S ANNOUNCEMENTS**

Chair Uribe reported on the July 27<sup>th</sup> MPOAC meeting. Commissioner Janer reported on the July 27<sup>th</sup> Central Florida Commuter Rail Commission meeting and announced the Osceola County State of the County address, scheduled for Thursday, September 14<sup>th</sup>. Commissioner Olga Castano reported on the August 10<sup>th</sup> Transportation Disadvantaged Local Coordinating Board Meeting. MetroPlan Orlando staff member Mighk Wilson provided the Safety Moment highlighting August/September as “Drive Sober or Get Pulled Over”. Link to Safety Moment Video: [Catch a Ride :30 | Buzzed Driving Prevention - YouTube](#)

### **III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS**

Mr. Gary Huttman welcomed Mr. Rusty Roberts with the Florida Transportation Commission and Board alternates: Commissioner Patty Sheehan, City of Orlando, Commissioner Bob Dallari, Seminole County, Mr. Ralph Martinez, CFX, and Ms. Loreen Bobo, FDOT. He announced FDOT Mobility Week from October 27-November 4. Mr. Huttman updated Board members on the Vision Zero Action Plan and MetroPlan Orlando rebranding efforts. He welcomed back MetroPlan Orlando staff member Senior Transportation Engineer/TSMO Project Manager Lara Bouck, and congratulated Director of Finance & Administration Jason Loschiavo on 20 years with MetroPlan Orlando.

### **IV. FDOT REPORT**

Ms. Loreen Bobo, FDOT District 5, provided updates on the I-4/535 Interchange Project, the FDOT Safety Strategic Plan and a Safety Second emphasizing occupant protection and car seat safety. She also announced that Rail Safety week is September 18-22.

### **V. ROLL CALL AND CONFIRMATION OF QUORUM**

Ms. Lisa Smith called the roll and confirmed that a quorum was physically present.

### **VI. AGENDA REVIEW**

Mr. Huttman noted that an updated agenda was emailed to Board members removing the FDOT Dynamic Tolling presentation and replacing it with a TSMO Master Plan Update.

### **VII. COMMITTEE REPORTS**

Advisory Committee reports from the meetings were presented by the Municipal Advisory Committee, Community Advisory Committee, TSMO, and Technical Advisory Committee chairpersons.

### **VIII. PUBLIC COMMENTS ON ACTION ITEMS**

Ms. Amy Martello, representing the City of Winter Garden, commented on Action Item C, Approval of the Executive Committee Recommendation on Board Apportionment. She expressed the City's support for Scenario C.

**IX. CONSENT AGENDA**

- A. Minutes of the July 12, 2023, Board Meeting
- B. Approval of Financial Report for June & July 2023
- C. Approval of Travel Report for June & July 2023
- D. Approval of FY 2024 Budget Amendment #2
- E. Approval of Personnel Committee Recommendation for the Executive Director's Annual Review
- F. Approval of Personnel Committee Recommendation for changes to the Employee Handbook
- G. Approval of contribution to Bike Walk Central Florida for Best Foot Forward Program
- H. Approval of Board Resolution in support of "Blind Americans Equality Day"
- I. Approval of the Transfer of Legal Counsel Agreement from Mateer Harbert to Dinsmore Shohl LLP

**MOTION:** Commissioner Robert "Bob" Dallari moved approval of the Consent Agenda Items A through I. Commissioner Viviana Janer seconded the motion. Motion carried unanimously.

**X. OTHER ACTION ITEMS**

**A. FDOT Amendment to FY 2024 – 2028 TIP (Roll Call Vote)**

Mr. Jason Sartorio, MetroPlan Orlando staff, requested approval that the FY 2024-2028 TIP be amended to include the following item:

- FM #453340-1 – 10<sup>th</sup> St Complete Streets Project Phase 1

Mr. Sartorio provided background information on the amendment and requested board approval. A letter from FDOT staff explaining the amendment request was provided, along with a fact sheet prepared by MetroPlan Orlando staff and the draft resolution.

**MOTION:** Commissioner Viviana Janer moved to approve the FY 2024-2028 TIP. Commissioner Cheryl Grieb seconded the motion. A roll call vote was conducted. Motion carried unanimously.

**B. FDOT Roll-Forward Amendment to FY 2024–2028 TIP (Roll Call Vote) (Tab 3)**

Mr. Jason Sartorio, MetroPlan Orlando staff, requested approval of an amendment to the FY 2023/24 – FY 2027/28 Transportation Improvement Program (TIP) to include projects with funds rolling forward into FY 2023/24. He explained that the request is being made to ensure that the projects shown in the TIP are consistent with the projects shown in FDOT's Five Year Work Program. A letter from FDOT staff explaining the amendment request, along with a fact sheet prepared by MetroPlan Orlando staff, and the draft resolution were provided.

Link to review FDOT Roll Forward Report & SunRail Roll Forward Report: [Sunrail & FDOT Roll Forward Report FY 2024 - 2028](#).

**MOTION:** Commissioner Viviana Janer moved to approve the FY 2024-2028 SunRail and FDOT Roll Forward projects. Commissioner Robert “Bob” Dallari seconded the motion. A roll call vote was conducted. Motion carried unanimously.

**C. Approval of the Executive Committee Recommendation on Board Apportionment**

Mr. Alex Trauger, MetroPlan Orlando staff, provided the staff report for the Membership Apportionment Plan. He explained that the MetroPlan Orlando Membership Apportionment Plan is updated every 10 years following the census. He provided an overview of the current plan that has been in place since 2013. Mr. Trauger reviewed the scenarios that were presented to the MetroPlan Orlando Executive Committee at its meeting on August 15, 2023. Mr. Trauger requested that the Board approve the apportionment methodology recommended by the members of the Executive Committee:

- Update board voting seats based on federal requirement to include cities with population greater than 50,000 (2020 Census); and/or the two (2) largest cities by population in each county within the Metropolitan Planning Area.
- Update board voting seats based on jurisdictional population growth (1 voting seat/ 150,000 population).
- Maintain one (1) voting seat for the Municipal Advisory Committee (MAC).
- Maintain four (4) voting seats for operating agencies: LYNX/SunRail, Central Florida Expressway Authority (CFX), Greater Orlando Aviation Authority (GOAA), and Sanford Aviation Authority.

The apportionment method resulted in two (2) new voting seats:

- One (1) new seat for City of St. Cloud.
- One (1) new seat for Orange County.

Mr. Trauger noted that the proposed MetroPlan Orlando Board membership in this apportionment plan is 22 voting members and 5 non-voting advisors. He added that once approval has been received from the Board, the Plan will be submitted to FDOT, and staff will continue to coordinate with the affected local governments and surrounding MPOs. Board Resolution #23-13, and the MetroPlan Orlando Membership Apportionment Plan were provided. Mr. Trauger responded to Board members questions and concerns and provided population information for both the cities of Winter Garden and Ocoee which fell under the threshold of securing a seat on the Board.

**MOTION:** Mayor Jerry Demings moved to approve the MetroPlan Orlando Executive Committee’s recommendation to accept the MetroPlan Orlando Membership Apportionment Plan. Commissioner Robert “Bob” Dallari seconded the motion. Motion carried unanimously.

**AMENDMENT:** Mr. Carson Good, GOAA appointee, proposed an amendment to add the Orlando Executive Airport as a non-voting seat. Mr. Good outlined his justification for the request. He noted that the Orlando Executive Airport is a part of GOAA but is a separate entity. Chair Uribe provided insight on the

discussion that happened at the Executive Committee meeting. She noted that both Mayors Demings and Dyer are on the GOAA Board and the MetroPlan Orlando Executive Committee and felt that the GOAA was well represented on the MetroPlan Orlando Board. Mayor Demings stated that given Mr. Good's explanation of it being an ad-hoc non-voting seat, he has no objection.

Mayor Demings amended the motion to add the Orlando Executive Airport as an ad-hoc, non-voting member to the MetroPlan Orlando Board. Commissioner Janer accepted the amendment. Mr. Huttman noted that staff will review the state statutes to be sure that the proposal is acceptable and if it is, the Orlando Executive Airport will be added. If it's not in accordance with state statutes, the original motion stands. Mr. Huttman noted that once the Apportionment Plan has been approved by FDOT, the changes will take effect with the February 2024 Board meeting.

**D. Approval of the Executive Committee Recommendation on the Internal Operating Procedures**

Ms. Virginia L. Whittington. MetroPlan Orlando staff provided the staff report for the update to the Internal Operating Procedures. Ms. Whittington noted that the proposed changes to the Internal Operating Procedures were reviewed by the Executive Committee at its meeting on August 15, 2023. She called attention to the synopsis in the Board agenda package. Ms. Whittington provided an overview of the purpose of the Internal Operating Procedures. The last update happened in 2020. The current update adds Board Apportionment; Board Officers, duties, elections, and vacancies; clarifies the establishment of an in-person quorum and virtual participation. Ms. Whittington noted that the process for approval of time-sensitive Board actions has been withdrawn; and removes the outdated language from the minority business enterprise program. Staff requested approval of the changes, with the caveat that staff can correct any scribes' errors as needed. A draft of the proposed updates was provided.

**MOTION:** Commissioner Viviana Janer moved to approve the updates to the MetroPlan Orlando Internal Operating Procedures. Commissioner Michael Scott seconded the motion. Motion carried unanimously.

**E. Approval of the Federal Certification Report**

Mr. Joe Sullivan, Federal Highway Administration, presented the Federal Certification Report. He explained that certification is required by Federal law by both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Mr. Sullivan provided an overview of the Certification process and presented the findings of the current certification report.

**MOTION:** Commissioner Viviana Janer moved to approve the MetroPlan Orlando Federal Certification Report. Commissioner Michael Scott seconded the motion. Motion carried unanimously.

## **XI. INFORMATION ITEMS FOR ACKNOWLEDGEMENT**

- A.** Executive Directors Report
- B.** FDOT Monthly Construction Status Report- June & July 2023
- C.** Bicycle & Pedestrian Report
- D.** Air Quality Report
- E.** Letter from Mr. Huttman to Secretary Tyler re: Approval of TIP Modification
- F.** Letter of Support for the UCF application with the Oak Ridge National Laboratory's proposal to the U.S. Department of Energy Vehicle Technologies Office Fiscal Year 2023 Research Funding Opportunity for Interoperable and Lightweight Deployment of Human-Like Eco-Driving for Vehicle Fleets in Real-World Urban Driving Environments
- G.** Letter of Support for the FDOT 2023 Infrastructure for Rebuilding America (INFRA) grant request for Central Florida I-4 Truck Parking Facilities
- H.** Letter of Support for Orange County's application to the U.S. Department of Transportation's Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program to implement a county-wide Real-Time Flood Forecasting (RTFF) Predictive Model
- I.** Letter of Support for Osceola County's application to the U.S. Department of Transportation's Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program
- J.** Letter from MetroPlan Board Chair to Governor DeSantis in support of the Moving Florida Forward Initiative
- K.** Altamonte Springs Launches a New Autonomous Vehicle Pilot
- L.** FDOT District 5 Safety Newsletter
- M.** FDOT Mobility Week October 27-November 4
- N.** Update on the Regional Vision Zero Action Plan

**MOTION:** Commissioner Robert "Bob" Dallari moved approval of the Information Items for Acknowledgement, Items A through N. Commissioner Christine Moore seconded the motion. Motion carried unanimously.

## **XII. OTHER BUSINESS/PRESENTATIONS**

- A.** Update on the Active Transportation Plan – Ms. Taylor Laurent, MetroPlan Orlando

Ms. Taylor Laurent, MetroPlan Orlando staff, presented the Active Transportation Plan update. Ms. Laurent noted that the existing conditions assessment is now complete. She shared the scoring criteria on current bicycle and pedestrian levels for existing facilities, and data gathering. Ms. Laurent detailed the next steps to include the study of additional enhancements, new trail segments, intersection crossing treatments, corridor improvements, locations for pedestrian bridges/tunnels, and to provide policy recommendations.

- B.** Update on the TSMO Master Plan – Mr. Eric Hill, MetroPlan Orlando

Mr. Hill, MetroPlan Orlando gave an update on the MetroPlan Orlando TSMO Master Plan. Mr. Hill provided a review of the Needs Assessment Task of the Master Plan, including recommendations on TSMO Infrastructure and Systems; Strategies and Operations; and Agency and Organizational categories.

**XIII. PUBLIC COMMENTS (GENERAL)**

None.

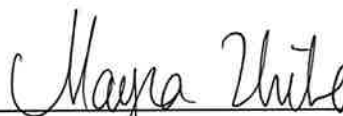
**XIV. BOARD MEMBER COMMENTS**

Chair Uribe noted that Brightline Service is set to officially begin on September 22, 2023.

**XV. NEXT MEETING: Wednesday, November 8, 2023**

**XVI. ADJOURN BOARD MEETING**

There being no further business, the meeting was adjourned at 10:40 a.m. The meeting was transcribed by Ms. Lisa Smith. Approved this 8<sup>th</sup> day of November 2023.



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Commissioner Mayra Uribe, Chair



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Ms. Lisa Smith,  
Board Services Coordinator/Recording Secretary

*As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.*