



MEETING MINUTES

DATE: Wednesday, July 13, 2016

TIME: 9:00 a.m.

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

Wireless access available
Network = MpoBoardRoom
Password = mpoaccess

Commissioner Scott Boyd, Board Chairman, Presiding

Members

Mr. Dean Asher, GOAA
Hon. Pat Bates, City of Altamonte Springs
Hon. Scott Boyd, Orange County
Hon. Gary Bruhn, Municipal Advisory Committee
Hon. Bob Dallari, Seminole County
Hon. Buddy Dyer, City of Orlando
Hon. Cheryl Grieb, Osceola County
Hon. Fred Hawkins, Jr., Central Florida Expressway Authority
Hon. Samuel B. Ings, City of Orlando
Hon. Viviana Janer, LYNX/Central Florida Commuter Rail Commission
Hon. Joe Kilsheimer, City of Apopka
Hon. Bryan Nelson, Orange County
Mr. Stephen Smith, Sanford Airport Authority
Hon. Jim Swan, City of Kissimmee

Advisors in Attendance:

FDOT Secretary Noranne Downs, District 5
Ms. Andrea Ostrodka, Technical Advisory Committee
Mr. Corey Quinn, Transportation Systems Management & Operations Committee
Mr. Tom O’Hanlon, Community Advisory Committee
Ms. Candy Bennage, Kissimmee Gateway Airport

Members/Advisors not in Attendance:

Hon. Pete Clarke, Orange County
Hon. Lee Constantine, Seminole County
Hon. Ted Edwards, Orange County
Hon. Teresa Jacobs, Orange County
Hon. Jennifer Thompson, Orange County
Hon. Jeff Triplett, City of Sanford

Staff in Attendance:

Mr. Harold Barley
Mr. Steve Bechtel, Mateer & Harbert
Mr. Keith Caskey
Ms. Susan Ennis
Ms. Cathy Goldfarb
Mr. Eric Hill
Ms. Mary Ann Horne
Ms. Jill Hoskins
Mr. Gary Huttman
Ms. Cynthia Lambert
Mr. Jason Loschiavo
Ms. Crystal Mercedes
Ms. Sally Morris
Ms. Lena Tolliver
Ms. Virginia Whittington
Ms. Elizabeth Whitton
Mr. Mighk Wilson

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Commissioner Scott Boyd welcomed members and Commissioner Bob Dallari led the Pledge of Allegiance.

II. CHAIRMAN’S ANNOUNCEMENTS

Commissioner Boyd acknowledged Mayor Dyer and the City of Orlando staff and Mayor Jacobs and the Orange County staff on their extraordinary efforts following the Pulse tragedy; Chairman Boyd authorized a contribution to the OneOrlando Fund which was established to

provide financial assistance to the victims and families of the Pulse tragedy. He also thanked members for their contributions to the Second Harvest Food Bank last month totaling \$2,100. Mayor Gary Bruhn new MAC Chairman was acknowledged and welcomed to the Board. As a follow-up report from last month, Commissioner Boyd reported on the on the Dillard Street project in the City of Winter Garden; he stated that staff took the necessary steps so the project is eligible for future funding.

III. EXECUTIVE DIRECTOR'S ANNOUNCEMENTS

Mr. Harry Barley greeted members and introduced new staff member Mr. Nick Lepp (Manager of Long Range Transportation Planning). Mr. Lepp's official start date is July 25, 2016. Mr. Barley reported on the National Association of Regional Councils (NARC) conference that he and Commissioner Bob Dallari attended where Commissioner Dallari was elected President-elect and is expected to become President next year. Mr. Barley also reported on a proposed federal rule to merge multiple MPO's serving contiguous urbanized areas. Mr. Barley will provide future updates. Commissioner Dallari reported on the improving health through community development and design presentation that was given at the NARC conference given by Tyler Norris, Kaiser Permanente, and requested staff to get a copy. He also reported on another presentation on engaging the millennials to participate in transportation discussions. Mr. Barley reported that MetroPlan Orlando and FDOT District-5 submitted a grant application to the USDOT for the Advanced Transportation and Congestion Management Technologies Deployment Initiative. He noted that MetroPlan Orlando is seeking \$11 million with \$27 million in matching by state and local funds. Awards are expected to be announced by the end of September. Mr. Barley reported that MetroPlan Orlando and LYNX management teams met to discuss priorities and mutual interests and noted that Mayor Jacobs' had requested at the June Board meeting that Mr. Edward Johnson (LYNX) make a presentation at the July Board meeting, however arrangements have been made for Mr. Johnson to make a presentation to the Board in September. Mr. Barley reported that options are being evaluated on the possible hosting arrangements for the ECFRPC. A full report will be provided by Commissioner Lee Constantine at the Board meeting in September. Mr. Barley called attention to items provided in members' supplemental folders: Letter from the League of Women Voters of Orange County dated July 12, 2016 RE: League Urges Review and Revisit on Toll Increases; ITS Master Plan Workshop Invitation - July 22, 2016; Air Quality Report and Tracking the Trends 2015 Report.

IV. CONFIRMATION OF QUORUM

Ms. Lena Tolliver confirmed a quorum of 14 voting members present. Also present were 5 advisors; and the meeting having been duly convened was ready to proceed with business.

V. AGENDA REVIEW

Mr. Barley reported on Agenda Item VIII. D: a request for approval of the proposed change to MetroPlan Orlando's Internal Operating Procedures for a Roll Call Vote. He called attention to the updated proposed language for approval provided in members' supplemental folders, which replaces the language that accompanied the written agenda. The updated language is as follows:

Section VII, Paragraph 7

(7) Voting Procedures. Voting shall be by voice, except that a roll call vote shall be held to adopt and/or amend the Long Range Transportation Plan and Transportation Improvement Program, as required by Federal and State Law. In all other instances, voting shall be by voice unless a Board Member specifically requests a roll call vote on a particular matter. All other questions or procedures shall be governed by the most recent edition of Robert's Rules of Order.

Mr. Barley reported on Other Action Item IX. B: Repurposing Federal Earmarks. He announced that FDOT recently agreed to pay for the additional costs for quiet zones. He thanked Secretary Downs and her staff for this funding commitment. Mr. Barley stated that with quiet zones no longer being one of the perspective projects for the old federal earmarks, staff will need time to proceed through the Advisory Committee process on where these funds should be applied; he requested that the item be deferred.

VI. COMMITTEE REPORTS

Municipal Advisory Committee (MAC), Mayor Gary Bruhn reported on the July 7, 2016 MAC meeting and their approval of the FY 2017-2021 TIP. The MAC also approved the use of repurposed federal earmark funds to offset the additional cost for Quiet Zones, although FDOT has since agreed to fund this.

Technical Advisory Committee (TAC), Ms. Andrea Ostrodka reported on the June 24, 2016 TAC meeting. The TAC approved the FY 2017-2021 TIP and discussed the need for improved incorporation of Complete Streets projects into the Work Program. Members also discussed FTE additional tolled lanes projects included in the TIP. The TAC also recommended that the \$2.6 million of funding available from the federal earmark repurposing funds be applied to Quiet Zones, although this is now being funded by FDOT.

Transportation Systems Management & Operations Advisory Committee (TSMO), Mr. Corey Quinn reported on the June 24, 2016 TSMO meeting. TSMO approved the FY 2017-2021 TIP and rescinded its recommendation made last month to repurpose the federal earmarks to BRT projects; the TAC approved that an equal amount of funds be taken from the Maitland Blvd. project and be used for Quiet Zones, although this is now being funded by FDOT.

Community Advisory Committee (CAC) Mr. Tom O'Hanlon reported on the June 22, 2016 CAC meeting where the CAC approved the FY 2017-2021 TIP. The CAC retained their original recommendation to use the repurposing federal earmarks on BRT projects.

VII. PUBLIC COMMENTS ON ACTION ITEMS

None

VIII. CONSENT AGENDA (ACTION ITEMS)

A. Approval of Minutes - June 8, 2016 Board Meeting

The minutes of the June 8, 2016 Board meeting were provided for approval.

B. Approval of May 2016 Monthly Financial Report; acknowledgement of June 2016 Travel Report

The preliminary monthly financial reports for the period ending May 31, 2016 and the June Travel report were provided for approval and acknowledgement.

C. Approval of Budget Amendment No. 8

Approval was requested of Budget Amendment No. 8 to reallocate funds in grants and local funds for overspent elements. This amendment does not change the total budget, any grant-wide budgets, or total salary, total fringe, or total indirect expenses. A copy of Budget Amendment No. 8 was provided.

D. Approval of Proposed Change to MetroPlan Orlando's Internal Operating Procedures

MetroPlan Orlando Board-approved Internal Operating Procedures require that a voice vote be conducted of Board members when there is not a unanimous vote. At last month's Board meeting, Mayor Dyer recommended that this policy be revised. Mr. Barley called attention to the revised proposal provided in members' supplemental folders which replaced the recommendation that was provided on the written agenda. The approved updated language to the Internal Operating Procedures, Section VII, Paragraph 7 is as follows:

(7) Voting Procedures. Voting shall be by voice, except that a roll call vote shall be held to adopt and/or amend the Long Range Transportation Plan and Transportation Improvement Program, as required by Federal and State Law. In all other instances, voting shall be by voice unless a Board Member specifically requests a roll call vote on a particular matter. All other questions or procedures shall be governed by the most recent edition of Robert's Rules of Order.

E. Approval to Exercise Option to Extend General Planning Consultant Contract

The Board approved a two-year contract, with one option to renew for an additional one year, with Kittelson & Associates, Inc. for General Planning Consultant Services effective September 1, 2014. Approval was requested to exercise the option to renew the agreement. Funds are available in the approved FY 2017 budget for general consultant contract planning activities. Activities are assigned by task work order for each project.

F. Approval to Award for Traffic Signal Timing Contracts

Approval was requested to award three contracts, pending contract negotiations, with the following consultants to perform work related to the Traffic Signal Retiming Project. Funds are budgeted in FY 2017 for this project.

1. Albeck Gerken; 2. Faller, Davis & Associates; and 3. HDR

A Request for Proposals (RFP) was advertised in May 2016 and a selection committee consisting of one MetroPlan Orlando staff member and four outside members met and ranked the five proposals received. A second meeting was held where all five proposers provided oral responses via teleconference to prepared questions and a second scoring was conducted. The combined scores were used to rank the five proposers. Should negotiations fail with any of the three highest ranked proposers, approval was requested to negotiate with the fourth and fifth ranked proposers. A list of the ranking of the short-listed proposers was provided.

G. Approval of Contribution to Bike/Walk Central Florida

Board approval was requested to make a contribution to Bike/Walk Central Florida in the amount of \$100,000 to continue the work of the “Best Foot Forward” bicycle and pedestrian safety program with an expanded reach into Seminole and Osceola Counties. Bicycle and pedestrian safety continues to be a high priority focus area for MetroPlan Orlando, local governments and our partner agencies. Funds for this purpose have been included in our approved FY2016/2017 budget. Commissioner Dallari expressed concern that as a region Seminole and Osceola counties should be included in discussions with Bike Walk/Central Florida in developing a comprehensive plan for each county in the region. He also said that Seminole County needs to commit to making financial contributions to Bike/Walk Central Florida to pay its fair share. Discussion ensued with members asking staff to return with a more complete regional program at the September 14th Board meeting.

H. Approval of Contribution to ITNOrlando

Board approval was requested to make a contribution to the Independent Transportation Network of Orlando (ITNOrlando), an affiliate of ITNAmerica, in the amount of \$10,000. ITNOrlando is an innovative program providing dignified transportation services to senior citizens and people with visual impairments using both volunteer and paid drivers. Given the growth in our region’s senior population and the lack of alternatives for people who cannot drive, ITNOrlando serves an important need. The current ITNOrlando service area includes Altamonte Springs, Longwood, Casselberry, Maitland, Eatonville, Winter Park, portions of unincorporated Orange County and downtown Orlando. Efforts are underway to expand service to other areas with high concentrations of senior citizens. Commissioner Pete Clarke is a member of the ITNOrlando Board who serves with no compensation and Mr. Barley is a former Board member and he continues to serve as a volunteer driver. Funds are available in our approved FY2016/2017 budget for this purpose.

MOTION: Commissioner Cheryl Grieb moved to approve the Consent Agenda (A-H) with the revised language at Item D. Approval of Proposed Change to MetroPlan Orlando’s Internal Operating Procedures as follows: (7) Voting Procedures. “Voting shall be by voice, except that a roll call vote shall be held to adopt and/or amend the Long Range Transportation Plan and Transportation Improvement Program, as required by Federal and State Law. In all other instances, voting shall be by voice unless a Board Member specifically requests a roll call vote on a particular matter. All other questions or procedures shall be governed by the most recent edition of Robert’s Rules of Order”. Approval of the \$100,000 contribution to Bike/Walk Central Florida with the

understanding that staff will return with a more complete regional program at the September 14th meeting, which was seconded by Commissioner Bob Dallari, and passed unanimously.

IX. OTHER ACTION ITEMS

A. Approval of Transportation Improvement Program and Board Resolution No. 16-11

Mr. Keith Caskey, MetroPlan Orlando staff, requested approval of the FY 2016/17-2020/21 Transportation Improvement Program (TIP). The TIP includes the transportation projects in the MetroPlan Orlando region that are programmed for funding over the next five years. A copy of the draft FY 2016/17-2020/21 TIP, Resolution No. 16-11 and a summary of comments received at the June 20th Public Hearing and those that were received via email were provided. The TIP was recommended for approval by all of the advisory committees.

Commissioner Dallari expressed that he opposes the toll in a toll concept specifically SR 417 through Seminole County. He believes the Board should have more dialogue on this premise of the toll in a toll. He doesn't feel the FTE is following their own policies as he referred to the Florida Administrative Code outlining several policy concerns: "may be granted to encourage specific transportation choices; removing the toll caps; violators shall be charged an additional \$25 per transaction if they are not in the FTE system". He provided a copy of the policies he referenced to Mr. Barley. He said that there is a deficit in transit funding and that this is an opportunity to redirect funds to transit projects as is done in South Florida. Mr. Bechtel (General Counsel) reiterated Florida law from the May Board meeting, stating that FDOT is the sole authority for FTE projects for construction and operation. He said that Florida Statutes require that FTE projects shall be included in the TIP; he further conveyed that there is a provision in the code of federal regulations that states that projects such as these that are not federally funded should still be in the TIP for informational purposes. He recommended that the Board annotate the TIP stating "this is included for informational purposes only in accordance with federal and state law". He advised that if the FTE requests to include the projects in the TIP, the Board should respect the FTE request by using the annotation recommended.

ORIGINAL

MOTION: Mayor Swan moved approval of the TIP to include the annotation as recommended. Commissioner Ings seconded the motion. Following the vote on the amended motion below the vote was taken and passed 13:1 (Hawkins Opposed). Roll Call Conducted

Commissioner Cheryl Grieb requested more information on how funds are expended. Mr. Barley replied that staff will return with more information on this subject. Mayor Buddy Dyer stated that he agreed with Mr. Bechtel's annotation recommendation and asked if the annotation is included in Mayor Swan's motion. Mayor Swan said that inclusion of the annotation was the intent for the motion. Commissioner Dallari noted that when the Board initially approved the projects, the Board believed that the projects were standard capacity projects. The Board was not informed of FTE's new express lane toll policy until after the Board had approved the projects.

MOTION: Mayor Dyer moved to table approval of the TIP to September. Commissioner Grieb seconded the motion. **(Withdrawn during discussion)**

Commissioner Dallari expressed to members that now is the time to stop the project from advancing that are not yet in the design phase; once the projects advance to the design phase there is nothing the Board can do to stop projects from moving forward. He also said that he needs to have more information on the Seminole County segments before moving forward. Mr. Bechtel clarified the provision that Commissioner Dallari referred to having to do with not being able to stop a project when it is in the design phase. He said that he does not think that this provision applies to FTE funded projects. He believes the provision applies to other state funded projects. Commissioner Dallari stated that at the May 11, 2016 meeting Mr. Bechtel had advised members of the provision as he had referenced above.

Mayor Dyer asked for direction from Mr. Barley on how to move forward. Mr. Barley noted that the budget year began on July 1st and in order for projects to continue to move ahead in the Five-Year Work Program, Board approval today is needed to prevent any delays with advancing projects. Mayor Dyer withdrew his motion.

Commissioner Dallari requested to amend Mayor Swan's motion (original motion) to remove only the Seminole County toll in a toll project from the TIP since the Seminole Board of County Commissioners opposes toll in a toll projects.

AMENDED MOTION: Commissioner Dallari moved approval to amend Mayor Swan's motion to table the Seminole County Project: FM# 4379521 on the FY 2016/17-2020/21 Transportation Improvement Program (TIP) for design until the September 14, 2016 meeting. Mayor Joe Kilsheimer seconded the motion, which passed unanimously. Roll Call Vote Conducted

Commissioner Samuel Ings asked for legal advice on removing one project from the TIP. Mr. Bechtel stated that he understands that the intent of the motion is not to deny the project but to delay the decision, ultimately the project has to be in the TIP. Commissioner Hawkins agreed that the Board should take a stand today on the toll in a toll projects because next year the Board may be faced with something else. He also expressed concern with the procedural schedule for approvals stating that the Board is always up against the wall to delay anything or time is too late to push anything back. He also expressed concern that a toll in a toll project is coming to Osceola County and that taking a stand is important to constituents. Commissioner Janer stated that she also opposes toll in a toll projects and asked for clarification on whether the amended motion would delay any projects with the pulling of the Seminole County project. Mr. Bechtel advised members that the amended motion would not cause any project delays.

Mr. Barley clarified for the record that the project Commissioner Dallari requested to be tabled in the TIP is FM# 4379521. He also noted that this project includes design funds starting in FY 2018 (July 1, 2017); therefore the action taken today to table the project will not delay that project.

Members then returned to vote on the original motion, recorded above.

B. Repurposing Federal Earmarks (DEFERRED)

MOTION: Commissioner Dallari moved that staff return at the appropriate time with a request for approval of the Repurposing of Federal Earmarks. Mayor Buddy Dyer seconded the motion, which passed unanimously.

Commissioner Viviana Janer requested that the option for BRT's be considered for these federal earmarks during the Advisory Committee process. Commissioner Dallari thanked Secretary Downs and her staff for the Quiet Zones funding.

X. INFORMATION ITEMS FOR ACKNOWLEDGEMENT (Action Item)

A. Correspondence

- Letter from Mr. Barley and Ms. Downs to USDOT Secretary Anthony Foxx dated June 23, 2016, Subject: Transmittal of USDOT Grant Application
- Letter from Mr. Gutierrez to Mr. Barley dated June 9, 2016, Subject: Fiscal 2015/2016 Fourth Quarter Variance Report

B. Status Updates

- FDOT Monthly Construction Status Report - June 2016
- Monthly Air Quality Report - June 2016
http://www.metroplanorlando.com/files/view/air_quality_update_6_27_16.pdf
A copy was also provided in members' supplemental folders

C. General Information

- MetroPlan Orlando Annual Report: *Plans. Progress. Action.*
This report to the community provides information on how the planning process works, major projects that are under way, and what we plan to accomplish in the next year.
- MetroPlan Orlando's Tracking the Trends Report
http://www.metroplanorlando.com/files/view/tracking_the_trends_2015_published_june_2016.pdf
A copy was also provided in members' supplemental folders
- Quarterly meeting of the Central Florida MPO Alliance - Hillsborough Community College - Plant City Campus - July 15, 2016
- Annual meeting of the Central Florida MPO Alliance and the West Central Florida Chairs Coordinating Committee - Hillsborough Community College - Plant City Campus - July 15, 2016

- 2016 Florida Transportation Summit hosted by Floridians for Better Transportation - St. Pete Beach - July 18-20, 2016
- Quarterly meeting of the Florida MPO Advisory Council - St. Pete Beach - July 18, 2016
- Quality Assurance Task Force - July 19, 2016
- Quarterly meeting of MetroPlan Orlando's Transportation Disadvantaged Local Coordinating Board - August 11, 2016

D. Featured Articles and Research

- “*Shared Mobility and the Transformation of Public Transit*,” American Public Transportation Association/Transit Cooperative Research Program, 2016
<https://www.apta.com/resources/reportsandpublications/Documents/APTA-Shared-Mobility.pdf>
- “*Planning for a Healthier Future*,” <http://t4america.org/docs/planning-for-a-healthier-future-0616.pdf>
- “*Failure to Act: Closing the Infrastructure Investment Gap for America’s Economic Future*,” American Society of Civil Engineers, 2016
<http://www.infrastructurereportcard.org/wp-content/uploads/2016/05/2016-FTA-Report-Close-the-Gap.pdf>
- “*The State of Central Florida Infrastructure*,” American Society of Civil Engineers/Florida Section - Government Relations Committee, 2016
http://www.metroplanorlando.com/files/view/state_of_central_florida_infrastructure_asce_presentation_to_smps_2016.pdf
- “*Let’s Fix Funding*,” by Chris Evers, Florida Reporter - a publication of the American Public Works Association, Spring 2016
http://www.kelmanonline.com/httpdocs/files/APWA_FL/floridareporterspring2016/files/35.html

MOTION: Commissioner Dallari moved approval of Information Items for Acknowledgement (A-D). Commissioner Boyd seconded the motion, which passed unanimously.

XI. OTHER BUSINESS

A. Preview of Prioritized Project List

Mr. Keith Caskey, MetroPlan Orlando staff, presented a preview of the new FY 2021/22-2039/40 Prioritized Project List (PPL) for information purposes. The PPL will be presented to the committees and Board for approval in August/September and submitted to FDOT by the September deadline. A copy of the draft PPL was provided.

In addition, the updated version of last year's FY 2020/21-2039/40 PPL that highlights the projects now funded through construction was also provided for cross reference purposes.

B. Tracking and Reporting Process for PD&E Studies

Mr. Gary Huttman, MetroPlan Orlando staff, made a presentation on the effort to track PD&E studies that is underway. He stated that updates will be provided in January and July of each year and that staff will be providing updates to the Board as projects may warrant. A spreadsheet was provided showing the current PD&E projects in the MetroPlan Orlando area.

Commissioner Boyd expressed that there are transportation concerns with the Lake Pickett North and South developments and that the SR 408 and SR 50 extension is an important component. He also said that a lot of discussion will take place within the next three months regarding transportation concerns in that corridor and he would like to work closely with MetroPlan Orlando and CFX on the status of the PD&E studies. Commissioner Boyd requested that regular updates be provided since the project is fast paced. Mr. Huttman said that he would check with CFX to see if they will be ready earlier than six months, and noted that CFX expects to have 15% design plans ready for a December 17th approval request. Commissioner Boyd said that a community meeting is scheduled next week to discuss alternative plans in case CFX does not find the SR 50 option viable.

XII. BOARD MEMBER COMMENTS

Mayor Swan informed members of the City of Kissimmee's Charter that would allow for a mayoral candidate who receives at least 50% plus 1 vote during the primary elections on August 30, 2016 to take office ten days after the election, which would mean that he would no longer be the mayor if this is the outcome. He also said that if this is not the case, he would remain in office until November. Mayor Swan commended members, staff and volunteers for their good work during his 10 year tenure with MetroPlan Orlando. Commissioner Dallari asked if Mayor Swan would be available to attend the September Board meeting if he is out of office. Mayor Swan said that in either case he will be at the September 14th Board meeting as he is a member of the Osceola County Council on Aging Board of Directors where the MetroPlan Orlando Board meeting will be held. Mayor Swan also spoke on the good work of the Council on Aging and encouraged members to make contributions to the organization.

XIII. PUBLIC COMMENTS (GENERAL)

None

XIV. NEXT MEETING: **Wednesday, September 14, 2016**
Osceola Council on Aging
700 Generation Point
Kissimmee, Florida 34744

XV. ADJOURNMENT

There being no further business, the meeting adjourned at 10:25 a.m. The meeting was transcribed by Ms. Lena Tolliver.

Approved this 14th day of September, 2016.

Commissioner Scott Boyd, Chairman

Ms. Lena Tolliver,
Senior 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.