

Center for Urban Transportation Research (CUTR)

Advisory Board Microsoft Teams Meeting

August 10, 2021 | 1:00pm-3:00pm

§334.065, Florida Statutes – Center for Urban Transportation Research

- 1) *There is established at the University of South Florida the Florida Center for Urban Transportation Research*
- 2) *The center shall be a continuing resource for the Legislature, the Department of Transportation, local governments, the nation's metropolitan regions, and the private sector in the area of urban transportation research*
- 3) *An advisory board shall be created to periodically and objectively review and advise the center concerning its research program*

Board Members:

- Ysela Llort, Chair, CUTR Advisory Board and Principal, Renaissance Planning Group, Inc.
- Jon Martz, Vice Chair, Director of Government and Public Affairs, Enterprise Holdings Company
- Kimberlee DeBosier, Director of Operations, WGI, Inc.
- Jean W. Duncan, Administrator of Infrastructure and Mobility, City of Tampa
- Dane Eagle, Executive Director, Florida Department of Economic Opportunity (FDEO) Scott Rogers DEO
- Sonny Holtzman, Principal, The Holtzman Group
- Ram Kancharla, Vice President Planning and Development, Port Tampa Bay
- Vacant, Member, Florida Transportation Commission (FTC)
- Kevin J. Thibault, Secretary, Florida Department of Transportation (FDOT) / Brad Thoburn, Assistant Secretary
- Chris Stahl for Secretary, Florida Department of Environmental Protection (FDEP)
- Joseph Waggoner, Executive Director, Tampa Hillsborough Expressway Authority (THEA)
- Thornton J. Williams, Managing Partner, Williams Law Group, P.A.

Ex Officio Members:

- Lisa Bacot, Executive Director, Florida Public Transportation Association (FPTA)
- Ralph Yoder, Executive Director, FTC

CUTR Leadership:

- Fred Mannering, Ph.D. Acting CUTR Executive Director
- Lisa Staes, CUTR Associate Director
- CUTR Program Directors

Agenda:

Welcome and Introductions

- Chair, Ysela Llort

Topic #1: Approval of Minutes CUTR (Appendix A)

(5 minutes)

- Chair, Ysela Llort

Topic #2: FDOT Update

(10 minutes)

- Secretary Kevin Thibault, P.E. or
- Assistant Secretary Brad Thoburn

Topic #3: CUTR Updates

- Associate Director Activities (Appendix B)
- NICR and New Project Updates

(15 minutes)

- Lisa Staes, CUTR Associate Director
- Xiaopeng Li, Ph.D., NICR Director

Topic #4: CUTR Annual Budget Update

(45 minutes)

- Lisa Staes, CUTR Associate Director

Topic #5: 2021 CUTR Annual Transportation Award Event Update

(10 minutes)

- Chair, Ysela Llort
- Lisa Staes, CUTR Associate Director

Topic #6: CUTR Bylaws – Review, Modification, Approval (Appendix C)

(20 minutes)

- Chair, Ysela Llort
- Committee Chair, Thornton Williams
- CUTR Advisory Board Members

Topic #7: CUTR Advisory Board Business

- Reauthorization
- Infrastructure Bill
- Other Topics

(15 minutes)

- Chair, Ysela Llort
- Jon Martz
- Members

Optional - Topic #8: CUTR Project Presentation

- FTA Standards Development Research Program

(20 minutes – if time allows)

- Lisa Staes, Associate Director and Program Director, Transit Safety and Workforce Development Programs

Meeting Adjourn



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CUTR

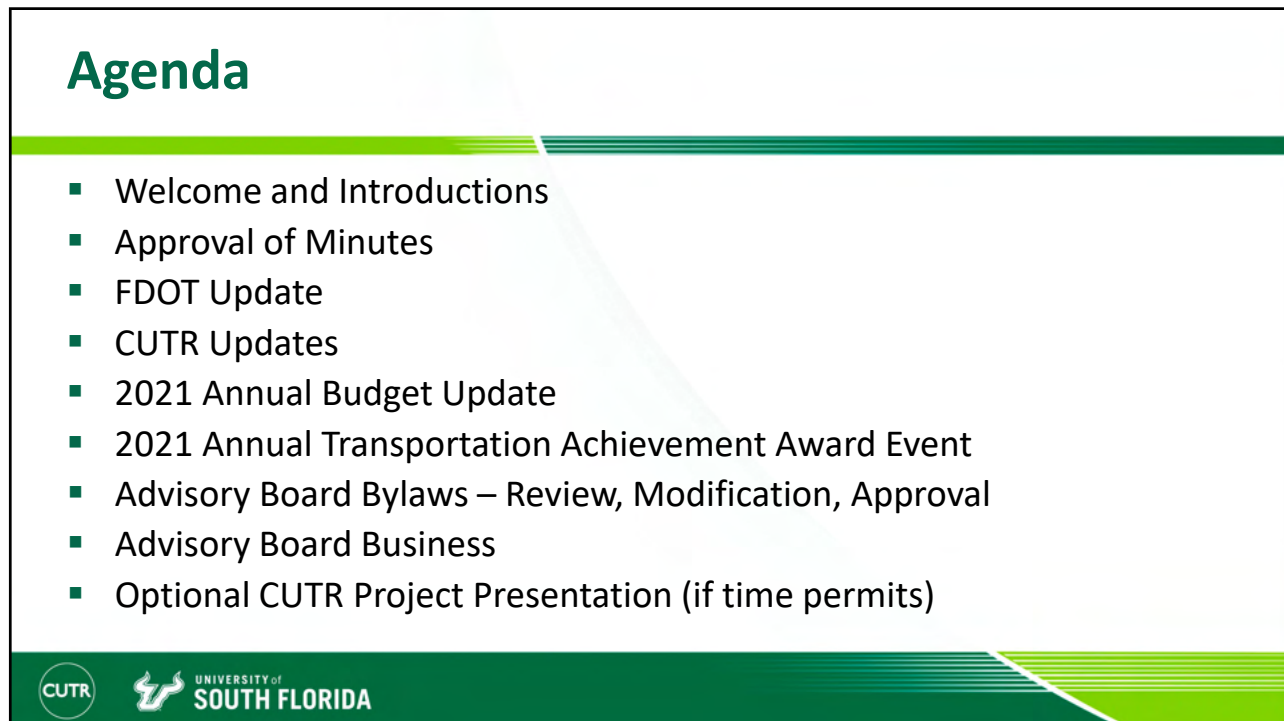
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CUTR Advisory Board Meeting

Tuesday, August 10, 2021 | 1:00 – 3:00pm
Microsoft Teams

CENTER FOR URBAN TRANSPORTATION RESEARCH

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Agenda

- Welcome and Introductions
- Approval of Minutes
- FDOT Update
- CUTR Updates
- 2021 Annual Budget Update
- 2021 Annual Transportation Achievement Award Event
- Advisory Board Bylaws – Review, Modification, Approval
- Advisory Board Business
- Optional CUTR Project Presentation (if time permits)

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Welcome and Introductions

Chair, Ysela Llort



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Approval of Minutes (Appendix A)



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FDOT Update

Kevin Thibault, P.E., FDOT Secretary



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CUTR Updates

Lisa Staes, CUTR Associate Director (Appendix B)

Dr. Xiaopeng Li, NICR Director



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Associate Director Activities

- CUTR/USF Standing Meetings
 - Internal “All Hands”
 - Program Director
 - Division of Sponsor Research
- CUTR Advisory Board Bylaws committee meeting
- Meetings and correspondence with Monica McClanahan, USF’s Governmental Affairs Office
- CUTR Transportation Achievement Awards – sponsorship meetings



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Associate Director Activities – Project Activities

- ENSCO organizational meeting in Pueblo, CO (August 10 – 13)
- FTA Standards Development Program monthly progress meetings
- National Transit Standards Working Group meeting
- USDOT/PHMSA Public Safety Awareness Technology (PSATE) Evaluation weekly meetings
- PSATE team presentation to USDOT modal leadership
- FTA Safety Research Demonstration Program Evaluation – FTA and grantee meetings
- FDOT Transit Office – monthly meetings and CUTR project scoping/project personnel realignments
- FTC tolling agency performance measures



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Recent National Awards

- US Department of Energy, “Visual-Enhanced Cooperative Traffic Operations (VECTOR) System” – USF/CUTR Lead: Xiaoping “Shaw” Li (will cover in later presentation)
- FHWA Planning and Programming (with Cadmus)
- FHWA Planning and Programming – Small Business Set Aside (Renaissance)
- FHWA Research and Technology to Promote Safety of Commercial Motor Vehicles (ARA)



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Recent National Proposals

- Volpe Transportation Human Factor Research, Development and Program Evaluation – Advanced Tech (ENSCO)
- FHWA JPO Technical Support for ITS Program (Iteris)
- NHTSA Small Business Behavioral Safety Research Support (Toxcel)
- TCRP Project F-29 – Mental Health, Wellness, and Resilience for Transit System Workers



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CUTR Update: National Institute for Congestion Reduction (NICR)



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NICR Team, Approach and Outcomes

Effective Date
July 1, 2019

End Date
September 30,
2023

100% Match
Required



Team



University of
South Florida



Texas A&M
Transportation
Institute



UPR
Universidad de Puerto Rico

Representing a Range of Distinct Communities

- Urban / Rural / Suburban
- Social / Cultural
- Ethnicities / Languages
- Older Adults / Disabled
- Low-Income Populations



Approach

Congestion Reduction



17 Proposed Projects organized by
4 Pillars, facilitating cross-comparison
across regions/communities



Outcomes

- Translate theory into real-world practice.
- Compare/contrast policies across diverse land uses and populations.
- Educate next generation of transportation leaders.
- Develop strategies and tools for the present and future decision-making and deployment.
- Share understanding with government, industry, and community-based organizations.



NATIONAL INSTITUTE for
CONGESTION REDUCTION



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Outreach to Congress

- Meetings with Congress Committees and Offices, Mar 10-12
 - Senator Commerce Committee, House Science Committee, House T&I Committee, Offices of Senator Ben Cardin (Maryland), Senator Jeff Merkley (Oregon), Congressman Daniel Webster (Florida's 11th District)
- Dear Colleague Letter initiated by Congressman Mark DeSaulnier (California's 11th District) calling for extension of the two centers (including NICR) awarded in 2019



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THUD Appropriations Bill, 2022

“The Committee provides **\$5,000,000** under this heading for the **National Institute for Congestion Reduction** and the National Center for Transportation Infrastructure and Durability and Life-Extension for which the Committee provided funds in fiscal year 2018.”

--[THUD Appropriations Bill, 2022](#)



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USF NSF I-Innovation Corps Site Training Plan

- Offer training to faculty and students that will help them focus on “customer” needs via interviews with real-world stakeholders
- Three-week course planned in this Fall

Course Topics and Schedule (subject to change)

Date	Topic
Week 1	Introduction to Lean Startup and Customer Discovery Team Introductions/Presentations Business Model Canvas/Customer Segments Customer Discovery – What is it?
Week 2	Team Presentations How to Get Valid and Valuable Customer Feedback via Interviews Business Model Canvas: Value Propositions/Pains & Gains/Product Market Fit
Week 3	Team Presentations Business Model Canvas: Channels/Customer Relationships/Revenue Streams/Key Activities/ Key Resources/Key Partners/ Cost Structure Summary/Conclusions



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Workshop Plan

- Organized by the NICR Student Council
- Theme: impacts of emerging transportation technologies & services on congestion, equity, sustainability
- 4 High-profile speakers from US and Europe
 - Carlos Daganzo: National Academy of Engineering, University of California, Berkeley, United States
 - Deb Niemeier: National Academy of Engineering, University of Maryland, United States
 - Jonas Eliasson: Royal Academy of Engineering Sciences, Linköping University, Sweden
 - Xiaobo Qu: Academia Europaea, Chalmers University of Technology, Sweden
- 2.5 hr. presentation/1 hr. panel sessions - September 15th, 11:00 AM - 2:30 PM



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Thanks to NICR Staff



KRISTINE WILLIAMS, AICP
NICR Senior Program Manager
University of South Florida



SEAN BARBEAU, Ph.D.
Principal Mobile Software Architect for
USF Associate Director Technology Transfer
University of South Florida



PHILIP L. WINTERS
USF NICR Tech Transfer Assistant Director
University of South Florida



CHRISTINA VAN ALLEN
NICR Communications Officer
University of South Florida



REENA RATURI
NICR Fiscal Manager
University of South Florida



TAYLOR DINEHART
Graduate Student Researcher
University of South Florida

<https://nicr.usf.edu/>



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CUTR Advisory Board Student Engagement

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Friday Transportation Seminar Series

- Hour-long discussions with engineering and planning professionals about research from across the world
- Usually held in-person, convert to Teams with COVID
- USF-ITE students – class credit
- Co-sponsored by National Institute for Congestion Reduction



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Integrating CUTR Advisory Board Members – Format

- 40-minute-long discussions with students with time at the end for questions
 - Advisory Board Members to give a short presentation on their careers including education, career path, and other advice for students – many questions will be provided beforehand
 - Students will be able to ask follow-up questions, as well
- Presented live on Microsoft Teams
- Recorded and uploaded on YouTube – a bank of information for engineering students interested in engineering or planning careers



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Integrating CUTR Advisory Board Members: Sign-up

- Available dates for the Friday Transportation Seminars in Fall 2021
 - Every Friday 12-1 from August 23 through December 3rd
Except the Thanksgiving week
- Signed Speakers:

Date	Speaker	Topic	Affiliation
Friday, September 17, 2021	Jean Duncan	Moving Florida Forward: Infrastructure, Innovations, and Beyond	City of Tampa
Friday, November 12, 2021	Secretary Kevin Thibault		FDOT



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Thanks to NICR Student Council

- Taylor Dinehart
- Saeid Soleimaniamiri
- Xiaowei(Tom) Shi



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New DOE Award: Visual-Enhanced Cooperative Traffic Operations (VECTOR) System

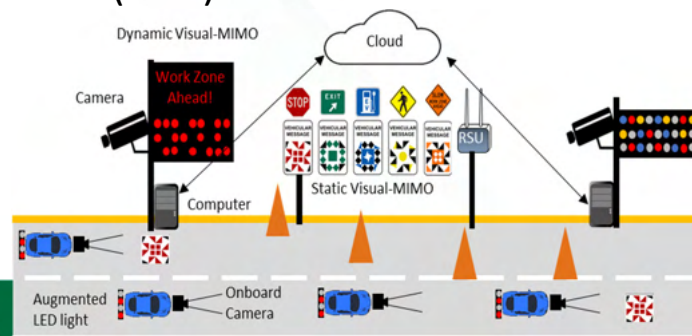


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Objective - VECTOR System

- Develop a smart low-cost Visual-Enhanced Cooperative Traffic Operations (VECTOR) System to efficiently manage connected and automated vehicles (CAVs) in Cooperative Driving Automation (CDA)



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Budget

- 3.5 million from DOE with around 2.5 million local match
- USF/CUTR personnel: Shaw Li, Handong Yao, Alexander Kolpakov, Austin Sipiora, Lisa Staes, Jodi Godfrey, Pei-Sung Lin, Ph.D., Sisinnio Concas, Sudeep Sarkar (USF CSE).
- Other Partners
 - Florida: Tampa Bay Clean Cities Coalition; Connected Wise, LLC; Florida Department of Transportation; Tampa Hillsborough Expressway Authority; MetroPlan Orlando; Plan Hillsborough; Port Tampa Bay; Florida Metropolitan Planning Organization Advisory Council
 - Utah: University of Utah; Utah Department of Transportation; Utah Clean Cities Coalition
 - Others: ENSCO; Argonne National Laboratory; BOSCH



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Xiaopeng Li, Ph.D.
xiaopengli@usf.edu



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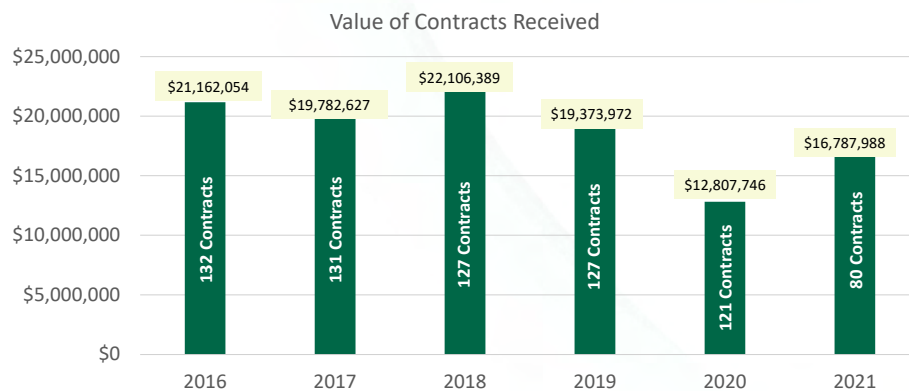
CUTR Budget Presentation (FY2016 – 2021)



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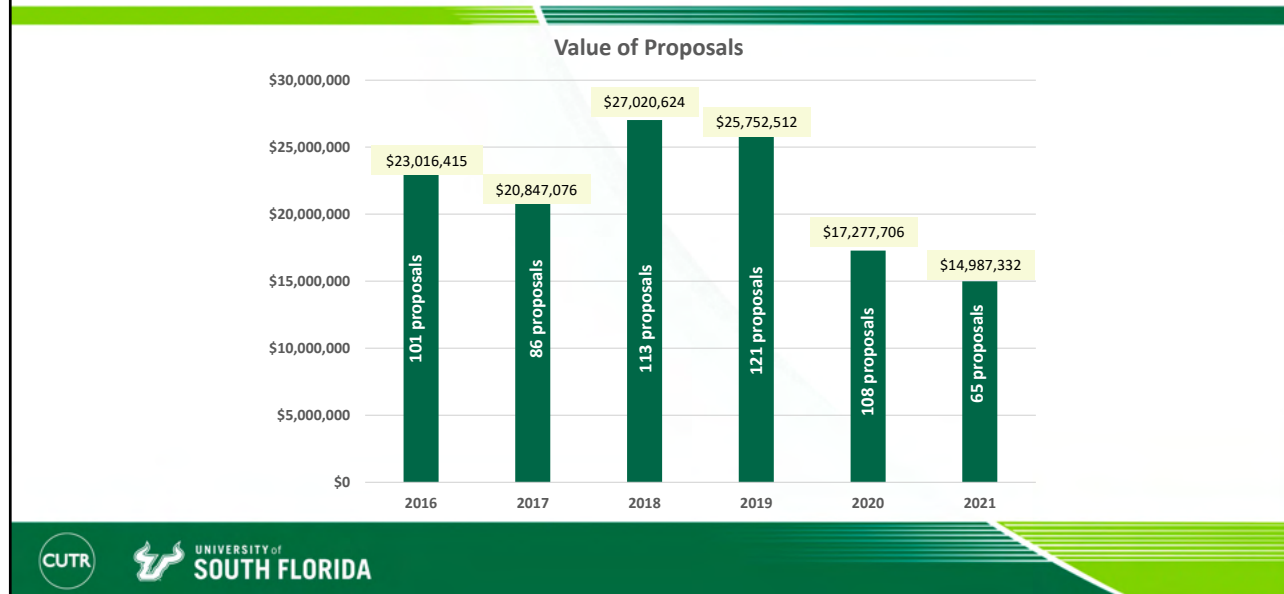
Research Funding (FY 2016 – 2021)



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Proposals Submitted (FY 2016 – 2021)



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Research Proposals versus Awards FY 2016 - 2021

Fiscal Year	\$ Proposals Submitted	# Proposals Submitted	\$ Contracts Received	# of Contracts
2016	\$23,016,415	101	\$9,521,848	71
2017	\$20,847,076	86	\$18,973,638	70
2018	\$27,020,624	113	\$20,338,003	76
2019	\$25,752,512	121	\$18,349,689	92
2020	\$17,277,706	108	\$11,578,118	79
2021	\$14,987,332	65	\$13,249,195	52

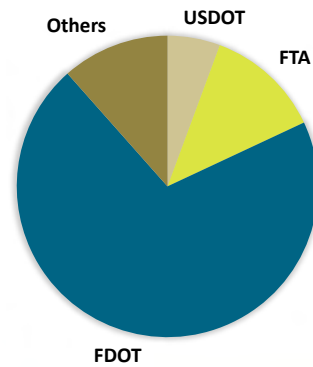
Fiscal Year	\$ Proposals Submitted	# Proposals Submitted	\$ Total Contracts Received	# of Contracts
2016	\$23,016,415	101	\$19,373,972	127
2017	\$20,847,076	86	\$22,106,389	127
2018	\$27,020,624	113	\$19,782,627	131
2019	\$25,752,512	121	\$21,162,054	132
2020	\$17,277,706	108	\$14,963,360	144
2021	\$14,987,332	65	\$16,787,988	80

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Sponsorships Details

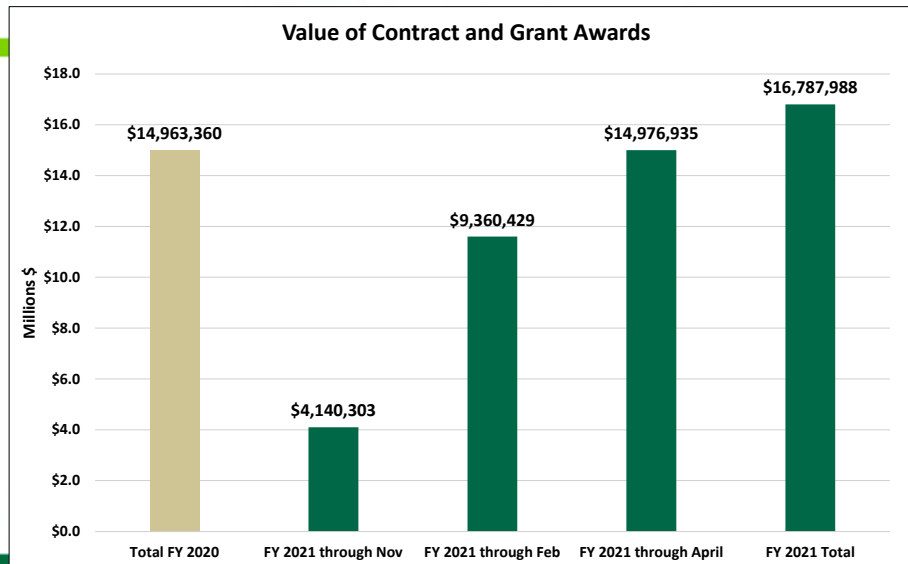
	USDOT	FTA	FDOT	Others	Total
FY 2016	\$1,393,300	\$2,106,835	\$13,892,216	\$1,981,621	\$19,373,972
FY 2017	0	\$3,409,692	\$15,465,523	\$3,231,174	\$22,106,389
FY 2018	0	\$1,283,423	\$16,903,034	\$1,596,169	\$19,782,626
FY 2019	0	\$4,395,344	\$14,835,282	\$1,931,428	\$21,162,054
FY 2020	\$2,609,409	\$843,561	\$9,458,098	\$2,052,292	\$14,963,360
FY 2021	\$2,443,750	\$2,107,672	\$9,853,865	\$2,382,701	\$16,787,988
FY 2016 - 2021	\$6,446,459	\$14,146,527	\$80,408,018	\$13,175,385	\$114,176,389



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New Awards – FY 2020 and FY 2021



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CUTR FY 2020 and 2021 E & G and RI Expenditures

E&G and RI Expenditures - 2020 and 2021		
	2020	2021
Labor	\$983,111	\$727,206
Travel	\$59,650	\$17,298
Office supplies	\$40,894	\$10,137
Computers	\$2,237	\$3,538
Software (non-capitalized)	\$9,803	\$1,214
Services - computer, phones and data	\$92,546	\$85,017
Other operating expenses	\$11,398	\$10,944
Food and beverages	\$6,507	\$0
Memberships fees and licenses	\$10,306	\$9,602
Repairs maintenance, minor renovations	\$15,707	\$18,976
Tuition	\$0	\$3,425
Total	\$1,232,161	\$887,357

*Labor Basis 2020 (40 positions)

- 15 faculty appointments
- 4 student/post-doc appointments
- 8 non-student OPS appointments
- 7 administrative and professional appointments
- 6 staff appointments

*Labor Basis 2021 (38 positions)

- 12 faculty appointments
- 3 student/post-doc appointments
- 6 non-student OPS appointments
- 10 administrative and professional appointments
- 7 staff appointments



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CUTR FY 2020 and 2021 Contracts and Grants Expenditures

Labor Expenditures Basis

- 33 faculty members
- 20 hourly students
- 38 non-student OPS
- 41 grad students/post-docs
- 24 administrative/professional
- 23 staff

Contracts & Grants		
	FY 2020	FY 2021
Labor	\$7,961,152	\$7,783,457
Promotional Advertising	\$812,341	\$1,539,267
Travel	\$312,538	\$42,954
Office Supplies	\$44,253	\$31,732
Computers	\$6,617	\$26,657
Software (Not Capitalized)	\$33,797	\$56,137
Services (Printing/Shipping, Cell Phones and Data)	\$119,347	\$94,363
Services (Consulting)	\$115,310	\$125,955
Services (Education & Training)	\$918,365	\$331,191
Scholarships and Tuition	\$30,692	\$9,200
Subcontracts	\$279,710	\$784,566
Other Operating Expenses	\$3,830	\$78,756
Food and beverages	\$1,468	
Memberships fees and licenses	\$6,945	\$850
Repairs Maintenance, Minor Renovation	\$59,244	\$8,786
Indirect Charges	\$1,982,354	\$1,733,655
Subtotal	\$12,687,963	\$12,647,526
Transfer of funds from fixed projects to 18370	\$372,231	\$189,908
Total Expenditures	\$13,060,195	\$12,837,434



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CUTR Total Revenue and Expenditures (2016 – 2021)

Fiscal Year	Revenues				Total Revenues
	Contracts & Grants	SUS			
		E&G	Indirect Ret	Fixed-price RO	
FY 2021	\$12,346,169	\$496,766	\$681,953	\$987,490	\$14,512,378
FY 2020	\$13,116,566	\$562,605	\$668,878	\$376,042	\$14,724,090
FY 2019	\$20,468,718	\$558,563	\$610,706	\$638,384	\$22,276,371
FY 2018	\$19,707,928	\$571,691	\$849,791	\$88,437	\$21,217,847
FY 2017	\$21,354,272	\$542,529	\$705,879	\$67,615	\$22,670,295
FY 2016	\$16,038,002	\$509,532	\$673,693	\$944,689	\$18,165,916

Fiscal Year	Expenditures		Total Expenditures
	CUTR Administrative	Contracts & Grants	
FY 2021	\$887,357	\$12,837,434	\$13,724,791
FY 2020	\$1,232,161	\$13,060,195	\$14,292,356
FY 2019	\$1,521,131	\$19,730,927	\$21,252,058
FY 2018	\$1,300,633	\$20,191,773	\$21,492,405
FY 2017	\$1,748,177	\$19,821,080	\$21,569,258
FY 2016	\$1,449,990	\$16,895,025	\$18,345,015
FY 2015	\$1,194,631	\$13,696,863	\$14,891,494



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Other Points of Note: FY 2020 and 2021

FY 2020

- Backlog
 - CUTR-wide: 10 months
 - Program high: 13.81 months
 - Program low: 4.13 months
- Capture rate: 86.6%
- Total Value of Sponsored Projects: \$14,963,360

FY 2021

- Backlog
 - CUTR-wide: 7.85 months
 - Program high: 28.86 months
 - Program low: 2.59 months
- Capture rate: 88.4%
- Total Value of Sponsored Projects: \$16,787,988



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Challenges and Potential Opportunities

- Reauthorization
- Infrastructure bill
- UTC existing/recompete
- Strategic hires
- New partners
- Expanded client base
- Marketing and outreach
- Engaging potential donors
- Improving contracting process



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2022 CUTR Annual Transportation Achievement Award/Florida's Transportation Hall of Fame Event

Lisa Staes, CUTR



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2021 CUTR Annual Transportation Achievement Award Event

- Tuesday, November 9 at USF Marshall Center
- New Voice Award Nominations are open through September 1, 2021
- Student scholarship awards will open soon (CUTR Transportation Scholarship, Georgia Brosch Memorial Transportation Scholarship)
- 2021 will also introduce NICR's 1st student of the year – NICR faculty is working to open nominations by fall



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2021 CUTR Annual Transportation Achievement Award Event – Sponsorships to Date

President's Level	Dean's Level	Director's Level	Green & Gold Business Supporter	Sponsorships to Date
\$10,000	\$5,000	\$2,500	\$1,500	
TEAMFL	Holtzman Group	American Public Transportation Association (APTA)	Florida Engineering Foundation (FEF)	
THEA	Linebarger, Goggan, Blair & Sampson	Renaissance Planning	Quality Counts, LLC	
		K & J Safety and Security Consulting Services, Inc.	Florida Public Transportation Association (FPTA)	
		Gannett Fleming, Inc.	Enterprise Holdings	
		Element Engineering	Kimley Horn	
\$20,000	\$10,000	\$12,500	\$7,500	\$50,000

\$450 in ticket sales



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CUTR Advisory Board Bylaws – Review, Modification, Approval

Thornton Williams, Committee Chair



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CUTR Advisory Board Bylaws

- Versions (Appendix C)
 - Track changed
 - Clean version
- Board feedback/comments
- Action Item

Bylaws Committee Members:

- ❖ Thornton Williams, Chair
- ❖ Ysela Llort
- ❖ Kim DeBosier
- ❖ Jon Martz
- ❖ Sonny Holtzman
- ❖ Joe Waggoner
- ❖ Lisa Bacot



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CUTR Advisory Board Business

Ysela Llort, Chair

Members



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Advisory Board Member Updates

- Federal Transportation Reauthorization
- Infrastructure Bill
- Other Board Items



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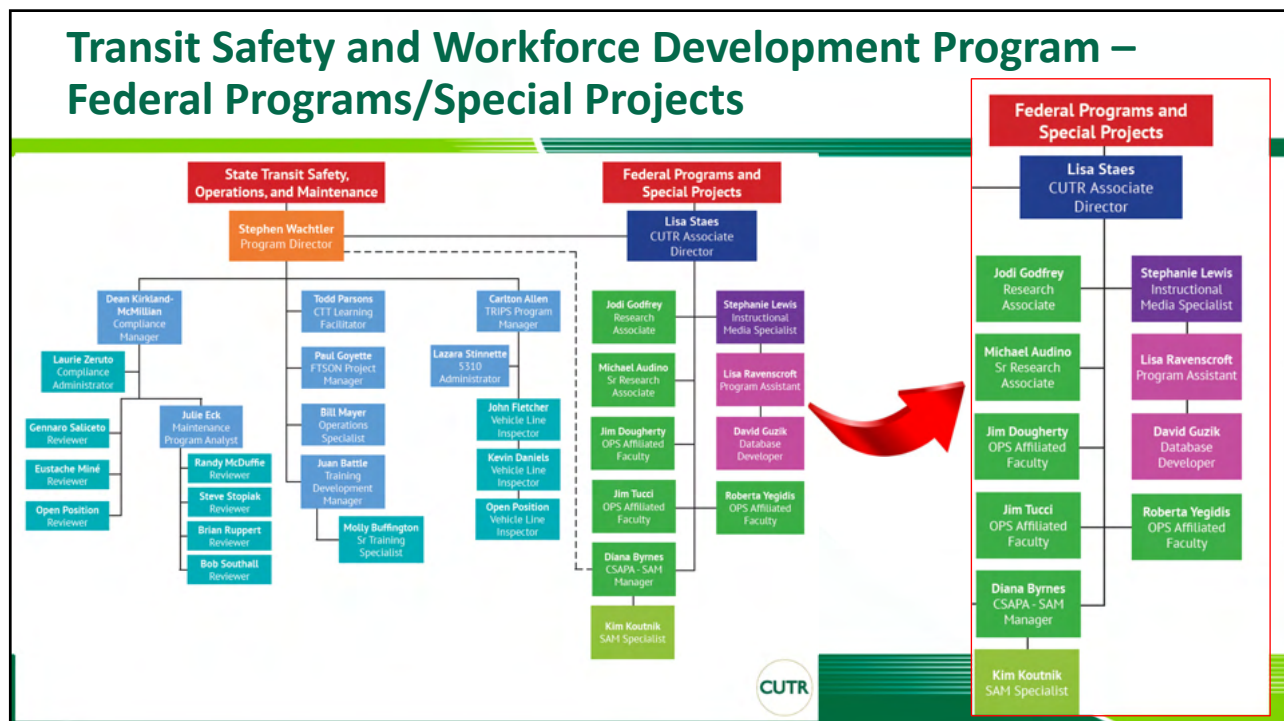


CUTR's Transit Safety and Workforce Development Programs – Federal Programs and Special Projects



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Major Emphasis Areas

- Federal Transit Administration (FTA) Standards Development Program
- FTA Safety Research Demonstration Program Evaluations
- Other National Sponsored Research Activity
- FDOT Federal Projects



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Project Collaborations Across CUTR Programs

- Autonomous-Connected Mobility Evaluation
- ITS, Traffic Operations & Safety
- Transit Research
- Transportation Demand Management



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Project Focus: FTA Administration Standards Development Research Program



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Program Genesis

- *Safety Standards Strategic Plan*
 - Task 1 Report: *Review and Compilation of Safety Standards and Protocols*
 - Task 2 Report: *Comprehensive Data Analysis and Presentation*
- *Assessing Fatalities, Injuries, Exposure, and Risks Across Person Types* (Exposure Analysis Report)
- Compendium of Public Transportation Safety Standards (FR Docket FTA-2016-0024)
- “FAST Act Report” – [*Review and Evaluation of Public Transportation Safety Standards*](#) (FTA Report No. 0103, January 2017)



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Safety Standards Strategic Plan

- Review and compile safety standards and protocols
- Perform a risk-based safety data analysis to identify trends, areas of greatest safety risk, and provide the basis for recommending areas for standards/protocols consideration
- Collaborate with industry stakeholders
- Identify subject areas for which FTA may issue standards and protocols
- Establish initial focus areas for Standards Development



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Data Centric Examination of Transit Safety Risks

- National Transit Database analysis
- Examination of rates of injury and fatalities based on person exposure (NTD and National Household Travel Survey) – transit employees, transit passengers, other individuals
- Areas of greatest risk based on NTD examination
- Areas of greatest risk based on person exposure



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Safety Risk Focus Area Identification

- Legislative/regulatory priorities
 - MAP-21 and/or FAST Act
 - FTA advisory issued
- Independent/advisory recommendations
 - TRACS or NTSB
- Data/research or public comment
 - NTD and exposure analysis
 - Internal/project and external research
 - Public comments
 - Other industry input to the process
- Review of existing standards and regulations



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Initial 26 Focus Areas

- | | |
|--|--|
| ▪ Close-Call Employee Reporting | ▪ Training |
| ▪ Medical Fitness for Duty | ▪ Transit Operations Control Center Procedures/Protocols |
| ▪ Fatigue Management | ▪ Rail Grade Crossings |
| ▪ Front Line Employee Assault Prevention | ▪ Rail Signal and Communication System Safety |
| ▪ Rules Compliance | ▪ ROW Worker Protection |
| ▪ Safety Risk Management Assessment | ▪ Accident/Incident Investigation |
| ▪ Internal Safety Evaluation, Assessment, Auditing | ▪ Distraction Prevention Programs |



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Initial 26 Focus Areas

- Operational Rules and Practices
- Transit Schedule/Operator Break Time
- Rail – Track and Structure Safety
- Rail Tunnels
- Rail – Traction Power Electrification System
- Vehicle Operational Safety and Maintenance
- Fire-Life Safety
- On-Board Event Recorders
- Rail – Vertical Transportation Equipment
- Rail – Maintenance of Way (MOW) equipment
- Passenger Vehicle Safety (Bus and Rail)
- Emergency Preparedness Programs



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Recommendation 1: Establish a Transit Standards Development Program (SDP)

- Research and develop new or modify existing transit standards
- Establish protocols for research and development
- Initial assignment – address 26 risk areas defined in original plan and technical memoranda
- Compile supporting documentation necessary for rulemaking activities, voluntary standards, guidance documents
- Leverage findings of FTA's Safety Standards Strategic Plan
- Leverage findings from other FTA and external research projects and programs
- **Engage SDOs and industry**



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SDP Prescribed Process*

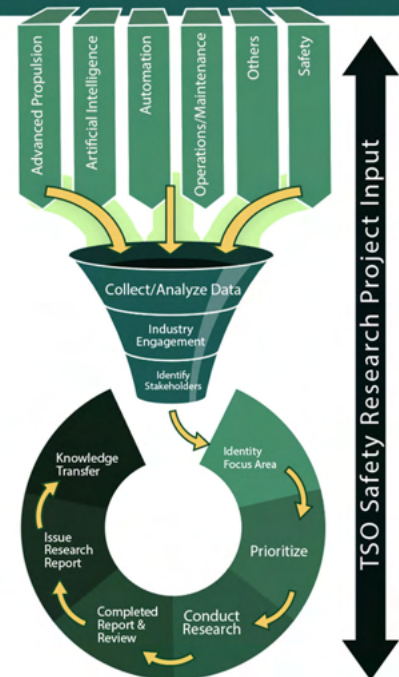
- Identify focus areas for standards development
- Prioritize focus areas for research
- Identify and perform subsequent, related research
- Identify topics for which demonstrations, deployments, or other forms of testing and evaluation are supported
- Develop (or support the development of) voluntary consensus standards or other resources
- Ensure effective knowledge transfer
- Ensure continuous program improvement through program evaluation and modification

*FTA Standards Development Program Framework and Implementation Plan (CUTR)



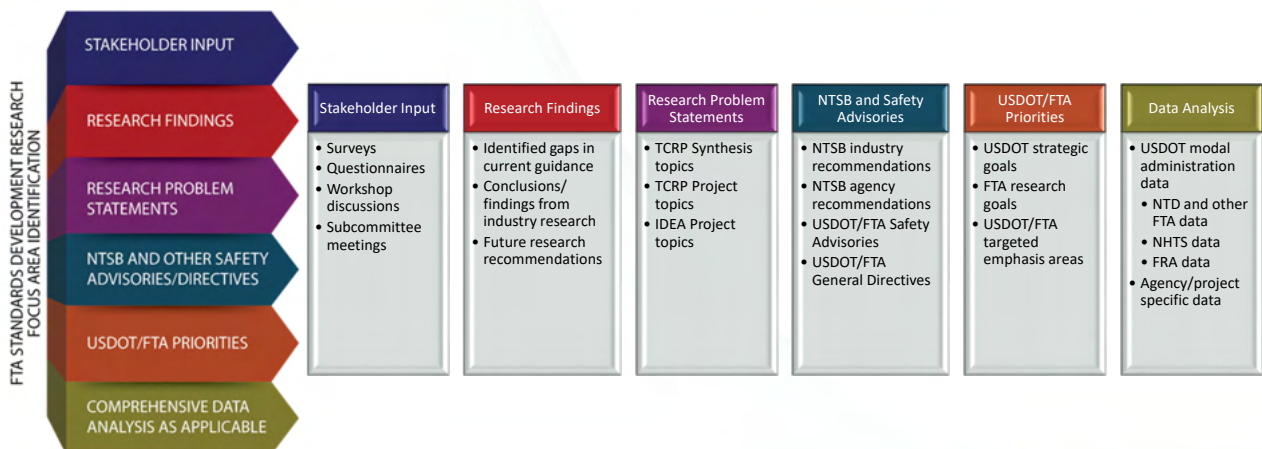
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Standard Development Program Topic Areas



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Identify Focus Areas for Standards Development



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Prioritize Focus Areas for Research

Stakeholder Input Priority Rankings	Research Findings Priority Rankings	Research Problem Statements Priority Rankings	NTSB and Safety Advisories Priority Rankings	USDOT/FTA Priorities Rankings	Data Analysis Priority Rankings
• Determined using combined responses from stakeholder outreach events – High ranking indicates multiple stakeholder agreement – Medium ranking indicates at least one stakeholder group identified the need – Low ranking indicates no stakeholder need identified explicitly	• Determined using findings and conclusions from previous research – High ranking indicates specific future research is recommended on the topic – Medium ranking indicates similar, or related, future research recommendations – Low ranking indicates no related findings or recommendations	• Determined using TCRP Syntheses, Reports, and problem statements – High ranking indicates multiple occurrence in TCRP documents – Medium ranking indicates at least one occurrence in TCRP documents – Low ranking indicates minimal, to no occurrence in TCRP documents	• Determined through comparison of NTSB recommendations and safety advisories – High ranking indicates directly related recommendations or safety advisories – Medium ranking indicates indirectly related recommendations or safety advisories – Low ranking indicates no related recommendations or safety advisories	• Determined through comparison with USDOT/FTA emphasis areas – High ranking indicates directly related emphasis areas – Medium ranking indicates indirectly related emphasis areas – Low ranking indicates relation to current emphasis areas	• Determined using analyses of various databases – High ranking indicates data-supported increasingly severe trends – Medium ranking indicates data-supported risk is inherent – Low ranking indicates no available supporting data, or decreasing severity of trends

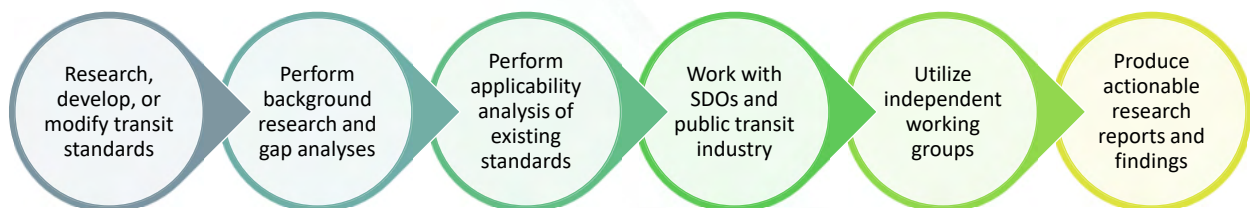


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Identify and Perform Subsequent, Related Research

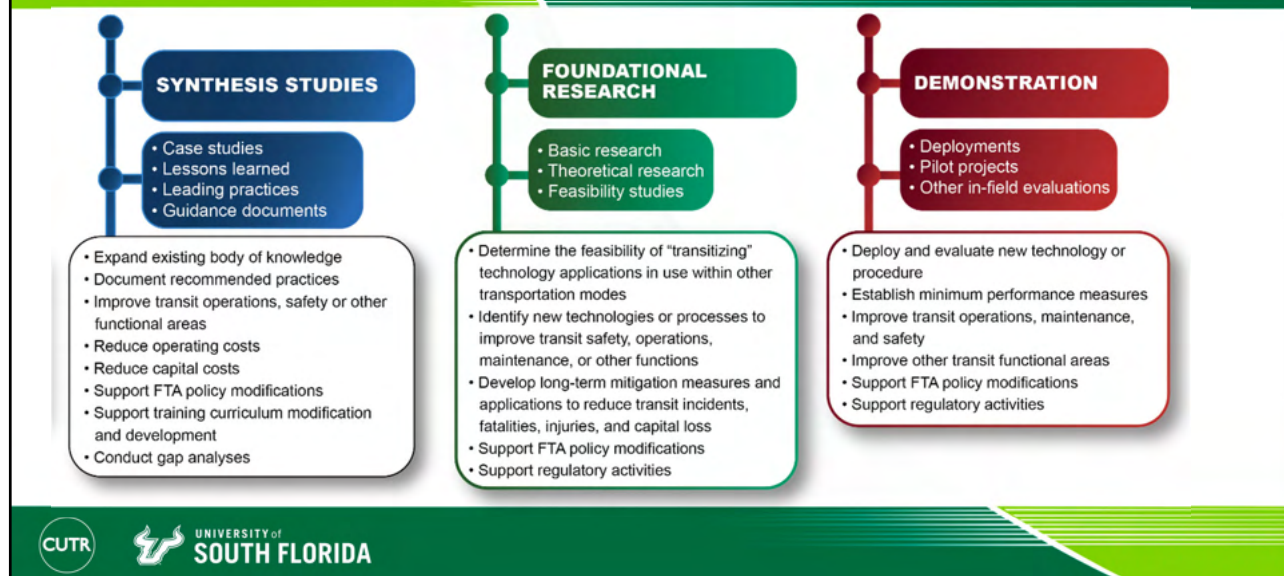
FTA Transit Standards Development Research Process to Frame FTA and Local Decision Making



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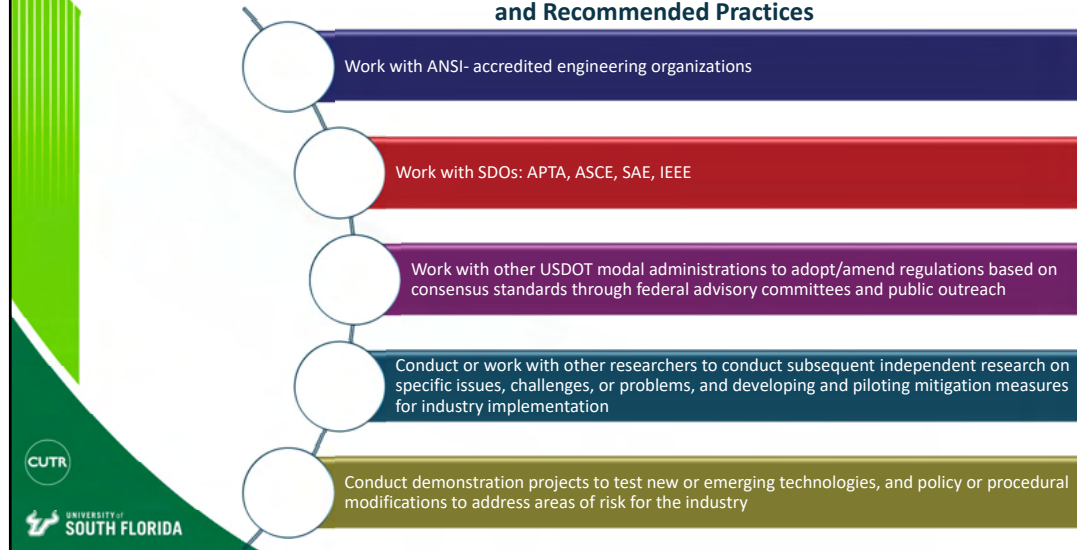
Identify Topics for Which Demonstrations, or Other Forms of Testing/Evaluation are Supported



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Develop (or Support the Development of) Voluntary Consensus Standards or Recommended Practices

Main Approaches to Developing Voluntary Consensus Standards and Recommended Practices



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Ensure Continuous Program Improvement Through Program Evaluation And Modification

INPUTS	OUTCOMES	PERFORMANCE MEASURES	EVALUATION METHODS
Annual stakeholder input FTA priority focus areas	Prioritized list of research topics	Number of focus areas for which research has been performed (project level)	Number of research reports underway/completed to date versus number assigned
Focus area research	- Identification and documentation of gaps in current standards - Identification of standards that may need to be modified or created to address gaps - Identification of standards from other transportation modes that may have applicability	# of findings associated with gaps and needed standards # of identified gaps from research addressed through voluntary standards, recommended practices or guidelines	- Monitor the development through APTA or FTA-related activities - Document newly created voluntary standards or guidance issued in response to research findings
Focus area research reports	- Focus area voluntary standards or recommended practices - Utilization of research findings to mitigate areas of risk or concern - Guidance documents or tools that address findings of research reports	# of research report downloads - Estimated # of agencies reporting process/procedural improvements based on research findings # of voluntary standards developed to address gaps # of venues/presentations made on research report findings	- FTA research reports – web downloads - Research report downloads – increase over previous period - Annual list of events where research report presentations were given with participant #
Voluntary standards and guidelines	- Utilization of industry guidance or tools - Knowledge transfer	# of voluntary standards or guidance document downloads # of industry venues/presentations - voluntary standards or guidance documents	- Industry survey – utilization increases over previous period - APTA Standards Program – web downloads (as applicable) - Downloads from alternate sources

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Ensure Effective Knowledge Transfer



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Recommendation 2: Establish an Independent Standards Development Program Working Group (WG)

- Forum for discussing and obtaining industry feedback on recommended transit standards and research reports
- Source of recommended practices and guidelines deemed critical
- Source for the identification of additional areas of consideration for standards development
- Utilize national industry stakeholders



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Current Working Group Member Agencies and Organizations

- | | |
|-------------------------------|-----------------------------|
| ▪ MBTA | ▪ BART |
| ▪ SEPTA | ▪ TriMet |
| ▪ NYCT | ▪ Detroit DOT |
| ▪ WMATA | ▪ TRB |
| ▪ Port Authority of Allegheny | ▪ APTA |
| ▪ MATA | ▪ CTAA |
| ▪ MARTA | ▪ National RTAP |
| ▪ Capital Metro (Austin) | ▪ Amalgamated Transit Union |
| ▪ LA Metro | |



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Working Group Member Agencies



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Working Group Objectives

- Provide input on public transportation standards (or the need for standards) that:
 - Support national transit safety initiatives
 - Support transit focus areas related to transit safety
 - Support transit focus areas not specifically related to transit safety
- Provide input to advance transit-related research and work tasks assigned to CUTR, by USDOT, FTA and other modal administrations, and TRB



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Working Group Duties

- Review and Discuss:
 - Research tools, such as industry surveys
 - Data analysis and literature review findings
 - Research draft and reports
 - Technical papers
 - Other resource documents to support the duties assigned



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Duties (cont'd)

- Evaluate and Communicate:
 - Technological and institutional developments relating to transit safety standards
 - Areas for which transit standards, guidelines, or recommended practices could be established
- Inform the CUTR team:
 - Innovative ideas and approaches to further research efforts and support associated work products
 - Industry outreach and knowledge dissemination



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Working Group Meetings

- | | |
|------------------------------------|---|
| ▪ February 2017 – Tampa | ▪ July 2019 – Tampa |
| ▪ June 2017 – TTC, Pueblo | ▪ November 2019 – MARTA |
| ▪ November 2017 – Tampa | ▪ February 2020 – Houston Metro |
| ▪ February 2018 – MARTA, Atlanta | ▪ Virtual: <ul style="list-style-type: none"> • August 2020 • October 2020 • November 2020 • March 2021 |
| ▪ July 2018 – SEPTA, Philadelphia | |
| ▪ November 2018 – Tampa | |
| ▪ February 2019 – APTA, Washington | ▪ June 2021 – Tampa |



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2017 WG Focus Area Priorities – Rail & Bus

FOCUS AREA TOPIC - RAIL		Score	Rank	FOCUS AREA TOPIC - BUS		Score	Rank
Right-of-Way Worker Protection	234	1		Close-Call Employee Reporting Systems	279	1	
Close-Call Employee Reporting Systems	182	2		Passenger Vehicle Safety	264	2	
Rail Track and Structure Safety	136	3		Front Line Employee Assault Prevention	255	3	
Passenger Vehicle Safety	128	4		Medical Fitness for Duty	227	4	
Rail Signal and Communication System Safety	126	5		Distraction Prevention Programs	225	5	
Rail/Highway/Pedestrian Grade Crossing	121	6		Training	218	6	
Training	96	7		On-board Event Data Recorders	211	7	
Safety Risk Management	93	8		Vehicle (Bus) Safety and Maintenance	200	8	
Tunnel Design	87	9		Accident/Incident Investigation	167	9	
On-board Event Data Recorders	79	10		Operational Rules, Practices and Procedures Compliance Programs	144	10	
Fire-Life Safety	70	11		Safety Risk Management	142	11	
Medical Fitness for Duty	70	11		Transit Schedule/Operator Break Time	139	12	
Operational Rules, Practices and Procedures Compliance Programs	67	13		Passenger Vehicle Operator Work Station Design	125	13	
Fatigue Risk Management	66	14		Fatigue Risk Management	108	14	
Accident/Incident Investigation	62	15		Internal Safety Mgmt System Evaluating, Assessment, Auditing	91	15	
Emergency Preparedness Programs	51	16		Transit Operations Control Center	80	16	
Distraction Prevention Programs	47	17		Emergency Preparedness Programs	72	17	
Transit Operations Control Center	45	18		Fire-Life Safety	62	18	
Rail Traction Power Electrification System	42	19		Right-of-Way Worker Protection	8	19	
Transit Schedule/Operator Break Time	42	19		Tunnel Design	8	19	
Passenger Vehicle Operator Work Station Design	39	21		Rail Maintenance-of-Way Equipment			
Rail Vertical Transportation Equipment (Heavy-Duty)	31	22		Rail Signal and Communication System Safety			
Rail Maintenance-of-Way Equipment	29	23		Rail Track and Structure Safety			
Front Line Employee Assault Prevention	25	24		Rail Traction Power Electrification System			
Internal Safety Mgmt System Evaluating, Assessment, Auditing	22	25		Rail Vertical Transportation Equipment (Heavy-Duty)			
Vehicle (Bus) Safety and Maintenance	21	26		Rail/Highway/Pedestrian Grade Crossing			



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2021 WG Focus Area Priorities – Rail and Bus

RANK	FOCUS AREA TOPICS - RAIL	RANK	FOCUS AREA TOPIC - BUS
1	Right-of-Way Worker Protection	1	Front Line Employee Assault Prevention
2	Front Line Employee Assault Prevention	2	Close-Call Employee Reporting Systems
3	Transit Schedule/Operator Break Time	3	Passenger Vehicle Safety
4	Close-Call Employee Reporting Systems	4	Vehicle (Bus) Safety and Maintenance
5	Rail/Highway/Pedestrian Grade Crossing	5	Training
6	Safety Risk Management	6	Fatigue Risk Management
7	Training	7	Safety Risk Management
8	Fatigue Risk Management	8	Medical Fitness for Duty
9	Rail Track and Structure Safety	9	Transit Schedule/Operator Break Time
10	Passenger Vehicle Safety	10	Battery Electric Bus Systems
11	Rail Signal and Communication System Safety	11	Accident/Incident Investigation
12	Configuration and Interface Safety Risk	12	Passenger Vehicle Operator Workstation Design
13	Medical Fitness for Duty	13	Bathroom Design and Access
14	Operational Rules, Practices and Procedures Compliance Programs	14	Configuration and Interface Safety Risk
15	Design Criteria for Cybersecurity	15	Design Criteria for Cybersecurity
16	Passenger Vehicle Operator Workstation Design	16	Distraction Prevention Programs
17	Distraction Prevention Programs	17	Internal Safety Mgmt System Evaluating, Assessment, Auditing
18	Internal Safety Mgmt System Evaluating, Assessment, Auditing	18	Right-of-Way Worker Protection
19	Accident/Incident Investigation	19	Operational Rules, Practices and Procedures Compliance Programs
20	Fire-Life Safety	20	Emergency Preparedness Programs
21	Tunnel Design	21	Automated and Connected Vehicles
22	Emergency Preparedness Programs	22	Transit Operations Control Center
23	On-board Event Data Recorders	23	On-board Event Data Recorders
24	Rail Traction Power Electrification System	24	Fire-Life Safety
25	Bathroom Design and Access	25	Tunnel Design
26	Rail Maintenance-of-Way Equipment		
27	Transit Operations Control Center		
28	Vehicle Safety and Maintenance		
29	Automated and Connected Vehicles		
30	Rail Vertical Transportation Equipment (Heavy-Duty)		



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Standards Research Completed

24 Individual Reports and Guidance Documents

- Event Data Recorders – Rail and Bus
- Crashworthiness/CEM – Rail and Bus
- Emergency Lighting/Signage – Rail
- Rail Tunnel Design, Construction, Maintenance and Rehabilitation
- Crashworthiness/CEM < 30' Buses
- Track Standards Inspection and Maintenance
- Light Rail Technology Scan and Case Studies
- Inward and Outward Facing Audio and Video Record Devices – Rail
- Rail Tunnel Repair and Rehabilitation



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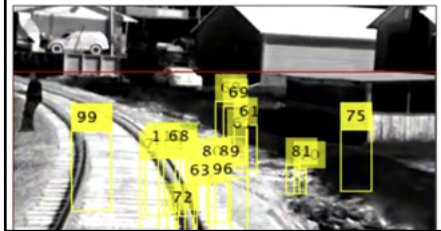
Standards Research Completed

- Rail Tunnel Inspection and Maintenance
- Emergency Egress in Tunnels
- Accident/Incident Investigation Research Report and Guidelines
- Needs Assessment for Transit Rail TBTC
- Employee Safety Reporting
- Right of Way/Roadway Worker Protection
- Medical Fitness for Duty and Fatigue Risk Management with HOS and OTC/Rx Drug Use)
- Mitigations for Trespasser and Suicide Fatalities/Injuries
- Transit Bus Operator Temporary Barrier for COVID-19



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Standards Program Research Projects Underway

- Transit Rail Roadway/Pedestrian Grade Crossings (LR)
- Procuring and Maintaining Electric Buses – Lessons Learned
- Utilizing Artificial Intelligence and Vision-Based Systems for Monitoring Trespassing – Best Practices
- Mobility Data – Standards and Specifications for Interoperability
- Guidance for Testing and Safety Certification of Electric Bus Fleets – Best Practices

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Questions

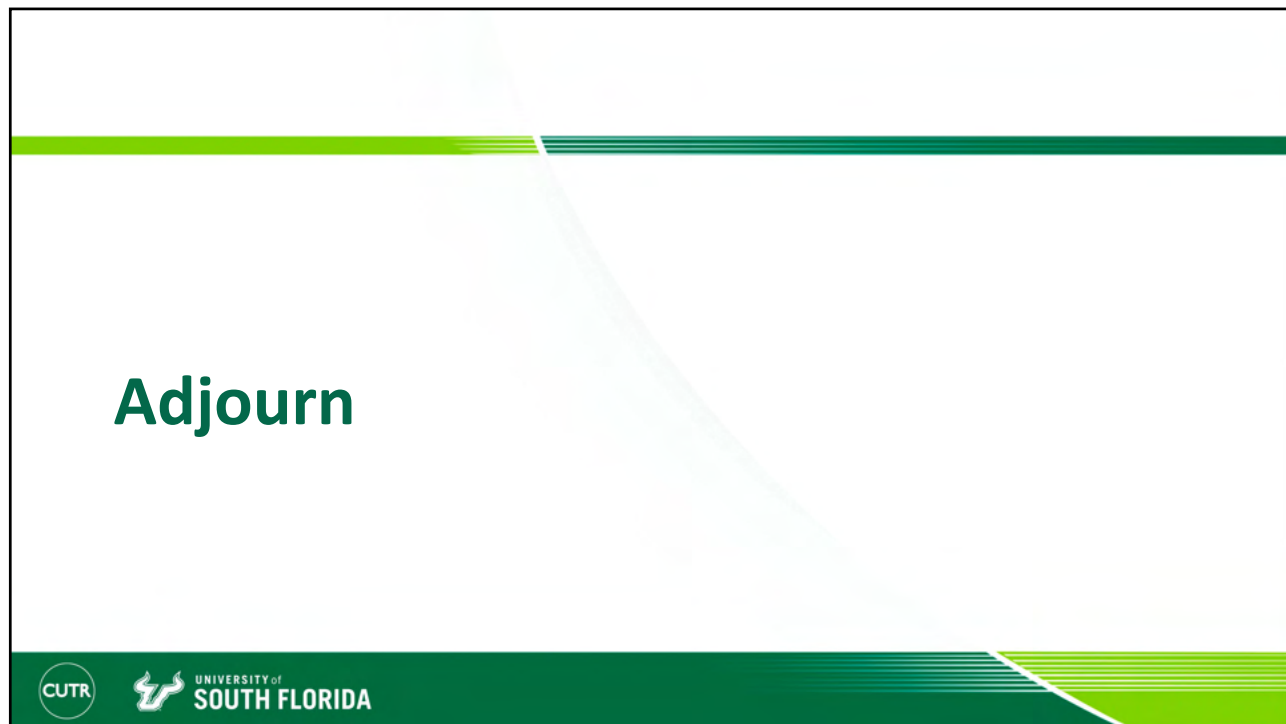


Thank you!



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Adjourn

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Appendix A: CUTR Advisory Board Meeting Minutes

Appendix A



Center for Urban Transportation Research (CUTR) Advisory Board Meeting
Minutes for Microsoft Teams Meeting: Tuesday, May 11, 2021 · 1:00–3:00 PM EST

- Call to Order: Meeting called to order by Jon Martz at 1:01 PM EST
- Roll Call

(P = Present, T = Telephone, A = Absent)

	Name	Title	Organization	Designee	
P	Kevin J. Thibault	Secretary	FDOT	Brad Thoburn/Liz Stutts	Statute
P	Dane Eagle (A)	Executive Director	FDEO	Scott Rogers	Statute
A	Noah Valenstein	Secretary	FDEP	Chris Stahl (A)	Statute
P	Teresa Sarnoff	Member	FTC		Statute
A	Ysela Llort, Chair	Principal	Renaissance Planning Group		
A	Thornton J. Williams	Managing Partner	Williams Law Group, P.A.		
P	Kimberlee DeBosier	Director, Project Excellence	WGI, Inc.		
P	Sonny Holtzman	Principal	The Holtzman Group		
P	Ram Kancharla	Vice President, Planning and Development	Port Tampa Bay		
P	Jon Martz, ViceChair	Director Government and Public Affairs	Enterprise Holdings Company		
P	Jean Duncan	Administrator of Infrastructure and Mobility	City of Tampa		
P	Joseph Waggoner	Executive Director	THEA		
A	Lisa Bacot	Executive Director	FPTA		
P	Ralph Yoder	Executive Director	FTC		

Guests

- Fred Mannering, Ph.D., Acting CUTR Executive Director
- Lisa Staes, CUTR Associate Director

CUTR Program Directors

- Phil Winters
- Victoria Perk
- Martin Catala
- Xiaopeng Li
- Kristine Williams
- Liz Stutts, FDOT
- Jennifer Flynn, CUTR
- Paul Goyette, CUTR

Welcome: Vice Chair, Jon Martz

Appendix A: Approval of Minutes: Vice Chair, Jon Martz

- Motion to approve minutes by Ram Kancharla
- Motion seconded by Kim DeBosier
- Motion passed

Topic #1: FDOT Update: Secretary Kevin Thibault, P.E., FDOT Secretary

- Jon Martz congratulated Secretary Thibault on his recent appointment to the TRB Executive Committee.
- Secretary Thibault congratulated Lisa Staes and her team on their work with their new contract with ENSCO.
- He shared that the Florida Legislative Session ended, and legislators prioritized key transportation policies allowing the Department to enhance safety across the transportation system, while embracing innovative solutions, and increase mobility, as the state continues to grow.
 - Bill highlights include
 - New DOT bill closes the safety gap in the “Move Over” law in Florida and protects FDOT construction and safety personnel.
 - Invests resources in arterial highway improvements in Florida’s rural communities
 - Further improves safety in transportation systems
 - Provides fiscal responsibilities and government efficiencies, updating obsolete and/or outdated statutes and clarifying existing Department-related statutes
 - Budget highlights include
 - \$9.44B appropriated for the first year of the Department’s work program
 - \$2.8B for highway construction, 210 new lane miles
 - \$1B in resurfacing
 - \$110M+ in seaport infrastructure improvements
 - \$326M in aviation improvements
 - \$500M+ to repair 89 bridges and replace 18 other bridges
 - \$700M+ for rail transit program advancements
 - \$2B transfer of Federal COVID-19 Relief Funds to the State Transportation Trust Fund. Of that, \$1.75B to the State Highway System projects and \$250M to port

operation grants, especially those impacted by the pandemic. It may be adjusted based on guidance from U.S. Secretary of the Treasury Yellen to all states.

- Transportation funding replaced due to funding lost from pandemic. In late 2020, the Trump Administration executed a COVID-19 relief measure that included \$470M for the state of Florida. These funds have enabled the work program to move forward and protect the safe and efficient movement of people and goods. Also includes funding for transit agencies and partner airports. In April, Governor Ron DeSantis made his recommendations for the American Rescue Act funds. Governor DeSantis asked for \$1B to the work program, and the Legislature appropriated \$2B.
- The Resilient Florida Grant Program which awards money to state and local agencies for resiliency projects received \$1B. This will provide more than \$2B combined with the Florida Leads budget recommendation.
- Governor DeSantis signed a proclamation declaring May is Motorcycle Safety Awareness Month. FDOT and Florida Highway Safety and Motor Vehicles Agency on their “Share the Road” campaign. May is National Hurricane Preparedness Week. FDOT encourages all Floridians to prepare for the 2021 Hurricane Season.
- AASHTO update: The Southern Association of State Highway and Transportation Officials (SASHTO) will hold its meeting in Florida for the 2021 annual meeting. This is a great opportunity to showcase Florida transportation. The theme is “Uniquely Florida” and will be held on July 31 – August 3 at Hilton Orlando, Bonnet Creek.
- Secretary Thibault opened the floor to questions.
- Joe Waggoner: Is there a likelihood to get the TB Next, interchanges, and 275 work projects back with new funds? Secretary Thibault: We are doing everything we can with the additional funds and have discussed the projects in the Westshore area. The U.S. Treasury guidelines are helpful for highways, but the funding was not what we expected. We are reviewing all documents. We should know the impacts within the next few weeks.
- Jon Martz: Are you seeing projections for “normal” state revenues again? Secretary Thibault: The first August forecast saw a \$1.6B reduction in the work program funds. In December, the update increased by \$300M. In March, it was increased again by \$300M. Using on these forecasts, Florida will be back on track by next spring (2022). Longer term issue – by 2027, Florida will see the impacts of fuel-efficient and electric vehicles on our revenues.

Topic #2: CUTR Updates: Lisa Staes, CUTR Associate Director

- Ms. Staes summarized her activities since the February meeting including CUTR Management and Operations, Marketing and Work Program Development, and specific Project Activities and indicated that a comprehensive list of activities was included in Appendix B of the meeting packet. She also reviewed FY2020 awards and FY2021 new awards to date and presented sponsor details from FY 2016 – 2020 and FY 2021 to date.
- Ms. Staes indicated 2021 was on track to be another successful year for CUTR, surpassing the value of FY2020 awards. Finally, she noted that there were several contracts in process.
- Ms. Staes suggested that the Advisory Board and CUTR leadership meet annually to discuss budgets and work program development strategies. Jon Martz agreed. Teresa Sarnoff also agreed stating it was key. Ms. Staes suggested to meet in August 2021 for the first meeting.
- Ms. Staes gave a brief overview of the USDOT Transportation Technology Center.
 - The Association of American Railroads has managed the site since 1982. FRA issued a RFI in early 2019. CUTR executed a teaming agreement with ENSCO to participate as a

part of their proposal team. RFP released in 2020 with a two-phase proposal process with the first phase submitted in May 2020 and the second phase in July 2020. CUTR received notice of the award a few months ago.

- The transition of project leadership is already underway. The on-site transition will likely occur prior to April 2022.
- Ms. Staes discussed the location site and the technology center. Current focus is research, development, testing, and training for rail industry, but will expand for other surface transportation research and testing.
- Center for Surface Transportation Testing and Academic Research (C-STTAR) team will be led by CUTR and include Michigan State University, Colorado State University Pueblo, Michigan Tech, Oregon State University, National Disaster Preparedness Training Center at the University of Hawaii, University of Nebraska Lincoln, and Mineta Transportation Institute at San Jose State University.
 - Focus areas: support and advance USDOT's mission and direction; support and advance federal, state, and local transportation safety, security, and emergency management programs; improve safety and security; provide solutions; facilitate collaboration and coordination; increase TTC site utilization; develop future transportation researchers and industry professionals.
 - CUTR's role: direct C-STTAR and lead university team; member of ENSCO's leadership and TTC Steering Committee, co-chair University Research Steering Committee, responsible for research dissemination, training management, logistics, development, and delivery, and site safety management and training.
 - Expansion includes pipeline research and testing, truck and heavy vehicle testing, 5G connectivity research, technical training and workforce development, transit research and testing, confined transportation research and testing, first responder training, and intelligent transportation system and cybersecurity testing.
- 20-year contract with a five-year base period and five-year option after the first five years. Complete transition of DOT operations, maintenance and research programs to ENSCO will be completed by October 2022.

Topic #3: NICR Updates: Xiaopeng Li, Ph.D., NICR Director

- Dr. Xiaopeng Li gave a brief update of the NICR structure and its partners.
- New activities include NICR's meeting with Congressional Committees and Offices in March 2021. "Dear Colleague Letter" initiated by Congressman Mark DeSaulnier calling for extension of NICR and another UTC.
- Year 2 Projects were awarded after a review process. NICR leadership team selected projects. NICR submitted Semi-Annual Report to Congress on April 30, 2021.
- Workshop Plan: NICR Student Council to host workshop in fall including speakers and presentations.
- Technology Transfer Team: USF NSF I-Innovation Corps Site Training Plan is a three-week course to better identify client needs.

Topic #4: CUTR Advisory Board & Student Engagement Proposal: Xiaopeng Li, Ph.D., NICR Director

- Dr. Li presented the plan to incorporate CUTR Advisory Board members with transportation and planning students. Advisory Board members' presentations will be built into the Friday Transportation Seminar Series, co-sponsored by NICR.

- These hour-long discussions during the fall and spring semesters allow students to connect with transportation professionals and researchers. Advisory Board members can present on a variety of topics about their career, education, or daily work life.
- Goals include preparing students for careers in transportation and planning; leadership skills; transportation post-pandemic; the future of Florida transportation.
- Advisory Board members will be invited to sign up for a Friday slot, and they will be alerted on their presentation beforehand.
- Dr. Li will send out a schedule with a list of available dates.

Topic #5: 2021 CUTR Annual Transportation Achievement Award Event and Florida's Transportation Hall of Fame Awardee Selection Committee: Jon Martz, Committee Chair; Lisa Staes, Deborah Schultz, Christina Van Allen, CUTR

- In late March, the sub-committee met to discuss the 2021 Hall of Fame Awardee. The Advisory Board announced the 2021 Florida Transportation Hall of Fame Awardee: Sonny Holtzman. The Advisory Board and other members of the meeting congratulated Mr. Holtzman.
- CUTR's Jodi Godfrey gave a brief synopsis of the 2021 New Voice Award announcement. Applications are due by September 1, 2021. Ms. Godfrey asked the Advisory Board to spread the word about the award.
- CUTR's Deborah Schultz announced the sponsorship packages will be released in mid-May 2021. CUTR would like to increase attendees this year. Currently, there are no issues with capacity due to COVID-19.
- CUTR's Christina Van Allen to distribute sponsorship packages and information once the CUTR team meets with USF's College of Engineering.
- Kim DeBosier confirmed that the Florida Engineering Foundation has approved their sponsorship of the event.

Topic #6: 2022 CUTR Annual Transportation Achievement Award/Florida's Transportation Hall of Fame Event: Lisa Staes, CUTR

- CUTR confirmed for joint event in 2022 with TeamFL. The contract has already been signed with the Renaissance Tampa International Plaza Hotel. TeamFL conference to be held from October 18 through October 20, 2022. The CUTR Transportation Achievement Awards will be held on Thursday, October 20, 2022.

Topic #7: CUTR Advisory Board Bylaws Committee Update: Lisa, Staes, CUTR

- Thornton Williams could not join today's meeting. Ms. Staes gave a brief on the bylaws meeting.
- The bylaws committee meeting occurred on April 12, 2021. The committee reviewed the 2003 and 2016 versions of the CUTR bylaws. Minor edits to keep statutory consistency with its language. The committee will meet in late July to finalize its recommendations in preparation for the Advisory Board review and approval at the August 10, 2021 meeting. The committee is using the 2016 version as its base.
- Committee members include Thornton Williams (Chair), Ysela Llort, Kim DeBosier, Jon Martz, Jean Duncan, Sonny Holtzman, Teresa Sarnoff, Joe Waggoner, and Lisa Bacot.
- Jon Martz asked if the Advisory Board would like to view the red line of the proposed changes. The Advisory Board agreed to wait until the August meeting.

Topic #8: CUTR Advisory Board Business: Jon Martz, Vice Chair

- Congress is heavily focused on an infrastructure package. Looking at an infusion of funds possibly for broadband. We do not know if it will be a part of the transportation reauthorization. NICR wants to become a part of the authorization bill and has support from Congressman Mark DeSaulnier.

Topic #9: CUTR Research Programs and Project Presentations: Lisa, Staes, Victoria Perk, Ph.D., and Jennifer Flynn

- Ms. Staes introduced CUTR's program areas and the respective program directors. In subsequent CUTR Advisory Board meetings, CUTR program directors will present their programs, personnel, and highlight specific projects/programs.
- Program Director Victoria Perk, Ph.D. introduced the Transit Research Program including faculty, staff, students, and recent projects including the National Bus Rapid Transit Institute (NBRTI), Research Evaluation Framework (FTA), and the Tampa Bay Clean Cities Coalition.
 - Florida Transit Information and Performance Handbook and NTD Assistance (FDOT) project
 - CUTR started the project in 1990. FTA's National Transit Database is used for information for Florida's urban transit agencies.
 - Assists with NTD-related support for FDOT Central Office, FDOT District Offices, FFTA.
 - Tasks include Florida Transit Information and Performance Handbook, Florida Transit Fast Facts, agency performance measures, data spreadsheets, etc.
 - NTD Training Courses: Transit Research Program administers two NTD training courses for Florida public agencies each year. Two 2020 virtual courses were conducted that included 44 total participants, representing 20 Florida transit agencies.
- CUTR Senior Research Associate Jennifer Flynn presented "Evaluation of FTA's Rides to Wellness (R2W) Demonstration: Summary Findings and Recommendations"
 - Ms. Flynn defined the program and process of the Rides to Wellness Demonstration Program.
 - Purpose: identify and test promising, replicable public transportation healthcare access solutions that support the "triple aim" of increased access to healthcare, improved health outcomes, and reduced healthcare costs.
 - Goals include costs, benefits, outcomes with data; actual versus expected outcomes; lessons learned. Learn about the successful and unsuccessful aspects.
 - Findings illustrated the program was successful at identifying innovative public transportation solutions to health access challenges.
 - It also showed that grantees were unable to gain access to health records; providers had to rely solely on self-reported health data.
 - In rural communities, lack of transportation may not be a barrier, but an indicator of larger issues with healthcare and insurance industries.
 - Project grantees used pre- and post-intervention data to demonstrate improved access to healthcare.
 - Several grantees were able to demonstrate limited evidence for improved health outcomes using self-reported data from participants.
 - The goal of improved health outcomes may underestimate the value of programs that help people to maintain their health status.

- Most grantees struggled with how to measure improved health outcomes and found that relying on self-reported data to quantify or attribute such outcomes to their projects yielded limited results.
- Of all goals, reductions in healthcare costs proved to be the most difficult to measure when relying solely on self-reported data.
- Grantees developed excellent ideas for performance measures in the grant applications and during early project phases; however, it was more difficult than anticipated to identify and collect the necessary data.
- Programs need better planning for sustainability.
- Ms. Flynn provided the recommendations based on the project's findings.
- Jon Martz: Do you get many of these demonstration projects? Ms. Flynn: We do not receive all the demonstration projects. CUTR was chosen for this project due to the program's area of expertise. Ms. Staes: CUTR is also working to evaluate FDA's Safety Research Demonstration Program. It evaluates the project selection, but also investigates the national benefits improving transit safety.
- Jon Martz asked for a motion to adjourn
- Joe Waggoner motioned to adjourn; Kim DeBosier seconded motion
- Motion passed

Meeting adjourned at 2:58 PM EST.



Appendix B: CUTR Associate Director Activities Update

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CUTR Advisory Board Meeting

August 10, 2021



CUTR Management and Operations

- Weekly CUTR-wide “All Hands” meetings
- Bi-weekly CUTR Program Director meetings
- Disseminated CUTR Employee Survey
- Continuing work with CUTR Program Directors to revise CUTR performance measures, perform benchmarking, and establish reporting processes and evaluation protocols
- Division of Sponsored Research standing meetings
- Corresponded with CUTR Advisory Board chair Ysela Lloret re: Advisory Board meeting agenda
- Continued planning meetings for 2021 CUTR Transportation Achievement Award Event
- Signed venue agreement and continued planning for 2022 CUTR TRB Reception in Washington, DC
- CUTR Advisory Board Bylaws Committee
- FPTA Board Meeting – June/August
- May - July RETRC meetings
- Monica Richter McClanahan, Director of Federal Government Relations, USF Governmental Affairs Office, re: Reauthorization, Rail Center of Excellence Opportunity
- Prepared agenda packet for August CUTR Advisory Board meeting
- Annual performance review

Marketing/Work Program Development

- Prepared and submitted TCRP F-29 – Mental Health, Wellness, and Resilience for Transit System Workers proposal (with USF’s Louis de la Parte Florida Mental Health Institute (FMHI))
- Signed agreement with FTC to support Tolling Agency Performance Measure updates
- Meetings with North Carolina DOT with prime Tindale Oliver for 2020 Integrated Mobility Division Limited Services Contract for general engineering and support services, including discussion of potential statewide technology RFP support.
- Participated in several scoping and budget meetings for FDOT contract renewals

Project and Professional Activities

- Presented CUTR welcome to FPTA/FDOT/CUTR Professional Development Workshop
- Monthly FDOT/CUTR management meetings
- Worked with FDOT Transit Office for personnel and scoping/project team realignments
- Participated in FDOT Mobility Summit
- Florida Transportation Commission – participated in FTC Tolling Performance Measure Committee meetings
- Conducted June 29-30, 2021 meeting of the FTA/CUTR National Transit Standards Working Group in Tampa
- Conducted monthly FTA Standards Development Program Progress meetings
- FTA/CUTR National Transit Standards Working Group, Grade Crossing Committee meeting
- Finalized four new Standards Development Research topic scopes of work
- Finalized three Standards Development Research reports for publication
- FTA Safety Research Demonstration (SRD) Program Evaluation monthly, quarterly, and periodic grantee meetings
- SRD kick off meetings with new grantees
- Prepared and submitted FTA quarterly milestone progress reports for Safety Research Demonstration and Standards Development programs
- Began monthly standing meetings with FRA's Office of Railroad Safety, Technical Training Standards Division
- Met with members of the C-STTAR Consortium
- U.S. DOT Pipeline and Hazardous Materials Safety Administration (PHMSA) Public Safety Awareness Technology Evaluation weekly meetings
- Prepared and submitted FTA quarterly milestone progress reports for Safety Research Demonstration and Standards Development programs
- Chaired TRB AP080, Standing Committee on Transit Safety and Security summer meeting
- Maintained membership and participated in committee activities for:
 - TRB Standing Committee on Rail Safety (AR070)
 - TRB Standing Committee on Light Rail Transit (AP075)
 - TRB Public Transportation Group (AP000)
- Submitted joint TRB Annual Meeting Workshop request on rail trespassing with TRB Standing Committees: AP080, AR010, AR070, and AR080 (approved and will occur on Sunday, January
- Opening statements – Tampa Bay Clean Cities Coalition Re-designation



Appendix C: CUTR Bylaws
Clean Version
Track Changed Version

University of South Florida
Center for Urban Transportation Research (CUTR)
Advisory Board Bylaws

CUTR Bylaws Change Log – Original Date: October 18, 2016

Document Revision Date	Sections Modified	CUTR Advisory Board Chair	Board Approval Date
April 12, 2021	Initial modifications based on CUTR Advisory Board Bylaws Committee. Added change log; Article 7 moved and renumbered as Article 2; added statutory reference associated with nomination of remaining board members (Article 3, Section 1); established 3-year term for CUTR Advisory Board chair; established 5-year terms for “five voting members” who are experts in transportation related areas (and option to continue appointment for additional 5-year terms); modified process to add other non-voting members to include Advisory Board concurrence; added reference that one of the quarterly CUTR Advisory Board meetings will be virtual; including requirement that board actions regarding bylaws must be reflected in the official minutes of the board meeting where the action took place and entered into the change log.	Ysela Llort, Chair	
August 10, 2021	Amendment recommendations based upon CUTR Advisory Board Bylaws Committee. Additions to Article 2: Membership, rewording in a., b., and c. Section c. Appointment of non-voting members rewritten to clarify term, geographic location, process for appointment. Modifications to Article 3:, providing additional clarification. Article 5: Officers, rewording for clarity. Article 7: modification of bullet 3 deleting “physical space” and replacing with “resources”	Ysela Llort, Chair	



Advisory Board Bylaws

Center for Urban Transportation Research (CUTR) College of Engineering | University of South Florida

Revised: October 18, 2016

Proposed: August 10, 2021

Article 1: Center for Urban Transportation Research

Section 1: Powers and Objectives

The Center for Urban Transportation Research (CUTR) was established by Chapter 334.065 of the Florida Statutes. The Center was originally administered by the Board of Governors of the State University System.

The Center was established at the University of South Florida and is a continuing resource for the legislature and the Florida Department of Transportation, local governments, the nation's metropolitan regions and the private sector in the area of urban transportation and related research and shall generate support in addition to a state-funded base of support. The Center shall promote intercampus transportation and related research activities among Florida's universities in order to enhance the ability of these universities to attract federal and private sector funding for transportation and related research.

The responsibilities of the Center include but are not limited to conducting and facilitating research on issues related to urban transportation problems in this state and serving as an information exchange and depository for the most current information pertaining to urban transportation and related issues.

Section 2: Advisory Board

An Advisory Board (Board) shall be created to periodically and objectively review and advise the Center concerning its research program. Except for projects mandated by law, state-funded base projects shall not be undertaken without approval of the Board. The membership of the Board shall consist of nine experts in transportation related areas, including the Secretary of the Florida Department of Transportation, the Secretary of the Department of Community Affairs, and the Secretary of the Department of Environmental Protection or their designees and a member of the Florida Transportation Commission.

Article 2: Membership

Section 1: Board Composition

- a. The Board for the Center for Urban Transportation Research shall consist of nine members, constituted as follows:
 1. The Secretary of the Florida Department of Transportation or their designee.
 2. The Executive Director of the Florida Department of Economic Opportunity or their designee.
 3. The Secretary of the Florida Department of Environmental Protection or their designee.
 4. A member of the Florida Transportation Commission.



5. The remaining five voting members of the Board shall be experts in transportation related areas.
 6. The nomination of the remaining members of the Board shall be made to the President of the University of South Florida by the College of Engineering at the University of South Florida, and the appointment of these members must be reviewed and approved by the Florida Transportation Commission and confirmed by the Board of Governors.
 7. Board members shall serve a maximum of two five-year terms as designated in their appointment. Said term shall automatically renew, unless terminated as provided herein. The provision of this section shall apply to all Board members upon the adoption of these by-laws by the Board.
- b. In addition, the Director of CUTR may nominate non-voting members of the Board to assist in promoting the national reach of the Center. Said nominations, by the Director shall be subject to approval of the Board and shall follow the criteria outline herein, for appointment. The Board may nominate non-voting members to the Board. Said nominations shall be subject to the criteria outlined herein, for appointment.
- c. **Appointment of Non-voting members.**
1. There may be up to 3 non-voting members of the Board.
 2. The decision to add any non-voting members shall be determined by the Director subject to approval by the Board and subject to section b, above.
 3. The goal of the appointments of the non-voting members is to achieve representation from different geographic regions of Florida – north, central, and south.
 4. Should the Director desire to nominate a regional, state, or nationally recognized individual, such nomination shall replace any or all the three regional nominations at the discretion of the Director, however the total non-voting members shall not exceed three.
 5. Upon a selection of a non-voting member of the Board as outlined herein, the Board shall vote on the selected individual.
 6. Upon selection, the non-voting member shall serve for a 3-year term. Said term shall not automatically renew. The non-voting member may be reappointed by the Director or the Board.
 7. If a vacancy of the appointment occurs, the Director shall determine if said position shall be filled or the Board may choose to fill the position as provided for herein.
 8. Should the appointment of a non-voting member be by appointment of the position held by the person, if the person leaves the position for any reason, the Board may declare that position vacant. If the Board declares the position vacant, the Director or the Board may fill the position or leave it vacant.

Section 2: Termination of Membership

Membership on the Board shall be terminated upon the occurrence of any of the following events:

1. Resignation or removal of office of any of the Secretaries of Transportation, Economic Opportunity, or Environmental Protection. In the event of such termination or resignation, the newly appointed Secretary shall become automatically a member of the Advisory Board or, in the alternative, appoint a designee. Any designee serving on the Board shall be reappointed by the new Secretary.
2. Death or incapacity of any of the Board members.
3. Resignation of any of the Board members.
4. Removal by competent authority.



Article 3: Meetings of Members of Advisory Board

Section 1: Regular Meetings

Regular meetings of the Board shall be held on a date and in a place determined by the Board Chair. It is normally anticipated that meetings will be held on a quarterly basis. The Chair is authorized to set meetings virtually for at least one meeting, annually or more in the discretion of the Chair.

Section 2: Special Meetings

Special meetings of the Board shall be called at any time by the Chair. It shall also be the duty of the Chair to call such a meeting whenever requested by a majority of all the members.

Section 3: Member Quorum and Voting

A majority of the voting members shall constitute a quorum at a meeting of the members. If a quorum is present absent members may vote on a particular issue by proxy. Members may appear by phone and such telephonic attendance shall constitute attendance for a quorum. If less than a quorum is present at any meeting, the members may adjourn the meeting to a future time and date or may hear any presentations to be made at the meeting but may not vote or transact business of the Board other than for discussion purposes. For any committee or subcommittee of the Board, the procedures outlined herein apply for any meetings.

Section 4: Proxies

At any meeting of the Board, a member may vote by proxy only if an actual quorum is present at the meeting. The proxy must be executed in writing by the member and shall be valid only for the specific meeting for which the proxy is given. Said proxy shall clearly state the date, time, and place of meeting and who is designated to vote such proxy. Proxies of absent members may only be voted by other members of the Board physically present at the meeting.

Section 5: Presiding Officer

The Chair of the Board or in his or her absence, the Vice Chair, shall preside at all meetings. If the Chair or the Vice Chair is absent at the meeting, but a quorum is present, then those present shall designate a presiding officer for that meeting only.

Section 6: Notice of Meetings

The Director of the Center for Urban Transportation Research shall be responsible for providing written public notice of all Board meetings, whether regular or special. Written notice of any meeting shall state the date, time, and place of the meeting, a brief description of the agenda for the meeting and shall be provided in accordance with requirements of Florida law for such public meetings.



Article 4: Advisory Board Powers

Section 1: Review of Programs

The Board shall periodically and objectively review and advise the Center concerning its research program or programs.

Section 2: Work Program and Status Report

The Director of the Center for Urban Transportation Research shall regularly provide to the Board information on the current and anticipated activities of the Center and shall solicit objective review and advice from the Board.

Section 3: Funding Sources

The Board shall assist the Center in identifying, developing, and promoting funding sources for the Center's programs and operations.

Article 5: Officers

Section 1: Presiding Officers

The officers of the Board shall be a Chair and a Vice Chair.

Section 2: Election

- a. The officers shall be elected annually at the second scheduled meeting of the calendar year of the Board.
- b. A nominating committee shall be formed consisting of three members of the Board to recommend to the Board, a slate of officers for election. The Chair of the Board shall not be a member of the nominating committee.
- c. Once elected, the officers are eligible for re-election to their elected position for no more than six consecutive years. If elected for six consecutive years, a new slate of officers shall be presented to the Board for election, subsequently.
- d. If the vice chair has held the position of vice chair for six consecutive years, the vice chair is eligible for election to chair at end of six years if the Board so desires.

Section 3: Removal

Any officer may be removed by two-thirds affirmative vote by the Board whenever, in the judgment of the Board, the officer's removal will be in the best interest of the Board.

Section 4: Additional Officers

The Board shall elect or appoint from time to time such additional officers as it, in its opinion, deems are desirable for conduct of the business of the Board.



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If any office becomes vacant for any reason, the Board shall fill such vacancy. Any officer so appointed or elected by the Board shall serve only until the unexpired term of his or her predecessor's term expires unless reelected by the Board.

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No member of the Board shall receive any compensation for services rendered by them in the performance of their duties on the Board.

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Article 7: Statement of Purpose

The Board will work with the Director, administrative staff, research faculty, and students to advance the purposes of the Center for Urban Transportation Research.

As part of these bylaws, the Board adopts the following Statement of Purpose:

1. Maintain a strong advocacy role on behalf of the center, including communicating specific CUTR assets and needs to appropriate administrative, legislative and customer bodies and seeking opportunities to contribute to the resolution of important societal issues.
2. Assist in identifying future research directions for CUTR and maximize its involvement in state and national problem solving.
3. Assist as needed in securing funding for adequate resources for CUTR's growth.
4. Assist in activities related to advancement/development, specifically, fund raising activities on behalf of CUTR.
5. Provide advice on CUTR's participation in education and training programs of the University.

Article 8: Amendment of Bylaws

These bylaws may be altered or amended or repealed and new bylaws may be adopted by a majority vote of the Board.

Advisory Board Bylaws

Center for Urban Transportation Research (CUTR) College of Engineering | University of South Florida

Revised: October 18, 2016

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4. _____
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