

APPENDIX A – CUTR ADVISORY BOARD MINUTES FOR MAY 2022



Center for Urban Transportation Research (CUTR) Advisory Board Meeting

Minutes for Meeting: Tuesday, May 10, 2022 1:00–3:00 PM EST
University of South Florida – CUTR Rosa Parks Board Room

- Call to Order: Meeting called to order by Ysela Llort at 1:00 PM
- Roll Call

Advisory Board members and Designees (P = Present, T = Teams/Telephone, A = Absent)

	Name	Title	Organization	Designee	Appointment
P	Jared Perdue (A)	Secretary	FDOT	David Gwynn (P)/Brad Thoburn	Statute
P	Dane Eagle (A)	Executive Director	FDEO	Scott Rogers (P)	Statute
P	Shawn Hamilton	Secretary	FDEP	Chris Stahl (P)	Statute
P	Kimberlee DeBosier	Director, Project Excellence	WGI, Inc.		
T	Jean Duncan	Administrator of Infrastructure and Mobility	City of Tampa		
T	Sonny Holtzman	Principal	The Holtzman Group		
P	Ron Howse	Chairman, Florida Transportation Commission			
P	Ram Kancharla	Vice President Planning and Development	Port Tampa Bay		
P	Ysela Llort, Chair	Principal	Renaissance Planning Group		
T	Jon Martz, Vice Chair	Director Government and Public Affairs	Enterprise Holdings Company		

P	Joseph Waggoner	Executive Director	Tampa Hillsborough County Expressway Authority		
P	Thornton J. Williams	Managing Partner	Williams Law Group, P.A.		
T	Lisa Bacot	Executive Director	Florida Public Transportation Association		Ex Officio
P	Ralph Yoder (A)	Executive Director	Florida Transportation Commission	Sonya Morris (P)	Ex Officio

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Guests

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

CUTR Program Directors and Employees

- Jodi Godfrey
- Jason Jackman
- Chanyoung Lee
- Pei-Sung Lee
- Stephanie Lewis
- Xiaopeng Li
- Christina Van Allen
- Stephen Wachtler
- Kristine Williams
- Phil Winters
- Yu Zhang

Welcome: Chair, Ysela Llort

- Ysela Llort introduced the new members to the CUTR Advisory Board: FDOT Secretary Jared W. Perdue and Ron Howse. FDOT District 7 Secretary David Gwynn gave a brief introduction for Secretary Perdue and spoke about his professional experience. Secretary Perdue is traveling around the state to learn more about the districts' needs.
- Ralph Yoder spoke for Ron Howse and his experience with engineering, especially drainage projects.

Topic #1: Approval of Minutes: Chair, Ysela Llort

- Motion to approve minutes by Joe Waggoner.
- Motion seconded by Kim DeBosier.
- Motion passed.

Topic #2: Selection of New CUTR Advisory Board Chair/Vice Chair

- Advisory Board members Jean Duncan, Ram Kancharla, Lisa Staes, and Joe Waggoner met to discuss the new Advisory Board Chair/Vice Chair position candidates, Mr. Waggoner and Ms. Duncan. Both Mr. Waggoner and Ms. Duncan gave a few words regarding their nominations and asked for suggestions and guidance.
- Ms. Llort opened the floor for other nominations. With no other nominations, Ms. Llort asked for a motion to conduct the vote.
- Motion to approve by Thornton Williams.
- Seconded by Kim DeBosier.
- The CUTR Advisory Board members who were in attendance unanimously voted for the selection of Joe Waggoner and Jean Duncan to serve as chair and vice chair, respectively.
- Joe Waggoner thanked Ms. Llort for her time and dedication to the CUTR Advisory Board.

Topic #3: FDOT Update: David Gwynn, P.E., FDOT District 7 Secretary

- On April 7, 2022, Secretary Perdue was appointed as FDOT Secretary after a long history of working with districts throughout the state.
- Secretary Perdue stresses safety and innovation, and he is currently learning more about micro-mobility as he tours the districts. Secretary Perdue met with Fred Mannering, Lisa Staes, and Ms. Llort for a virtual meeting and introduction to CUTR.
- The Legislature approved a \$12.7B budget for department, about \$2B more than previous year. Although FDOT is adding more projects, FDOT is also affected by inflation. Right now, this is a drain on resources.
- FDOT is working on key resources for staff. FDOT added \$41.4M (on top of a 5.38% pay raise for all state employees) salary budget to retain and recruit talent. Funds will be used for critical areas.
- Legislature approved \$500,000 for commercial driver license training. With new Federal regulations on the topic, FDOT needed to provide this training rather than have drivers pay for their own training and license. The Department does require a 2-year commitment for those receiving training. In addition, there is now a \$2.00 per hour increase for on-call employees working off-duty for crashes and other traffic issues. This increase allows the Department to compensate those workers for their time. The minimum wage will also be increased to \$15 an hour (effective July 1, 2022).
- Locally, the Gateway Project will finish by the end of this year. The Howard Franklin Bridge is also on track. FDOT expects to advertise the Westshore Interchange later this summer. FDOT will award contracts for the I-275 improvements during June.
- Mr. Waggoner noted his approval of the increase in pay for FDOT employees, noting that it was overdue. Further, he asked about the upcoming gas tax relief holiday. Secretary Gwynn indicated that the gas tax relief holiday will occur in October 2022 and noted that offset in gas tax revenues will not come out of the transportation trust fund and will not affect the upcoming work program.

Topic #4: CUTR Update: Fred Mannering, Ph.D., CUTR Executive Director, Lisa Staes, CUTR Associate Director, Xiaopeng Li, Ph.D., NICR Director

- **CUTR and USF Update**
 - CUTR Executive Director Fred Mannering reported USF is experiencing a few changes due to leadership. Rhea Law was confirmed as USF's eighth president. There are two more open positions, but they should be filled by August 2022. USF did well with the budget this year; CUTR hopes to get more funding from the university. The University Transportation Centers Recompete occurs every five years and CUTR leadership expects the RFP to be released soon. Dr. Mannering did indicate that CUTR is preparing accordingly and ahead of schedule. CUTR leads NICR and will be applying to continue the program, but it is also involved with TOMNET, CTECH, and CTEDD. A university can only lead one center at a time, and it comes with many administrative responsibilities. Dr. Mannering presented a few ideas concerning the new centers and partners and stressed the importance of the centers as it allows CUTR to explore new areas of research with intellectual and budgetary flexibility. CUTR hopes to be affiliated with 4-5 centers but are awaiting the RFP for a final determination. The proposals should be awarded in October 2022, but CUTR will not know for sure until late fall. CUTR is excited about the upcoming competition.
 - Jean Duncan commented it would be good to see more technical research with land use and behavior. It needs a multi-faceted problem needing a multi-faceted solution.

- **CUTR Associate Director Updates**

- Ms. Staes reported CUTR is still holding internal bi-weekly update meetings.
- The 2022 Transportation Achievement Awards will be held Thursday, October 27, 2022. The event will be co-hosted with TEAMFL at the Renaissance Hotel in Tampa, Florida.
- CUTR's 2023 TRB Annual Meeting Reception will be held on Sunday, January 8, 2023, at Zaytinya with ENSCO.
- The sub agreement with ENSCO was signed May 17, 2022. CUTR received its first task order for the project's transition. The transition to ENSCO began on April 1, 2022 and will end September 30, 2022. October 1, 2022, ENSCO will control the Transportation Technology Center. Ms. Staes will travel to Pueblo, Colorado the following week with a full week of meetings with several groups. Federal Railroad Administration (FRA) is interested in accident investigation training, update and development of other curriculum, and manuals. FRA's Track and Structure group will also be on site for discussions. There are ongoing conversations with FRA's Human Factor group and VOLPE to perform research to support their needs. She will also be meeting with the Transportation Security Administration (TSA) and opportunities to develop, update, and deliver training curriculum, specifically courses on bus security. Ms. Staes will revisit the site a few times before the transition is complete.
- Ms. Staes touched on other project activities with the FTA and ENSCO and several FDOT projects. She also explained the site and location in Colorado.
- Ms. Staes gave a brief budget update including research funding. CUTR is expecting the value of contracts received to increase before June 30, 2022. Currently, the value is \$12,541,838. Majority of the contracts are with FDOT (70%). The total value of active projects is \$35,677,774. FDOT holds 39% of these active projects.

- **National Institute for Congestion Reduction (NICR) Update**

- Xiaopeng Li indicated that NICR's Year 3 projects had been selected. He identified 3 short-term projects including topics such as equity, micro-mobility, and data; 2 education projects; and 12 research projects.
- NICR continues to produce newsletters and webinars.
- NICR submitted its semi-annual progress report to USDOT on April 30, 2022. The performance measures for research outputs and many other factors reported.
- NICR is preparing for the recompetes soon.
- Joe Waggoner asked about the external NICR Advisory Board. Dr. Li replied the board is in progress due to the timeline, but NICR plans to have members that help NICR become better engaged with stakeholders, industry leaders, and government officials.
- Ms. Staes asked the Advisory Board to reorder the meeting to allow the presentations from researchers before the strategic plan discussion.

Topic #5: Institute of Applied Engineering, Tim Baxter, Executive Director of Programs and Customer Engagement

- The Institute of Applied Engineering (IAE) is a separate 501(c)(3) organization under USF. The Institute started almost three years ago and was created to assist with DOD contracts, especially with MacDill Airforce Base.
- IAE is 27 months into a contract with the United States Special Operations Command or "USSOCOM" with task order-based contract – focused on deliverables. IAE is about 30 task orders in, pushing just over \$30M on the contract.

- IAE is finishing a separate task order-based contract with MacDill Airforce Base.
- There are 13 core competencies in the SOW including autonomous systems, cyber and electromagnetic security, and sensors.
- Sponsored programs are both classified and unclassified, depending on the information.
- Three satellites launched with student help and SpaceX, studies on blasts and brain health, software engineering, etc. through IAE.
- Many clients ask for analysis and studies with 90-180 quick turnarounds for white papers.
- USSOCOM funded technology platform to foster and collaboration and connect research opportunities with academic institutions. Agreements put in place with the consortium of research institutions. In addition to several other universities, the State University System of Florida is a part of the consortium.
- IAE is located at the University Mall and a secured facility on campus. The Rapid Experimentation Lab should open in May 2022. The IAE Headquarters should open in 2025 at the University Mall location.
- Lisa Staes explained this is another tool CUTR can use for contracting, especially federal contracts. Ms. Staes said working with IAE on the ENSCO contract has been an absolute pleasure.
- IAE is currently recruiting a CFO.

Topic #6: CUTR Presentations: Pei-Sung Lin, Ph.D., CUTR Program Director, Tia Boyd, CUTR Research Associate

- **Evaluation of Dynamic Envelope Pavement Marking to Improve Motorist Stopping Behaviors at Highway-Rail Crossings**
 - Dr. Lin presented background information regarding highway-rail crossing crashes and improper behaviors with crossings (stopping on the tracks).
 - FDOT established Florida Operation STRIDE (Statewide Traffic and Railroad Initiative using Dynamic Envelopes) in December 2019. Countermeasures were installed including railroad dynamic envelope (RDE) pavement markings and traffic signs. The goals of the project were to increase the visibility of highway-rail grade crossings and reduce improper stopping behaviors.
 - After finding locations and defining risk zone areas, the study concluded that the implementation of the RDE pavement markings and traffic signs significantly improved the safety performance and grade crossings on urban major and minor arterials. Other additional recommendations were presented.
 - The Advisory Board offered their opinions concerning behavior changes and grade crossings.
 - Yu Zhang explained personal vehicles and commercial vehicles and how driving education depreciates over time. Dr. Zhang asked about Florida's driving manual and its last update. She commented it would be a low-cost measure.
 - Secretary Gwynn discussed geofencing and mobile map tagging to alert drivers about new safety measures and other safety concerns.
 - The Advisory Board took a brief intermission before the next presentation.

- **Transportation Equity Toolkit**
 - Tia Boyd presented about the Transportation Equity Toolkit. The toolkit is resource assist communities to advance equity in traditionally underserved communities and populations. The Toolkit provides a framework for transportation equity needs assessment and an equity-based project identification and prioritization process. Two tools were developed: the transportation equity audit tool and the transportation equity scorecard tool.
 - There are four steps in the needs assessment including developing a community profile, involving the community, use of the audit tool, and prioritizing the needs of the community.
 - After completing the project, several MPOs throughout the United States and Canada have reached out for guidance and methods.
 - Jean Duncan asked about the Tampa project – were there any other improvements that the toolkit addressed? Ms. Boyd replied that the Tampa section for the project was an example of the toolkit in action. The Tampa section scored well using scorecard and no additional elements were needed at the time.
- **Topic #7: CUTR Strategic Plan: Lisa Staes, CUTR Associate Director**
 - CUTR is focusing on two general areas for the strategic plan: financially sustain CUTR over the long term/identify the most promising markets and build and maximize the capacity of our human resources. Two internal committees were established to discuss these two focus areas.
 - Ms. Staes gave an overall view of the goals of the committees. The initial action items were to secure multi-year appropriation from the Florida Legislature, USF Foundation, or corporate sponsor; obtain remedies for USF indirect charges and redistributions; create a business plan to direct CUTR's long-term investments, priorities, and targeted market areas. Roughly 68% of indirect goes back to USF Sponsored Research, with a little over 33% to the College of Engineering. Of that 33%, CUTR receives 2/3rds of the 33%. Of that 2/3rds amount, CUTR receives half, and the program manager/project manager receives the other half. CUTR is looking at other options to receive more money from the initial indirect.
 - For human resources, CUTR plans to maximize the skill sets of current employees and internally promote or hire additional administrative staff. CUTR also plans to allocate startup funds to attract junior faculty and the transition of post-docs and create a formal mentoring program. CUTR also plans to make more tools available for productivity like grant writing, project management, and tracking.
 - Ms. Staes reported CUTR will ask employees for comment and input. There will be a presentation and discussion before finalizing a plan and report back to the Advisory Board. There will also be a monitoring process in place for each option.
 - Mr. Waggoner encouraged to layout the business plan with financial information. The financial information will allow the plan to be sustainable in the long run. Jean Duncan recommended USF's Muma College of Business for guidance and support. Ms. Staes said this is the plan.
 - Dr. Mannering and Mr. Waggoner discussed the involvement of President Rhea Law in future conversations for funding before the Florida Legislature. Mr. Waggoner said there may be other state agencies to discuss projects.

- **Topic #8: CUTR Advisory Board Business**
 - Mr. Waggoner announced two members will soon be leaving CUTR Advisory Board, and he asked the Advisory Board about new members.
 - Thornton Williams commented that the Advisory Board has more voting members than the guidelines allow, which currently is 9. He suggested investigating the bylaws before inviting more members.
 - Mr. Waggoner suggested a transition committee meeting and asked for volunteers to explore new members and recommendations.
 - Mr. Williams said he would need to reevaluate his schedule before volunteering. Mr. Waggoner and Ms. Llort both volunteered to serve on this committee.

Meeting adjourned at 3:20 PM ET.