



Center for Urban Transportation Research (CUTR) Advisory Board Meeting

Minutes for Microsoft Teams Meeting: Tuesday, August 9, 2022 · 1:00–3:00 PM ET

- Call to Order: Meeting called to order by Joe Waggoner at 1:00 PM ET.
- Roll Call

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

	Name	Title	Organization	Designee	
P	Joseph Waggoner, Chair	Executive Director	Tampa Hillsborough County Expressway Authority	P	Joseph Waggoner, Chair
P	Jean Duncan, Co-Chair	Administrator of Infrastructure and Mobility	City of Tampa		
P	Secretary Jared Perdue	Secretary	FDOT	David Gwynn (A), Assistant Secretary Brad Thoburn (P)	Statute
P	Dane Eagle (A)	Executive Director	FDEO	Scott Rogers (T)	Statute
P	Shawn Hamilton (A)	Secretary	FDEP	Chris Stahl (T)	Statute
P	Kimberlee DeBosier	Director, Project Excellence	WGI, Inc.		
T	Sonny Holtzman	Principal	The Holtzman Group		
T	Ron Howse	Chairman	Florida Transportation Commission		

A	Ram Kancharla	Vice President Planning and Development	Port Tampa Bay		
P	Ysela Llort	Principal	Renaissance Planning Group		
T	Jon Martz	Director of Government and Public Affairs	Enterprise Holdings Company		
P	Thornton J. Williams	Managing Partner	Williams Law Group, P.A.		
A	Lisa Bacot	Executive Director	Florida Public Transportation Association		Ex-Officio
P	Ralph Yoder	Executive Director	Florida Transportation Commission	Sonya Morris (P)	Ex-Officio

Guests

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

CUTR Program Director

- Chanyoung Lee
- Pei-Sung Lin
- Victoria Perk
- Philip Winters

CUTR Faculty and Staff

- Arunima Bagui
- Alex Cruz
- Jodi Godfrey
- Jason Jackman
- Kristin Larsson
- Stephanie Lewis
- Lisa Ravenscroft
- Liz Stutts
- Christina Van Allen
- Stephen Wachtler
- Yu Zhang

Welcome: CUTR Advisory Board Chair, Joe Waggoner**Topic #1: Approval of Minutes: Chair, Joe Waggoner**

- Motion to approve minutes by Joe Waggoner.
- Motion seconded by Ysela Llort.
- Motion passed.

Topic #2: CUTR Advisory Board Member Recognition and Presentation of Awards

- Chair Joe Waggoner thanked Ysela Llort and Jon Martz for their time as CUTR Advisory Board Chair and Co-Chair.
- Jon Martz retired from the CUTR Advisory Board, and he thanked everyone and congratulated CUTR on its success. Mr. Martz was with CUTR since its inception.
- Ysela Llort thanked everyone for their contributions during her time as Advisory Board Chair and will remain a member.
- Fred Mannering thanked everyone for their smooth transition and service.

Topic #3: FDOT Update: FDOT Assistant Secretary Brad Thoburn

- Secretary Perdue could not attend the meeting, but Mr. Thoburn said he is looking forward to attending the Transportation Achievement Awards.
- Assistant Secretary Thoburn provide a brief update on FDOT activities.

- Secretary Perdue is focused on population growth and the pockets of explosive growth throughout the state. The projects and landscapes need to align to the needs of the communities. Secretary Perdue wants to leverage technology and embrace the character of communities during planning. This rapid growth challenge is a major priority for the state, and the organization wants to make mindful, strategic decisions.
- The historic funding (\$12.6B) for the work program is helpful and stabilizes the program, but there are still financial challenges with the population growth.
- FDOT is excited about the Federal Infrastructure Bill. Unlike previous Bills, the Federal Infrastructure Bill introduces new programs rather than new eligibilities. FDOT was addressing many of the programs' topics before, but now there is specific funding set aside (electric vehicles, resiliency, carbon reduction, etc.).
- There is also \$187B in discretionary funding. FDOT is optimistic about the awards.
- FDOT is excited to back the UTC programs, and they are looking forward to partnering with everyone.
- There were no questions.

Topic #4: CUTR Advisory Board Business Updates (moved up in meeting schedule)

- Mr. Waggoner asked if the Advisory Board should look for new members to help CUTR meet their needs.
- Thornton Williams spoke about the framing of CUTR and that framing leading to the Advisory Board meeting members. The Advisory Board has exceeded the number of members for quite some time. Mr. Williams asked if they should invite more people to round out the topic areas, but then should they be local or regional? Should the Advisory Board have topic area experts? National members?
- Mr. Waggoner asked the other board members for their inputs. Mr. Waggoner said there is a need for a conversation about voting members and how to best serve CUTR.
- Mr. Williams gave a few historical updates about the excess members. The Advisory Board wanted to wait until members to be within the statute through natural attrition. Mr. Williams said if CUTR does expand the board, CUTR should expand to include more diverse members including COMPTO.
- Mr. Waggoner said we could bring members on the board as non-voting members and, by attrition, roll the new members into the Advisory Board roles. Right now, Mr. Waggoner said we do not need to make any changes, but the Advisory Board should make a decision in the next meeting.
- Ysela Llort mentioned there is a strong presence in public transportation in Tampa. Ms. Llort suggested introducing some of the other modes of transportation such as the MPOAC (as a non-voting member). It is most important to have the right people on the Advisory Board, not the number of the members.
- Jean Duncan: Having someone from an organization might lead to a subject matter expert and well-rounded background. Voting or non-voting members will not matter as much as subject matter experts.
- Mr. Williams said there are three positions for non-voting members and there are two positions currently filled.
- Mr. Waggoner agreed, but he did recommend having more regional public transit agencies on the board.
- Kimberlee DeBosier suggested inviting technology experts to CUTR Advisory Board meetings, as well.

- Mr. Waggoner said he would work with Ms. Lisa Staes on direction for members and make an acceptable plan for the Advisory Board.
- Ms. Staes said she would organize a meeting for the membership committee to discuss future planning.

Topic #5: CUTR Update: Fred Mannering, Ph.D., CUTR Executive Director, Lisa Staes, CUTR Associate Director

- CUTR Executive Director Fred Mannering, Ph.D., spoke about the upcoming UTC program. The national and regional centers both need matching funds; Dr. Mannering planned out the match for several centers.
- Between 8 and 10 proposals are being prepared for August 25, 2022. USF placed #6 in the U.S. in the Academic Ranking of World Universities Transportation Science and Technology Area (#27 in the world).
- The UTC announcements should be announced in October, but there is a considerable amount of work being done on the proposals.
- CUTR Associate Director Lisa Staes updated the board about the internal meetings, program director meetings, and other project development.
- The Transportation Hall of Fame will be Thursday, October 27, 2022. The Advisory Board meeting will also be held that day.
- The TRB reception will be held on Sunday, January 8, 2023.
- ENSCO/TTC activities include FRA and FTA meetings with Ms. Staes and team members in Colorado next week. On September 30, the hand-over of the project will be completed.
- Other project activities include FTA updates and several publications by Ms. Staes and other program directors.
- Jean Duncan asked if the poster competition would be online before the Transportation Achievement Awards, and Dr. Pei-Sung Lin said all posters would be online before the event for judging.
- Dr. Yu Zhang was appointed as the NICR Executive Director. Dr. Zhang reported 47 projects in the research or publication pipeline. There will be many more completed projects, webcasts, and podcasts in the coming years.
- The CUTR podcast will begin publishing episodes of podcasts in the next few weeks.
- Dr. Zhang reported NICR has expanded to 7 universities for the UTC recompute competition. Dr. Zhang is confident in the new team.

Topic #6: CUTR Budget Update: Lisa Staes, CUTR Associate Director

- The value of contracts received for FY 2022 is roughly \$14M. Dr. Mannering noted CUTR lost a single large contract, but the values should start to increase. FDOT remains a significant funding source for CUTR (roughly 70%).
- Expenditures are down, but this is mostly due to the same single contract that was lost.
- Other points of note include personnel backlog; although some programs are cushioned by many months, Ms. Staes assured the Advisory Board that CUTR will find other contracts. For 2022, CUTR's proposal capture rate was 87.44% with a sponsored project total of \$14,184,073.
- Ms. Staes spoke about CUTR's current challenges including competition. This competition in all markets decreases FDOT support due to increased competition. There are several university policies which make USF less competitive against other organizations. There are variabilities in

USF funds; there is not funding and limited resources for CUTR to pursue higher value, higher risk projects. These changes will be reflected in the upcoming business plans. There is not enough funding for new faculty expertise or attract new talent.

- Assumptions include continued success in UTC program and consistent E&G funding allocations. The IIJA will result in greater funding. There are other National Centers of Excellence which CUTR will pursue. Expanded use of CUTR by TSA and FRA for training curriculum.
- Ms. Llort asked if another assumption would be more stabilized funding by FDOT. She suggested a conversation with FDOT about future funding. Brad Thoburn agreed and understood the importance of stability.
- Ms. Staes reported several strategies like financial resources (indirect returns, sustainable funding, engagement of possible donors); human resources (strategic hires, incentives for post-doctoral scholars, new partners, and expanded client base); business development (marketing and outreach, existing program expansions, new program areas); targeted collaborations and partnerships (internal to USF, other UTCs or SUS members, private sector).
- Ms. DeBosier said it is more appropriate today to investigate private sectors.
- Mr. Waggoner asked if there is a place in the strategic plan for discussions with current clients and stakeholders. Ms. Staes agreed, and she said there is room to expand to other state agencies and what we can offer.
- Ms. Duncan suggested pitching to agencies and departments, but also having the agencies and departments pitch their needs to CUTR. Ms. Duncan said she would be happy to share her notes about their model.

Topic #7: UTC Competition: Fred Mannering, Ph.D.

- Dr. Mannering gave an update about the UTC centers. NICR is the main priority for the competition. Texas A&M and University of California, Berkeley are both competing for other centers. The other national center is the Center for Transportation, Environment, and Community Health (CTECH) with Cornell University. Tier 1 Centers include Mineta Consortium for Transportation Mobility; Center for Transportation Equity, Decisions, and Dollars; Center for Equity in Transportation Electrification; Center for Resilient Transportation Under Climate Change; and Urban Air Mobility. Regional centers include MultiSafe and the Infrastructure Center.
- There was a roundtable conversation about safety and impaired driving behaviors.
- Dr. Mannering is hopeful and optimistic about CUTR's chances in these competitions.

Topic #8: CUTR Strategic Plan Update/Business Plan: Lisa Staes, CUTR Associate Director

- Ms. Staes gave a brief update on the CUTR strategic plan. The committee identified actionable items and is working with CUTR employees on their input. The entire plan was not updated, but the committee examined three tasks.
- From the strategic plan, CUTR will move forward with the business plan with external partners. Parts of the business plans will include business model, financial challenges, budget priorities, etc. The plan will examine the 5-year horizon Ms. Staes will report back to the Advisory Board during the next meeting. Dr. Mannering and Ms. Staes met with University of South Florida President Rhea Law who was very supportive.
- Ms. Staes reported the finalize documents will be completed after the UTC competition winners are announced.
- CUTR's budget priorities include legislative responsibilities, businesses development, and human resources. CUTR needs to be able to create their own proposals.

- Ms. Llort asked if CUTR has a stable workforce. Ms. Staes reported there are several long-term projects housed at CUTR; there has not been a situation where CUTR has lost a high-level contract tied to workforce.

Topic #9: 2022 Transportation Achievement Awards: Lisa Staes, CUTR Associate Director

- The event and the Advisory Board will meet at the Renaissance Hotel on October 27, 2022. The Advisory Board will meet before the event, and Ms. Staes will send out an invitation. CUTR will need assistance with fund raising and scholarships for this year's event. Jodi Godfrey asked for volunteers to judge the submissions for the 2022 New Voice nominations and student scholarships.
- Ron Howse mentioned the importance of either partnering with consultants or DOT. Ms. DeBosier said perhaps CUTR should revisit the policy regarding consultants. Ms. Staes agreed and suggested revisiting the policy on competitiveness, but the state statute restricts some work. Mr. Howse said this is the golden moment to make changes and team up.

Meeting adjourned at 3:11 PM ET.