

APPENDIX A**Center for Urban Transportation Research (CUTR) Advisory Board Meeting**

Minutes

Tuesday, May 9, 2023 · 1:00–3:00 PM ET

- Call to Order: Meeting called to order by Chair, Jean Duncan at 1:01 PM ET.
- Roll Call

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

	Name	Title	Organization	Designee	
P	Jean Duncan, Chair	Administrator of Infrastructure and Mobility	City of Tampa		
A	Ron Howse, Vice Chair	Chairman	Florida Transportation Commission		Statute
P	Secretary Jared Perdue (T)	Secretary	FDOT	David Gwynn, District 7 Secretary (Justin Hall for Sec. Gwynn)	Statute
P	Meredith Ivey (A) (now J. Alex Kelly)	Executive Director (now Secretary position)	FDEO (now the Florida Department of Commerce)	Scott Rogers (T)	Statute
A	Shawn Hamilton (A)	Secretary	FDEP	Chris Stahl (A)	Statute
A	Kimberlee DeBosier	Transportation Division Leader	WGI, Inc.		
A					
A	Ram Kancharla (T)	Vice President, Planning and Development	Port Tampa Bay		

P	Ysela Llort	Principal	Renaissance Planning Group		
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 (T)	Executive Director	Florida Transportation Commission		Ex-Officio

Guests

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

CUTR Program Directors

- Sisinnio Concas, Ph.D.
- Jeff Kramer
- Chanyoung Lee, Ph.D.
- Pei-Sung Lin, Ph.D.
- Philip Winters
- Yu Zhang, Ph.D.
- Stephen Wachtler

CUTR Faculty and Staff

- Carlton Allen
- Arunima Bagui
- Molly Buffington
- Lisa Farrell
- Jodi Godfrey
- Jason Jackman
- Bill Mayer
- Dean Kirkland-McMillian
- Achilleas Kourtellis
- Vishal Kummetha
- Pam Lapaugh
- Stephanie Lewis
- Rino Saliceto
- Arman Sargolzaei
- Lazara Stinnette
- Savana Wright

Welcome: CUTR Advisory Board Chair, Jean Duncan**Topic #1: Approval of Minutes: Chair, Jean Duncan**

- Motion to approve minutes by Thornton Williams.
- Motion seconded by Ysela Llort.
- Motion passed.

Topic #2: FDOT Update: FDOT Secretary Jared Perdue, P.E.

- The legislative session ended on May 5, 2023. This was a very successful session on many fronts. During session, FDOT was provided the opportunity to share DOT's story and also talk about the future. Have developed and rolled out their vision of the future - FDOT Compass. The initiative will put communities at the center – community centric, where they are involved in the process for project development and delivery, and overall transportation investments. The key components of this plan include enhancing safety, ensuring resiliency, leveraging technology, bolstering our

supply chain, and continuing to develop our workforce. Our investments and decisions will be based on these components and many in our communities are passionate about these things – they impact their quality of life.

- Governor DeSantis rolled out the “Moving Florida Forward” initiative. This historic investment in transportation, included proposal to use \$4B in general revenue surplus to advance major infrastructure projects that may not have been undertaken for 15 to 20 years. The legislature approved the use of these funds to implement the initiative. FDOT will be developing the plan for this commitment over the next weeks and months.
- FDOT’s work program is \$14.8B and includes \$13.6B for the work program and project delivery. FDOT had a record budget for FY 2023 and FY 2024 is also a budget record.
- The Legislature allocated \$5M a year to workforce development from 2024 to 2028. The Legislature also asked for a MPO feasibility study for Hillsborough/Pasco/Pinellas counties to examine the costs, benefit, and process to consolidate to a single MPO. With significant growth and the need to focus on regional transportation and mobility, local communities must band together and focus on thoughts, ideas, energy, and resources in a singular, regional fashion.
- There was also legislation for the department to explore transformative changes to policy management structure regarding Hillsborough Area Regional Transit Authority (HART). FDOT will conduct a study to review the structure and operations of HART (to be completed by January of 2024).
- SB106 was signed into law, allocating Florida’s trail funding from \$25M a year to \$50M a year. It also provided \$200M for general revenue for FY24 for the trail network across the state.
- Another opportunity included the codification of phase design build as a tool for project delivery. This will give the department more flexibility in managing risk associated with projects and working to deliver those projects in a successful way.
- Chair Duncan thanked Secretary Perdue. There were no questions from the Advisory Board.

Topic #3: CUTR Updates: Fred Mannering, Ph.D., CUTR Executive Director, Yu Zhang, Ph.D., National Institute for Congestion Reduction (NICR) Director, Lisa Staes, CUTR Associate Director, Jodi Godfrey

- **Dr. Fred Mannering**
 - The budget for the University of South Florida (USF) is favorable. USF is a Preeminent State Research University by the Florida Board of Governors, and Dr. Mannering noted the funding may be due to this distinction.
 - CUTR generates roughly \$2M a year in indirect costs, and CUTR receives roughly \$600K back from the university. Dr. Mannering has spoken to higher administration, and he hopes the university will increase the amount of the indirect costs back to CUTR.
 - CUTR did receive one UTC partnership with Mineta. However, there were numerous areas not included in the last competition. To fill these gaps, the Center for Excellence on New Mobility and Automated Vehicles was created with the University of Florida. CUTR will receive roughly \$300K a year. Dr. Mannering believes there will be more centers announced in the next few months.
 - Ms. Llort asked if these were proposals or already granted? Dr. Mannering said these are notice of funding opportunities.
 - New programs in CUTR include the Advanced Air Mobility and the Resilient Transportation Infrastructure Systems (R-TIS). These are not traditional CUTR programs, but soft programs, which are an opportunity to expand CUTR’s footprint with minimal risk. These

programs are comprised of faculty at the College of Engineering. In the next year, these programs will begin taking on more projects and opportunities.

- There were no questions.
- **Dr. Yu Zhang**
 - Dr. Zhang reported projects are being completed and everything is on track for finalizations and publications.
 - The Tampa Bay Citizens' Academy on Transportation held an event on March 29, 2023, to discuss projects and suggested solutions. This project was funded by NICTD. In April, partners at the University of Puerto Rico at Mayagüez organized a symposium on congestion reduction strategies.
 - Dr. Zhang spoke to several organizations about congestion, especially air mobility.
 - NICTD's student organizations hosted several events including career fair booths and summer camps.
 - The University of Puerto Rico at Mayagüez also held poster competitions and community outreach.
- **Ms. Lisa Staes**
 - Ms. Staes updated the Advisory Board on the budget. CUTR is trending upward in research funding. For FY23, CUTR has earned \$15,669,901, \$3,806,986 (as of May 2023) more than FY22. At the next meeting, Ms. Staes will have a fiscal year update.
 - Ms. Staes presented internal balances; CUTR is financially healthier than previously thought.
 - Ms. Llort questioned how much CUTR could receive in indirect funds from the College of Engineering. Dr. Mannering believes CUTR could earn \$100K+ from general budget discussions with the College of Engineering. If CUTR receives this money back, Dr. Mannering also believes CUTR could take on larger, more adventurous projects with these base funds.
 - Ms. Staes gave a brief snapshot of the 2023 Transportation Achievement Awards. The event will be on Wednesday, November 1, 2023, at the USF Marshall Center starting at 5:30 PM. Sponsorship packages are completed and sent out; the registration site is also available. There are rooms at the Embassy Suites (on the registration site and packages). The Advisory Board will meet beforehand in the Marshall Center.
 - Ms. DeBosier requested more time with the student presentations and time with the posters before the event.
 - Ms. Staes also discussed how we send out the packages and encourage sponsorships.
- **Jodi Godfrey**
 - CUTR hosted mock interviews for students on April 6, 2023. 15 USF student and 25 local professionals participated in the interviews. Due to the success of the event, CUTR is planning a resume workshop in fall.

Topic #4: CUTR Presentations: Stephanie Lewis, M.Ed., CUTR Workforce Development Project Manager, Stephan Wachtler, Transit Safety and Workforce Development Director, Carlton Allen, Project Manager

- **Stephanie Lewis: Transit Safety and Workforce Development Programs – Transit Training Overview**
 - Ms. Lewis gave a brief description about the projects including their wide range training partners, including FDOT and several others.

- Training topics include, but are not limited to ADA and paratransit, bus collision investigation, customer service, etc.
- Between January 1, 2022, to December 31, 2022, the program provided just over 11K hours of training.
- The training provided through FDOT includes the Transportation Safety Institute (TSI) and three training sessions: Instructors Course for Transit Trainers, Substance Abuse Management and Program Compliance, Reasonable Suspicion and Post Accident Testing Determinization Seminar.
- Other support training includes the Annual Triple Crown Bus Rodeo, Florida Public Transportation Associated (FPTA) Annual Conference, FPTA/FDOT/CUTR Professional Development Workshop & Transit Safety and Operations Summit (PDW), and the Florida Commission for the Transportation Disadvantaged Annual Training Workshop and Expo.
- The PDW has increased throughout the 22 years; however, the two most attended years were held virtually. Ms. Llort and Dr. Mannering recommended hosting it virtually to increase the participation and engagement.
- Ms. Lewis also gave a brief overview of other trainings for transit agencies including leadership training, rural transit training, transit manager's toolkit, emergency preparedness, and projects with the Federal Railroad Administration (FRA) and the Transportation Security Administration (TSA).
- There were no other questions.
- **Stephan Wachtler and Carlton Allen: Transit Research Inspection and Procurement Services (TRIPS)**
 - In 1995, the TRIPS program was created in response to concerns related to the overall condition of the statewide transit agency fleets and the recognition that Federal Transit Administration (FTA) Section 5310 program funds could be more efficiently utilized.
 - The goals of the TRIPS program include safer, cleaner, more reliable, and quality transit vehicles; ensure compliance with Federal and state purchasing requirement; promote customer satisfaction and conduct research that enhances product performance.
 - Program elements include specification development, vehicle orders and inspection, performance testing, technical assistance, warranty support, and product evaluations.
 - Mr. Wachtler and Carlton Allen provided more details on these program elements; the TRIPS program is extremely successful.
 - Mr. Williams asked a few questions about bus terminology.

Topic #5: CUTR Advisory Board Business

- Mr. Williams asked if the Advisory Board wanted to move the Advisory Board Business section earlier in the agenda for the next meeting. Chair Duncan agreed.

Mr. Hall made a motion to adjourn. Motion seconded by Mr. Williams.

Meeting adjourned by Chair Jean Duncan at 2:41 PM ET.