

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

Minutes

Virtual Microsoft Teams Meeting
August 22, 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		
P	Ron Howse, Vice Chair	Chairman	Florida Transportation Commission		Statute
P	Secretary Jared Perdue (A)	Secretary	Florida Department of Transportation (FDOT)	David Gwynn, District 7 Secretary (P)	Statute
P	J. Alex Kelly (A)	Secretary	Florida Department of Commerce	Scott Rogers (P)	Statute
P	Shawn Hamilton (A)	Secretary	Florida Department of Environmental Protection	Chris Stahl (P)	Statute
P	Kimberlee DeBosier	Transportation Division Leader	WGI, Inc.		
P	Ram Kancharla	Vice President, Planning and Development	Port Tampa Bay		

P	Ysela Llort	Principal	Renaissance Planning Group		
A	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		Ex-Officio

Guests

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

CUTR Program Directors

- Sisinnio Concas, Ph.D.
- Martin Catala
- Jeff Kramer
- Pei-Sung Lin, Ph.D.
- Qing Lu, Ph.D.
- Philip Winters
- Yu Zhang, Ph.D.

CUTR Faculty and Staff

- Arunima Bagui
- Julie Bond
- Cong Chen, Ph.D.
- Lisa Farrell
- Paul Goyette
- Achilleas Kourtellis
- Kristin Larson
- Pam Lapaugh
- Stephanie Lewis
- William Mayer
- Mohsen Momenitabar
- Brian Ruppert
- Gennaro Saliceto
- Christina Van Allen
- Roberta Yegidis

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

- Motion to approve minutes by Ron Howse.
- Motion seconded by Ram Kancharla.
- Motion passed.

Topic #2: FDOT Update: FDOT District Seven Secretary David Gwynn, P.E.

- Secretary Gwynn gave a brief update about hurricane season and spoke about FDOT's preparation for any upcoming storms.
- FDOT Secretary Jared W. Perdue stressed the importance of the FDOT mission and compass. The compass includes the major focus areas: safety, workforce development, technology, communities, resiliency, and a robust supply chain.

- Moving Florida Forward: FDOT has a historic budget and will receive an addition \$4B for the Moving Florida Forward Infrastructure Initiative. FDOT is finalizing the projects and working through the construction timelines for these selected projects.
- Southern Association of State Highway Officials (SASHTO) Meeting: FDOT won three awards: Quality of Life/Community Development (medium category) – Hurricane Ian Sanibel Emergency Access; Best Use of Technology & Innovation (medium category) – SunTrax Transportation Testing Center; Operations Excellence (large category) – I-4 Ultimate Project.
- FDOT has partnered with the University of South Florida's Zimmerman School of Advertising and Mass Communications. The opportunity will incorporate students into FDOT's work, illustrate the diverse transportation career paths for future professionals, and highlight USF's talented students.
- Staff changes: Kim Holland will begin as the new assistant secretary for strategic development at the beginning of September 2023. Ms. Holland has 28 years of experience. Steve Braun was named secretary for District Four; Mr. Braun has been with FDOT since 1994.
- Secretary David Gwynn gave a brief update on Tampa projects including the Howard Frankland Bridge (anticipated open date is at the end of 2024) and Tampa's Westshore Interchange. The Westshore Interchange is the largest project in the region's history. The innovation focus is to reduce impacts to the community and traveling public and improving the interchange operation and safety. The construction is anticipated in mid-2024. The Gateway Expressway is now in its final stages of completion, with a final goal of opening in early 2024. The Downtown Tampa Interchange project will improve the critical safety and operational needs including widening existing ramps and shoulders and adding additional lanes. The I-275 project will widen lanes and add one additional lane in each direction. In addition, noise barriers, LED lights, and pedestrian improvements will also be added. The estimated completion is 2026.
- Jean Duncan thanked Secretary Gwynn and FDOT for their partnership and work.

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**
 - CUTR has introduced a new program: Driver Behavior, Human Factors, and Safety Analytics (DHS). Many of the abilities are throughout CUTR, but this program will bridge different programs and break down silos.
 - CUTR is currently working on a new logo with USF and their branding department.
 - USF is shifting to a new budget model that is performance-based. During the next year, the College of Engineering should have an increased budget under this model and, in turn, CUTR will also have an increase to its budget. This is a major shift in the allocation of funds and should be a positive improvement for CUTR.
 - Ram Kancharla asked about the new program; Dr. Mannering believes the program will highlight CUTR's involvement with safety and plans to add more researchers to this program. This new "umbrella" program will also act a recruiting tool for new researchers involved in safety.
- **Dr. Yu Zhang**
 - Dr. Zhang reported projects and webinars are continuing with no interruptions. Currently, NICR has roughly 55 projects in the publication pipeline.
 - Lisa Staes attended the CUTC Summer Conference in June 2023 to discuss topics and research. NICR submitted a concept paper to the Department of Energy's Vehicle

Technologies Office to address decreasing ridership and the future of ridership with automation and shared micromobility. In August 2023, NICR and partners submitted a full proposal application.

- NICR collected information for the quarterly report from partner universities in July 2023.
- NICR was approved for an extension until September 2024. CUTR leadership is currently discussing the next steps for NICR and its partner universities.
- Dr. Zhang thanked NICR staff, especially Reena Raturi and Jeff Kramer for their help on the proposal.
- There were no questions.

- **Ms. Lisa Staes**

- Ms. Staes gave a brief update on CUTR activities. For TRB 2024, CUTR submitted 21 papers for publication/presentation.
- With APTA as the lead, CUTR received \$3M joint award for the continuation of FTA's Standards Program.
- CUTR received the award for FTA's *Transit Worker and Rider Safety Research Project*.
- With the Mineta Transportation, CUTR will work on a project concerning mental health and transit assaults: *Understanding the prevalence of mental health and behavioral distress in transit assaults and presenting targeted response and mitigation methods to reduce victimization trends*.
- CUTR received an award from ENSCO for TSA training for over 300 surface transportation inspectors.
- Jodi Godfrey asked to become a member of the multi-state anti-trafficking task force.
- Ms. Staes has worked on the CUTR business plan and plans to discuss with the Advisory Board later in the meeting.
- Internal Research Grants: Two cycles (May and November) with two projects selected each cycle with \$10,000 per award. In May 2023, CUTR selected *Intelligent Intersection Safety System: Improving Vulnerable Road Users' Safety through Advanced Technologies* (Sisinnio Concas and team) and *Organizational Structure of Statewide Associations of MPOs Across the U.S.* (Jeff Kramer and team).
- Ms. Staes reminded everyone of the CUTR Transportation Achievement Awards event on November 1, 2023. The event is at USF's Marshall Center and hotel blocks are available. To date, the event has raised \$13k in sponsorships. Jodi Godfrey asked for volunteers for judges for the New Voice in Transportation Award and the student scholarships. Interested judges can contact Ms. Godfrey. Ysela Llort asked about the eligibility age requirements for the New Voice Award, and Ms. Godfrey said it is for professionals in their first decade of their career – age does not disqualify a nomination.
- There were no other questions.

Topic #4: CUTR Advisory Board Business: CUTR Advisory Board Chair Jean Duncan

- Ms. Duncan asked for any new business from Advisory Board members. There were no updates.

Topic #4: CUTR Business Plan Presentation and Discussion: Lisa Staes, CUTR Associate Director

- Ms. Staes thanked those who provided input into the business plan.
- The process included:
 - Interviewing and surveying Advisory Board members, stakeholders, internal leadership, and CUTR employees

- Identifying existing and new opportunities
- Examining historic data and trends, internal funding potential, and budgeting
- Analyzing target revenues based on low-to-moderate likelihood of contracting opportunities; performing final analyses and budget based on previous steps
- Obtaining input from USF MUMA advisor
- Ms. Staes presented a proposed list of opportunities and new market ideas provided through stakeholder feedback and discussed financial opportunities and setbacks. Ms. Staes also presented targeted strategies to address feedback.
- Ms. Staes proposed the use of funds to include targeted recruitment and the advancement and education of current employees.
- Projecting funding needs from FY 2024 to FY 2028, Ms. Staes explained the funds needed to sustain research and administrative capabilities and the supplemental budget. Ms. Staes discussed revenue projections from FY 2024 to FY 2028. Many of the proposed current day investments will lead to more contracts and grants in the future.
- The Advisory Board was asked to discuss and identify areas for follow up and recommend any modifications. The next steps for CUTR include developing internal policies and procedures for the supplemental program and a financial monitoring process.
- Mr. Kancharla asked if this document was shared with stakeholders or the College of Engineering and congratulated Ms. Staes on the document. Ms. Staes replied that she had not brought it to the College of Engineering and wanted the Advisory Board's input on this draft before presenting it to COE leadership. Ms. Staes also said there is no time sensitivity, but she hoped this would be a living document with modifications as necessary.
- Mr. Kancharla also recommended an executive summary. Ms. Staes agreed.
- Secretary David Gwynn discussed his recent conversations with USF. Secretary Gwynn recommended partnering with other departments and what projects and funding have the highest return on investment.
- Ysela Llort discussed her difficulty with the document's language and length. Ms. Llort suggested taking a second look at the document and narrowing down the focus and scope.
- Kimberlee DeBosier asked if the Advisory Board's approval is needed to take to USF leadership. Dr. Mannering replied that it would be very important to have the Advisory Board's comments before meeting with the College of Engineering. Mr. Kancharla made a motion to approve the working document for the College of Engineering and to revisit and refine with the College's comments. Motion seconded by Ms. DeBosier. There were no opposed to this motion.
- Ms. Staes asked Ms. Llort for her input on the specifics of her areas of concern. Ms. Llort agreed and reiterated the importance of finding and communicating CUTR's areas of excellence. Ms. DeBoiser stressed the importance of flexibility in research.
- Moving forward, Ms. Staes will bring the comments from the College of Engineering to the next meeting. Everyone thanked Ms. Staes for her work on this document.

Ms. DeBosier made a motion to adjourn. Motion seconded by Mr. Williams.

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