



**Center for Urban Transportation Research (CUTR)
Advisory Board Meeting
Monday, November 2, 2015
2:30 – 4:30 pm
CUTR Board Room**

- 1. Call to Order/Introductions/Guest Attendees**
- 2. Approval of Minutes**
- 3. Chair's Comments**
 - New CUTR Advisory Board Member Joe Waggoner (Tampa Hillsborough Expressway Authority – THEA)
- 4. Director's Report**
 - Directors report (performance measures, program/project highlights)
 - Update on base administrative budget
 - Update on CUTR Executive Director search (resumes included in packet)
- 5. CUTR/Advisory Board Strategic Plan Update**
 - Plan Summary
 - Progress to date
- 6. Board Member Discussion**
- 7. Board Member Updates**
- 8. Adjournment to CUTR Transportation Achievement Awards Event, USF Marshall Student Center Ballroom**



CUTR Advisory Board Meeting

Meeting Minutes

August 12, 2015

Center for Urban Transportation Research, Boardroom
3808 Alumni Drive, Tampa, FL 33620

Attendees:

Advisory Board Members and Designees (all called in via telephone):

Kim DeBosier, Chair, Bayside Engineering
Rich Biter, FDOT
Thornton Williams, Williams Law Group, P.A., Vice Chair
Katherine Frazier, Florida Transportation Commission
Senator James Hargrett, Jr.
Sonny Holtzman, Holtzman Group
Ram Kancharla, Port Tampa Bay
Bob O'Malley, CSX Transportation
Chris Stahl, Florida DEP
Scott Rogers, Florida DEO
Ysela Llort, Miami-Dade Transit
Jon Martz, v-Ride
Matt Preston, Florida DEO

Center for Urban Transportation Research, USF:

Dennis Hinebaugh
Chan-Young Lee (via telephone)
Pei-Sung Lin
Steve Polzin (via telephone)
Stephen Reich
Joel Volinski (via telephone)
Ken Short

CUTR Advisory Board Meeting

Kim DeBosier called the meeting to order at 9:03 a.m.

Approval of Meeting Minutes:

Following a motion by Ram Kancharla to approve the May 12, 2015 meeting minutes, Thornton Williams seconded the motion and they were unanimously approved.

Update on CUTR Strategic Plan development

A Strategic Vision meeting was held in May, 2015. During that meeting subcommittees were formed and the subcommittees have been working together since that time. CUTR staff in conjunction with the Advisory Board Governance Committee drafted the "Florida Legislative Budget Request Proposal," which all present have reviewed. A suggested next step is to get in touch with Florida transportation officials to bring them up to speed.

Thornton has spoken with Secretary Boxold and Senator Brandes, but will be contacting them both again to receive their comments on how they feel about this initiative.

Senator Hargrett made a suggestion that the document should point out, early in the document that there is a legislated mandatory budget request that CUTR must make to the Governor's office.

Thornton indicated that if this request goes through the FDOT work program, it should not have any effect on the funding that USF would receive. The FDOT work program is funded through the trust fund, and USF is funded through the general fund. He also suggested that we make the request as an annual recurring request, and not limit it to some certain number of years. Ysela Llord indicated her agreement with this statement and added that if it is part of the FDOT work program, it would be outside of the annual legislative process, and would therefore be more likely to continue year after year.

Senator Hargrett feels that somewhere in the proposal, it should be pointed out that this funding issue is critical to stabilizing the funding picture for CUTR, which will allow CUTR to attract a high quality Director. This may not be the case unless this issue is resolved.

Thornton Williams made a motion to approve the "Florida Legislative Budget Request Proposal," with the suggested revisions. The motion was seconded by Ram Kancharla and the vote in favor was unanimous.

Thornton Williams suggested that after he gets a chance to meet with Secretary Boxold, to receive some direction and feedback on this initiative, another meeting should be called with CUTR leadership, and others from the CUTR Advisory Board, as well as Secretary Boxold.

Senator Hargrett made a motion to ratify Thornton Williams as the chair of the Governance subcommittee and grant him authority to discuss this issue with legislators, the FDOT Secretary, and others, on behalf of the CUTR Advisory Board. Motion was seconded by Ysela Llort and approved unanimously by Board.

Steve Reich indicated that work continues to be done on the CUTR Strategic Plan and we are merging the CUTR Strategic Plan with the Advisory Board plan so that both plans are in sync, and there is ultimately one plan. Kim DeBosier added that she feels it is wise to integrate them.

Update on CUTR Activities (critical issues/awards):

Joel Volinski provided an update on federal funding. The Senate passed a six year bill, and included in that bill was three years of funding. When the bill passed to the House, the House was out of session, so no action was taken on it. There was a 90 day extension to MAP 21.

The USF College of Engineering has hired two high level transportation focused professors, so that is a positive step in creating an attractive transportation program for students.

Update on CUTR Director Search:

As of today, there are seven applicants for the position, and the “full consideration” date is August 15, so we hope to see more high quality applications come in soon. The search committee plans on meeting soon after August 15th, but that meeting is not yet scheduled.

Advisory Board Membership

Dennis Hinebaugh suggested that we should formalize the Advisory Board membership terms, complete proper reappointments to the Board, understand what the terms of service are (in terms of length of service) and otherwise ensure we are complying with the Board’s policies. Kim agreed that we should ensure there are no problems that need correcting.

CUTR Award Event

Dennis Hinebaugh encouraged all to attend the upcoming CUTR Award Event that will be held on November 2, 2015 at the Marshall Student Center on USF’s campus. Secretary Boxold has confirmed that he will attend. Since Secretary Boxold will be in town for the CUTR Award Event, we will make plans with him to provide a tour of CUTR, and perhaps meet with the Advisory Board, and/or others.

Next Meeting:

The next meeting will be held on November 2, 2015, and will be followed by the CUTR Award Event.

Adjournment: The meeting was adjourned at 10:13 am.

