**Virtual WORKSHOP AND REGULAR Meeting of the Transportation Disadvantaged Coordinating Board (TDCB)**

Friday, April 24, 2020, 9:30 a.m.

The County Center and Plan Hillsborough offices are closed to the public in response to the COVID-19 pandemic. Helpful hints for participating remotely are attached. For technical support during the meeting, please contact Jason Krzyzanowski at (813) 273-3774 X327.

To view presentations and participate from your computer, tablet or smartphone, go to:

https://attendee.gotowebinar.com/register/5360987106234545421


Agenda packet and supplemental materials posted here.

I. **Call WORKSHOP to Order**

II. **Roll Call**

III. **Public Comment** - 3 minutes per speaker, please

IV. **WORKSHOP PRESENTATIONS (Michele Ogilvie and Joshua Barber, MPO staff)**

   Staff will give updates on Transportation Disadvantaged Board activities

V. **Discussion**

VI. **WORKSHOP ADJOURNMENT**

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I. **Call REGULAR MEETING to Order**

II. **Public Comment** - 3 minutes per speaker, please

III. **Approval of Minutes** – February 21, 2020

IV. **Action Items**

   A. **CTC Service Rates (Karen Smith, Sunshine Line)**

   Each year the Community Transportation Coordinator (CTC) is required to submit completed Rate Calculation Model worksheet to the Commission for the Transportation Disadvantaged. This rate model determines the trip rates for reimbursement to the CTC from the Trip/Equipment Grant from
the Commission for the Transportation Disadvantaged (CTD). Rates are determined by the model using budget and estimated trip and mileage data from the current fiscal year. The proposed rates for fiscal year 2020-2021 are attached.

B. FY 21 & 22 Unified Planning Work Program (Joshua Barber, MPO Staff)
The MPO’s transportation planning functions are supported primarily by federal and state grants. These functions must be identified in advance for two fiscal years and encompass the surface transportation planning efforts to be undertaken by FDOT, HART, local jurisdictions, and other agencies. These activities, products and budgeted funds are documented in the Unified Planning Work Program (UPWP). The new UPWP will become effective July 1, 2020 and cover the next two fiscal years.

C. TDCB Grievance Procedures (Michele Ogilvie, MPO Staff)
The Transportation Disadvantaged Coordinating Board is required to review and approve its Grievance Procedures annually. To ensure quality control of the Transportation Disadvantaged (TD) system and to provide participating users, funding agencies, and transportation providers with an impartial body to hear complaints and make recommendations on disputes concerning services rendered, the TDCB creates the Hillsborough County Transportation Disadvantaged Grievance Procedures and Grievance subcommittee. The TDCB’s Grievance Procedures are also found in Section 4.3 of the Transportation Disadvantaged Service Plan. The procedures include establishing a subcommittee, membership, powers and duties. Members of the Grievance Subcommittee shall be appointed by the Chairman of the Hillsborough County TDCB and shall be composed of five voting members of the TDBC as follows: One user of transportation services; one representative of a recognized disabled group, and three representatives of the LCB at-large. The current members of the Grievance subcommittee are: Gloria Mills, Nancy Pacifico, Mark Harshbarger, Craig Forsell and Nancy Castellano.

D. By Laws (Michele Ogilvie, MPO Staff)
Annually, the Florida Commission for the Transportation Disadvantaged, requests that the local coordinating board shall annually review and (re)adopt its By-Laws. The TDCB By-Laws establishes the formal procedures for the TDCB activities including membership staff, board duties, subcommittees, communication with other organizations. The By-Laws of all of the MPO’s committees are incorporated into the MPO By-Laws and are attached for review (Section 4.2.9).
V. Status Reports

A. USC Section 5310 Grant Enhanced Mobility of Seniors & Individuals with Disabilities Update (David Newell, FDOT staff)

The purpose of this program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities through providing capital and operating funds for local agencies serving these clients. FDOT staff will give a report of the approved projects for this grant cycle.

VI. Old Business & New Business

a. Next Meeting: June 26, 2020

VII. Adjournment

VIII. Addendum

a. MPO Meeting Summary & Committee Report

The full agenda packet is available on the MPO’s website, www.planhillsborough.org, or by calling (813) 272-5940.

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Persons needing interpreter services or accommodations for a disability in order to participate in this meeting, free of charge, are encouraged to contact Johnny Wong, 813-273-3774 x370 or wongj@plancom.org, three business days in advance of the meeting. Also, if you are only able to speak Spanish, please call the Spanish help line at (813) 273-3774, ext. 211.

Si necesita servicios de traducción, el MPO ofrece por gratis. Para registrarse por estos servicios, por favor llame a Johnny Wong directamente al (813) 273-3774, ext. 370 con tres días antes, o wongj@plancom.org de correo electrónico. También, si sólo se puede hablar en español, por favor llame a la línea de ayuda en español al (813) 273-3774, ext. 211.

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If a person decides to appeal any decision made by the board, he or she will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.
Helpful Hints for MPO Board and Committee Meeting Participation

The MPO is requesting that everyone participate remotely to minimize risk of transmitting the coronavirus. Below are some helpful hints to guide your remote participation in the upcoming meeting.

- You can call by telephone to listen only, or you can follow the link provided and attend using the Go To Webinar online meeting site.

- **If you use the telephone**, you’ll need to follow along with a copy of the meeting agenda and materials sent via e-mail or made available on the MPO website ([http://www.planhillsborough.org/metropolitan-planning-organization-mpo/](http://www.planhillsborough.org/metropolitan-planning-organization-mpo/)) – see the list of “Upcoming Meetings and Events.”

You can provide comments in advance of the meeting, by 5pm the day before the meeting, by:
  - leaving a voice message at (813) 273-3774 ext. 369
  - e-mail to mpo@plancom.org
  - visiting the event on the MPO Facebook page (board meetings only)

Voice messages will be played aloud. Written comments will be read into the record if brief, and provided in full to the board or committee members.

- **If you use the Go To Webinar service**, you will be able to view the agenda and presentation materials on your screen, as they are discussed during the meeting. You will also be able to provide verbal or written comments while the meeting is going on, as described below.

- In either case, please leave your microphone muted when you are not speaking, to minimize background noise.

Getting Set Up:

- Much as you would arrive at our offices early for a meeting, please log-in or phone in 10 to 15 minutes before the meeting start time. This will give us a chance to assist participants that are having technical difficulties.

- Feel free to call us, e-mail us or text one of us if you need assistance. A technical support contact person and phone number is listed near the top of each virtual meeting agenda.

- When you start in the Go To Webinar environment, at the top of the screen is a drop-down menu that says “View everyone.” Change this to “View who’s talking” to automatically see whomever is speaking. Change it to “Hide webcams” to make the agenda and materials on the screen larger.

- You can also enlarge the screen size by moving your cursor to the right side of the screen and clicking the “+” button.
If you have trouble with your computer speakers or microphone, use your phone instead. Click the triangle next to the word “Audio” to see your choices. Do input the Audio PIN when prompted so we can unmute you!

Click this red arrow to expand or minimize your sidebar in Go To Webinar.

Click this “raise hand” button if you want to speak. The chair will recognize you at the appropriate time and staff will unmute you. If you have put yourself on mute as well, you will ALSO need to unmute yourself.

When the meeting begins:

Board and committee members, please wait to announce your attendance until the roll is called.

There will be an opportunity for members of the public to provide comments. Please click the “raise hand” button (illustrated above). When recognized and unmuted, announce yourself and adhere to the time limits. Members of the public may also ask questions to staff at any time during the meeting by typing them into Questions/Chat box (illustrated above, lower right of screen).

During discussion of agenda items, board and committee members are requested:

- Please signal to the Chair that you would like to speak by clicking the “raise hand” button (illustrated above).
• Please wait until the Chair calls on you to begin speaking.
• Please re-state your name at the beginning of your remarks, for the benefit of the recording secretary.
• You can also communicate with each other and with staff by typing questions and comments into chat window reserved for meeting organizers and panelists. This will become part of the meeting record. Staff will bring questions and comments raised in the chat window to the attention of the chair at an appropriate time during the meeting.
CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Craig Forsell, Officer at Large, called the meeting to order at 9:34 a.m. and began with the Pledge of Allegiance. The meeting was held in the Plan Hillsborough Room on the 18th Floor of the County Center. Introductions were made.

Members Present: Craig Forsell, Glenn Brown, David Newell, Emily Hughart, Dr. Leslene Gordon, John Pelkey, Cassandra Blaylock, Jody Toner, Debra Noel and Karen Smith

A quorum was present.

Members Absent: Councilman Luis Viera, Gloria Mills, Kristina Melling, Angel Williams, Mark Harshbarger, Nancy Castellano, Michelle Correll, Artie Fryer and Nancy Pacificio

Others Present: Michele Ogilvie, Cheryl Wilkening, Allison Yeh and Joshua Barber– MPO Staff; Chris Cochran and Kemly Green-HART

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Craig Forsell sought a Motion to approve the minutes. Glenn Brown made a motion to approve minutes for December 13, 2019. The motion was seconded by Dr. Leslene Gordon and passed unanimously. Motion carries.

ACTION ITEMS

A. Resilient Tampa Bay: Transportation Pilot Project

Allison Yeh, MPO Staff, presented the Resilience Tampa Bay Transportation Pilot. This is a regional study that included 2.8 million in population which is the 2nd largest population in Florida. It is over 1000 miles of shoreline and 58 percent of the population lives in flood zones. This was one of eleven projects looking at integrating into agency practices, tools and resources. FHWA grant to Hillsborough MPO is for $250,000. Tampa Bay TMA is one of the grantees. They were required through the Long Range Transportation Plan to look at strategies of resilience and reliability of the transportation system and stormwater mitigation. They are accomplishing two things at one time and that is to move this type of analysis forward and to incorporate in our LRTP. There was a wide variety of stakeholder participation. They looked at the most vulnerable roads subject to flooding and then focused on the Cat 3 high and 9 inches of precipitation in day for more technical analysis The high criticality was based on the a stakeholder survey to help
determine what was most important to the region and the vulnerability component was based on the depth of inundation. Based on the highly critical and highly vulnerable they came up with 16 projects. For the highly vulnerable roads that are critical they look at raise the profile, enhance sub-base and add retention/detention ponds. They would enhance sub-base, add retention/detention ponds, depress medians and add vegetation on somewhat critical and moderately vulnerable roads. They did a project design on six projects to show examples of strategies and costs. Ms. Yeh provided examples in the adaptation toolbox and what would be needed for stormwater funding and road surface funding. The economic impact of the vulnerable roads not being available for use grows over the course of a month so the cost of doing nothing would be about equal the cost of the resiliency projects. The recommended action is to accept the Resilient Tampa Bay Transportation Pilot Project report and request that implementing entities strongly consider mitigation strategies for the highly critical, highly vulnerable road segments when doing maintenance or other work on those roads.

Glenn Brown questioned if there is a coordination plan with HART, Sunshine Line, etc to provide a better evacuation plan for the disadvantaged. Dr. Leslene Gordon inquired if there is a report to show an analysis of what happens to people if there was a flood and what is the impact to these communities and is there a cost. Dr. Gordon wanted to know the next step. John Pelkey questioned if they are separate entity from the clean-up and road crew and if there is a budget for this.

Craig Forsell sought a Motion to accept the Resilient Tampa Bay Transportation Pilot Project Report and request that implementing entities strongly consider mitigation strategies for the highly critical, vulnerable road segments when doing maintenance or other work on those roads. David Newell so moved, seconded by Dr. Leslene Gordon, and Motion carried unanimously.

B. Community Transportation Coordinator Evaluation

Michele Ogilvie, MPO Staff, presented the annual CTC Evaluation for July 1, 2018 to June 30, 2019. This is an annual task of the TDCB. They review 5 criteria: Reliability, Service Effectiveness, Service Efficiency, Service Availability and Safety. They conducted a customer service survey of 3031 client customers to evaluate the Sunshine Line and HART Bus Pass Program. The Hillsborough County BOCC is the CTC for Hillsborough County. Sunshine Line is the transportation operator who provides door to door transportation for medical, shopping, employment, job training and social activities. Bus Passes are provided who can use this service. The Sunshine Line’s service runs Monday - Friday 6 am – 5pm. It is a 6.7million dollar service and $2.2 million is for the Transportation Disadvantaged and the Hillsborough County added $3.9 million. The Sunshine Line has traveled 1,149,764 total miles and met all standards on reliability, service effectiveness, service efficiency, safety and complaints. The successes with road calls due to new buses on the road. The survey findings are overall A with a 98 percent satisfaction. The automated phone system received the lowest score. There was great improvement for bus pass users who stated their complaints were handled satisfactorily and drivers were courteous. The profile of the users of the Sunshine line were 71% female, 84% over 60 years old, 32% used the service for 3 or more years, 51% use the service for medical purposes and 39% use the service 1 to 4 times per month. The profile of the users for the bus pass were 58% female, 67% age 60 or over, 42% used the service for 3 or more years, 82% use the service for medical purposes and 70% use the service more than 10 times per month. The recommendation is to approve CTC Evaluation and its recommendations and transmit to the Florida Commission for the Transportation Disadvantaged.
Jody Toner inquired if the number of respondents is comparable to the prior year results. Craig Forsell asked how many people participated in the survey and what does it mean for medical purposes.

Craig Forsell sought a motion approving the Community Transportation Coordinator Evaluation. Glenn Brown so moved, seconded by Cassandra Blaylock, and Motion carried unanimously.

C. Garden Steps Action Plan

Michele Ogilvie, MPO Staff, explained that the Garden Steps is integrating health in transportation. It is a community partnership to establish community gardens in areas identified as food deserts and to evaluate and improve transportation conditions surrounding garden sites. The MPO entered into the healthiest cities challenge which was 50 communities in the United States funded by Aetna, APHA and NACo. They allowed $10,000 in seed money and to go forward for two years to live the dream. The partners included Department of Health, City of Tampa Economic Development, Coalition of Community Gardeners, HART, Planning Commission, City of Tampa Parks and Transportation Department of City of Tampa. There is a prevalence of obesity and diabetes in the US. Fifty percent of our health outcomes are determined by policies, systems and the environment. Transportation affects health in the following ways: safety, active transportation, air quality, connectivity to destinations and equity. What has been discovered is health and food access go hand and hand. They have discovered a health atlas which is a public tool to help communities evaluate the interconnectivity of health, environment, transportation, food environment and emergency preparedness. Our food deserts face high rates of diabetes, obesity, asthma, no leisure time activity, poor physical and mental health. Tampa’s food deserts often face low sidewalk coverage, high numbers of severe crashes and low non-motorized access to fresh produce. The action capacity results in new gardens, new partners and the 1st runners up in the 50 healthiest cities challenge and received $50,000 and in the packet are the ways they would like to spend this money. They would like to bring forward new gardens for food access, community education and safe and health active transportation. This is a 3-year pilot and they feel they can grow this $50,000 into much more. The action requested is to support the Garden Steps Action Plan and allow them to take before the MPO Board.

Glenn Brown commented that they are close to brownfields. Jody Toner suggested to schedule time to coordinate a community base project for the youth.

Craig Forsell sought a Motion approving the Garden Steps Action Plan. Glenn Brown so moved, it was seconded by Jody Toner, and Motion carried unanimously.

STATUS REPORTS

A. HART Arterial BRT Corridor Study

Chris Cochran, Director of Service Development at HART, presented an update on the Arterial BRT Study. The purpose is to identify what corridor using some combination of Florida, Nebraska and/or Fowler Avenue to connect downtown Tampa to University of South Florida Tampa Campus. The goals are to improve safety and transit operating conditions, improve connectivity for east-west routes, improve local transit access for communities between USF and Downtown Tampa, including bicycle and pedestrian connectivity and signalized crossing improvements. The
study identified transit needs such as expanded transit options for new and existing riders, better connectivity between USF and Downtown Tampa, premium transit service to support the City of Tampa’s plans for denser redevelopment and long-term economic growth. Mr. Cochran provided a timeline and announced they are close the public workshop on February 27th at Crossover Church on Fowler Avenue 5:30 pm. There is a survey on their website if you are not able to attend. There are coordinating studies and efforts that include the Heights Mobility Study, Tampa Streetcar Extension, Regional Rapid Transit Study, Fowler Avenue Multimodal Corridor Study, University Area Intermodal Center Study, Downtown Intermodal Center Study and US 41 and 41B Improvements. The Heights Mobility Study is consistent with concepts that propose business access transit lane or mixed traffic north of Violet Street, lane reduction and transit lane south of violet street and non-motorized enhancements. There were seventeen alternatives identified and conducted two screenings. The recommended initial BRT alignment is Linebaugh Avenue because it has a higher opportunity for infill and redevelopment, higher existing transit use, higher degree of supporting land use and greater potential for transit travel time savings. The Long-Term BRT Alignment is to remain on Florida Avenue to Fowler Avenue. There are project committees which are the Arterial BRT stakeholder Committee and the Technical Committee. The next steps are the public outreach survey, identify supporting transit and nonmotorized projects, develop project prioritization approach for supporting projects, develop recommended alternative and implementation plan. The next public workshop is late February 2020 and the HART Board decision is in March or April 2020 to begin Phase 2.

John Pelkey inquired if they are dependent on the dedicated transit line or able to support without using the signal dedicated line. Glenn Brown questioned if the dedicated lanes on Fowler will help in terms of walkability. Craig Forsell commented that the BRT is not driving faster so the major component would be the dedicated lane and wanted to know if it was limited stops. Mr. Forsell also questioned in the transit only lane would the HART bus and Sunshine line use this lane.

B. FY 21 & 22 UPWP Call for Projects

Michele Ogilvie presented FY 2021 and FY 2022 Unified Planning Work Program Call for Projects. This required biennial request for projects. It is effective July 1, 2020 to June 30, 2022. The UPWP documents federal and state funding for MPO, FDOT, HART and CTD and outlines major planning tasks that comply with federal and state rules. There are six major planning tasks. Task 1 is the management, Task 2 is the largest one that deals with congestion, safety, emergency preparedness, and TDM, Task 3 is the LRTP, Task 4 is the transportation improvement program, Task 5 is public participation and Task 6 is the regional coordination and planning. The committee request for 2019 -2020 from the TDCB is safety and mobility for aging users. Some of the jurisdiction and agency project request for 2019-2020 were traffic counts, multi-modal school safety reviews, access management and hyperlink service study. FY 19-20 Task 2 Consultant Projects include Vision Zero Quarterly Report, Garden Steps Project and Resilient Tampa Bay Transportation Pilot Project. FY 19-20 Task 3 & Task 6 Consultant Projects include LRTP & Data Collection, Public Participation and Local and Regional Coordination. Today they are asking for projects for the UPWP. On March 15th they will draft the UPWP document to FDOT and in April the Present to the MPO Committees. On May 13th, 2020 the MPO will adopt the projects and on July 1, 2020 the new UPWP will be effective. The purpose of this presentation is to obtain the requests from the TDCB.

There were no request from the committee members.

C. 2020 Transportation Disadvantaged Legislative Day Report
Nancy Castellano was not present to give this report.

D. Sunshine Line update

Karen Smith, Sunshine Line, updated that the Saturday service is still going on and averaging 60 trips on a Saturday. They currently have 60 vehicles. The hours of operation on Saturday is 8-5. They primarily run routes in Hillsborough but if it makes more sense to go into a neighboring county they will. They just had a perfect audit.

Kemly Green, HART Manager of Customer Service and Paratransit, provided an update. The ridership for the paratransit in January was 17,300 trips which is a 3.4 increase from January last year. Our customer choice program which is handled by yellow cab did 7,765 trips in January and that is an increase of 12 percent from the same time last year.

E. Next Meeting: Friday, April 24, 2020

John Pelkey is the Chief of Beneficiary Travel Service (BTS) for the VA. The Beneficiary Travel offers mileage reimbursement for Veterans to get to their appointments. This is based on their eligibility which is they have to be at least 30 percent service connected. If you are wheelchair bound or stretcher bound and meet the same eligibility, they offer special mode which is wheelchair transport or ambulance transport. All veterans that do not qualify for the 30 percent service connected do qualify for the Veteran Transportation Service (VTS). There are four vehicles that are more of shuttle base primarily for the blind, wheelchair based or low-income Veteran.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:03 a.m.
Community Transportation Coordinator (CTC) Service Rates for 2019/2020

Presenter
Karen Smith, Sunshine Line

Summary
Each year the Community Transportation Coordinator (CTC) is required to submit a completed Rate Calculation Model worksheet to the Commission for the Transportation Disadvantaged. This rate model determines the trip rates for reimbursement to the CTC from the Trip/Equipment Grant from the Commission for the Transportation Disadvantaged (CTD). Rates are determined by the model using budget and estimated trip and mileage data from the current fiscal year.

The CTD Disadvantaged Rate Calculation Model for the 2020/2021 grant year effective July 1, 2020 are proposed to be:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Rate Per One-Way Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOOR-TO-DOOR SERVICE</td>
<td></td>
</tr>
<tr>
<td>AMBULATORY TRIP</td>
<td>$38.83</td>
</tr>
<tr>
<td>WHEELCHAIR TRIP (requiring the use of vehicle lift)</td>
<td>$66.56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Trip Category</th>
<th>Rate Per Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP TRIP* PER PASSENGER</td>
<td>$18.77</td>
</tr>
<tr>
<td><em>(5 or more passengers transported in one vehicle at the same time and being picked up at multiple origins and travelling to one single destination or being picked up from one single origin and traveling to multiple destinations.)</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Trip Category</th>
<th>Rate Per Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP TRIP* PER GROUP</td>
<td>$74.35</td>
</tr>
<tr>
<td><em>(5 or more passengers in one vehicle being picked up from a single origin and traveling to a single destination at the same time).)</em></td>
<td></td>
</tr>
</tbody>
</table>

BUS PASSES/TICKETS: Cost of pass or ticket plus administration.

The per-trip co-payment is on a sliding scale, depending on the client’s household income as follows. Co-payments will not be charged to group trips.

<table>
<thead>
<tr>
<th>Household Income</th>
<th>Co-Pay per Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>125% (or less) of Federal Poverty Guidelines</td>
<td>No Co-Pay</td>
</tr>
<tr>
<td>126%-300% of Federal Poverty Guidelines</td>
<td>No Co-Pay</td>
</tr>
<tr>
<td>More than 300% of Federal Poverty Guidelines</td>
<td>No Co-Pay</td>
</tr>
</tbody>
</table>
The Transportation Disadvantaged Coordinating Board is required to review and approve the Service Rates annually.

**Recommended Action**
Review and consider the Approval of the 2020/2021

**Prepared By**
Michele Ogilvie, MPO staff

**Attachments**
None
Board & Committee Agenda Item

Agenda Item
Unified Planning Work Program (UPWP) FY21 & FY22 Project Discussion

Presenter
Allison Yeh, MPO Staff

Summary
As the MPO approaches the adoption date of the FY 20/21 and FY 21/22 UPWP – scheduled for the May board meeting – today’s meeting will be used to discuss potential planning studies that have been requested by the local jurisdictions and the MPO’s advisory committees.

The MPO’s transportation planning functions are supported primarily by federal and state grants. The grant-funded planning activities must be identified in advance for two fiscal years. The UPWP also documents the use of federal funds for metropolitan transportation planning conducted by other agencies, including FDOT and HART, for the purpose of information and coordination.

The current draft UPWP for FY21 & FY22 is available on the MPO website. http://www.planhillsborough.org/unified-planning-work-program/.

Recommended Action
For board member comment and guidance

Prepared By
Allison Yeh, AICP, LEED GA

Attachments
Presentation slides for today’s discussion will be posted at:

http://www.planhillsborough.org/event/metropolitan-planning-organization-board-meeting-38/?instance_id=8277
Board & Committee Agenda Item

Agenda Item
Transportation Disadvantaged Coordinating Board (TDCB) Grievance Procedures Annual Review and Adoption

Presenter
Michele Ogilvie, MPO Staff

Summary
The Transportation Disadvantaged Coordinating Board is required to review and approve its Grievance Procedures annually. To ensure quality control of the Transportation Disadvantaged (TD) system and to provide participating users, funding agencies, and transportation providers with an impartial body to hear complaints and make recommendations on disputes concerning services rendered, the TDCB creates the Hillsborough County Transportation Disadvantaged Grievance Procedures and a Grievance subcommittee.

The TDCB’s Grievance Procedures are also found in Section 4.3 of the Transportation Disadvantaged Service Plan. The procedures include establishing a subcommittee, membership, powers and duties.

Members of the Grievance Subcommittee shall be appointed by the Chairman of the Hillsborough County TDCB and shall be composed of five voting members of the TDBC as follows:
(a) One user of transportation services,
(b) One representative of a recognized disabled group, and
(c) Three representatives of the LCB at-large

The currently, the following members serve as the Grievance subcommittee: Gloria Mills, Nancy Pacifico, Mark Harshbarger, Craig Forsell and Nancy Castellano.

Recommended Action
The Board’s confirmation of the Grievance Procedures, the Chairman’s appointment of Grievance Subcommittee members.

Prepared By
Michele Ogilvie, MPO staff

Attachments
Grievance Procedures 2020
GRIEVANCE PROCEDURES 2020

HILLSBOROUGH COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

601 E. KENNEDY BLVD.
18TH FLOOR
TAMPA, FLORIDA 33602
The TDCB created a Hillsborough County Transportation Disadvantaged Grievance Subcommittee. This subcommittee develops rules and procedures to ensure quality control of the TD Coordinated System and to provide participating users, funding agencies, and transportation providers with an impartial body to hear complaints and make recommendations on disputes concerning services rendered.

Section 1. Creation of Board

1.01 There is hereby created and established a Hillsborough County Transportation Disadvantaged Grievance Subcommittee, hereinafter referred to as Grievance Subcommittee, a subcommittee of the TDCB, as specified pursuant to Chapter 427, F.S., and Rule 41-2, Rules of the State of Florida and Operations Plan 2c of the Memorandum of Agreement (MOA) between Hillsborough County and the Commission for the Transportation Disadvantaged.

Section 2. Definitions

2.01 As used in these Rules and Procedures, the following words and terms shall have the meanings assigned herein:

(a) CTC: Board of County Commissioners (BOCC) of Hillsborough County of the State of Florida.

(b) TDCB: Entity appointed by the Hillsborough County Metropolitan Planning Organization (MPO) that provides assistance to the CTC relative to the coordination of transportation service.

(c) Funding Agency: Those agencies which have a funding contract with the CTC for transportation services for the TD.

(d) MPO: The Hillsborough County MPO, an organization responsible for carrying out transportation planning and staffing the TDCB.

(e) Program Manager: The individual responsible for the operation of the transportation program for the transportation provider.

(f) Transportation Provider: The entity providing transportation services for the TD whether it be the County or private non-profit or private for-profit providers.

(g) TD (User): Those persons who because of physical or mental disability, income status or age, or who for other reasons are unable to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, and other life sustaining activities.

(h) CTD: Entity responsible for fostering the coordination of transportation services statewide provided to the TD.

Section 3. Objective

3.01 The objective of the Grievance Subcommittee shall be to develop rules and procedures to ensure quality control and to provide participating users, funding agencies, and transportation providers with an impartial body to hear complaints and make recommendations on disputes concerning services rendered.
Section 4. Membership

4.01 Members of the Grievance Subcommittee shall be appointed by the Chairman of the Hillsborough County Transportation Disadvantaged Coordinating Board (TDCB) and shall be composed of five voting members of the TDCB as follows:
   (a) One user of transportation services,
   (b) One representative of a recognized disabled group, and
   (c) Three representatives of the LCB at-large.

4.02 The designated representative of the CTC, charged with responsibility of overseeing the TD program, shall be an advisory member of the Grievance Subcommittee. The Hillsborough County MPO shall staff the Grievance Subcommittee.

Section 5. Terms of Members

5.01 The members of the Grievance Subcommittee shall serve a 2-year term.

5.02 A member of the Grievance Subcommittee may be removed for cause by the Chairman of the LCB. Vacancies in the membership of the subcommittee shall be filled in the same manner as the original appointments. An appointment to fill a vacancy shall only be for the remainder of the unexpired term being filled.

5.03 The Grievance Subcommittee shall elect a chairperson and a vice chairperson at the first scheduled meeting of each year who shall serve for one year.

5.04 A quorum (three voting members) shall be present for any official action. In the event of a tie vote, the chairperson shall then have the deciding vote. Meetings shall be held at such times as the Grievance Subcommittee may determine.

5.05 No voting member will have a vote on an issue that is deemed a conflict of interest.

Section 6. Grievance Procedures

6.01 Grievance procedures will be those as specified by the Grievance Subcommittee as set forth below.

6.02 Complaints that emanate from continued tardiness; driver behavior; passenger discomfort; irregularities in the system of delivery; or decisions made to deny, reduce, or terminate services constitute grievances for users or funding agencies. Complaints about charges or billing constitute grievances by a funding agency or transportation provider. Other complaints can be heard at the discretion of the Grievance Subcommittee.

6.03 Clients or funding agencies shall contact the CTC Program Manager verbally, or in writing, in an attempt to resolve the complaint following the procedures of his/her agency.

6.04 If this effort is not successful, the grievant may present their grievance to the Grievance Subcommittee by securing a grievance form (Figure 4-1) from the program managers of the transportation providers in care of the Hillsborough County MPO. The client will also be advised about the CTD Ombudsman Program.
6.05 Upon receipt of the grievance form, the TDCB chairperson shall, within 15 working days, contact Grievance Subcommittee members and the CTC Program Manager to set a grievance hearing date and location.

The grievance may also be sent to:

CTC Ombudsman Program
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0700
1-800-983-2435
1-800-648-6084 (TTY)
www.dot.state.fl.us/ctd

6.06 The grievant and all parties involved shall be notified at least seven working days prior to the hearing date by certified mail; return receipt requested.

Section 7. Powers and Duties of the Grievance Subcommittee

7.01 The Grievance Subcommittee shall have the power to hold hearings, conduct investigations, and take testimony in all matters relating to complaints or grievances brought before the subcommittee by a user, funding agency, or transportation provider.

7.02 Each party, at their own expense, shall have the right to be represented by counsel, to call and examine witnesses, to introduce exhibits, and to examine opposing witnesses on any relevant matter. Information presented at the grievance hearing that is irrelevant, immaterial, or unduly repetitious will be excluded from consideration. All other information of a type commonly relied upon by reasonable prudent persons in the conduct of their affairs will be admissible. The Grievance Subcommittee will determine whether the information presented is relevant to the hearing and that decision is final.

7.03 The Grievance Subcommittee shall review the material presented and make recommendations to all parties involved and the TDCB within 15 working days. The said notice shall be sent to all parties by certified mail; return receipt requested.

7.04 The CTC shall, within 15 working days from the receipt of the recommendations, address in writing the Grievance Subcommittee's recommendations, and send them to the TDCB staff.

7.05 The Grievance Subcommittee will report the CTC’s response to the full TDCB at their next scheduled meeting.

7.06 All meetings and hearings shall be open to the public.

7.07 Minutes shall be kept at each hearing and filed with the LCB staff, in care of the Hillsborough County MPO, and shall be public record.

7.08 If the grievance cannot be resolved pursuant to the procedures set forth, the grievant may notify the local TDCB, who shall recommend solution(s).
7.09 If the local TDCB cannot resolve the grievance, the grievant may appeal it to the Hillsborough County MPO, who shall recommend solution(s).

7.10 Any appeals to the recommendations of the Grievance Subcommittee, the TDCB, or the Hillsborough County MPO must be filed with their staff within 60 days of the latest hearing decision. The appeal will be filed to Hillsborough County MPO/TDCB staff by certified mail; return receipt requested.

7.11 Upon receipt of an appeal, Hillsborough County MPO/TDCB staff shall, within 15 working days, request an appeal hearing date from the appropriate party and notify relevant individuals.

7.12 Any person or entity aggrieved by the decision of the TDCB or the Hillsborough County MPO may appeal in any manner provided by law.

7.13 At any time during the process, the grievant may present the grievance to the CTD through its Ombudsman Program.
HILLSBOROUGH COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD

GRIEVANCE FORM

Name: ___________________________ Date: ___________________________
Address: ___________________________ Telephone: ___________________________

Description of incident and steps taken to resolve complain:
(The description must at a minimum include the nature of the alleged complaint, the
transportation provider involved and the date(s), time(s), and place(s) where the incident(s)
occurred. Please use additional sheets if needed.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Description of relief desired:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

OFFICIAL USE ONLY

Signature: ___________________________

Date Chairperson Received Report: ___________________________
Date Presented to Grievance Board: ___________________________

Recommendation:
________________________________________________________________________
________________________________________________________________________

Date Parties Notified of Results:

Return form to: Transportation Disadvantaged Coordinating Board
P.O. Box 1110
Tampa, FL 33601-1110
(813) 272-6255 (fax)
Ogilvien@plancom.org
Board & Committee Agenda Item

**Agenda Item**
Transportation Disadvantaged Coordinating Board (TDCB) By Laws Amendment

**Presenter**
Michele Ogilvie, MPO Staff

**Summary**
The TDCB By-Laws establishes the formal procedures for the TDCB activities including board meetings, staff, board duties, subcommittees, communication with other organizations.

The By-Laws of all of the MPO’s committees are incorporated into the MPO By-Laws, and this amendment to the TDCB’s By-Laws will require an amendment to the overall MPO By-Laws.

Guidance from the Florida Commission for the Transportation Disadvantaged, asks that the local coordinating board annually review their By-Laws. Further, the By-Laws shall state that the local Coordinating Board will conduct business using parliamentary procedures according to Robert’s Rules of Order, unless stated otherwise in the By-Laws.

**Recommended Action**
Confirm the By-Laws of the Transportation Disadvantaged Coordinating Board

**Prepared By**
Michele Ogilvie, MPO Staff

**Attachments**
TDCB By-Laws within the MPO By-Laws Section 4.2.9.
BY-LAWS OF
THE HILLSBOROUGH COUNTY
METROPOLITAN PLANNING ORGANIZATION
AND ITS COMMITTEES
Amended October 1, 2019

1.0 PURPOSE: These By-laws are adopted by the Hillsborough County Metropolitan Planning Organization hereinafter called the “MPO” to govern the performance of the MPO’s duties as well as those of MPO committees and to inform the public of the nature of the MPO’s internal organization, operations and other related matters.

2.0 DEFINITIONS:

2.1 EMERGENCY: Any occurrence or threat thereof, whether accidental or natural, caused by man, in war or in peace, which necessitates immediate action because it results or may result in substantial injury or harm to the population or the MPO or substantial damage to or loss of property or public funds.

2.2 GOOD CAUSE: A substantial reason which is put forward in good faith.

2.3 INTERESTED PERSON: Any person who has or may have or who represents any group or entity which has or may have some concern, participation or relation to any matter which will or may be considered by the MPO.

2.4 MEMBER(S): The MPO consists of sixteen (16) official members, with FDOT designated as a non-voting advisor. Each member government or authority may also appoint an alternate member, who may vote at any MPO meeting in place of a regular member. MPO committee membership is as provided in these By-laws.

2.5 PUBLIC HEARING: A meeting of the MPO convened for the purpose of receiving public testimony regarding a specific subject and for the purpose of taking action on amendment to or adoption of a plan or program. A public hearing may be convened with less than a quorum present; however, no official action other than adjournment or continuation of the public hearing to another time may be taken unless a quorum is present.

2.6 REGULAR MEETING: The regular scheduled meeting of the MPO at which all official business may be transacted.

2.7 SPECIAL MEETING: A meeting of the MPO held at a time other than the regularly scheduled meeting time. All official business may be transacted at a special meeting.

2.8 WORKSHOP: A conference where members are present and are meeting to discuss a specific subject. A workshop may be convened with less than a
quorum present; however, no official action other than adjournment or continuation of the workshop to another time may be taken.

3.0 **MPO OFFICERS:** There shall be a Chair and a Vice-Chair. All officers shall be voting members of the MPO.

3.1 **TENURE:** All officers shall hold office for one (1) year or until a successor is elected. However, any officer may be removed by a majority of the total members.

3.2 **SELECTION:** At the regular meeting in December, the members shall nominate one or more candidates to fill each office. Immediately following the close of nominations, the MPO shall vote to fill each office, with the vote for each office being taken in the order in which candidates for that office were nominated, until one is elected. New officers shall take office immediately upon the conclusion of the election of officers.

3.3 **VACANCY IN OFFICE:** A vacant office shall be filled by the MPO at its first regular meeting following the vacancy. The officer so elected shall serve the remainder of their predecessor’s term in office.

3.4 **DUTIES:** The officers shall have the following duties:

3.4.1 **CHAIR:** The Chair shall:

(a) Preside at all regular and special meetings, workshops and public hearings.

(b) Represent the MPO on the West Central Florida MPO Chairs Coordinating Committee (CCC) and the Florida MPO Advisory Council (MPOAC).

(c) Establish such ad hoc committees as the Chair may deem necessary and appoint their members and chairs.

(d) Call special meetings and workshops and public hearings.

(e) Sign all contracts, resolutions, and other official documents of the MPO, unless otherwise specified by the By-laws or Policies.

(f) Express the position of the MPO as determined by vote or consensus of the MPO.

(g) See that all actions of the MPO are taken in accordance with the By-laws, Policies and applicable laws.

(h) Perform such duties as are usually exercised by the Chair of a commission or board, and perform such other duties as may from time to time be assigned by the MPO.

3.4.2 **Vice-Chair:** The Vice-Chair shall, during the absence of the Chair or the Chair’s inability to act, have and exercise all of the duties and powers of the Chair, and shall perform such other duties as may from time to time be assigned to the Chair by the MPO.

4.0 **COMMITTEES:**

4.1 **AD HOC COMMITTEES:**
4.1.1 Chair and Expiration: An ad hoc committee shall consist of a committee chair, who shall be a member of the MPO. All ad hoc committees shall have an expiration time identified by the Chair at the time of creation or shall dissolve at the expiration of the Chair’s term.

4.1.2 Purpose: The purpose of establishing ad hoc committees is to facilitate the accomplishment of a specific task identified by the Chair.

4.2 STANDING COMMITTEES:

4.2.1 Appointment of Committee Members: Members and alternate members of all committees shall be appointed by action of the MPO. Members representing an organization on a committee, as specified in the committee membership list, shall be nominated in writing by their organization. Members representing the citizens of Hillsborough County, and not representing any particular entity as specified in the committee membership list, shall be recommended for membership by action of the committee on which they would like to serve. Using the same procedure, alternate members may be designated to act on behalf of regular members with all the privileges accorded thereto. The MPO shall not appoint committee applicants who are affiliated with private MPO consultants or contractors. If such an affiliation occurs, an existing committee member shall be deemed to have resigned.

4.2.2 Termination of Committee Membership: Any member of any committee may resign at any time by notice in writing to the Chair. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chair. Each member of each committee is expected to demonstrate his/her interest in the committee’s activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend. The MPO may review, and consider rescinding, the appointment of any member of any committee who fails to attend three (3) consecutive meetings. In each case, the MPO will warn the member in writing, and if applicable the member’s nominating organization, thirty days in advance of an action to rescind membership. The MPO Chair may immediately terminate the membership of any committee member for violations of standards of conduct, defined as conduct inconsistent with Florida Senate Administrative Policies and Procedures. At a minimum, committee member attendance will be reviewed annually. In the case of members representing an organization on a committee as specified in the committee membership list, the individual’s membership may also be rescinded by the nominating organization, by letter to the Chair.
4.2.3 **Officers of Standing Committees:** The committee shall hold an organizational meeting each year for the purpose of electing a committee chair (unless designated by the MPO), a committee vice-chair, and, at the discretion of the committee chair, an officer-at-large. Officers shall be elected by a majority vote of a quorum of the members. Except as otherwise provided in these By-laws, officers shall serve a term of one year starting with the next meeting. The powers and duties of the committee chair shall be to preside at all meetings; to express the position of the committee as determined by vote or consensus of the committee; and to ensure that all actions of the committee are taken in accordance with the bylaws and applicable law. The committee vice chair shall have these same powers and responsibilities in the absence of the committee chair. The officer-at-large shall, during the absence of both the committee chair and the committee vice-chair or their inability to act, have these same duties and responsibilities, and in addition shall perform other duties as may from time to time be assigned by the committee chair.

4.2.4 **Conduct of Committee Meetings:** Sections 5 through 9, excluding Section 8.1, of these MPO By-laws shall be used for the conduct of all MPO committee meetings.

4.2.5 **Standing Committee Sub-Committees:** An MPO standing committee or the MPO may establish such sub-committees to a standing committee as deemed necessary to investigate and report on specific subject areas within the scope of the standing committee. Such sub-committees shall be of limited duration and shall dissolve at such time as designated at the time of establishment or upon completion of the task(s) specified at the time of establishment. These MPO By-laws shall be used for the conduct of such sub-committees meetings in the same manner as the MPO committees.

4.2.6 **MPO Technical Advisory Committee (TAC):** Established pursuant to Section 339.175, Florida Statutes, the TAC shall be responsible for considering safe access to schools in the review of transportation project priorities, long-range transportation plans and transportation improvement programs and shall advise the MPO on such matters. In addition, the TAC shall be responsible for assisting in the development of transportation planning work programs; coordinating transportation planning and programming; review of all transportation studies, reports, plans and/or programs, and making recommendations to the MPO that are pertinent to the subject documents based upon the technical sufficiency, accuracy, and completeness of and the needs as determined by the studies, plans and/or programs. The TAC shall coordinate its actions with the School Board of Hillsborough County and other local programs and organizations within Hillsborough County that participate in school safety activities and shall also coordinate its actions with the appropriate representatives of the Florida Department of Transportation.
TAC Membership: The TAC shall be composed of technically qualified representatives for the purpose of planning, programming and engineering of the transportation system within the Hillsborough County Metropolitan Planning Organization area boundary.

The membership shall be composed of: two (2) members from Hillsborough County, two (2) members from City of Tampa, two (2) members from the Hillsborough County City-County Planning Commission, one (1) member from the Tampa Hillsborough Expressway Authority, one (1) member from the Hillsborough Area Regional Transit Authority, one (1) member from Environmental Protection Commission, one (1) member from the Tampa Port Authority, one (1) member from City of Temple Terrace, one (1) member from the Tampa Bay Regional Planning Council, one (1) member from the Florida Department of Environmental Protection, one (1) member from City of Plant City, one (1) member from the Hillsborough County Aviation Authority, one (1) member from the Hillsborough County School Board, one (1) member from the Tampa Bay Area Regional Transportation Authority, one (1) member from the Tampa Historic Streetcar, Inc., one (1) member from the Department of Health-Hillsborough and one (1) member from the Florida Trucking Association.

Terms of Membership: Members shall serve terms of indefinite length at the pleasure of their respective nominating organizations and the MPO.

4.2.7 MPO Citizens Advisory Committee (CAC): The CAC shall be responsible for providing information and overall community values and needs into the transportation planning program of the MPO; evaluating and proposing solutions from a citizen's perspective concerning alternative transportation proposals and critical issues; providing knowledge gained through the CAC into local citizen group discussions and meetings; and establishing comprehension and promoting credibility for the MPO Program.

CAC Membership: The CAC shall be composed of appointed citizens (transportation agency staff are not eligible) who together shall represent a broad spectrum of social and economic backgrounds and who have an interest in the development of an efficient, safe and cost-effective transportation system. Minorities, the elderly and persons with disabilities must be adequately represented on the CAC.

All members must be residents of Hillsborough County. Membership will be as follows: one (1) member nominated by each member of the Board of County Commissioners serving on the MPO, one (1) member nominated by each member from the City of Tampa serving on the MPO, one (1) member from the City of Temple Terrace nominated by the Mayor of the City of Temple Terrace, one (1) member from the City of Plant City nominated by the Mayor of the
City of Plant City, one (1) member nominated by each respective Chairperson of the Hillsborough County Aviation, Tampa-Hillsborough Expressway, Tampa Port and Hillsborough Area Regional Transit Authorities, one (1) member representing the transportation disadvantaged nominated by the Chairman of the Transportation Disadvantaged Coordinating Board, one (1) member nominated by the Chairperson of the Hillsborough County City-County Planning Commission and one (1) member nominated by the School Board member serving on the MPO. In addition, there shall be six (6) at-large members nominated by local organizations representing the following constituencies or through application directly to the CAC as provided in Section 4.2.1. These shall comprise one (1) person of Hispanic ethnicity, one (1) person of African-American descent, one (1) person under the age of 30, one (1) woman, one (1) person to represent neighborhoods, and one (1) person to represent the business community.

Terms of appointment shall be for a two-year period with an opportunity for reappointment thereafter, unless the official who appointed the member leaves office or the MPO board during the term of the member’s appointment. In that case, the member shall be deemed to have resigned from the CAC and the new official shall have the right to appoint a new member or reappoint the same member. A member of the committee whose term has expired shall continue to serve until they are reappointed or replaced. The terms of appointment notwithstanding, CAC members shall serve at the pleasure of the MPO.

4.2.8 MPO Policy Committee: The MPO Policy Committee shall be responsible for the review and in-depth discussion of items and issues proposed to come before the MPO and for development of recommendations to the MPO, as appropriate, regarding such items and issues in order to facilitate the accomplishment of the MPO's responsibilities to manage a continuing, cooperative and comprehensive transportation planning process and the development of transportation plans and programs.

Membership: The Policy Committee shall be composed of at least five (5) members of the MPO who shall serve on a voluntary basis. Volunteers for membership will be solicited at the MPO meeting at which the Chair is elected and at any MPO meeting thereafter if the total membership of the Policy Committee falls below five (5). Those MPO members requesting to be made Policy Committee members in response to such solicitation or upon the initiative of an individual MPO member shall be so appointed by action of the MPO and shall serve terms that last until the next MPO meeting at which the Chair is elected.

4.2.9 Transportation Disadvantaged Coordinating Board (TDCB): The primary purpose of the TDCB is to assist the MPO in identifying local service needs and providing information, advice, and direction to the
Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Section 427.0157, Florida Statutes.

The following agencies or groups shall be represented on the TDCB as voting members:

- an elected official serving on the Hillsborough County MPO who has been appointed by the MPO to serve as TDCB Chairperson;
- a local representative of the Florida Department of Transportation;
- a local representative of the Florida Department of Children & Families;
- a local representative of the Public Education Community, which could include, but is not limited to, a representative of Hillsborough County Public Schools, School Board Transportation Office or Head Start Program;
- a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- a person recommended by the local Veterans Service Office representing the veterans in the county;
- a person who is recognized by the Florida Association for Community Action (President) as representing the economically disadvantaged in the county;
- a person over sixty years of age representing the elderly citizens in the county;
- a person with a disability representing the disabled citizens in the county;
- two citizen advocates in the county, one of whom must be a user of the transportation services of the coordinated transportation disadvantaged system as their primary means of transportation;
- a local representative for children at risk;
- the chairperson or designee of the local mass transit system's board except when they are also the CTC;
- a local representative of the Florida Department of Elder Affairs;
- a local representative of the local for-profit transportation industry;
- a local representative of the Florida Agency for Health Care Administration;
- a local representative of the Regional Workforce Development Board;
- a representative of the local medical community, which may include, but is not limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, and;
- A local representative of the Agency for Persons with Disabilities
TDCB Terms of Appointment. Except for the TDCB Chairperson, the members of the TDCB shall be appointed for three (3) year terms which shall be staggered equally among the membership. The TDCB Chairperson shall serve until elected term of office has expired or is otherwise replaced by the MPO.

TDCB Duties. The TDCB shall perform the following duties which include those specified in Chapter 41-2, Florida Administrative Code and Section 427.0157, Florida Statutes.

a. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for the Transportation Disadvantaged and the MPO Chairperson;

b. Review and approve the CTC’s memorandum of agreement and the transportation disadvantaged service plan;

c. On a continuing basis, evaluate services provided under the transportation disadvantaged service plan. Not less than annually provide the MPO with an evaluation of the CTC’s performance relative to the standards adopted by the Commission for the Transportation Disadvantaged and the MPO. Recommendations relative to performance and the renewal of the CTC’s memorandum of agreement with the Commission for the Transportation Disadvantaged shall be included in the report;

d. In cooperation with the CTC, review and provide recommendations to the Commission for the Transportation Disadvantaged and the MPO on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner;

e. Review coordination strategies for service provision to the transportation disadvantaged in the county to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours, and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and consolidation of adjacent counties when it is appropriate and cost effective to do so;

f. Appoint a Grievance Subcommittee to process, investigate, resolve complaints, and make recommendations to the TDCB for improvement of service from agencies, users, or potential users, of the systems in the county. This Subcommittee shall meet as often as necessary to resolve complaints in a timely manner;

g. In coordination with the CTC, jointly develop applications for funds that may become available;

h. Prepare quarterly reports outlining the accomplishments and activities or other areas of interest to the Commission for the Transportation Disadvantaged and the MPO;
i. Consolidate the annual budget of local and federal government transportation disadvantaged funds estimates and forward them to the Commission for the Transportation Disadvantaged. A copy of the consolidated report shall also be used by the TDCB for planning purposes;

j. Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the transportation disadvantaged service plan for the Commission for the Transportation Disadvantaged;

k. Assist the MPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP);

l. Assist the CTC in establishing eligibility guidelines and priorities with regard to the recipients of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys;

m. Work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

4.2.10 MPO Intelligent Transportation Systems (ITS) Committee: The ITS Committee is responsible for assisting in the development of Intelligent Transportation System (ITS) planning work programs, as well as reviewing ITS related studies, reports, plans, projects (including consistency with regional architecture and other standards and/or programs) and making recommendations to the MPO and/or other agencies. ITS Committee recommendations to the MPO shall be based upon the technical sufficiency, accuracy, and completeness of studies, plans and/or programs. The ITS Committee shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

ITS Committee Membership: The ITS Committee shall be composed of members technically qualified in the planning, programming, engineering and/or implementation of intelligent transportation systems or projects within the Hillsborough County Metropolitan Planning Organization area boundary or in the case of the member nominated by the Environmental Protection Committee, technically qualified in the area of air quality impacts of transportation. The membership shall be composed of: one (1) member each from Hillsborough County, the City of Tampa, the Environmental Protection Commission, Tampa-Hillsborough Expressway Authority, Hillsborough Area Regional Transit Authority, the USF Center for Urban Transportation Research, the City of Plant City and the City of Temple Terrace. Members and Alternate Members shall serve terms of indefinite length at the pleasure of their respective governmental bodies or agencies and the MPO.
4.2.11 **MPO Bicycle/Pedestrian Advisory Committee (BPAC):** The BPAC shall be responsible for making recommendations to the MPO, Hillsborough County, City of Tampa, City of Plant City, City of Temple Terrace, the Hillsborough County Environmental Protection Commission, the Florida Department of Transportation, the Southwest Florida Water Management District, and others, on matters concerning the planning, implementation and maintenance of a comprehensive bikeway and pedestrian system. In addition, the BPAC shall be responsible for studying and making recommendations concerning the safety, security, and regulations pertaining to bicyclists and pedestrians. The BPAC shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

**BPAC Membership:** The BPAC shall be composed of up to twenty-five members. One member shall represent each of the following entities, except as noted: City of Tampa (three seats), City of Temple Terrace, City of Plant City, Hillsborough County (three seats), University of South Florida USF, the Environmental Protection Commission of Hillsborough County, the Hillsborough County City-County Planning Commission, HART, and the Florida Health Department. The remaining members shall be citizen representatives.

All members of this Committee shall serve for a two-year term, ending on June 30th of its respective year. Without restriction, each member can be appointed to serve an unlimited number of two-year terms.

4.2.12 **MPO Livable Roadways Committee (LRC):** The LRC shall be responsible for integrating Livable Roadways principles into the design and use of public rights-of-way and the major road network throughout Hillsborough County. The LRC seeks to accomplish this responsibility by: making recommendations to create a transportation system that balances design and aesthetics with issues of roadway safety and function; ensuring that public policy and decisions result in a transportation system that supports all modes of transportation, with a special emphasis on pedestrian and bicycle infrastructure and transit infrastructure and service; providing information and assistance to the MPO, local governments and transportation agencies relating to the mission of the Committee; and enhancing coordination among MPO member agencies and public participation in the transportation planning process. The LRC shall coordinate its actions with the appropriate representatives of the Florida Department of Transportation.

**LRC Membership:** The LRC shall be composed of representatives of local government departments, transportation agencies and other organizations. They may be elected officials, appointed officials, organization members, designated representatives or staff, but may not be staff to the MPO. Members will represent the
following: City of Plant City; City of Tampa Parks and Recreation Department, Public Works, Transportation Division, or Urban Development Department (up to two members); City of Temple Terrace; Hillsborough County Planning and Infrastructure (up to two members); Hillsborough Area Regional Transit; Hillsborough County MPO Board Member (appointed by the MPO to serve as chair of the committee); Hillsborough County City-County Planning Commission; Tampa Hillsborough Expressway Authority and five members from professional organizations whose mission is consistent with the principles of Livable Roadways (such as American Planning Association; American Society of Landscape Architects; Urban Land Institute; Institute of Transportation Engineers; Congress for New Urbanism and American Institute of Architects); University of South Florida; New North Transportation Alliance; Tampa Downtown Partnership; Westshore Alliance; Person with disabilities; Neighborhood representative; Transit user representative; Citizen advocate for livable communities and/or multimodal transportation.

5 MEETINGS:

5.1 SCHEDULE OF MPO MEETINGS:

5.1.1 Regular Meetings: Regular meetings shall take place on the first Tuesday of each month, unless otherwise decided by the MPO and shall be held in the Chamber of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.

5.1.2 Special Meetings and Workshops: Special meetings and workshops shall be held at the call of the Chair or majority of officers. Special meetings and workshops shall convene at a time designated by the Chair and shall be held in the Chambers of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.

5.1.3 Public Hearings: Public hearings of the MPO shall be held at a time designated by the Chair. A public hearing can be continued until a date and time certain, with due allowance of time for public notice of the continuation of the public hearing. Public hearings shall be held in the Chambers of the Hillsborough County Board of County Commissioners or at another suitable location designated by the Chair.

5.2 SCHEDULE OF STANDING COMMITTEE MEETINGS: Each standing committee shall meet monthly, with the exception of the Intelligent Transportation Systems Committee and the Transportation Disadvantaged Coordinating Board which shall meet every two months, at a regular date and time designated by the Chair.

5.3 SCHEDULE OF AD HOC COMMITTEE MEETINGS: Each ad hoc committee shall meet at the call of the committee chair. Ad hoc committee meetings shall not be scheduled during the times reserved for MPO meetings. Ad hoc
committee meetings shall be held at a suitable location designated by the committee chair.

5.4 **NOTICE OF MPO AND COMMITTEE MEETINGS:** The Executive Director of the MPO shall be responsible for providing written public notice of all MPO meetings, public hearings and committee meetings. Except in case of emergencies, written notice of any meeting shall be given at least five (5) days prior to the meeting. In case of emergency, notice of such meeting shall be given to each member as far in advance of the meeting as possible and by the most direct means of communications. In addition, notice of such emergency meeting shall be given to the media, utilizing the most practicable method. Written notice of any meeting shall state the date, time and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Florida law and the MPO's Public Participation Plan.

5.5 **AGENDA OF MPO AND COMMITTEE MEETINGS:** The agenda for all MPO regular and special meetings, workshops and public hearings shall be established by the Chair with the assistance of the Executive Director. Members or the Executive Director may request that an item be placed on the agenda by communicating such request to the Executive Director at least ten (10) days prior to the meeting date. The Chair shall consider with the Executive Director on a month to month basis whether there shall be a consent agenda.

The agenda for each committee meeting shall be established by the committee chair and shall be prepared by the Executive Director or designated MPO support staff. Members of a committee or the Executive Director may request that an item be placed on a committee agenda by communicating such request to the MPO support staff assigned to the committee, or the Executive Director at least ten (10) days prior to the committee meeting date.

The agenda shall list the items in the order they are to be considered. For good cause stated in the record, items on the agenda may be considered out of order with the approval of the MPO Chair or the committee chair.

The agenda for any MPO or committee meeting shall be delivered to each member at least five (5) days prior to the meeting date and shall be mailed or delivered to interested persons at that time, except in case of an emergency meeting, where the agenda will be provided to members, and interested parties as far in advance of such meetings as practicable.

5.6 **RULES OF ORDER:** Except where they are inconsistent with the By-laws, Roberts Rule of Order shall be used for the conduct of all MPO and committee meetings.

5.7 **QUORUM:** A simple majority of the total non-vacant membership of the MPO or MPO committee shall constitute a quorum for the transaction of business at all regular and special meetings and public hearings, except seven (7) members shall constitute a quorum for the CAC. Public hearings may be
conducted with less than a quorum, but no action, other than as noted at the end of this section, shall be taken unless a quorum is present. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting. Workshops may be conducted with less than a quorum, but no official action may be taken. A majority of the members present, whether or not a quorum exists, may adjourn any meeting or continue any public hearing to another time.

5.8 CONDUCT OF MEETINGS:

5.8.1 Chair Participation: The presiding MPO Chair, or committee chair, shall not be deprived of any rights and privileges by reason of being presiding Chair, but may move or second a motion only after the gavel has been passed to the Vice-Chair or another member.

5.8.2 Form of Address: Each member shall address only the presiding Chair for recognition; shall confine his/her remarks to the question under debate; and shall avoid personalities or indecorous language or behavior.

5.8.3 Public Participation: Any member of the public may address the MPO or MPO committee at a regular or special meeting, public hearing, or public participation type workshop, after signing in with the MPO Staff for a specific item. When recognized by the Chair, a member of the public shall state their name, address, the person on whose behalf they are appearing and the subject of their testimony. Each member of the public shall limit his or her presentation to three (3) minutes unless otherwise authorized by the Chair.

5.8.4 Limitation of Testimony: The Chair may rule testimony out of order if it is redundant, irrelevant, indecorous or untimely.

5.8.5 Motions: The Chair shall restate motions before a vote is taken and shall state the maker of the motion and the name of the supporter.

5.8.6 Voting: Voting shall be done by voice, as a group, but a member shall have his/her vote recorded in the minutes of the meeting if so desired. A roll call vote shall be taken if any member so requests. Any member may give a brief explanation of his/her vote. A tie vote shall result in failure of a motion.

5.8.7 Reconsideration: A motion to reconsider an item on which vote has been taken may be made only by a member who voted with the prevailing side. The motion to reconsider must be made on the day the vote to be reconsidered was taken, or at the next succeeding meeting of the same type of meeting at which the vote to be reconsidered was taken (i.e., at the next succeeding regular meeting if the vote to be reconsidered was taken at a regular meeting). To be in order, the motion to reconsider must be made under the consideration of old business. Adoption of a motion to reconsider requires the approval of at least a simple majority of the
votes cast. If a motion to reconsider is adopted, the members shall consider the need for additional notice to interested persons before a vote subject to the motion for reconsideration was taken at a special meeting or a public hearing for which no subsequently scheduled meeting will provide an opportunity for reconsideration of the item, then the motion to reconsider may be made at the next regular meeting in the manner provided.

5.9 ORDER OF BUSINESS AT MEETINGS: The order of business shall be determined by the Chair; however, the following is provided as a guide:

5.9.1 Regular MPO Meetings:
(a) Call to Order and Pledge of Allegiance
(b) Approval of minutes of prior meetings, workshops and public hearings.
(c) Public input on Agenda Items, MPO Committee Reports
(d) Presentation of the Chair’s Report
(e) Presentation of the Executive Director’s Report
(f) Consideration of Action Items
(g) Consideration of Status Reports
(h) Public input regarding general concerns
(i) Consideration of items under old business
(j) Consideration of items under new business
(k) Adjournment

5.9.2 Special Meetings or Workshops
(a) Call to Order
(b) Consideration of individual agenda items
(c) Adjournment

5.9.3 Public Hearings
(a) Call to Order
(b) Consideration of individual agenda items
   1. Presentation by staff
   2. Public comment
   3. Board deliberation
(c) Adjournment

5.9.4 Order of Consideration of Action Items: The order of consideration of any individual agenda item shall be as follows unless otherwise authorized by the Chair:
(a) Chair introduces the agenda item.
(b) Staff presents the agenda item.
(c) Other invited speaker(s) make presentations.
(d) MPO or committee members ask questions.
(e) Motion is made, seconded and debated.
(f) Vote is taken.
The Chair may expand all time limitations established by this section.

5.9 **OPEN MEETINGS:** All MPO regular and special meetings, workshops and public hearings, MPO committee meetings, and all meetings of the committees are open to the public as provided by Florida’s Government-in-the-Sunshine Law, Section 286.011, Florida Statutes.

6.0 **ATTENDANCE:** Members are expected to attend all regular and special meetings, public hearings and workshops of the MPO and its committees.

6.1 **EXCUSAL FROM MEETINGS:** Each member who knows that his/her attendance at a regular or special meeting, public hearing or workshop will not be possible, shall notify the Executive Director, or committee support staff, of the anticipated absence and the reason thereof. The Executive Director, or committee support staff, shall communicate this information to the Chair who may excuse the absent member for good cause.

7.0 **CODE OF ETHICS:**

7.1 **COMPLIANCE WITH LAWS:** Members shall comply with the applicable provisions of the Code of Ethics for Public Officers and Employees, Part III, Chapter 112, Florida Statutes.

7.2 **REQUESTS FOR INFORMATION:** Members may request information readily available to the general public directly from the appropriate staff person. Requests for information not readily available to the general public, or information which would involve the expenditure of staff time in preparation or compilation, shall be made to the Executive Director, who may consult with the Chair for guidance.

7.3 **LOBBying ACTIVITIES:** Members shall use their discretion in conducting private discussions with interested persons regarding MPO business, as long as all interested persons are treated equally. Any written material received by a member in connection with a private discussion with an interested person shall be given to the Executive Director for distribution to other members and as appropriate, to staff.

7.4 **GOVERNMENT IN THE SUNSHINE:** Members shall refrain from participating in any private communications regarding MPO business involving two or more members. For purposes of this section, a private discussion is one that is not conducted in accordance with the requirements of Florida’s Government-in-the-Sunshine Law, Section 286.011, Florida Statutes.

Any written material received by a member in connection with MPO Business shall be given to the Executive Director or the member’s committee support staff for distribution to other members and as appropriate, to staff.

7.5 **STATEMENTS BY MEMBERS:** Members will from time to time be asked to give their opinions regarding matters which have been or will be considered by the MPO or one of its committees. No member shall be prohibited from
stating his/her individual opinion on any matter; however, in doing so, each member shall take care to make clear that the opinion expressed is his/her own, and does not constitute the official position of the MPO or one of its committees.

8.0 **ADMINISTRATION:** The administration of MPO activities shall be accomplished through official actions of the MPO in accordance with the following guidelines:

8.1 **POLICIES:** The MPO shall adopt, by a vote of a majority of the total membership, Policies to guide the administration of the MPO. The Policies shall be published in conjunction with the By-laws. The Policies may be amended from time to time by a vote of a majority of the total voting membership of the MPO.

8.2 **STATUTES:** The MPO shall abide by legislation authorizing and specifying its duties and functions and all other requirements of Florida law.

8.3 **STAFF:** The staff of the MPO shall consist of the Executive Director and such additional employees as provided by the Hillsborough County City-County Planning Commission. The staff shall be directed by the Executive Director of the MPO.

9.0 **RULES OF CONSTRUCTION:** The following rules apply to the text of this document.

9.1 The particular controls the general.

9.2 The word “shall” is mandatory and not discretionary. The word “may” is permissive.

9.3 Words used in the present tense include the future; words used in the singular number shall include the plural and the plural the singular unless the context indicates the contrary.

9.4 Words not defined shall have the meaning commonly ascribed to them.

10.0 **AMENDMENT:** The By-laws may be amended by two-thirds majority vote of the total voting membership of the MPO. Any amendment shall be proposed at a regular meeting and voted upon the next regular meeting.
Board & Committee Agenda Item

**Agenda Item**
Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Update

**Presenter**
David Newell – FDOT District 7 Staff

**Summary**
The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program is administered by the Federal Transit Administration (FTA) and the Florida Department of Transportation. The purpose of this program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities through providing capital and operating funds for local agencies serving these clients.

FDOT staff will give an overview of the applicants approved for funding during this grant cycle, the projects, funding amounts, and other information.

**Recommended Action**
Review and comment as appropriate.

**Prepared By**
Joshua Barber, MPO Staff

**Attachments**
None
CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION

The MPO Chairman, Commissioner Les Miller, called the meeting to order at 9:04 a.m., led the Pledge of Allegiance and gave the invocation. The regular monthly meeting was held at the County Center Building on the 26th Floor, Conference Rooms A & B.

The following members were present:

Commissioner Les Miller, Commissioner Pat Kemp, Commissioner Ken Hagan, Commissioner Mariella Smith, Commissioner Kimberly Overman, Councilman Citro, Councilman Luis Viera, Councilman Guido Maniscalco, Mayor Rick Lott, Cindy Stuart, Charles Klug, Michael Maurino, Joseph Waggoner

Also present: Attorney Clark and Beth Alden

The following members were absent: Mayor Mel Jurado, Adam Harden, Joe Lopano.

A quorum was met.

APPROVAL OF MINUTES – February 12th, 2020

Chairman Miller requested a motion to approve the February 12th, 2020 minutes. Commissioner Maniscalco so moved; it was seconded by Commissioner Overman and adopted.

PUBLIC COMMENT

There were three speakers with public comments.

Chris Vela, Tampa, Florida 33605, stated he's upset about the approval of the sound walls, and that in October of 2019 the board also approved the operational improvements which he mentioned badly hurt his community. The concern is the anticipation of more cars coming off the 14th and 15th Street exits, including the future anticipation of the interstate being widened and additional sound walls put up in urban neighborhoods, more dense areas. Mr. Vela went on to read a quote from the Socioeconomic Impacts, "TBX is unlikely to affect children or older adults or the disabled, once it opens, if they do not use the interstate," stating right off the bat it's a discriminatory use of a federal facility. Mr. Vela opined how his community is impacted by these improvements, giving examples, and stated that local trips could be resolved with walkability, by pet plans, as well as with transit. Mr. Vela spoke to the Business Guild in Ybor City, which is against these exits, just like the YCDC is and just like the neighborhood association is. The Colombia Restaurant, he stated, remembered some opposition against the exits back in the 1980s. Mr. Vela asked the Board to oppose the 14th and 15th Streets on this plan.

Jim Davidson brought to the Board's attention that the LRTP has been submitted to the federal government, and the diagram shows the cost feasibility program was
all done in present-day costs when handed into the State, which has to be done in Y expenditure dollars, and the public saw this diagram. He urged the Board to read the 2045 LRTP Cost Feasibility Technical Memorandum. Mr. Davidson went over the inconsistencies in calculations, stated he read the Compliance document, and urged the Board to consult their lawyer because of mistakes.

Sharon Calvert also spoke on the 2045 LRTP. The MPO coincidentally changed their format and there are inconsistencies, the numbers don't match, and there's missing information. On November 5th, 2019, two appendices, one of which is the major investment costs, were blank. Ms. Calvert stated that she informed the Board that day and that it would be corrected. On February 20th, 2020, it was still blank, but has since been updated. The information provided in 2040, a table for the Cost Feasibility project, is nowhere to be found in the 2045 document, and the key piece is there's missing information the public did not have at the time of the public hearing. The document has been changed numerous times, and there's no version control from the public perspective. Speaking on the Fixed Guideway Transit Projects, when looking at the costs, comparing to the 2040 plan, she cannot make heads or tails of where the numbers came from.

COMMITTEE REPORTS, ONLINE COMMENTS

Bill Roberts, CAC Chair, presented an update on the CAC meeting in February of 2020. He reported the CAC voted to approve Terrance Trott for the At Large seat on the CAC, representing the African-American community, and they also welcomed two new members at that meeting -- Jeff Lucas and Christine Acosta. The CAC approved the Garden Steps Action Plan; the Transportation Improvement Program Amendment to the I-75 northbound ramp from US 301 with recommendations. They asked that the signal timing be evaluated during and following the improvements at 301; secondly, they identified changes to minimize the spillback during the evening rush hour from southbound 301 traffic turning onto eastbound Bloomingdale, which blocks that intersection; and, finally, the CAC approved the Resilient Tampa Bay: Transportation Pilot Project. Other actions: The CAC heard a presentation and received research papers on induced travel demand; heard a report on the Streetcar Modernization and Extension Study being conducted by the City of Tampa; heard a presentation on the Tampa Interstate Study/Supplemental Environmental Impact Statement Public Hearings, with much discussion regarding the motion made by the Community Redevelopment Agency in support of prioritizing transit and opposing tolls on the interstate within the City of Tampa. The CAC debated a motion to oppose new variable express tolls within the City limits, mirroring the action of the City of Tampa's CRA. That motion failed by a vote of 6 to 8, with many questions about express lanes, tolled or otherwise, which the CAC expects to have a presentation on in the future to clarify language and what some of its intent is. The CAC, regarding the next Unified Planning Work Program, passed a motion asking the MPO to coordinate between the cities and county to adopt a uniform standard for buffered bike lanes.

Wanda West, MPO staff, relayed the other committees approved three items for action on the agenda: Technical Advisory Committee, making a slight modification to one of the items; the Resilient Tampa Bay: Transportation Pilot Project to accept the report and request implementing entities strongly consider mitigation strategies; and the Transportation Disadvantage Coordinating Board approved the annual evaluation of the community transportation coordinator. Other presentations made to the committee included Induced Demand, Transit Major Project Next Steps, HART - BRT Arterial Study, Tampa Streetcar Modernization and Extension Study, Vision Zero Speed Management Study update, update on Bicycle Friendly Business Program, the Tampa Interstate Study Supplemental Environmental
Impact Study, MPO's Unified Planning Work Program, Call for Projects. Regarding the UPWP Committee's request for consideration to add the following studies: Right Size Parking Calculator, Best Practices in Electric Vehicle Charging, Continue Audits for Remaining School Safety Study, looking at speed humps around parks, and best practices for street sweeping and bicycle lane maintenance.

Online comments: Gary Rector sent an e-mail expressing concerns about FDOT's February 27th public hearing on the Tampa Interstate Study Supplemental Environmental Impact Statement and Environmental Protection of the Hillsborough River, and both MPO and FDOT staff have responded. A records request was received from Sharon Calvert for the major investment projects and assessment and cost feasible plan supplemental tables from LRTP. Requested documents were provided, and a similar request was received from Mr. Jim Davidson. There was correspondence between County Administrator staff and Plan Hillsborough staff regarding use of the conference room on 26th floor. Mike Lamarca wrote regarding the FDOT maintenance workers in the Ruskin/Apollo Beach area who did not utilize laws regarding bicyclist safety, and FDOT thanked him and will follow up with staff.

No Facebook comments were received.

Chairman Miller sought a motion to approve the Consent Agenda. Commissioner Maniscalco so moved; it was seconded by Commissioner Kemp and adopted.

ACTION ITEMS

A. Transportation Improvement Program Amendment

Vishaka Raman, MPO staff, gave a brief summary that this amendment has been brought by the FDOT to add a new project to the current TIP for interchange improvement at U.S. 301 and I-75. It calls for the design and construction of roadway improvements and mainly adds an outside lane to the I-75 outbound ramp, from northbound U.S. 301 to northbound I-75. Other improvements include new concrete pavement, rehabilitation of existing pavement, signage, marking, and lighting, etc., and goes with other roadway improvements from north of Lake St. Charles Boulevard to north of Progress Boulevard. From the comparative report, as a new project, it's adding roughly $5 million in advanced construction funds to this project. This project has already gone through the CAC and LTAC, so he requested approval of the amendment.

Chairman Miller sought a motion to approve the amendment. Commissioner Waggoner so moved; it was seconded by Commissioner Kemp, followed by a discussion from Commissioner Smith on the question by the CAC, stating they would like to see a signal timing study added. Ms. Raman relayed that it was added to the recommendations for the study, along with identifying the changes during and after the construction from southbound U.S. 301 to eastbound Bloomingdale because it blocks traffic.

A standing motion moved by Mr. Waggoner, seconded by Ms. Kemp, with a roll call vote and adopted.

B. Garden Steps Action Plan

Michele Ogilvie, MPO staff, gave a brief overview that Garden Steps is a project for which MPO was awarded First Runner-Up in the APHA/Aetna Foundation Healthiest Cities competition, for work in establishing community gardens in areas identified as food deserts and evaluating and improving transportation around
conditions surrounding garden sites, thanks to their partners. They're looking at trends in which obesity has grown in the United States, and they discovered that health is 50 percent of public policy. They affirmed that transportation affects health in the areas of safety, walking, bicycling, and air quality, of which they had numerous conversations about in the last year, including connectivity to destinations so that they can build wealth and health and equity.

What they had missed in this project that they discovered was that food access and the food desert label became part of their daily speech and they created a county health atlas that helped to identify health, environment, transportation, food environment, all layered over the City of Tampa, which was the study area. As a result of all the successes of Garden Steps, they were named First Place winners and were awarded $50,000 and, evidence based and moving forward, Ms. Ogilvie requested that they use the $50,000 to complete new gardens for health and food access, for the purpose of community education, safe and health active transportation, and public policy.

Their request to the Board is to support the Garden Steps Action Plan in your packet, as they have the support indicated from City of Tampa. It was also stated they'll be working at the 22nd Street and Osborne corridor for the next three years and would like to recreate this garden and move forward. Commissioner Kemp and Commissioner Overman congratulated Ms. Ogilvie on the good work and inquired if they're working with County Extension, and they are. Chairman Miller also asked if they're putting one in East Tampa at Middleton High School. He was assured that they were.

Chairman Miller sought a motion to approve the support for the Garden Steps Action Plan. Commissioner Maniscalco so moved; it was seconded by Commissioner Kemp and adopted.

C. Resilient Tampa Bay: Transportation Pilot Program

Allison Yeh, MPO Staff, described that Resilient Tampa Bay is a project that started a little over a year ago when they started the Long-Range Transportation update, and it's an effort between the three, MPOs, Tampa Bay Regional Planning Council, and DOT. Ms. Yeh gave a brief description that the LRTP was mandated to look at resiliency and flooding strategies for this project. She described what went into the LRTP - a.) State of good repair and resilience; b.) Vision zero; c.) Smart cities; d.) Real choices when not driving; e.) Major projects, and this plan had stakeholder participation.

Karen Kiselewski, Technical Consultant, further explained the report has three components to it. It's a vulnerability assessment, has an adaptation toolbox in it, and it has cost information and some return on investment in it, and that all three of those kind of wrap up into identifying potential projects moving forward. She also quickly touched on the three components, showing diagrams of the potential impacts/changes. Ms. Kiselewski, as well, mentioned the Cost of Doing Nothing report.

The recommended action is the Board accept the Resilient Tampa Bay: Transportation Pilot Project Report and request that implementing entities strongly consider mitigation strategies for the highly critical, highly vulnerable road segments when doing maintenance or other work on those roads.

Chairman Miller sought a motion to approve the Resilient Tampa Bay: Transportation Pilot Project Report and request that implementing entities strongly consider mitigation strategies for the highly critical, highly vulnerable road segments when doing maintenance or other work on those roads.
vulnerable road segments when doing maintenance or other work on those roads Garden Steps Action Plan. Commissioner Kemp so moved; it was seconded by Councilman Citro and adopted.

Discussion went forward by Commissioner Kemp, exclaiming this is a very compelling presentation. She asked about infrastructure issues with the Cat 3 plus sea level rise, and are we addressing that in the projects that are underway now? Her concern is that FDOT said they are now looking at the Howard Frankland Bridge, with a 1.5 foot sea level rise in the plans, but it appears that by 2045 they will be needing 4 feet.

Mr. Gwynn responded that if they raised the Howard Frankland Bridge 8 feet, you wouldn’t be able to get on it and that it would be higher than everything else. Currently, they're looking at the sea level rise, having to balance their options with the surrounding and abutting properties.

Commissioner Overman asked if by approving this report and sending it on for transmittal, does it set specs in order to avoid the additional cost, since we are planning for 2045. She stated they should have these specs in their plan design and question if they are required to be added to the design standards in order to mitigate this kind of resilience, because not only is it the economic cost of not doing it now, it is the volume of traffic that would be impeded. Her question was: By approving this report and putting it through, do we adopt or should we or can we adopt the design standards to address this mitigation? Ms. Yeh responded this is a planning level study, so when you get to, for example, the PD&E phase, there will be additional engineering required to do the design and she thinks they can adopt the concepts and the basic cost estimates. When it goes up to the Federal Highway Administration level, it's going as a final draft. They're going to massage it into a national guidebook, together with all of the other collective pilot projects. Ms. Yeh wanted to note that when they were working with the Department of Transportation, they understood there was quite an extensive study done for Highway 275.

Karen Kiselewski reiterated this was a planning level study, so the tools and strategies in here are at a planning level. She thinks the big takeaway is it helps identify those facilities that are vulnerable to be able to do more detailed studies going forward. So as local governments or DOT do maintenance projects on the facilities, they will look at it more closely in terms of vulnerability, as well, and consider additional strategies based on some of the suggestions in the report. They have found elsewhere if there’s not money set aside to do enhancements for resilience, they sometimes don’t occur. This is a way of trying to start that conversation. Ms. Overman exclaimed that that’s her point, and if they’re estimating the cost of building projects for 2045 now, these standards to address resiliency need to be included in the planning and the design so they can estimate what the costs are going to be at that time. That is why she asked the question and wants to know if they're even close to including this kind of resilience planning in their estimates for LRTP. Assuming that someone would put them there last-minute, which probably would not happen, she would like to make sure that whatever they, as an MPO need to do, that they reiterate planning for the resiliency that is discovered and studied now in the cost estimates needs to be included in the plan. Ms. Yeh stated stormwater and resurfacing costs are incorporated into one of the performance measures already. To answer Commissioner Overman's question, yes, at the planning level, but for the design level, they may have to defer to individual projects and the engineering because of tweaks, but that these are probably estimated lower since they're preliminary estimates, which is Commissioner Overman's concern.
Chairman Miller sought a motion to approve the report. Commissioner Kemp so moved; it was seconded by Councilman Citro and adopted.

**STATUS REPORTS**

A. Cost of Doing Nothing Report

Randy Deshazo, Tampa Bay Regional Planning Council, gave an overview on how climate is changing the economy, how it has a cumulative effect over time, and that there are considerable risks to our national economy. Since there's not quite as many studies that relate to Florida or certainly to the Tampa Bay area, what the Council has done in recent years is to try to address the gap. The study done a few years ago looked at an increase of the sea level rise of 2.95 feet by 2060. They looked only at the sea level rise and only focused on impacts to property, both inundated residential properties and inundated commercial properties, to get a sense of what property value loss would be and how many coastal jobs would be lost as a result of sea level rise. This was a GIS-focused kind of study. Essentially, their findings were somewhere north of $10 billion in property damage as a result of inundation by 2060 and a cumulative loss of $160 billion from the economy. That is for the four-county area of Hillsborough, Manatee, Pasco, and Pinellas.

Mr. Deshazo further explained what they're going to be doing this coming year is updating that Sea Level Rise Study with funds provided by USEPA to help not only consider what the impacts of the sea level rise are but considerably look at impacts of heat and how that influences our economy and the entire Florida economy, as well. With that, they're taking the recommendation from the Tampa Bay Climate Science Advisory Panel to update their sea level rise projections, that they're no longer looking at under 3 feet of sea level rise by 2060 but about 3.5 feet by that period, because what they're seeing is that the sea level rise appears to be more aggressive than what they thought it was four or five years ago, and presented more detail on the impacts of the cost of hotter days, heat impacts on coastal regions, with a consideration of the synthesis of a wide range of scientific research. The economic model was provided, and they'll continue to use this model throughout the study. The mortality rates of heat exposure and heat mortality impacts was charted and explained. It was noted that science does make assumptions, and this must be kept in mind. He relayed a brief overview on the Next Steps.

B. Plan Hillsborough Annual Report

Melissa Zornitta, Planning Commission, gave a brief presentation on the Plan Hillsborough Annual Report, reporting that the strategic plan the MPO was a part of creating a year and a half ago supports all three boards the agency works for -- the MPO, the Planning Commission, and Hillsborough River Board -- and went over the strategic plan background. The highlights of Linking Land Use and Transportation: Plant City mixed use gateway; proactive planning efforts; incorporating market insight into planning; FSU Department of Urban Planning shared mobility project. She further explained in terms of technology and innovation, their major focus in this area is trying to bring their website up to compliance with the Americans for Disabilities Act. They also have a Transportation Improvement Project Viewer on their website to look at the specific projects in the TIP. Citizen Engagement included community presentations around the It's Time Hillsborough, as well as around Vision Zero.
They've been very active in the 2020 Census Complete Count Committee and participated in a summer camp held in Tampa Heights, as well as Palm River. In terms of planning partnerships, they saw a benefit partnering with the radio stations who helped get the word out about that survey, and they continue to participate in programs like MAPS and FLiP. They also, for the first time, participated in the Civilian Career Day. Enabling Transportation Choices' major focus was completing the LRTP. In addition, they did the Low Speed Electric Vehicle Study and Garden Steps. Opportunities for Regional Collaboration include the Resilient Tampa Bay: Transportation Pilot Program, but a big success was hosting the Safe Routes to Schools National Conference and doing that in conjunction with Gulf Coast Safe Street Summit. Lastly, she went over the Internal Agency Enhancements in terms of focusing on succession planning, that they've had a number of retirements in-house, so they also are focusing a lot on cross-team collaboration to make sure the projects are looked at by all teams in the agency.

EXECUTIVE DIRECTOR'S REPORT

Beth Alden gave the Executive Director's Report. Regarding our next steps in looking at climate change, we are partnering with Hillsborough County and the Environmental Protection Commission on a grant application, hoping to use a portion of the Volkswagen Settlement Funds for electrical vehicle charging stations in HC, with a possible focus on evacuation routes.

Following up on the board discussion last month about how to make progress regarding safety on roadways, we've started putting together a concept for a leadership summit in the August/September time frame to talk about policies that don't necessarily cost a lot of money but that they can go ahead and get started with right no. That would require partnering with the Sheriff's Office and maybe with healthcare providers, getting data and drawing to our community members' attention to what steps they need to take to create safer streets.

Also following up on last month's discussion, Peter Hsu mentioned an upcoming event to celebrate the Fletcher Avenue Complete Streets Project, which will be Monday, the 16th of March, at 9:00 a.m., on Fletcher Avenue. They're to meet in the parking lot of the McDonald's near 22nd Street. One other follow-up item from last month's safety discussion involved the bill in the legislature that would remove the ability to use rapid flashing beacons to draw attention to pedestrian crosswalks. Ms. Alden was pleased to report that as a result of their letter and other outreach that happened through local communities, progress of that bill seems to have slowed in the Senate.

There are a couple of other bills they are monitoring that also affect their work, that include a bill that would extend the funding for the Transportation Disadvantaged Program that the Sunshine Line uses; a bill to focus some funding on cross-county trips. That bill is making progress, has passed the House, and has been referred to the Senate. They talked about changes in their regional planning with TBARTA, refocusing on transit only. There's a bill that would separate the MPO's Chairs Coordinating Committee from TBARTA; it's going to a full-floor vote in both the Senate and the House.

The TMA Leadership Group Meeting is coming up Friday, hosted in Pasco County, and the address is up on the website. Also, they're traveling with HART for a tour of the Sun Rail in Orlando on Thursday. If you need transportation, please let
Ms. Alden know. They're providing a van for board members and need to leave County Center at approximately 7:00 in morning.

Finally, Commissioner Miller was invited to draw a couple of names from the Smiley Face cup for two Lightning tickets for two citizens that came out to march in the Martin Luther King Day Parade as a part of the Zero Vision Coalition.

Commissioner Overman mentioned a concern that recently, when looking at their comprehensive plan for Hillsborough County and other planning that they do, she discovered that the fee structure calculation, cost structure calculation, assumed a Level of Service D as standard operating procedure, and that this is problematic if their priority is safety. And if C is what they get safety with, then they have a disconnect in their policy. She asked for an understanding of when they adopted the Level of Service D as their planning tool in their comprehensive plan and how it impacts their long-range goals of safety and design, because if they're designing for dangerous roads or a level of service that is not delivering what they need, she'd be very interested in finding out how they fix that problem.

OLD & NEW BUSINESS

Cindy Stuart proclaimed her concern with some planning that is happening or not happening both at the MPO level and at the Commission level that is starting to put the brakes on some of the projects that she is involved with. She started with the Balm Road Project. Currently, they have a school opening on Balm Road in August of 2020 that is on a two-lane road with one lane in and one lane out for the school. It's going to max out at capacity, at 3,000 students, on opening day. It's a middle school and high school combined for the first three years because they don't have the money to build the middle school. Ms. Stuart learned a few weeks ago that instead of having other funding sources to fix and repair and improve this road so the residents of this community aren't stuck in front of the high school for hours trying to get in and out of their community, comparing it to Fish Hawk, the request has been made to do a PD&E study from this agency which will take no less than three years to complete and then start improvements, which is a huge issue. She's anticipates getting suddenly slapped with major complaints from the community because of the similar traffic issues with Fish Hawk. She stated they're prohibited from doing traffic improvements or road improvements unless it's on their property. She wants to bring that out into the open as this body meets and as the Commission begins to meet and have these conversations. She continued that they're looking at the purchase of two schools and the roadblocks with that. Ms. Stuart said they have 38 schools, minimum, to build in the next 15 years, and that's at the utilization of 150 percent. That is minimum, with no plan in place for how they move to correct the issues that they have and continue to supply the community with the needs and things our residents deserve. She relayed that two weeks ago they had a rezoning hearing for three schools, and it was a nightmare. She can't build schools fast enough to fill the need, and South County is a problem. She asked the Chair if there is something that can be brought back to this Board to have a different conversation, and she doesn't know if perhaps a committee needs to be formed. She turned to the executive director to ask, “Where do I go now at this point since we have had the conversation at the surface level as elected officials and the decisions being made between the two buildings are not consistent with what the community needs?”
Beth Alden responded that transportation is one piece of the larger puzzle. As a first step, they do have a board workshop scheduled on the 24th of March. The Balm Road project is on their priority list. Ms. Alden stated that federal funding may be five or six years out for the first phase, which would be a PD&E phase, and that is a long way out, going through their process. Ms. Stuart responded that does not work, that she doesn't believe a five-year plan, with a two-lane road, with 3,000 students entering and exiting, works. Ms. Alden relayed there's a meeting on the 24th that would be an opportunity for a dialog with all the implementing agencies about what their community needs are and how to address those needs. Commissioner Kemp mentioned she's glad to have Ms. Stuart raise the point. This is one reason why she's been strong on raising impact fees that have not been raised since 2006 that is holding up the building of schools. They voted to create a two-mile safety zone around schools and spoke about the safety issues that have been occurring. Mayor Lott questioned the ranking of this issue, doesn't this have to be resolved by August, and how do we not fix this between now and August. Cindy Stuart stated that's not the goal. The goal of this agency is to do a PD&E study. That is the plan, and the best plan would be to correct the situation by August. Ms. Alden relayed it cannot be done with federal funds, and Cindy Stuart suggested what she'd like to do is set meetings with commissioners, because she's looking at an agenda item right now that specifically says, The Interlocal Agreement For Public School Facility Planning, Siting and School Consistency has been submitted. The County has responded to the consistency request with additional information and a more in-depth transportation study. This is for her to purchase property to build an elementary and middle school on Bishop Road, which none of that is required. But the on-site approval, which has to come to the commission, is being held up because additional traffic studies and transportation studies are being requested. She's not going to be able to stay on her timeline to build those schools, which ultimately is going to come back on everyone because the houses are there, the kids are there, the building is happening, and they presently can't keep up with it, and now it's going to be delayed. So, she'll schedule individual meetings with commissioners so she can share with the Board what is happening maybe behind the scenes that they are not aware of that staff is handling. Balm Road is one example. When that school opens, it is going to be a traffic nightmare. It's going to very quickly become another Fish Hawk.

Chairman Miller asked if there aren't two additional schools they are looking at on Bishop Road, and Cindy Stuart responded, yes, a $4 million purchase of property only. Chairman Miller said that Bishop Road is a very substandard road and stated there's been some conversations between her superintendent and their staff concerning that property and looking at possible property swaps because of the fact that building a school on Bishop Road will produce major, major traffic jams. Cindy Stuart assured the issue they're having is the price they can afford to purchase, which goes back to impact fees. Most of the roads in that part of the community are substandard and do not meet the level of transportation consistency that you are requiring or asking for. So, they are being handcuffed to do sitting because of that problem and she doesn't see a plan in place for how they can move beyond that. She again related she had schedule some meetings with Chairman Miller so they can bring the right people into the room, like the Planning and Growth Department, and they can bring someone also, but she needs 38 schools in that part of the county in 15 years. Mayor Lott questioned if it’s South County and Cindy Stuart confirmed South County. Chairman Miller said to make her phone call.
Commissioner Kemp asked Ms. Alden about her legislature report, something that is actually moving in terms of the State paying on maybe a more permanent basis for transit in between jurisdictions, in between counties? Ms. Alden reiterated this is support for the Transportation Disadvantaged Program, the Sunshine Line.

ADJOURNMENT

The meeting adjourned at 10:32 a.m.
Committee Reports

Meeting of the Citizens Advisory Committee (CAC) on March 11

Under Action items, the CAC approved and forwarded to the MPO Board:
✓ HART Transportation Improvement Program Amendments

The CAC heard status reports on Land Use & Transportation Coordination, HART’s Arterial Bus Rapid Transit Study, TBARTA’s Regional Rapid Transit Project Development & Environmental Study, and the MPO’s Transportation Equity Scorecard.

Meeting of the Technical Advisory Committee (TAC) on March 16 (virtual)

Under Action items, the TAC had no objections and forwarded to the MPO Board:
✓ HART Transportation Improvement Program Amendments

The TAC heard a status report on SR 60/Kennedy Blvd Access Management Study, and members requested:
  o that the FDOT project managers reach out to the elected officials to be briefed on the project prior to implementation.

The TAC also heard status reports on TBARTA’s Regional Rapid Transit Project Development & Environmental Study, THEA’s Advance Notification of the Whiting St and Washington St Extensions, and MPO staff’s research on Induced Traffic Demand.

Workshop of the Policy Committee & Board on TIP Priorities, March 24 (virtual)

The Policy Committee and MPO Board heard status reports on:
  o Earmarks in the State Budget – Earmarks do not generally bring additional money to FDOT District 7, but instead shift the available state dollars to projects that may not have been priorities in the past. Staff emphasized the need for earmark requests to be part of the MPO priority list, so that all agencies can speak with one voice about priorities. Committee members requested greater outreach to legislative representatives, such as by holding a legislative forum on priorities.
  o 2020 Surtax Projects Overview
  o Transportation Improvement Program (TIP) Priorities FY 2022-26 – Staff presented the funding priority requests that have been received from the local governments, agencies, and FDOT, and committee members asked questions about the projects. Several agency representatives gave brief overviews of their project requests. There was debate about moving big-ticket items to the top of the MPO’s priority list, and staff pointed out that small
amounts of funding cannot be assigned to large projects, so when small amounts of funding become available, it is strategic to have lower-cost projects higher on the list. To communicate the importance of the big-ticket projects and seek support from legislators or potential grantors, staff has drafted a one-pager about these projects, for the board’s consideration at the TIP adoption hearing in June.

Meeting of the Bicycle/Pedestrian Advisory Committee (BPAC) on March 11

There were no action items. The BPAC heard status reports on the following topics:

- SR 60/Kennedy Blvd Access Management Study – The committee made a motion to request that pedestrian crossings be evaluated at Manhattan Ave. and Grady Ave. Members recommended that one crossing should be between Westshore and Lois, and one between Lois and Dale Mabry, noting the distance between signalized crossings.

- MPO Transportation Equity Scorecard – The committee heard an update on this project and members were supportive of the tool.

The committee also voiced concerns regarding closure of sidewalks during construction. Committee members asked if a Right of Way permitting staff member could discuss with the committee what measures are considered during sidewalk closures. Staff will work to organize this discussion at a future meeting.

Meeting of the Livable Roadways Committee (LRC) on March 25 (virtual)

During Public Comment, Chris Vela spoke regarding his concerns about some of the projects included on the agenda, in particular the Tampa Hillsborough Expressway Authority’s (THEA’s) Meridian Ave project.

The LRC heard status reports on the SR 60/Kennedy Blvd Access Management Plan, the Selmon Greenway Masterplan Update, THEA’s Advance Notification of the Whiting St and Washington St Extensions and other project updates, and MPO staff’s research on Induced Traffic Demand.
Summary for 03.06.2020 Meeting

Based on the importance and reach of the conversations that happen at the TMA Leadership Group, we are looking to keep our stakeholders aware of the outcomes of these meetings. The following is a summary of the most recent meeting highlights; you can find the full agenda online. A video of the meeting can be viewed on YouTube at https://youtu.be/CmSY7BYOHe4.

Public Comment:

Tom Nocera made a presentation to the group concerning SkyTran. He reported that on February 5th, SkyTran met with regional leaders, to discuss relocating their world headquarters from California to the Tampa Bay region. Nocera said SkyTran is currently in the process of building a demonstration track, with new technology, in San Antonio. Leaders from Skytran visited two sites, one in Hillsborough (MOSI site) and one in Pinellas, for future locations.

Rick Homans, CEO of the Tampa Bay Partnership, made a presentation in support of two regional transit projects. One is the 41-mile regional bus rapid transit which uses the I-275 corridor, linking St Pete/Tampa to Wesley Chapel, and which depends on two critical factors, a dedicated transit lane for the entire 41 miles, and second community-based stations that connect to county-based transit systems. The other is acquisition of the CSX rail corridor for passenger service linking USF to Downtown Tampa as the first phase of 100+ miles of rail connecting Pinellas, Hillsborough, Pasco and Hernando Counties. Both projects will expand regional transit. The Partnership sent letters of support to the MPOs, and Mr. Homans provided a generic copy of the letter.

Regional Interlocal Agreement Status: Beth Alden

Update: Formalizing the Leadership Group’s status, the interlocal agreement that creates the MPO Chairs Coordinating Committee has now been to all three MPO boards for approval. The updated interlocal agreement now includes a standing committee establishing the status of the TMA Leadership Group as part of the regional framework. The agreement also calls for moving forward with electing a chair and vice chair, establishing leadership for the year.

Nominations for Chair and Vice Chair.

The election of the chair and vice chair was administered by Whit Blanton, who noted that the Legislature has wanted a point person for regional transportation issues and having a chair and vice chair would help with communication efforts. There was a recommendation for one from each MPO, so that a three-person executive committee could be established.
Chair: Pinellas County Commissioner Dave Eggers

- Nominated
- Motion passed unanimously

1st Vice Chair: Pasco Commissioner Jack Mariano

- Nominated
- Motion passed unanimously

2nd Vice Chair: Hillsborough Commissioner Kimberly Overman

- Nominated
- Motion passed unanimously

**TB Next SEIS Update: Kirk Bogen, FDOT D7**

The SEIS is a supplemental environmental impact study of I-275 from the Howard Frankland Bridge to North of ML King Jr. Blvd, and of I-4 from the Downtown Interchange to 50th St. Public hearings and workshops are being held with communities, to provide results and take comments, and FDOT will go on to develop a final SEIS and hopefully receive a record of decision by the end of the year.

The Department of Transportation has recommended a locally preferred alternative to the Federal Highway Administration, in the draft SEIS document, and also presented it at the public hearings. The recommendation includes the complete reconstruction of the State Road 60 interchange in the Westshore Area, with the addition of two express lanes in each direction from the Howard Frankland Bridge, continuing east towards the river and including a direct connect ramp into Downtown. The recommendation also includes revised safety and operations in the downtown interchange. The state has funded the Westshore portion of the recommended project. All reports are on the website: [http://tampainterstatestudy.com/](http://tampainterstatestudy.com/)

The project is widely supported, said Beth Alden, citing the Hillsborough MPO’s It’s TIME Hillsborough survey with more than 5000 responses. Ms. Alden asked for information on regional trails and Westshore access. Part of the Florida SUNtrail system, the Gulf Coast Trail corridor runs through this area; specifically, the Courtney Campbell Causeway Trail connects to Cypress Point Park, and the next step is to figure out how to connect to Downtown, running generally alongside I-275.

Kirk gave the latest thinking. There will be bike/ped connections along Reo Street, and then along the south side of the interstate, using local streets. FDOT is working with the City of Tampa. There is a proposed bike/ped overpass at Dale Mabry Hwy, and the connection to Downtown may also use existing trails on the north side of the interstate.

Discussion followed regarding: coordination of several projects and timelines; funding; the need for educating our citizens on the huge investment. Leadership Group members asked the MPO staff directors to draft an op-ed letter and circulate it to the members for comment.
**Tampa Streetcar Update:** Milton Martinez, City of Tampa

Milton Martinez provided some history of the streetcar system. Tampa’s current Feasibility Study to modernize and extend the current system began in 2016 with a FDOT grant. The study is being conducted by HDR, in two phases: feasibility and project development. The streetcar is currently operating as a free fare system with extended hours of service, with the support of another FDOT grant.

Steve Shukraft, project manager at HDR, gave an overview of the project now, key decisions made and process coordination. The study is a joint project with the City of Tampa, FDOT and HART. The service supports the Downtown’s satellite parking opportunities and provides a connection to regional transit express routes at the Marion Transit Center. There has been an increase in the number of riders with the free fares grant. What we have seen is an increase of two to three times monthly ridership, and we have not seen that decline as if this were kind of a novelty factor with the new service. The preferred alternative route for extension has been defined, along with modernization improvements for the existing line. The project is now at the 30% design phase. All materials are on the website, including from several public workshops. The website is: [https://www.tampagov.net/capital_projects/studies/streetcar_extension_study](https://www.tampagov.net/capital_projects/studies/streetcar_extension_study)

**Phasing of Regional Transit Projects:** Sarah McKinley, Hillsborough MPO

To recap, the TMA’s Tri-county Vision plan was developed as part of the 2045 LRTP. The tri-county vision included several transit projects that connect with each other, including bus rapid transit on I-275, reuse of freight tracks, modernizing and extending the Tampa Downtown Streetcar so it connects to the regional system, and several other projects.

TBARTA, the City of Tampa, and HART are independently developing three separate transit projects, but ultimately they will all connect to each other, will serve different travel markets, and the planning for them is being coordinated. Over time, the TMA will consider moving the projects into the regional priority list. Timing and coordination are important for federal funding, so that projects in this region are not perceived to be competing with each other. The Tampa Streetcar project is likely to be the next project that is ready to compete for federal funding, coming after PSTA’s Central Ave BRT project. The TBARTA BRT project will need to compete for funding in the mid 2020s, when it comes closer to the time of construction of the express lanes on I-275.

The group discussed the importance of considering project readiness for moving into the federal grant process, rather than a pre-determined order. It was agreed by the group to revisit the regional transit phasing topic at two TMA Leadership Group meetings each year to ensure all partners were updated on the readiness of various projects and the potential timing of federal and state grant applications to avoid competition internal to the region.

**Roundtable Discussion with Tri-County BPAC**

Following the completion of the TMA Leadership Group’s main agenda, the chair invited members of the Tri-County Bicycle and Pedestrian Advisory Committee to the table to have a
roundtable discussion of regional trail and supporting bicycle/pedestrian projects. The Tri-County BPAC is comprised of members of each MPO’s BPAC and meets periodically to coordinate inter-county trail projects and related activities.

Wade Reynolds, Hillsborough MPO, presented the most recent list of project priorities for creating a connected network of regional multiuse trails. Whit Blanton gave a presentation on state legislative efforts to turn the yellow Rectangular Rapid Flashing Beacons (RRFBs) red, which would have the likely effect of removing many of those devices and the mid-block crosswalks they support. There was discussion of the regional Multi-Use Trails network and regional bike/ped priorities within each county. Representatives of the Tri-County BPAC expressed a desire to have an interactive on-line and printed map of the regional trail network for distribution. The existing map is maintained by Hillsborough MPO in support of the Chairs Coordinating Committee, and efforts are underway to create an updated map. The discussion also included safety considerations and tying the expanding regional and statewide trail network to regional tourism marketing and promotion.

At the end of the roundtable discussion there was general agreement among Tri-County BPAC members and the TMA Leadership Group members to continue meeting as a group once or twice per year.

Next TMA Leadership Group meeting: July 10th, 2020, Trinkle Center, Hillsborough Community College – Plant City

Other announcements: April 15th, Ribbon Cutting for Starkey Gap Grand Opening