



FLORIDA DEPARTMENT OF TRANSPORTATION
EXECUTIVE WORKSHOP MINUTES

Tallahassee, FL

February 19, 2014

The Workshop began at 1:00 p.m.

1. Opening Remarks and Review and Approval of Workshop Minutes

Assistant Secretary Brian Blanchard opened the meeting and welcomed attendees.

The January 2014 Workshop minutes were approved as submitted.

2. Procedures

Tana Ashbaker, Policies

010-000-020, Property Insurance

Owner: Christina Carswell, Comptroller

Approved

350-090-315, Buildings, Land and Land Improvement

Owner: Christina Carswell, Comptroller

Approved

3. Statewide Grant Section

Lisa Wilkerson, Comptroller

In August, the Office of Comptroller created a new section for the financial administration of grants. There are two positions. The Statewide Grant Coordinator (Lisa Wilkerson) reports to the Comptroller and supervises a Single Audit Specialist (Sandy Watson). The single audit responsibilities were previously in the Office of Inspector General. This section will be responsible for providing financial and administrative guidance for grants, assistance and oversight of all grant programs managers and single audit compliance within FDOT. The expected benefits of this new section are CPR, accountability, standardization of agreements and maximization of available projects.

As of January 2014, the section reorganized the single audit process. The OOC will be the central repository for all single audit reporting packages and will conduct all single audit compliance reviews. This process change eliminates the need for program managers to complete a single audit checklist for each contract. The Single Audit Specialist will complete the review for each sub recipient. This change not only reduces the number of reviews from 2,700 to 350, but it also ensures that the reviews are done by one person with the experience and expertise required. Program managers will continue to be responsible during the award monitoring to ensure that sub recipients are complying with the terms of the agreement. In the event that the single audit review requires a management decision, our office will coordinate the issuance of the letter and any required corrective action follow up with the program manager. OIS was instrumental in the reorganization by expediting the programming changes required. The new application will be available for use in April.

The next action items are to establish consistent accounting and programming requirements, ensure all DFS requirements are met (grant manager certification, FACTS requirements and contracting language) and implement the new OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Administrative Guidance). OOC will be responsible for implementing OMB's changes related to the single audit, but program areas will be receiving direction from their federal awarding agency for new requirements related to pre-award and cost principles. We also plan to meet with each Central Office program area to determine their program needs.

Once we have accomplished these tasks, we will establish procedures, boiler plates and training so the Department has consistent guidelines and processes for grant administration.

4. Student Future Corridor Presentations
Jim Wood, Policy Planning

Jim Wood, the Director of the Office of Policy Planning, opened by giving a brief description of the student research project and how it relates to FDOT's Future Corridors effort. He then introduced the students from the Center for Urban Transportation Research (CUTR) from the University of South Florida (USF); Kristine Williams, AICP, the Principal Investigator of the research project from CUTR; and Maria Cahill, AICP, the Project Manager from FDOT. Ms. Williams spoke about CUTR and the effort the students put into this research project and how excited they were to be presenting their ideas at the Executive Workshop. Casey Jarrell, a Civil Engineering student, presented from Team A. Daniel Shopf, an Urban and Regional Planning student, presented from Team B. Josh McDonald, a Global Sustainability student, presented from Team C. After the student presentations, Assistant Secretary Brian Blanchard stated that these were fascinating and innovative ideas. He also reminded that FDOT operates within a budget and some of these ideas may be a challenge to implement. Assistant Secretary Rich Biter added that he was impressed with the presentations and commended the students and faculty from CUTR on their hard work. James Christian from FHWA added that the electric inductive charging, like the example from South Korea mentioned in the presentation, is actually happening in Utah as well. Tim Lattner, the Director of Maintenance, asked Mr. Christian if FHWA would allow FDOT to charge a fee for inductive charging on an interstate. Mr. Christian responded that there is no policy on this issue yet. District 1 Secretary, Billy Hattaway, mentioned initiatives that are underway to address bicycle and pedestrian safety. There were no other questions or comments. Mr. Wood concluded by thanking the students and the faculty from CUTR, as well as Maria Cahill from FDOT for all of the time and effort they put into this research project.

The student presentations are available on SharePoint.

5. Plug-in Electric Vehicle (PEV) Infrastructure
Gregor Senger, District 4

Gregor Senger, District 4 Project Manager presented Plug In Electric Vehicles (PEV) Infrastructure.

The presentation included a summary of the technology and applications, including statewide efforts by local Florida governments and Florida businesses in the deployment of Plug In Electric Vehicles charging infrastructure. Statistics of electric car sales, exponential growth projection and PEV charger strategies were presented. The presentation provided sample projects by other State DOTs including public private partnerships, such as The West Coast Electric Highway, Texas Freedom Stations, Florida Enterprise level 2 and fast chargers, Pennsylvania Turnpike PEV chargers initiatives including commitments by North Carolina DOT, Michigan DOT, California DOT, New York DOT, Massachusetts DOT, Maryland DOT, Oregon DOT, Connecticut DOT, Rhode Island DOT and Vermont FDOT commitments.

The presentation was consistent with the directive of the Florida 2060 Transportation Plan to develop infrastructure that supports new types of vehicles and fuels, greater use of renewable and low emission fuels for transportation.

It was recommended to form a statewide task team to develop PEV policy. Assistant Secretary Brian Blanchard approved the recommendation.

6. Modern Roundabouts*
Billy Hattaway, District 1 Secretary

Secretary Hattaway presented an overview on modern roundabouts in the U.S., their benefits and the Department's history related to use of modern roundabouts on the state system. The department had the second state modern roundabout guide in the country in 1996, and in the interim, modern roundabouts have been endorsed by the Insurance Institute of Highway Safety on at least two occasions and by FHWA consistently over the years. Modern Roundabouts are now listed as one of FHWA's nine proven countermeasures to improve highway safety. In the eighteen years since the Department published the Modern Roundabout Guide, the Department has only built or permitted modern roundabouts on the state road system in Districts Two and Four. The safety and efficiency benefits of modern roundabouts are clearly documented based on experience in the U.S. The Secretary is expecting all of the districts to develop plans to design and construct modern roundabouts on the state system within their districts.

7. Statewide Litter Prevention Media Campaign
Tim Lattner, Maintenance
Bernadette Morris, Sunshine Communications

Mr. Tim Lattner introduced Mrs. Bernadette Morris, President of Sonshine Communications and noted that her company is in charge of developing the Department's Statewide Roadside Litter Prevention Education (RLPE) Media Campaign. Mrs. Morris gave a brief presentation to update the Executive Team on the RLPE Media Campaign's strategic message, processes, timelines and proposed RLPE Media Campaign launch events (Tallahassee – soft launch/Orlando – statewide launch). She also introduced two members of her executive team, Michelle Ubben and Courtney Cunningham, who will assist her with the campaign launches. Then she passed out the

proposed RLPE various themed campaign storyboards to the Executive Team and guests for review and comments. In conclusion, Mrs. Morris thanked the Executive Team for their support and opportunity to share some of the exciting news and developments on the horizon as the Department's Statewide Roadside Litter Prevention Education (RLPE) Media Campaign moves forward.

8. Lane Elimination Guidance
John Taylor, Transportation Statistics

John Taylor described the progress on developing guidance for the lane elimination process. The goal of the effort is to ensure a consistent approach among the Districts without constraining their ability to reach innovative solutions. To date, a detailed Resource Document has been developed with extensive review and comment from the Districts and is available on the Transportation Statistics Office SharePoint site. A Process Handbook is now in development and should be available for District review in April. A Final Process Handbook should be available in June.

The meeting adjourned at 3:20.

*The scheduled Step Up/Power Sessions Updates presentation by Brian Blanchard was deferred to next month. Billy Hattaway presented on Modern Roundabouts in its place.