CITIZENS ADVISORY COMMITTEE
AGENDA

DATE: FRIDAY, MAY 8, 2015
TIME: 1:30 P.M.
PLACE: Vista Center 4th Floor Conference Room 4E-12
2300 North Jog Road, 4th Floor
West Palm Beach, Florida 33411

1. REGULAR ITEMS
   A. Roll Call
   B. MOTION TO ADOPT Agenda for May 8, 2015
   C. MOTION TO APPROVE Minutes of February 4, 2015 and Joint TAC/CAC
      meeting on April 1, 2015
   D. Comments from the Chair
   E. Executive Director's Report
   F. General Public Comments and Public Comments on Agenda Items

      Any members from the public wishing to speak at this meeting must complete a
      Comment Card which is available at the welcome table. General Public
      comments will be heard prior to the consideration of the first action item. Public
      comments on specific items on the Agenda will be heard following the
      presentation of the item to the Committee. Please limit comments to three
      minutes.

2. ACTION ITEMS
   A. MOTION TO RECOMMEND APPROVAL of Public Involvement Process (PIP)

      Federal and State requirements for the transportation planning process include a
      Public Involvement Plan (PIP) to be updated as needed. The MPO completed a
      major PIP in 2012, and has made minor annual updates since. Proposed 2015
      updates include TD-Local Coordinating Board (LCB) responsibilities assumed in
      July 2014; updates to public noticing requirements to eliminate the printing/
      mailing of all draft documents/ amendments to all local libraries where they are
      available online and can be translated; public involvement strategy updates
      regarding social media and a shift from printed publications to electronic updates;
      and 2015 meeting calendar updates. Proposed 2015 PIP updates and an online
      public comment form can be viewed at:
      http://www.palmbeachmpo.org/Public_Involvement/public.htm
B. **MOTION TO RECOMMEND APPROVAL** of amendments to the FY 2015-2019 Transportation Improvement Program

The Florida Department of Transportation (FDOT) has requested approval of an amendment to the FY 2015-2019 TIP to include a cost increase for the SR-710 project from west of Austrian Ave to Old Dixie Hwy. This TIP amendment is consistent with the Adopted Long Range Transportation Plan (LRTP) and the adopted TIP remains financially constrained. The original FDOT request is attached.

3. **INFORMATION ITEMS**

   A. **Draft FY 16-20 Transportation Improvement Program**

   Attached is the draft FY 16-20 Transportation Improvement Program (TIP) for Palm Beach MPO. This program was developed based on information provided from FDOT and various local sources and includes transportation projects funded by federal, state and local sources for all modes of transportation. The program reflects current revenue expectations in the coming years from the latest State Revenue Estimating Conference. The list includes phases and funding sources by year for each project. This information will be incorporated into the TIP to be distributed for review and public comment prior to adoption by the MPO at a public meeting on June 18th.

   B. **Surface Transportation Program (SU) Fund Allocation**

   MPO staff will present alternative scenarios for allocation of SU Funds to projects in the TIP. The presentation is attached.

   C. **Summary Points from April 16, 2015 MPO Board Meeting.**

4. **ADMINISTRATIVE ITEMS**

   A. **Member Comments**

   B. **Next Meeting – June 3, 2015**

   C. **MOTION TO ADJOURN**

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**NOTICE**

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purposes, he or she 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.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call 561-684-4143 or send email to MBooth@PalmBeachMPO.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.
MINUTES OF THE
CITIZENS ADVISORY COMMITTEE
Friday, May 8, 2015 1:30 P.M.
Vista Center 4th Floor Conference Room 4E-12
2300 North Jog Road
West Palm Beach, Florida

PDF versions of all presentations and agendas are available for review at

1. REGULAR ITEMS
   A. Roll Call

   MS. RENEE CROSS called the meeting to order at 1:40 p.m. The CHAIR and VICE CHAIR
   were not present and as such a request was made for a CHAIR PRO TEM to be selected.

   A motion to select MS. DAVERSA as CHAIR PRO TEM was made by MR. BROWN;
   seconded by MS. HARDNEY. The motion carried unanimously.

   The Recording Secretary called the roll. A quorum was present as depicted on Exhibit A of
   these Minutes.

   B. Motion to Adopt Agenda for May 8, 2015

   CHAIR PRO TEM DAVERSA inquired if there were any changes, additions or deletions to the
   Agenda. There were none.

   A motion to adopt the May 8, 2015 Agenda was made by MR. VARONA; seconded by MR.
   BROWN. The motion carried unanimously.

   C. Motion to Approve Minutes for February 4, 2015 and April 1, 2015

   CHAIR PRO TEM DAVERSA inquired if there were any changes, additions or deletions to the
   February 4, 2015 and April 1, 2015 Minutes. There were none.

   A motion to approve the February 4, 2015 and April 1, 2015 Minutes was made by MR.
   UMAN; seconded by MR. VERDUIN. The motion carried unanimously.

   D. Comments from the Chair

   CHAIR PRO TEM DAVERSA had no comments.

   E. Executive Director’s Report

   There was no Executive Director’s Report.

   F. General comments and Public Comments on Agenda Items

   No general public comments were received.
2. ACTION ITEMS

A. MOTION TO RECOMMEND APPROVAL of Public Involvement Plan (PIP)

MS. BOOTH presented on the Public Involvement Plan (PIP). She advised that in 2012 a major overhaul of the PIP was completed; however the reason why the PIP is being presented again to the Board is due to a policy decision. The change involved eliminating a process that is currently very cumbersome for the MPO Staff that is, making copies of documents that are sent to 30 branches of our local libraries, which would now allow this to be transmitted to the major libraries electronically.

MS. HARDNEY enquired whether there is any consideration to sending the documents to the local municipalities who would then distribute it to the public in their area. MS. BOOTH advised that this has not been done, but it is a possibility. MR. VARDONA enquired whether there has been any consideration with regards to sending documents out to the local chambers. MS. BOOTH responded that the MPO staff is in the process of creating a more comprehensive distribution list, which will facilitate a wider dissemination of documents. MS. BOOTH requested that each committee member encourage people in their municipalities to visit the MPO website and submit feedback.

MR. UMAN commented on page 51 of the PIP speaking to the Measurement of Effectiveness – Feedback and Evaluation, where it states that there will be an annual summary of the activities used. He advised that the statement does not suggest an evaluation of effectiveness. MR. UMAN noted that there was no mention of feedback to the public and there is no evaluation of the response as to the comments from the citizens. MS. BOOTH referred MR. UMAN to the back of the documents where the general strategies were outlined. MR. UMAN advised that he believes there should be feedback and evaluation to citizens’ comments.

MR. UHREN responded to MR. UMAN’s concern by stating that in pages prior to page 51, there was a component in the table referring to the public involvement plan. He advised that it talks about measuring the number of hits that is received on the MPO’s website. He added that the MPO is committed to refining its measures of effectiveness to be measurable and being able to be tracked. This will enable the MPO staff to report valuable information to the Committees and the Board on an annual basis.

MS. DAVERSA commented that the more concise and precise the request for feedback tool, the more likely persons will be willing to provide comment.

MS. HARDNEY referred to the section on analytics and involvement. She enquired whether there could be a link and comment box for the CAC. She advised that this would enable the Committee to be aware of citizen’s issues/concerns. MS. BOOTH responded that MPO staff could keep a log of the comments received from citizens and present them to the CAC for action if necessary. It was agreed that the log should include the subject matter of the comments and responses from the MPO staff if any.

A motion to recommend approval of the Public Involvement Plan (PIP) was made by MR. BROWN; seconded by MR. UMAN. The motion carried unanimously.

B. MOTION TO RECOMMEND APPROVAL of amendment to the FY 2015-2019 Transportation Improvement Program (TIP)

MR. LAMBERT presented on the amendment to the FY 2015-2016 Transportation Improvement Program (TIP). He advised that the amendment was in relation to the SR-710 project from west of Australian Avenue to Old Dixie Highway, due to an increase in the total project cost.

A motion to recommend approval of amendment to the FY 2015-2019 Transportation Improvement Program was made by MR. UMAN; seconded by MS. HARDNEY. The motion carried unanimously.
3. INFORMATION ITEMS

   A. Draft FY 16-20 Transportation Improvement Program

   MR. UHREN gave a brief presentation on this item advising that the MPO is taking both a proactive and a reactive approach to dealing with pending projects. MR. UHREN referred to the MPO’s Priority List and highlighted the MPO’s major projects and the Local Initiatives Priorities, showing the estimated cost of the total project, the funding allocated to the project in previous years, in the current five years of the TIP and the additional funding needed for the projects.

   MR. UHREN also advised that the reactive approach is to give the committee an opportunity to review the FY 16 projects before they are handed over to DOT for construction and raise any questions or comments they see fit.

   MR. UHREN stated that in the overview of the adopted TIP MPO Staff are trying to highlight significant changes between last year and this year’s documents. The document will be presented at next month’s meeting.

   B. Surface Transportation (SU) Program Fund Allocation

   MS. CROSS presented on this item and advised that it was presented to the board last month at which time MPO Staff was asked to return with alternatives scenarios for the Surface Transportation (SU) Program dollars.

   MS. CROSS presented three (3) scenarios as put forward by the Board.

      1. If all the SU dollars are allocated to the MPO’s Priority List all the projects on the priority list would be funded and the I-95 and Linton Blvd projects would be funded in Fiscal 2019 with other funds.

      2. To allocate the SU dollars to the MPO’s priority list and the Lyons Rd safety project in which case the I-95 project would be funded with other dollars and the last two projects on the MPO’s list would not be funded at this time.

      3. To approve the draft TIP as submitted which would result in none of the priority projects being funded in this round.

   MR. UHREN advised that the reason for the presentation of this item is to present the scenarios surrounding the SU dollars and the consequences of moving the funds. He added that these scenarios would be presented to the Board in the draft TIP in June. He advised that the document will be presented to the Committee again in June for a recommendation to be taken to the Board.

   MS. STAHLMAN left the meeting at 2:35 p.m.

   C. Summary Points from April 16, 2015 MPO Board Meeting.

   There were no comments on the Summary Points from April 16, 2015 MPO Board Meeting.

4. ADMINISTRATIVE ITEMS

   A. Member Comments

   MR. BROWN inquired as to the practice as to yearly vacation. MR. UHREN confirmed that there would be no committee meeting in August and November.

   B. Next Meeting – June 3, 2015

   C. Motion to Adjourn
There being no further business a motion was made by MR. BROWN to adjourn the meeting; second by MR. UMAN. The meeting adjourned at 2:45 p.m.

This signature is to attest that the undersigned is the Chairperson, or a designated nominee of the Citizens Advisory Committee and that information provided herein is the true and correct Minutes for the May meeting of the Citizens Advisory Committee, dated this 2nd day of September, 2015.

Chairperson

AUDIO FILES OF CITIZENS ADVISORY COMMITTEE MEETINGS ARE AVAILABLE ON THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION WEBSITE: www.PalmBeachMPO.org
# EXHIBIT A
Citizens Advisory Committee
Attendance Record – 2014-2015

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*2015 Chair  **2015 Vice-Chair  P = Member Present  Alt = Alternate Present  E = Excused Absence  A = Absent/No Attendance  - = Member not assigned  ***New Appointment  Shaded Area= Meeting not held
EXHIBIT A

OTHERS PRESENT

Anie Darucaud
Malissa Booth
Renee Cross
Janice Allwood
Luke Lambert
Nick Uhren

REPRESENTING

Metropolitan Planning Organization
Metropolitan Planning Organization
Metropolitan Planning Organization
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