Palm Beach County Transportation Disadvantaged (TD) Local Coordinating Board (LCB) – Agenda

Date: Wednesday, September 9, 2015

Time: 9:30 A.M.

Place: Conference Room 2N-123
50 South Military Trail
West Palm Beach, FL 33415

1. Regular Items
   A. Roll Call
   B. MOTION TO ADOPT Agenda for September 9, 2015
   C. MOTION TO APPROVE Minutes for June 10, 2015
   D. Comments from the Chair
   E. General Public Comments
      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.
   F. SPECIAL PRESENTATION
      MPO staff will present an overview of the Local Coordinating Board (LCB) roles, responsibilities and timelines for FY 2016.

2. Action Items
   A. MOTION TO ADOPT FY 2016 Local Coordinating Board By-Laws
      The Florida Commission for Transportation Disadvantaged in its most recent LCB and Planning Agency Operating Guidelines stipulated that the LCB By-Laws be developed, updated and presented annually for approval. The draft By-Laws are attached.
   B. MOTION TO ADOPT FY 2016 Local Coordinating Board Grievance Procedures
      The attached LCB Grievance Procedure is being presented for adoption as mandated by the Florida Commission for Transportation Disadvantaged most recent LCB and Planning Agency Operating Guidelines. The guidelines state that the LCB Grievance Procedures must be updated and implemented annually.
C. **ELECTION OF VICE CHAIR**

According to the LCB By-Laws, "The LCB shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chair shall be elected by a majority vote of a quorum of the members of the LCB present and voting at the organizational meeting. The Vice-Chair shall serve a term of one year starting with the next meeting. The Vice-Chair shall assume the powers and duties of the Chair in his/her absence. The Vice-Chairperson may serve more than one term."

3. **INFORMATION ITEMS**

A. Annual Operating Report (AOR) – Review and comment for submittal to the local coordinating board, and forward comments/concerns to the CTD.

B. Annual Expenditures Report (AER) – Mike Bertelle of Palm Tran Connection will review the attached report.

C. Complete Streets Draft Policy and Proposed Process

MPO Staff will review the preliminary draft complete streets policy for the Palm Beach MPO, highlight the components of the draft policy and outline the proposed process to solicit input and establish an adopted policy for the MPO. The draft policy is attached.

D. CTC Update

1. Monthly Operating Report
2. Monthly Bus Pass Update
3. Palm Tran Connection driver’s level II background check procedure

E. Refugee Services Program

Miriam Rosario from the Florida Department of Children and Families (DCF) will make a presentation on the Refugee Services Program.

F. Public Hearing – December 9, 2015 at 9:30 A.M.

4. **ADMINISTRATIVE ITEMS**

A. Member Comments

B. Next Meeting – December 9, 2015 at 10:00 A.M.

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.
1. REGULAR ITEMS
   
   A. Roll Call

   COMMISSIONER MCKINLAY called the meeting to order at 9:35 A.M. The Recording Secretary called the roll. A quorum was present as depicted on Exhibit A of these Minutes.

   B. Motion to Adopt Agenda for September 9, 2015

   COMMISSIONER MCKINLAY advised that Staff has requested that Information Item 3A be moved to Action Item as Item 2D. She inquired whether there were any other changes, additions or deletions. There were none.

   A motion to adopt the September 9, 2015 Agenda was made by MR. RAFAIDUS; seconded by MS. WEIZMAN. The motion carried unanimously.

   C. Motion to Approve Minutes for June 10, 2015.

   COMMISSIONER MCKINLAY inquired whether there were any changes or corrections to Minutes for June 10, 2015. There were none.

   A motion to approve the June 10, 2015 Minutes was made by MR. EVANS; seconded by MS. VALENTINE. The motion carried unanimously.

   D. Comments from the Chair

   There were no comments from the Chair.

   E. General Public Comments

   Two general public comments were presented as follows:

   • MR. STANLEY VOICE commented on the turnout of the public to the Transportation Disadvantaged Local Coordinating Board Meeting and commented that the meeting should be advertised in a manner that is obvious. MR. VOICE also commented that both Palm Tran and Connection services are still undesirable based on cost, complaints and lack of service. MS. VALENTINE responded that she is a user of the system and she believes the company is doing a great job. COMMISSIONER MCINLAY requests that the advertisements for the meeting be placed on Channel 20 as well as any social media opportunities.
• MS. KATHY BOEHLLEM commented that she also noted that there was no one present at the meeting from the public, which means there is no public input. She added that there are persons who are unaware that Palm Tran Connection services exist. She also noted from experience that Palm Tran Connection has been tardy in instances causing riders to be late for work. MS. BOEHLLEM commented that Palm Beach has one of the worst public transportation systems in the country and that she noted that on the last holiday there was no public transportation available. COMMISSIONER MCKINLAY responded and promised to revert to her with information regarding public transportation on holidays at the next quarterly meeting.

COMMISSIONER MCKINLAY requested that the monthly operating report address any issues of complaints.

F. Special Presentation

MS. ANIE DELGADO presented an overview of the Local Coordinating Board (LCB) roles, responsibilities and timelines for FY 2016. MS. DELGADO advised on the parties involved in the process, namely the Commission for the Transportation Disadvantaged (CTD), who designates the Palm Beach Metropolitan Planning Organization (MPO) as the Designated Official Planning Agency (DOPA). She advised that the MPO’s role is to make recommendations, report any findings to the CTD and oversee the transportation coordinator (Palm Tran). MS. DELGADO also stated that the MPO is the DOPA who appoints membership to the LCB. She added that COMMISSIONER MCKINLAY is the current chair and the vice chair is elected by the LCB members. At this point she urged that agencies who have not yet appointed alternates to do so. She presented that there are currently five (5) vacancies to be filled within the LCB and recommendations to fill the seats are welcomed.

2. ACTION ITEMS

A. MOTION TO ADOPT FY 2016 Local Coordinating Board By-Laws

MS. ANIE DELGADO presented that the By-Laws are developed and reviewed annually. She advised that they are approved and submitted to The Florida Commission for Transportation Disadvantaged. She added that the LCB By-Laws includes Robert’s Rules of Order and went through items in the By-Laws.

A motion was made by MR. EVANS to adopt the 2016 Local Coordinating Board By-Laws; seconded by MS. VALENTINE. The motion carried unanimously.

B. MOTION TO ADOPT FY 2016 Local Coordinating Board Grievance Procedures

MS. ANIE DELGADO presented for adoption the LCB Grievance as mandated by the Florida Commission for Transportation Disadvantaged most recent LCB and Planning Agency Operating Guidelines. The guidelines state that the LCB Grievance Procedures must be updated and implemented annually. She briefly described the difference between a complaint and grievance.

A motion was made by MR. RAFAIDUS to adopt the 2016 Local Coordinating Board Grievance Procedures; seconded by MS. GREENE. The motion carried unanimously.

C. ELECTION OF VICE CHAIR

COMMISSIONER MCKINLAY inquired whether there were any nominations for the vice chair position.

MS. VALENTINE nominated TOMAS BOITON; seconded by MS. GREENE. The motion carried unanimously.
D. **MOTION TO APPROVE** FY 15 Annual Operating Report (AOR)

MR. MIKE BERTELLE of Palm Tran Connection presented the FY15 Annual Operating Report (AOR). He advised that this is a transition period for Palm Tran Connection as they transitioned from Metro to the new providers and asked that this is borne in mind as the report is reviewed. MR. BERTELLE presented the summary of the report. A discussion ensued.

A motion was made by MS. VALENTINE to approve the FY15 Annual Operating Report (AOR); seconded by MS. GREENE. The motion carried unanimously.

3. INFORMATION ITEMS
   
   A. Annual Expenditures Report (AER)

   MR. BERTELLE presented the Annual Expenditures Report (AER). He advised that the TD commission is only concerned with whether any federal funding is being received and how much of that funding is apportioned to trips.

   B. Complete Streets Draft Policy and Proposed Process

   MS. DELGADO provided a presentation on the draft Complete Streets Policy for the Palm Beach MPO. MS. DELGADO highlighted the components of the draft policy and outlined the proposed process to solicit input and establish an adopted policy for the MPO. She advised that the intention is to form a working group and asked for volunteers in this regard. A discussion ensued.

   C. CTC Update (Items 1 and 2)

   MR. JONES presented 3C (1) and (2) together. MR. JONES advised that the reports are done weekly but grouped together for the purposes of presenting a quarterly report. He gave updates on average weekday ridership, total monthly ridership, trips by program, productivity, on-time performance and the intervals at which they arrive late, accidents (not safety related), volume of service for each provider, accident by vendor, road calls and complaint ratio. A discussion ensued. MS. ROSEANN VOILS, Snr. Public Relations Specialist of Palm Tran gave the bus pass update.

   3. Palm Tran Connection driver’s level II background check procedure

   MR. JONES gave a brief overview advising that consumer affairs recently started doing level II background check for cab drivers. Additionally, in light of the intention to introduce level II background checks for UBER drivers, it was thought of as a good idea for Palm Tran drivers as well. MR. CHARLIE BOETTGER, Service Supervisor of Palm Tran Connections gave a brief presentation as to how this would work. He gave the definition of what a level II background is and on what basis it would be required. A discussion ensued.

   D. Refugee Services Program

   MS. MIRIAM ROSARIO, Community Liaison for the Florida Department of Children and Families (DCF) Refugee Services Program. MS. ROSARIO advised that this program is 100% fully funded and the primary function is to assist the newly arrived refugees to become self sufficient in the shortest possible time. A discussion ensued.

   E. Public Hearing – December 9, 2015 at 9:30 a.m.
4. ADMINISTRATIVE ITEMS
   
   A. Member Comments

   MS. VALENTINE commented that if persons have questions/concerns regarding transportation, information is available at the libraries. She also advised that there is an information number for the County.

   MS. WEIZMAN advised that the 2016 Section 5310 Grant Workshop will be held on Friday, November 13, 2015 in Fort Lauderdale. She further advised that she will send the details out to the MPO for dissemination once they are in hand.

   COMMISSIONER MCKINLAY invited MR. VOICE to make a further comment. MR. VOICE commented that only 1500 persons ride on Palm Tran Connection per day and 15,000 uses the entire Palm Tran Bus service. He further commented that there still exists the lack of TD Transportation for those in need and he hopes that this can improve in the future. COMMISSIONER MCKINLAY responded as it relates to marketing the service.

   B. Next Meeting – December 9, 2015 at 10:00 a.m.

   C. Motion to Adjourn

   There being no further business a motion was made by MS. VALENTINE to adjourn the meeting; seconded by MS. GREENE. The meeting adjourned at 11:05 a.m.

   

   This signature is to attest that the undersigned is the Chairperson, or a designated nominee of the Palm Beach County Transportation Disadvantaged Local Coordinating Board and that information provided herein is the true and correct Minutes for the September 9, 2015 meeting of the Palm Beach County Transportation Disadvantaged Local Coordinating Board dated this day of December, 2015.

   [Signature]

   Chair

   Audio recordings of Local Coordinating Board meetings are posted online at www.palmbeachmpo.org
## EXHIBIT A

**Palm Beach County**  
**Transportation Disadvantaged Local Coordinating Board**  
**Attendance Record – 2014-2015**

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P = Member Present   A = Member Absent   Alt. = Alternate   * = New Representative   E = Excused Absence   -- = Vacant
**EXHIBIT A**

**OTHERS PRESENT**

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