CITIZENS ADVISORY COMMITTEE AGENDA

DATE: WEDNESDAY, APRIL 6, 2016
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 April 6, 2016
   C. MOTION TO APPROVE Minutes of February 3, 2016 and Summary of Meeting held on March 2, 2016
   D. Comments from the Chair
   E. CAC Liaison’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 the Palm Beach MPO Citizens Advisory Committee (CAC) By-Laws
      The MPO Governing Board adopted updates to its by-laws on March 17, 2016. Proposed changes to the committee by-laws are attached that seek to establish consistency with respect to the format, terms, definitions and procedures now included in the MPO Board by-laws. The existing CAC by-laws are also attached for reference.
   B. MOTION TO RECOMMEND ENDORSEMENT of proposed improvements at the Glades Road interchange with I-95
      FDOT staff and consultants will present the proposed improvements at the Glades Road interchange with I-95. This project is part of the Strategic Intermodal System and therefore the role of the MPO is to endorse as presented, endorse with suggested revisions, or reject the improvements proposed for this project. The presentation slides are attached.
3. INFORMATION ITEMS
   A. Commuter Challenge Recap
      MPO Staff will highlight challenge winners and review participation levels for the
      challenge and the culminating event held on Saturday, April 2 at 9 a.m. in West
      Palm Beach.
   B. Summary Points from the March 17, 2016 MPO Board Meeting

4. ADMINISTRATIVE ITEMS
   A. Member Comments
   B. Next Meeting – May 4, 2016
   C. MOTION TO ADJOURN

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

CHAIR FAGAN called the meeting to order at 1:30 P.M.

1.A. Roll Call

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


MOTION to adopt the agenda. Motion by Mr. Myron Uman, seconded by Mr. Dick Verduin, and carried unanimously.

1.C. APPROVED: Minutes for December 2, 2015

MOTION to approve the Minutes for December 2, 2015. Motion by Mr. Terry Brown, seconded by Mr. David Flanigan, and carried unanimously.

1.D. Comments from the Chair

CHAIR FAGAN welcomed and wished everyone a Happy New Year.

1.E. CAC Liaison’s Report

MR. LAMBERT reported the following:

- The second annual rolling retreat was held on January 21 with a focus on Northern Palm Beach County and it was a success.
- On January 28, the MPO held a workshop on Transportation Alternatives (TA) and Local Initiatives (LI) programs as well as a Complete Streets working group meeting. He shared that all information regarding these programs can be found on the MPO’s website.
- Personnel updates – Seth Contreras, our LRTP Coordinator, resigned and relocated to Las Vegas, Nevada MPO. We also welcome Sandra Feliciano, Fiscal Specialist, to the MPO team.
Palm Beach Gardens transmitted their land use amendment for the Avenir project to Department of Economic Opportunity (DEO). They are proposing 3,250 residential units with no change to the non-residential portion.

Mr. Bruce Bastian joined the meeting at 1:36 p.m.

1.F. General comments and Public Comments on Agenda Items

No general public comments were received.

2. ACTION ITEMS

2.A. RECOMMENDED APPROVAL: Amendments to the 2040 Long Range Transportation Plan (LRTP)

MR. NICK UHREN presented amendments to the 2040 LRTP. He advised that the MPO is required to undergo a Federal Certification Review every four years, which is completed by Federal Highway Administration (FHWA) and Federal Transit Administration. The most recent review was completed in the Fall of 2015 and that based on the review noteworthy practices, corrective actions and recommendations were provided. MR. UHREN highlighted the noteworthy practices for which MPO was commended. These include the successful acquisition of a Federal highway grant to buy bicycle/pedestrian counting equipment; participation in the USDOT Secretary Mayor’s Challenge; allocating a portion of revenue collected from gas tax to Palm Tran for operating expenses; presentation of information in the Unified Planning Work Program (UPWP) and public participation.

MR. MYRON UMAN suggested a revision to the text in the Environmental Mitigation Strategies section, particularly the Natural Areas Map, to be more encompassing as the current wording gives the impression that only the County owned areas are being taken into account.

MOTION to RECOMMEND APPROVAL of Amendments to the 2040 Long Range Transportation Plan (LRTP). Motion by Mr. Glen Harvie with suggested modifications to the Environmental Mitigation Strategies section; seconded by Mr. Myron Uman, and carried unanimously.

Ms. Tinu Peña joined the meeting at 1:40 p.m.

3. INFORMATION ITEMS

3.A. DISCUSSED: South Florida Regional Transportation Authority (SFRTA) Annual Report

MS. VICKI GATANIS, Transportation Planner for the South Florida Regional Transportation Authority (SFRTA) presented the SFRTA Annual Report. MS. GATANIS gave an overview of SFRTA including new cars, extra bicycle lockers at the West Palm Beach Station and WIFI being available onboard all cars.

MS. BARBARA HANDRAHAN discussed the four key projects for SFRTA which were funded by the Palm Beach MPO and Florida Department of Transportation (FDOT). The projects discussed were the northern layover maintenance facility, a new Boca Raton Tri-Rail station, Tri-Rail Palm Beach International Airport Station Study and the Tri-Rail Coastal Link, West Palm Beach to Jupiter extension. A discussion ensued on this item.
3.B. **DISCUSSED**: US-1 Federal Highway Bridge from CR-A1A to Beach Road in Jupiter

MR. PAUL CHERRY and MS. LISA STONE with Kimley-Horn & Associates, Inc. presented an overview of the US-1 Federal Highway Bridge study. She also shared that the study has three components, including social factors, environmental factors and engineering. MS. STONE also reviewed the timeline for the Project Development and Environmental (PD&E) Study for the replacement of the existing low-level bascule bridge, commencing with a kickoff meeting with elected/public officials on February 17 at 2:30 p.m. and a public involvement meeting on the same day at 5:30 p.m. A formal presentation is to take place along with a Q&A session. Several discussions arose from this item.

3.C. **DISCUSSED**: Commuter Challenge Update

MS. VALERIE NEILSON, Transit Coordinator, provided an update on the Commuter Challenge during the month of March for individuals who either reside or commute in Palm Beach County. She pointed members to the website, www.PBCommuterChallenge.org, and encouraged members to sign-up to participate and spread the word. The Commuter Challenge website allows you to sign up your team, preferably in your place of work, and it will track the amount of CO₂ your team saved based on the mode of travel you utilized. A culminating event will take place in West Palm Beach to recognize the top teams. MS. NEILSON also highlighted that March is Florida Bike Month and requests that communities promote this within their municipalities as well.

3.D. **Summary Points from the December 7, 2015 MPO Board Meeting.**

There were no comments on the Summary Points from the December 7, 2015 MPO Board Meeting.

4. **ADMINISTRATIVE ITEMS**

4.A. **Member Comments**

MR. GLEN HARVIE stated he was invited to the Boynton Beach Chamber of Commerce; he is a representative of the Coalition of Boynton West Residential Associations (COBWRA) and needs clarification on whether he falls under Palm Beach County ethics or State ethics. Several discussions arose from this comment.

MR. HARVIE stated he was told by the Ethics Commission that it was Nick Uhren's responsibility to get a true definition of what ethics does this committee fall under. A discussion ensued among the committee on this topic.

MR. LAMBERT stated he would get clarification and provide an update to the committee.

MS. MALISSA BOOTH reminded the members that all committee meetings are recorded and posted on the MPO Website.

MR. MYRON UMAN stated he was not aware that the recordings of the meetings were being posted to the MPO's website. It was brought to Mr. Uman's attention that a notification of this can be found on the first page of the Minutes below the heading.

4.B. **Next Meeting – March 2, 2016**

4.C. **Motion to Adjourn**

*There being no further business the meeting was adjourned at 3:05 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 February meeting of the Citizens Advisory Committee, dated this _______ day of ______________________________, 2016.

_____________________________________
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 – 2015-2016

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*2016 Chair  **2016 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 (Cont’d)

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SUMMARY OF THE
CITIZENS ADVISORY COMMITTEE
Wednesday, March 2, 2016 1:30 P.M.

Vista Center 4th Floor Conference Room 4E-12
2300 North Jog Road
West Palm Beach, Florida

1. REGULAR ITEMS
CHAIR FAGAN called the meeting to order at 1:40 P.M.

1.A. Roll Call
The Recording Secretary called the roll. A quorum was not present as depicted on Exhibit A of these Minutes.

1.B. ADOPTED BY CONSENSUS: Agenda for March 2, 2016
Due to the lack of quorum at this meeting, there was consensus to adopt the Agenda for March 2, 2016.

1.C. TABLED: Minutes for February 3, 2016
CHAIR FAGAN recommended that the Minutes reflect the discussion initiated by Mr. Myron Uman, regarding audio recordings being posted on the MPO’s website.

MR. NICK UHREN stated that the posting of the audio recordings of committee meetings to the website are a policy of the MPO Board and not required by State or Federal Regulations.

Due to lack of a quorum at this meeting there was consensus to table the Motion to Approve the Minutes until next month, but to have it reflect these changes.

1.D. Comments from the Chair
CHAIR FAGAN had no additional comments.

1.E. CAC Liaison’s Report
MS. RENEE CROSS reported in absence of MR. LUKE LAMBERT as follows:

- Mr. Lambert recently got married and was out on his honeymoon. CHAIR FAGAN offered congratulations to Mr. Lambert and his wife.
• On February 29 the first email newsletter was sent out. She inquired if everyone received it and requested that the MPO be advised if there were any comments, corrections or additions.

• Personnel updates – Margarita Cortez, Secretary, joined the MPO team on February 8. Ms. Cortez will be the administrative employee assigned to the CAC.

MR. GLEN HARVIE commented on his previous inquiries as it relates to whether CAC members are under the auspices of the Palm Beach County Commission on Ethics rules from the February 3 meeting. He reported that he received a list from Patty Hindle, the person in charge of putting the Palm Beach County Board of County Commission (BCC) agenda and advised that the MPO Board and its advisory committees are not currently subject to the Ethics Commission rules. He added that this was reflective as of July 15, 2015 and is subject to change as the BCC deems necessary.

MR. UHREN stated that he does not have the authority to render a formal opinion on the matter, however he agreed that based on the research, it appears that the MPO Board and its advisory committees are not subject to the Ethics Commission policy; however MPO staff members are currently County employees and are required to comply with the Ethic Commission policy. If the CAC requires a formal binding letter, then the issue will need to go to the Ethics Commission to render a formal opinion.

CHAIR FAGAN stated for the record that based on the research completed by Mr. Harvie and discussions with MPO staff, the MPO Board and its committees are not subject to the Ethics Commission policy and the committee will move forward based on this discussion.

1.F. General comments and Public Comments on Agenda Items
No general public comments were received.

2. ACTION ITEMS
2.A. RECOMMENDED TRANSMITTAL BY CONSENSUS: Draft FY 17 and 18 Unified Planning Work Program (UPWP)

MR. JEFF WEIDNER, Consultant with Marlin Engineering, Inc. presented the Draft FY 2017 and 2018 UPWP. He shared that the main focus of the presentation included the purpose, background and framework of the document. MR. WEIDNER advised that the UPWP is the two year program for planning activities that identifies all the work the MPO will complete and is the documentation used to show the Federal Government what activities will be completed over the next two years.

He invited feedback from the committee members and advised that there is still a chance for input over the next few months leading up to adoption in May. He added that comments can be made via the MPO’s website as well as by contacting Renee Cross. A discussion ensued.

Due to lack of a quorum at this meeting there was unanimous consensus to recommend transmittal of the Draft FY 17 and 18 Unified Planning Work Program (UPWP).

2.B. RECOMMENDED ADOPTION BY CONSENSUS: Complete Streets Policy

MR. STEWART ROBERTSON with Kimley-Horn & Associates, Inc. presented a revised Complete Streets Policy and an overview of Complete Streets. The policy will follow the Transportation User Considerations which have the most vulnerable user type being pedestrian, followed by bicyclists, transit users, commercial vehicles, motorists and lastly personal vehicles. He advised that a draft format of the policy was presented back in September to the MPO board and its committees. Subsequently there have been workshops for stakeholders and a working
group was established to help guide and implement the revised policy. The first workshop was held in December, and the next working group meeting will be held on March 22 at 10:00 AM at the Vista Center in the 4th Floor Conference Room, 4E-12.

MR. GLEN HARVIE inquired about the working group’s objectives, goals, the membership makeup and operations. He stated that he and his fellow members of Coalition of Boynton West Residential Associations (COBWRA) would be interested in participating.

MS. NEILSON stated the group has only met once as a follow up to a prior workshop and that participants include school employees, engineers, members from various MPO committees and so forth. She added that this group is open to anyone wanting to provide feedback as it relates to complete streets.

Due to lack of a quorum at this meeting there was unanimous consensus to recommend adoption of the Complete Streets Policy.

2.C. **RECOMMENDED APPROVAL BY CONSENSUS**: Amendment to the FY 2016-2020 Transportation Improvement Program (TIP)

MS. CROSS presented the Amendment to the FY 2016-2020 TIP. She advised that this is an administrative item to correct the numbers reported for Palm Tran’s federal grant which were incorrectly reported as $16 million roll forward funds. She advised that the figure should have been $5,214,131 that was rolled forward.

MR. RICHARD GONZALEZ stated Palm Tran is his client and recused himself from a consensus vote.

Due to lack of a quorum at this meeting there was a consensus to recommend approval of the Amendment to the FY 2016-2020 TIP, 2-0 with Mr. Richard Gonzalez recusing from consensus vote.

3. **INFORMATION ITEMS**

3.A. **DISCUSSED**: Commuter Challenge Update

MS. VALERIE NEILSON provided an update on the Commuter Challenge, which began on March 1. She pointed members to the Commuter Challenge billboard up on I-95 Southbound by Atlantic Avenue and the Palm Tran bus wrap, which is traversing along US-1.

MS. NEILSON updated on the number of teams already signed up and the amount of CO₂ saved thus far. She advised that the culminating event will be held on April 2 in Downtown, West Palm Beach along Flagler Drive.

3.B. **DISCUSSED**: Florida Bike Month Update

MS. FRANCHESCA TAYLOR provided an update on Florida Bike Month, which began on March 1. She also highlighted the BikePalmBeach.org website which includes a calendar of events and additional resources of facility maps and safety tips and encouraged members to place any events happening within their communities on the calendar.

3.C. **Summary Points from the February 18, 2016 MPO Board Meeting.**

There were no comments on the Summary Points from the February 18, 2016 MPO Board Meeting.

4. **ADMINISTRATIVE ITEMS**

4.A. **Member Comments**

There were no member comments.
4.B. Next Meeting – April 6, 2016
4.C. Motion to Adjourn

There being no further business the meeting was adjourned at 2:35 p.m.

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 – 2015-2016

<table>
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<tr>
<th>Representative/Alternate Appointed by</th>
<th>Mar '15</th>
<th>Apr '15</th>
<th>May '15</th>
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<td>Former MPO Board Member, Jeff Koons</td>
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<td>MARCIA HARDNEY</td>
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<td>Mayor Steve Wilson</td>
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<td>MYRON UMAN</td>
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*2016 Chair **2016 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 (Cont’d)

<table>
<thead>
<tr>
<th>OTHERS PRESENT</th>
<th>REPRESENTING</th>
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<tbody>
<tr>
<td>Jessica Josselyn</td>
<td>Kittelson &amp; Associates, Inc.</td>
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<tr>
<td>Jeff Weidner</td>
<td>Marlin Engineering, Inc.</td>
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<tr>
<td>Stewart Robertson</td>
<td>Kimley-Horn and Associates, Inc.</td>
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<tr>
<td>Anie Delgado</td>
<td>Metropolitan Planning Organization</td>
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<tr>
<td>Malissa Booth</td>
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<td>Franchesca Taylor</td>
<td>Metropolitan Planning Organization</td>
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<td>Renee Cross</td>
<td>Metropolitan Planning Organization</td>
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<td>Janice Allwood</td>
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<tr>
<td>Nick Uhren</td>
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<tr>
<td>Margarita Cortez</td>
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<td>Valerie Neilson</td>
<td>Metropolitan Planning Organization</td>
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PALM BEACH
METROPOLITAN PLANNING ORGANIZATION

CITIZEN ADVISORY COMMITTEE (CAC)

BY-LAWS

DRAFT to be considered by the MPO
April 21, 2016
1. PURPOSE
The Palm Beach Metropolitan Planning Organization (MPO) Governing Board has created the Citizen’s Advisory Committee (CAC) to review and make recommendations regarding items to be considered by the MPO Governing Board. These by-laws facilitate efficient conduct by the CAC as it serves in its advisory capacity to the MPO Governing Board. In the event of a conflict between these by-laws and the MPO Governing Board’s by-laws, the MPO Governing Board’s by-laws shall control.

2. DEFINITIONS
A. MPO - The Palm Beach Metropolitan Planning Organization (MPO), which serves as part of the Miami Urbanized Area Transportation Management Area (TMA).

B. MPO Governing Board – The policy-making body for the MPO responsible for coordinating the cooperative decision-making process of the MPO’s actions and taking required actions as the MPO.

C. Governing Board Member – A unit of General Purpose Local Government or an agency that operates or administers a major mode of transportation with voting membership on the MPO pursuant to the Interlocal Agreement.

D. CAC Member – An individual nominated by an MPO Governing Board Member and appointed by the MPO Governing Board to represent the citizenry of Palm Beach County at CAC meetings.

E. Quorum – A quorum of the CAC shall be constituted by the presence of a majority of the CAC Members.


3. MEMBERSHIP
A. Number of CAC Members
The Citizens Advisory Committee (CAC) is comprised of up to twenty-one (21) and no less than eleven (11) CAC Members representing a diverse segment of Palm Beach County’s citizenry.

B. CAC Members
Each MPO Governing Board Member may nominate one CAC Member via submittal of a written request to the MPO along with a concise summary of the nominee’s credentials for consideration and approval by the MPO Governing Board. When nominating CAC Members, MPO Governing Board members shall ensure adequate representation for minorities, the elderly and the handicapped in accordance with F.S. 339.175, Section (6)(e)1. Additionally, MPO Governing Board member nominations shall promote representation for environmental issues, business interests, the construction and development industry, the freight and goods movements industry, and private transportation providers as well as the general public. All CAC Members shall be residents and electors of Palm Beach County. A CAC Member cannot be an elected official or directly employed by an elected official. No advisory committee member may serve on more than one advisory committee to the MPO Governing Board at any time.

The MPO Governing Board shall have the authority to grant waivers to the CAC membership and governance requirements.
C. Term Limits for CAC Members
CAC Members shall serve at the pleasure of the MPO Governing Board for a three (3) year term. CAC Members may be reappointed by the MPO Governing Board and are not required to submit an updated letter of request or credentials.

4. OFFICERS
A. Officers Defined
The officers of the CAC shall consist of a Chair and a Vice-Chair.

B. Elections
The officers shall be elected annually at the last regularly scheduled meeting of the calendar year. The newly elected officers shall take office at the first regularly scheduled meeting of the following calendar year. Additional elections may be held as necessary if an officer cannot carry out his/her duties and complete the remainder of the appointed term.

D. Terms of Office
The term of office for officers shall be one (1) calendar year.

E. Duties of Officers
The Chair shall call and preside at CAC meetings, sign official documents for the CAC. In the Chair’s absence, the Vice-Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice-Chair, the Members present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

In the event that the Chair is unable to carry out his/her duties for the remainder of the term, the Vice-Chair shall automatically become Chair and a new Vice-Chair shall be elected for the remainder of the term.

5. MEETINGS
A. Regular Meetings
Meetings will be held on the first Wednesday of each month, except as noted on the meeting calendar published to the public on the MPO website. A Quorum is required to hold an official meeting of the CAC and vote on issues for recommendation to the MPO Board. If Quorum cannot be established, action items on the agenda will receive a consensus vote which will be forwarded to the MPO Board. The MPO Executive Director may cancel regular meetings should there be insufficient business on the CAC agenda or a lack of anticipated quorum.

B. Special Meetings
Special meetings may be called by the Chair with three (3) day notice. Whenever possible, at least seven (7) day notice shall be given.

C. Attendance
Each CAC Member shall be expected to attend each regular meeting. It shall be the obligation of the CAC Member to provide at least 24-hours advance notice to the MPO when the Member will not be attending a meeting. An absence without advance notice will be considered unexcused.

CAC Members are expected to attend scheduled meetings on a regular basis. CAC Members shall be automatically removed for lack of attendance. Lack of attendance is defined as unexcused absence at three (3) consecutive meetings.
D. Agenda
The agenda is a published list of items for consideration (action items) or discussion (information items) at a meeting. The agenda and any backup material for a CAC meeting shall be published for the public on the MPO website seven (7) days prior to the meeting or as early as practicable. Only when special extenuating circumstances warrant, a CAC Member or the MPO Executive Director may propose an additional item(s) for the agenda prior to adoption of the agenda for a given meeting, subject to approval by a majority of the Members at the meeting; provided that consideration of such item(s) is consistent with the MPO’s Public Involvement Plan noticing requirements.

CAC Members wishing to add an agenda item or organizations wishing to make a presentation to the CAC must contact the MPO Executive Director at least ten (10) days prior to the meeting.

E. Voting Procedures
The Chair and any CAC Member may call for a vote on any issue, provided that it is seconded and within the purposes set forth on the agenda.

Voting shall be by voice but the minutes shall contain sufficient detail to record the vote of each Member. A Roll Call vote shall be held upon the request of the Chair, a CAC Member, or the MPO Executive Director. A tie vote shall be interpreted as a failure to pass.

Any CAC Member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken or at the next regularly scheduled meeting unless the action for which the vote was taken has been completed by the next regularly scheduled meeting and cannot be undone. A CAC Member desiring to request reconsideration of a matter shall advise the Executive Director no less than ten (10) days prior to the meeting. The MPO Executive Director shall endeavor to provide notice of the request to the CAC Members prior to the meeting. Any CAC Member who was not present at the meeting at which the vote was taken shall be deemed to be on the prevailing side unless the absence was unexcused. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those voting Members present at the meeting. Proxy and absentee voting are not permitted.

In the absence of any direction from these by-laws or other duly adopted voting procedures pursuant to certain approval actions, the MPO Governing Board’s By-laws will control. Robert’s Rules of Order will designate procedures governing voting over any CAC meeting.

F. Public Comment Procedures
All CAC meetings shall be open to the public. Members of the public are permitted to speak on any topics not on the agenda during the General Public Comment period by providing a Speaker Card to the MPO Executive Director or designee prior to the commencement of the meeting. Members of the public may speak on agenda items following presentation of the item to the CAC by providing a Speaker Card to the MPO Executive Director or designee. Public comment shall be limited to three (3) minutes.

G. Florida’s Open Meetings Law
Every CAC Member shall comply with the State’s Open Meetings Law. A Member shall report potential conflicts, file a memorandum of voting conflict, and recuse himself/herself from voting or discussing issues on which the Member has an identified conflict of interest. This also
includes not discussing current agenda items or other matters that may foreseeably come before the CAC for action with other Members outside of a noticed meeting.
PALM BEACH
METROPOLITAN PLANNING ORGANIZATION

CITIZEN ADVISORY COMMITTEE (CAC)

BYLAWS

Approved by the MPO
March 20, 2014
1.0 COMMITTEE MEMBERSHIP

The Citizens Advisory Committee (CAC) is comprised of up to nineteen (19) and no less than eleven (11) members representing a diverse segment of Palm Beach County’s citizenry. Members are appointed by the MPO Board and fill vacancies according to required special designations in accordance with F.S. 339.175, Section (5)(e.1.) and other categories as identified by the Board. All members shall be residents and electors of Palm Beach County.

Membership should be representative of the following categories:

- Elderly community (required by F.S.)
- Handicapped/disadvantaged population (required by F.S.)
- Minority population (required by F.S.)
- Environmental community
- Business community
- Construction and development industry
- Goods and freight movement industry
- Private transportation providers
- General public

When appointing a CAC member, the MPO Board is encouraged to consider candidates who reflect the composition and diversity of Palm Beach County, including minorities, elderly and disadvantaged populations. The Board is also encouraged to consider geographic distribution of members to provide representation throughout the MPO area. A CAC member cannot be an elected official or directly employed by an elected official.

No alternate CAC members will be allowed.

The MPO Board shall have the authority to grant waivers to the CAC membership and governance requirements.

1.01 Requests for Membership

MPO Board members may submit nominees for consideration by the full Board for appointment. Requests for membership may be submitted to the MPO Director by letter requesting representation along with a resume describing credentials for consideration and approval by the MPO Board.
1.02 Term Limits for Members

Appointees shall serve at the pleasure of the MPO Board for a three year term. Members may be reappointed by the MPO Board and are not required to submit an updated letter of request or resume.

1.03 Officers and Duties

The first regular meeting of the calendar year shall be known as the Annual Meeting at which time the officers for the ensuing year shall be elected from the voting membership.

At its Annual Meeting, the CAC by majority vote of the voting members present, elects a Chair and a Vice-Chair who shall serve for one year or until the next Annual Meeting.

The Chair shall preside at all meetings. In the absence of the Chair, or at the Chair’s direction, the Vice-Chair shall temporarily assume the powers and duties of the Chair. In the absence of the Chair and Vice-Chair, those present shall elect a Chair Pro Tem.

1.04 Conflict of Interest

A CAC member must disclose any potential conflict of interest or involvement in any issue under consideration by the Committee, or any interest that may be reasonably perceived by the public as a conflict. In such circumstance, a CAC member may participate in discussions after making a disclosure, but will be expected to abstain from voting on the issue if the potential conflict is deemed to be significant. A member who does not willingly abstain may be removed from the voting process related to the issue by a majority of the CAC members present and participating in the vote.

2.00 QUORUM

A quorum of the membership is required to hold an official meeting of the CAC and vote on issues for recommendation to the MPO Board. A quorum is defined as a majority of the designated representatives as of the date of the meeting. If no quorum is present, agenda items needing approval will receive a consensus vote which will be forwarded to the MPO Board.

2.01 Attendance

Members are expected to attend scheduled meetings on a regular basis. Members shall be automatically removed for lack of attendance. Lack of
attendance is defined as unexcused absence at three (3) consecutive meetings.

2.02 Notification of Absences

Any member who intends to be absent from a CAC meeting shall notify the MPO Director or CAC Secretary of their intended absence at least one business day prior to the meeting. Such notified absence shall be considered Excused Absence. Absence at a meeting without prior notifications shall be considered Unexcused Absence.

2.03 Record Keeping

It is the responsibility of the MPO staff to maintain records of attendance. When a member has accumulated two (2) consecutive unexcused absences, the member and the MPO Board will be notified in writing that another absence will result in removal from the committee. Upon the third absence, a letter stating the member has been officially removed from the committee will be forthcoming with notification to the MPO Board.

Said member may request reinstatement to the committee by submitting a letter of request to the MPO Director. Reinstatement is subject to approval by the MPO Board.

3.00 CAC MEETINGS

CAC members will receive an annual calendar of meeting dates in November each year for the upcoming year.

3.01 Meeting Dates

The CAC will meet monthly on the first Wednesday at 1:30 p.m. unless otherwise notified.

3.02 Agenda and Backup Materials

There shall be an official agenda for every meeting of the CAC which shall determine the order of business to be conducted at the meeting. The agenda shall be prepared by the MPO Director. Matters may be placed on the agenda by the Chair, or any member upon approval of the MPO Director.

An Agenda Package containing an Agenda and backup information for items listed on the Agenda will be mailed or emailed (depending on the member's preference) to the CAC members. To the extent possible, the package will be distributed seven (7) days prior to the meeting.
CAC Members may contact the MPO Director to request an item be placed on a meeting agenda two weeks prior to an upcoming meeting. Inclusion of the item on the Agenda will be at the discretion of the MPO Director.

3.03 Meeting Minutes

The Minutes of all CAC meetings shall be approved by a majority of the members present and upon such approval become the official Minutes. A record of meeting Minutes shall be maintained in the MPO office.

3.04 Meeting Cancellations

The CAC monthly meeting may be cancelled at the discretion of the MPO Director. Cancellation notice will be sent to all members one week prior to the meeting.

3.05 Matters by the Public

Citizens are encouraged to attend the CAC meetings and voice any transportation concerns they may have. Each citizen will be given three (3) minutes to speak on any transportation issues.

4.00 RESPONSIBILITIES AND FUNCTIONS

The community at large shall be represented in the transportation planning process by the CAC. The CAC serves in an advisory capacity to the Palm Beach MPO to provide comment with respect to the concerns of various segments of the population regarding their transportation needs. It shall be the function of the CAC to:

4.01 Assist the MPO in formulation of their goals and objectives.

4.02 Provide citizens’ review of the preliminary findings and make recommendations to the MPO regarding:

Public participation programs

Proposed Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP) and Air Quality Planning and amendments

Position statements regarding general plan proposals and means to implement plans
Review of the effect of plans, as proposed, upon the various segments of the population

4.03 The CAC shall review the MPO’s Public Information Program (PIP) and provide recommendations as appropriate.

5.00 **REGIONAL CAC ACTIVITIES**

The CAC shall review and provide recommendations regarding any regional transportation projects that involve Miami-Dade, Broward and Palm Beach counties. These recommendations and findings shall be transmitted to the MPO for consideration through the MPO Director.

5.01 The CAC membership shall attend, whenever possible, any regional CAC meetings to provide input to regional transportation projects. These meeting dates and times between the three MPO’s will be determined by the staffs of each MPO and will be agreed on by same.
SR-9/I-95 @ Glades Road
FM No. 412420-4-32-01
PD&E Concept

Commitments

• Continue Coordination with MPO, locals and agencies
• Protect Endangered Species
• Provide Noise Abatement
• Address Contamination
• Coordinate Traffic Control Plan with City of Boca Raton and FAU
PD&E Concept

ADVANTAGES

• 8-Lane Section Addresses Traffic Needs

DISADVANTAGES

• Major RW Impacts
• Major Utility Impacts
• Requires three new bridges over I-95 and CSX Railroad
• Substandard Loop Ramp Geometry
• Not Consistent with the City of Boca Raton’s Comprehensive Plan
PD&E Concept

**ADVANTAGES**

- 8-Lane Section Addresses Traffic Needs

**DISADVANTAGES**

- Major RW Impacts
- Major Utility Impacts
- Requires three new bridges over I-95 and CSX Railroad
- Substandard Loop Ramp Geometry
- Not Consistent with the City of Boca Raton’s Comprehensive Plan
PD&E Concept

ADVANTAGES
- 8-Lane Section Addresses Traffic Needs

DISADVANTAGES
- Major RW Impacts
- Major Utility Impacts
- Requires three new bridges over I-95 and CSX Railroad
- Substandard Loop Ramp Geometry
- Not Consistent with the City of Boca Raton’s Comprehensive Plan
PD&E Concept

ADVANTAGES
• 8-Lane Section Addresses Traffic Needs

DISADVANTAGES
• Major RW Impacts
• Major Utility Impacts
• Requires three new bridges over I-95 and CSX Railroad
• Substandard Loop Ramp Geometry
• Does Not Address Pedestrian Needs
• Opposed by the City of Boca Raton
PD&E Concept

ADVANTAGES
• 8-Lane Section Addresses Traffic Needs

DISADVANTAGES
• Major RW Impacts
• Major Utility Impacts
• Requires three new bridges over I-95 and CSX Railroad
• Substandard Loop Ramp Geometry
• Does Not Address Pedestrian Needs
• Not Consistent with the City of Boca Raton’s Comprehensive Plan
Preliminary Design Concept

1.5 Miles

Typical Section at the Bridges

Butts Road

NW 10th Avenue

<table>
<thead>
<tr>
<th>2.5' Lane</th>
<th>11' Lane</th>
<th>11' Lane</th>
<th>7' Bike Lane</th>
<th>1.5' Sidewalk</th>
<th>6' Shoulder</th>
<th>15' Ramp</th>
<th>6' Shoulder</th>
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Preliminary Design Concept

- Addresses Level of Service Requirements
- No Right of Way Required West of Executive Rd.
- EB Ramp to I-95
- No New Bridges Required for I-95 or CSX
- Separates I-95 Bound Traffic from Glades Road Traffic
- Consistent with Spanish River/Yamato Rd SIJR
Preliminary Design Concept

- Addresses Level of Service Requirements
- No Right of Way Required West of Executive Rd.
- EB Ramp to I-95
- No New Bridges Required for I-95 or CSX
- Separates I-95 Bound Traffic from Glades Road Traffic
- Bridge over Airport Road
Preliminary Design Concept

- Addresses Level of Service Requirements
- No Right of Way Required West of Executive Rd.
- No New Bridges Required for I-95 or CSX
- Separates I-95 Bound Traffic from Glades Road Traffic
- Bridge over Airport Road
- WB Entrance Ramp to I-95
Airport Road Intersection
Loop Ramp Geometry

$R = 239'$
Existing Bicycle & Pedestrian Ramp Treatment

• Four Bicycle and Four Pedestrian Conflict Points with Vehicles at Free-Flow Ramp Terminals on Vertical Curves.
Preliminary Design Concept Bicycle & Pedestrian Ramp Treatment

- No Bicycle or Pedestrian Conflict Points with Vehicles at the Free-Flow Ramp Terminals on Vertical Curves.
Glades Road Looking West at Airport Rd.
Glades Road Looking West at Airport Rd.
Glades Road Looking NW at Airport Rd.
Glades Road Looking NW at Airport Rd.
Summary Points of the March 17, 2016 MPO Board Meeting

PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at www.PalmBeachMPO.org/Board

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consent Items</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.H.1</td>
<td>MOTION TO APPROVE Appointment of Dr. Kim DeLaney as Representative to the Technical Advisory Committee (TAC) as nominated by the Treasure Coast Regional Planning Council.</td>
<td>Approved</td>
</tr>
<tr>
<td>1.H.2</td>
<td>MOTION TO APPROVE Appointment of Mr. Mike Righetti as Alternate to the Bicycle/Greenways/Pedestrian Advisory Committee (BGPAC) as nominated by the City of Boca Raton.</td>
<td>Approved</td>
</tr>
<tr>
<td><strong>General Public Comments</strong></td>
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</tr>
<tr>
<td>1.I</td>
<td>JIM SMITH with Safety as Floridians Expect (SAFE) highlighted the need to fund repair and replacement for County-maintained infrastructure to improve safety for residents and visitors.</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>DWIGHT MATTINGLY, chair of Palm Tran Service Board, noted that Jarrett Walker, national transit expert, will present at the next Palm Tran Service Board Meeting on March 24 at 1:30 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>Action Items</strong></td>
<td></td>
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</tr>
<tr>
<td>2.A</td>
<td>MOTION TO APPROVE TRANSMITTAL of the draft FY 17 and 18 Unified Planning Work Program (UPWP)</td>
<td>Approved</td>
</tr>
<tr>
<td>2.A.1</td>
<td>DWIGHT MATTINGLY commented on public participation, planning activities to reduce peak hour congestion, and transit and land use coordination.</td>
<td>N/A</td>
</tr>
<tr>
<td>2.B</td>
<td>MOTION TO ADOPT the Complete Streets Policy</td>
<td>Adopted</td>
</tr>
<tr>
<td>2.B.1</td>
<td>DWIGHT MATTINGLY spoke in support of the Complete Streets policy and suggested coordination with all stakeholders, including transit operators.</td>
<td>N/A</td>
</tr>
<tr>
<td>2.C</td>
<td>MOTION TO APPROVE an Amendment to the FY 2016-2020 Transportation Improvement Program (TIP)</td>
<td>Approved</td>
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<tr>
<td>Information Items</td>
<td></td>
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<tr>
<td>3.A Commuter Challenge Update</td>
<td>N/A</td>
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<tr>
<td>3.B Florida Bike Month Update</td>
<td>N/A</td>
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</tbody>
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<thead>
<tr>
<th>Administrative Items</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>4.A Member Comments</td>
<td>N/A</td>
</tr>
<tr>
<td>4.A.1 COUNCILMAN WILLHITE advised that this meeting is his last meeting and expressed thanks to the Chair and members of the Board for all the support over the years to his family, the residents of Wellington and the western communities. MAYOR HAYNIE congratulated members on their re-election.</td>
<td>N/A</td>
</tr>
<tr>
<td>4.B Next meeting: April 21, 2016</td>
<td>N/A</td>
</tr>
</tbody>
</table>