



PALM BEACH METROPOLITAN PLANNING ORGANIZATION

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**MINUTES OF THE
BICYCLE, TRAILWAYS, AND PEDESTRIAN
ADVISORY COMMITTEE (BTPAC)
Thursday, December 1, 2016 9:07 A.M.**

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

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

1. REGULAR ITEMS

The meeting was called to order at 9:15 a.m. Due to no Chair being present, the committee unanimously voted Mr. Michael Howe Chair Pro Tem.

1.A. Roll Call

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

1.C. **APPROVED:** Minutes for October 17, 2016

MOTION to approve the Minutes for October 17, 2016. Motion by Ms. Jean Matthews; seconded by Mr. Michael Owens, and carried unanimously.

1.B. **ADOPTED:** Agenda for December 1, 2016

MS. TAYLOR stated there was a modification to move Information Item 3.A – Annual Obligations Report to be heard after item 2.B.

MOTION to adopt the Agenda with modifications. Motion by Mr. Mark Stivers; and carried unanimously.

1.D. Comments from the Chair Pro Tem

There were no comments from the Chair Pro Tem.

1.E. Bicycle/Pedestrian/TDM Coordinator's Report

MS. TAYLOR reported the following:

- She attended the opening celebration of the Phase Two Blue Gill Trail, that opened on November 10, 2016. She congratulated committee member Sally Channon with Palm Beach County's Environmental Resources Management department and her colleagues for their hard work on improving our trails system.
- MPO Staff attended the 2016 Transpo Conference in downtown West Palm Beach, from November 14th – 16th. She found it interesting that the theme this year was "From Bicycles to Connected Vehicles" and looks forward to the Florida Department of Transportation's (FDOT) future automated vehicle test track.

- South Florida Public Transit Day is on Friday, December 9, 2016 and is an initiative that has started in South Florida to help encourage people to ride public transit.
- The Florida Highway Administration Road Diet Workshop is on February 3, 2017 in Tequesta, Florida. There will also be a part two session to this training, followed by a webinar on December 19, 2016 at 9:30 a.m.
- The regional 2017 Safe Streets Summit registration is now open for enrollment. This year's Summit will focus on building blocks to successful funding, implementing and evaluating Complete Streets. The event will be held on January 26-27, 2017 at the Sunrise Civic Center. Ms. Taylor urged the committee to vote for Safe Streets Champions for the awards portion of the program. To register and vote, visit: <http://www.safestreetssummit.org/>

1.F. General Public Comments and Public Comments on Action Items

No general public comments were received.

2. ACTION ITEMS

2.A. ELECTED OFFICERS: for the 2017 Calendar Year

MOTION to elect Ms. Heather Tribou as the 2017 BTPAC Chair. Motion by Ms. Jean Matthews, seconded by Mr. Mark Stivers and carried unanimously.

MOTION to elect Ms. Jean Matthews as 2017 BTPAC Vice-Chair. Motion by Mr. Michael Owens, seconded by Ms. Brenda Arnold and carried unanimously.

2.B. RECOMMENDED APPROVAL: of the FDOT Work Program

MR. NICK UHREN Executive Director for the MPO presented this item and briefly stated FDOT is obligated to annually report to the Palm Beach MPO Technical Advisory Committee and the MPO Governing Board on where funds are being spent. The Work Program further advises the committee on where the funds will be spent in the upcoming five years, whereas the Annual Obligations Report shows where the funds were previously spent in earlier years. This process is part of the timeline to adopting the MPO Transportation Work Program.

MR. UHREN explained how the priority funding list process works, and encouraged the BTPAC to review and comment on their preference as a committee. He further highlighted upcoming major projects and gave an overview of what the Long Range Transportation Plan and MPO Funding Resolutions are. A further discussion ensued.

MOTION to RECOMMEND APPROVAL of the FDOT Work Program. Motion by Mr. Michael Howe, seconded by Ms. Jean Matthews and carried 19-2. Ms. Heather Tribou opposed due to the State Road 7 project, along with Ms. Brenda Arnold.

3. INFORMATION ITEM

3.A. DISCUSSED: Annual Obligations Report

MR. LUKE LAMBERT Senior Planner and TIP Coordinator, presented this item with a detailed summary report on where Fiscal Year 2016 funds were spent.

2. ACTION ITEMS

2.C. RECOMMENDED APPROVAL: Local Initiatives (LI) Program Guidelines and Scoring Systems

MR. LAMBERT gave a brief summary of the LI program guidelines and scoring system. He further explained that applications can be submitted via the Palm Beach MPO website and noted the required documents for applying. He also provided the committee with a snapshot of the LI

application. A brief discussion ensued regarding raising the maximum cap from \$2.5 million to \$4 million.

MPO staff reminded the committee of the upcoming Local Initiatives and Transportation Alternatives Workshop at the Vista Center on Thursday, December 15, 2016 at 9:00 a.m.

MOTION to RECOMMEND APPROVAL of the Local Initiatives Program Guidelines and Scoring Systems. Motion with suggested recommendation to raise funds by Ms. Jean Matthews, seconded by Ms. Brenda Arnold and carried unanimously.

2.D. RECOMMENDED APPROVAL: Transportation Alternatives Program (TAP) Guidelines and Scoring Systems

MS. TAYLOR gave a brief overview of the TAP guidelines and scoring system. She highlighted that the program focuses on off-road and on-road non-motorized facilities such as: sidewalk projects, bike lanes, complete streets, safe routes to school projects, etc. She pointed out the following suggested changes: applications are limited to the request of \$250,000 and a new maximum funding cap of \$1 million versus the previous year's cap of \$750,000. She announced the required documents needed when applying and noted the upcoming 2017 important dates. Discussion about eligible projects and applicants ensued.

MOTION to RECOMMEND APPROVAL of the Transportation Alternatives Program Guidelines and Scoring Systems. Motion by Mr. Mike Righetti, seconded by Mr. Michael Owens and carried unanimously.

3. INFORMATION ITEMS

3.B. DISCUSSED: Bike Suitability Map

MS. TAYLOR presented the Bike Suitability Map to the committee, and explained that MPO staff is still working on the final version of the map. She requested the committee provide feedback and give suggestions as well. She explained that one side of the map is illustrating what cyclists should expect when riding on the roadways, and the other side gives additional resources and useful information to riders on the road. The committee suggested that the map be made available via Google and other search engines.

3.C. DISCUSSED: Public Involvement Activity Report

MS. MALISSA BOOTH, MPO Public Involvement Officer, gave a brief overview of this new report that will be presented to the MPO Governing Board on a monthly basis to reflect public participation on social media and highlight any upcoming events. She mentioned the November data is now available. A brief discussion ensued.

3.D. Summary Points from the October 20, 2016 MPO Board Meeting

4. ADMINISTRATIVE ITEMS

4.A. Member Comments

MR. HOWE welcomed new committee members and thanked MPO Staff for their presentations.

MS. TAYLOR thanked MPO staff Margarita Cortez and Nick Uhren for providing the holiday snacks at the meeting. She also thanked Mr. Howe for being Chair Pro Tem for the day. Lastly, she announced that the last day for MPO staff member Luke Lambert will be on Friday, December 9, 2016.

4.B. Next Meeting – February 2, 2017 (no January meeting)

4.C. Motion to Adjourn

There being no further business, the meeting adjourned at 10:49 a.m.

This signature is to attest that the undersigned is the Chairperson, or a designated nominee, of the Bicycle, Trailways, and Pedestrian Advisory Committee and that information provided herein is the true and correct Minutes for the **December** meeting of the Bicycle, Trailways, and Pedestrian Advisory Committee, dated this _____ day of _____, 2016.

Chairperson

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