CITIZENS ADVISORY COMMITTEE AGENDA

DATE: WEDNESDAY, MARCH 2, 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 March 2, 2016
   C. MOTION TO APPROVE Minutes of February 3, 2015
   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 TRANSMITTAL of the draft FY 17 and 18 Unified Planning Work Program (UPWP)

   Attached is the draft FY 17 and 18 Unified Planning Work Program (UPWP) for the Palm Beach MPO. The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. The UPWP includes a description of the planning work and resulting products, who will perform the work, time frames, cost, and source(s) of funds. It is essentially a business plan and budget for the MPO. The MPO receives approximately $1.8M in recurring grant funds but unused revenue carried forward from previous fiscal years allows for the proposed expenditure of nearly $2.3M in FY 2017 and $2.6M in FY 2018. Federal sources provide 95% of the funding with state and county funds making up the balance.

   B. MOTION TO RECOMMEND ADOPTION of the Complete Streets Policy

   MPO Staff and consultants will review the proposed Complete Streets Policy for the Palm Beach MPO and highlight the components of the policy. The proposed policy is attached.
C. MOTION TO RECOMMEND APPROVAL of an Amendment to the FY 2016-2021 Transportation Improvement Program (TIP)

This TIP Amendment serves to update the amount of Federal Transit Administration grant funds rolled forward from the previous TIP (FY 2015-2019) for Palm Tran. The proposed Amendment is attached.

3. INFORMATION ITEMS
A. Commuter Challenge Update

MPO Staff will review participation levels and highlight the opportunities to participate in the challenge and the culminating event to be held on Saturday, April 2 at 9 a.m. in West Palm Beach.

B. Florida Bike Month Update

MPO Staff will highlight local government proclamations and opportunities to participate in events countywide to support Florida bike month.

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

4. ADMINISTRATIVE ITEMS
A. Member Comments

B. Next Meeting – April 6, 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 1:40 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. FRANCESCO 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

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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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