BICYCLE, TRAILWAYS AND PEDESTRIAN ADVISORY COMMITTEE (BTPAC) AGENDA

DATE: Thursday, December 7, 2017
TIME: 9:07 A.M.
PLACE: Vista Center 4th Floor Conference Room 4E-12
2300 North Jog Road
West Palm Beach, Florida 33411

1. REGULAR ITEMS
   A. Roll Call
   B. MOTION TO ADOPT Agenda for December 7, 2017
   C. MOTION TO APPROVE Minutes of October 5, 2017
   D. Comments from the Chair
   E. BTPAC 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 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.
   G. Special Presentation: Palm Beach TPA 40th Anniversary

2. ACTION ITEMS
   A. MOTION TO ELECT OFFICERS for the 2018 Calendar Year
      The By-Laws stipulate that the committee shall, by majority vote of the voting members present, elect a Chair and a Vice Chair 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 and shall serve for one year. Ms. Heather Tribou is the current Chair and Ms. Jean Matthews is the current Vice Chair.
   B. MOTION TO RECOMMEND APPROVAL of Amendment #3 to the FY 18 – 22 Transportation Improvement Program (TIP)
      The Florida Department of Transportation (FDOT) has requested an amendment to Transportation Alternatives project #4382911: Belle Glade Sidewalks to include an Environmental Phase of $25,000. The TIP amendment is attached.
   C. MOTION TO RECOMMEND APPROVAL of a Long Range Transportation Plan (LRTP) Amendment to advance the interchange project at I-95 and 6th Avenue South in the Cost Feasible Plan from FY 2026-2030 to FY 2015-2019 (Design and Right of Way) and FY 2021-2025 (Right of Way and Construction)
FDOT staff and consultants will present the request to advance the interchange project in the Cost Feasible Plan. The selected alternative from the PD&E was presented to the Committees and Governing Board at the September meetings. Relevant pages to modify the year of implementation for this project in the 2040 LRTP are attached.

D. MOTION TO RECOMMEND APPROVAL of the Local Initiatives (LI) Program Guidelines and Scoring System

The 2040 Long Range Transportation Plan (LRTP) created the Local Initiatives Program, funded primarily with the TPA’s suballocation of federal Surface Transportation Program funds. This program provides an annual, competitive application process to identify and fund the best non-regionally significant, lower-cost transportation projects within our communities. TPA staff is recommending approval of the attached 2018 program guidelines and scoring system.

E. MOTION TO RECOMMEND APPROVAL of the Transportation Alternatives (TA) Program Guidelines and Scoring System

Established by MAP-21 and re-authorized through the FAST Act, the federal Transportation Alternatives Program is a cost-reimbursement program where non-motorized projects are selected by the TPA via an annual, competitive application process. TPA staff is recommending approval of the attached 2018 program guidelines and scoring system.

3. INFORMATION ITEMS

A. Boca Raton II Tri-Rail Station Update

SFRTA and consultants will provide an update on the Boca Raton II Tri-Rail Station PD&E Study Alternatives and overall project schedule. The project website is: Tri-railboca2study.com

B. Congestion Management Process (CMP)

The Palm Beach TPA’s CMP serves to provide policy-makers with a review of local transportation conditions to identify trends in congestion and potential mitigation strategies. TPA staff will present the attached 2017 CMP Annual Report Card.

C. Safe Streets Summit Update

TPA staff will provide an update on the planning and schedule for this event.

D. Annual Obligations Report for FY 17

MPOs are obligated by 23 CFR 450.334 to create an annual report comparing the Federal funds requested in the TIP with the Federal funds obligated in the previous year. TPA staff will review the attached report.

E. Summary Points from the October 19, 2017 TPA Governing Board Meeting

4. ADMINISTRATIVE ITEMS

A. Member Comments

B. Next Meeting – February 8, 2018 (no January meeting)

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@PalmBeachTPA.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 TRIBOU called the meeting to order at 9:09 a.m.

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

1.B. ADOPTED: Agenda for December 7, 2017
CHAIR TRIBOU noted the addition of Information Item 3.A Boca Raton II Tri-Rail Station Update.
MOTION to adopt the amended Agenda. Motion by Ms. Jean Matthews, seconded by Mr. Michael Owens, and carried unanimously.

1.C. APPROVED: Minutes of October 5, 2017
MOTION to approve the Minutes of October 5, 2017. Motion by Ms. Sally Channon, seconded by Mr. Michael Owens, and carried unanimously.

1.D. Comments from the Chair
CHAIR TRIBOU noted that two months ago the City of West Palm Beach closed two lanes to motor vehicles on Flagler Drive from Lake Avenue to Banyan Boulevard for a Complete Streets project to activate the space for pedestrians and bicyclists called Flagler Shore. She stated traffic movements are working well with no accidents and that additional aesthetic improvements will be made. She invited all to attend a feedback session and music festival on December 16, 2017.

She stated the Fern Street project, which was grant funded through the TPA, is nearing completion with the City preparing to paint the designated bicycle lanes.

1.E. BTPAC Liaison’s Report
MR. KEVIN FISCHER reviewed the following from the Liaison Report provided:
- Stated a workshop for potential applicants of the TPA annual funding programs, the Local Initiatives and Transportation Alternatives programs, will be held on Tuesday, December 19 at 9 a.m. in TPA Conference Room 4E-12, 2300 N Jog Road, West Palm Beach.
- Noted the Transportation Disadvantaged Local Coordinating Board (LCB) has a number of vacancies and requested members to forward this information to any interested individuals and visit www.PalmBeachTPA.org/LCB for more information.
• Noted the monthly TPA Governing Board meetings will rotate to different locations throughout the County beginning with the December 14th meeting, which will be held at the Spanish River Library in Boca Raton. He noted this meeting will also celebrate the TPA’s 40th Anniversary and requested RSVPs by December 7th.

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

There were no general public comments received.

Mr. Alexander Barr joined the meeting at 9:15 a.m.

1.G. Special Presentation: Palm Beach TPA 40th Anniversary

MR. NICK UHREN, Palm Beach TPA Executive Director, provided an overview of the TPA’s 40 years of collaboratively planning, prioritizing and funding the transportation system. He reviewed data from 1977, 1997 and 2017 that included Governing Board member makeup, population growth, bus service updates, transportation plans, and completed projects. He also highlighted ways to build the future that include implementing Complete Streets, using the newly adopted Design Guidelines, applying for funding opportunities and attending the annual regional Safe Streets Summit.

A brief discussion ensued regarding the 2017 Safe Streets Summit registration and logistics.

2. ACTION ITEMS

2.A. ELECTED: Officers for the 2018 Calendar Year

MOTION to Elect Ms. Heather Tribou as the 2018 BTPAC Chair. Motion by Ms. Jean Matthews, seconded by Ms. Olga Prieto, and carried unanimously.

MOTION to Elect Ms. Anie Delgado as the 2018 BTPAC Vice Chair. Motion by Ms. Jean Matthews, seconded by Ms. Olga Prieto, and carried unanimously.

2.B. RECOMMENDED APPROVAL: Amendment #3 to the FY 18 – 22 Transportation Improvement Program (TIP)

MR. ANDREW UHLIR, Palm Beach TPA TIP Coordinator, noted the amendment is for a Transportation Alternatives (TA) project in the Glades area and comes at the request of the Florida Department of Transportation (FDOT) to add an environmental phase of $25,000. He noted the monies will be in FY 18 from statewide TA funds and would not impact any other projects or fiscal constraints.

MR. DAVID WILOCH inquired if this project received additional monies in recent years from leftover TA funds retroactively.

A discussion ensued with requests to TPA staff to determine if this was the same project in Belle Glade and for future tracking of these amendments.

MOTION to Recommend Approval of Amendment #3 to the FY 18 – 22 TIP. Motion by Ms. Jean Matthews, seconded by Mr. Michael Howe, and carried unanimously.

2.C. RECOMMENDED APPROVAL: of a Long Range Transportation Plan (LRTP) Amendment to advance the interchange project at I-95 and 6th Avenue South in the Cost Feasible Plan from FY 2026-2030 to FY 2015-2019 (Design and Right of Way) and FY 2021-2025 (Right of Way and Construction)

MR. FISCHER reminded the committee that a presentation was given during the September 2017 CAC meeting on the recommended alternative for I-95 at 6th Avenue; and stated an advanced timeframe for construction triggers the need for an LRTP amendment. He noted the agenda
backup materials included the LRTP pages with specific changes shown in a strikethrough and underline format to the project timeframe and funding amount.

A brief discussion ensued about the need for this project.

**MOTION to Recommend Approval of a LRTP Amendment to advance the interchange at I-95 and 6th Avenue South in the Cost Feasible Plan from FY 2015-2019 (Design and Right of Way) and FY 2021-2025 (Right of Way and Construction).** Motion by Ms. Sally Channon, seconded by Mr. Michael Owens, and carried unanimously.

CHAIR TRIBOU inquired of Ms. Renee Cross, Palm Beach TPA Deputy Director of Program Development, for clarification on Action Item 2.B.

MS. CROSS clarified that the project noted in Item 2.B has not come before the TPA previously for a TIP amendment and the City of Belle Glade did contribute towards the design.

**2.D. RECOMMENDED APPROVAL:** Local Initiatives (LI) Program Guidelines and Scoring System

MR. UHLIR presented this item from the agenda backup material and noted the changes shown in strikethrough and underline format are based on committee recommendations. He reviewed the changes of an increase in the grant reimbursement maximum to $5M, maximum number of applications reduced to two per applicant, with each County department able to submit two, and the minimum score of 25 out of 100 in order for a project to be eligible for inclusion on the Project Priority List.

VICE CHAIR MATTHEWS voiced concerns on the detailed cost estimate signed by a professional engineer when a municipality does not have one on staff, and the lack of scoring for greenway connectivity projects with an emphasis on parks and recreation projects.

MR. UHLIR noted for municipalities to work with the TPA when there is no professional engineer on staff for guidance and assistance. He clarified that edits for the Transportation Alternatives (TA) funding program scoring address greenway connectivity.

A discussion ensued on the LI and TA funding programs with relation to greenway scoring. Vice Chair Matthews and Ms. Channon voiced concerns over the lack of greenway scoring for both funding programs and need for additional edits.

DR. PUSZKIN-CHEVLIN inquired on the process for calculating equity for traditionally underserved population and the need for a clearer definition. She also requested clarification on the efficient transit scoring criteria.

MR. UHLIR noted the traditionally underserved scoring does not include income, and provided clarification on the efficient transit scoring criteria. TPA staff noted additional information would be provided during the funding program workshop.

CHAIR TRIBOU requested edits to the application timeline to provide clearer information on project timing and voiced concerns on the number of applications Palm Beach County can submit.

MR. UHLIR noted the Technical Advisory Committee (TAC) recommended a six-application cap for the County.

A discussion ensued on the County's jurisdiction and the departments likely to apply. The committee came to a consensus for a six-application cap for the County.

MR. UHLIR noted the TAC also recommended adjusting the deadline for Applicants to Resolve Outstanding Eligibility Issues to July 2, 2018.

A brief discussion followed with the committee making an additional suggestion to edit the schedule for the resolution date of 60 days after the application is submitted.
MINUTES OF THE BICYCLE/TRAILWAYS/PEDESTRIAN ADVISORY COMMITTEE, DECEMBER 7, 2017

MS. CHANNON voiced concerns on the minimum score of 25 out of 100 and the limitations projects will face to reach this score, as well as the possibility that a good project would not come before the committee because of the minimum score requirement.

A lengthy discussion ensued on greenway project limitations faced in the LI funding program, previous projects submitted, and requests to adjust the scoring criteria for additional points in the greenway category. MR. UHLIR noted that the TA program is available for funding greenway projects.

MOTION to Recommend Approval of the LI Program Guidelines and Scoring System with the suggested edits of the deadline for Applicants to Resolve Outstanding Eligibility Issues to July 2, 2018; and a maximum of six County applications. Motion by Mr. Michael Owens, seconded by Dr. Ana Puszkin-Chevlin, and carried 8-3 with Ms. Jean Matthews, Ms. Sally Channon and Mr. Michael Howe dissenting.

2.E. RECOMMENDED APPROVAL: TA Program Guidelines and Scoring System

MR. UHLIR presented this item from the agenda backup material and noted the changes shown in strikethrough and underline format are based on committee recommendations. He clarified the environmental scoring criteria.

VICE CHAIR MATTHEWS made note of a Parks and Recreation specific project that faced FDOT opposition for TA funding and the need for greenway scoring in the LI program.

A discussion ensued on eligibility requirements and changes in recent years to project eligibility.

MR. MICHAEL OWENS requested for clarification on the School District being able to apply for TA funding and it not be limited to schools only.

MR. UHLIR noted this question should be discussed during the funding workshop when appropriate FDOT staff are present and can answer project specific questions.

CHAIR TRIBOU noted the same recommendations made during the LI program guidelines should be included in this motion. She also commented on the need for inclusion of funding for landscaping.

MS. VALERIE NEILSON, Palm Beach TPA Deputy Director of Multimodal Development, noted funding for landscaping is not eligible for federal dollars under the TA and LI programs.

MOTION to Recommend Approval of the TA Program Guidelines and Scoring System with the suggested edits of the deadline for Applicants to Resolve Outstanding Eligibility Issues to July 2, 2018; and a maximum of six County applications. Motion by Ms. Jean Matthews, seconded by Mr. Michael Owens, and carried 10-1 with Ms. Sally Channon dissenting.

3. INFORMATION ITEM

3.A. DISCUSSED: Boca Raton II Tri-Rail Station Update

MS. NATALIE YESBECK, SFRTA Project Manager, provided an introduction to the Boca Raton II Tri-Rail Station PD&E Study. She noted the project kicked off in May 2017 with a Public Kickoff meeting in August and a Public Alternatives meeting on December 5, 2017.

Ms. Olga Prieto left the meeting at 10:44 a.m.

MR. IAN RAIRDEN, Consultant with Kimley-Horn and Associates, noted a second Tri-Rail station within the City of Boca Raton has been identified by multiple agencies and is included in their plans. He reviewed the study area, feasible station locations, Concept Plans A and B, overall schedule, and the next steps with a Public Meeting in June 2018.
A discussion ensued on parking space concerns, considering connectivity with local schools, Palm Tran route coordination, bicycle accessibility, a potential pedestrian overpass, traffic analysis and expected ridership. It was noted that coordination with FDOT will be ongoing throughout the project.

3.B. DISCUSSED: Congestion Management Process (CMP)

MR. UHLIR presented the 2017 CMP Annual Report Card that was included in the agenda backup materials. He noted it is based on the 2040 LRTP’s goals and objectives and will be revamped in the future for the 2045 LRTP’s updated goals and objectives. He briefly reviewed the measures that need improvement under each goal.

A brief discussion ensued.

DR. PUSZKIN-CHEVLIN stated the TPA’s 40th anniversary falls on the South East Regional Climate Compact date and noted if transportation was integrated with the climate analysis, the measures in Goal 5 would improve. She encouraged members to think beyond transportation and see the linkage with sustainability.

3.C. DISCUSSED: Safe Streets Summit Update

MS. NEILSON briefly highlighted the regional Safe Streets Summit that will occur on Friday, February 2, 2018. She noted there will be a pre-conference mobile workshop in the City of West Palm Beach on February 1, which includes a CRA trolley tour, as well as a walking or biking tour. She noted registration is open and encouraged all to attend. She requested award nominations for Complete Streets community champions and projects in Palm Beach, Broward, and Miami-Dade counties.

Dr. Ana Puszkin-Chevin left the meeting at 11:07 a.m.

3.D. DISCUSSED: Annual Obligations Report for FY 17

MR. UHLIR briefly reviewed the FY 17 Federal Obligations Summary table that was included in the agenda backup materials. He noted all the monies are federal funds and no state funds are included. He stated the highlighted items need confirmation from either FDOT or Palm Tran staff. He noted FDOT staff provided clarification of why there were so many differences and stated he would provide an updated summary at a later time.

3.E. Summary Points from the October 19, 2017 TPA Governing Board Meeting

There was no discussion on this item.

4. ADMINISTRATIVE ITEMS

4.A. Member Comments

MR. ALEXANDER BARR noted FDOT has officially started their Context Classifications and noted the MPO probably received a multimodal scoping checklist for a project in South Bay on US 27 from State Road 80 up to the RV park.

A brief discussion ensued on the difference between the FDOT and TPA Complete Streets Guidelines.

MS. ANIE DELGADO noted the City of Boca Raton was re-designated as a Bicycle Friendly Community by the League of American Bicyclists, and is the only municipality in Palm Beach County designated as such. She noted there is an opportunity next year for other municipalities to apply as the application cycle just closed. She stated the City is currently at a Bronze level and hopes to be at the Silver level soon.
VICE CHAIR MATTHEWS commented on the meeting duration and potential to meet more often in order to have shorter meetings.

4.B. Next Meeting – February 8, 2018 (no January meeting)

4.C. Motion to Adjourn

There being no further business the meeting was adjourned at 11:14 a.m.

This signature is to attest that the undersigned is the Chair, 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 8th day of February, 2018.

Chair
### EXHIBIT A

Bicycle, Trailways and Pedestrian Committee

Attendance Record – 2017

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*2017 Chair  **2017 Vice-Chair  P = Member Present  Alt = Alternate Present  E = Excused Absence  A = Absent/No Attendance  - = Member not assigned  ***New Appointment  Shaded Column – Meeting not held

### OTHERS PRESENT

- Ian Rairden
- Malissa Booth
- Kevin Fischer
- Alyssa Frank
- Valerie Neilson
- Margarita Pierce
- Andrew Uhlen
- Nick Uhren
- Tim Verbeke
- Natalie Yesbeck
- Kelly Nelson

### REPRESENTING

- Kimley-Horn and Associates, Inc.
- Palm Beach Transportation Planning Agency
- South Florida Regional Transportation Authority
- YMCA of SPBC