CITIZENS ADVISORY COMMITTEE (CAC) AGENDA

DATE: WEDNESDAY, JULY 12, 2017
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 July 12, 2017
   C. MOTION TO APPROVE Minutes of June 7, 2017
   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 ADOPTION of the FY 19 – 23 Annual List of Priority
      Projects
      Florida Statutes require the MPO to annually adopt and transmit to the Florida
      Department of Transportation (FDOT) a List of Priority Projects by October 1. This
      year FDOT is operating under an accelerated Work Program calendar and our List
      of Priority Projects must be submitted by August 1. The priority projects are used
      to develop the MPO’s TIP and FDOT’s Five-Year Work Program. The list of
      projects is consistent with the Long Range Transportation Plan and its associated
      goals, objectives and values.
      The FY 19 – 23 Priority Projects are organized into Major Highway, Transit and
      Freight Projects, Local Initiative Projects, Transportation Alternative Projects and
      SUN Trail Projects. The list identifies the additional funding needs of those
      projects previously approved by the MPO and several new projects. The draft List
      of Priority Projects is attached.
B. **MOTION TO RECOMMEND APPROVAL** of an Amendment to the FY 17-18 Unified Planning Work Program (UPWP)

The amendment rebalances the task budget amounts in both FY 17 and FY 18 to better align with spending in each task. The amendment also allocates $100,000 in fiscal year 2018 for transfer to the Broward MPO for the first year of the 3-year update to the Regional Transportation Plan. Finally, the amendment increases the requested amount of Federal Transit Administration (FTA) reimbursement in FY 18 to reflect anticipated timing of consultant invoices. A strikethrough/underline version of the UPWP is attached.

C. **MOTION TO RECOMMEND APPROVAL** of updates to the Palm Beach MPO 5-Year Strategic Plan

MPO staff will review the agency's performance for July 1, 2016 through June 30, 2017 as shown in the attached report card. MPO staff will also highlight proposed updates to the objectives in the strategic plan as noted in strikethrough/underline format in the attached draft.

3. **INFORMATION ITEMS**

A. Public Participation Plan (PPP)

MPO staff and consultants will present the draft PPP, which can be accessed at [www.PalmBeachMPO.org/Draft_PPP](http://www.PalmBeachMPO.org/Draft_PPP)

B. Summary Points from the June 15, 2017 Governing Board Meeting

4. **ADMINISTRATIVE ITEMS**

A. Member Comments

B. Next Meeting – **September 6, 2017 (No August Meeting)**

C. **MOTION TO ADJOURN**
1. REGULAR ITEMS
CHAIR FAGAN called the meeting to order at 1:32 p.m.

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

1.B. ADOPTED: Agenda for July 12, 2017

MOTION to adopt the Agenda. Motion by Mr. Myron Uman, seconded by Mr. Bill Klein, and carried unanimously.

1.C. APPROVED: Minutes of June 7, 2017

MOTION to approve the Minutes for June 7, 2017. Motion by Mr. Bill Klein, seconded by Ms. Judy Daversa. and carried unanimously.

1.D. Comments from the Chair
CHAIR FAGAN apologized for arriving a few minutes late.

1.E. CAC Liaison’s Report
MR. ANDREW UHLIR reviewed the following from the Liaison Report provided to members:

- He highlighted that on June 8th, Palm Beach County announced the selection of David Ricks as the new county Engineer and Public Works Director. He noted the present Engineer George Webb will be retiring on August 31st.

- He noted the upcoming Impact Fee discussion by the Palm Beach County Commission to be held on Tuesday, July 18th at 9:30 a.m.

- He reviewed that the US 1 Multimodal Corridor Study Public Meetings are upcoming in the month of July.
  - July 22nd Workshop from 9:00 a.m. to 2:00 p.m. at the Lake Worth Art Center, 1121 Lucerne Avenue.
• July 24th-26th Open Studio/Charrettes from 10:00 a.m. to 7:00 p.m. at the Lake Worth Art Center.

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

2. ACTION ITEMS

2.A. RECOMMENDED ADOPTION: of the FY 19 – 23 Annual List of Priority Projects

MR. KEVIN FISCHER, Palm Beach MPO Senior Planner, gave a brief overview of the current TIP timeline and how the List of Priority Projects fit into the schedule. He noted due to the expedited Florida Legislative session the List of Priority Projects is being presented now versus the normal timeframe in September.

He reviewed a list of frequently asked questions. He reviewed the Major Projects lists, noting the addition of the Okeechobee Boulevard Multimodal Corridor Study, including a connection to the Mall at Wellington Green along SR 7, with the potential for premium transit service. He reviewed other LRTP projects that may be added to the Priority List and explained staff’s rationale for adding or not adding the projects to the Major Projects list.

MR. FISCHER reviewed the Local Initiatives (LI) and Transportation Alternatives Program (TAP) details and noted projects that require additional public outreach.

Discussion ensued regarding project ranking on the TIP and if there is a scoring procedure in place. The committee requested that the MPO provide a summary of the scoring procedure as well as a detailed table indicating the order of projects at the September meeting.

MOTION to Recommend Adoption of the FY 19 – 23 Annual List of Priority Projects with the request to receive a presentation on project ranking and providing a detailed table. Motion by Mr. Myron Uman; seconded by Mr. Glenn Harvie and carried unanimously.

2.B. RECOMMENDED APPROVAL: of an Amendment to the FY 17-18 Unified Planning Work Program (UPWP)

MS. RENEE CROSS, Palm Beach MPO Deputy Director presented on this item. She provided a brief overview of the significant changes to the document. She stated that we would be rebalancing all task budget amounts to align with actual and expected expenditures in FY 17 and FY 18. She also highlighted that we are allocating $100K to the Broward MPO in FY 18 for the update to the 2045 Regional Transportation Plan. Lastly, she noted that we are also increasing the Federal Transit Administration (FTA) budget in FY 18 to reflect timing of consultant expenditures.

A brief discussion ensued regarding the creation of the document, and that the allocation of funds for Broward MPO will remain at $100K for the next three years.

MOTION to Recommend Approval of an Amendment to the FY 17 – 18 UPWP. Motion by Mr. Richard Gonzalez; seconded by Ms. Judy Daversa and carried unanimously.

2.C. RECOMMENDED APPROVAL: Updates to the Palm Beach MPO 5-Year Strategic Plan

MR. NICK UHREN, Palm Beach MPO’s Executive Director presented this item. He noted the MPO adopted a 5-Year Strategic Plan last fall and the MPO Governing Board members recently created a committee to review and recommend changes for the coming year. The committee met with staff and their input is reflected in the proposed changes. He reviewed highlights from the Report Card of the agency’s performance for July 1, 2016 through June 30, 2017, as well as the MPO opportunities for improvement.
A brief discussion ensued regarding an American with Disabilities Act (ADA) transition plan, and what the metrics are for implementing projects.

**MOTION to Recommend Approval of Updates to the Palm Beach MPO 5-Year Strategic Plan.** Motion by Ms. Judy Daversa, seconded by Mr. Michael Fitzpatrick and carried unanimously.

3. **INFORMATION ITEMS**

3.A. **DISCUSSED:** Public Participation Plan (PPP)

MS. MALISSA BOOTH, Palm Beach MPO Public Information Officer, provided a brief overview of this item and introduced Ms. Jessica Josselyn with Kittelson & Associates.

MS. JOSSELYN, reviewed the MPO's goal for public participation, and highlighted the objectives. She stated that the document's purpose is to serve as a guide for the public on how and when to participate in the transportation planning process and to effectively communicate with the MPO. She reviewed the contents within the document, and explained the PPP Update Process. She noted that this PPP would go before the MPO Governing Board for final approval in September.

3.B. **Summary Points from the June 16th, 2017 Governing Board Meeting**

There was no discussion on this item.

4. **ADMINISTRATIVE ITEMS**

4.A. **Member Comments**

A brief discussion ensued regarding federal funds on the SR 7 project and whether they will lapse since the funding will not be spent by the October federal deadline. It is common for FDOT to move funds around to other projects in order to ensure all federal funds are spent on time. The federal surface transportation funds (SU and SA funding codes) will be moved to another MPO priority project that is able to use those funds now, and move the state funds from that project to the SR 7 project.

4.B. **Next Meeting – September 6, 2017** (No August meeting)

4.C. **Motion to Adjourn**

There being no further business, the meeting was adjourned at 3:02 p.m.

________________________________________

This signature is to attest that the undersigned is the Chair, or a designated nominee of the Citizens Advisory Committee and that information provided herein is the true and correct Minutes for the **July** meeting of the Citizens Advisory Committee, dated this **4** day of **October**, 2017.

Chair
**EXHIBIT A**
Citizens Advisory Committee
Attendance Record – 2016-2017

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

**OTHERS PRESENT**
Jessica Josselyn
Nick Uhren
Renee Cross
Andrew Uhir
Kevin Fischer
Malissa Booth
Alexa Sanabria
Margarita Pierce

**REPRESENTING**
Kittelson & Associates
Palm Beach MPO
Palm Beach MPO
Palm Beach MPO
Palm Beach MPO
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