1. REGULAR ITEMS
   A. Roll Call
   B. MOTION TO ADOPT Agenda for March 8, 2017
   C. MOTION TO APPROVE Minutes for December 8, 2016
   D. Comments from the Chair
   E. General Public Comments

   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 that Palm Tran remains the Community Transportation Coordinator

   The Agreement between the Palm Beach Board of County Commissioners (BCC) and the Commission for the Transportation Disadvantaged expires on June 30, 2017. The MPO is required by Chapter 427, F.S. to recommend a Community Transportation Coordinator (CTC). Palm Tran has expressed their desire to continue as the designated CTC in Palm Beach County. The letter of interest to the MPO and the BCC agenda item are attached.

   B. MOTION TO APPROVE the Fiscal Year 2018 Trip Rates

   Annually, the CTC must submit trip rates for the upcoming fiscal year in order to receive the Trip and Equipment Grant. The Trip Rate worksheet for Fiscal Year 2018 is attached.
3. INFORMATION ITEMS
A. Staff Update
B. CTC Update
   Palm Tran staff will provide a response to the CTC Evaluation Overview given at the TD LCB meeting June 8, 2016. Attached is the Palm Tran Connection response to the Key Findings and Recommendations given by the Palm Beach MPO.
C. Ann Storck Center
   Mobility Management Facilitators from the Ann Storck Center are assessing the transportation opportunities for transportation disadvantaged residents of Palm Beach County and request. LCB Members are requested to provide input for consideration on the attached proposed Palm Beach County Situational Appraisal.

4. ADMINISTRATIVE ITEMS
A. Member Comments
B. Next Meeting – Wednesday, June 14, 2017
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.
MINUTES OF THE
PALM BEACH COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
Thursday, March 8, 2017 – 9:00 A.M.

Conference Room 2N-123
50 South Military Trail
West Palm Beach, Florida 33415

1. REGULAR ITEMS
COUNCIL MEMBER WEINROTH called the meeting to order at 9:32 a.m. He introduced himself as the newly appointed Chair for the Board and gave a brief background of his experience. He also requested the Board members and Palm Tran representatives present at the dais to introduce themselves so he could better familiarize himself with those present.

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 March 8, 2017
MOTION to adopt the Agenda. Motion by Mr. David Rafaidus, seconded by Mr. Mike Nagelberg, and carried unanimously.

1.C. APPROVED: Minutes for December 8, 2016
MOTION to approve the Minutes. Motion by Mr. Tomas Boiton, seconded by Mr. Mike Nagelberg, and carried unanimously.

1.D. Comments from the Chair
There were no additional comments from the Chair.

1.E. General Public Comments
There were no general public comments received.

2. ACTION ITEMS
2.A. RECOMMENDED: Palm Tran remains the Community Transportation Coordinator
MS. ANIE DELGADO, Planner with the Palm Beach MPO presented this item. She briefly reviewed the letter of interest received by the Palm Beach MPO for redesignation of Palm Tran as the Community Transportation Coordinator (CTC). She noted at the previous LCB meeting it
was discussed and decided to move forward in this process. She stated this item would also go before the Palm Beach Board of County Commissioners (BCC) on March 14th for approval, and noted this would be effective for five years.

MR. LOU FERRI, Operations Manager with Palm Tran, provided a more in-depth explanation of the CTC and the Transportation Disadvantaged Trust Fund. He noted that the previous CTC was the Palm Beach MPO until about 2000 when Palm Tran, through the Palm Beach BCC, took over.

MR. RAFAIDUS requested an organizational chart for a visual representation of the CTC, as well as a breakdown of how the funds are received and allocated.

MR. CLINTON FORBES, Executive Director of Palm Tran, noted a white paper was recently completed and it will be forthcoming. He stated it will provide a better explanation of the paratransit service and it will also contain historical information. He also stated it can be provided before the next meeting, per request from the Chair.

MOTION to RECOMMEND Palm Tran remains the Community Transportation Coordinator. Motion by Mr. David Rafaidus, seconded by Ms. Sharon Greene, and carried unanimously.

2.8 APPROVED: Fiscal Year 2018 Trip Rates

MS. ROSANNA SANTANA, Financial Analyst with Palm Tran, explained the Trip Rates are formula driven and they are completed every year. She noted it’s compiled with Palm Tran’s comprehensive and paratransit budget, along with the projected miles and trips for the upcoming year. She also noted these rates are a few cents off from last year’s rates.

VICE CHAIR BOITON requested clarification on the rate model calculations, specifically if all of Palm Tran’s expenses were taken into account or just a percentage.

MS. SANTANA stated that all of Connection’s provider and operating costs are the only expenses included.

MOTION to APPROVE the Fiscal Year 2018 Trip Rates. Motion by Mr. Mike Nagelberg, seconded by Mr. W. Clay Walker and carried unanimously.

3. INFORMATION ITEMS

3.A. DISCUSSED: Staff Update

MS. DELGADO provided an update as follows:

- Discussed the CTC Evaluation, which the LCB reviews annually to evaluate operations and performance. She stated each member is requested to make at least twenty calls to riders, complete on-site observation rides, review the Workbook for errors and provide general feedback.

- Stated the Transportation Disadvantaged Service Plan (TDSP) minor update is occurring now through June, and noted that this is the last minor update before the major update in Fiscal Year (FY) 2018. She requested members to review the plan for errors and provide general feedback.

- Highlighted the Palm Beach MPO’s Bike Suitability Map, which is based on Bicycle Level of Service (LOS), and noted that it highlights which roadways bicyclists and pedestrians are most comfortable traveling on based on existing facilities and traffic volumes.

- Reviewed key data and information, as it relates to the LCB, from the recently completed Pedestrian and Bicycle Safety Study.
A brief discussion ensued with members inquiring on the correlation between cyclists that utilize buses and where crashes are occurring, the type of cyclists, along with the income and ethnic component.

COUNCIL MEMBER WEINROTH noted the Palm Beach MPO Governing Board is looking to implement Complete Streets to create a more walkable environment.

Mr. David Evans joined the meeting at 9:57 a.m.

MS. DELGADO resumed updates as follows:

- Discussed the US-1 Multimodal Corridor Study and noted it will encompass fourteen communities, from the City of Boca Raton to the Town of Jupiter. She reviewed the Study's goals and timeline, and invited Board members to participate in the Health Impact Assessment Steering Committee. She noted the Study's kick-off event would take place on May 6th in the City of Boca Raton.

- Invited everyone to take part in the Regional Household Travel Survey and noted the data collected would help improve roads, reduce traffic, and provide safer sidewalks and bicycle lanes.

- Reviewed the TD LCB FY 2017 timeline and noted the fourth quarter meeting will take place on June 14th.

3.B. **DISCUSSED:** CTC Update

MR. FERRI provided an update as follows:

- Stated CTC clients will have the option to submit complaints via telephone, social media, or mail as a part of the online scheduling website.

- Stated clients can communicate concerns directly to the CTD through a closeout survey, which was developed in the second quarter of FY 2017. He also noted that a larger sticker was placed on each vehicle with the CTD's Ombudsman telephone number.

- Noted that a Functional Assessment and travel training for paratransit riders to use the fixed route service will be implemented in the first quarter of FY 2018. He stated Palm Tran will be hiring a Public Relations employee whose duties will include travel training.

- Noted the current goal for the Local Standard is to increase the ridership on fixed-route service, and have a new on-time performance (OTP) definition for a pick-up window goal of less than 93% and drop-off window goal of less than 95%.

MR. CHAD HOCKMAN, Senior Manager of Paratransit for Palm Tran, expanded on the new OTP measures for Paratransit service. He noted that both pick-up and drop-off OTP measures are being tracked separately and reported. He stated the OTP goal for pick-up is 15 minutes and drop-off is no later than the time requested.

A discussion ensued regarding OTP goals, ridership levels and the Local Standard.

MR. FORBES noted the OTP goals will be updated to reflect it is specific to Paratransit service.

MR. FERRI continued his update as follows:

- Stated a constant communication with the Trapeze system has been set up, which includes site visits, and noted a map update is forthcoming.

- Stated a close out survey and changes to the complaint process are currently in development, which will help with riders receiving a follow-up response from the CTC.
A brief discussion ensued regarding the new maps.

3.C. DISCUSSED: Ann Storck Center

MR. JAYSON BABEL, Project Manager, provided a recap of the Florida Transportation Authority's definition of mobility management. He stated the program's focus is to improve mobility, increase access, expand capacity, and support the CTCs and Transit Agencies in their missions. He reviewed Mobility Management Facilitation Program's mission statement, and performance measures.

MS. CORINE FARGUSON, Mobility Management Facilitator, reviewed the four goals that were identified that the Ann Storck Center can support. She reviewed the Transportation Barriers being experienced, which include financial considerations, geographical concerns, reporting requirements, agency cooperation, varying interpretations of rules and regulations, land use development, and jurisdictional boundaries.

MR. BABEL noted the overarching goal is to have successfully coordination to either provide more service for the same expense or same level of service provided with reduced expense. He discussed the draft Situational Appraisal in more depth and the need for feedback from key stakeholders. He noted that collaboration is currently underway with Palm Tran and South Florida Commuter Services.

A discussion ensued with feedback given from members for collaboration with the various agencies present.

4. ADMINISTRATIVE ITEMS

4.A. Member Comments

MR. FORBES welcomed and congratulated Council Member Weinroth on his election of Chair for the Board.

4.B. Next Meeting – June 14, 2017

4.C. Motion to Adjourn

There being no further business the meeting was adjourned at 11:12 a.m.

This signature is to attest that the undersigned is the Chairperson, or a designated nominee of the Palm Beach County Transportation Disadvantaged Local Coordinating Board and that information provided herein is the true and correct Minutes for the March 8, 2017 meeting of the Palm Beach County Transportation Disadvantaged Local Coordinating Board, dated this day of June, 2017.

Chair
### EXHIBIT A

Palm Beach County Transportation Disadvantaged Local Coordinating Board

Attendance Record: 2016-2017

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OTHERS PRESENT
Roseann L. Voils
Keith Clinkscale
Lou Ferri
Rosanna Santana
Clinton Forbes
Chad Hockman
Milory Senat
Stanley Voice
Corine Farguson
Jayson Babel
Malissa Booth
Anielle Delgado
Margarita Cortez

REPRESENTING
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Palm Tran
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Palm Tran
Palm Tran
APD
Citizen
Ann Storck Center
Ann Storck Center
Metropolitan Planning Organization
Metropolitan Planning Organization
Metropolitan Planning Organization