



TPA TRANSITION STEERING COMMITTEE MEETING SUMMARY

March 29, 2018

Palm Beach TPA Office
2300 N Jog Road, 4th Floor
West Palm Beach, Florida 33411

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

Transition background, TPA Board Resolution, and schedule

Motion to Elect Mayor Susan Haynie to serve as the Steering Committee Chair and Commissioner Hal Valeche to serve as the Steering Committee Vice Chair. Motion by Mayor Grant, seconded by Commissioner Ryan, and carried unanimously.

Mr. Nick Uhren reviewed the milestones from Resolution 2017-08 adopted by the Board.

Status of Amended County Agreement

Mr. Uhren reviewed the following:

- The amendment is scheduled for approval by the County Commission on April 10, 2018
- The amendment extends the current term between the TPA and Palm Beach County from September 30, 2018 to September 30, 2019.
- The amendment reduces termination notice from 180 to 90 days to allow flexibility when ready to move.
- The amendment terminates County legal support when independent legal counsel is retained.

TPA Budget Overview

Mr. Uhren reviewed the following:

- Proposed TPA budget expends \$3.3 million in FY 2019 to operate, which is split between staff salary and benefits, direct expenses and consultant services.
- In FY 19, the budget assumes Palm Beach County will continue to contribute matching funds for the Federal Transit Administration (FTA) grant funds. In FY 20, the budget transitions from County provided matching funds to a soft match for FTA grant by tracking the participation of partner staff and board members at committee, project and board meetings as time invested in transit planning for Palm Beach County.
- As such, the TPA will not use funds from Palm Beach County or from any other member entity as a match for federal grants.
- Member dues are not essential for operations as they are not required as a match for any grants. However, they are essential to be an effective agency to allow the TPA to participate in activities that are not reimbursable from the grants.

- The TPA is currently invoicing for federal reimbursement on a monthly basis. As an example for March, the TPA books close and staff assemble all documentation to submit an invoice by the end of April and receive reimbursement in mid-May. Therefore, from a conservative perspective the TPA estimates it will need three (3) months of cash on hand in order to maintain a positive cash flow.

Administrative Services Agreements

Mr. Uhren reviewed the following:

- TPA is seeking a five-year agreement with at least two, and not more than four, member agencies to provide up to \$300,000 as a revolving fund. In exchange for these services, the TPA will compensate a reasonable estimate of all staff costs to provide the access to these funds. The agreement states that the Unified Planning Work Program (UPWP) approved by the TPA Board governs the agency's spending, not the local government.

A discussion ensued on the strategy to disseminate to the TPA member agencies with direction to send information to all member agencies to determine interest. It was noted that if more than the requested number of member agencies wish to participate than the Director is to bring the item before the committee again for discussion. The committee also noted that based on the cash-flow analysis, a minimum of three member agencies is more appropriate.

TPA Member Dues

Mr. Uhren reviewed the following:

- Estimated annual dues were structured based on population and the time of payment. Currently there are no BEBR estimates for 2018, as they will be released next month, so the estimations were based on 2017 data. It was deemed appropriate for a 10 cents per capita dues request.
- Palm Beach County is being asked for a dues payment based on the unincorporated area population only.
- The Port of Palm Beach was originally estimated at the median of Jupiter and Palm Beach Gardens, however Port staff requested that their dues amount be based on the amount for their host city of Riviera Beach. The Port also requested for a fixed rate for 5-years as their income does not fluctuate with population as the municipalities do.

A discussion ensued on the Port's request and the committee expressed support for dues based on host city population but that it would fluctuate as that population fluctuates. For all other TPA member agencies, there was a consensus to move forward with a requested dues amount of 10 cents per capita.

Office Space Selection Consultant, review needs and possibilities

There was a brief discussion on leasing the current office space from the County, and TPA staff clarified that if the TPA goes independent they are unable to lease the current space.

Mr. Uhren reviewed the following:

- Mr. Steve Paige with Reichel Realty was retained to assist with identification and evaluation of office space.
- The TPA is seeking space for 15 staff members and one intern, as well as office space and conference rooms for routine business at a target of approximately 10,000 square feet. The main question is the board/committee meeting space, as one of the TPA's advisory committees is made up of 25 members, and additional space would be needed for Board meeting audience.

- The resolution adopted by the Board in September stated not to plan for Board meeting space but to rotate the meetings around the County.

A discussion ensued on the Board meetings rotating and the effect it has on staff time and public awareness of where to find the Board meetings. The committee discussed potential locations that would be centrally located in Palm Beach County and the potentials options in West Palm Beach that provide multimodal access.

Mr. Uhren noted that the TPA budgeted in FY 19 for the lease costs based on a higher net rate of up to \$40/square foot and that costs for furnishing, fixtures and equipment are budgeted separately as a one-time expenditure.

Next Steps

The committee requested TPA staff to meet with municipality staff and make presentations to the local government to clarify any questions they may have.

Mr. Uhren noted the committee would need to meet again in a month or two to review office space options, and there will be additional operational items to come before the committee for feedback and direction.

Steering Committee Members in Attendance:

Mayor Susan Haynie, TPA Chair, City of Boca Raton
Commissioner Hal Valeche, TPA Vice Chair, Palm Beach County
Mayor Steven Grant, City of Boynton Beach
Commissioner Paula Ryan, City of West Palm Beach
Council Member Joni Brinkman, Village of Palm Springs
Mayor Fred Pinto, Village of Royal Palm Beach

Others in Attendance

Renee Cross, Palm Beach Transportation Planning Agency
Margarita Pierce, Palm Beach Transportation Planning Agency
Valerie Neilson, Palm Beach Transportation Planning Agency
Nick Uhren, Palm Beach Transportation Planning Agency
Steve Paige, Reichel Realty
Paul Gougelman, Weiss, Serota, Helfman, Cole & Bierman