



## TPA TRANSITION STEERING COMMITTEE MEETING SUMMARY

August 28, 2018

Palm Beach TPA Office  
2300 N Jog Road, 4<sup>th</sup> Floor  
West Palm Beach, Florida 33411

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*PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at [www.PalmBeachTPA.org/Meeting](http://www.PalmBeachTPA.org/Meeting)*

### **Review Meeting Summary from August 15, 2018**

Mr. Nick Uhren noted a summary was provided in the agenda backup.

### **Review Meeting Discussion between TPA, FHWA and FDOT on August 24, 2018**

Mr. Uhren noted the TPA met with FHWA and FDOT staff to determine federal-aid eligibility for various lease-related costs and received informal approval to proceed. To obtain formal approval, the TPA must demonstrate that all costs are necessary and reasonable to the satisfaction of FDOT as the pass-through agency for the federal planning funds. The TPA will submit the following to FDOT by August 31, 2018:

- Full justification for all expected costs associated with the lease
- A draft lease for the space
- A draft Unified Planning Work Program (UPWP) amendment

A brief discussion ensued on the cash available to make the expenditure with the use of County reimbursable funds.

Mr. Uhren noted he expects the County to create a ledger of funds owed when the TPA separates from the County, which the TPA will remit for release of its reserve funds. A formal approval from FDOT is expected by mid-September.

### **Update on lease negotiation for TPA Office and Meeting Space at 428 Clematis Street**

Mr. Uhren stated the TPA moved forward with 428 Clematis Street as the preferred location for TPA Office and Meeting space, and directed TPA staff to quantify buildout costs. Mr. Steve Paige met with the City of West Palm Beach's building and fire departments, who suggested sprinklers be added to the building at the TPA's cost.

Mr. Paige noted the City would prefer if the TPA had a fire protection engineer's opinion letter on the matter. He also noted the architect has reviewed Florida Code and does not believe the building needs to be sprinkled based on the change of occupancy from commercial to business and assembly.

A discussion ensued on the City's construction plans and direction for adding sprinklers.

Mr. Uhren highlighted the constraints that have been uncovered for the desired addition of transom windows. He reviewed the adjusted floorplan, concerns of higher cost and work environment with the lack of natural light.

A lengthy discussion ensued on the two potential locations' pros and cons.

Mr. Uhren requested the ability to proceed in parallel with the hope to meet again in late September/early October with an option that is a clear favorite or two options to choose between.

There was a consensus to move forward as requested.

**Motion to Recommend Approval of inclusion of TPA Planning Funds on the Local Initiatives Priority List at an estimated cost of \$500K in FY 20 and then \$1M annually in FY 21**

Mr. Uhren noted in order to fully fund the anticipated lease costs, the TPA will utilize available planning funds in FY 19. However, in FY 20 the projected costs to buildout the space, purchase the necessary furnishings, fixtures and equipment, and incorporate rental payments may exceed the planning funds available to the TPA. To ensure adequate funding for this scenario, TPA staff are requesting committee support of the inclusion of a new TPA Local Initiatives project entitled "TPA Planning and Administration."

Additionally, the inclusion of this item on the priority list will allow the TPA to utilize \$500K of Surface Transportation Block Grant Program (SU) funds in FY 20 and up to \$1M of SU funds in FY 21 and successive years to support TPA planning and administrative costs as outlined in the Unified Planning Work Program (UPWP).

Mayor Pinto stated this is a procedural move and should be presented as such. It will allow the TPA to move forward with negotiating with both potential office spaces.

There was a consensus to move forward as requested.

Mr. Uhren noted that as an independent agency in FY21 and following, the TPA would need to use these funds as outlined, with the proposal today it just moves up this timeline.

A brief discussion ensued on the agency expenditures and potential increases in the amount needed from planning funds.

MOTION by Commissioner Ryan to Recommend Approval of inclusion of TPA Planning Funds on the Local Initiatives Priority List at an estimated cost of \$500K in FY 20 and then \$1M annually in FY21. The Motion was seconded by Mayor Marino and carried unanimously 5-0.

A brief discussion ensued on the office site plan in regards to layout and security.

**TPA Member Dues Status**

Mr. Uhren noted that the TPA has received everything needed for the Administrative Services agreement. In regards to member dues, the City of West Palm Beach included the request in their budget based on feedback from a commission workshop, and there will be no further action until the budget is approved. Discussions took place with the County Administration and the City Managers in Delray Beach, Lake Worth and Riviera Beach with the requests for member dues on their agendas as noted in the backup material.

Mr. Uhren noted that during the Palm Beach County League of Cities meeting Mayor Wilson stated that any member that fails to pay the dues should still remain on the Board, and told Mr. Uhren personally that the City of Belle Glade was onboard with paying.

A brief discussion ensued on the TPA's position regarding members that fail to pay.

Mr. Uhren noted that an annual report would be provided in December outlining the member dues payments received.

A brief discussion ensued on the Board member makeup, maximum allowed by Florida Statutes, and the possibility of adding a rotating seat.

There was a consensus to table further discussion on any additional seats until after the TPA transitions.

The next meeting will be held on October 3, 2018 at 10:00 a.m.

**Steering Committee Members in Attendance:**

Commissioner Hal Valeche, TPA Chair, Palm Beach County  
Mayor Maria Marino, TPA Vice Chair, City of Palm Beach Gardens  
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**

Paul Gougelman, Palm Beach Transportation Planning Agency  
Nick Uhren, Palm Beach Transportation Planning Agency  
Valerie Neilson, Palm Beach Transportation Planning Agency  
Matthew Komma, Palm Beach Transportation Planning Agency  
Margarita Pierce, Palm Beach Transportation Planning Agency  
Steve Paige, Reichel Realty