BICYCLE TRAILWAYS PEDESTRIAN ADVISORY COMMITTEE (BTPAC) AGENDA

DATE: Thursday, February 7, 2019
TIME: 9:07 A.M.
PLACE: Vista Center 4th Floor Conference Room 4E-12
        2300 North Jog Road
        West Palm Beach, FL 33411

1. REGULAR ITEMS
   A. Roll Call
   B. MOTION TO ADOPT Agenda for February 7, 2019
   C. MOTION TO APPROVE Minutes for December 6, 2018
   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.

2. ACTION ITEMS
   A. MOTION TO RECOMMEND APPROVAL of the 2019 Safety Targets

The TPA is required to adopt Safety Targets annually. Last year the TPA Board adopted targets of Zero (0) fatalities and serious injuries for all Safety Targets. Attached are the Florida Department of Transportation (FDOT) provided 2017 performance measures, with additional 2018 draft measures provided by TPA staff.

B. MOTION TO RECOMMEND ADOPTION of Priority Projects List Amendment #1

Palm Tran is requesting deletion of Transit Signal Prioritization for Routes 43 (FM 4317621) and 62 (FM 4317631) and approval to instead use the provided $2,500,000 in Local Initiatives funds (SU) on Fare Technology Interoperability (FM 4317611). These funds have already been flexed from Federal Highway to Federal Transit and must be utilized for a transit project. The Fare Technology Project is the next transit project on the TPA’s Local Initiatives priority project list that needs additional funding. The Palm Tran request letters and Priority Project List amendment are attached.
C. **MOTION TO RECOMMEND ADOPTION** of Transportation Improvement Program (TIP) Amendment #4

The City of Boca Raton is requesting deletion of TPA funding for new trolley service (FM 4383991) because they have chosen not to implement the project. Since these funds are in the current fiscal year and are intended to be flexed from Federal Highway Administration (FHWA) to Federal Transit Administration (FTA), it is only possible to reassign them to another TPA priority transit project. The Fare Technology Project (FM 4317611) is the next transit project on the TPA’s Local Initiatives priority project list that needs additional funding, and this amendment assigns the $1,505,000 in Local Initiatives funds (SU) to the project. The draft amendment is attached.

D. **MOTION TO RECOMMEND ADOPTION** of Unified Planning Work Program (UPWP) Amendment #2

The TPA amended its UPWP on October 18, 2018 to add $1.2M of available FHWA planning funds to FY 19 in order to lease expenses anticipated as part of the transition to an independent agency. Shortly thereafter, FDOT notified the TPA that the state’s FY 19 budget for planning funds could not accommodate the UPWP amendment. TPA staff will present UPWP amendment #2 that refines available FY 19 funding and how this funding will be used, and increases its FY 20 budget request to fully encumber all available FHWA planning funds in order to support TPA planning and administrative activities. The draft amendment is attached.

3. INFORMATION ITEMS

A. Florida Bicycle Month

TPA staff will provide an update on Florida Bicycle Month activities in March and encourage municipalities to do a Florida Bicycle Month Proclamation to celebrate and support bicycling in their community. A sample proclamation is attached and also available along with a calendar of events at: [www.BikePalmBeach.org](http://www.BikePalmBeach.org).


C. Correspondence

1. TPA Resolution 2018-18: Acknowledging the cooperative process to develop the Draft FY 20-24 Work Program; Endorsing the Draft Program with requested modifications to advance TPA Major Projects.

2. Response letter from FDOT Secretary O’Reilly.

D. Summary Points from the December 13, 2018 Governing Board Meeting
4. ADMINISTRATIVE ITEMS
   A. Member Comments
   B. Next Meeting - March 7, 2019
   C. Adjournment

**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 DANFORTH called the meeting to order at 9:10 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 February 7, 2019

MOTION to adopt the Agenda. Motion by Ms. Sally Channon, seconded by Mr. Michael Owens, and carried unanimously 11-0.

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Member     Vote Member     Vote Member     Vote
Channon     Y   Nassar     Y   Puszkin-Chevlin   Y
Danforth    Y   Owens      Y
Hatcher     Y   Prieto     Y
Howe       Y   Sabin      Y
Matthews    Y   Thoburn    Y
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Y = Yes  N = No  A = Absent  ABST = Abstain

1.C. APPROVED: Minutes of December 6, 2018

MOTION to approve the Minutes. Motion by Mr. Bob Sabin, seconded by Mr. Michael Owens, and carried unanimously 11-0.

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Member     Vote Member     Vote Member     Vote
Channon     Y   Nassar     Y   Puszkin-Chevlin   Y
Danforth    Y   Owens      Y
Hatcher     Y   Prieto     Y
Howe       Y   Sabin      Y
Matthews    Y   Thoburn    Y
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1.D. Comments from the Chair

CHAIR noted the following updates for the City of West Palm Beach:

- On Sunday February 17th from 10:00 a.m. to 2:00 p.m., City staff and students from Dreyfoos high school will be collaborating on an art piece for the Fern Street and Tamarind Avenue intersection.
• Bike to Work Week is March 11-15, and several activities are taking place such as a bike pick up stop at the Tri Rail Station, a lunch and learn, bike and movie, and a Bike to Work Day ride on Friday, March 15.

1.E. BTPAC Liaison’s Report

MR. NICHOLAS HERNANDEZ reviewed the following from the Liaison’s Report:

• The deadline for applications to the Local Initiatives (LI) and Transportation Alternatives (TA) programs is Friday, March 1 by 5:00 p.m. For more information, visit: www.PalmBeachTPA.org/Funding

• The 2019 Safe Streets Summit will be held at the Downtown Miami Intercontinental Hotel on Monday, February 25 (conference) and Tuesday, February 26 (mobile workshops). The last day to register is February 15. For more information and to register, visit www.SafeStreetsSummit.org.

MR. FADI NASSAR inquired about the presentations given at the Summit, and if they would be accessible to the general public not attending.

MS. VALERIE NEILSON, Palm Beach TPA Deputy Director of Multimodal Development noted the presentations would be available on the Safe Streets Summit website post conference.

• The City of West Palm Beach will be hosting a FREE community safety event at the West Palm Beach Waterfront, along Flagler Drive and Clematis Street, on February 9 from 9:00 a.m. to 1:00 p.m. Activities include a Children’s Bike Rodeo hosted by the Florida Department of Transportation (FDOT), Roll-Over Vehicle Demonstrations hosted by Florida Highway Patrol (FHP), free bicycle helmets & fittings and safety tips for children & adults.

• FDOT is holding an informal open house on February 11 at the Delray Beach Public Library, 100 West Atlantic Avenue, Delray Beach, FL 33444 to discuss proposed improvements to US 1/State Road 5 between Eve Street and Harbourside Drive in Delray Beach, including resurfacing, upgraded lighting, highway signs, and pedestrian signals. No formal presentation will be made, design plans and project information will be on display, and staff will be available to discuss the project, answer questions and address individual concerns.

• TPA staff encourages committee members to recommend a new member to the BTPAC who can represent the disabled community and is aware of the challenges commonly faced by the mobility-impaired users of our transportation system.

• The next TPA Governing Board Meeting will be held on February 21 at 9:00 a.m. at the Wellington Community Center, 12150 Forest Hill Boulevard, Wellington, FL 33414.

• TPA Welcomes Michael Lynch as the agency’s new Long Range Transportation Plan (LRTP) Coordinator and Jason Price as the agency’s new Transportation Improvement Program (TIP) Coordinator.

MR. LYNCH and MR. PRICE introduced themselves and provided a brief background on their work credentials.

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

There were no general public comments received.
2. **ACTION ITEMS**

2.A. **RECOMMENDED APPROVAL:** of the 2019 Safety Targets

MR. UHLIR noted the Moving Ahead for Progress in the 21st Century Act (MAP-21) requires state DOTs and MPOs to monitor required performance measures, establish targets and report progress annually. He stated the target of zero fatalities and serious injuries the TPA adopted in 2018 and noted that the Vision Zero Action Plan is on pace for March/April adoption. He reviewed the required Safety Performance Measures and number of fatalities, rate of fatalities per 100M vehicle miles traveled (VMT), number of serious injuries, rate of serious injuries per 100M VMT, and number of non-motorized fatalities and serious injuries. He highlighted annual and 5-year average data from 2010-2018.

There was a brief discussion regarding the source for data for the information provided for pedestrian and bicycle fatalities.

MR. FADI NASSAR noted the source for data is a universal source used by a variety of agencies, including the County.

DR. ANA PUSZKIN-CHEVLIN requested methodology on how total vehicle miles traveled are calculated.

CHAIR DANFORTH provided staff with a Vision Zero commitment handout for review. She noted the City of West Palm Beach adopted Vision Zero.

**MOTION to Recommend Approval of the 2019 Safety Targets.** Motion by Dr. Ana Puszkin-Chevlin, seconded by Mr. Fadi Nassar and carried unanimously 10-0.

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2.B. **RECOMMENDED ADOPTION:** of Priority Projects List Amendment #1

MR. STEVE ANDERSON, Palm Tran Interim Transit Planning Manager, stated Palm Tran is requesting to delete the $2.5M Local Initiatives (LI) funding for Transit Signal Priority (TSP) on Routes 43 and 62 (FM 4317621 & FM 4317631) and to use those funds for their Fare Technology Interoperability project (FM 4317611) instead. He noted the TSP project has not moved forward due to lack of staff and expertise. He provided a brief background of the FTI project, which is a Palm Tran priority project for implementation in 2019-2020, and noted the total cost, timeline and projected expenditures. He stated TSP is still in Palm Tran’s future and there is a pending GPC contract to evaluate the best way forward.

A brief discussion ensued regarding tracking bicycles on buses, a fare card used amongst different transit providers, and offering a discount (e.g. five cents) for transporting.

MR. HOWE expressed concerns regarding the transferring of funds to another transit project. He discussed whether the same flexibility would be feasible in the future with projects of lower rankings.

CHAIR DANFORTH inquired about whether this project could proceed to happen without recommended adoption of the amendment.

**MOTION to Recommend Adoption of Priority Projects List Amendment #1.** Motion by Ms. Jean Matthews, seconded by Ms. Sally Channon and carried 9-2.
2.C. **RECOMMENDED ADOPTION:** of Transportation Improvement Program (TIP) Amendment #4

MS. NEILSON stated the City of Boca Raton has formally withdrawn its request for FY19 $1,505,000 Local Initiatives (LI) funds for new trolley service (FM 4383991). She said the City cannot commit to operating service at this time and is unable to consume the funds as proposed. She noted the TPA staff recommendation to reassign these funds to the Palm Tran FTI Project (FM 4317611), which is the next transit project on the TPA’s Local Initiatives Priority Project List that needs additional funding. This would give a total of $5.325M in TPA funding for the project with the remaining $675,000 coming from Palm Tran’s 5307 funds.

DR. ANA PUSZKIN-CHEVLIN noted the City of Delray Beach has had a significant decrease in transit service and removal of stops since Palm Tran’s Route Performance Maximization.

CHAIR DANFORTH and MR. MICHAEL HOWE voted against the recommended adoption of the TIP Amendment, referencing the same concerns expressed by MR. HOWE in item 2.B. regarding the transferring of funds to another transit project and whether the same flexibility would be feasible in the future with projects of lower rankings. **MOTION to Recommend Adoption of TIP Amendment #4.** Motion by Ms. Jean Matthews, seconded by Mr. Fadi Nassar and carried 8-3.

2.D. **RECOMMENDED ADOPTION:** of Unified Planning Work Program (UPWP) Amendment #2

MR. UHREN stated the UPWP is the TPA’s business plan and application for federal grant funds with about 95% of the agency’s funding coming from FTA or Federal Highway Administration (FHWA) planning grants. The currently adopted UPWP runs from July 1, 2018 to June 30, 2020. He stated Amendment #1 requesting to increase FY19 total planning funds by about $900K to support the TPA office buildout, decrease the FY20 total planning funds by about $100K to reflect lower rent payments, redistribute FHWA and FTA funding to maximize utilization of planning funds, and add $600K FHWA Surface Transportation funds in FY20 was adopted by the Governing Board on October 18, 2018 and was rejected by FDOT on October 25, 2018. He noted although there are FHWA planning funds available, FDOT is the pass through agency and their adopted state budget has a cap on the number of dollars that can be given to MPOs in Florida for different planning activities in a current fiscal year. FDOT accommodates all initial budgets and have a cushion for amendments that may come up during the fiscal year, which they have since utilized for FY 19.

MR. UHREN stated Amendment #2 is requesting in FY19 to decrease FTA planning funds by $287K to reflect actual funding available; decrease agency expenses with local funds by $35K to reflect County payment of FTA match funds instead of member dues; and realign expenses to
refine staff and consultant costs, and add half of the cost for the office buildout. In FY 20 the TPA is requesting an increase in FHWA planning funds by $1.267M; and increase expenses to add half of the cost for the office buildout, staff positions and consultant funding.

There was a brief discussion regarding the need for agency independence and the net cost of the transition.

**MOTION to Recommend Adoption of the UPWP Amendment #2.** Motion by Mr. Michael Owens, seconded by Mr. Bob Sabin and carried 11-0.

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3. **INFORMATION ITEMS**

3.A. **DISCUSSED:** Florida Bicycle Month

MR. HERNANDEZ presented on this item. He encouraged municipalities to establish their own Bike Month activities. He highlighted the Palm Beach TPA’s Bike to Work Day Ride on March 15 starting at 7:30 a.m. at the Mangonia Park Tri-Rail Station and ending at 8:15 a.m. at West Palm Beach City Hall. He reviewed Florida Bicycle Month events that took place last year and pointed out that more information and events for this year could be found at www.BikePalmBeach.org. He noted that in the 2018 there were seven Florida Bicycle Month proclamations in Palm Beach County and encouraged more municipalities to do Florida Bicycle Month proclamations this year.

3.B. **DISCUSSED:** Congestion Management Process (CMP) Report Card

MR. UHLIR provided a PowerPoint presentation on the 2018 CMP Report Card that was included in the agenda packet. He noted once all measures are finalized an updated version will be posted to the TPA website at www.PalmBeachTPA.org/CMP. He noted the CMP originated as a federal requirement to monitor congestion and the TPA has shifted it towards multimodal goals and objectives, which will be revamped in the upcoming 2045 LRTP update. He reviewed data for the Vehicular Transportation, Mass Transit, Non-Motorized, Freight, and Social and Environmental goals as shown in the Report Card.

There was brief discussion regarding the data provided for Mass Transit, specifically in reducing the ratio of average public transportation commute time, to single occupancy vehicle commute time.

3.C. **Correspondence**

1. TPA Resolution 2018-18: Acknowledging the cooperative process to develop Draft FY 20-24 Work Program; Endorsing the Draft Program with requested modifications to advance TPA Major Projects.

2. Response letter from FDOT Secretary O’Reilly

There was no discussion on this item.

3.D **Summary Points from the December 13, 2018 Governing Board Meeting**

There was no discussion on this item.
4. ADMINISTRATIVE ITEMS

4.A Member Comments

MS. JEAN MATTHEWS expressed her gratitude to the TPA and Palm Beach County Engineering Department for collaborating with the Palm Beach County Parks and Recreation department in identifying park properties with missing pedestrian and bicycle access links. TPA staff identified properties eligible for funding. She noted an action plan for Safe Routes to Parks in place.

MR. LARRY WALLACE noted that he is coordinating with FDOT’s District 4 scheduling office to provide a detailed report to the committee with a list containing critical submittal dates of all Palm Beach County projects included in FDOT’s 5-year work program. He noted this list would be provided to the committee within a few months, in both Excel and PDF format. Due dates for when to provide suggestions and comments will be included, in addition to project milestones. The report will be automated.

DR. ANA PUSZKIN-CHEVLIN raised concerns regarding a Local Initiatives (LI) project in the City of Delray Beach. She noted to staff that in the future when planning for bike path projects, to be considerate of green landscapes and trees in the application process and later design.

MS. SALLY CHANNON commended the process taken to obtain the data for the CMP report card.

MR. BOB SABIN noted the signage in Broward County is non-intrusive and great for cyclists.

MR. FADI NASSAR expressed his gratitude to the TPA for maintaining updated data and coordinating with engineering when needed.

4.B Next Meeting - March 7, 2019

4.C Adjournment

There being no further business the meeting was adjourned at 11:11 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 February meeting of the Bicycle, Trailways, and Pedestrian Advisory Committee, dated this _2___ day of __May_____ 2019.

Chair
**EXHIBIT A**
Bicycle, Trailways and Pedestrian Advisory Committee
Attendance Record: 2018-2019

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*2019 Chair **2019 Vice Chair P = Member Present Alt = Alternate Present
E = Excused Absence A = Absent/No Attendance ••• New Appointment
Shaded Area= Meeting not held

**OTHERS PRESENT**
Steve Anderson
Nick Uhren
Valerie Neilson
Andrew Uhlir
Michael Lynch
Jason Price
Nicholas Hernandez
Margarita Pierce
Alexa Sanabria
Angela Biagi
Valerio Oriccho

**REPRESENTING**
Palm Tran
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Wantman Group Inc.
Wantman Group Inc.