



CITIZENS ADVISORY COMMITTEE (CAC) AGENDA

DATE: Wednesday, May 6, 2020
TIME: 1:30 p.m.
PLACE: Pursuant to TPA Emergency Order 2020-01, this meeting is being conducted virtually. There will be no opportunity to attend the meeting in person.

You can join the virtual meeting by installing the Zoom app and entering the webinar ID and password below:

Webinar ID: 878-5188-2786
Meeting Password: 884635

Alternatively, you can join via web browser at PalmBeachTPA.org/CAC06May2020

Finally, you can join the meeting by phone by dialing 1-646-558-8656 and then entering the webinar ID followed by the # key, and password above once prompted. If participating by phone, you will need to follow along with the printed agenda packet.

1. REGULAR ITEMS

- A. Roll Call
- B. MOTION TO ADOPT Agenda for May 6, 2020
- C. MOTION TO APPROVE Minutes for March 4, 2020
- D. Comments from the Chair
- E. CAC Liaison's Report
- F. General Public Comments and Public Comments on Agenda Items

Members of the public are invited to offer general comments and/or comments or questions on specific agenda items. Please complete and submit an online comment card available at PalmBeachTPA.org/CAC_comment in advance of the meeting or during the meeting prior to the appropriate agenda item. All comments will be read into the record by TPA staff. General comments will be read prior to the first action item. Public comments on specific agenda items will be read following the presentation of the item to the TPA Governing Board. Public comments will also be permissible during the meeting. Note that the Chair may limit comments to 3 minutes or less depending on meeting attendance.

2. ACTION ITEMS

A. MOTION TO ELECT CAC Vice Chair

Pursuant to the TPA Operating Procedures, Section 4.2.B., a CAC member cannot be an elected official or directly employed by an elected official. Additionally, Section 4.3.D. states additional elections may be held as necessary if an officer cannot carry out his/her duties and complete the remainder of the appointed term. Vice Chair Chelsea Smith Reed was recently elected to serve as Councilmember for the City of Palm Beach Gardens. Therefore, the CAC needs to elect a new Vice Chair to serve for the remainder of the calendar year.

B. MOTION TO RECOMMEND APPROVAL of FY 19 & FY 20 Unified Planning Work Program (UPWP) Amendment #3

The attached FY 20 funding summary table highlights proposed amendments to the funding amounts in the current UPWP. Specifically, Amendment #3 de-obligates \$500K of Federal Highway Administration (FHWA) planning (PL) funds, removes \$600K of surface transportation urban area (SU) funds, adds \$211,103 of Federal Transit Administration (FTA) funds consistent with existing grant agreements, and aligns funding amounts by task to planned expenditures. Note that the \$500K of de-obligated planning funds will be available to the TPA in FY 21 for additional planning activities but pursuant to Florida Department of Transportation (FDOT) District 4 preference, the SU funds will be used to support the construction of TPA priority projects in FY 20.

C. MOTION TO RECOMMEND APPROVAL of the FY 21-22 UPWP

The UPWP is the business plan and budget for the activities the TPA will carry out over the next two years. The UPWP includes a description of the planning work, deliverables, timeframes, costs, and sources of funds. The draft FY 21-22 UPWP is attached. Note that FY 21 includes the \$500K of PL funds de-obligated from FY 20 and unused FTA planning funds from FY 20 in addition to estimated annual allocations of PL, SU and FTA planning funds while FY 22 includes only annual allocations.

3. INFORMATION ITEMS

A. Draft FY 21-25 Transportation Improvement Program (TIP)

The draft executive summary for the FY 21-25 TIP is attached. This program was developed in collaboration with FDOT and various local agencies and includes transportation projects funded by federal, state and local sources for all modes of transportation. The program reflects revenue expectations for the next five fiscal years and shows phases and funding sources by year for each project. The full TIP document and appendices can be viewed at PalmBeachTPA.org/TIP.

B. Florida Transportation Plan Update

FDOT will present on the Florida Transportation Plan (FTP) 2020 update. The FTP sets the long-range vision for Florida's transportation future and guides transportation decision making by providing policy guidance and a framework for allocating the state and federal transportation funds which flow through FDOT's 5-year Work Program. For more information, visit Floridatransportationplan.com. The draft presentation and a flyer indicating ways to participate in the FTP update are attached.

C. 2019 Performance Measures Report Card

The TPA annually assesses system performance as part of its commitment to preserve and enhance a safe, efficient, and connected multimodal transportation system. The selected performance measures are established pursuant to federal regulation or supplemented by local preference through the adoption of the TPA's Long Range Transportation Plan. The targets shown have been adopted by the TPA Board. This annual report also functions as the federally mandated congestion management process. TPA staff will present the attached 2019 Annual Report Card.

D. TPA Operating Procedures

The TPA Governing Board adopted Resolution 2020-05 on April 20, 2020, which consolidated the TPA Governing Board and advisory committee by-laws into a single document entitled TPA Operating Procedures to allow for common definitions and content to be managed more efficiently. The Board added Section 6 (Emergency Powers) and Section 7 (Amendments) to allow virtual meetings when permitted during an emergency, to authorize the Chair to approve and/or amend certain essential TPA documents when the TPA is unable to conduct a board meeting in person or virtually, and to establish an amendment process. The resolution also repealed previously adopted individual by-laws. The TPA Operating Procedures are attached.

4. ADMINISTRATIVE ITEMS

A. Member Comments

B. Summary Points from the April 16, 2020 Governing Board Meeting

C. TPA Priority Projects Status Report

D. January, February and March 2020 Public Involvement Activity Reports

E. Next Meeting - **June 3, 2020**

F. 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 561-725-0813 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.