**OFFICIAL MEETING MINUTES OF THE**

**BICYCLE, TRAILWAYS AND PEDESTRIAN ADVISORY COMMITTEE (BTPAC)**

**Thursday, October 7, 2021**

301 Datura Street, West Palm Beach, FL 33401

Meeting was also conducted virtually via Zoom.

*These minutes are a summary of the meeting events and may not reflect all discussion that occurred.*

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

**1. REGULAR ITEMS**

**1.A. Call to Order and Roll Call**

CHAIR THOBURN called the meeting to order at 9:00 a.m. and provided an overview of the meeting procedures.

The Recording Secretary called the roll. A quorum was present as depicted in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member**  | **Roll Call** | **Member**  | **Roll Call** | **Member**  | **Roll Call** |
| Tracy Phelps | P | Fadi Nassar | P | Ryan Harding | P |
| Bruce Rosenzweig | P | Sally Channon | P | John Roach | P |
| Craig Pinder | A | David Wiloch | P | Wibet Hay (Alt) | P |
| Ted Goodenough | P | Jean Matthews | P | Brian Ruscher | P |
| Joanna Peluso | P | Yash Nagal | P | Stephanie Thoburn | P |
| Joann Skaria | P | Joyell Shaw (Alt) | P |  |  |

|  |
| --- |
| P = Present A = Absent |

**1.B.** **Modifications to the Agenda**

TPA staff requested removal of Action Item 2.B to allow for additional staff coordination on the project and noted the item will be presented in December.

**MOTION to approve the modified agenda made by Brian Ruscher, seconded by Bruce Rosenzweig, and carried unanimously 15-0 as depicted in the table below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member**  | **Vote** | **Member**  | **Vote** | **Member**  | **Vote** |
| Tracy Phelps | Y | Fadi Nassar | Y | Ryan Harding | Y |
| Bruce Rosenzweig | Y | Sally Channon | Y | John Roach | Y |
| Craig Pinder | A | David Wiloch | Y | Brian Ruscher | Y |
| Ted Goodenough | Y | Jean Matthews | Y | Stephanie Thoburn | Y |
| Joanna Peluso | Y | Yash Nagal | Y |  |  |
| Joann Skaria | Y | Joyell Shaw (Alt) | Y |  |  |

Y = Yes, N = No, A = Absent, ABST = Abstain

**1.C.** **APPROVED Minutes for September 2, 2021**

**MOTION to approve the Minutes made by Brian Ruscher, seconded by Ted Goodenough, and carried unanimously 15-0 as depicted in the table below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member**  | **Vote** | **Member**  | **Vote** | **Member**  | **Vote** |
| Tracy Phelps | Y | Fadi Nassar | Y | Ryan Harding | Y |
| Bruce Rosenzweig | Y | Sally Channon | Y | John Roach | Y |
| Craig Pinder | A | David Wiloch | Y | Brian Ruscher | Y |
| Ted Goodenough | Y | Jean Matthews | Y | Stephanie Thoburn | Y |
| Joanna Peluso | Y | Yash Nagal | Y |  |  |
| Joann Skaria | Y | Joyell Shaw (Alt) | Y |  |  |

Y = Yes, N = No, A = Absent, ABST = Abstain

**1.D.** **General Public Comments and Public Comments on Action Items**

There were no general public comments received.

**1.E. Comments from the Chair and Member Comments**

There were no Chair or member comments received.

**1.F. BTPAC Liaison’s Report**

ALYSSA FRANK, TPA Pedestrian & Bicycle Coordinator, reviewed the Report, which can be viewed at [PalmBeachTPA.org/BTPAC](http://www.palmbeachtpa.org/BTPAC) under “Presentations.”

There were no public comments on this item.

Members expressed concern that only a handful of items were reviewed from the full report.

**2. ACTION ITEMS**

**2.A. RECOMMENDED ADOPTION of Amendment #2 to the TPA’s Fiscal Year (FY) 22-26 Transportation Improvement Program (TIP)**

JASON PRICE, TPA TIP Coordinator, provided a PowerPoint presentation that can be viewed at [PalmBeachTPA.org/BTPAC](http://www.palmbeachtpa.org/BTPAC) under “Presentations.” The TIP is the five-year funding program for transportation projects in Palm Beach County. FDOT requested approval of an amendment to revise the length of the Northmore Neighborhood Project (FM# 441527). Jason clarified that TIP amendments are needed to add/delete a project, if cost increases more than 20% or $2 million, or there are changes to scope of work in length change by ½ mile and 20% or number of through traffic lanes. Jason also noted the amendment only impacts the projects listed in said amendment and no other projects in the adopted TIP.

There were no public comments on this item.

Member discussion ensued on local schools near the project lengths, if sidewalks or shared-use paths were present, and clarification on the project location and requested amendment details.

JOHN ROACH clarified his affirmative vote would only be for the projects listed and should not be misconstrued as support for the State Road 7 projects.

**MOTION to Recommend Adoption of Amendment #2 to the TPA’s FY 22-26 TIP as presented made by** **Sally Channon and seconded by Brian Ruscher. A roll call vote was taken and carried unanimously 15-0 as depicted in the table below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member**  | **Vote** | **Member**  | **Vote** | **Member**  | **Vote** |
| Tracy Phelps | Y | Fadi Nassar | Y | Ryan Harding | Y |
| Bruce Rosenzweig | Y | Sally Channon | Y | John Roach | Y |
| Craig Pinder | A | David Wiloch | Y | Brian Ruscher | Y |
| Ted Goodenough | Y | Jean Matthews | Y | Stephanie Thoburn | Y |
| Joanna Peluso | Y | Yash Nagal | Y |  |  |
| Joann Skaria | Y | Joyell Shaw (Alt) | Y |  |  |

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**~~2.B. MOTION TO RECOMMEND ADOPTION of a Resolution affirming TPA support for the Atlantic Avenue Widening Project from Florida’s Turnpike to Jog Road~~**

Item was removed from the agenda.

**2.C. RECOMMENDED APPROVAL of the 2022 Transportation Alternatives (TA) Program Guidelines and Scoring System**

ALYSSA provided a PowerPoint presentation that can be viewed at [PalmBeachTPA.org/BTPAC](http://www.palmbeachtpa.org/BTPAC) under “Presentations.” Established by MAP-21 and re-authorized through the FAST Act, the federal Transportation Alternatives Program is a cost-reimbursement program where nonmotorized projects are selected by the TPA via an annual, competitive application process. Alyssa reviewed the draft 2022 program guidelines and scoring system.

There were no public comments on this item.

Member discussion ensued on the shared use path point changes, traditionally underserved index scoring clarification, and questions on BTPAC reranking of projects.

TED GOODENOUGH expressed opposition against the use of shared use paths on behalf of the disabled community and provided an example to illustrate his point.

**MOTION to Recommend Approval of the 2022 TA Program Guidelines and Scoring System with a request to footnote a hyperlink to the Traditionally Underserved Index posted to the TPA website made by Brian Ruscher and seconded by Ryan Harding. A roll call vote was taken and carried 13-2 as depicted in the table below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member**  | **Vote** | **Member**  | **Vote** | **Member**  | **Vote** |
| Tracy Phelps | N | Fadi Nassar | Y | Ryan Harding | Y |
| Bruce Rosenzweig | Y | Sally Channon | Y | John Roach | Y |
| Craig Pinder | A | David Wiloch | Y | Brian Ruscher | Y |
| Ted Goodenough | N | Jean Matthews | Y | Stephanie Thoburn | Y |
| Joanna Peluso | Y | Yash Nagal | Y |  |  |
| Joann Skaria | Y | Joyell Shaw (Alt) | Y |  |  |

Y = Yes, N = No, A = Absent, ABST = Abstain

**2.D. RECOMMENDED ADOPTION of a Resolution requesting timely submittal of FDOT’s FY 2023-2027 Draft Tentative Work Program (DTWP) to the TPA**

ALYSSA stated the provided resolution requests timely submittal of FDOT’s DTWP. Alyssa noted FDOT staff were not able to compile and provide either the District or Turnpike DTWP in time for inclusion in the agenda packet, however, the Turnpike list of projects will be provided following his presentation. Alyssa stated because TPA staff and Committee members cannot thoroughly review projects and funding prior to approval, it does not allow for a collaborative process between partners.

CHAIR THOBURN requested the committee move on the recommendation first then receive an update from Florida’s Turnpike staff.

There were no public comments on this item.

Member discussion ensued on the agenda submittal deadline and collaborative process with FDOT.

**MOTION to Recommend Adoption of a Resolution requesting timely submittal of FDOT’s FY 2023-2027 Draft Tentative Work Program (DTWP) to the TPA made by Jean Matthews and seconded by Brian Ruscher. A roll call vote was taken and carried unanimously 15-0 as depicted in the table below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member**  | **Vote** | **Member**  | **Vote** | **Member**  | **Vote** |
| Tracy Phelps | Y | Fadi Nassar | Y | Ryan Harding | Y |
| Bruce Rosenzweig | Y | Sally Channon | Y | John Roach | Y |
| Craig Pinder | A | David Wiloch | Y | Brian Ruscher | Y |
| Ted Goodenough | Y | Jean Matthews | Y | Stephanie Thoburn | Y |
| Joanna Peluso | Y | Yash Nagal | Y |  |  |
| Joann Skaria | Y | Joyell Shaw (Alt) | Y |  |  |

Y = Yes, N = No, A = Absent, ABST = Abstain

VICTORIA WILLIAMS, Florida’s Turnpike, provided a PowerPoint presentation that can be viewed at [PalmBeachTPA.org/BTPAC](http://www.palmbeachtpa.org/BTPAC) under “Presentations.” Victoria provided an overview of the Turnpike System, the agency’s mission, vision and values, revenues and expenditures, prioritization process, and highlighted projects along the Turnpike corridor in District 4.

Member discussion ensued on widening at the county line, interchange improvements planned for the future, consideration for future freight traffic, and potential for a multimodal system on the Turnpike.

**3. INFORMATION ITEMS**

**3.A. DISCUSSED: Strategic Plan Action 6.B – Modify TPA Committees to Support TPA Initiatives**

ALYSSA provided a PowerPoint presentation that can be viewed at [PalmBeachTPA.org/BTPAC](http://www.palmbeachtpa.org/BTPAC) under “Presentations.” Alyssa reviewed the draft amendments to Section 5 of the TPA’s Operating Procedures related to the composition and operations of the BTPAC. Alyssa stated the purpose for this change is to modify the TPA committee to support TPA initiatives and ensure the committee reflects a board cross-section of pedestrian and bicycle safety advocates. Alyssa noted TPA staff is looking for feedback today and will present this as an action item at a future meeting.

There were no public comments on this item.

Member discussion ensued on concerns taking “trailways” out of the committee name, the potential for representation from law enforcement and fire rescue, and clarification on purposed to rank SunTrail program applications.

**4. ADMINISTRATIVE ITEMS**

**4.A. FDOT Project Scheduling Report – October 2021**

There were no public comments or member discussion on this item.

**4.B. Next Meeting – December 2, 2021**

**4.C. Adjournment**

There being no further business the meeting was adjourned at 10:59 a.m.

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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 October 7, 2021 meeting of the Bicycle, Trailways, and Pedestrian Advisory Committee, dated this 2nd day of December 2021.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stephanie Thoburn

BTPAC Chair

**EXHIBIT A**

BTPAC Member Attendance Record

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REPRESENTATIVE/Alternate****Agency Name** | **Nov****‘20** | **Dec****‘20** | **Jan****‘21** | **Feb****‘21** | **Mar****‘21** | **Apr****‘21** | **May****‘21** | **Jun****‘21** | **Jul****‘21** | **Sep****‘21** | **Oct****‘21** |
| CHAIR STEPHANIE THOBURN/Garret WatsonTown of Jupiter | No Meeting Held – Scheduled Break | P | No Meeting Held – Scheduled Break | P | ALT | P | P | P | P | E | P |
| VICE CHAIR BRIAN RUSCHER/Amy AlvarezCity of Delray Beach | P | P | P | P | P | P | P | P | P |
| TRACY PHELPS/Kimberly KosirogCity of Boca Raton | P | E | P | A | \*P | ALT | P | P | P |
| BRUCE ROSENZWEIGBoca Raton Bicycle Club | P | A | A | A | A | \*P | P | P | P |
| CRAIG PINDER/Kathleen HatcherCity of Boynton Beach | P | ALT | P | P | P | P | P | ALT | E |
| TED GOODENOUGHDisabled Community | A | P | P | E | P | P | P | P | P |
| JOANNA PELUSOHealthier Jupiter | - | - | \*P | P | P | E | P | P | P |
| JOANN SKARIACity of Palm Beach Gardens | P | P | P | P | P | P | P | E | P |
| FADI NASSAR/Neil WantzPBC Engineering | P | P | ALT | P | P | P | P | P | P |
| SALLY CHANNON/Jacey BieryPBC ERM | P | P | P | P | P | P | P | P | P |
| DAVID WILOCH/Michael HowePBC Planning | P | P | ALT | P | P | \*P | P | P | P |
| JEAN MATTHEWS/Casey PranckunPBC Parks and Recreation | P | P | P | P | P | P | ALT | P | P |
| YASH NAGALPalm Tran | E | P | P | P | P | P | P | A | P |
| MICHAEL OWENS/Joyell ShawSchool District of Palm Beach County | P | P | P | P | P | P | P | P | ALT |
| RYAN HARDING/Christian Santa-GonzalezVillage of Wellington | ALT | A | ALT | ALT | ALT | P | ALT | ALT | P |
| JOHN ROACHCity of West Palm Beach | P | P | P | P | P | P | P | P | P |
| LARRY WALLACE/Wibet HayFlorida Department of Transportation*Non-Voting Advisory Member* | E | P | P | E | P | P | E | P | ALT |
| P = Member Present Alt = Alternate Present E = Excused Absence A = Unexcused Absence\*New Appointment - = Member not assigned |  |

**EXHIBIT A (cont.)**

OTHERS PRESENT REPRESENTING

Victoria Williams Florida’s Turnpike Enterprise

Jacey Biery Palm Beach County ERM

Michael Howe Palm Beach County Planning

Khurshid Mohyuddin Palm Beach County Planning

Alyssa Frank Palm Beach TPA

Kelsey Peterson Palm Beach TPA

Margarita Pierce Palm Beach TPA

James Rinehart Palm Beach TPA

Cassidy Sparks Palm Beach TPA

Nick Uhren Palm Beach TPA