



**OFFICIAL MEETING MINUTES OF THE
CITIZEN’S ADVISORY COMMITTEE (CAC)**

Wednesday, May 4, 2022

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/CAC*

1. REGULAR ITEMS

1.A. Call to Order and Roll Call

VICE CHAIR RICHWAGEN called the meeting to order at 1:32 p.m. and provided an overview of the meeting procedures.

The Recording Secretary called the roll, an in-person quorum was present as depicted in the table below.

Member	Roll Call	Member	Roll Call	Member	Roll Call
Ryan Rossi	A	Mark Forrest	A	Greenacres - VACANT	A
Michael Fitzpatrick	P	Vijay Mishra	P	Lake Worth Beach - VACANT	A
James Garvin	P	Francisco Gil	A	Riviera Beach - VACANT	A
Marc Bruner	P	Myron Uman	P	Port of Palm Beach - VACANT	A
Ramona Bean	P	Terry Brown	A	Jupiter - VACANT	A
Paula Ryan	A	Greg Fagan	P	Albert Richwagen	P
James Bonfiglio	P	Jim Knight	A	Uyen Dang	A
Richard Vassalotti	A	Belle Glade - VACANT	A		

P = Present, A = Absent

1.B. Modifications to the Agenda

The Recording Secretary stated that Terry Brown requested permission to participate remotely due to his limited physical mobility and the site’s lack of parking for disabled individuals. Richard Vassalotti requested permission to participate remotely due to childcare needs at home.

There were no objections to their virtual participation, and the members were permitted to join the meeting.

1.C. APPROVED Minutes for April 6, 2022

MOTION to approve the minutes made by Marc Bruner and seconded by James Garvin. A verbal vote was taken and carried unanimously 11-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Ryan Rossi	A	Mark Forrest	A	Greenacres - VACANT	A
Michael Fitzpatrick	Y	Vijay Mishra	Y	Lake Worth Beach - VACANT	A
James Garvin	Y	Francisco Gil	A	Riviera Beach - VACANT	A
Marc Bruner	Y	Myron Uman	Y	Port of Palm Beach - VACANT	A
Ramona Bean	Y	Terry Brown	Y	Jupiter - VACANT	A
Paula Ryan	A	Greg Fagan	Y	Albert Richwagen	Y
James Bonfiglio	Y	Jim Knight	A	Uyen Dang	A
Richard Vassalotti	Y	Belle Glade - VACANT	A		

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

1.D. General Public Comments and Public Comments on Agenda Items

There were no general public comments received.

1.E. Comments from the Chair and Member Comments

MYRON UMAN shared that he recently read an article about the impact of traffic safety messages on roadway safety, stating that the study found increases in crashes when using general safety messages. He also inquired on steps staff has taken to address Terry Brown's concerns regarding the lack of handicap parking in front of the TPA's office.

RICHARD VASSALOTTI commented on the traffic safety messages, echoed Myron's concerns regarding lack of handicap parking, and expressed concern with the cost of some of the Okeechobee Blvd alternatives and whether State Road 7 extension project was factored into the study.

VIJAY MISHRA requested a future presentation from the Florida Department of Transportation (FDOT) on sustainable practices in the design process.

Member discussion ensued about handicap parking availability in West Palm Beach. TPA staff noted they would follow up on the concern.

1.F. CAC Liaison's Report

JASON PRICE, TPA Transportation Improvement Plan (TIP) Coordinator, reviewed items from the Liaison's Report. The full report can be viewed at PalmBeachTPA.org/CAC.

There were no public comments on this item.

2. ACTION ITEMS**2.A. RECOMMENDED APPROVAL of the Fiscal Year (FY) 2023-2024 Unified Planning Work Program (UPWP)**

MATTHEW KOMMA, TPA Chief Financial Officer, provided a PowerPoint presentation that can be viewed at PalmBeachTPA.org/CAC. Matthew stated the FY 23-24 UPWP is the 2-year business plan and budget for the agency covering a period of July 1, 2022 to June 30, 2024. The UPWP serves as the TPA's application for federal planning funds and includes a description of the planning work, deliverables, timeframes, and source and amount of funding requested. The UPWP also includes federal and state review comments that will be incorporated into the final version for Governing Board adoption scheduled for May 19, 2022.

There were no public comments on this item.

Member discussion ensued on the additional funding amounts in FY 2023, further detail regarding public engagement and consultant utilization, reasoning behind a 2-year budget cycle, and clarification about the calculation and collection of member dues.

MOTION to recommend approval of the FY 2023-2024 UPWP made by Vijay Mishra, seconded by Ramona Bean, and carried unanimously 11-0, as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Ryan Rossi	A	Mark Forrest	A	Greenacres - VACANT	A
Michael Fitzpatrick	Y	Vijay Mishra	Y	Lake Worth Beach - VACANT	A
James Garvin	Y	Francisco Gil	A	Riviera Beach - VACANT	A
Marc Bruner	Y	Myron Uman	Y	Port of Palm Beach - VACANT	A
Ramona Bean	Y	Terry Brown	Y	Jupiter - VACANT	A
Paula Ryan	A	Greg Fagan	Y	Albert Richwagen	Y
James Bonfiglio	Y	Jim Knight	A	Uyen Dang	A
Richard Vassalotti	Y	Belle Glade - VACANT	A		

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

3. INFORMATION ITEMS

3.A. DISCUSSED: Draft FY 23-27 Transportation Improvement Program (TIP)

JASON PRICE, TPA TIP Coordinator, provided a PowerPoint presentation that can be viewed at PalmBeachTPA.org/CAC. Jason stated the TIP is the five-year funding program for transportation projects in Palm Beach County. 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.

There were no public comments on this item.

Member discussion ensued on data utilized for the study, Sawgrass Blvd in Broward County, and Palm Tran’s utilization of electric vehicles (EV).

3.B. DISCUSSED: Environmental Research Paper

MICHAEL FITPATRICK provided a PowerPoint presentation that can be viewed at PalmBeachTPA.org/CAC. Michael shared information about environmental factors in transportation, highlighted key components of his research paper, and next steps.

There were no public comments on this item.

Member discussion ensued about a general trend towards EV, the role of the TPA in infrastructure planning for EV, and next steps the committee can take.

A recess was called at 3:24 p.m. and the meeting was reconvened at 3:31 p.m.

Myron Uman left the meeting.

A motion could not be made as the committee was no longer at quorum. The committee instructed staff to add the item as an Action Item on the June agenda.

3.C. DISCUSSED: FY 2022 Strategic Plan Action 6.B Follow-Up

ANDREW UHLIR, TPA Deputy Director of Program Development, provided a PowerPoint presentation that can be viewed at PalmBeachTPA.org/CAC. Andrew presented a summary of the CAC's member survey regarding the TPA's FY 2022 Strategic Plan Action 6.B. Strategic Plan Action 6.B directed staff to modify the TPA Committees to support TPA Initiatives.

There were no public comments on this item.

Member discussion ensued about quorum calculation, communication with city managers, and distribution of seats by commission districts.

Marc Bruner left the meeting.

3.D. DISCUSSED: Royal Palm Beach Bus Stop Crash Follow-Up

JASON PRICE presented a report prepared by Palm Beach County Engineering regarding the Village of Royal Palm Beach bus stop crash that occurred on March 22, 2022 at Crestwood Blvd S and Cypress Lake Drive.

There were no public comments on this item.

JAMES BONFIGLIO thanked TPA staff for presenting on this item and noted that he would review the report in more detail.

4. ADMINISTRATIVE ITEMS

4.A. Governing Board Summary Points – April 21, 2022

There was no discussion on this item.

4.B. FDOT Scheduling Report – May 2022

There was no discussion on this item.

4.C. Public Involvement Activity Report – March 2022

There was no discussion on this item.

4.E. Next Meeting – June 1, 2022

The meeting adjourned at 3:52 p.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee of the Citizen's Advisory Committee and that information provided herein is the true and correct Minutes for the May 5, 2022, meeting of the Citizen's Advisory Committee, dated this 1st day of June 2022.

Uyen Dang
CAC Chair

EXHIBIT A
CAC Member Attendance Record

MEMBER Nominated by	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22		
CHAIR UYEN DANG City of Boca Raton	P	E	No Meeting Held – Scheduled Break	-	P	No Meeting Held – Scheduled Break	P	No Meeting Held – Scheduled Break	P	P	P	E		
VICE CHAIR ALBERT RICHWAGEN City of Delray Beach	P	P		P	P		P		P	P	P	P	E	P
VACANT City of Belle Glade	-	-		-	-		-		-	-	-	-	-	-
RYAN ROSSI City of Boca Raton	E	P		P	P		P		P	P	P	P	P	A
MICHAEL FITZPATRICK City of Boynton Beach	A	E		P	P		P		P	P	P	P	P	P
VACANT City of Greenacres	-	-		-	-		-		-	-	-	-	-	-
VACANT Town of Jupiter	-	*P		P	P		P		E	E	E	E	-	-
VACANT City of Lake Worth Beach	-	-		-	-		-		-	-	-	-	-	-
JAMES GARVIN City of Palm Beach Gardens	P	P		P	P		P		P	P	P	P	P	P
MARC BRUNER Village of Palm Springs	P	E		P	P		P		P	P	P	P	P	P
RAMONA BEAN Palm Beach County – District 1	*P	P		P	P		P		P	P	P	P	P	P
PAULA RYAN Palm Beach County – District 2	P	E		P	E		P		P	P	P	P	P	E
JIM KNIGHT Palm Beach County – District 4	E	-		-	-		-		*P	P	P	P	P	E
JAMES BONFIGLIO Palm Beach County – District 5	-	-		*P	P		P		P	P	P	P	P	P
RICHARD VASSALOTTI Palm Beach County – District 6	P	P	P	P	P	P	P	P	P	P	P			
VACANT Port of Palm Beach	*P	P	A	A	A	A	A	A	-	-	-			
VACANT City of Riviera Beach	-	-	-	-	-	-	-	-	-	-	-			
MARK FORREST Village of Royal Palm Beach	E	P	P	E	P	P	P	P	E	A	A			
VIJAY MISHRA Village of Wellington	P	P	P	P	P	P	P	P	E	P	P			
FRANCISCO GIL City of West Palm Beach	-	-	*P	P	P	E	E	E	E	P	A			
MYRON UMAN City of West Palm Beach	P	E	P	E	P	P	P	P	E	P	P			
TERRY BROWN**	P	A	P	E	P	P	P	P	E	P	P			
GREG FAGAN**	P	E	P	P	P	P	P	P	E	P	P			

P = Member Present E = Excused Absence A = Unexcused Absence
 *New Appointment - = Member not assigned **Nominated Prior to current Operating Procedures

