

## **MARTIN METROPOLITAN PLANNING ORGANIZATION POLICY BOARD MEETING**

Martin County Administrative Building Commission Chambers

2401 SE Monterey Road, Stuart, FL 34996

(772) 221-1498

www.martinmpo.com

Monday, February 22, 2021 @ 9:00 a.m.

### **MEETING MINUTES**

- 1. CALL TO ORDER** – MPO Chair Doug Smith called the meeting to order at 9:02 a.m.
- 2. PRAYER** - Reverend James Brocious, Stuart Alliance Church
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**

#### **Members in Attendance:**

Doug Smith, MPO Chair, Martin County Board of County Commissioners

Stacey Hetherington, MPO Vice-Chair, Martin County Board of County Commissioners

Harold Jenkins, Martin County Board of County Commissioners

Troy McDonald, City of Stuart Commissioner

Merritt Matheson, City of Stuart Commissioner

Edward Ciampi, Martin County Board of County Commissioners

James Campo, Town of Sewall's Point Commissioner

Anthony Dowling, Village of Indiantown Council Member

#### **Members Absent**

#### **Staff in Attendance:**

Beth Beltran, MPO Administrator

Ricardo Vazquez, Associate Planner

Joy Puerta, Planner (virtual)

Florence Allen, Administrative Specialist III

#### **Others in Attendance:**

Reverend James Brocious, Stuart Alliance Church

Lisa Wichser, County Engineer

Victoria Williams, Turnpike (virtual)

Carol Scott, Turnpike (virtual)

Jeff Weidner, Marlin Engineering (virtual)

**A quorum was present for this meeting.**

#### **5. APPROVE AGENDA**

**A motion to approve the agenda and add supplemental business item G was made by Council Member Anthony Dowling and seconded by Commissioner Troy McDonald. There were no objections and the motion passed unanimously.**

## **6. Approve Minutes**

**A motion to approve the January 25, 2021 regular meeting Minutes was made by Commissioner James Campo and seconded by Commissioner Troy McDonald. There were no objections and the motion passed unanimously.**

## **7. PUBLIC COMMENTS – None**

## **8. BUSINESS ITEMS**

### **A. PUBLIC INVOLVEMENT PLAN (PIP) ANNUAL REPORT**

Ms. Beth Beltran introduced the Public Involvement Plan (PIP) Annual Report. She explained that this item comes before the committee every year and that it's a Federal requirement that the MPO gives an annual report on public involvement. Ms. Beltran introduced Ricardo Vazquez to present the Public Involvement Plan (PIP) Annual Report to the committee. Each year, the Martin Metropolitan Planning Organization (MPO) assesses the effectiveness of its public outreach techniques and strategies to ensure that funds and time are invested efficiently and only after consultation with the public on a regular and as-needed basis. The MPO measures its performance by conducting a Public Involvement Annual Report which evaluates the objectives and strategies detailed in the MPO's Public Involvement Plan (PIP). There are five objectives of the PIP. Objective one is to hold regular public meetings with its standing Advisory Committees, to obtain their input on all documents, projects, and funding determinations prior to consideration by the MPO Board. Objective two is to provide equitable access to information regarding transportation decision making. Objective three is to engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision making process. Objective four is to use a variety of methods to involve and engage the public, and Objective five is public input on Program of Projects for Martin County Public Transit.

**A motion to approve the Public Involvement Plan (PIP) Annual Report was made by Commissioner Troy McDonald and seconded by Commissioner Stacey Hetherington. There were no objections and the motion passed unanimously.**

### **B. TITLE VI PLAN UPDATE**

Ricardo Vazquez presented the Title VI Plan Update. The Federal Highway Administration (FHWA) requires the MPO to review the Title VI language on a regular basis to assure it is current. It is a part of the Federal Certification and the Martin MPO must comply with both FHWA and Federal Transit Administration (FTA) regulations about Title VI and other Nondiscrimination. Based on a review by MPO staff, some minor changes were needed and have been included in the Title VI Plan. The changes to the

Plan included updated MPO staff Title VI contact person information, updated Martin County Board of County Commissioners Title VI contact person information, updated website links, updated US Census data regarding Limited English Proficiency (LEP), and an updated Title VI Activity Log.

**A motion to approve the Title VI Plan Update was made by Commissioner James Campo and seconded by Council Member Anthony Dowling. There were no objections and the motion passed unanimously.**

### **C. FREIGHT TRANSPORTATION ADVISORY COMMITTEE (FTAC) SCOPE OF SERVICES**

Ms. Beth Beltran presented the Freight Transportation Advisory Committee (FTAC) Scope of Services. The FTAC is a result of the Board approving an amendment to the MPO Bylaws. The amendment was to add an MPO Freight Transportation Advisory Committee. This item is the scope of services to hire a consultant to assist the MPO get started with the new FTAC. The MPO is recommending Marlin Engineering as the planning consultant to begin this undertaking. Marlin Engineering was chosen through a competitive process and they are the consultants that developed the MPO's Freight and Goods Movement Plan.

**A motion to approve the Freight Transportation Advisory Committee (FTAC) Scope of Services was made by Commissioner Troy McDonald and seconded by Commissioner Harold Jenkins. There were no objections and the motion passed unanimously.**

### **D. UNIFIED PLANNING WORK PROGRAM (UPWP) REVISION 3 – MODIFICATION 3**

Ms. Beltran presented the Unified Planning Work Program (UPWP) Revision 3 – Modification 3. The UPWP is the MPO's 2-year document that describes the budget and project planning activities. The MPO is requesting a revision to the plan to move money within the budget within Task 1 to help pay for the planning consultant for the FTAC. The funds will be moved from the travel/office furniture line item into the consultant line item. The funds are available because travel for training is being offered virtually due to the pandemic.

**A motion to approve the Unified Planning Work Program (UPWP) Revision 3 – Modification 3 was made by Commissioner Stacey Hetherington and seconded by Commissioner Harold Jenkins. There were no objections and the motion passed unanimously.**

### **E. CONTINUITY OF OPERATIONS OF PLAN (COOP) UPDATE**

Ricardo Vazquez presented the Continuity of Operations of Plan (COOP) Update. The Martin MPO Continuity of Operations Plan (COOP) was adopted by the MPO Policy

Board in 2012 and was last amended 2018. The purpose of the COOP is to ensure the continued operation of the MPO in the event of an emergency and ensures that the MPO's resources can be reached. MPO staff has reviewed the adopted COOP and revised it to include an update to the cover, the Freight Transportation Advisory Committee (FTAC), and to include language regarding the procedure that the MPO will follow in the event of a pandemic.

**A motion to approve the Continuity of Operations of Plan (COOP) Update was made by Commissioner Troy McDonald and seconded by Commissioner Harold Jenkins. There were no objections and the motion passed unanimously.**

## **F. REGIONAL UPDATE**

Ms. Beltran presented the Regional Update. The first part is that coming up there is a Treasure Coast Transportation Council (TCTC) meeting which is the regional meeting with the Indian River MPO and St. Lucie TPO. The primary purpose of this forum is to review and prioritize regional transportation projects that are funded with Transportation Regional Incentive Program (TRIP) funds. TRIP is a State funding source that funds regional transportation projects. Last year the Martin MPO submitted a TRIP application for the Cove Road widening project from US 1 to Kanner Highway and was successful in getting \$1.38 million dollars for the design phase of that project. These funds were included in the Draft Tentative Work Program that was presented by FDOT in January. The application included the construction phase for the project. FDOT informed the MPO that another application would not need to be submitted because the project is already funded for the design phase in the Work Program. Ms. Beltran informed the Board that she will be recommending that this project remain a priority for regional funding.

The second part of the Regional Update is regarding the Regional Long Range Transportation Plan (LRTP). Each MPO on the Treasure Coast has completed their 2045 LRTPs and now it is time for a regional update. In previous years Martin MPO was the lead agency and they prepared a memorandum of understanding that discussed how the budget of that planning document would be set forth. All MPO's on the Treasure Coast including Martin have the Regional LRTP in their adopted UPWPs. It has the amount of the document being \$60,000 with \$20,000 coming from each MPO. The Martin MPO is going to be the lead agency again for the Regional LRTP and the three MPO directors discussed having Kimley Horn develop the Plan. There was a question from the Board regarding the method of choosing the consultant to develop the Plan. Ms. Beltran explained that to have the Plan developed the same as the previous one there needs to be a common general planning consultant that all three MPO's have. The general planning consultants were put in place through a competitive selection process. Previously the MOU was set up that Martin MPO because they were the lead agency would get an invoice and be reimbursed one-third from the State and invoice the other two MPO's. Federal Highway has expressed wanting the funds to change hands at the District level so the Martin MPO would bill FDOT directly. FDOT hasn't given a clear indication on how they want the grant funds to be billed so staff is requesting authorization to sign the Memorandum of

Understanding (MOU). There will be no change in the cost only how the MPO will be reimbursed by the grant. There was discussion on whether the MPOs would be able to engage with the Regional Planning Council staff in the process. Ms. Beltran informed the Board that they will be reaching out to the Regional Planning Council. Commissioner Troy McDonald commented on the benefits of having the Martin MPO as the lead agency.

**A motion authorizing Beth Beltran, MPO Administrator to sign the Memorandum of Understanding (MOU) on how the grant funds will reimburse the plan was made by Commissioner Troy McDonald and seconded by Commissioner James Campo. There were no objections and the motion passed unanimously.**

## **G. STATE CERTIFICATION AND FEDERAL CERTIFICATION AUDITS**

Ms. Beltran discussed the State Certification and Federal Certification Audits. The State Certification Audit has several certifications and assurances that require the signature of the MPO Chair. The MPO office has not received all the documents from the State so staff is asking the Board to authorize the Chair to sign all certifications and assurances that the MPO is following all State and Federal guidelines regarding the MPO. The Federal Certification happens every four years. The purpose is to formalize the oversight and evaluation of the transportation planning process that includes all the MPO required work products (UPWP, TIP, LRTP). Federal Highway recommends that there is a single acronym list in all the plans to include items such as: Limited English proficiency (LEP) and Environmental Justice (EJ). To update the documents MPO staff needs authorization to make changes to the acronym list in each of the required work documents.

**A motion authorizing MPO staff to update the acronym list in the State Certification and Federal Certification and authorizing the Chair to sign all certifications and assurances for the State audit was made by Commissioner Stacey Hetherington and seconded by Councilman Anthony Dowling. There were no objections and the motion passed unanimously.**

### **9. COMMENTS FROM ADVISORY COMMITTEE MEMBERS - None**

### **10. COMMENTS FROM BOARD MEMBERS**

Vice Chair Stacey Hetherington wanted to know as a part of the guardrail project on SR-609, are they realigning and clearing the road from the S-curve? Ms. Beltran explained that in order to save the embankment which was the reasoning for replacing the guardrail the road would have to be realigned. Lisa Wichser, County Engineer, explained that on SR-609 the original idea was to put a guardrail along the east side. However, in order to put the guardrail in, it required an embankment along the entire irrigation ditch. Therefore, Engineering decided to move the road to the west because there was right-of-way there to avoid having to put an embankment between the guardrail and the hill or slope and that softens the S-curve a little bit. The road is being shifted to the west which is south of that S-curve.

Vice Chair Hetherington wanted to know where the road picks back up after that. Lisa Wichser explained that the road picks back up at about a 1000 feet. There is also an area not as big as a ditch on the west side that will be regarded as part of that project as well.

Council Member Dowling is glad the area is being redone because there has been so many fatalities. He thanked Engineering.

**11. COMMENTS FROM FDOT- None**

**12. NOTES**

**13. NEXT MEETING – April 19, 2021 @ 9:00 AM**

**14. ADJOURN**

Seeing no other business items remaining on the Agenda and no additional comments, Vice Chair Stacey Hetherington adjourned the meeting at 9:34 a.m.


**Approved by:**

  
\_\_\_\_\_  
Doug Smith, Chair

**Prepared by:**

  
\_\_\_\_\_  
Florence Allen, Administrative Specialist III

**Minutes approved on:**

  
\_\_\_\_\_  
Date

The Martin MPO solicits public participation without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require language translation services (free of charge) should contact Ricardo Vazquez, Senior Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or [rvazquez@martin.fl.us](mailto:rvazquez@martin.fl.us) in advance of the meeting. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.