

**MARTIN METROPOLITAN PLANNING ORGANIZATION
CITIZENS ADVISORY COMMITTEE MEETING**
Martin County Administrative Building Commission Chambers
2401 SE Monterey Road, Stuart, FL 34996
(772) 221-1498
www.martinmpo.com
Wednesday, February 3, 2021

MEETING MINUTES

1. CALL TO ORDER

The meeting was called to order at 9:10 AM by Chair Amy Eason. The chair welcomed new committee member David Hafner who will be representing Indiantown.

2. ROLL CALL

CAC Members in Attendance:

Amy Eason, Chair
Cindy Greenspan
Hilary Young
Saadia Tsafarides
Helen McBride
David Hafner

CAC Members Excused:

John Patteson
Al Zilg
Ann Kagdis
Trent Steele
Ralph Davino

CAC Members Not in Attendance:

Staff in Attendance:

Beth Beltran, MPO Administrator
Joy Puerta, Planner (virtual)
Ricardo Vazquez, Associate Planner
Florence Allen, Administrative Specialist III

Others in Attendance:

A quorum was present.

3. APPROVE AGENDA

A motion to approve the agenda was made by Saadia Tsafarides and seconded by

Helen McBride. There were no objections and the motion passed unanimously.

4. APPROVE MINUTES

A motion to approve the January 13, 2021 CAC Minutes was made by Saadia Tsafarides and seconded by Helen McBride. There were no objections and the motion passed unanimously.

AGENDA 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 in 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 the Program of Projects for Martin County Public Transit. All but one strategy in the objectives were met.

A motion to approve the Public Involvement Plan (PIP) Annual Report was made by Helen McBride and seconded by Hilary Young. There were no objections and the motion passed unanimously.

B. TITLE VI PLAN UPDATE

Beth Beltran introduced the Title VI Plan Update. Title VI is a Federal requirement that states the MPO transportation planning is done fair across the board where there is no discrimination in how the department does their public outreach and transportation planning. The MPO is required to review and update the plan annually. Ms. Beltran introduced Ricardo Vazquez to present 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 the following updates: MPO staff Title VI contact person information, Martin County Board of County Commissioners Title VI contact person information, website links, US Census data regarding Limited English Proficiency (LEP), and Title VI Activity Log. There was discussion regarding training and the frequency. Ms. Beltran explained that sometimes the MPO is required to attend certain training but most of the time the training is just to ensure that the MPO staff is educated on new requirements and the instructors at the conferences are usually Federal or State staff. The frequency is annually; but usually a staff member attends when there is a conference.

A motion to approve the Title VI Plan Update was made by Saadia Tsaftarides and seconded by Helen McBride. 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 (FTAC) Scope of Services. The FTAC is a result of the MPO Board approving an amendment to the 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. Marlin Engineering was chosen through a competitive process and they are the consultants that developed the Freight and Goods Movement Plan for the County. There was discussion on why the MPO was seeking a consultant for the FTAC Scope of Services and a schedule timeline for the scope of services. Ms. Beltran explained that the project manager for the scope of services used to be the freight coordinator for the district and has a connection for the public and private sector and can provide insight. The schedule timeline is within a year.

A motion to approve the Freight Transportation Advisory Committee (FTAC) Scope of Services was made by Cindy Greenspan and seconded by Saadia Tsaftarides. There were no objections and the motion passed unanimously.

D. CONTINUITY OF OPERATIONS PLAN (COOP) UPDATE

Ms. Beltran explained that the Continuity of Operations of Plan (COOP) guides the organization in case of an emergency. However, since the pandemic has happened the COOP needs to be updated to add what the MPO must do in the case there is another pandemic. She introduced Ricardo Vazquez to present 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 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. Ms. Beltran expounded on the importance of updating the COOP.

A motion to approve the Continuity of Operations Plan (COOP) Update was made by Saadia Tsafarides and seconded by Cindy Greenspan. There were no objections and the motion passed unanimously.

E. FDOT PRESENTATION – SCHEDULING REPORT FOR MARTIN COUNTY PROJECTS - Informational

Ms. Beth Beltran introduced the FDOT MPO Scheduling Report. The report provides a summary of projects and indicates the project schedule ensuring that stakeholders are aware of the status of projects and provide appropriate input during the scheduled activity. She introduced Joy Puerta to present the Scheduling Report for Martin County Projects. The report provides the direction of the projects and where they are in the process towards completion as well as who is the project manager. She explained that during the multi-modal scoping phase is when the feedback can be provided. In this phase depending upon whether the change is major or minor, is where changes to the scope can be made. The report provides a screenshot of the projects in Martin County. Ms. Beltran provided an example for clarification of a major scope change opposed to a minor scope change. There was discussion on rules/regulations concerning safety awareness to drivers regarding bike safety. Ms. Beltran clarified that there are safety campaigns held that provided reflectors and helmets. She informed the committee that she can speak with someone at the City of Stuart City Hall and have them provide reflectors and safety information for cyclist and drivers. There was a question from the committee regarding whether there was a rule in place requiring cyclist to wear protective gear. Ms. Puerta explained that there are state laws that cover the requirements and Mr. Vazquez mentioned this is an issue of enforcement not awareness. There was discussion on Tommy Clements to the east of Spring Haven and there not being enough passing time once you pass the yellow passing lane. Ms. Beltran explained that additional signage has been placed and safety measures have been taken. Ms. Puerta explained that if the comments are minor, they can be made in the system. However, if the change is major it would need to be brought up during the scoping phase for FDOT to consider. The committee suggests having a workshop after the design phase to present the information to provide an opportunity for the public to add items to the scope.

COMMENTS FROM COMMITTEE MEMBERS

Florence Allen board clerk read Al Zilg's comments.

"The locations for the COVID vaccine need to be added to the County's website."

COMMENTS FROM THE PUBLIC - None

NOTES- None

NEXT MEETINGS

Joint TAC/CAC/BPAC Meeting – April 5, 2021 at 1:30 p.m.


ADJOURN

Seeing no other business items remaining on the Agenda and no additional comments, the Vice Chair adjourned the meeting at 10:10 AM.

Prepared by:



Florence Allen, Administrative Specialist III



Date

Approved by:



Amy Eason, CAC Chair



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 in advance of the meeting. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.