

**MARTIN METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE MEETING**

Martin County Administration Building
4th Floor Workshop Room
2401 SE Monterey Road, Stuart, FL 34996
www.martinmpo.com
(772) 221-1498
Monday, February 1, 2021

MEETING MINUTES

1. CALL TO ORDER

The meeting was called to order at 1:38 PM by Tim Voelker.

2. ROLL CALL

TAC Members in Attendance:

Michelle Berger, Vice Chair (arrived at 1:44pm)
Kim Delaney
Stuart Trent
Althea Jefferson
Samantha Lovelady
Mark Cocco
Mira Skoroden
Tim Voelker
Claudette Mahan
George Dzama

TAC Members Excused:

Lisa Wichser, Chair
Sam Carver

TAC Members Not in Attendance:

Ken DeAngeles
David Dyess
Todd Schimelfanick

Staff in Attendance:

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

Others in Attendance:

James Gorton, Martin County

Larry Wallace, FDOT (virtual)

A quorum was present.

3. APPROVE AGENDA

A motion to approve the agenda was made by Kim DeLaney and seconded by Samantha Lovelady. There were no objections and the motion passed unanimously.

4. APPROVE MINUTES

A motion to approve the January 13, 2021 TAC Minutes was made by George Dzama and seconded by Samantha Lovelady. 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 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. Objective Five is public input on Program of Projects for Martin County Public Transit. All strategies in the objectives were met.

A motion to approve the Public Involvement Plan (PIP) Annual Report was made by Samantha Lovelady and seconded by Tim Voelker. There were no objections and the motion passed unanimously.

Michelle Berger, Vice Chair took over chairing the meeting at 1:50 p.m.

B. TITLE VI PLAN UPDATE

Ms. Beltran introduced the Title VI Plan Update. Title VI is a Federal requirement that states the MPO transportation planning is done fairly where there is no discrimination in how the MPO does its public outreach and transportation planning. The MPO is required to review and update the plan annually. Mr. 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 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.

A motion to approve the Title VI Plan Update was made by Samantha Lovelady and seconded by Mark Cocco. 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 to start the FTAC. Marlin Engineering is a General Planning Consultant (GPC) 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 George Dzama and seconded by Kim DeLaney. There were no objections and the motion passed unanimously.

D. CONTINUITY OF OPERATIONS OF PLAN (COOP) UPDATE

Mr. 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 the document to include an update to the cover, the Freight Transportation Advisory Committee (FTAC), and 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 Samantha Lovelady and seconded by Tim Voelker. There were no objections and the motion passed unanimously.

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

Ms. 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 Larry Wallace, FDOT to present the Scheduling Report for Martin County Projects. Mr. Wallace explained what the report is, terminology used in the report, the purpose of creating the report, and other frequently asked questions. He provided information on scheduled activity, scheduled activity description, and examples of appropriate comments that can be added. He also 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. Major scope changes should be done prior to programming the project. The report is only available internally but can be provided to committee members upon request. There was discussion on the frequency of the report being presented to committees and where the basis of the inquiry derived. Ms. Beltran explained that the report will be presented periodically to provide updates and it originated from projects in the Citizens' Report. Kim DeLaney complimented FDOT on their transparency, adaptability, and accessibility.

COMMENTS FROM COMMITTEE MEMBERS-

Kim DeLaney has a link for the passenger rail update and informed the committee that she would provide it to Beth so that she can share it with members. There is an autonomous shuttle offered in Tradition and it is operational. The Tradition and Port St. Lucie website has information.

COMMENTS FROM THE PUBLIC - None

NOTES

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 2:19 PM.

Prepared by:



Florence Allen, Administrative Specialist III

5/3/2021

Date

Approved by:



Lisa Wichser, TAC Chair

5/3/2021

Date

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