

Palm Tran Service Board Minutes
Mounds Botanical Auditorium
531 N Military Trail, West Palm Beach, FL 33415
Thursday October 27, 2016

1. Call to Order 1:32 P.M.

2. Introduction of Members / Roll Call

Quorum Present/ Members present: Terry Brown
Robert Weinroth
Martin Rothman
Robert Templeton
Andre Cadogan
Dennis Martin
Frank Stanzione- Elected Temporary Chair
Beverly Scott

3. MOTION TO ADOPT AGENDA for October 27, 2016.

Action Taken: Motion to adopt agenda made by, Beverly Scott seconded by Robert Weinroth.
Motion approved unanimously.

4. MOTION TO APPROVE MINUTES for September 22, 2016.

Action Taken: Motion to adopt agenda made by Beverly Scott seconded by Robert Weinroth.
Motion approved unanimously.

5. Comments from Palm Tran Service Board Chair.

- Frank Stanzione thanked everyone in attendance

6. Safety Message- Jafari Bowden, Interim Safety and Training Manager

- Mr. Bowden reminded everyone about Halloween safety tips. Safety tips included slowing down and being alert in residential neighborhoods, enter and exit driveways and parking lots slowly and carefully, as well as to drive slow and anticipate heavy pedestrian traffic to turn on headlights to spot children from greater distances.

7. Comments from the Executive Director (Clinton B. Forbes)

- Mr. Forbes introduced Keith Clinkscale that was recently promoted as the new Manager of Performance at Palm Tran, Mr. Forbes also mention Sean Smith the new Director of Operations who will be starting November 14, 2016. Mr. Forbes introduced Todd J. Bonlarron the new Assistant County Administrator.

Todd J. Bonlarron thanked Mr. Forbes for his introduction and commented on how excited he is in being here. Mr. Bonlarron reminded everyone to spend time looking at the questions in the

upcoming elections and to vote. He further said that it's an honor to work along with you as partners and to see how we can all work together to make Palm Tran experience in Palm Beach County enjoyable.

8. Action Items

a). Palm Tran 2016-2027 Transit Development Plan (TDP) Final

Fred Stubbs, Planning Manager commented that the Transit Development Plan (TDP) is a 10 year plan of our system development with five (5) years of cost freezable projects and year six (6) through ten (10) vision project we are in our final stages where we have incorporated all of information from the community outreach as well as the workshop that was held earlier this year, from surveys we had from bus operators as well as the on board passengers, and now we are finalizing the community input before the county commissioners on November 22 for adoption and approval we are bringing this presentation for your approval Laura Everitt, from Tindale-Oliver to present the final presentation on the Transit Development Plan (TDP).

Laura Everitt, from Tindale-Oliver presented the Final Transit Development Plan (TDP) and spoke briefly on the following topics:

- Draft Goals and Objectives
 - Maximize the efficiency and capacity of the existing Palm Tran system
 - Deliver safe, reliable, and accessible transit that is environmentally friendly
 - Provide user friendly and innovative service that connects communities
 - Improve the public image of Palm Tran services
 - Maximize Palm Tran resources
- Preliminary Implementation Plan
 - Frequency Improvements
 - Span of Service Improvements
 - Limited Stop (Bolt) Improvements
- Preliminary Finance Plan
 - Finance Plan- Operating
 - Capital
- Next Steps
 - Public Outreach
 - West Palm Beach Intermodal Center (November 9, 2016)
 - Boca Raton Farmers Market (November 12, 2016)_
 - Presentations
 - SFRTA PTAV (December 14, 2016)
- Board of county commissioners (Nov 22, 2016)
- Florida Department of Transportation (December 1, 2016)

8b) Public Members Comments on Action Items

Frank Stanzone inquired about the existing BOLT service and asked if it is doing what it is intended to do

Fred Stubbs responded that yes it does but we need to do more advertising and marketing of the system because some customers don't realize how it works.

Executive Director Mr. Clinton B. Forbes further said that this work is complementary to a larger piece of work that we will endeavor and the entire community will be a major part of, looking at our entire system network that we call the RPM (Route Performance Maximization) it's a

optimization system to ensure that it is the most efficient system in our network. The BOLT and other routes like it will undergo that review.

Andre Cadogan commented on the 2022 chart he said it seems like we will be in a deficit by 50%, he asked what is happening around that time to cause a huge difference.

Ms. Everitt responded that there will be a large purchase of replacement buses that will be occurring at that time.

Joe Doucette, Finance Director added that we have a number of things that cause that increase life span termination, capital equipment that needs to be purchase in the year that it is in.

Martin Rothman inquired about the Paratransit there has been an expansion of the elderly that are moving in the county to what extent is Palm Tran connection included in this analysis.

Joe Doucette, Finance Director responded that this a part of our capital expansion and replacement buses in 2022.

Beverly Scott inquired about when in this process will there be upgrades for the bus shelters

Executive Director Mr. Clinton B. Forbes responded that shelters are one of our top priorities; the planning team is finalizing those final stages in the bus shelters replacement and expansion.

Robert Weinroth commented that we are a part of a mass transportation system in Palm Beach MPO congestion management process report card this is goal two (2) of five (5) goals within the overall transportation of our county, and the increasing of our passenger trips per revenue mile is a goal that is being measured by the MPO.

Martin Rothman inquired about why are the changes to the various routes all over ten (10) years instead of two (2) to three (3) years.

Executive Director Mr. Clinton B. Forbes responded that it aligns with the resources needed in order to do that, lets ensure that we are using our resources in an effective way first and demonstrate it to the county that we have looked at the system and in order to move forward we will need more funding.

Stanley Voice commented on how he attended several meetings and presentations but the bottom line is you have to follow the money where the funding coming from a few years ago there was a proposal for half sent tax for transportation only for consideration then it was dropped with this presentation unless you go to the county commissioners early to get some kind of commitment at lease for a year or three before it's a turn over this plan will never move forward.

Ralph inquired about route four (4) going north of Okeechobee is there anything going on with that route

Steve Anderson Senior Planner responded that route four (4) is on our radar and we have to comprehensively access that route and that new market on the corner of Okeechobee and Haverhill which is part of the RPM initiative and that will take place next year.

David London commented on how he lives off 441 there doesn't seem to be anything running from Okeechobee down to Sample Road; I would think the entire development taking place that would be some kind of priority in your future plans. He further said it would be nice to include schools to come up with innovative ideas for people to want to ride the bus.

Action Taken: Motion for the approval of the TDP made by Robert Weinroth seconded by Beverly Scott. Motion approved unanimously.

9) Information Items

a) Simmie Seat/ Bus Seat update and feature

Christian Londono Planner I, gave a brief introduction and description on the Simme-Seat the goal is to use it at locations where there is a very tight rider away, the Simme-Seats were introduced on September 26, 2016 the first seat was placed on the north-east corner of the intersection of Linton Blvd and Congress Ave. Four seats have been installed so far and by mid December we hope to have all 24 seats installed.

Board members Comments on Information Items

Robert Templeton inquired about where the drawing from the models came from.

Christian Londono responded that Simme came from a company in Oregon it is currently being used in over 100 other transit agencies and in South Florida we are the very first company that has incorporated using the Simmie-Seats. Apart of this project is to get feedback from our customers within the next six (6) months.

Robert Weinroth inquired that if you can provide us with a list of the proposed locations for the seats.

Christian Londono responded that we will follow-up and provide you with a list and a map.

Dennis Martin inquired that if you're placing the seats at bus stops routes based on their time frame between buses.

Christian Londono responded that the locations we choose where there is no seating at all.

Public Comments on Information Items

Stanley Voice commented that the two seat bus bench in high traffic locations is ludicrous it should be a bus bench that can seat two to three people.

Jeffrey Levine inquired about how tall are the seats

Christian Londono responded that about 1 ½ feet above the ground. They are ADA compliant and they comply with any specs of the benches.

(b) Performance Report

Keith Clinkscale Manager of Performance Management gave a presentation on Performance Management Office and spoke briefly on the following topics:

- Performance Management Office schedule
- Mission, Vision, Strategy, Objectives & Measures
- Performance Management Office and Process Improvement Teams

- Fixed Route Dashboard
- Connection Dashboard
- Connection Service
- Other Metrics being considered
 - Safety
 - Mobility
 - Customer Satisfaction
 - Employee Success
 - Financial Stability

Board Members Comments on Information Items

Martin Rothman inquired about if there are procedure manuals that is used to trained employees.

Mr. Joe Doucette responded that we have agencies or department wide policy and procedures that we follow and within in section we have SOG (Standing Operating Guideline).

Martin Rothman inquired that would you consider having a auditor

Mr. Joe Doucette responded that we are currently being audited by different independent agencies and the county has an internal audit function.

10. Committee Reports

(a) Paratransit Subcommittee Update

- Mr. Brown, Paratransit Subcommittee Chair, spoke briefly about the following items:
 - Palm Tran Connection Organizational Chart
 - Coordination during Hurricane Matthew

11. Public Comments

Mr. David London has continued concerns about the different temperature on the bus and where the bus operator is seated, as well as smoking at the Intermodal.

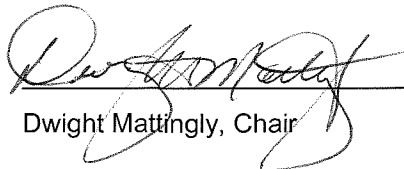
David Levine commented on several issues he had while driving the bus, the GPS system, the handicap button to the bus and visible conditions on the buses.

12. Board Member Comments

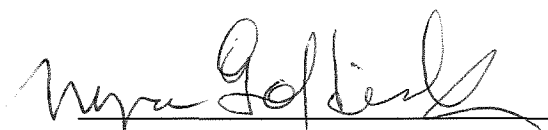
None

ADJOURNMENT: Adjourned at 3:22 P.M

Respectfully submitted,



 Dwight Mattingly, Chair



 Myra Goldick, Vice-Chair

Minutes are draft and subject to approval by the PTSB and signatures of Chair and Vice-Chair.