



## **Regional Transportation Technical Advisory Committee (RTTAC) Public Participation Subcommittee (PPS)**

### **Meeting Agenda**

**September 22, 2015 – 2:00 PM**

Broward Metropolitan Planning Organization  
100 W. Cypress Creek Road, Suite 850  
Fort Lauderdale, FL 33309

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- I. Call Meeting to Order and Welcome**
- II. Meeting Minutes Approval – August 25, 2015**
- III. November 6<sup>th</sup> 2040 RTP “Rollout” Event Discussion – Working Session**
  - a. Event Set-up Materials i.e. lecterns, audio, tables, chairs, banners, generator, food and drinks
  - b. Save the Date Announcement – Post on Social Media
  - c. Staffing List and Roles – TriRail Tickets for Riding Outreach Staff
  - d. Event Invitation – Send out October 19<sup>th</sup>?
    - i. Who, what, where, when, and why
    - ii. Sponsor Logos
    - iii. General info about speakers?
    - iv. Social Media and Media Advisories
  - e. Confirmation of Speakers
    - i. Moderators – MPO Directors
    - ii. Opening Remarks – Respective SEFTC Member
    - iii. Federal Team Representative
    - iv. FDOT Secretaries or designees
    - v. SFRTA Executive Director or designee
  - f. Outreach Handout
    - i. 2040 RTP and Regional Education Information
    - ii. Raffle on back confirmation
    - iii. Cost for “fan-like” handouts
- IV. Next Meeting – TBD**
- V. Adjournment**



Regional Transportation  
Technical Advisory Committee (RTTAC)  
Public Participation Subcommittee (PPS)

***August 25, 2015 Meeting Minutes***

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The following is a summary of the RTTAC Public Participation Subcommittee meeting held on August 25, 2015.

**MEETING TIME AND LOCATION**

Broward MPO at 2:00 p.m.

**MEETING PARTICIPANTS**

1. Elizabeth Rockwell, Miami-Dade MPO, [erockwell@miamidademppo.org](mailto:erockwell@miamidademppo.org)
2. Anthea Thomas, Broward MPO, [thomasa@browardmpo.org](mailto:thomasa@browardmpo.org)
3. Priscila Clawges, Broward MPO, [clawgesp@browardmpo.org](mailto:clawgesp@browardmpo.org)
4. Mike Ronskavitz, Broward MPO, [ronskavitzm@browardmpo.org](mailto:ronskavitzm@browardmpo.org)
5. Malissa Booth, Palm Beach MPO, [mbooth@PalmBeachMPO.org](mailto:mbooth@PalmBeachMPO.org)
6. Curlene Thomas, FDOT D6, [curlene.thomas@dot.state.fl.us](mailto:curlene.thomas@dot.state.fl.us)
7. Jorge Padron, FDOT D4, [gaspar.padron@dot.state.fl.us](mailto:gaspar.padron@dot.state.fl.us)
8. Loraine Cargill, SFRTA, [cargilll@sfrta.fl.gov](mailto:cargilll@sfrta.fl.gov)
9. Jessica Josselyn, Kittelson & Associates, Inc., [jjosselyn@kittelson.com](mailto:jjosselyn@kittelson.com)

**MEETING MINUTES**

The following is a summary of the key points discussed at the meeting. The comments have been organized by agenda topic. Underlined text highlights deadlines/schedules/and motions.

**I. Call to Order**

The meeting was called to order by Elizabeth Rockwell.

**II. July 21, 2015 Meeting Notes**

Elizabeth Rockwell asked for a motion to adopt the July 21, 2015 meeting notes. Motion to adopt the meeting notes was made by Curlene Thomas; seconded by Jorge Padron. The meeting notes were approved unanimously.

### III. 2040 RTP “Rollout” Event Discussion

The following was discussed as part of the rollout event:

- The event date of November 6<sup>th</sup> was confirmed along with the platform times below. All three SEFTC representatives were confirmed and will be available, at a minimum, for their respective platform event.

#### 2040 RTP Rollout Event

Tri-Rail Train Schedule	Outreach/Event Schedule
Board northbound P618 train to arrive at the Boca Raton Station at 10:38 AM	<ul style="list-style-type: none"> <li>• Traveling staff will board this train at their respective locations along the route to travel to the first Platform Event in Palm Beach County</li> <li>• No outreach will occur on this leg of the trip</li> <li>• <b>Palm Beach County Platform Event from 10:45 AM – 11:30 AM</b></li> </ul>
Board southbound P623 train (11:37 AM) to arrive at the Fort Lauderdale Airport Station at 12:17 PM	<ul style="list-style-type: none"> <li>• Outreach on the train will occur</li> <li>• <b>Broward County Platform Event from 12:25 PM – 1:10 PM</b></li> </ul>
<i>Lunch for traveling staff TBD</i>	
Board southbound P625 train (1:17 PM) to arrive at the Miami Airport Station at 2:00 PM	<ul style="list-style-type: none"> <li>• Outreach on the train will occur</li> <li>• <b>Miami-Dade County Platform Event from 2:15 PM – 3:00 PM</b></li> </ul>
Board either northbound P630 train (3:10 PM) or P632 train (3:50 PM) to return home	<ul style="list-style-type: none"> <li>• Traveling staff will board either train to return to home locations</li> <li>• No outreach will occur on this leg of the trip</li> </ul>

- Each subcommittee member was requested to develop a list of rollout event staff and their role for the event by the next meeting.
- Regarding audience, it was noted that the RTTAC will be invited but that each subcommittee member is also encouraged to distribute the event information to their individual databases. The bigger the attendance the better! Since the RTTAC does not include all airports and seaports, it was noted that each MPO may want to check with their seaports and airports should they wish too. Port Everglades will automatically be invited per them sitting on the RTTAC. Additional invitees included the MPO Boards, MPO Board committees, non-profit organizations, universities/colleges, FHWA/FTA representatives, etc. Regarding FHWA/FTA representatives, Curlene Thomas and Jorge Padron were asked to take the lead on contacting these agencies. Further discussion on the audience will be discussed at the next meeting.

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- A save-the-date will be developed by Kittelson. Jessica Josselyn and Anthea Thomas will work together on preparing a draft for the subcommittee's review. A final save-the-date is due by September 23, 2015.
  - A handout will be developed by Kittelson to distribute to Tri-Rail riders from 10:45 AM through 3:00 PM. Jessica Josselyn and Anthea Thomas will work together to develop the draft train handout. It was discussed that the handout should be something useful, such as a fan, to deter folks from throwing it away. It was also discussed that a raffle be incorporated into the handout to encourage folks to visit the website and take the SEFTC survey.
  - It was discussed that platform speakers may include SEFTC members, DOT secretaries or their designee, the SFRTA director or designee, and FHWA. Speakers will be confirmed at the next meeting.
  - FDOT press releases and media releases will be discussed at the next meeting. Social media sharing will also be discussed at the next meeting.
  - A SEFTC banner/board will be needed for the lecturns. Kittelson will be responsible for developing and printing these boards. Banners may also be an option at the events.
  - Curlene Thomas suggested that we incorporate Florida Atlantic University for the Boca Raton event. Curlene will reach out to Lisa Colmenares to discuss this opportunity and will follow-up with the subcommittee.
  - A discussion occurred regarding having refreshments at the platform events. After a lengthy discussion, the group concluded that State funds will not be used for this purpose. Mike Ronskavitz will speak with his colleagues to discuss potential other options for providing refreshments.
  - In terms of equipment, each MPO member was asked to check with their City public works representatives to determine if they have equipment that can be borrowed for the platform events. Jessica Josselyn was asked to check with South Florida commuter Services regarding their interest in sponsoring/donating equipment (i.e., microphones, lecturns, chairs, etc.).
  - Several items were requested of Loraine from SFRTA to look into for the event including:
    - May food trucks be utilized at each platform event?
    - Will Jack Stephens present at the platform event(s)?
    - May SFRTA provide pre-paid tickets to the event organizers that will be riding the train on November 6<sup>th</sup>?
    - As a last resort, if equipment is needed at the platform events, what does SFRTA have available for our use?
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- For printing needs, Malissa Booth will obtain quotes for “fan-like” handouts. Jessica Josselyn will work with SFRTA on obtaining ridership data that may help guide the quantity needs for the event.

#### **IV. Next Meeting**

The next RTTAC PPS meeting was scheduled for September 22, 2015 at the Broward MPO.

#### **V. Adjournment**

The meeting was adjourned by Elizabeth Rockwell.