

# Governing Board & Advisory Committee Orientation Handbook

2025



# Contents

The Palm Beach TPA.....	3
Governing Board & Committees.....	4
Funding.....	7
Life Cycle of a Project.....	8
Core Products.....	9
Transportation System.....	11
How To Get Involved & TPA Staff.....	13
Glossary & Acronyms.....	14

# The Palm Beach TPA

The Palm Beach Transportation Planning Agency (TPA) is the federally designated Metropolitan Planning Organization (MPO) for Palm Beach County, Florida. It is responsible for coordinating regional transportation planning and programming of federal and state transportation funds.

Federal law requires that every urbanized area with a population of 50,000 or more have an MPO to coordinate transportation planning and prioritize the use of federal and state transportation funds.

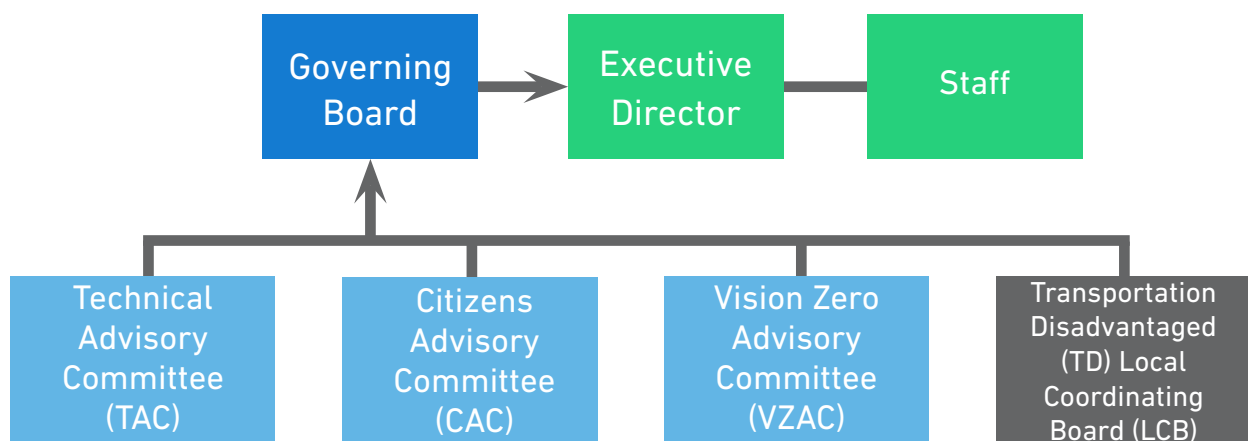
The TPA fulfills this role by bringing together local governments, transportation agencies, and the public to develop a shared vision for the future of the county's transportation network. The agency is funded through a combination of federal and state grants, as well as local member contributions based on population. To ensure transparency and accountability, the TPA undergoes an annual independent audit and regular certification reviews by federal and state agencies.

Transportation projects are planned and prioritized through a comprehensive and collaborative process. The TPA identifies long-term transportation needs and strategies in its 25-year Long Range Transportation Plan (LRTP). Projects are then ranked in the List of Priority Projects (LOPP) and programmed for funding in the five-year Transportation Improvement Program (TIP). Public engagement is a cornerstone of this process, guided by the agency's Public Participation Plan (PPP). The TPA's activities are supported by a two-year operating budget outlined in the Unified Planning Work Program (UPWP).

The TPA Governing Board is composed of elected officials from across Palm Beach County, representing local municipalities, the County Commission, and key transportation partners. The Board is supported by three advisory committees that provide technical and community input.

In addition to its MPO responsibilities, the TPA serves as the Designated Official Planning Agency (DOPA) for the Florida Commission for the Transportation Disadvantaged (CTD). In this role, the TPA administers the Transportation Disadvantaged Local Coordinating Board (TD LCB) to improve mobility for individuals who are elderly, disabled, or economically disadvantaged.

The TPA is led by an Executive Director and a team of professionals specializing in transportation planning, public involvement, finance, and administration, all working to advance a safe, efficient, connected, and multimodal transportation system for Palm Beach County.





# Governing Board

The TPA Governing Board is composed of 21 locally elected officials appointed according to federal regulations and Florida State Statutes, which prescribe the number and balance of governmental entities represented based on population size. The Board consists of 15 elected officials from larger municipalities, five of the seven Palm Beach County Commissioners, and one elected official from the Port of Palm Beach.

The Board includes:

- City of Belle Glade
- City of Boca Raton (2 Seats)
- City of Boynton Beach
- City of Delray Beach
- City of Greenacres
- City of Lake Worth Beach
- City of Palm Beach Gardens
- City of Riviera Beach
- City of West Palm Beach (2 Seats)
- Palm Beach County Commission (5 Seats)
- Port of Palm Beach
- Town of Jupiter
- Village of Palm Springs
- Village of Royal Palm Beach
- Village of Wellington
- District 4 Secretary  
FDOT Non-Voting Advisory Member



## Mission

To collaboratively plan, prioritize and fund the transportation system.

# Board Roles & Responsibilities

## Meeting Schedule

The Governing Board typically meets on the third Thursday of most months at 9:30 a.m. The Chair may cancel meetings if there is insufficient agenda business or likely lack of quorum. The official meeting calendar is published on the TPA website.

## Attendance

Board Representatives are expected to attend all regular meetings. If unable to attend, Representatives must notify the TPA at least 24 hours in advance and inform their designated Alternate. Failure to provide notice or to have an Alternate attend is an unexcused absence.

If a Representative or their Alternate misses three consecutive regular meetings, the Executive Director will notify the Member Agency, detailing the absences and requesting reaffirmation or reappointment of the Representative.

## Responsibilities

Board Representatives are charged with approving core TPA products and setting agency policy. To support these duties, Representatives are encouraged to participate in training offered by the Florida Metropolitan Planning Organization Advisory Council (MPOAC) Institute and attend relevant transportation conferences.

The Board may form committees of at least three Representatives to focus on specific subject areas and report back to the full Board.

## Officer Elections

Each December, the Governing Board elects a Chair, Vice Chair, and three at-large members to serve on the Executive Committee for the following year. The Executive Committee meets at least annually to review agency performance and the draft Strategic Plan.

Officers are elected by a majority vote of those present. The Chair presides over the Board meetings and signs official TPA documents. If the Chair is absent, the Vice Chair assumes these duties. Should both be absent, the Representatives present elect a Chair Pro-Tem to preside.

The Chair and Vice Chair serve as the TPA's representatives to the Southeast Florida Transportation Council (SEFTC) and the MPOAC quarterly meetings.

## Officer Eligibility

- The Chair must have served as a Board Representative for at least one year before election.
- All officers must have completed MPOAC Institute training for elected officials, attended a National Association of MPOs (AMPO) conference, or completed equivalent training.
- The Board may waive training requirements by majority vote.

For more details about the TPA Governing Board, please visit [PalmBeachTPA.org/Board](https://PalmBeachTPA.org/Board).



## Vision

A safe, efficient and connected multimodal transportation system.

# Advisory Committees & Local Coordinating Board

The Palm Beach TPA is supported by three advisory committees that provide input and recommendations on transportation planning matters. These committees comprise technical experts, partner agency representatives, and community members. Additionally, the TPA administers the Transportation Disadvantaged Local Coordinating Board (TD LCB). TPA staff serve as liaisons to each advisory committee and the TD LCB, ensuring effective communication and coordination.

## Technical Advisory Committee (TAC)

The TAC provides technical review and makes recommendations to the TPA Governing Board regarding transportation plans, programs, studies, and other appropriate documents and regional transportation issues. It is composed primarily of planners and engineers representing local governments, aviation departments, seaports, public transit agencies, the School District, and other entities as designated by the Governing Board. The committee meets on the first Wednesday of most months at 9:30 a.m. For more details about the TAC, please visit [PalmBeachTPA.org/TAC](https://PalmBeachTPA.org/TAC).

## Citizens Advisory Committee (CAC)

The CAC provides a citizens' review and makes recommendations to the TPA Governing Board regarding transportation plans, programs, studies, and other appropriate documents and regional transportation issues. Members are appointed by the Governing Board based on special designations required by Section 339.175(8)1., Florida Statutes, and other categories determined by the Governing Board. The committee meets on the first Wednesday of most months at 1:30 p.m. For more details about the CAC, please visit [PalmBeachTPA.org/CAC](https://PalmBeachTPA.org/CAC).

## Vision Zero Advisory Committee (VZAC)

The VZAC advises on pedestrian and bicycle safety and helps advance initiatives from the TPA's Vision Zero Action Plan. Members are appointed by the TPA Governing Board and include planners from county and municipal governments, the School District, health department, law enforcement, and bicycle advocacy groups. The committee meets at 9:30 a.m. on the first Thursday of select months. For more details about the VZAC, please visit [PalmBeachTPA.org/VZAC](https://PalmBeachTPA.org/VZAC).

## Transportation Disadvantaged (TD) Local Coordinating Board (LCB)

The TD LCB focuses on the transportation needs of Palm Beach County's disadvantaged populations—including older adults, persons with disabilities, low-income individuals, and at-risk children. Its primary responsibility is to plan for and evaluate the paratransit services provided by Palm Tran Connection, reviewing pricing, service quality, safety, and eligibility on a quarterly basis. The TPA Governing Board appoints an elected official as Chair. Membership, established in accordance with Rule 41-2.012(3)(a-p), F.A.C., includes citizen advocates, riders, and agency representatives. The TDLCB meets quarterly at 2 p.m.

For more details about the TD LCB, please visit [PalmBeachTPA.org/LCB](https://PalmBeachTPA.org/LCB).





# Funding

Transportation projects and services are primarily funded through four main sources: federal gas tax, state gas tax, local gas tax, and toll revenues.

## Federal Funding

Federal transportation funding is authorized through major legislation such as the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL). Signed into law in November 2021, the IIJA commits \$550 billion over fiscal years 2022–2026 for nationwide infrastructure investment. Funding may be needs-based, formula-driven, or competitive. Federal funds allocated to Palm Beach County are planned collaboratively by FDOT, local agencies, and the TPA, supporting projects listed in the TPA's List of Priority Projects.

Federal planning (PL) funds primarily support the TPA's daily transportation planning operations, with activities outlined in the Unified Planning Work Program (UPWP).

Learn more at [FHWA.DOT.gov/Infrastructure-Investment-and-Jobs-Act](https://FHWA.DOT.gov/Infrastructure-Investment-and-Jobs-Act).

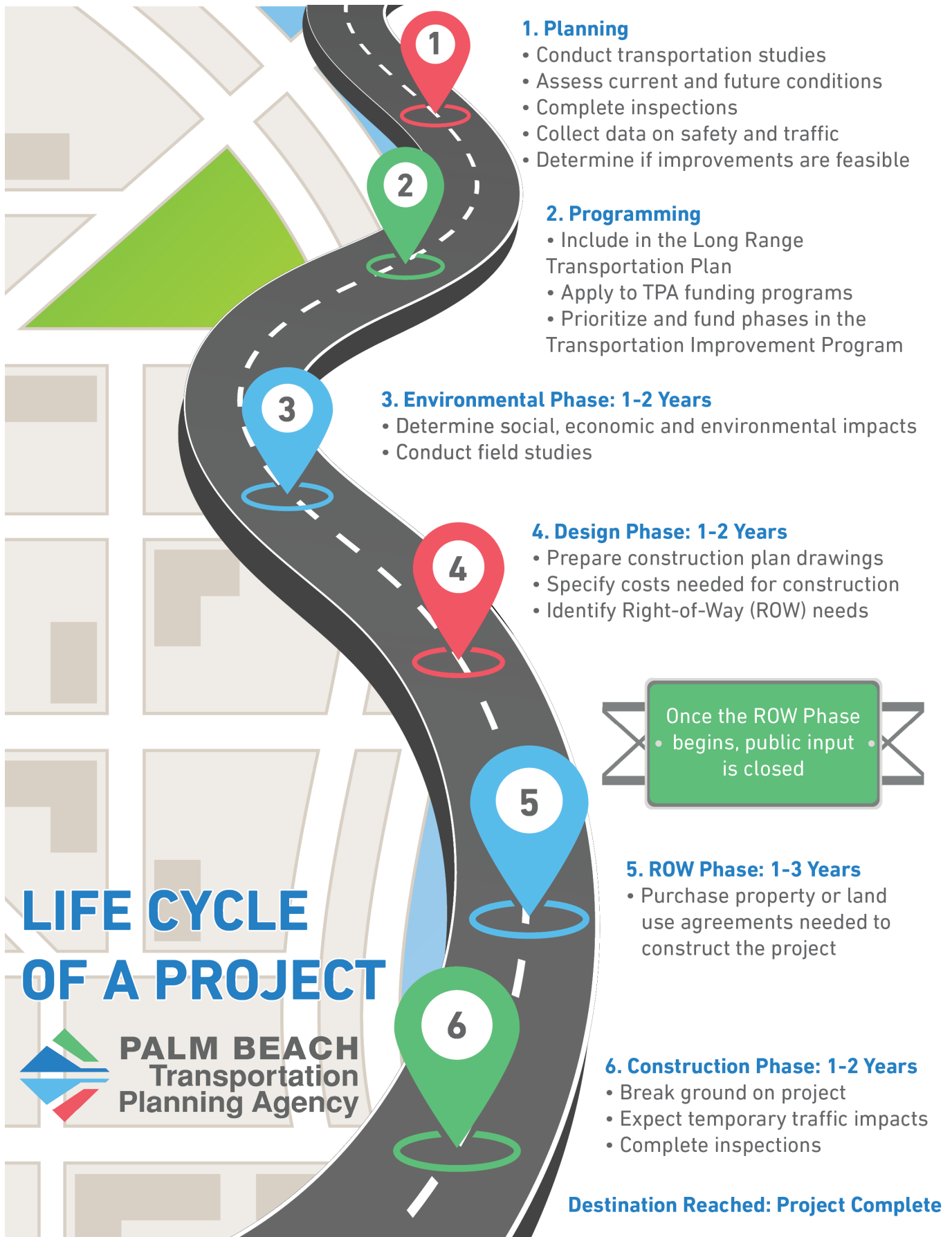
## State Funding

State transportation funding is authorized annually by the Florida Legislature, mostly derived from state gas taxes. The majority of these funds are programmed back into the counties where the taxes are collected, with additional allocations available through needs-based and competitive programs.

## Project Life Cycle

Transportation projects vary in complexity and timeline. Some projects can be completed quickly, while others may take years to progress from planning through construction. The TPA is involved throughout the project life cycle to ensure successful completion. An overview of the project life cycle is provided on the next page.







# Core Products

The TPA produces several federally required planning documents that guide transportation investments in Palm Beach County. These “core products” shape both short- and long-term decision-making.

## Long Range Transportation Plan (LRTP)

Updated every five years, the LRTP identifies transportation projects and programs over a 25-year planning horizon. It includes a Cost Feasible Plan, featuring projects with identified funding sources, and an Illustrative List of additional priorities that lack committed funding but are supported by the TPA.

The LRTP forecasts travel demand and outlines strategies to efficiently move people and goods throughout Palm Beach County using state and federal funds. The current 2050 LRTP was adopted in December 2024 and is available at [PalmBeachTPA.org/LRTP](https://PalmBeachTPA.org/LRTP).

The TPA's LRTP is incorporated into the Southeast Florida Regional Transportation Plan (RTP), developed in coordination with Broward and Miami-Dade MPOs. Learn about the 2050 RTP at [SEFTC.org](https://SEFTC.org).



## List of Priority Projects (LOPP)

As required by Section 339.175(8), F.S., the TPA annually adopts a prioritized list of projects from the LRTP to guide FDOT's development of its Five-Year Work Program. The LOPP reflects the goals and values of the LRTP and is typically adopted in July. View it at [PalmBeachTPA.org/Priorities](https://PalmBeachTPA.org/Priorities).

FDOT uses the LOPP to prepare its Draft Tentative Work Program, which is presented to the public and the TPA Governing Board for review in October or December.

## Transportation Improvement Program (TIP)

The TIP allocates funding to transportation projects over a five-year period. It includes all regionally significant transportation investments—across all modes—in Palm Beach County. The TIP is based on FDOT's Work Program and developed through a continuing, cooperative, and comprehensive planning process. It is adopted annually in June. View the TIP at [PalmBeachTPA.org/TIP](https://PalmBeachTPA.org/TIP).

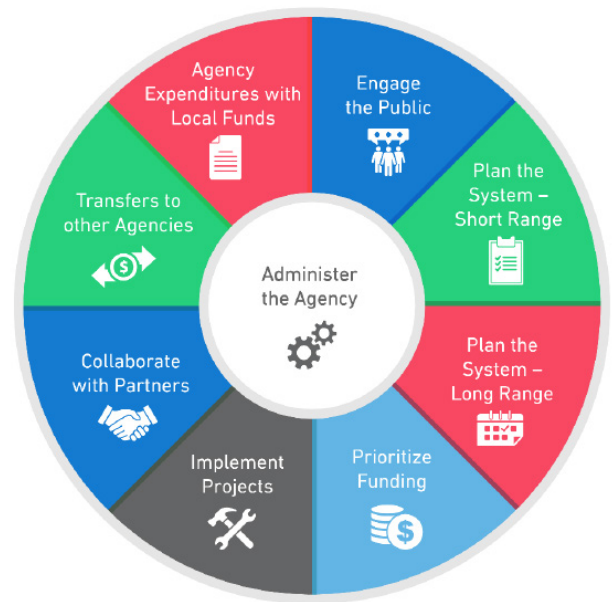
The Palm Beach TPA's core products shape how the agency works each day. Each of these documents are a critical part of transportation planning in Palm Beach County and the South Florida region.

## Public Participation Plan (PPP)

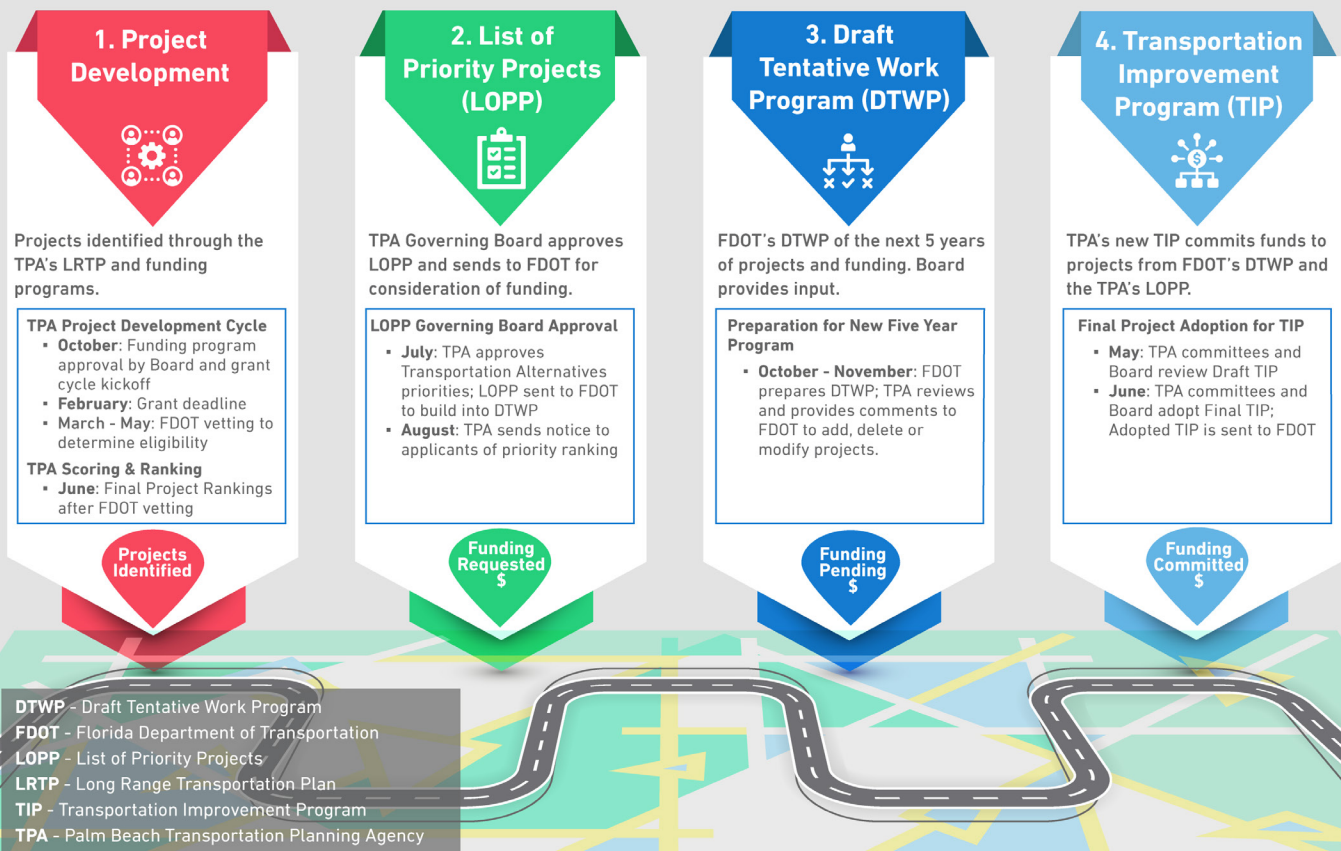
The PPP outlines how the Palm Beach TPA engages the public in the transportation planning process for Palm Beach County and the Miami Urbanized Area. It ensures the process is transparent, inclusive, and accessible — providing clear information, timely notice, and opportunities for public involvement early and throughout. View the PPP at [PalmBeachTPA.org/PPP](http://PalmBeachTPA.org/PPP).

## Unified Planning Work Program (UPWP)

The UPWP defines the TPA's two-year planning work and serves as the agency's operating budget. It identifies specific tasks and activities to be completed using federal, state, and local planning funds. View the UPWP at [PalmBeachTPA.org/UPWP](http://PalmBeachTPA.org/UPWP).



# Transportation Improvement Program Development Process



# Transportation System

The TPA works with local, state, and federal partners to plan, prioritize, and fund a comprehensive transportation network, including roads, public transit, air, sea, freight, and rail systems.

## Roadway Owners

### Florida Department of Transportation (FDOT)

State highways and multimodal coordination

[FDOT.gov](https://www.fdot.gov) | [D4FDOT.com](https://www.d4fdot.com)

### Palm Beach County Engineering

County roads and traffic operations.

[PBCGov.org/Engineering](https://www.pbcgov.org/Engineering)

### Local Municipalities

Local road infrastructure

## Transit Providers

### Palm Tran

Countywide fixed-route and paratransit service

[PalmTran.org](https://www.palmtran.org)

### South Florida Regional Transportation Authority (SFRTA)

Operates Tri-Rail commuter rail

[Tri-Rail.com](https://www.tri-rail.com)

### Amtrak

National intercity passenger rail

[Amtrak.com](https://www.amtrak.com)

### Brightline

Private higher-speed intercity rail service between Miami and Orlando

[GoBrightline.com](https://www.go-brightline.com)

**Micromobility services:** Find additional first/last-mile options at [PalmBeachTPA.org/Transit](https://www.palmbeachtpa.org/Transit)

## Freight and Rail

### Florida East Coast (FEC) Railway corridor

### CSX Railway

**South Central Florida Express (SCFE)** - operated by U.S. Sugar in western Palm Beach County

[FECRWY.com](https://www.fecrwy.com) | [CSX.com](https://www.csx.com) | [USSugar.com](https://www.ussugar.com)

## Airports

**Palm Beach International Airport (PBI)** and three other general aviation airports

[PBCGov.org/Airports](https://www.pbcgov.org/Airports)

## Seaport

### Port of Palm Beach

An independent special taxing district and a key hub for international trade

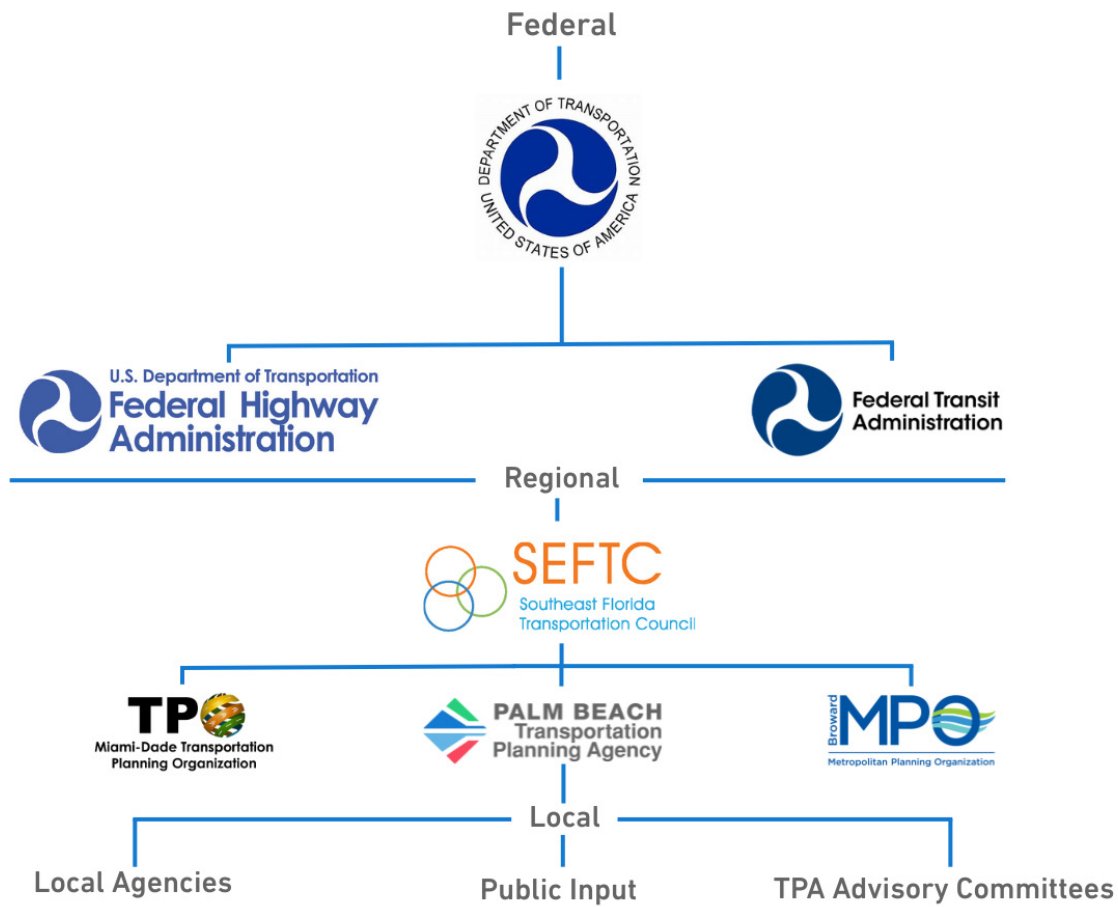
[PortofPalmBeach.com](https://www.portofpalmbeach.com)





# Regional Collaboration

The Palm Beach TPA collaborates with a network of local, regional, state, and federal partners to plan, prioritize, and fund an integrated transportation system. These partnerships are essential to ensuring that both local transportation needs and regional travel demands are met through coordinated planning and investment.



## Southeast Florida Transportation Council (SEFTC)

A regional partnership between the Palm Beach TPA, Miami-Dade TPO, and Broward MPO, SEFTC ensures coordinated planning for the Miami Urbanized Area. [SEFTC.org](https://seftc.org)

## U.S. Department of Transportation (USDOT)

USDOT oversees national transportation safety, mobility, and infrastructure investment. [Transportation.gov](https://transportation.gov)

## Federal Highway Administration (FHWA)

FHWA supports state and local agencies in developing the national highway system through funding, research, and technical assistance. [Highways.DOT.gov](https://highways.dot.gov)

## Federal Transit Administration (FTA)

FTA funds and oversees the public transit systems across the U.S., including local bus and rail networks. [Transit.DOT.gov](https://transit.dot.gov)

# Get Involved!



## VISIT THE WEBSITE

Find ways to get involved and share feedback at [PalmBeachTPA.org/Resources](https://PalmBeachTPA.org/Resources).



## FOLLOW THE TPA ON SOCIAL MEDIA

Facebook, X, Instagram and YouTube: @PalmBeachTPA

LinkedIn: [LinkedIn.com/company/PalmBeachTPA](https://LinkedIn.com/company/PalmBeachTPA)



## EMAIL

General Inquiries: [Info@PalmBeachTPA.org](mailto:Info@PalmBeachTPA.org)

Public Involvement, Title VI, Limited English Proficiency:

Melissa Eble, [MEble@PalmBeachTPA.org](mailto:MEble@PalmBeachTPA.org)



## CALL

561-725-0800 - Office Hours: 8 a.m. - 5 p.m. | Monday - Friday



## VISIT THE OFFICE

301 Datura Street, West Palm Beach, FL 33401



## ATTEND AN EVENT

The TPA hosts and participates in events throughout the year, from bicycle rides to public workshops and more, attending these events is a great way to get involved.

Learn more at [PalmBeachTPA.org](https://PalmBeachTPA.org).



## SIGN UP FOR THE TPA NEWSLETTER

Visit [PalmBeachTPA.org/subscribe](https://PalmBeachTPA.org/subscribe) to sign up for the biweekly Transportation Tuesday newsletter and read past newsletters.



# LIST OF ACRONYMS USED IN TRANSPORTATION PLANNING

ADA.....	Americans with Disabilities Act
AMPO.....	Association of Metropolitan Planning Organizations
BRT .....	Bus Rapid Transit
CAC .....	Citizens Advisory Committee
CST .....	Construction Phase
CSX .....	Chessie Seaboard Consolidated Transportation Railroad
CTD .....	Florida Commission for the Transportation Disadvantaged
DOPA .....	Designated Official Planning Agency
DOT .....	Department of Transportation
DTWP .....	Draft Tentative Work Program
ENV .....	Environmental Phase
FDOT.....	Florida Department of Transportation
FECR.....	Florida East Coast Railway
FHWA .....	Federal Highway Administration
FTA.....	Federal Transit Administration
LEP .....	Limited English Proficiency
LOPP.....	List of Priority Projects
LRTP.....	Long Range Transportation Plan
LRT .....	Light Rail Transit
MNT .....	Maintenance Phase
MPO .....	Metropolitan Planning Organization
MPOAC .....	Metropolitan Planning Organization Advisory Council
O&M .....	Operations and Maintenance
PD&E .....	Project Development and Environment
PE.....	Preliminary Engineering Phase
PED .....	Pedestrian
PLN.....	Planning Phase
PM.....	Performance Measures
ROW .....	Right-of-Way Phase
RRR.....	Resurfacing, Restoration and Rehabilitation project
RTP .....	Regional Transportation Plan
SEFTC.....	Southeast Florida Transportation Council
SFRTA.....	South Florida Regional Transportation Authority
SIS .....	Strategic Intermodal System
SRTS.....	Safe Routes to Schools
STBG.....	Surface Transportation Block Grant
STTF .....	State Transportation Trust Fund
SU .....	Surface Transportation Program – Urban Area
TA.....	Transportation Alternatives
TAC.....	Technical Advisory Committee
TD LCB .....	Transportation Disadvantaged Local Coordinating Board
TDM .....	Transportation Demand Management
TIP.....	Transportation Improvement Program
TOD .....	Transit Oriented Development
TPK .....	Florida's Turnpike Authority
UPWP .....	Unified Planning Work Program
VZAC.....	Vision Zero Advisory Committee



