

**MARTIN METROPOLITAN PLANNING ORGANIZATION
LOCAL COORDINATING BOARD FOR THE TRANSPORTATION
DISADVANTAGED**

Martin County Administration Building
4th Floor Workshop Room
2401 SE Monterey Road
Stuart, FL 34996
(772) 221-1498

Monday, June 2, 2014 @ 10:00 A.M.
MINUTES

1. CALL TO ORDER – The meeting was called to order at 10:04 AM by Chair Eula Clarke.

2. ROLL CALL

Eula Clarke, Chair
Anthony Reese
Kelly Martes
Krista Brewer
Lois Krom
Dalia Dillon
Angela Van Etten
Nancy Weizman
Harry Hernandez
Steven Wolfberg

EXCUSED

Suzanne Desposati
Phyl Weaver

ABSENT

Donna Mihok

STAFF IN ATTENDANCE

Beth Beltran, MPO Administrator
Lukas Lambert, Associate Transit Planner
Margaret H. Brassard, Administrative Assistant II
Bonnie Landry, Senior Planner

OTHERS IN ATTENDANCE

Don Donaldson, Engineering Director
Lisa Sanders, Medical Transportation Management (MTM)
Matthew McBride, MV Transportation
Vikas Jain, T. Y. Lin
Diane Moore, Martin County

A quorum was present for this meeting.

3. APPROVE AGENDA

A motion was made by Mr. Steve Wolfberg to approve the agenda. The motion was seconded by Ms. Lois Krom. Ms. Angela Van Etten expressed that she didn't want the Agenda changed but she took exception to the omission of the Board's request for an inclusion in the Agenda package for a report from Martin County Public Transit. She stated that she read the entire document but she only saw a letter from Mr. Donaldson, there is no report in the Agenda Package from Martin County Public Transit, and she will reserve her comments until that agenda item is called. **There were no objections. The motion passed unanimously.**

4. APPROVE MINUTES

Mr. Harry Hernandez made a modification to the minutes from page two paragraph one in that his firm name *CareerSource Research Coast/Workforce Solutions*, stating that Workforce Solutions is no longer in the title.

Ms. Van Etten inquired why the document she provided to the Board with her comments regarding getting information from Martin County Public Transit (MCPT) at the May 3, 2014 meeting was not attached to the minutes. It was advised that documents are not attached to the minutes they are included with the Agenda Packet which contains all handouts, minutes and anything related to the meeting. Ms. Van Etten requested that this particular item be attached to the minutes. She said that she would request that her comments be attached to the minutes because the handout led to the Board unanimously agreeing to get a report from MCPT. Ms. Beltran clarified that all of the minutes are summary not verbatim, and if this is to be included, the minutes should not be approved today. She explained that when something is included in the Agenda Package it would be placed under "Notes"; something written that is brought to a meeting is included in the file maintained in the office. Ms. Beltran stated if Ms. Van Etten would like her comments in an Agenda Package so the public can see it on the website, it could be listed under "Notes" as part of the Agenda. Ms. Van Etten reiterated that it goes with the minutes of the March meeting and if it is placed in the September Agenda under "Notes" it will not make any sense. Ms. Clarke confirmed that the handout provided at the March meeting would be in the March file for the record [which consists of the Agenda, the Minutes any handouts, everything related to that meeting]. Ms. Van Etten is of the opinion that there is a misunderstanding as to what the whole request is about and what the Board approved. She stated that it is critical that the information should be on the record. Ms. Clarke stated that the minutes should be accepted if there is a motion made. Mr. Donaldson can address the issue when we get to it on the Agenda. Ms. Beltran said if no one desires to move the minutes we can take them back and have verbatim minutes under public comments if that would make you feel more comfortable. Ms. Van Etten stated that she's not requesting verbatim minutes; it was a one page hand out which should not be summarized as it went along with her oral comments which were well documented in the minutes. Ms. Beltran stated that we could wait to approve the minutes until the next meeting and if the Board moves to attach the handout to the March 3, 2014 minutes then it will be in the Agenda

package for the next meeting. Ms. Van Etten said her original request was that the handout be attached to those minutes. Ms. Beltran stated that typically nothing is attached to the minutes, but they can be if that is the desire of the Board.

A motion was made by Ms. Angela Van Etten to bring to the August meeting for approval, the minutes of the March 3, 2014, meeting with her attached comments which were provided to the Board at that meeting, as well as the modification to the name of the CareerSource Research Coast. A second was provided by Ms. Krista Brewer who accepted the modifications. Mr. Wolfberg asked if the handout was reviewed by the Board to which Ms. Van Etten confirmed. He queried why the minutes would have to be postponed if the document had been reviewed by the Board. Ms. Beltran stated that when solicited nobody made a motion to approve the minutes with the attachments. (The original motion was withdrawn in order to allow for a new motion.) **Mr. Wolfberg made a motion to approve the March 3, 2014 meeting minutes with the attachment of the one page handout provided by Ms. Angela Van Etten during the Board Comments at that meeting. The motion was seconded by Ms. Dalia Dillon. The vote was called. The motion passed unanimously.**

5. AGENDA ITEMS

A. 2014-2023 TRANSIT DEVELOPMENT PLAN (TDP) – MAJOR UPDATE

Mr. Luke Lambert gave a brief history of the Transit Development Plan (TDP) noting that this plan has a ten year horizon and is intended to develop an effective multimodal system. Mr. Lambert introduced the consultant, Mr. Vikas Jain, from T. Y. Lin, Inc. to present this item. Mr. Jain advised that he originally presented this to the Board in August and again in December, 2013. (See handout). He stated that this summarizes what they have been working on over the past year. This includes transit demand, needs assessment, vision statement, goals, objectives, evaluation process, performance measures and recommendations for implementation over the next six months. Mr. Jain stated that they evaluated and have identified plan alternatives, financial analysis, and recommendations. Mr. Jain noted the existing transit service has three fixed routes throughout the County. He advised that there are 40 stops with a ridership of approximately 44,000 annually with 9,400 service hours with an operating cost of \$478,000 exclusive of the operating cost of the complimentary American's with Disabilities (ADA) service which is about \$350,000 annually. Mr. Jain stated that there are two components in the assessment process: the Technical Analysis and the Public Outreach. Mr. Jain continued with his presentation advising that the analyses they performed were the Six Year Trend, Peer Review in 2011 as well as Existing Transit Service Performance. Mr. Jain noted that the second component in the assessment process is public outreach. There were three public workshops held throughout the County in December. Participants were asked to choose from a list of the following improvements: more frequent bus service, new routes, weekend service, branding/marketing, fare structure changes and improved access to bus stops, on-board amenities and addressing ADA services. Ms. Van Etten asked for more information about ADA services. Mr. Jain stated that the County is evaluating any deficiencies in the service in terms of bus stop improvements to comply with the ADA compatibility requirements. Mr. Lambert said that all comments received were regarding the actual bus

stops, sidewalks and ramps. Mr. Jain advised that Stakeholder interviews were conducted in January and February. These included elected officials, community leaders, and key agency personnel. Both riders and non-riders were surveyed on transit needs. Increasing public awareness of the system was a resounding factor. Ms. Clarke inquired if any particular area in Stuart requested a strong need for new service? Mr. Jain said that Palm City indicated a real need as did Hobe Sound. Ms. Van Etten stated in the Stakeholder interviews that Jensen Beach also was included in that need for new service but that it is not being recommended at this time. Mr. Lambert advised that it is on one of the alternative routes and that there is an entire Hutchinson Island route in the report. Mr. Wolfberg inquired as to the definition of "headway". Mr. Jain stated that it is the time between buses at a given stop. He read the vision statement and continued with his presentation. Ms. Clarke asked when this will go into effect. Mr. Lambert stated that the TDP will need to be recommended by this committee to the MPO Board with the intention that the Board adopts the Plan. Mr. Lambert said once the TDP has been adopted, the top items can become a part of the Long Range Transportation Plan (LRTP) and be in line to receive funding. He said that possibly as additional funding becomes available more projects can move forward. Ms. Van Etten said that the plan looks very good and the financial information is very explicit. She stated that it depicts how much money is needed, in what year. It even suggests how the funds may be obtained. Mr. Donaldson requested that the committee remember that the transit operations is run, as well as funded by, the Board of County Commissioners (BOCC). In order to fully implement this plan it would need to have increased revenue approved by the County Commissioners. He added that there has not been an increase in public transit funds in approximately five years. Mr. Donaldson stated that while the MPO has assisted in acquiring capital funds to assist the County in the purchase of bus shelters, in order to implement the plan, the BOCC will have to appropriate the necessary funds to expand the routes and improve the service. Mr. Jain discussed the six Key Performance Measures. He noted that these Key Measures stemmed from the TBEST Program which is a Florida Department of Transportation (FDOT) approved tool used by all transit agencies in development of the TDPs. Mr. Jain explained how the TBEST Program works to model the current and projected trips/stops and how it can be programmed for the entire system of each individual community. Ms. Clarke asked for the length of time between stops for the Treasure Coast Connector (TCC). Mr. Lambert explained that there are two buses making it be approximately every 50 minutes. Ms. Clarke asked for the approximate riders brought into Martin from Port St. Lucie (PSL). Mr. Jain said it is incorporated in the spreadsheet. He stated that the three Financial Analysis Scenarios are the Current Trend, Alternative and Aggressive. He said the Current Trend only implements the low cost capital projects; the Alternative Scenario would require some additional funding source possibly a millage rate, additional funds from the General Revenue or a new MSTU which would fund the full capital improvements, noting the Aggressive Scenario would accommodate a high level of transit, being the most costly, as it implements the full capital improvement plan inclusive of adding frequency and new routes. Ms. Van Etten appreciated that potential funding sources were included as well as the ADA. Mr. Jain pointed out that there is a deficit in the early years due to the purchase of new buses, but there is a surplus in the outer years balancing it out. Mr. Jain said that transit definitely needs to be increased but the funding source will be either a combination of

increasing the millage or a new dedicated transit source. The recommendation was delineated annually over a ten year period, beginning with a marketing plan and branding. It progressed showing developments through 2023, building on and from the existing bus service, into suggestions of long term improvements. Mr. Jain said that some improvements like frequency could be funded through the LRTP or Flex funds from FDOT. Mr. Jain offered the next steps toward the finalization of the TDP and asked for questions and comments. Ms. Clarke asked how many public meetings they plan to undertake. Mr. Lambert answered that the final public hearing is the BOCC meeting in July, but this will be going to the other two MPO Advisory Committees and the MPO Board within the next couple of weeks. Mr. Wolfberg inquired if Martin Health System had been approached during the public meetings. There are approximately 2,000-2,500 people who could potentially utilize mass transit but the hours would have to be more flexible as the majority would begin at 7:00 AM and end at 7:00 PM to cover two shifts. He advised that currently they are doing a "Feasibility, Ridership Interest Survey" inside the hospital with St. Lucie County mass transit. Mr. Lambert advised that MCPT already operates from 7:00 AM to 7:00 PM. He added that an hour expansion could possibly be included at a later date in an effort to facilitate this potential need. Mr. Lambert added that the County has been entertaining the idea of expanding the park and ride on Community Drive. Mr. Wolfberg added that they have 13 off sites as well. Mr. Jain stated that under Branding and Marketing, there is a specific objective which has a performance measure related to it. Ms. Van Etten said she was very impressed by the report. She especially liked how the work was presented; it was well received at the County Commission and she does not believe the report will sit on a shelf. She stated, however, that she was very disappointed in that there was no stakeholder representation from the medical community, senior or elderly persons, low income, or those with disabilities, basically the non-profits. She requested that the report include input from these groups. She stated that they didn't have access to the survey as they were not on the bus, most have no internet access, and they could not attend the public hearings as they were held in the evenings when there is no public transportation. Ms. Van Etten said that it is a glaring gap in the study which otherwise is a very informative document. She mentioned that she had requested at the last meeting, that a public hearing be held during the day so that these communities would have transportation to attend. Mr. Lambert advised that Mr. Harry Hernandez was on the project steering committee and performed a stakeholder interview. He said that Mr. Hernandez provided the MPO with access to the Workforce's mobile unit to get surveys and speak to people who came to the mobile unit, plus the surveys and flyers were located in the public libraries. Mr. Lambert also advised that Ms. Beltran and he met with people from the United Way so there was outreach to some non-profits. Ms. Van Etten stated that it wasn't listed in the report so she was unaware of this outreach. She added that it should be included on the report as it is important, even though United Way doesn't provide direct service to people; they are involved in the funding area. Ms. Krom stated that some of these recommendations are already implemented; there are more frequent stops so her wait time going to/from Publix has been shortened. Ms. Krom stated that it's nice that the Treasure Coast Connector does provide a service to other Counties, however, the main focus should be on the local residents, noting that people residing on the East side of US 1 are inconvenienced as they are required to take two buses to get to shopping. She reminded the committee that in the

past the Stuart Shuttle went to Walmart from East Ocean, but it doesn't anymore. Ms. Krom said very little was added to benefit the residents in the East Ocean area. She advised that with transfers, Stuart residents pay twice to get from East Ocean to the U.S. 1 Wal-Mart, whereas St. Lucie residents do not. Ms. Krom is of the opinion that Stuart residents are often forgotten. She said there is talk about getting people to work, but what about the elderly and the disabled. Ms. Krom commented that a stop was canceled because allegedly it wasn't used. She advised that the Shuttle previously went to the Marriott and she would go there three times a week, three on and three off. She mentioned that there were people who would walk to that stop to go to downtown, and then there are stops that no one has used in years. Ms. Krom was confused as to what determines which stops to remove. It was affirmed to Ms. Clarke that all buses have a minimum of two locations for wheelchair tie downs. Ms. Clarke asked Ms. Sanders if Ms. Krom has registered for service through MTM. Ms. Sanders advised that she spoke to Ms. Krom just last week. Ms. Krom said that she did have an unfortunate experience with MTM once, but she's willing to try again. She said she has been supplied with another application which requires completion by a physician; however, it can take months to get an appointment with her physician. Ms. Sanders said that they had discussed using her ADA application which can be used in the interim to which Ms. Krom agreed. Mr. Lambert stated that a motion recommending this plan to the MPO Board would be appreciated.

A motion to forward the Transportation Development Plan (TDP) for approval of the MPO Board was made by Mr. Tony Reese. The motion seconded by Mr. Steven Wolfberg. The vote was called and the motion passed unanimously.

B. CTC QUARTERLY REPORT

Every quarter MTM, the Community Transportation Coordinator (CTC) for Martin, presents a report to demonstrate they have provided public advertisements and outreach. Ms. Lisa Sanders provided the quarterly report for January to March, 2014. Ms. Sanders advised of the recent Legislative Day, where the CTC provided outreach to the Legislators. She advised of the TD-steering committee meeting which was held with participants from Indian River, Palm Beach and St. Lucie Counties to improve TD services across County lines. Ms. Sanders provided an update on the Volunteer Program and advised that MTM has partnered with Volunteers in Medicine and MCPT to provide bus passes for the homeless population. She advised that recently a committee has been started with the Salvation Army, other foundations and entities to provide assistance to homeless members to help obtain transportation to doctor appointments. Ms. Sanders provided photos from the TD Legislative Day. She noted that there was a total of 3,175 calls and a total of 3,103 answered; an abandonment rate of 2.27% which is below the 5% goal; 2,846 trips were performed under the TD Program which is 55 more trips than the previous quarter; 2,640 trips were Medicaid which is down by 206 trips (a result of the Medicaid Program transitioning into Managed Care Program). She stated that MTM is continuing to partner with MCPT to transfer ADA members to their services whenever possible. There were no stretcher trips, only four complaints, two were TD and two were Medicaid related. She advised that a complete breakout of trips was provided. (See agenda package.) Ms. Sanders advised that there were no on-site visits performed but

there were two vehicle inspections made with Broward Transportation Support. She provided a list of up-coming meetings and the Key Transportation Statistics. The different programs MTM offers were listed at the request of the Board: Mileage Reimbursement and Provide-A-Ride. Ms. Sanders provided the list by provider and each total as well as the amount for the Gas Reimbursement Program for both the TD and Medicaid Services. (See agenda package Transportation Provider Reports.) Ms. Sanders offered to answer any questions from the Board. Ms. Sanders responded to Ms. Clarke's question in that MTM is still seeking volunteers, for services Monday through Friday as that is the highest volume time of need. Ms. Sanders advised that the communications with providers is running smoothly, there was one provider issue which was promptly addressed and the issue was resolved satisfactorily. Ms. Sanders said that MTM has two new buses which can seat 12 riders and two wheelchairs. Ms. Clarke applauded Ms. Sander's presentation and the overall successful job performed by MTM.

A motion was made by Ms. Angela Van Etten to approve the quarterly report of the CTC. This motion was seconded by Ms. Dalia Dillon. The vote was called. The motion passed unanimously.

Ms. Beltran stated that at the last meeting, after this report Ms. Van Etten mentioned MCPT and as there is a representative from MCPT possibly Mr. Donaldson would provide the clarification previously desired. Ms. Van Etten said that it was listed under Agenda Item Nine "Notes" and she didn't want to change the agenda unless Mr. Donaldson needed to leave, at which time, with the consent of the Board she would be happy to move her comments up. Ms. Beltran stated that she was concerned that Mr. Donaldson may have to leave the meeting.

Ms. Van Etten made a motion to amend the Agenda to have Agenda Item Nine "Notes" which relates to the Board's decision to have a report in the Agenda Package from MCPT be addressed at this time. Mr. Steven Wolfberg offered a second. The motion passed unanimously without further discussion.

Ms. Van Etten said that as Mr. Donaldson has written a letter which is under Agenda Item Nine, and she is responding to this letter, that it is best that he present his opinion so that she may respond.

Mr. Donaldson advised that Martin County operates the Fixed Route System with the complementary ADA system. He said that there has been some question as to whether or not there has been County representation at the LCB-TD meetings. Mr. Donaldson clarified that MV Transportation is employed as contracted to provide that service and as such they are representing Martin County on those matters. What came to light during these conversations is that MV was sitting on this Board as a representative of the private industry and they are not really representing private industry, they are representing the County and therefore, they are no longer a member of the Board, as they are an "arm" of the County. He said that he would like to have a better understanding as to the type of information this Board is requesting in regards to public transit. Mr. Donaldson stated that he did not prepare a report but he wanted it to be clear that MV is here as an

extension of County staff, as Martin and MV have a contract relationship. Ms. Van Etten stated what she was seeking was a report from MCPT, not for approval or even discussion, but to be included in the Agenda Package in the same way as MTM's Quarterly Report. She furthered that the Board would be able to see the reports that come in to the County from MV Transportation. Ms. Van Etten advised that was what her handout was about where the Board agreed that they wanted information about MCPT services as referencing the Transportation Disadvantage Service Plan (TDSP). She said that was why she provided another copy of the handout to Mr. Donaldson and that the purpose was not to have the Board understand the integration between the two. The purpose is to help the Board monitor that this Board is properly implementing the TDSP. She stated that she was of the opinion that a simple request to have what has been delivered to the County also be shared with this Board; it would not entail additional staff time to prepare anything special. Ms. Van Etten inquired as to the number of pages the County received from MV quarterly. She asked if Ms. Claudette Mahan prepared the report. Mr. Donaldson advised that Ms. Mahan did prepare the document in terms of what the County is submitting for the Transit updates. Ms. Van Etten stated that is what she expected to see in the agenda for this meeting. Ms. Clarke suggested that there be a standing agenda item from the MCPT with the quarterly information as to how they are performing. Ms. Van Etten appreciates that Mr. McBride with MV Transportation is no longer an LCB-TD Board member so now she may call him without it being a Sunshine infraction. After some discussion Mr. Donaldson offered that there are quarterly reports containing totals of ridership and the ADA complimentary service. Ms. Van Etten noted that whatever reports MCPT has would suffice. Ms. Clarke suggested that Ms. Van Etten get with staff to obtain the document she so desires. There was no additional discussion under the "Notes" section of the agenda and the Board returned to Agenda Item C.

C. CTC EVALUATION

Mr. Lambert advised that this item is a requirement of the Florida Commission of the Transportation Disadvantaged. He thanked Ms. Van Etten, Ms. Krysta Brewer, and Ms. Phyl Weaver for their assistance and volunteering their time to the project, by contacting the riders, completing surveys, and performing an on-board observation of the system.

[Ms. Clarke excused herself requesting that Ms. Van Etten chair the meeting until her return.]

Mr. Lambert provided a summary of the items contained in the CTC Evaluation. He stated that Ms. Sanders contacted each of the contractors and reviewed all the information requested with each. He noted that a lot of the information was derived from the TDSP, and that MTM has a coordination contract with the ARC of Martin County. Mr. Lambert said that much of the information was obtained from MTM's quarterly reports, and that MTM's beneficiary information was available in multi forms of language including Braille. He refreshed the Board of the innovative ideas which MTM has implemented i.e. the Taxi Voucher Program with assistance of the Coalition for Independent Living Options, Inc. (CILO), the Provide-A-Ride, the Mileage Reimbursement Program and coordinating chair times with the dialysis center to mention a few. Ms. Van Etten, addressing the Board as the Chair, confirmed that the members have reviewed the Agenda Package and asked if there were any questions or concerns in lieu of reviewing the entire evaluation document. As there were none it was Ms. Van Etten's suggestion

that they skip to the surveys. Mr. Lambert advised that there were approximately 60 surveys taken. Ms. Van Etten advised that of all the questions on the survey, the most informative was “what does transportation mean to you”. She noted one response that the rider said, “it means everything”, without it, she would not be able to get to doctor appointments, the fixed route schedule doesn’t work as there are long waits between buses and they do not go where she needs to go. Ms. Van Etten did note the overlap between the TD and MCPT but she didn’t correct the riders, she just wrote what they said. She said that almost exclusively the comments were positive.

[Ms. Clarke returned to the meeting and re-commissioned the position of the chair.]

Ms. Krom mirrored some of the complementary comments previously offered by others. Ms. Van Etten addressed the Board stating that she and Ms. Brewer have volunteered a couple of times, stating that it offers a wonderful opportunity to speak to those that this Board represents and she highly encourages others on the Board to volunteer to complete the rider surveys. Ms. Brewer added that the Hispanic riders were very positive about the services. Mr. Lambert advised that this is a State form and some of the questionnaire doesn’t apply to Martin in that it is small compared to some of the larger Counties so there are blank answers where appropriate. Mr. Lambert added that the State is behind on getting comments to Martin as they are striving to make the Medicaid transition run smoothly and it’s an enormous undertaking. He said that in the future the State will send Martin their comments on this evaluation so next year this Board may add input to their comments.

Ms. Angela Van Etten made a motion to approve the CTC Evaluation. A second was provided by Ms. Lois Krom. The vote was called and it was approved unanimously.

D. FY2014/15 TD GRANT DISTRIBUTION FOR MARTIN COUNTY

Mr. Lambert advised that the TD Planning Grant Distribution comes annually before this Board as the grant goes to the Designated Official Planning Agency (DOPA) which is the MPO. The MPO also receives the Trip and Equipment Grant which funds all the TD trips throughout the year and both are entered into annually. The purpose of this is to ensure that all planning duties have been accomplished. Mr. Lambert advised that this year Martin’s allocation is \$21,963 which is approximately \$30 less than last year. Staff would support a recommendation to maintain that allocation. He said that the Trip and Equipment Grant Distribution for Martin this year accounts for the voluntary dollars donated at the time residents purchase their vehicle license with its corresponding match as well as the total which MTM will receive inclusive of the County’s 10% match. The State’s allocation is \$283,678 with a \$31,000 match and the TD contribution from the vehicle license is \$40 plus the match of \$5 for a \$45 total. Ms. Sanders reminded the Board that just last quarter MTM was allowed to provide posters in the Tax Collector’s office advising of the TD-dollar donation at the time of license renewal and she hopes that there will be more funds next year but the Tax Collector is not allowed to suggest it. Ms. Van Etten stated that we should explore ways to get the word out about the TD contribution at the time of vehicle licensing, possibly the County should post it in the newsletter that they e-blast weekly. Mr. Lambert noted that the grant agreement for the

Planning Grant, if supported by this Board, will go to the MPO Board for approval, then to the TD Commission in Tallahassee, and with that he would take any questions.

Mr. Steven Wolfberg provided a motion of approval of the FY2014/15 TD Grant Distribution for Martin County. The motion received a second from Mr. Harry Hernandez. There were no objections. The motion passed unanimously.

6. COMMENTS FROM BOARD MEMBERS

Ms. Van Etten said that the agenda was huge and she received it with only three and a half business day notice at the busiest time of the year. She said she was aware that it was over the Memorial Day Holiday but she would hope that staff would never do that again. Ms. Clarke inquired if people are expected to print out agenda packages that are this large. Ms. Beltran stated that the packages are sent out electronically but if someone wants to request a hard copy they may contact Ms. Brassard who could mail one to you. She stated that the By-Laws indicate that staff will have the agenda out seven days in advance of each meeting. Ms. Beltran advised that the Monday a week prior to the meeting was Memorial Day, as noted by Ms. Van Etten, but staff was waiting on information regarding the TDP from the consultant which was why the agenda was emailed on Tuesday instead. She apologized if the six days weren't enough time in which to review the package. Ms. Van Etten advised that it wasn't six days it was three and a half business days. It was noted that the By-Laws do not indicate business days it only states seven days in advance.

Ms. Brewer thanked staff for including page numbers on the agenda as it was a lot easier to follow the meeting with the pages numbered.

7. COMMENTS FROM FDOT

Ms. Nancy Weizman from FDOT complemented the job performed on the evaluation process of the CTC noting the enormity of the effort required. She advised that she is working on the same process with another CTC, and it's a challenge making it so comprehensive.

Ms. Beltran announced to the Board that this will be the final LCB-TD meeting for Mr. Lambert as he has taken a job with the Palm Beach MPO doing transportation modeling. Best wishes were extended to him from the Board.

Ms. Clarke welcomed to Ms. Weizman from FDOT as this was her first meeting with the Board.

Ms. Clarke asked if this Board could invite another entity, i.e. Volunteers in Medicine, to come to the quarterly meeting to address the Board. Ms. Beltran agreed. If staff is provided with the information as who is coming and the topic they will be addressing it can be placed on an agenda.

8. COMMENTS FROM THE PUBLIC

None.

9. NOTES

This item was addressed during Agenda Item B.

Ms. Lisa Sanders advised that a Transit Fair will be held in Martin County on July 17th at the Morgade Library. It will be an opportunity for people to learn about the services provided by MCPT and TD, the new routes, headways, to sign up for services and learn more about the volunteer programs.

10. NEXT MEETING

August 25, 2014 at 1:30 PM Public Hearing (Commissioner Chambers)

August 25, 2014 at 3:00 PM Regular meeting-Workshop Conference Room

11. ADJOURN

Seeing no additional agenda items the Chair adjourned the meeting according to RONR (10th ed.), p. 350, I. 16-17. The meeting was adjourned at 12:07 PM.

Recorded and Prepared by:

Margaret H. Brassard, Administrative Specialist II

Date

Approved by:

Eula Clarke, Chair

Date