

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

John F. and Rita M. Armstrong Wing of the Blake Library
2351 SE Monterey Road, Stuart, Florida 34996
(772) 223-7983
www.martinmpo.com

Monday, August 31, 2020 @ 10:30 A.M.

To provide comments without attending the meeting due to COVID-19, email written comments to LCB-TD-PublicComment@martin.fl.us. Please include the item number you'd like to comment on in the email subject line and your name in the body of the email. You can also mail public comments to Ricardo Vazquez, MPO Associate Planner, 3481 SE Willoughby Boulevard, Suite 101, Stuart, FL 34994. Comments received at this email address or by mail prior to the conclusion of the public comment portion of the applicable matter will be read into the record at the public meeting.

If you require additional information, please contact Ricardo Vazquez at (772) 223-7983, by email at rvazquez@martin.fl.us, or submit your question via mail to 3481 SE Willoughby Blvd., Suite 101, Stuart, FL 34994.

<u>ITEM</u>	<u>AGENDA</u>	<u>ACTION</u>
1.	CALL TO ORDER – 10:30 A.M.	
2.	ROLL CALL	
3.	APPROVE AGENDA	APPROVE
4.	APPROVE MINUTES Regular Meeting – June 1, 2020	APPROVE
5.	AGENDA ITEMS	
	A. QUARTERLY PERFORMANCE REPORTS	APPROVE
	B. LCB-TD MEMBER INTRODUCTIONS	INFORMATION
	C. CTC SELECTION	APPROVE
6.	COMMENTS FROM BOARD MEMBERS	
7.	COMMENTS FROM FDOT	
8.	COMMENTS FROM THE PUBLIC	
9.	NOTES	

10. NEXT MEETING –

- December 7, 2020 (4th Floor Workshop, Administration Bldg.)

11. ADJOURN

Public participation is solicited without regard to race, color, national origin, age, gender, religion, disability or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the American with Disabilities Act or language translation services (free of charge) should contact Ricardo Vazquez, Associate Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or rvazquez@martin.fl.us. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

**MARTIN METROPOLITAN PLANNING ORGANIZATION
LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED
(LCB-TD)**

John F. and Rita M. Armstrong Wing of the Blake Library
2351 SE Monterey Road, Stuart, Florida 34996

www.martinmpo.com

(772) 221-1498

Monday, June 1, 2020 at 10:00 A.M.

MINUTES

1. CALL TO ORDER – The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) Regular Meeting of June 1, 2020 was called to order at 10:01 A.M. by Mr. Merritt Matheson, Chair.

2. ROLL CALL

Members in Attendance:

Merritt Matheson, Chair

Phyl Weaver, Vice Chair, Representative for Persons over 60

Mary Jo Pirone, Citizen's Advocate (Rider Rep.)

Dalia Dillon, Department of Elder Affairs

Michelle Miller, Representative for Children At-Risk

Marie Dorismond, Florida Department of Transportation

Milory Senat, Agency for Persons with Disabilities

Steven Wolfberg, Local Medical Community Representative

Monique Coleman, Representative for Children at-risk

Kim Thorne, Public Education Community Representative **arrived 10:10am**

Members Excused:

Members Absent:

Anthony Reese, Veteran's Affairs Representative

Donna Mihok, Department of Children & Families

Gayle McArdle, Representative for Persons with Disabilities

Shelly Batton, CareerSource Research Coast

Raymond Rotruck, Citizens Advocate

Angel-Leah Young, FL Division of Vocational Rehabilitation

Staff in Attendance:

Bolivar Gomez, Senior Planner

Joy Puerta, Planner

Ricardo Vazquez, Associate Planner

Florence Allen, Administrative Assistant III

Others in Attendance:

Chris Stephenson, Senior Resource Association

Melody Hearn, Family Care Council Area 15
Kurt Lehmann, Cambridge Systematics, Inc.

A quorum was present for the meeting.

3. APPROVE AGENDA

A motion was made by Ms. Mary Jo Pirone to approve the June 1, 2020 LCB-TD Regular Meeting Agenda. A second was provided by Ms. Phyl Weaver. The motion passed unanimously.

4. APPROVE MINUTES

A motion was made by Ms. Phyl Weaver to approve the March 2, 2020 LCB-TD Regular Meeting Minutes. A second was provided by Ms. Milory Senat. The motion passed unanimously.

5. AGENDA ITEMS

A. TRANSPORTATION DISADVANTAGED (TD) PROGRAM ALLOCATIONS FOR MARTIN COUNTY FY20/21

Ricardo Vazquez presented the Transportation Disadvantaged (TD) Program Allocations for Martin County FY20/21. This item comes before the LCB-TD annually and the TD Planning Grant allocation and the Trip & Equipment Grant allocation are reviewed by the LCB. For FY20/21 the TD Planning Grant has been allocated \$22,721 which goes to the Martin MPO to meet the requirements under the TD Planning Grant. The Trip & Equipment Grant is the grant that the Community Transportation Coordinator (CTC) receives to perform duties required under the grant and \$432,750 has been allocated. The CTC has applied for additional funds with the Innovation and Service Development Grant to perform additional dialysis trips. The MPO needs approval from the LCB-TD to approve staff to complete any necessary state requirements that are needed to pursue the TD Planning Grant.

A motion was made by Ms. Phyl Weaver to approve the Transportation Disadvantage (TD) Program Allocations for Martin County FY20/21 and allow the MPO to execute any actions necessary to apply and receive the TD Planning Grant. A second was provided by Ms. Dalia Dillon. The motion passed unanimously.

B. COMMUNITY TRANSPORTATION COORDINATOR (CTC) TRIP RATE MODEL FY20/21

Ricardo Vazquez presented the Community Transportation Coordinator (CTC) Trip Rate Model for FY20/21. The Commission for the Transportation

Disadvantaged (CTD) requires that the CTC Trip Rate Model be brought to the LCB-TD annually to show rates to be charged to vendors for trips. The Rate Model shows the FY20/21 projected transportation rates for ambulatory to be \$30.40 and the wheelchair rate is \$52.11.

A motion was made by Ms. Phyl Weaver to approve the Community Transportation Coordinator (CTC) Trip Rate Model FY20/21. A second was provided by Ms. Michelle Miller. The motion passed unanimously.

C. QUARTERLY PERFORMANCE REPORTS

Chris Stephenson with Senior Resource Association (SRA) provided the Community Transportation Coordinator (CTC) Quarterly Performance Report for the period covering July 1, 2019 through May 19, 2020 to include the number of trips taken and the CTC COVID-19 impact and steps taken to ensure the safety of riders. On May 15th, SRA applied for another Innovation and Service Development Grant from the CTD for Dialysis trips in the 2020-2021 fiscal year. There was discussion on the response time to answer phone calls and staffing due to the pandemic, sending information out to patrons, and if there is a surplus of funds for the next fiscal year, could the trip limits be extended. Mr. Stephenson explained that the funds from the grant would have to be used in the fiscal year that they were granted for and they do not carryover. The Indiantown shuttle began on April 4th, 2020 and is operated by A Martin Transportation Services from 8:00 am - 5:45 pm every Saturday and there is no fee for the ride. Mr. Stephenson thanked Marie Dorismond for helping the SRA receive the 5310 Grant.

A motion was made by Ms. Phyl Weaver to approve the Quarterly Performance Reports. A second was provided by Ms. Dalia Dillon. The motion passed unanimously.

D. CTC SELECTION UPDATE

Mr. Ricardo Vazquez presented the CTC Selection Update. MPO staff advertised an RFP on March 16, 2020. Two proposals were submitted by the April 1, 2020 deadline. The CTC Selection Committee met on April 20th and discussed both proposals. On May 4th, CTD staff received a letter of complaint from one of the proposers. The complaint was that the CTC Selection Committee had a bias towards certain proposers. Another complaint was that MPO staff had failed to properly advertise the RFP in the largest circulated newspaper and the Florida Administrative Register, and that a public meeting for information and questions was not made available to proposers as required under 41-2 of the Florida Administrative Code (F.A.C). That was an error from the MPO and they apologized to the board for the inconvenience. The current RFP has been cancelled and re-advertised to ensure that all required steps are completed properly. The CTD has extended its current contract with SRA to December 31, 2020. There was discussion on the timing for the new RFP. Mr. Vazquez informed the board that he

is currently discussing the RFP with the purchasing department to work out a timeline because the item must go before the LCB-TD and the MPO Policy Board before it is taken before the Commission of Transportation Disadvantaged. The process should be completed before the LCB-TD meeting in August.

E. FLORIDA TRANSPORTATION PLAN (FTP) UPDATE

Kurt Lehmann from Cambridge Systematics, Inc. presented the Florida Transportation Plan (FTP) Update. The FTP is Florida's long-range transportation plan for all of Florida and it provides framework for transportation decisions and investments. The FTP is important because it sets a long-range vision for the future, but it guides transportation decision making today. It also considers how the state can attain a goal of zero fatalities on Florida's transportation system, meet the needs of a growing and changing population, and enhance the quality of life and environment of Florida's communities. Ms. Melody Hearn suggested that transportation be made available regionally for individuals to get back and forth to work. She hopes to see regional transportation developed across county lines with personal service door-to-door. FDOT wants all committees to get involved by going to www.Floridatransportationplan.com and respond to surveys. An interactive activity was facilitated to gather feedback from the LCB. Input can also be submitted online through the FTP site. Lois Bush can be contacted to provide input. Chair Merritt Matheson encouraged everyone to provide feedback.

6. COMMENTS FROM BOARD MEMBERS - None

7. COMMENTS FROM FDOT

Marie Dorismond encouraged the board to provide comments and opinions online.

8. COMMENTS FROM PUBLIC – None

9. NOTES - None

10. NEXT MEETING

- Public Hearing August 31, 2020 at 9:00 am (John F. and Rita M. Armstrong Wing of the Blake Library)
- Regular Meeting August 31, 2020 at 10:30 am (John F. and Rita M. Armstrong Wing of the Blake Library)

11. ADJOURN

Seeing no other business items remaining on the Agenda and no additional comments, the Chair adjourned the meeting at 10:51 AM. RONR (10th ed.), p.233, c.(9).

Prepared by:

Florence Allen, Administrative Specialist III

Date

Approved by:

Merritt Matheson, Chair

Date

Persons with questions or concerns about nondiscrimination, or who require special accommodations under the American with Disabilities Act or language translation services (free of charge) should contact Ricardo Vazquez, Associate Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or rvazquez@martin.fl.us. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

DRAFT



ITEM
NUMBER:
5A

**MARTIN METROPOLITAN PLANNING ORGANIZATION
LOCAL COORDINATING BOARD
AGENDA ITEM SUMMARY**

MEETING DATE: August 31, 2020	DUE DATE: August 24, 2020	UPWP#: Task 6
WORDING: QUARTERLY PERFORMANCE REPORTS		
REQUESTED BY: LCB-TD	PREPARED BY: Ricardo Vazquez/ Beth Beltran	DOCUMENT(S) REQUIRING ACTION: Community Transportation Coordinator (CTC) Performance Report

BACKGROUND

Senior Resource Association (SRA), the Community Transportation Coordinator (CTC), is required to provide the LCB-TD with a performance report.

ISSUES

Chris Stephenson with SRA will provide the CTC Performance Report for the previous Fiscal Year, as well as the period covering July 1, 2020 through August 18, 2020 at the August 31st LCB-TD Meeting for review and approval.

RECOMMENDED ACTION

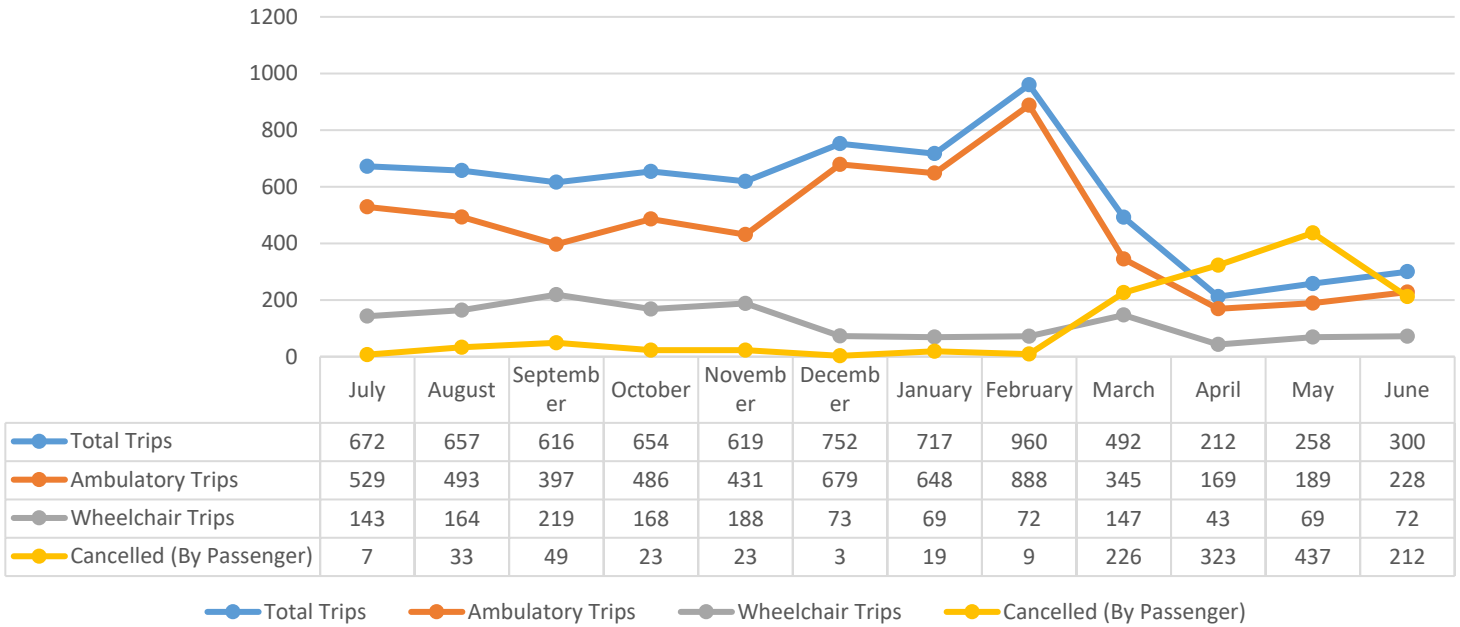
- a. Approve the CTC Performance Report for FY19/20 and the CTC Performance Report for the period covering July 1, 2020 through August 18, 2020.
- b. Provide direction

ATTACHMENTS

- a. CTC Performance Report for FY19/20
- b. CTC Performance Report for the period covering July 1, 2020 through August 18, 2020

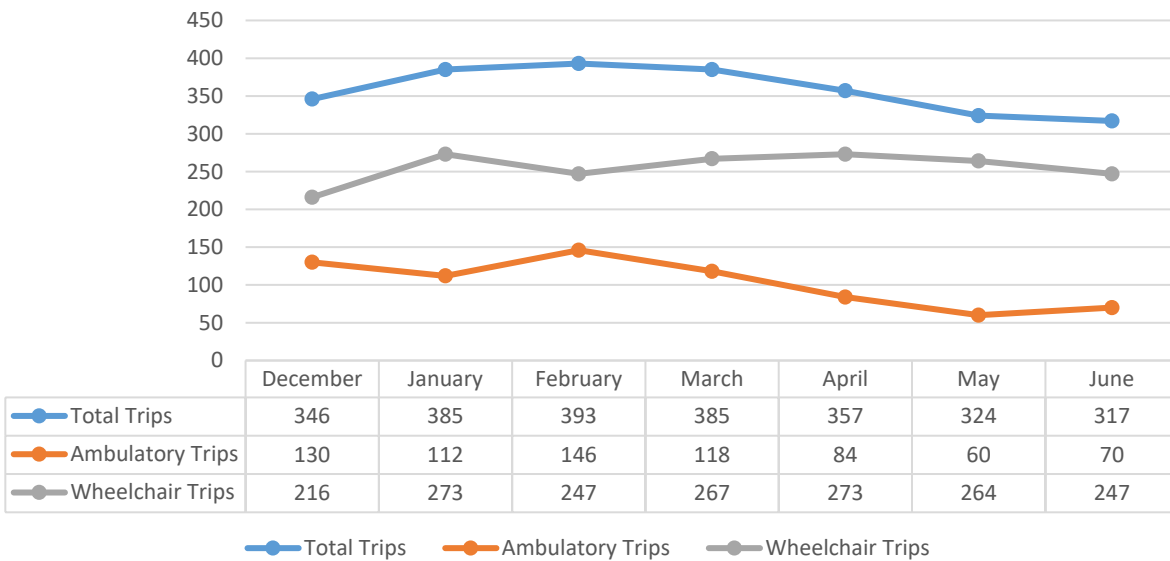
Martin Community Coach
CTC Status Report
FY 2019/2020

Trip & Equipment (non-dialysis) Trips
Fiscal Year 2019-2020



- Also, December 1st, 2019 is when the Innovative Mobility Grant for Dialysis trips began

Dialysis Trips Martin County
December 1st, 2019-June 30th, 2020



Martin Community Coach
CTC Status Report
FY 2019/2020

System Information

Percentage of CTD Trip and Equipment money used over the life of the grant: 71%

- The sudden decrease in trips is attributed to COVID 19 during the last 4 months of the fiscal year
- No trips were denied the last 7 months of the year

Percentage of Available CTD Dialysis money used over the life of the grant: 67%

- This was expected, as the CTD gave the CTC 12 months' worth of funds, and only 7 months to spend it

Unduplicated Head Count: 151

Average Age of TD Passenger: 70

Number of Vendors Used during fiscal year: 6

- ARC of Martin County: (Monday-Friday)
- Treasure Coast Transportation Services: (Monday-Saturday)
- A Martin Transportation: (Saturdays Only)
- Heavenly Place Home: (Monday-Friday)
- Skytop Transportation (Only Some Weekdays)
- UZERV (Monday-Saturday)

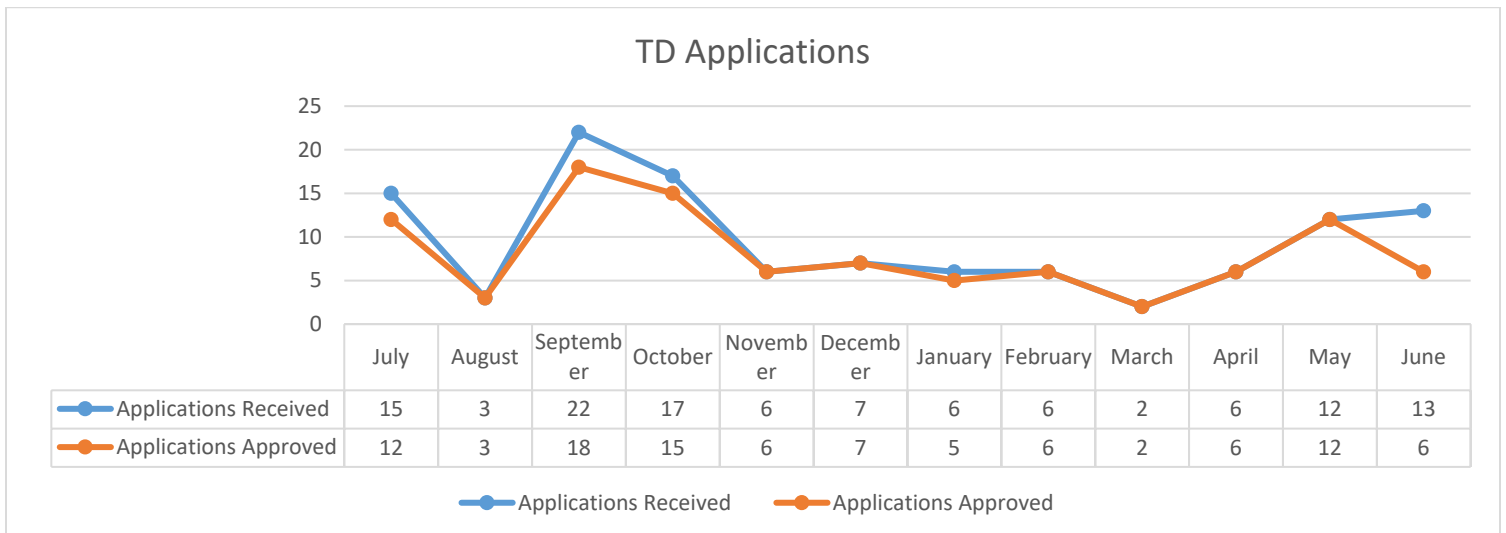
Complaints Received Year-To-Date: 37 (0.39% of all trips)

- 14 about policy/trip availability
- 23 about vendor timeliness

No Shows by Vendors Year-To-Date: 19

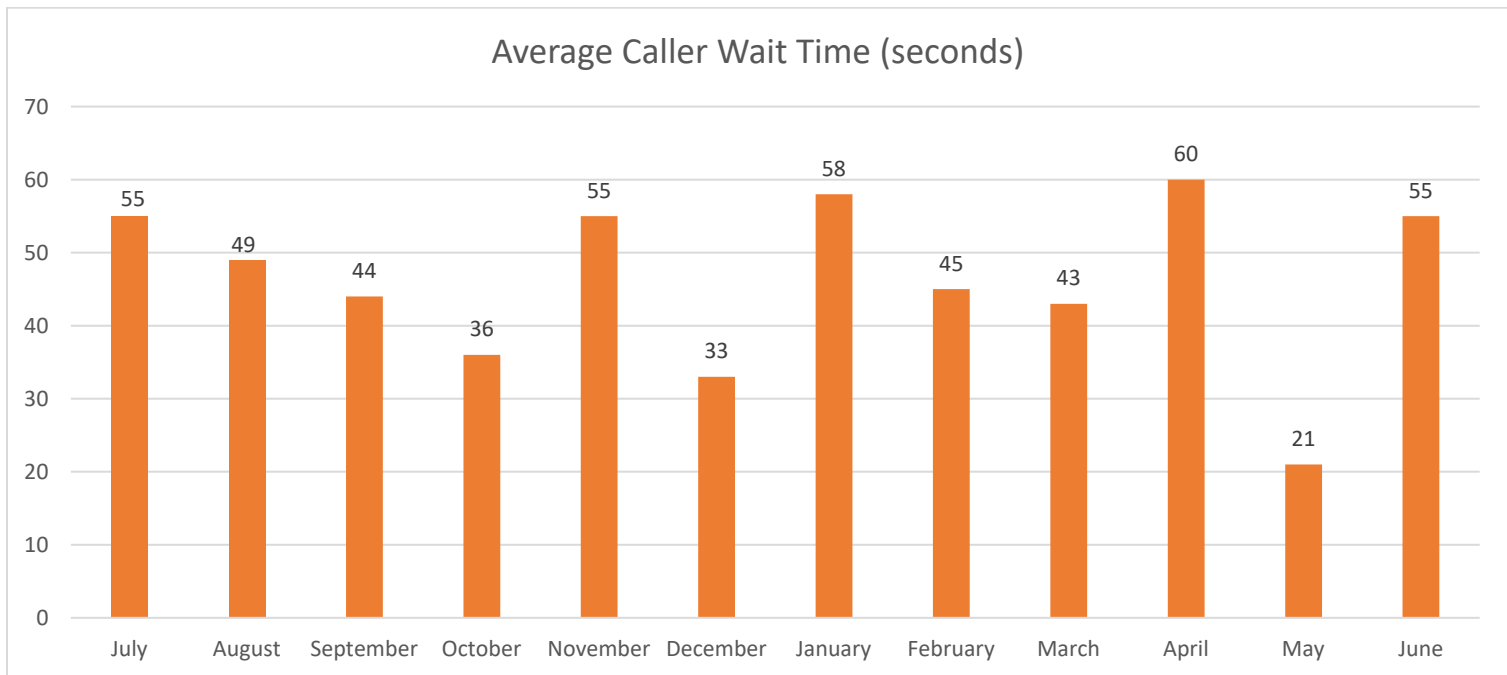
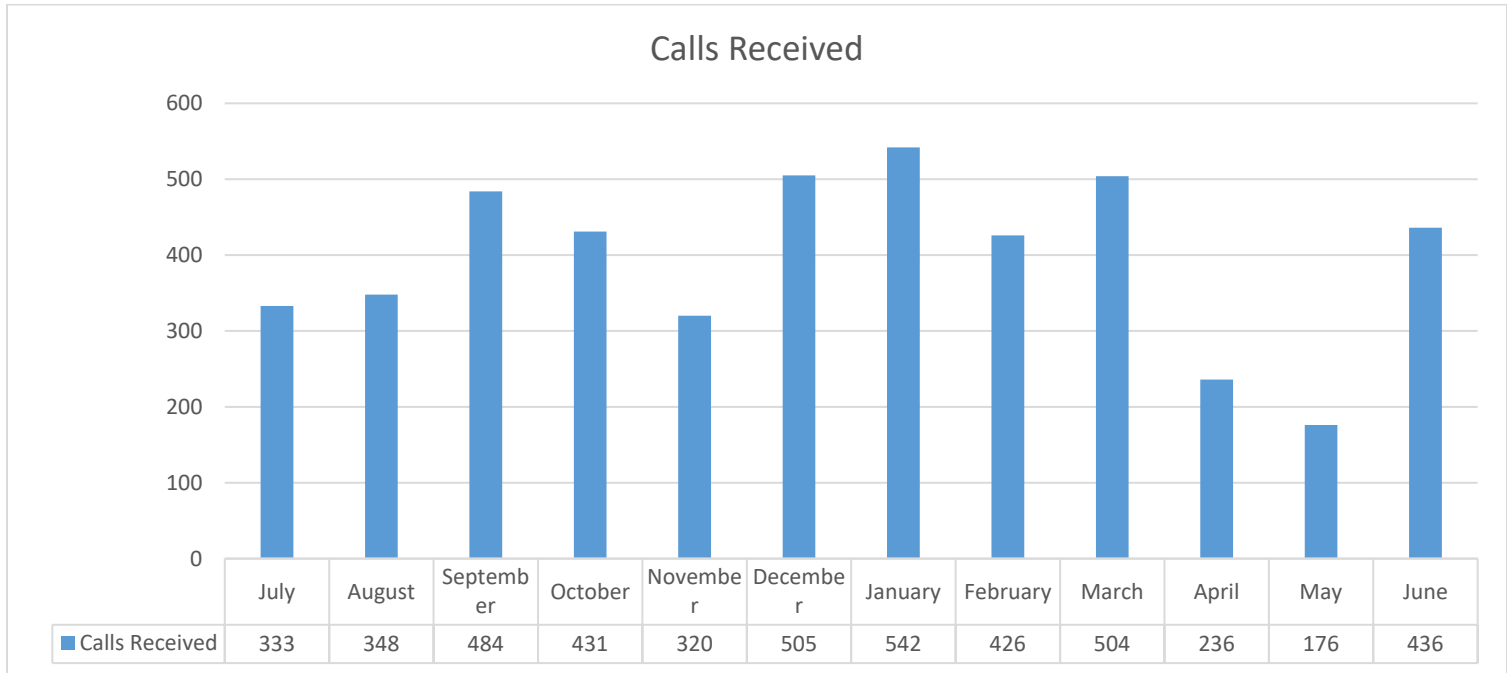
No Shows by Passengers Year-To-Date: 87

Applications



Martin Community Coach
 CTC Status Report
 FY 2019/2020

Phone Information



Martin Community Coach
CTC Status Report
FY 2019/2020

CTC's COVID-19 Response

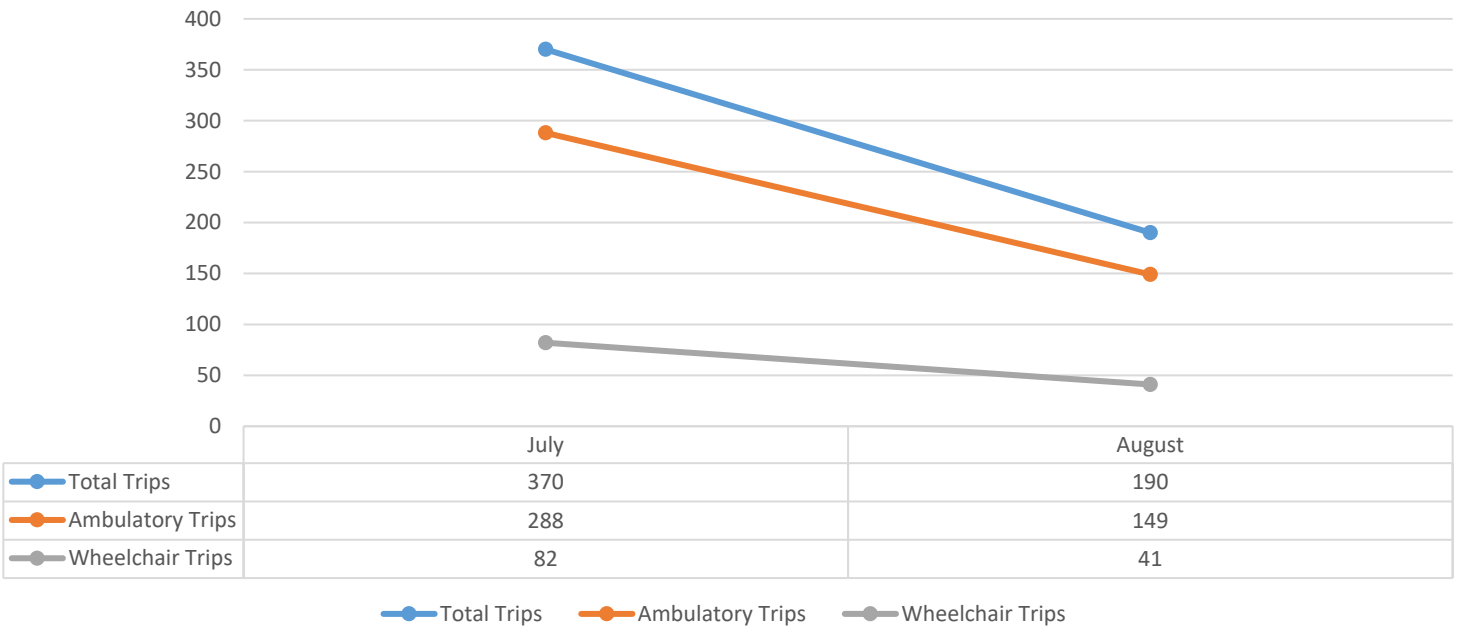
- Fogger machines were purchased for transportation vendors to fog their vehicles each night with a disinfectant
- SRA has limited multi-loading trips on Martin Community Coach as much as possible
- Every driver has been asked to wear a face mask and gloves
- Vehicles are being wiped down with disinfectant after each trip
- Following the LCBTD's direction, SRA sent out a mailing in June telling passengers about the precautions put in place so they can have a happy and healthy ride with us.

In Other News

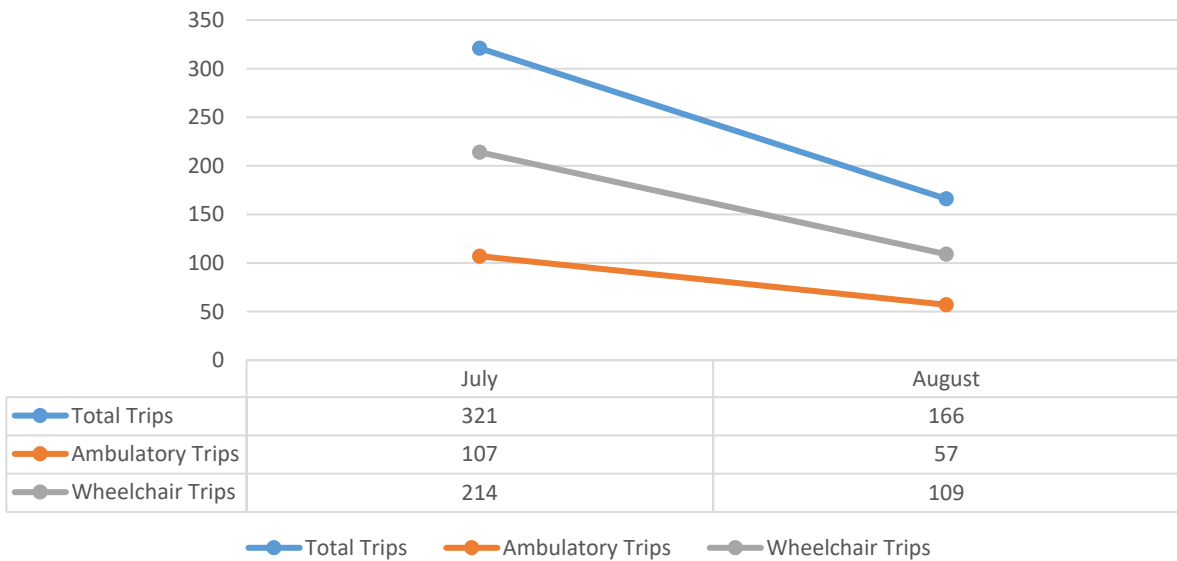
- On May 15th, the SRA applied for another Innovative Mobility and Service Development Grant from the CTD for Dialysis trips in the 2020-2021 fiscal year.
 - The grant was approved by the CTD
 - Will handle all dialysis trips in FY 2020/2021
- The Indiantown shuttle began on April 4th, 2020
 - Operated by A. Martin Transportation Services
 - From 8am-5:45pm every Saturday
 - Fare free
 - Stops Include:
 - Rines Market
 - Post Office
 - Florida Department of Health
 - Family Learning Center
 - Florida Community Health Center
 - Elisabeth Lathi Library
 - Big Mound Park
 - St. Lucie Mobile Home Park
 - Walmart (Stuart)
 - Publix (Stuart)
 - Averaging 23 riders each Saturday right now
 - 3-way agreement between FDOT, SRA and Village of Indiantown
 - Village of Indiantown is paying local match
 - SRA received a 5310 Operating Grant from FDOT

Martin Community Coach
 CTC Status Report
 FY 2020/2021

Trip & Equipment (non-dialysis) Trips
 July 1st-August 18th, 2020



Dialysis Trips Martin County
 July 1st-August 18th, 2020



Trip information only goes through August 18th, 2020

Martin Community Coach
CTC Status Report
FY 2020/2021

System Information

Percentage of available CTD Trip and Equipment money used: 40%

- No trips were denied
- Many passengers are still social distancing (COVID-19)
- SRA has sent out a letter to clients telling them the safety precautions we are taking for their trips
- SRA will be putting a push on marketing Martin Community Coach in the next few months

Percentage of available CTD Dialysis money used: 91%

- There is room for growth in dialysis program. Will be partnering with Dialysis Center.

Unduplicated Head Count: 65

Average Age of TD Passenger: 69

Number of Vendors Used during this quarter: 7

- ARC of Martin County: (Monday-Friday)
- Treasure Coast Transportation Services: (Monday-Saturday)
- A Martin Transportation: (Saturdays Only)
- Heavenly Place Home: (Monday-Friday)
- Skytop Transportation (Only Some Weekdays)
- St. Lucie County Council on Aging (Monday-Friday)
- Round the Clock Transportation (Saturdays Only)

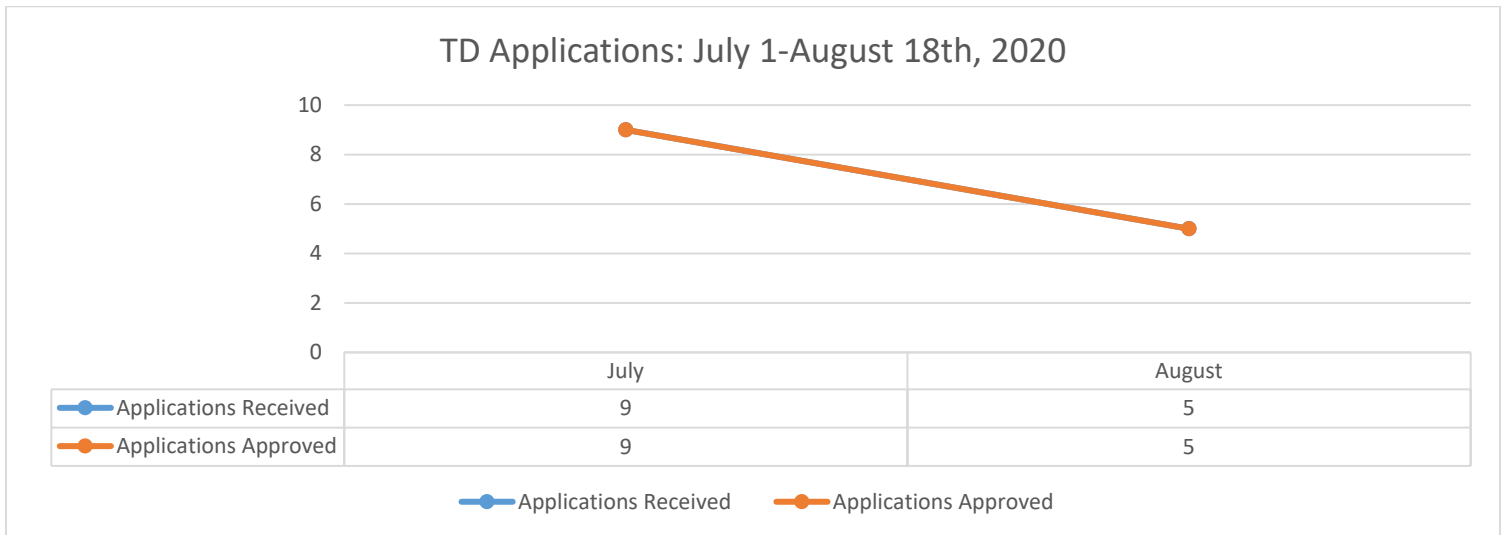
Complaints Received Year-To-Date: 3

- 3 about vendor timeliness

No Shows by Vendors Year-To-Date: 1

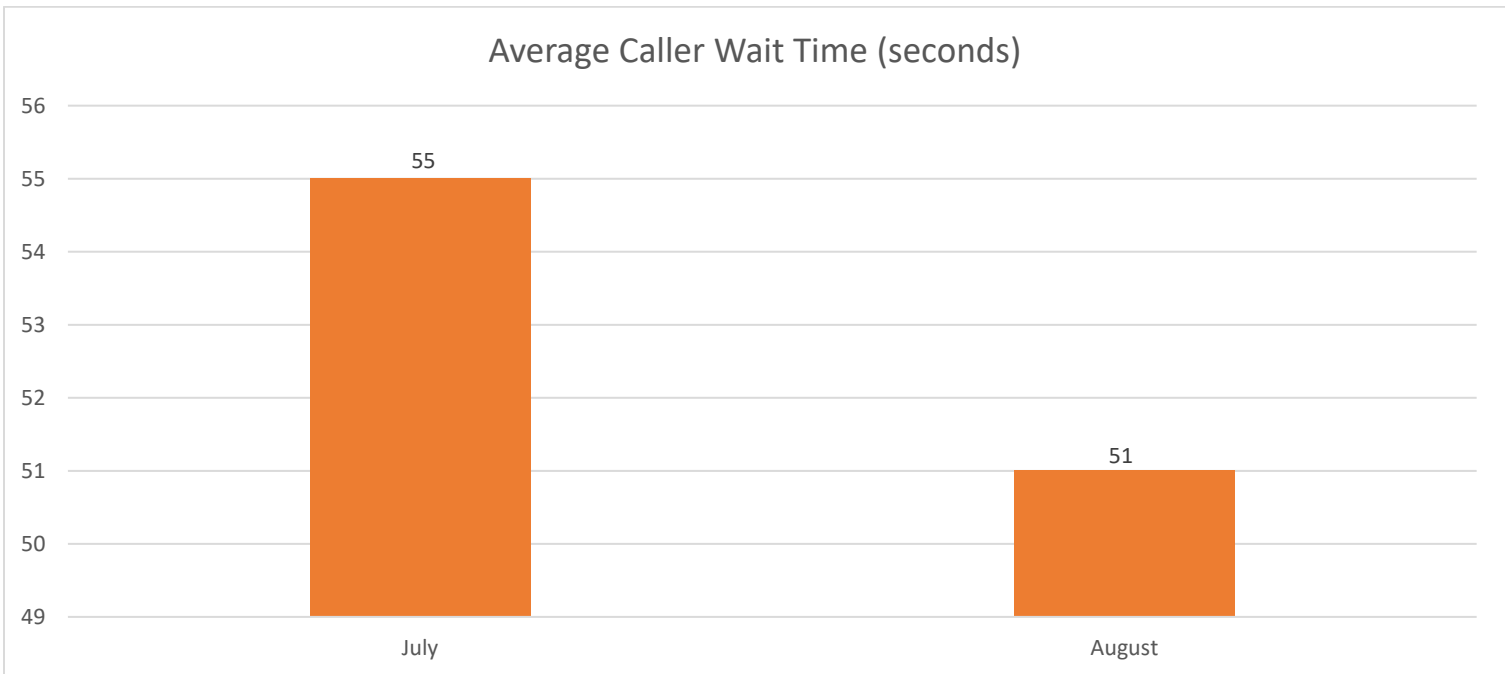
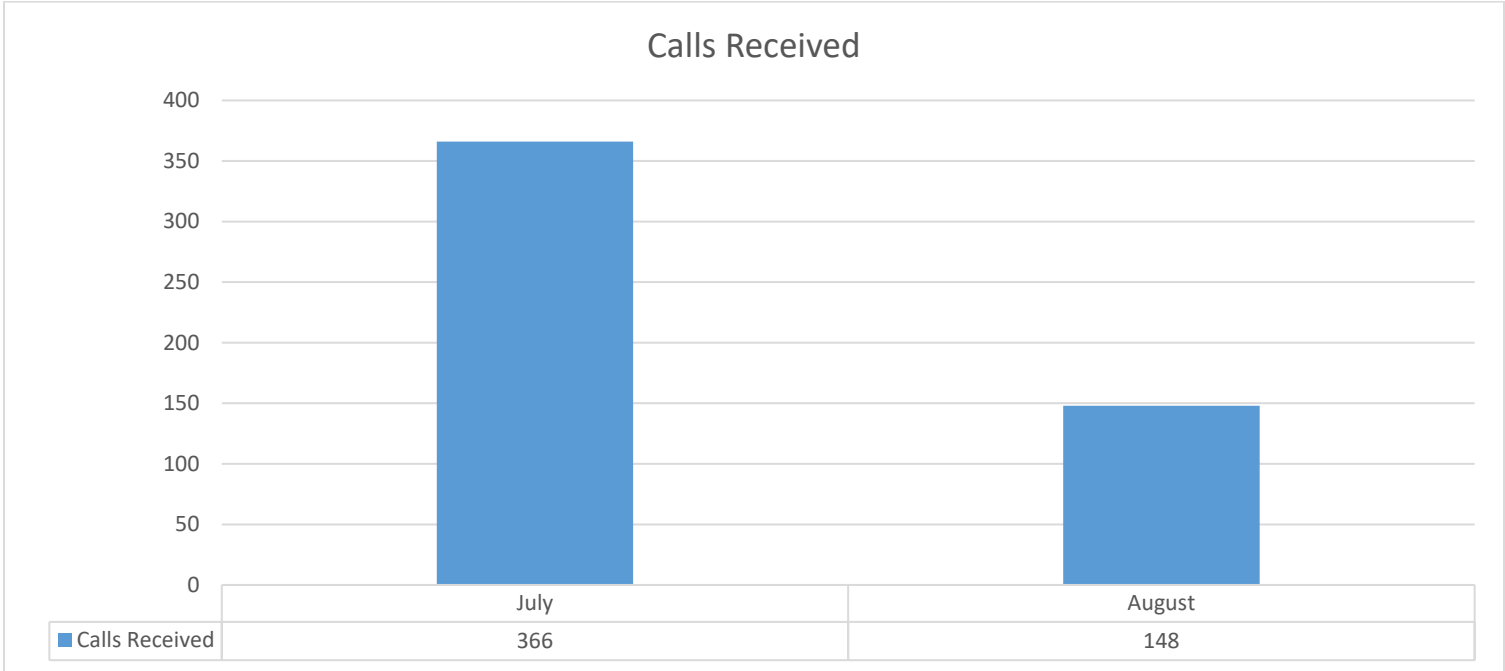
No Shows by Passengers Year-To-Date: 6

Applications



Martin Community Coach
CTC Status Report
FY 2020/2021

Phone Information



Phone information only goes through August 18th, 2020



**MARTIN METROPOLITAN PLANNING ORGANIZATION
LOCAL COORDINATING BOARD
AGENDA ITEM SUMMARY**

MEETING DATE: August 31, 2020	DUE DATE: August 24, 2020	UPWP#: Task 6
WORDING: LCB-TD MEMBER INTRODUCTIONS		
REQUESTED BY: MPO	PREPARED BY: Ricardo Vazquez	REQUIRING ACTION: N/A

BACKGROUND

The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) has 16 voting members on the Board, including one locally elected official. These members represent different agencies and groups that are involved with the TD population.

ISSUES

With the addition of new members to the LCB, the Metropolitan Planning Organization (MPO) staff thought that it would be in the best interest of the Board to familiarize themselves with the other members. Staff has asked that each member of the LCB share a brief introduction about who they are, who they represent, and how they are involved with the TD population.

RECOMMENDED ACTION

This is an informational item.



ITEM
NUMBER:
5C

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

MEETING DATE: August 31, 2020	DUE DATE: August 24, 2020	UPWP#: Task 6
WORDING: COMMUNITY TRANSPORTATION COORDINATOR (CTC) SELECTION		
REQUESTED BY: LCB-TD	PREPARED BY: Beth Beltran/ Ricardo Vazquez	DOCUMENT(S) REQUIRING ACTION: N/A

BACKGROUND

The current CTC for Martin County is Senior Resource Association (SRA). The Memorandum of Agreement between the Florida Commission for Transportation Disadvantaged (CTD) and SRA expired June 30, 2020. The Designated Official Planning Agency (DOPA), which is the MPO is required to complete a formal Request for Proposal (RFP) process to select and recommend to the CTD, a designated CTC. As defined by Chapter 427, F.S., the designated CTC has the responsibility of ensuring that coordinated transportation services are provided to the transportation disadvantaged population in the designated service area.

MPO staff advertised an RFP on March 16, 2020. Two proposals were submitted by the April 1, 2020 deadline. The CTC Selection Committee met on April 20th and discussed both proposals. On May 4th, CTD staff received a letter of complaint from one of the proposers. The complaint was that the CTC Selection Committee had a bias towards certain proposers. Another complaint was that MPO staff had failed to properly advertise the RFP in the largest circulated newspaper and the Florida Administrative Register, and that a public meeting for information and questions was not made available to proposers as required under 41-2 of the Florida Administrative Code (F.A.C). After discussions with CTD staff, it was determined that the RFP would be cancelled and re-advertised correctly at a later date. In order to maintain the service currently being provided to TD riders, the CTD extended its current contract with SRA to December 31, 2020.

ISSUES

MPO staff re-advertised an RFP on July 6, 2020. One proposal was submitted by the July 22, 2020 deadline by Senior Resource Association (SRA). The CTC Selection Committee met on August 10th to discuss and score the proposal. At the conclusion of the meeting, it was determined that SRA be recommended to the MPO Policy Board

and the CTD as Martin County's CTC.

At the August 31st LCB-TD meeting, staff will discuss the RFP process and ask for a recommendation from the LCB-TD to endorse the Selection Committee's decision.

RECOMMENDED ACTION

- a. Endorse the decision of the CTC Selection Committee to recommend SRA as Martin County's CTC.