

ST. LUCIE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB)

Rescheduled Meeting

Wednesday, September 22, 2021
2:00 pm

Public Participation/Accessibility

Participation in Person: Public comments may be provided in person at the meeting. Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact the St. Lucie TPO at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

Participation by Webconference: Using a computer or smartphone, register at <https://register.gotowebinar.com/register/4386261263377699600>. After the registration is completed, a confirmation will be emailed containing instructions for joining the webconference. Public comments may be provided through the webconference chatbox during the meeting.

Written and Telephone Comments: Comment by email to TPOAdmin@stlucieco.org; by regular mail to the St. Lucie TPO, 466 SW Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953; or call 772-462-1593 until 1:00 pm on September 22, 2021.

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call/Self-Introductions**
4. **Comments from the Public**
5. **Approval of Agenda**
6. **Approval of Meeting Summary**
 - *May 5, 2021 Regular Meeting*
7. **Action Items**
 - 7a. **By-Laws Update:** The annual update of the By-Laws which provide a framework for the operation of the LCB will be reviewed.

Action: Approve the FY 2021-22 By-Laws, approve with conditions, or do not approve.

- 7b. Grievance Procedures Update:** The annual update of the Grievance Procedures which are used in dispute resolutions regarding the provision of transportation disadvantaged services will be reviewed, and appointments to the Grievance Committee will be considered.

Action: Approve, approve with conditions, or do not approve the FY 2021-22 Grievance Procedures and appoint a Grievance Committee.

- 7c. Coordination Agreements:** The Community Transportation Coordinator (CTC) will present coordination agreements with transportation providers for review.

Action: Approve the coordination agreements, approve with conditions, or do not approve.

- 7d. Transit Route Optimization Study Draft Choices & Concept Report:** Alternative bus network designs described in the Transit Route Optimization Study Draft Choices & Concept Report will be presented.

Action: Recommend acceptance of the Report and recommend a network alternative, recommend with conditions, or do not recommend.

8. Discussion Items

- 8a. ADA Assessment of Bus Stops and Intermodal Stations:** Review of a plan that outlines the County's compliance with Americans with Disabilities Act (ADA) requirements for bus stop boarding and alighting areas and transportation facilities.

Action: Discuss and provide comments to Staff.

- 8b. Voting Conflicts of Interest:** Review of laws and regulations related to transactions or arrangements that could benefit a board or committee member on a personal level.

Action: Discuss and provide comments to Staff.

- 8c. Transit Development Plan (TDP) Annual Progress Report:** Review of the status of public transportation improvements outlined in the Transit Development Plan Major Update adopted in 2019.

Action: Discuss and provide comments to Staff.

9. Recommendations/Comments by Members

10. Staff Comments

11. Comments from the Public

- 12. Next Meeting:** The next St. Lucie LCB meeting is a regular meeting scheduled for 2:00 pm on Wednesday, November 3, 2021.

13. Adjourn

NOTICES

The St. Lucie TPO satisfies the requirements of various nondiscrimination laws and regulations including Title VI of the Civil Rights Act of 1964. Public participation is welcome without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons wishing to express their concerns about nondiscrimination should contact Marceia Lathou, the Title VI/ADA Coordinator of the St. Lucie TPO, at 772-462-1593 or via email at lathoum@stlucieco.org.

Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact Marceia Lathou at 772-462-1593 at least five days prior to the meeting. Persons who are hearing or speech impaired may use the Florida Relay System by dialing 711.

Items not included on the agenda may also be heard in consideration of the best interests of the public's health, safety, welfare, and as necessary to protect every person's right of access. If any person decides to appeal any decision made by the St. Lucie TPO Advisory Committees with respect to any matter considered at a meeting, that person shall need a record of the proceedings, and for such a purpose, that person may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

Kreyòl Ayisyen: Si ou ta renmen resevwa enfòmasyon sa a nan lang Kreyòl Ayisyen, tanpri rele nimewo 772-462-1593.

Español: Si usted desea recibir esta información en español, por favor llame al 772-462-1593.



**ST. LUCIE LOCAL COORDINATING BOARD FOR THE
 TRANSPORTATION DISADVANTAGED (LCB)**

REGULAR MEETING

Date: Wednesday, May 5, 2021

Time: 2:00 pm

Location: St. Lucie TPO
 Coco Vista Centre
 466 SW Port St. Lucie Boulevard, Suite 111
 Port St. Lucie, Florida

MEETING SUMMARY

1. Call to Order

Chairwoman Townsend called the meeting to order at 2:15 pm.

2. Pledge of Allegiance

Chairwoman Townsend led the Pledge of Allegiance.

3. Roll Call

Self-introductions were made, and an in-person quorum was noted.

* **MOTION** by Ms. Hawley to approve select members' remote participation.

** **SECONDED** by Ms. Dillon Carried **UNANIMOUSLY**

Members Present

Commissioner Cathy Townsend, Chair
 Carolyn Niemczyk, Vice Chair
 Joe Azevedo
 Deidre Butler (via web)

Representing

Elected Official, TPO-appointed
 Elderly Community
 CareerSource Research Coast
 Private Transportation Industry

Dorothy Cobb	Economically Disadvantaged
Dalia Dillon	FL Dept. of Elder Affairs
Jim Dwyer	Children at Risk
Malcom Harris-Gowdie (via web)	Disabled Community
Debbie Hawley	Public Education
Jonathan Knight	FDOT
Nelson Merchan-Cely (via web)	Citizen Advocate
David Rodriguez	Local Mass Transit
Anna Santacroce	Citizen Advocate/User
Milory Senat (via web)	APD
Shakera Smith	Vocational Rehabilitation

Others Present

Kyle Bowman
Peter Buchwald
Marceia Lathou (via web)
Rachel Harrison
Patricia Auzenne (via web)
Adolfo Covelli
Auria Creary
Murriah Dekle
Bob Driscoll
Mary Edwards (via web)
Matthew Hearn
Melody Hearn
Tracy Jahn
Bonnie Landry (via web)
Bill Lindsey
Anthony Rodriguez
Heather Young

Representing

St. Lucie TPO
St. Lucie TPO
St. Lucie TPO
Recording Specialist
ARA Bright Kidney Care
St. Lucie County
General Public
St. Lucie County
COASL
APD
General Public
Family Care Council
St. Lucie County
BCLA
Citizen Advocate
MV Transportation, Inc.
St. Lucie County

Ms. Lathou explained a variety of housekeeping items related to the remote method of participation. Mr. Buchwald welcomed Ms. Hawley as a new member of the LCB.

In response to Chairwoman Townsend's request, several of the transit staff members in attendance introduced themselves.

4. **Comments from the Public** – Mr. Hearn announced that he had recently taken a bus ride to work through the Advantage Ride Treasure Coast program and thanked those present for providing the transportation. Ms. Hearn likewise expressed her gratitude, describing the program as a door-opener for persons with developmental disabilities and adding that it had granted her son access to

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employment and educational opportunities she had previously thought out of reach.

Mr. Harris-Gowdie also thanked the members for providing opportunities to persons with disabilities.

5. **Approval of Agenda**

* **MOTION** by Vice Chairwoman Niemczyk to approve the agenda.

** **SECONDED** by Mr. Dwyer Carried **UNANIMOUSLY**

6. **Approval of Meeting Summaries**

- February 24, 2021 Regular LCB Meeting
- February 24, 2021 Public Hearing/Training Workshop

* **MOTION** by Vice Chairwoman Niemczyk to approve the meeting summaries.

** **SECONDED** by Ms. Dillon Carried **UNANIMOUSLY**

7. **Action Items**

7a. Community Transportation Coordinator (CTC) Evaluation:
The annual evaluation of the performance and operations of St. Lucie County (the CTC) in the provision of demand response bus service.

Ms. Lathou noted that the LCB is required by the State to conduct an annual evaluation of the CTC consisting of both qualitative and quantitative analyses. She outlined the performance measures used in the evaluation and explained that the LCB is also required to establish an annual percentage goal increase for the number of trips provided by public transit. Ms. Lathou presented the results of the evaluation, which indicated that the CTC met or exceeded all applicable standards in addition to eliciting a high level of customer satisfaction. She concluded with the recommendation that the LCB set an annual percentage goal increase of one percent for the number of trips provided on the fixed-route system.

In response to Vice Chairwoman Niemczyk's question, Ms. Dekle and Mr. Buchwald explained that a one percent increase in trips from FY

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2019/2020 would essentially bring the total number of trips back to pre-Pandemic levels. Mr. Buchwald further noted that reaching the goal would require no additional vehicles or equipment.

Mr. Rodriguez remarked on the proportion of survey respondents who commented on the timing of the buses and suggested that more respondents be contacted for feedback. Ms. Dekle assured him that the matter was being addressed.

Mr. Harris-Gowdie inquired about the goals for the transit program. Ms. Dekle outlined a number of grants that were being pursued, noting that the Transportation Disadvantaged Service Plan (TDSP) contained a full articulation of the County's transit goals for the coming years. Mr. Buchwald also named several transit initiatives currently underway, including the re-branding efforts presented at the previous LCB meeting and the Transit Route Optimization Study.

* **MOTION** by Mr. Rodriguez to approve the CTC Evaluation.

** **SECONDED** by Vice Chairwoman Niemczyk Carried **UNANIMOUSLY**

7b. Transit Route Optimization Study: Presentation of the Draft Choices Report of the Transit Route Optimization Study.

Ms. Lathou explained the Transit Route Optimization Study as originating in the present Transit Development Plan. She listed several factors that impact the location of bus routes and described the two phases of the Study, subsequently explaining the rationale behind its timing and design. Ms. Lathou defined the two common transit goals of ridership and coverage, noting they were often in conflict, and concluded with the key findings of the Study thus far.

Vice Chairwoman Niemczyk congratulated the staff on the significant number of surveys that had been completed. Ms. Lathou attributed the high response rate to a strong online and social media push, extensive outreach at public libraries, and assistance in administering in-person surveys provided by South Florida Commuter Services.

Mr. Rodriguez commended the staff for undertaking the Study, characterizing it as one of the most important steps toward improving the transit program in years.

In answer to Mr. Harris-Gowdie's question, Ms. Lathou expounded upon the process of creating the survey.

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* **MOTION** by Mr. Knight to recommend acceptance of the Report.

** **SECONDED** by Mr. Rodriguez Carried **UNANIMOUSLY**

7c. St. Lucie County Paratransit Plan: Review of a plan that outlines the County's compliance with the requirements of the Americans with Disabilities Act (ADA) for complementary paratransit service including the eligibility process and procedures for complaints and grievances.

Ms. Jahn outlined the six criteria addressed by the Paratransit Plan to ensure that the complementary paratransit service was in compliance with ADA requirements. She indicated that the Plan also included the eligibility criteria for ADA paratransit service and then described how the online application for paratransit service had been streamlined to more efficiently match potential riders with available transit services.

In response to Ms. Santacroce's question, Ms. Jahn described the rider eligibility process for those who were already pre-certified under other programs.

In answer to Chairwoman Townsend's question, Ms. Jahn explained who received application-related correspondence in her absence. Ms. Jahn then further explained the timeline for the determination of a rider's eligibility.

Mr. Rodriguez commented that he had mistakenly received calls from riders and asked if there was a waitlist for the paratransit service. Ms. Jahn replied in the negative, and Chairwoman Townsend suggested he forward those inquiries to the CTC and MV Transportation, Inc.

In response to Vice Chairwoman Niemczyk's questions, Ms. Jahn explained that riders over 65 years of age, unlike younger riders, did not require a medical verification form to be eligible for paratransit service. She also clarified that there were no income requirements. Mr. Harris-Gowdie further inquired about the requirements for persons with disabilities, and Ms. Jahn noted that the medical verification form included disability information.

* **MOTION** by Vice Chairwoman Niemczyk to approve the Paratransit Plan.

** **SECONDED** by Mr. Knight Carried **UNANIMOUSLY**

8. Discussion Items

- 8a. Florida's Government-in-the-Sunshine Law:** Review of laws and regulations pertaining to Florida's Sunshine Law as it pertains to boards, committees, and their meetings.

Ms. Young explained that the LCB is subject to Florida's Sunshine Law and that LCB meetings therefore must be open to the public. She noted several requirements related to that provision, including the seven-day advance notice of meetings and publishing of meeting minutes, and then explained what constituted a meeting for the purposes of the Law. Ms. Young clarified the penalties associated with both intentional and unintentional violations of the Law, and encouraged the members to contact her with any questions.

Mr. Harris-Gowdie inquired about the appropriate response to a member of the public asking him a question about a previous meeting, and Ms. Young indicated that communicating LCB matters to the public would not violate the Sunshine Law.

- 9. Recommendations/Comments by Members –** Ms. Lathou congratulated Mr. Merchan-Cely on recently becoming a U.S. Citizen, a sentiment echoed by several members. Mr. Merchan-Cely thanked those in attendance and expressed his pride in being part of the LCB.

The members also wished Mr. Harris-Gowdie a happy birthday.

- 10. Staff Comments –** Mr. Buchwald noted that the Jobs Express Terminal would be completed in summer 2021 and described a number of its features. He also reported on the significant funding expected from recent and upcoming federal legislation, commending the LCB for its role in ensuring a steady stream of shovel-ready projects.

Ms. Lathou thanked the members for their participation and expressed her estimation of the LCB as one of the greatest boards in the County. Chairwoman Townsend agreed, commenting on the LCB's caring and sincerity in helping residents in need of transportation assistance.

Vice Chairwoman Niemczyk commended Mr. Buchwald for staying apprised of relevant grants, and he, in turn, thanked the LCB's members and partners for their efforts.

Chairwoman Townsend likewise commended the TPO and County staffs for their efforts, acknowledging Ms. Jahn in particular for the quality of her work since beginning her position. Chairwoman Townsend also reiterated the welcome to Ms. Hawley as a new member.

- 11. Comments from the Public –** None.

- 12. Next Meeting:** The next LCB meeting is a regular meeting scheduled for 2:00 pm on Wednesday, August 25, 2021.

- 13. Adjourn –** The meeting was adjourned at 3:10 pm.

Respectfully submitted:

Approved by:

Rachel Harrison
Recording Specialist

Commissioner Cathy Townsend
Chairwoman



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 22, 2021 - Rescheduled
Item Number:	7a
Item Title:	By-Laws Update
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8-Transportation Disadvantaged (TD) Program
Requested Action:	Approve the FY 2021-22 By-Laws, approve with conditions, or do not approve.
Staff Recommendation:	Because the draft FY 2021-22 By-Laws are consistent with current LCB operating guidelines developed by the FCTD, it is recommended that the draft FY 2021-22 By-Laws be approved.

Attachments

- TPO Staff Report
- Draft FY 2021-22 By-Laws

MEMORANDUM

TO: St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 15, 2021

SUBJECT: **By-Laws Update**

BACKGROUND

The LCB By-Laws guide the Board in fulfilling its purpose of identifying local service needs and providing information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services for the transportation disadvantaged. The By-Laws are based on the most current *Local Coordinating Board and Planning Agency Operating Guidelines* developed by the Florida Commission for the Transportation Disadvantaged (FCTD). Florida law requires that the LCB By-Laws be updated annually.

ANALYSIS

The FY 2020-21 By-Laws were reviewed. No changes to the By-Laws are proposed.

RECOMMENDATION

Because the draft FY 2021-22 By-Laws are consistent with current LCB operating guidelines developed by the FCTD, it is recommended that the draft FY 2021-22 By-Laws be approved.



St. Lucie Transportation
Planning
Organization

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ST. LUCIE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB)

FY 2021-22 BY-LAWS, RULES, AND PROCEDURES

September 22, 2021

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1.0 OVERVIEW

1.1 ESTABLISHMENT

The St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB) was established pursuant to Section 427.0157, Florida Statutes (FS).

1.2 PURPOSE

The purpose of the LCB is to develop local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services within their local service area to be provided to the transportation disadvantaged.

1.3 AUTHORITY

The LCB is recognized as an advisory body in its service area to the Florida Commission for the Transportation Disadvantaged (FCTD).

2.0 STRUCTURE

2.1 BOARD

2.1.1 Composition & Membership

In accordance with Section 47.0157, FS, all members of the St. Lucie LCB shall be appointed by the TPO Board, with the exception of agency representatives who shall be appointed by their agencies. The composition, membership, and terms of membership of the LCB are established in Rule 41-2, Florida Administrative Code (FAC) and follows.

- a) An elected official from the service area, serving as the chairperson;
- b) A local representative of the Florida Department of Transportation;
- c) A local representative of the Florida Department of Children and Family Services;
- d) A representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
- e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- f) A person who is recognized by the Veterans Service Office representing the veterans of the county;
- g) A person who is recognized by the Florida Association for Community Action (President) representing the economically disadvantaged in the county;
- h) A person over sixty representing the elderly in the county;
- i) A person with a disability representing the disabled in the county;
- j) Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- k) A local representative for children at risk;
- l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the CTC;
- m) A local representative of the Florida Department of Elder Affairs;
- n) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be

appointed except where said representative is also the CTC. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the LCB;

- o) A local representative of the Florida Agency for Health Care Administration;
- p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
- q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

2.1.2 Terms of Membership

Except for the state agency representatives, the members of the LCB shall serve for three-year terms. Individuals can serve for more than one term.

2.1.3 Attendance

The TPO may review and consider rescinding the appointment of any member of the LCB who fails to attend or send an alternate for three consecutive meetings. The LCB shall notify the FCTD if any state agency voting member or their alternate fails to attend three consecutive meetings.

2.1.4 Vacancy

If a vacancy occurs, individuals may request appointment to the LCB for consideration by the TPO Board. These requests shall be in writing and addressed to the TPO Executive Director. Any requests will be included, by the TPO Executive Director, on the subsequent TPO Board's agenda, and the applicant will receive a written or email response as appropriate from the TPO.

2.1.5 Alternates

LCB members are encouraged to appoint alternates. An LCB alternate may be appointed according to the following terms:

- a) Alternates are to be appointed in writing or email.

- b) Alternates may be recommended by TPO staff.
- c) Each alternate may vote only in the absence of the primary member on a one vote per member basis.
- d) Alternates must be a representative of the same interest as the primary member.

2.1.6 Officers

- a) Chairperson

The TPO Board shall appoint an elected official to serve as the official Chairperson for all LCB meetings. The appointed chairperson shall be an elected official who resides in the county that the LCB serves (41-2.012(1) FAC). The Chairperson shall serve until their elected term of office has expired or otherwise is replaced by the Designated Official Planning Agency. The TPO Board shall replace or reappoint the Chairperson at the end of his/her term.

- b) Vice Chairperson

The LCB shall hold an annual organizational meeting for the purpose of electing a Vice-Chairperson (41-2.012(2) FAC). The Vice Chairperson shall be elected by a majority vote of a quorum, defined in Section 2.1.9, of the LCB members. The Vice Chairperson shall serve a term of one year starting with the first meeting after the election. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice Chairperson may serve more than one term.

2.1.7 Minutes

The staff of the TPO shall maintain the minutes and other records of the Board. The minutes shall accurately reflect the proceedings of the Board.

2.1.8 Voting

As long as it does not constitute a conflict of interest, all members of the Board that are present, including the Chairperson, shall be required to vote on any question involving LCB action.

An affirmative vote of fifty percent (50%) of the quorum plus one will be required in order for a motion to pass. In the event of a tie vote, the motion will fail.

2.1.9 Quorum

A majority of the voting members of the Board must be present for the LCB to conduct business.

3.0 OPERATING PROCEDURES

3.1 ADMINISTRATIVE OPERATIONS

The administrative operations of the LCB shall be in accordance with the *Local Coordinating Board and Planning Agency Operating Guidelines* dated August 2017, developed by the FCTD; applicable state and federal regulations; and as directed by the Board or delegated by the Board to the Executive Director of the TPO.

3.2 MEETINGS

The LCB shall meet as often as necessary in order to meet its responsibilities. However, the LCB shall meet at least quarterly with a quorum of its membership. Meetings by teleconference are prohibited since these meetings are "local."

3.3 PUBLIC ACCESS

All public records of the LCB are available for inspection and examination in accordance with applicable state and federal regulations. Public records inquiries may be submitted during regular business hours to the offices of the St. Lucie TPO, 466 Port St. Lucie Boulevard, Suite 111, Port St. Lucie, Florida 34953, (772) 462-1593.

Anyone with a disability requiring accommodation to attend a meeting, workshop, and/or proceeding should contact the St. Lucie County Community Services Director at (772) 462-1777 or TDD (772) 462-1428 at least forty-eight (48) hours prior to the meeting.

All meetings, workshops and proceedings shall be open to the public. All meetings will provide opportunity for public comments on the agenda in accordance with the following policy:

1. Prior to the approval of the agenda near the start of an LCB Board meeting and prior to the meeting adjournment, time will be reserved for comment by members of the general public. The duration of comments from the public are limited to not more than three minutes per person, although the speaker is permitted to submit commentary in writing of any length provided that copies are made for all members of the Board being addressed by the speaker and the Board Secretary. The speaker shall state the speaker's name and address for the record at the beginning of the speaker's comment period. No members of the public may lend speaking time to another speaker. The "Public Comment" period is limited to not more than 30 minutes duration. The Chairperson

of the LCB, as applicable, may provide for additional public comment for good cause shown.

2. During a presentation by a member of the public, other members of the public, LCB members, or LCB staff members (other than the meeting Chairperson in said individual's role as the presiding officer) shall avoid interrupting the speaker. After all of the speakers have completed their comments or presentations or the "Public Comment" period has elapsed, the Chairperson, LCB members, and LCB staff may question the speakers.

3. Members of the public seeking to address the LCB should prepare their remarks in advance in an effort to be concise and to the point. Speakers must come to the podium to speak. Members of the public shall not address individual members of the LCB or staff but shall address the Board being addressed as a whole through the presiding Chairperson. Any speaker who becomes unruly, screams, uses profanity, or shows poor conduct may be asked to leave the podium and return to the speaker's seat by the presiding Chairperson. Should the speaker refuse to leave the podium and return to the speaker's seat, the Chairperson, as the presiding officer, may rule the speaker "out of order." Should the speaker still refuse to leave the podium and return to the speaker's seat, the Chairperson may ask a law enforcement officer to remove the speaker from the meeting.

The LCB reserves the right to modify or terminate the Public Comment Policy. Any modifications to the Public Comment Policy become effective upon their adoption by the LCB.

3.4 NOTICE OF MEETINGS AND WORKSHOPS

All LCB meetings, public hearings, committee meetings, etc., shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting a minimum of seven days prior to the meeting.

Meeting notice shall include date, time, and location, general nature/subject of the meeting, and a contact person and number to call for additional information and request accessible formats.

Staff shall provide the agenda and meeting packet to the FCTD, LCB members and all other interested parties prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the Transportation Disadvantaged Service

Plan, shall be given for additional review time. The agenda shall include a public participation opportunity.

3.5 AGENDA

Generally, at least seven (7) days prior to a Board meeting or workshop at which policy-making decisions will be made, an agenda shall be available for distribution on request by any interested person. The agenda shall list the items in the general order they are to be considered provided, however, that for cause stated in the record by the Chairperson, items may be considered at the Board meeting out of their listed order. The agenda shall be specific as to items to be considered. All matters involving the exercise of Board discretion and policy making shall be listed on the agenda.

Any person desiring to have an item placed on the agenda of a regular Board meeting shall request of the Board in person or in writing that the item be considered for placement on the agenda. Requests in person shall be made at a regular Board meeting, and the Board will consider whether to place the item on the agenda for a subsequent regular meeting. Requests in writing must be received by the TPO at least fourteen (14) days in advance of a scheduled regular Board meeting and must describe and summarize the item. The written requests shall be mailed or delivered to the TPO at the address shown in Section 3.3. The Board then will consider at the scheduled regular meeting whether to place the item requested in writing on the agenda for a subsequent regular meeting.

Upon approval by the Chairperson or the Board, additional items not included on the meeting agenda may be considered at a meeting by the Board for the purpose of acting upon matters affecting the public health, safety, or welfare or which are in the best interests of the public.

3.6 EMERGENCY MEETINGS, WORKSHOPS & COMMITTEE MEETINGS

The LCB may conduct an emergency meeting or workshop for the purpose of acting upon matters affecting the public health, safety, or welfare or which are in the best interests of the public. Whenever an emergency Board meeting or workshop is scheduled to be held, the TPO shall provide public notice of such meeting or workshop as soon as possible. Such notice shall contain the information specified in Section 3.4. Emergency/committee meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

Staff shall give the FCTD, LCB members and all interested parties one week notice, if possible, of the date, time, location, and proposed agenda for the LCB committee meetings and emergency meetings. Meeting materials shall be provided as early as possible.

3.7 MEETING RULES & PROCEDURES

All meetings of the Board and the Committees shall be governed by the rules and procedures contained in Robert's Rules of Order which are applicable and which are not inconsistent with these By-Laws, Rules, and Procedures or with any special rules of order that the Board may adopt. The By-Laws, Rules, and Procedures shall be reviewed, updated (if necessary), and adopted annually. It is recommended that the By-Laws, Rules and Procedures are reviewed and approved during the first quarter (July-September). Approved By-Laws, Rules, and Procedures shall be submitted to the FCTD.

3.8 AMENDMENTS

These By-Laws, Rules, and Procedures may be amended at any Board meeting by the affirmative vote of the majority of the voting members of the Board provided that a copy of the proposed amendment(s) shall have been mailed or e-mailed to each Board member at least four calendar days prior to the meeting.

3.9 FLORIDA GOVERNMENT IN THE SUNSHINE LAW

All LCB meetings, including committee meetings, shall be conducted in conformance with the Florida "Government in the Sunshine Law". Failure of an LCB member to follow Florida Government in the Sunshine laws may result in disciplinary action including suspension or termination of participation on the LCB.



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 22, 2021 - Rescheduled
Item Number:	7b
Item Title:	Grievance Procedures Update
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve the Grievance Procedures Update, approve with conditions, or do not approve and appoint a Grievance Committee.
Staff Recommendation:	Because the draft FY 2021-22 Grievance Procedures meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2021-22 Grievance Procedures be approved and that a Grievance Committee be appointed.

Attachments

- Staff Report
- Draft FY 2021-22 Grievance Procedures

MEMORANDUM

TO: St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 15, 2021

SUBJECT: **Grievance Procedures Update**

BACKGROUND

As an extension of the Florida Commission for the Transportation Disadvantaged (FCTD), the LCB is tasked with oversight for the Transportation Disadvantaged program at the local level. This includes the development of written procedures to hear and advise on grievances and the annual update of these procedures.

The purpose of the grievance function is to process, investigate, and make recommendations in a timely manner on issues for which a local resolution has not occurred. Filing a complaint with the transit operator and/or CTC is always the first step in the problem-solving process. If the complaint is not resolved to the customer's satisfaction, generally the next step would be to file a written grievance with the LCB.

To assist in implementing the grievance function, the LCB is required to establish a Grievance Committee consisting of voting members of the LCB.

ANALYSIS

The LCB Grievance Procedures were reviewed by TPO staff. No changes to the Grievance Procedures are proposed.

The current members of the Grievance Committee are: Ms. Stacy Malinowski and Ms. Carolyn Niemczyk. Ms. Kathryn Hensley also was a Grievance Committee member but she is no longer a member of the LCB.

RECOMMENDATION

Because the draft FY 2021-22 Grievance Procedures meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2021-22 Grievance Procedures be approved and that a Grievance Committee be appointed.



St. Lucie Transportation
Planning
Organization

Coco Vista Centre
466 SW Port St. Lucie Blvd, Suite 111
Port St. Lucie, Florida 34953
772-462-1593 www.stlucietpo.org

ST. LUCIE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB)

FY 2021-22 GRIEVANCE PROCEDURES

September 22, 2021

Section 1: General – The following procedures are established to provide regular opportunities for grievances to be brought before the Local Coordinating Board for the Transportation Disadvantaged (LCB) Grievance Committee.

A complaint and grievance are required to have two steps. Complaints are defined as any documented concerns from agencies, users, potential users of the system and the Community Transportation Coordinator (CTC) in the designated service area involving public transportation timeliness, vehicle condition, quality of service, personnel behavior, and other operational policies under the Transportation Disadvantaged program. Grievances are defined as unresolved complaints.

Filing a complaint locally with the transit operator and/or CTC is always the first step in the problem-solving process. If the complaint is not resolved to the customer's satisfaction, generally the next step would be to file a written grievance with the LCB. Before hearing the grievance, the LCB Grievance Committee shall determine whether the information supplied by the Grievant constitutes an acceptable grievance. If formally accepted by the Grievance Committee, the grievance will be heard by the Grievance Committee and the LCB. The Florida Commission for the Transportation Disadvantaged (FCTD) would consider hearing the grievance if unresolved.

All communications of all parties, must be in writing, hand delivered and date stamped or sent by certified mail return receipt requested. The St. Lucie Transportation Planning Organization (TPO) staff will provide assistance with filing grievances upon request.

Section 2: Filing a Grievance – Should an interested party wish to file a grievance regarding service from the Transportation Disadvantaged Program, a grievance must be filed in writing to the Local Coordinating Board for the Transportation Disadvantaged (LCB). Upon request of the Grievant, the LCB shall provide information on filing a grievance. The Grievant must demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement, copies of which may be obtained from the CTC. The Grievant shall address and deliver the grievance to:

St. Lucie TPO
466 SW Port St. Lucie Boulevard, Suite 111
Port St. Lucie, Florida 34953

The grievance shall include:

- The name of the Grievant and address where the Grievant can be located
- A statement of the grounds for the grievance made in a clear and concise manner, supplemented by supporting documentation;
- The date of the alleged violation upon which the grievance is based which shall be no more than 180 days before the date of the receipt of the grievance at the St. Lucie TPO;
- An explanation of the relief desired by the Grievant;
- Grievance must be hand delivered or sent certified mail return receipt requested; and
- Copies of all grievances and back-up documentation shall be supplied to all interested parties, including the operator/broker, in a timely manner.

Section 3: Grievance Committee – According to the FCTD *Local Coordinating Board and Planning Agency Operating Guidelines*, the LCB shall appoint a Grievance Committee to serve as mediator to process and investigate service complaints and grievances from agencies, users, potential users of the system, and the CTC in the designated service area to make recommendations to the LCB. The LCB shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the LCB.

When a meeting of the Grievance Committee is necessary, staff to the LCB shall schedule a meeting for the Grievance Committee to hear grievances.

Section 4: Grievance Process - Once a grievance has been received the Grievance Committee shall meet, consider acceptance of the grievance, consider the grievance if accepted, and issue its recommendation within thirty days of the date the grievance was filed. The Grievant and all other affected parties shall be notified in writing of the date, time and place of the Grievance Committee meeting where the grievance shall be heard. This written notice shall be mailed at least ten working days in advance of the meeting. A written copy of the recommendation made by the Grievance Committee shall be presented to the LCB at its next regularly scheduled meeting and mailed to all parties involved within ten working days of the date of the issuance of the recommendation. Effort will be made to safeguard the privacy and rights of all persons involved.

Section 5: Consideration by the LCB – The recommendation of the Grievance Committee may be referred in writing by the Grievant to the LCB, within fifteen working days from the date when the Grievance Committee issued its recommendation.

Once a Referral has been received, the LCB shall meet and issue its recommendation within thirty days of the date the Referral was filed. The Grievant and all other affected parties shall be notified in writing of the date, time and place of the LCB meeting where the Referral shall be heard. This written notice shall be mailed at least ten working days in advance of the meeting. A written copy of the recommendation made by the LCB shall be mailed to all parties involved within ten days of the date the LCB issued its recommendation.

At all meetings of the LCB, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business.

Section 6: Notification of Meetings to Hear Grievances – the LCB shall send notice of the scheduled meeting to hear the grievance in writing to the Grievant and other interested parties. The notices shall clearly state:

- Date, time and location of the meeting;
- Purposes of the meeting and a statement of issues involved; and,
- Procedures to be followed during the meeting.

Section 7: Written Recommendation – Written recommendations shall include the following:

- A statement that a meeting was held, involving all parties, representatives, and witnesses. That all were given an opportunity to present their position, demonstrating the violation of a specific law, regulation or contractual agreement;
- A statement that clearly defines the issues discussed;
- A recommendation and reasons for the recommendation based on information presented; and
- A recommendation to improve the provisions of a cost efficient and effective service based on investigation and findings.

Consideration by the Florida Commission for the Transportation Disadvantaged (FCTD) - All referrals of LCB grievance recommendations must be submitted to the FCTD in writing. The Grievant may begin this process by contacting the FCTD through the TD Ombudsman Helpline at (800) 983-2435 or via mail at: Florida Commission for the Transportation Disadvantaged; 605 Suwannee St., MS-49, Tallahassee, FL 32399-0450 or by email at CTDOmbudsman@dot.state.fl.us. Hearing and speech impaired persons call: 711 (Florida only) Florida Relay System. Upon request of the Grievant, the FCTD will provide the Grievant with an accessible copy of the FCTD's Grievance Procedures.

Notification of Grievance Procedures - Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process which include the publishing of the FCTD TD Helpline service for use when local resolution has not occurred. All materials shall be made available upon request by the citizen.

Section 8: Additional Recourse - Apart from the above grievance processes, aggrieved parties, with proper standing, may also have recourse through the Chapter 120, F.S. administrative hearings process or the judicial court system.

Section 9: Amendments – The LCB Grievance Procedures may be amended by a majority vote of members present, if a quorum exists.

CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the St. Lucie County Local Coordinating Board for the Transportation Disadvantaged (LCB) and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Coordinating Board as adopted by the St. Lucie LCB this 22nd day of September 2021.

ST. LUCIE COUNTY LOCAL COORDINATING
BOARD FOR THE TRANSPORTATION DISADVANTAGED

Cathy Townsend
Chairwoman

ATTEST:

Marceia Lathou
Transit Program Manager

Date



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 22, 2021 - Rescheduled
Item Number:	7c
Item Title:	Coordination Agreements
Item Origination:	Community Transportation Coordinator (CTC)
UPWP Reference:	Task 3.8–Transportation Disadvantaged Program
Requested Action:	Approve the Coordination Agreements, approve with conditions, or do not approve.
Staff Recommendation:	Because Coordinated Contractors assist the Community Transportation Coordinator in providing safe, cost-effective, and efficient service to the transportation disadvantaged community, it is recommended that the coordination agreements be approved.

Attachments

- TPO Staff Report
- CTC Staff Report

MEMORANDUM

TO: St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 15, 2021

SUBJECT: **Coordination Agreements**

BACKGROUND

The Community Transportation Coordinator (CTC) may enter into a written coordination agreement with an agency who receives transportation disadvantaged funds and performs some, if not all of, its own services. The Coordinated Contractors must submit operating data to the CTC to be included in the Annual Operating Report. Both the Coordinated Contractors and CTC must be able to provide documentation in support of all information submitted.

ANALYSIS

The St. Lucie CTC wishes to enter into coordination agreements with several public, private, and non-profit transportation service agencies. The CTC has analyzed the services of these agencies and has determined that their services are safe, effective, and efficient from a total system perspective. The Florida Commission for the Transportation Disadvantaged's standard contract reflects the specific terms and conditions that will apply to those agencies as well as joint utilization and cost provisions for transportation services.

RECOMMENDATION

Because Coordinated Contractors assist the Community Transportation Coordinator in providing safe, cost-effective, and efficient service to the transportation disadvantaged community, it is recommended that the coordination agreements be approved.

TO: Members of the St. Lucie County Local Coordinating Board

THROUGH: Diana Wesloski, Community Services Director *DW*
Murriah Dekle, Transit Division Director *MSD*

FROM: Cathi Petagno, Senior Transit Program Specialist

DATE: August 2, 2021

SUBJECT: Florida Commission for the Transportation Disadvantaged (FCTD)
Annual Coordination Agreements State Fiscal Year 2022

Background:

The Florida Commission for the Transportation Disadvantaged (FCTD) contracts directly with the Community Transportation Coordinator (CTC) in each county/service area to coordinate transportation services. Annually, the Local Coordinating Board approves the Community Transportation Coordinator agreements with businesses and agencies that provide transportation trips for specific disadvantaged populations. The goal of the CTC is to coordinate the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged people as outlined in section [427.0155](#) of the Florida Statutes.

Establishing contracts with local transportation providers under a Coordinated Contractor Agreement enables the CTC to include performance and safety standards. Collaboration with local agencies also aids in reducing potential duplication of services within the County. The operational data from the Coordinated Contractors is submitted to the Commission for the Transportation Disadvantaged Annual Operating Report (AOR).

During the past year, CTC staff worked closely with the FCTD to improve the procedures for organizations to become Coordinated Contractors. With the assistance of the FCTD grant liaison, the CTC revised the intake application process, which ultimately generates the most viable candidates to become members of the Coordinated System. For State fiscal year 2022, the following agencies have submitted the necessary documentation for a CTC agreement, subject to Board approval:

- 2nd Chance Community Health Services, Inc.
- The ARC of St. Lucie County, Inc.
- Aurora of the Treasure Coast, Inc.
- Council on Aging of St. Lucie, Inc.
- JusTranzit School Bus, Inc.
- IMoveU, Inc.
- Mac Town, Inc.
- Nursing Services of Palm Beach Mobility, LLC.
- United Veterans of St. Lucie County, Inc.

STAFF RECOMMENDATION:

Approve coordination agreements and authorize the Chair to sign all required documents as approved by the County Attorney.

Diana Wesloski | Director | Community Services



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 22, 2021 - Rescheduled
Item Number:	7d
Item Title:	Transit Route Optimization Study Draft Choices & Concept Report
Item Origination:	Unified Planning Work Program (UPWP)
UPWP Reference:	Task 3.2 – Transit Planning
Requested Action:	Recommend acceptance of the Report and recommend a network alternative, recommend with conditions, or do not recommend.
Staff Recommendation:	Because the Transit Route Optimization Study Draft Choices & Concept Report is aimed at increasing the efficiency and effectiveness of the bus network, it is recommended that the Transit Route Optimization Study Draft Choices & Concept Report be recommended for acceptance by the St. Lucie County Board of County Commissioners (BOCC) and a network alternative or mix of alternatives be recommended.

Attachments

- TPO Staff Report
- St. Lucie County Staff Report
- Transit Route Optimization Study Draft Choices & Concept Report

MEMORANDUM

TO: St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 15, 2021

SUBJECT: **Transit Route Optimization Study Draft Choices & Concept Report**

BACKGROUND

The purpose of the Transit Route Optimization Study is to evaluate the existing bus services provided by St. Lucie County's transit system and identify financially sustainable opportunities to optimize service, improve service quality, and meet the demands of the County's growing population.

The Transit Route Optimization Study is divided into two phases. Phase I highlighted the difficult value judgments that must be made in order to redesign the bus route network. Phase I resulted in a summary that assisted stakeholders in developing a shared understanding of opportunities and challenges which will ultimately make it easier to collaborate on solutions. Funded and managed by the TPO, Phase I was conducted by Marlin Engineering with Jarrett Walker + Associates as sub-consultant.

ANALYSIS

Phase II of the Transit Route Optimization Study is being funded and managed by St. Lucie County, with Jarrett Walker + Associates conducting the Study. During Phase II, a design workshop and other public involvement tools were used to develop two network alternatives. The purpose of the alternatives is to present and analyze two contrasting visions of the bus network that

illustrate the difficult trade-offs that decision-makers face. Both network alternatives would be operable and fit within available resources. The network alternatives – coverage and ridership -- are described in the attached Transit Route Optimization Study Draft Choices & Concept Report.

RECOMMENDATION

Because the Transit Route Optimization Study Draft Choices & Concept Report is aimed at increasing the efficiency and effectiveness of the bus network, it is recommended that the Transit Route Optimization Study Draft Choices & Concept Report be recommended for acceptance by the St. Lucie County Board of County Commissioners (BOCC) and a network alternative or mix of alternatives be recommended.

TO: St. Lucie Transportation Planning Organization
THROUGH: Diana Wesloski, Community Services Director *DW*
FROM: Murriah Dekle, Transit Division Director *MSD*
DATE: July 7, 2021
SUBJECT: St. Lucie County Choices + Concepts Report

Background:

In June 2019 St. Lucie County, in cooperation with the St. Lucie Transportation Planning Organization (TPO), completed the 2020-2029 Transit Development Plan (TDP). The TDP represents the community's vision and goals for public transportation. The first goal in the TDP is "A high-quality transit service that provides a high level of service and convenience." The St. Lucie TPO's FY 2020/21 – FY 2021/22 Unified Planning Work Program (UPWP) includes a Transit Route Optimization Study. The study is to include an "analysis of the potential to improve customer service and grow ridership on existing bus routes and new routes as identified in the TDP."

The Choices Report:

The Choices Report (presented at the June meeting) examines existing services and ridership, demographics and their trends, and geographic issues. It also highlights the difficult value judgments that must be made in redesigning the network. The report will help readers gain a shared understanding of the problem, which will make it easier for them to collaborate on solutions.

Network Concepts:

The Choices Report has been updated to include two network concepts – a Ridership and Coverage concept. The two concepts are not proposals for how the St. Lucie System should be changed. Instead, the concepts illustrate how a bus network might look if it focused on each of these two desirable, but conflicting, goals that have to be managed in network design. The concepts were developed collaboratively by County and TPO staff, key stakeholders, and the consulting team at Jarrett Walker + Associates.

The Coverage Concept spreads out existing service even more thinly to provide basic service in more places and therefore provides 60-minute service or on-demand service to more areas within the county. The Ridership Concept aims to maximize ridership by concentrating resources in fewer, but more frequent service. It therefore provides 30-minute service in places with higher concentrations of jobs, residents, and activity. Maps in the report show the two contrasting concepts and outline how each would perform in a variety of access measures like access to jobs and opportunities and proximity to residents and jobs.

The Coverage Concept would mean more people and jobs have some kind of transit service: 5% more residents and 6% more jobs are within ½ mile of any transit compared to the existing system. The Ridership Concept would mean that fewer people and jobs are near any transit service, but more people and jobs are served by more frequent and useful 30-minute service: 143% more residents and 100% more jobs are within ½ mile of 30-minute service.

In the Ridership Concept, more frequent service means less waiting and therefore people can reach destinations more quickly, which improves access to jobs and opportunities within a reasonable travel time. In contrast, with less frequency, the Coverage Concept results in longer travel times to reach destinations, and therefore a decrease in the jobs and opportunities reachable in a reasonable travel time. The average resident of St. Lucie County would be able to reach 16% fewer jobs in 60 minutes by walking and transit under the Coverage Concept, due to the lower frequency of service. In the Ridership Concept, the average resident could reach 24% more jobs in 60 minutes.

These concepts will frame the conversation for a public engagement process in August and September to get feedback from existing transit riders, key stakeholders, and the general public about which of these concepts they prefer, or if they would prefer something in between the two concepts. The feedback provided will guide the County in deciding the next steps for any proposed changes to transit routes and services in St Lucie County.

STAFF RECOMMENDATION:

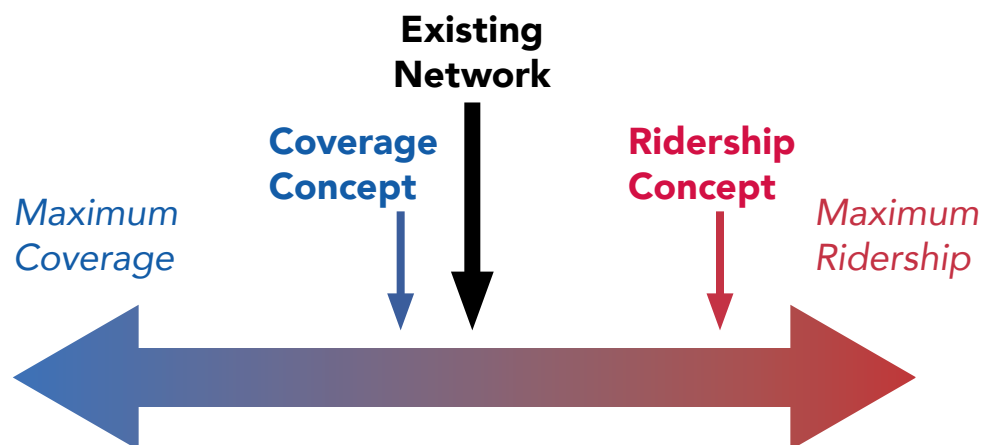
There is no staff recommendation regarding these concepts. This is an informational update on the status of the Route Optimization Study and an overview of the concepts so that regional, county, and local partners are aware of the process.

Concept Overview

This chapter presents two network design concepts for St Lucie County and compares them to the existing network. Both concepts have the same amount of service, but they show different ways to allocate these same resources.

The concepts differ in the degree to which they emphasize Ridership and Coverage goals, described on page 10. The existing system devotes about 50% of its resources toward Ridership goals and about 50% to Coverage goals and duplication. The Ridership Concept puts about 80% of its resources toward Ridership goals and 20% toward Coverage goals. The Coverage Concept in this report puts 40% of its resources toward Ridership goals and 60% toward Coverage goals.

The concepts shown in this chapter represent a spectrum of possibilities, and are not intended to be an either/or proposition.



By showing the public, stakeholders, and decision-makers the range of possibilities, St Lucie County is asking: “Now that you see the outcomes of emphasizing one goal over another, how should we balance the Ridership and Coverage goals? In other words, if you want better service, what is your definition of better?” When comparing these concepts and their outcomes, the choice is not “Pick one of these two”; rather, it is “Where on the spectrum of possibilities (illustrated in the figure on this page) should the St Lucie County network be?”

Concepts, Not Proposals

At this stage, the study team is not proposing any specific changes to the network. The public conversation about the concepts will help guide the development of an actual network.

In designing the Concepts, we are highlighting the Ridership-Coverage trade-off, and to do this, we made a single choice about matters that were unrelated to that trade-off, and kept that choice constant across both concepts. Different choices could have been made, and we welcome public comment about these features of the plan.

None of the staff from St Lucie County, nor the consultant staff have a preference between the concepts shown in this report.

Concept Overview, Continued

The most important word to remember is **“if”**. The Ridership Concept shows what might happen **if** St Lucie County chooses to shift toward Ridership goals as the primary goal. No decision has been made yet. The Coverage Concept shows what might happen **if** St Lucie County chooses to shift more resources towards coverage goals.

The Big Picture Matters More than Details

These concepts have not been refined to the point that they would be ready to implement, because their purpose is to illustrate choices at a high altitude.

In general, these concepts are intended to be complete descriptions of the predominant midday pattern of services, six days a week. The concepts also show frequencies changing throughout the day and week, but this is not meant to detail:

- Specialized commute services consisting of only a few trips
- Local routing details such as turnarounds
- Scheduling—the concepts identify frequencies for each period of the day
- Minor deviations affecting small numbers of trips

Some of these details will be added later in a final plan, but doing so now, at this conceptual stage, would be premature.

Nearly Budget-Neutral

The concepts shown are nearly budget neutral, meaning that they cost nearly the same to operate as today's network. These concepts would cost about \$100,000 a year more than the existing system, approximately 1% more than the existing fixed route transit service. The additional cost is to ensure that all routes operate the same hours every day, so that riders would have a consistent experience across the system.

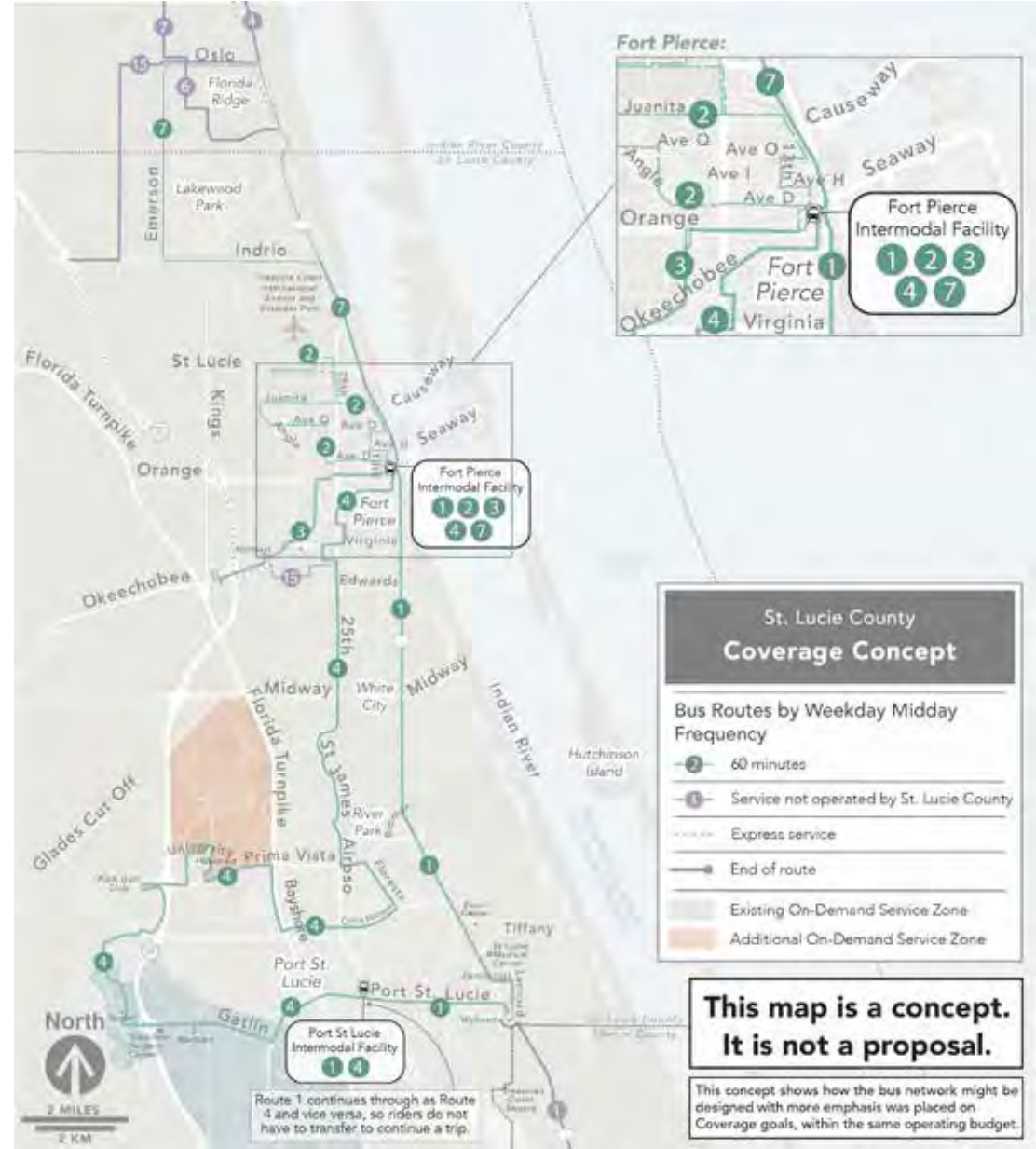
Other information about this concept that you may want to review:

- The tables on pages 48 and 50 show each route's frequencies, during what hours each route operates, and whether a route runs on the weekend.
- The charts on pages 52 – 54 show the number of residents and jobs served by each concept.
- Maps illustrating how people's travel time would change from various locations around the county compared to the Existing Network, starting on page 56.

Coverage Concept

In the Coverage Concept (shown at right), most areas served today would still be served, by fixed-route or variable service but this means service is spread thinly. The concept is designed to provide more coverage than the Existing Network, but some duplication of service has been removed and a new On-Demand Transit Zone has been proposed to expand coverage. For more details on On-Demand Transit services, see page 14.

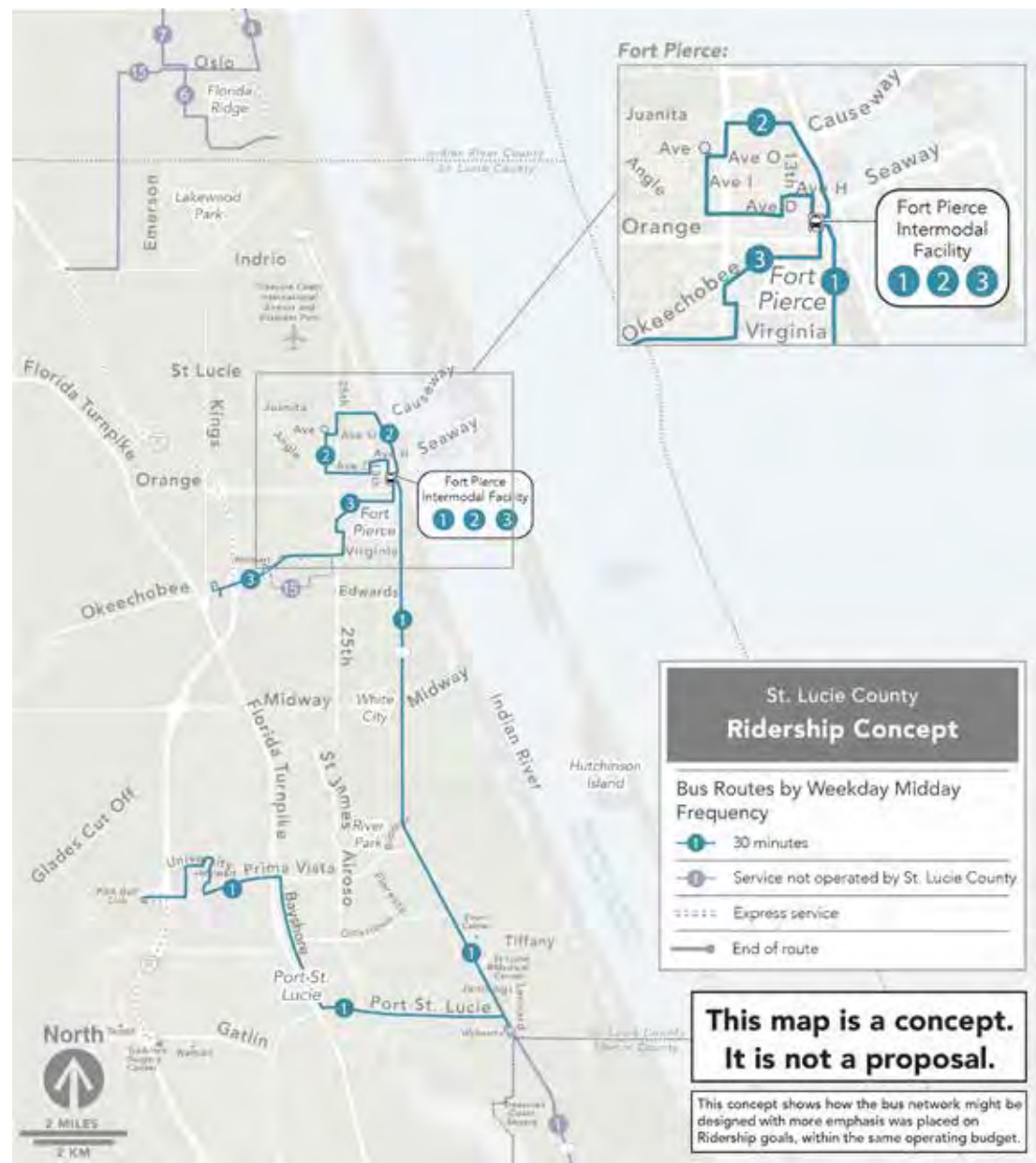
The map to the right is meant to provide a high-level view of service available across the county and overall design of the network, rather than minor routing details.



Ridership Concept

The Ridership concept (shown at right) features 30-minute mid-day service on the entire network. This dramatically increases how many useful destinations an average resident can reach in a given amount of time, which is the key to increasing ridership. Concentrating service into fewer but more frequent routes means that some lower-demand areas would be a longer walk from transit service, or not have service at all, in this concept.

The map is not meant to be specific about details. It is meant to provide a high level view of service that would be available across the County and the overall design of the network.



Freedom, Access, Usefulness

People ride transit if they find it useful. High transit ridership results when transit is useful to large numbers of people. A helpful way to illustrate the usefulness of a network is to visualize where a person could go using public transit and walking, from a certain location, in a certain amount of time.

The map on the next page shows someone's access to and from the IRCC Fort Pierce Campus in 60 minutes, at noon on a weekday in the Ridership and Coverage Concepts. Each concept is compared to the Existing Network. The technical term for this illustration is isochrone. A more useful transit network is one in which these isochrones are larger, so that each person is likely to find the network useful for more trips. It also represent an expansion of freedom.

The dark blue represents areas that are reachable today and will be reachable in the corresponding concept. Areas that are newly reachable are shown in light blue, and areas that are no longer reachable are shown in gray. The maps show that both concepts have an increase in access to residents and jobs over the existing network.

Not Just the Area – Also What is Inside the Area

The real measure of usefulness is not just how much geographic area we can reach, but how many useful destinations are in that area.

Ridership arises from service being useful, for more people, to get to more busy places. That's why predictive models of ridership do this very same analysis behind-the-scenes.

The isochrones on the next few pages (page 56 – page 58) report the change in the numbers of jobs and residents within each isochrone, relative to the existing network for 3 locations around the County.

When reviewing these maps remember that waiting time counts, and in most cases, a longer walk to a high-frequency route can get people farther and faster, than a shorter walk to an infrequent route. Also remember that some of the access shown in these maps isn't reached on a single route, but requires a transfer. Especially in the Ridership Concept, some places are reachable quickly even when the trip involves a transfer.

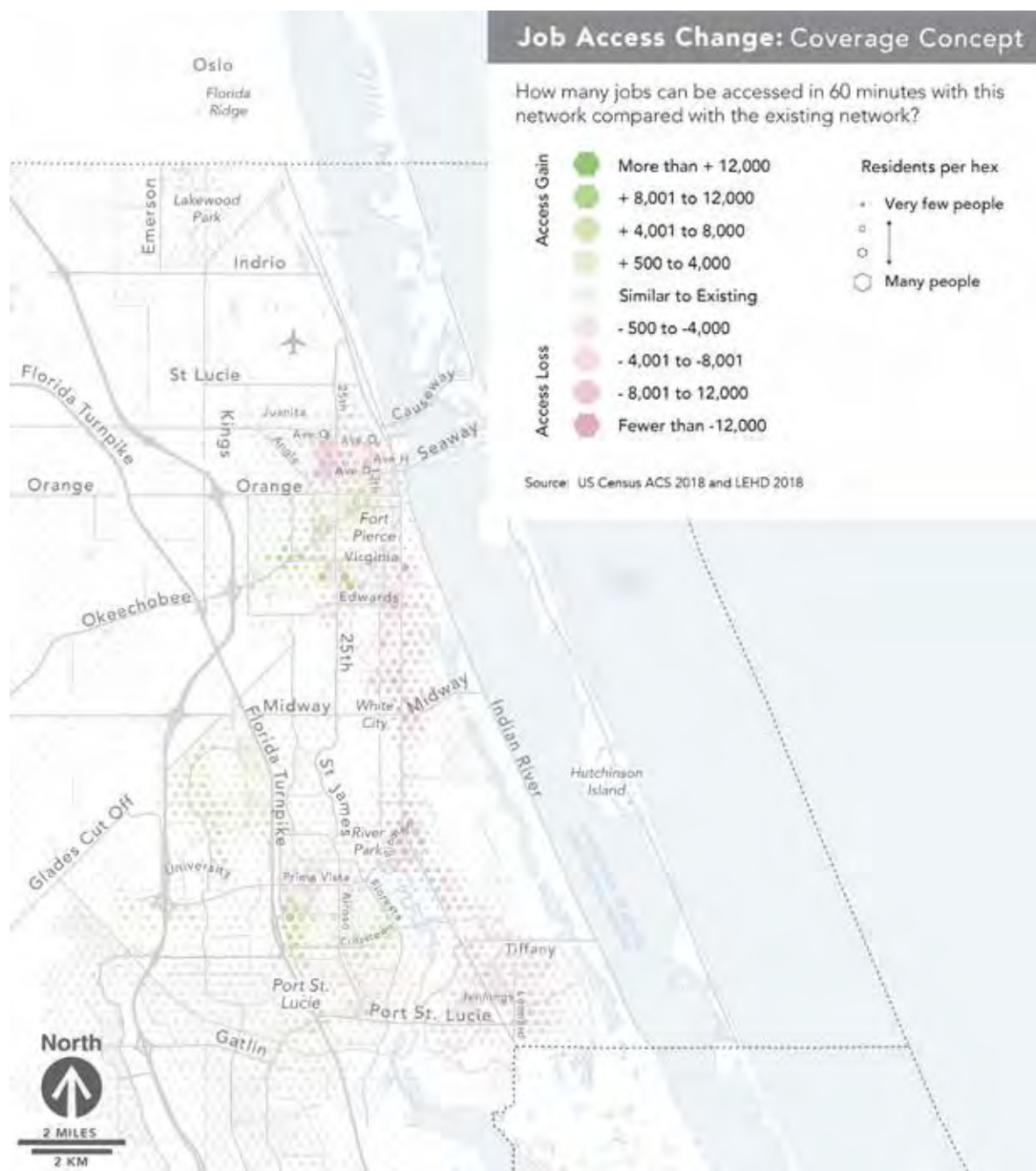
Access Outcomes: Coverage Concept

By measuring isochrones for locations all across the county, we can assess the change in jobs reachable for nearly all places in the county. The map at the right shows the summary of change in job access if the Coverage Concept were implemented.

Residents in southwestern Fort Pierce could reach more jobs because service on Route 3 would be consolidated to provide two-way service on Okeechobee and 33rd Street.

More jobs would be accessible for residents in western parts of Port St Lucie because Routes 1 and 4 would serve jobs-rich corridors without requiring a transfer.

The main areas with access to fewer jobs within an hour would be along Route 1, where service would now run hourly instead of every half hour. The service on Route 1 has been redistributed to provide new coverage in other parts of the network, such as the on-demand zone in Torino.



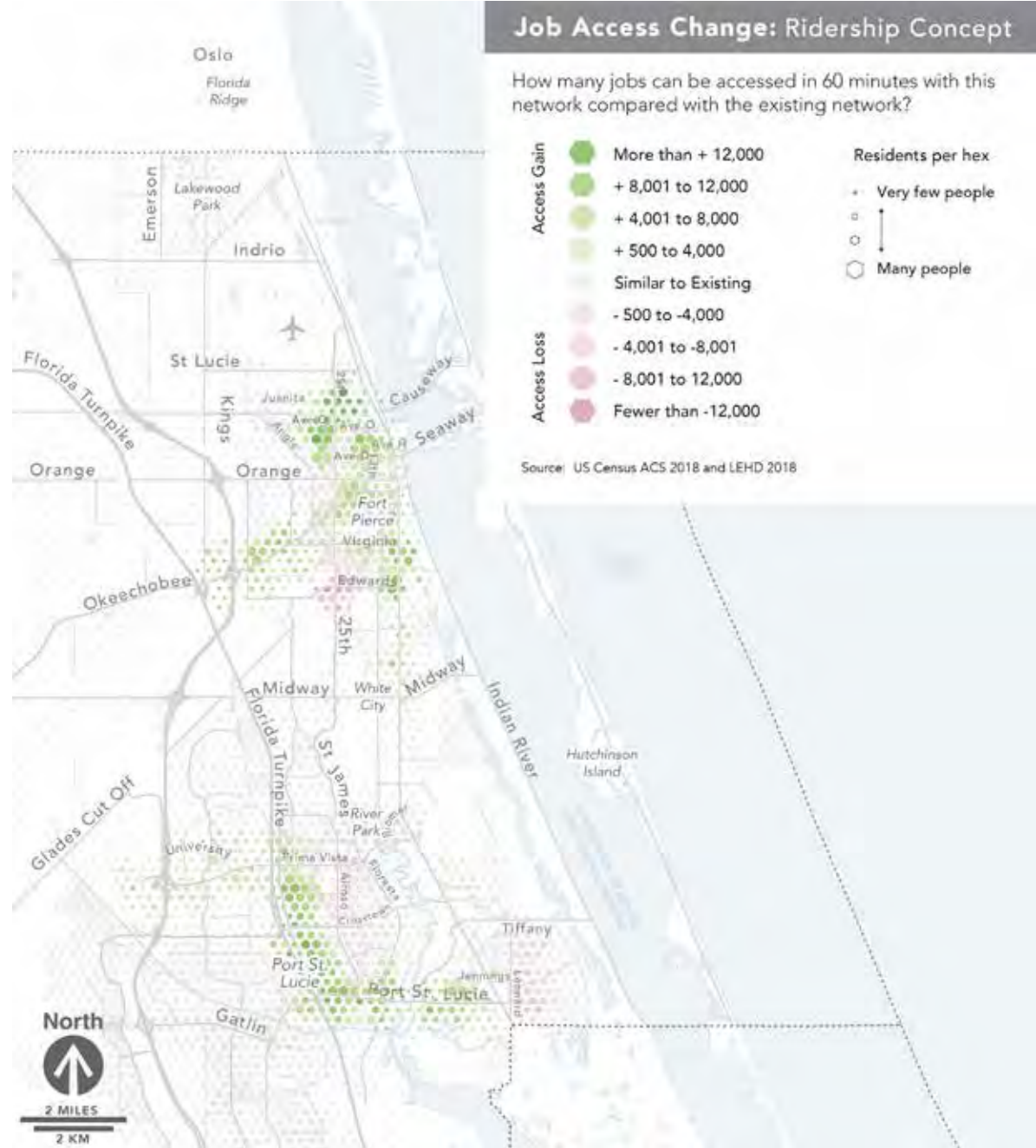
Access Outcomes: Ridership Concept

The map (at right) shows the change in the number of jobs accessible within 60 minutes that would result if the Ridership Concept were implemented. More areas and residents would have better access to more jobs in the Ridership Concept than in the Coverage Concept.

Residents would have better access in Fort Pierce because route 2 would now run two-way (instead of one-way today) and half-hourly (compared to hourly today). Fort Pierce would also have better access because the entire network would run every 30 minutes. This increase in frequency makes more trips possible within 60 minutes.

Access for Port St Lucie would also drastically improve, especially along Bayshore and Port St Lucie east of Bayshore, where service would now operate every half hour. This frequent service would link jobs and residents along Prima Vista, Bayshore, Port St Lucie and US Route 1.

Only a few areas would have slightly reduced access: 25th street south of Edwards, Lennard Rd and Airoso.



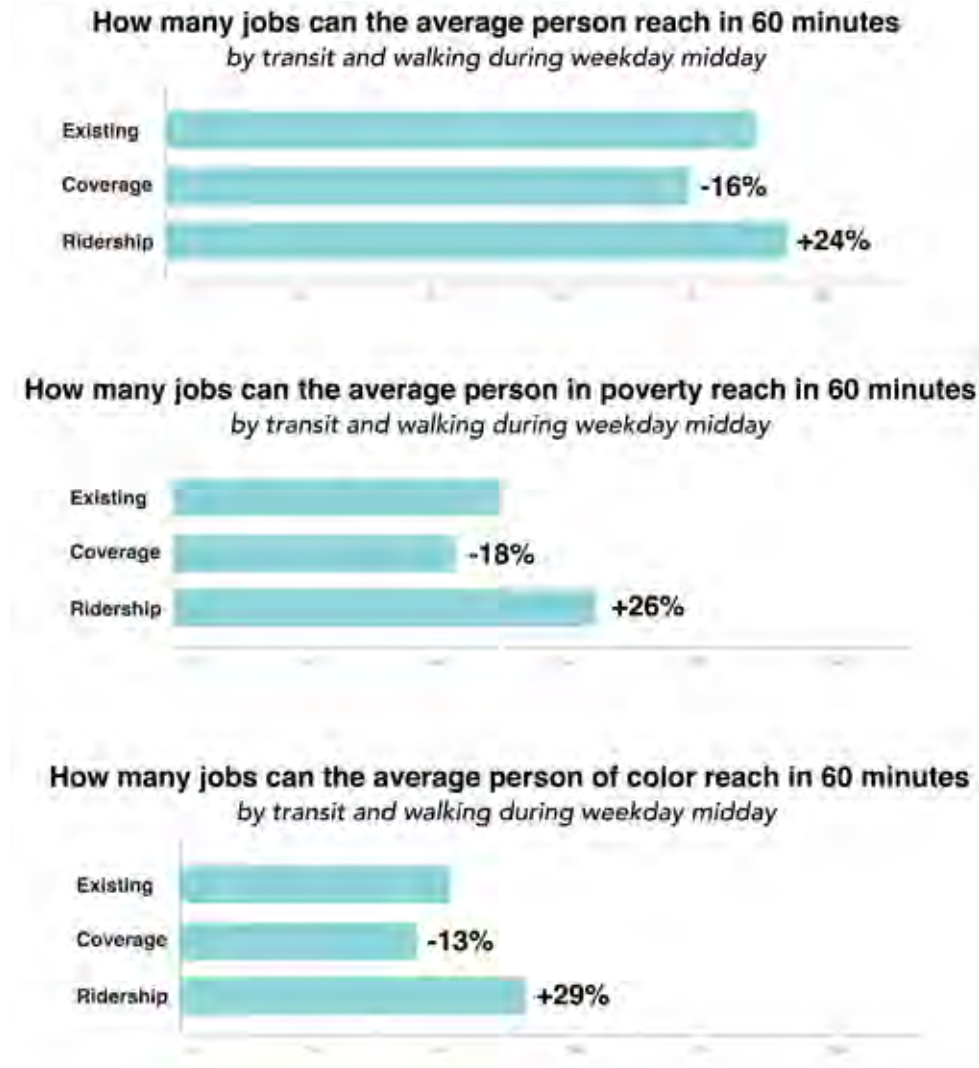
Countywide Access

If you sum all the access losses and gains from the maps above, we can tell you what access would be for the average county resident in each concept compared to the existing network.

The charts (at right) show the average number of jobs reached on transit at midday on weekday weekdays, for the average person in the county and for different subgroups. The average resident can reach 16% fewer jobs in the Coverage Concept and 24% more in the Ridership Concept within 60 minutes.

More jobs are accessible within 60 minutes to the average resident in the Ridership concept because the 30-minute frequency of the network means shorter waits on average. Shorter average waits mean more jobs reachable within 60 minutes.

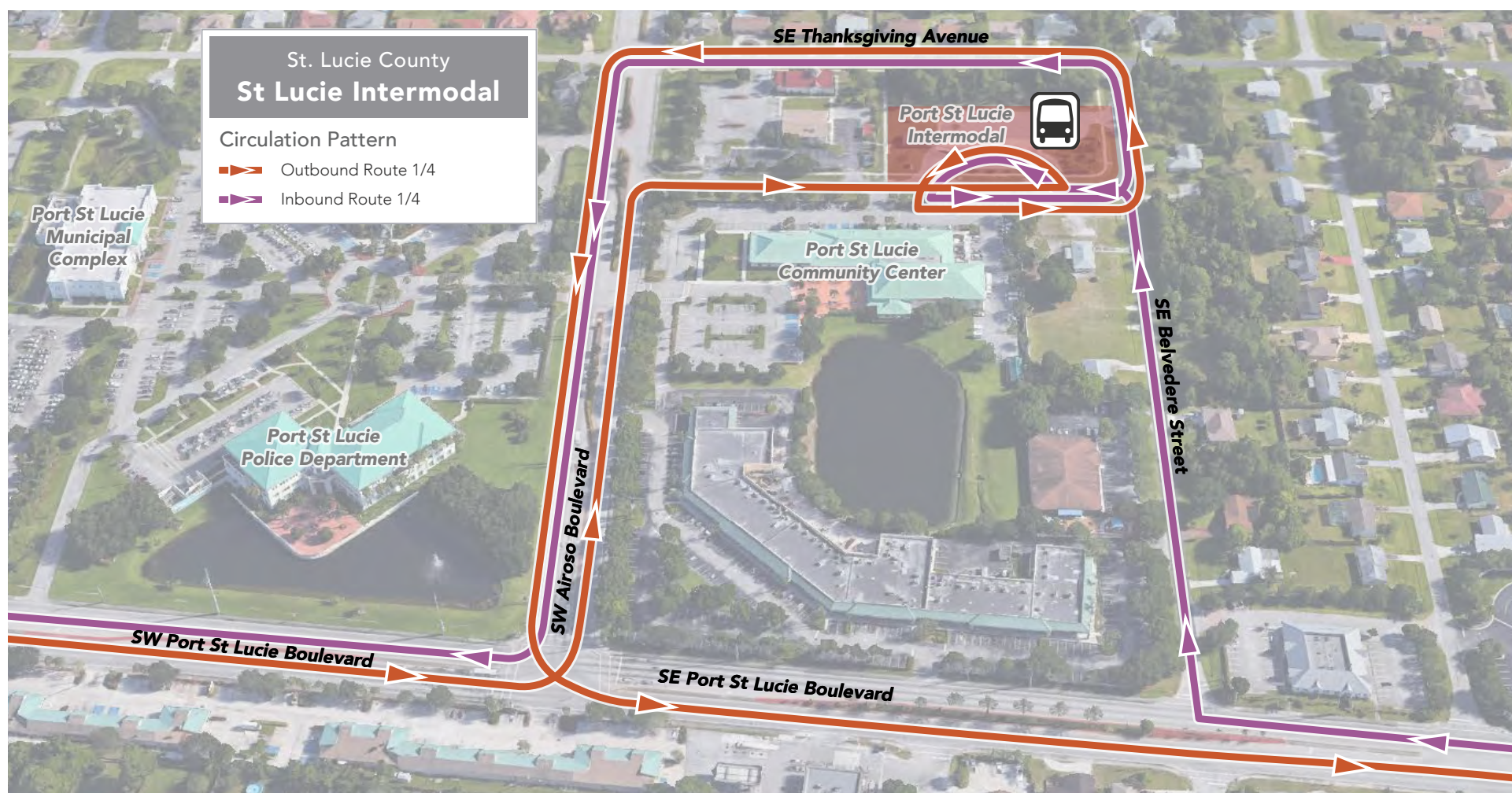
Fewer jobs are accessible within 60 minutes to the average resident in the Coverage concept because the 60-minute frequency of the entire network means longer average waits. Longer average waits mean fewer jobs reachable within 60 minutes.



Port St Lucie Intermodal Center

In the Coverage Concept, Routes 1 and 4 converge at the Port St. Lucie Intermodal Center. In reality, each route flows into the other so riders can go through, without transferring. Yet, the location and design of the intermodal center makes this movement circuitous and time consuming. The figure below shows how

eastbound buses have to double-back to serve the center and westbound buses must travel somewhat out of the way. Route 1 in the Ridership Concept does not make these movements as a ridership and access maximizing network needs to minimize unnecessary diversions to get people to places quickly.





AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 22, 2021 - Rescheduled
Item Number:	8a
Item Title:	ADA Assessment of Bus Stops and Intermodal Facilities
Item Origination:	Federal Statutes
UPWP Reference:	Task 3.8-Transportation Disadvantaged Program
Requested Action:	Discuss and provide comments to Staff.
Staff Recommendation:	Because an assessment of the conditions at bus stops and facilities helps identify and prioritize improvements to address accessibility, it is recommended that discussion occur and that comments be provided to Staff.

Attachments

- TPO Staff Report
- St. Lucie County Staff Report

MEMORANDUM

TO: St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 15, 2021

SUBJECT: **ADA (Americans with Disabilities Act) Assessment of Bus Stops and Intermodal Facilities**

BACKGROUND

Making public transportation accessible for individuals with disabilities and maintaining accessibility is a federal requirement. To comply with this requirement, transit agencies that operate fixed route bus systems develop and maintain inventories of all transportation facilities with information about accessibility characteristics and other key features. These facilities include bus stops, bus shelters, bus stop signs, and bus stations.

ANALYSIS

Public transportation in St. Lucie County is managed by the St. Lucie County Transit Division. The Transit Division will present a plan to assess bus facilities in St. Lucie County based on ADA requirements and local standards.

RECOMMENDATION

Because an assessment of the conditions at bus stops and facilities helps identify and prioritize improvements to address accessibility, it is recommended that discussion occur and that comments be provided to Staff.

TO: Members of the Local Coordinating Board

THROUGH: Diana Wesloski, Community Services Department Director *DW*
Murriah Dekle, Transit Division Director *MSD*

FROM: Adolfo Covelli, Transit Operations Manager *AC*

DATE: July 30, 2021

SUBJECT: St. Lucie County's Americans with Disabilities Act (ADA) assessment and transition plan in coordination with our partners for all bus stops and intermodal stations.

Background:

The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. If a public entity previously completed a section 504 transition plan, then, at a minimum, a Title II transition plan must cover those barriers to accessibility that was not addressed by its prior transition plan.

Analysis:

St. Lucie County's Transit System is contracting with consultant Stephen Cooper to evaluate the county's inventory of approximately 200 bus stops and two intermodal transfer facilities including those stops that are identified as contractual responsibility of our partners, to complete an ADA assessment and transition plan. The requirements of a Title II transition plan in coordination with our partners includes a schedule for providing curb ramps or other sloped areas at existing pedestrian pathways, giving priority to pathways serving entities covered by the ADA, including state and local government offices and facilities, transportation, public accommodations, and employers, followed by pathways serving other areas. Pedestrian pathways include locations where access is required for use of public transportation, such as bus stops that are not located at intersections or crosswalks.

The goals of this evaluation are to:

1. Inventory conditions at St. Lucie County bus stops and transit facilities
2. Identify and prioritize improvements to address accessibility, security, operations, and passenger comfort issues
3. Develop a phasing plan in coordination with our partners to implement improvements based on anticipated funding and/or resource availability over time

The phasing plan will become the St. Lucie County Transit ADA Transition Plan. To this end, a St. Lucie County bus stop and facility accessibility analysis is proposed to provide a comprehensive and detailed assessment of St. Lucie County's bus stops and facilities as they relate to compliance with the ADA and Florida Accessibility Code (FAC) requirements

Recommendation:

This item is being presented for discussion as part of the project's public participation process. It is recommended that the LCB provide feedback on the existing conditions, areas for improvements and overall comments related to the accessibility of bus stops and bus facilities in the community.

Cc: Howard Tipton, County Administrator

Cc: Alphonso Jefferson, Deputy County Administrator



AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 22, 2021 - Rescheduled
Item Number:	8b
Item Title:	Voting Conflicts of Interest
Item Origination:	Florida Statutes
UPWP Reference:	Task 3.8-Transportation Disadvantaged Program
Requested Action:	Discuss and provide comments to Staff.
Staff Recommendation:	Because training on voting of conflicts of interest is a requirement of Florida law and because this training helps facilitate the conduct of the LCB, it is recommended that discussion occur and that comments be provided to Staff.

Attachment

- TPO Staff Report

MEMORANDUM

TO: St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 15, 2021

SUBJECT: **Voting Conflicts of Interest**

BACKGROUND

Florida law requires that all LCB members be trained on and comply with the requirements of Florida statutes concerning voting conflicts of interest. A conflict of interest could occur if a member were to vote on a matter related to transactions or arrangements that could benefit the member on a personal level.

ANALYSIS

The TPO Attorney will present an overview on laws and regulations related to voting conflicts of interest.

RECOMMENDATION

Because training on voting of conflicts of interest is a requirement of Florida law and because this training helps facilitate the conduct of the LCB, it is recommended that discussion occur and that comments be provided to Staff.

AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	September 22, 2021 - Rescheduled
Item Number:	8c
Item Title:	Transit Development Plan (TDP) Annual Progress Report
Item Origination:	Community Transportation Coordinator (CTC)
UPWP Reference:	Task 3.2–Transit Planning
Requested Action:	Discuss and provide comments to Staff.
Staff Recommendation:	Because the TDP Annual Progress Report assists the transit agency in implementing the TDP Major Update, it is recommended that discussion occur and input be provided to Staff.

Attachments

- TPO Staff Report
- TDP Annual Progress Report Implementation Plan Tables

MEMORANDUM

TO: St. Lucie Local Coordinating Board for the Transportation Disadvantaged (LCB)

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: September 15, 2021

SUBJECT: Transit Development Plan (TDP) Annual Progress Report

BACKGROUND

Florida law requires public transit service providers to develop and adopt a Ten-Year Transit Development Plan (TDP) every five years. In the interim years, an update is to be submitted in the form of an annual progress report on the ten-year implementation program of the TDP. The annual progress report must be submitted to the appropriate Florida Department of Transportation (FDOT) District Office by September 1st.

ANALYSIS

The St. Lucie County Transit Division has prepared a TDP Annual Progress Report. Transit Division staff will present a revised implementation program of transit improvements as well as other plan updates.

One of the objectives of the TDP Annual Progress Report is to describe accomplishments compared to the original Implementation Program in the TDP Major Update. The attached tables describe the status of projects recommended in the Major Update. Projects in the Funded table were funded and made a part of the transit system. Projects in the Unfunded table have yet to be funded and therefore are not yet a part of the transit system.

RECOMMENDATION

Because the TDP Annual Progress Report assists the transit agency in implementing the TDP Major Update, it is recommended that discussion occur and input be provided to Staff.

Transit Improvement	Funded Years	Annual Operating Cost	Total Capital Cost	Potential Revenue Source	TDP Priority Ranking
		2022	2022		
Maintain Existing Services					
Maintain Existing Service - Fixed Route	2021-2030	\$4,680,878	\$6,378,624	Existing	n/a
Maintain Existing Service - ADA/Paratransit	2021-2030	\$2,291,638	\$3,432,375	Existing	n/a
Tradition/Gatlin Area micro-transit	2020-2030	\$150,000	\$200,000	Existing	n/a
Improve Existing Services					
Increase Frequency on Routes 1	2018-2021	\$150,000	\$203,400	Existing	n/a
Add New Services					
Fort Pierce to South Hutchinson Island and Downtown Microtransit*	22/23	\$450,000	\$455,616	New	7
Fort Pierce/Port St. Lucie Express (25th Street)	2020-2030	\$142,380	\$455,616	New	1
New Microtransit					
Torino Blvd microtransit*	2021-2030	\$203,400	\$127,125	New	2
Policy/Planning/Capital/Infrastructure					
Comprehensive Operations Analysis (COA)	2021	n/a	\$80,000	TPO/County	n/a
Fare/Financial Study	2023	n/a	\$80,000	Existing	n/a
ADA Assessment	2021	n/a	\$76,000	Existing	n/a
Bus Stop/Shelter Improvements	2021-2030	n/a	\$170,014	Existing	n/a
Port St. Lucie Intermodal/Passenger Area	2024	n/a	\$1,525,500	Existing	n/a
Improved Bus Stop Access	2022-2030	n/a	\$517,278	Existing	n/a
New Administration and Operations Facility	2023/2024	n/a	\$16,389,544	Existing/New	n/a

*Pending approval of funding application

Transit Improvement	Funded Years	Annual Operating Cost	Total Capital Cost	Potential Revenue Source	TDP Priority Ranking
		(2022\$)	(2022\$)		
Improve Existing Services					
Increase Frequency on Routes 2 & 3	Unfunded	\$602,947	\$911,232	New	1
Increase Frequency on Routes 4, 5, 6	Unfunded	\$1,205,894	\$1,822,464	New	n/a
Extend Weekday Service Hours on Route 7	Unfunded	\$64,601	\$0	New	2
Expand Saturday Service Hours for All Routes	Unfunded	\$279,940	\$0	New	3
Add New Services					
Midway Road	Unfunded	\$363,682	\$455,616	New	2
Virginia Avenue	Unfunded	\$363,682	\$455,616	New	3
Port St. Lucie Blvd (Rt 5 split)	Unfunded	\$181,841	\$455,616	New	4
Gatlin Blvd (Rt 5 split)	Unfunded	\$31,104	\$0	New	4
Palm Beach Express	Unfunded	\$363,682	\$455,616	New	6
Crosstown Parkway	Unfunded	\$363,682	\$455,616	New	8
Selvitz Road/Bayshore Boulevard	Unfunded	\$363,682	\$455,616	New	9
New Micro-Transit					
Indian River Estates microtransit	Unfunded	\$203,400	\$127,125	New	3