

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

Regular Meeting

Date and Time: Wednesday, August 19, 2026, 2:00 pm

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

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://attendee.gotowebinar.com/register/4349763014064427360>. 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 August 19, 2026.

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 6, 2026 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 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 disadvantaged transportation services will be reviewed, and appointments to the Grievance Committee will be considered.

***Action:** Approve the Grievance Procedures, approve with conditions, or do not approve and appoint or re-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.*

8. Discussion Items

- 8a. Community Transportation Coordinator (CTC) Mobility Projects Updates:** Shared transportation initiatives will be discussed.

***Action:** Discuss and provide comments.*

- 8b. Transportation Hubs Study Scope of Services:** A presentation on a consultant scope of services to determine the feasibility of establishing two bus transfer stations/park and ride lots in St. Lucie County.

***Action:** Discuss and provide comments.*

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 November 4, 2026.

13. Adjourn**NOTICES**

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 LCB 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.

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

Regular Meeting

DATE: Wednesday, May 6, 2026

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**

The meeting was called to order at 2:05 pm.

2. **Pledge of Allegiance**

Chairwoman Lowry led the Pledge of Allegiance.

3. **Roll Call**

Roll was conducted via sign-in sheet. Members introduced themselves, and a quorum was confirmed with the following members present:

Members Present

Commissioner Erin Lowry, Chair
William Archibald
Lacinda Mouton

Representing

Elected Official
Veterans Community
Local Private For-Profit
Transportation Industry

Ed Cunningham

Gregory McDonald

Kelly Santos

Milory Senat

Tatiana Gillyard

Anna Santacroce

Dalia Dillon

Economically Disadvantaged
Community

CareerSource Research Coast

Children At Risk

Agency for Persons with
Disabilities

Florida Department of
Transportation District 4

Citizen Advocate – Transit
User

Florida Department of Elder
Affairs

Others Present

Peter Buchwald

Marceia Lathou

Stephanie Torres

Kyle Bowman

Teresa Lane

Adolfo Covelli

Tracy Jahn

Glejuanda Demons

ObaHashim Webb

Smirlys Perez

Rick Knick

Miguel Castaneda

Robert Driscoll

Melody Hearn

Matthew Hearn

Sara Rosenzweig

Joel Leon

Mozelle Green

Jean Woodard

Representing

St. Lucie TPO

St. Lucie TPO

St. Lucie TPO

St. Lucie TPO

Recording Specialist

St. Lucie County Transit

St. Lucie County Transit

St. Lucie County Transit

MV Transportation

MV Transportation

MV Transportation

MV Transportation

Council on Aging of St. Lucie

Family Care Council

General Public

General Public

General Public

General Public

General Public

Others Present Online

Demetria Mackey

Shannon Wilson

Representing

Helping People Succeed

Helping People Succeed

- 4. Comments from the Public** – Several members of the public spoke about their desire to continue public funding for the Treasure Coast Advantage Ride program, which provides free door-to-door transportation for individuals with intellectual or developmental disabilities in St. Lucie, Indian River, Martin and Okeechobee counties.

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Ms. Rosenzweig stated that, as a frequent rider, she is worried that state funding will expire June 30, leaving her without transportation.

Mr. Hearn stated he uses Advantage Ride to get to work and day training and would like the program to continue. His mother, Ms. Hearn, urged the public and Board members to contact Florida state lawmakers to lobby for the program's continuation, noting that it provides 3,000 trips monthly.

Ms. Green stated that she has a disabled daughter who relies on the program, and it would be difficult for the family if it ends.

Mr. Buchwald requested that Ms. Hearn provide the TPO with information about her request so staff can inform the public via social media. Ms. Hearn stated the service is invaluable to disabled people because drivers are more highly trained than typical transit drivers. When Chairwoman Lowry inquired how much money is needed to continue it for another year, Mr. Covelli reported it costs \$1.5 million annually, with St. Lucie County chipping in \$150,000 of that amount. The program has operated successfully for six years, he added. When Mr. Buchwald repeated his interest in informing the public about the program, Mr. Covelli pledged to forward information to the TPO.

Mr. Leon related he has autism and Tourette's Syndrome and wants to be an advocate for other disabled people in the County, noting how difficult it is for his peers to find employment. Chairwoman Lowry praised his accomplishments and stated the County is eager to work with him and others on job placement.

5. Approval of Agenda

* **MOTION** by Mr. McDonald to approve the agenda.

** **SECONDED** by Mr. Archibald Carried **UNANIMOUSLY**

6. Approval of Meeting Summary

- February 25, 2026 Regular Meeting
- February 25, 2026 Public Workshop

* **MOTION** by Ms. Santacrocce to approve the Meeting Summaries.

** **SECONDED** by Ms. Santos Carried **UNANIMOUSLY**

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7. **Action Items**

7a. Community Transportation Coordinator (CTC) Evaluation:

Review of findings related to the annual review of the CTC performance statistics and quality of service evaluation.

Ms. Lathou reported one of the LCB's duties is to advise, guide and evaluate the CTC, whose task is to ensure the availability of efficient, cost-effective and quality transportation services for people who are transportation disadvantaged due to age, income or disability. Ms. Lathou explained that the evaluation consists of two parts: a qualitative analysis and a quantitative analysis conducted by LCB members, who served as mystery riders on the transit system and polled actual customers via telephone to gauge the level of service they received on a recent trip.

The Demand Response Monitoring Team included Ms. Dillon, Ms. Lathou, Ms. Carolyn Niemczyk and Ms. Senat, while Rider Telephone Surveys were completed by Ms. Lane, Mr. McDonald, Ms. Santacroce and Ms. Senat, Ms. Lathou commented. Because Ms. Santacroce completed more rider surveys than any other member, Ms. Lathou asked Ms. Torres to present her with a small gift in appreciation. Ms. Lathou reported that while one mystery rider was picked up early with no notification and another one experienced an issue with the vehicle's air conditioning, both issues were reported to the CTC and are being corrected. Most riders complimented ART and its drivers and indicated that TD services are operated in a safe and efficient manner, she added.

On the telephone surveys, 65 percent of riders rated their recent trip as a "10", the highest score possible on a scale of 1-10, with the lowest rating being a "5", Ms. Lathou reported. During the prior year, only 39 percent of riders rated the service a "10", she noted. The 2026 rider surveys indicate fewer problems and a level of customer satisfaction that exceeded the previous year despite unprecedented population growth in the County, Ms. Lathou indicated.

Based on consultations with staff at transit peer agencies, she recommended the Board set an annual percentage goal increase of four percent for the number of trips provided on the fixed-route system.

- * **MOTION** by Ms. Senat to approve the CTC Evaluation and set a goal of four percent annual percentage increase for trips on the fixed-route system.

** **SECONDED** by Mr. McDonald

Carried **UNANIMOUSLY**

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7b. 2026-2027 Transportation Disadvantaged Trip Rates: The CTC will present the proposed rates for the reimbursement of transportation disadvantaged trips.

Ms. Jahn explained that TD Trip Rates are calculated every year using the TD Rate Model, which is reviewed and approved by the Florida Commission for the Transportation Disadvantaged. That calculation results in the amount of money St. Lucie County is reimbursed for TD Trips, she noted. For Fiscal Year 2026/2027, the rate for an ambulatory trip will be \$38.17, while the rate for a wheelchair trip will be \$40.68, she announced. Ms. Santacroce remarked she is grateful for the trips she receives from ART.

* **MOTION** by Ms. Santacroce to approve the 2026-2027 Trip Rates.

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

8. Discussion Items

8a. Community Participation Plan – Empower Level of Influence: Examples of LCB-initiated changes to TPO processes, plans, and activities will be discussed.

Ms. Lathou explained that the Community Participation Plan (CPP) defines TPO procedures and strategies to ensure the community has a direct voice in transportation decisions. The Empower level represents the highest degree of participation, where TPO/LCB actions or decisions are conceived by the public or its representative committees, she noted.

Ms. Lathou stated there have been several times that recommendations made by LCB members resulted in changes to TPO processes, plans or activities, listing the following as examples: Ms. Senat's suggestion to undertake individual rather than group "mystery" rides; Ms. Senat's suggestion that TPO Staff help the Agency for Persons with Disabilities (APD) find a local venue for its quarterly meeting; and Mayor Robert McPartlan's suggestion to recognize outstanding transit drivers at LCB and TPO Board meetings. Those examples demonstrate the critical role the LCB plays in influencing decisions related to serving the TD community, Ms. Lathou remarked.

8b. Community Transportation Coordinator (CTC) Mobility Project Updates: The CTC will present updates on mobility projects such as microtransit, vanpools, and fixed-route bus systems.

Ms. Lathou introduced Mr. Covelli, who gave an overview of various transit services the County provides free to St. Lucie County residents. He stated the expansion of micro transit zones has led to a slight decrease in the number of riders on fixed-route buses, but he opined that new integrated software expected to go online this summer should boost the fixed-route numbers by directing riders to the most efficient service possible. ART provides just under one million trips yearly, he stated, and he pointed to a marketing campaign that South Florida Commuter Services is running to spread awareness of the system.

In a recent survey, 76 percent of residents said they had never heard of ART, Mr. Covelli noted, while 80 percent responded that they are willing to try it. About 93 percent of respondents stated they have never used ART, he added. Mr. Covelli reported that two new vanpools have formed to shuttle residents to work in Palm Beach County, and he recognized the Operator of the Quarter as bus driver Anthony Figueroa.

8c. Vehicle Sharing Program: A presentation on self-service, short-term car rentals.

Ms. Lathou explained that the TPO is exploring whether to support a car-share program in the County, providing on-demand, short-term vehicle access through a phone app. Under the program, users would independently locate and unlock vehicles parked at designated neighborhood locations for a fee, providing a substitute to car ownership and complementing public transit. Both Zipcar and Enterprise Mobility have proposed small car-sharing programs in St. Lucie County at an annual cost of approximately \$70,000, she reported. The providers would manage vehicle placement, maintenance, repairs and cleaning in exchange for minimum monthly revenue guarantees, Ms. Lathou explained.

The monthly cost would be paid by a local agency and would be offset by user fees, she stated. TPO staff have identified Tradition and downtown Fort Pierce as potential locations for the initial four cars, as both are in high-traffic areas and would serve residents from both ends of the County, she noted. As a last resort, the cars could be branded with advertising to provide revenue, Ms. Lathou remarked. She encouraged Board members to take the car-share survey on the TPO website and Facebook page.

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Ms. Santos questioned the standard hourly cost to use the cars and stated it was frustrating to live in New York City and see prime parking spots reserved for Zipcar vehicles. Mr. Buchwald asked members if the program would serve an unmet need for their clients and asked for opinions on whether the program would be helpful. Ms. Santos stated the hourly cost will determine the amount of use and suggested a sliding scale would help low-income users. Mr. Buchwald noted there are not many ART services east of U.S. 1 and stated the shared vehicles could fill gaps in that area.

When Mr. McDonald asked if the TPO is seeking a local agency to administer and fund the program, Mr. Buchwald indicated it is.

9. **Comments from the Public** – Jean Woodard expressed her concern about the loss of public funding for the Advantage Ride program, noting her teenage daughter was excited to start using it when she turned 18 the following week. Ms. Woodard stated she will join other audience members and contact her local state legislators to express support for continued funding.
10. **Recommendations/Comments by Members** – Chairwoman Lowry thanked members for attending.
11. **Staff Comments** – Ms. Lathou reported the new North Bridge in Fort Pierce will open soon. Ms. Senat thanked Ms. Lathou for securing a meeting spot for a large regional meeting of APD earlier this year. Mr. Buchwald reported the Treasure Coast Regional Planning Council will meet in the TPO Boardroom May 15, prompting Chairwoman Lowry to add she will attend the meeting to discuss the St. Lucie County Autism-Friendly Sensory Preserve that is being developed.
12. **Next Meeting:** The next St. Lucie LCB Meeting is a regular meeting scheduled for 2:00 pm on Wednesday, August 19, 2026.
13. **Adjourn** – The meeting was adjourned at 3:16 pm.

Respectfully submitted:

Approved by:

Teresa Lane
Recording Specialist

Commissioner Erin Lowry
Chairwoman

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St. Lucie Transportation
Planning
Organization

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AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	August 19, 2026
Item Number:	7a
Item Title:	By-Laws Update
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8: Transportation Disadvantaged Program
Requested Action:	Approve the By-Laws, approve the By-Laws with conditions, or do not approve the By-Laws.
Staff Recommendation:	Because the draft FY 2026-27 By-Laws meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2026-27 By-Laws be approved.

Attachments

- TPO Staff Report
- Draft FY 2026-27 By-Laws



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MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: August 7, 2026

SUBJECT: **By-Laws Update**

BACKGROUND

The Local Coordinating Board (LCB) for the Transportation Disadvantaged (TD) is established by Florida law. The purposes of the LCB are to identify local service needs; advise, guide, and evaluate the Community Transportation Coordinator (CTC); support the coordination, delivery, and quality of services; address grievances as appropriate; and act as advocates for TD persons.

By-Laws are fundamental to the effective functioning of the LCB. The By-Laws provide a clear structure, define roles, and set standardized procedures that enable the LCB to accomplish its responsibilities. Components of the By-laws relate to LCB structure and membership, conduct of meetings, and public access.

The LCB 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 2025-26 LCB By-Laws were reviewed. No changes are proposed for the FY 2026-27 By-Laws.

RECOMMENDATION

Because the draft FY 2026-27 By-Laws meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2026-27 By-Laws be approved.

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

FY 2026-27 BY-LAWS, RULES, AND PROCEDURES

DRAFT

August 19, 2026

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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 427.0157, FS, all members of the St. Lucie LCB shall be appointed by the TPO Board, except for 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 are as 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 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 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 Transit Director or Designee at (772) 462-1778 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 if 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 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 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 policymaking 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. Notice of Meetings and Workshops and 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.



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AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	August 19, 2026
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 or re-appoint a Grievance Committee.
Staff Recommendation:	Because the draft FY 2026-27 Grievance Procedures meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2026-27 Grievance Procedures be approved and that a Grievance Committee be appointed or re-appointed.

Attachments

- TPO Staff Report
- Draft FY 2026-27 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: August 7, 2026

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.

The grievance procedure is a two-step, problem-solving process. Filing a complaint with the transit operator and/or CTC is always the first step in the 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. If a written grievance is filed with the LCB, the Grievance Committee would first hear the grievance after which the grievance would be processed before the full LCB, keeping in mind that the LCB is an advisory body. If the advice of the LCB was deemed unsatisfactory by the Grievant, the Grievant could then proceed to ask the Florida Commission for the Transportation Disadvantaged to hear the grievance.

ANALYSIS

The FY 2025-26 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. Dalia Dillon, Mr. Gregory McDonald, and Ms. Milory Senat.

RECOMMENDATION

Because the draft FY 2026-27 Grievance Procedures meet the requirements of the FCTD and facilitate the conduct of business by the LCB, it is recommended that the draft FY 2026-27 Grievance Procedures be approved and that a Grievance Committee be appointed or re-appointed.

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

FY 2026-27 GRIEVANCE PROCEDURES

DRAFT

August 19, 2026

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 or by email at CTDOmbudsman@dot.state.fl.us. Hearing and speech impaired persons call: 711 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 19th day of August 2026.

ST. LUCIE COUNTY LOCAL COORDINATING
BOARD FOR THE TRANSPORTATION DISADVANTAGED

Erin Lowry
Chairwoman

ATTEST:

Marceia Lathou
Transit Program Manager

Date



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AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	August 19, 2026
Item Number:	7c
Item Title:	Coordination Agreements
Item Origination:	Florida Commission for the Transportation Disadvantaged (FCTD)
UPWP Reference:	Task 3.8 – Transportation Disadvantaged (TD) Program
Requested Action:	Approve the Coordination Agreements, approve the Coordination Agreements with conditions, or do not approve the Coordination Agreements.
Staff Recommendation:	Because the CTC determined that the Coordinated Contractors provide safe, cost-effective, and efficient service to the transportation disadvantaged community, it is recommended that coordination agreements with the Coordinated Contractors be approved.

Attachments

- TPO Staff Report
- CTC Staff Report

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MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: August 7, 2026

SUBJECT: **Coordination Agreements**

BACKGROUND

The Community Transportation Coordinator (CTC) may enter into written coordination agreements with agencies who receive transportation disadvantaged funds and perform some, if not all of, their own services. The agencies must submit operating data to the CTC to be included in the Annual Operating Report (AOR). Both the agencies 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 Coordinated Contractors and has determined that their services are safe, effective, and efficient. The Florida Commission for the Transportation Disadvantaged's standard contract reflects the specific terms and conditions that will apply to those Coordinated Contractors as well as joint usage and cost provisions for transportation services.

RECOMMENDATION

Because the CTC determined that the Coordinated Contractors provide safe, cost-effective, and efficient service to the transportation disadvantaged community, it is recommended that coordination agreements with the Coordinated Contractors be approved.

TO: Members of the St. Lucie Transportation Disadvantaged Local Coordinating Board

THROUGH: Adolfo Covelli, Transit Department Director 

FROM: Cathi Petagno, Senior Transit Program Specialist 

DATE: August 6, 2026

SUBJECT: Florida Commission for the Transportation Disadvantaged
Annual Coordination Agreements State Fiscal Year 2026-27

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 the transportation-disadvantaged population as outlined in section [427.0155](#) of the Florida Statutes.

Establishing contracts with local transportation providers under a coordination agreement enables the CTC to include performance and safety standards. Collaboration with local agencies also aids in reducing potential duplication of services in the county. The operational data generated from the coordinated contractors is submitted to the FCTD via the Annual Operating Report.

For the state fiscal year 2026-27, the following agencies have submitted the required documentation for an agreement.

- An Answer to Care, Inc.
- Council on Aging of St. Lucie, Inc.
- 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.



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AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	August 19, 2026
Item Number:	8a
Item Title:	Community Transportation Coordinator (CTC) Mobility Projects Updates
Item Origination:	Unified Planning Work Program (UPWP)
UPWP Reference:	Task 3.8: Transportation Disadvantaged Program
Requested Action:	Discuss and provide comments
Staff Recommendation:	It is recommended that the LCB discuss the CTC Mobility Projects Updates and provide comments to Staff.

Attachment

- TPO Staff Report



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MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: August 7, 2026

SUBJECT: **Community Transportation Coordinator (CTC)**
Mobility Projects Updates

BACKGROUND

The St. Lucie County Transit Department performs the daily functions of the Community Transportation Coordinator (CTC) in St. Lucie County. The CTC provides transportation disadvantaged and other public transportation services. The County contracts with MV Transportation for the provision of these services.

ANALYSIS

The CTC arranges for the provision of transportation services in a manner that is cost-effective and efficient and reduces fragmentation and duplication of services. Furthermore, the CTC has initiated several innovative mobility projects which have received statewide recognition as best practices. St. Lucie County Transit Staff will present statistics, updates, and announcements regarding these mobility projects.

RECOMMENDATION

It is recommended that the LCB discuss the CTC Mobility Projects Updates and provide comments to Staff.



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AGENDA ITEM SUMMARY

Board/Committee:	St. Lucie LCB
Meeting Date:	August 19, 2026
Item Number:	8b
Item Title:	Transportation Hubs Study Scope of Services
Item Origination:	Unified Planning Work Program (UPWP)
UPWP Reference:	Task 3.2: Transit Planning
Requested Action:	Discuss and provide comments.
Staff Recommendation:	It is recommended that the LCB discuss the Transportation Hubs Study Scope of Services and provide comments to Staff.

Attachments

- TPO Staff Report
- Transportation Hubs Study Scope of Services



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MEMORANDUM

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

THROUGH: Peter Buchwald
Executive Director

FROM: Marceia Lathou
Transit Program Manager

DATE: August 7, 2026

SUBJECT: **Transportation Hubs Study Scope of Services**

BACKGROUND

A Transportation Hubs Study is programmed in Task 3.2 Transit Planning of the FY 2026/27 – 2027/28 Unified Planning Work Program (UPWP). The Study supports the continued development of the St. Lucie TPO's multimodal transportation network by determining the feasibility of two parcels for facilities like the Gatlin/Jobs Express Park and Ride. Both parcel studies will be conducted concurrently, and the resulting analyses and findings will be combined into one final document.

ANALYSIS

The attached Scope of Services for the Transportation Hubs Study was prepared by Benesch, one of the TPO's General Planning Consultants. Three locations, two in Fort Pierce near Florida's Turnpike/Okeechobee Road and one in Port St. Lucie near Walton Road/U.S. 1 will be analyzed, resulting in two sites identified for further analysis. The properties are owned by government entities. Each feasibility study will assess the identified sites to ensure their appropriateness for use as park-and-ride lots/bus transfer locations.

The Scope of Services includes the following tasks/activities:

- Baseline conditions assessment and data collection including existing bus routes, stop locations, ridership data, and pedestrian connectivity
- Site inventory, including field review and observations to verify roadways, traffic signals, and physical or environmental constraints
- Evaluation of site characteristics, including size, geographic layout, access to major roadways and employment centers, access points and direct road connections, legal issues, environmental issues and/or concerns, planned and potential land use, and other factors potentially affecting design and construction
- Demand and market analysis, including service area and sketch-level estimates of future parking demand
- Safety issues, travel flow and access, potential environmental impacts, and connecting bus routes
- Space requirements for parking, bus bays, bike racks, and pedestrian amenities once sites have been fully defined and determined to be available and initially feasible for transportation hubs
- ADA accessibility including ADA-compliant access and boarding
- Consideration of security measures
- Technologies to enhance customer experience, such as real-time arrival information and/or parking availability signage
- Sketch-level cost estimates for site preparation and construction
- Project presentations to the LCB, the TPO Board, and the TPO Board Advisory Committees

The Transportation Hubs Study is expected to be completed by June 2027 at a proposed cost of \$60,000 which is consistent with Task 3.2 of the UPWP.

RECOMMENDATION

It is recommended that the LCB discuss the Transportation Hubs Study Scope of Services and provide comments to Staff.



**ST. LUCIE TPO
TRANSPORTATION HUBS FEASIBILITY STUDY
SCOPE OF SERVICES
Benesch (June 18, 2026)**

INTRODUCTION

The St. Lucie Transportation Planning Organization (TPO) has requested Benesch (Consultant) to prepare a Scope of Services and estimated budget to complete feasibility analyses for two potential new transportation hubs in St. Lucie County, one in Fort Pierce and the other in Port St. Lucie, with both hubs including park-and-ride and bus transfer facilities. Once added to the growing network of transit services in St. Lucie County, these hubs are expected to become crucial multimodal nodes that collect riders from suburban or low-density areas and consolidate them into high-capacity/high-frequency transit services, making daily commuting and other travel faster and more cost-effective for residents and visitors in St. Lucie County.

The scope of this study effort is summarized below. The feasibility studies for the two hubs will be conducted concurrently, and the resulting analyses and findings will be combined into one final document.

SCOPE OF SERVICES

Each feasibility analysis will start with an assessment of the potential property already identified for each site to ensure their appropriateness and feasibility for use as park-and-ride lots/bus transfer locations. The activities to be completed during this assessment are listed below and detailed in the remainder of this scope of services.

- Task 1: Coordinate & Manage Project
- Task 2: Establish Baseline Conditions
- Task 3: Conduct Site Inventory & Evaluation
- Task 4: Evaluate Catchment Area Transit Demand
- Task 5: Facility Layout & Infrastructure Recommendations
- Task 6: Reports & Presentations

Task 1: Coordinate & Manage Project

Upon Notice to Proceed, the Consultant will prepare for and facilitate a virtual kickoff meeting with TPO staff. In addition, one virtual project review meeting will be conducted during the project to focus on coordinating project activities, schedule, deliverables, and reviews. The Consultant will also provide monthly progress reports with invoices, indicating past and current activities.

Task 2: Establish Baseline Conditions

Bus transfer centers, when combined with park-and-ride facilities as hubs of transportation, may drastically improve transit connectivity and encourage usage by bridging the gap between other modes and public transit. This task establishes the baseline conditions to identify the feasibility of such facilities at identified sites, providing a foundation of understanding of the current socio-economic, demographics and other applicable characteristics pertinent to those locations in St. Lucie County.

**Task 2.1: Review Candidate Sites**

General locations for the two potential park-and-ride/bus transfer hubs, which have already been identified by TPO staff, will be reviewed and analyzed. These include three candidate sites, two of which are located near Florida's Turnpike/Okeechobee Road in Fort Pierce and another in Port St. Lucie on US 1 just south of Walton Road (Veterans Memorial Parkway), across the street from a proposed soccer stadium site, as shown in Figure 1.

Figure 1

The Consultant will use available data and input from the TPO to provide a detailed physical description and an overview of each of the three candidate sites to properly establish and define the boundaries and key characteristics of the sites, such as functional shape and size, geographic layout, access points, and direct road connections.

Task 2.2: Assess Baseline Conditions

Proximity to commuter trip origins and transit networks is an important consideration when evaluating the feasibility of a potential park-and-ride lot and bus transfer center. Ideally, a combined park-and-ride and transit facility should be located near residential trip origins while remaining far enough from major employment centers to make the use of transit faster and more cost-effective than driving. The following local conditions adjacent to the candidate sites will be examined to help further assess their potential appropriateness for locating such a facility:

- Proximate residential and employment centers/trip generators
- Area socio-demographic characteristics and trends
- Surrounding current and future land uses and densities
- Nearby existing and planned major developments/projects

The Consultant will collect relevant local data, including residential and employment information for the candidate site locations, to assess existing conditions. The documentation for the assessment will include tables, maps, and graphics that describe and illustrate the current status of the sites and their immediate surroundings.

***Task 2.3: Perform Preliminary Screening of Sites***

A high-level screening will be conducted to select the final two sites for advancing the hub study. This early screening will specifically focus on selecting one of the two candidate sites in Fort Pierce, which consist of two land parcels that are contiguous. A general review of selected criteria, including roadway access, visibility, environmental constraints, transit connectivity, and input from TPO staff will be considered for this preliminary screening.

Using these criteria, one of these two large sites (one with nearly 7 acres and the other nearly 13 acres) will be selected as the potential site in Fort Pierce for the next steps of this hub feasibility study. This site and the site that has already been selected for a transportation hub in Port St. Lucie will be analyzed further in the following tasks of this effort.

Task 3: Conduct Site Inventory & Evaluation

A site inventory and evaluation can lay the foundation for an effective park-and-ride and bus transfer center feasibility analysis by identifying and establishing the baseline physical, operational, and environmental conditions resident at the candidate sites.

Task 3.1: Site Inventory & Evaluation

The Consultant will conduct an inventory and evaluation for each of the two final locations to review and verify accessibility, connectivity, and capacity aspects for the sites that will help reveal any existing physical or environmental constraints as well as opportunities for mitigation. The following information, to the extent possible, will be reviewed and documented.

- Existing formal and informal parking supply
- Roadway geometry/design
- Signalization
- Sidewalk/pedestrian access and connections
- Existing signage and wayfinding
- Ingress and egress points
- Proximity to major arterial roads
- Proximity to major corridors and employment centers
- Existing and planned bus routes
- Transit stops/infrastructure and associated amenities
- Bus ridership data and trends

In addition to using available data and aerial mapping, information from the TPO and local agencies will also be collected and used to support the inventory and evaluation process.

Task 3.2: Conduct Field Reviews

To physically observe the ground conditions in and around the potential sites as well as validate some of the desktop data, a field review will be conducted. Such reviews may uncover hidden or previously undetected physical or other constraints (e.g., like significant topographical changes in elevation that could render portions of a site unusable) while also allowing the actual site accessibility and traffic circulation dynamics to be assessed, which may inform the feasibility determination and final site recommendations.



Task 4: Evaluate Catchment Area Transit Demand

This task includes a demand analysis, including the service or “catchment area” area delineation and an analysis of demand for parking and transit services at the selected sites. First, the task will include a review of nearby formal and informal parking demand/supply as well as any ad-hoc commuter parking clusters nearby, if there are any. Found even at small levels, such usages can indicate an already existing demand for park-and-rides in an area. Then, this task will use findings from Tasks 1 and 2 of this scope of services to conduct the following demand analyses for each transportation hub catchment area.

Task 4.1: Residential & Employment Center Connectivity Analysis

Key job hubs/trip generators as well as high density residential clusters in and adjacent to the catchment areas of the selected sites will be analyzed to review latent demand for park-and-ride and transit services and access.

Task 4.2: Travel Flow Analysis

An understanding of general travel/commuter flows is important for identifying origin and destination (OD) pairs with potential for using these transportation hubs to access transit services. The analysis of travel flows will build on the information derived from the prior assessment by identifying overall travel flows to key activity centers/hubs in and around the catchment areas.

This OD analysis for St. Lucie will be conducted using data from Replica, an activity-based travel demand model that uses information derived from road traffic, mobile phone data, and financial transactions to model mobility trends. This data analysis will provide an understanding of the magnitude and directional flows of all average daily trip patterns. The main purpose of the travel flow analysis will be to identify OD pairs with high travel demand and provide a basis for recommending the location and enhancement of transit facilities and services to help move some of those automobile trips to alternative modes like transit.

Task 5: Facility Layout & Infrastructure Recommendations

This task will bring together data and findings from all previously summarized tasks in this scope of services to develop layout, capital/infrastructure, accessibility, and technology recommendations for two transportation hubs in the cities of Fort Pierce and Port St. Lucie, with each consisting of park-and-ride and bus transfer facilities.

Task 5.1: Site Layout & Transit Infrastructure

Preliminary facility site layouts for consideration for each of the locations will be developed. The layouts will identify the bus bay/berth locations and other key facilities for the bus transfer center while also identifying associated park-and-ride facilities and the connectivity between the two modes. It is important to recognize, however, that this task will not provide detailed architectural drawings or engineering designs for any vertical infrastructure at either hub—only sketch-level renderings of what each hub could look like with the recommended layout and amenities proposed.



In addition to the layout recommendations, necessary infrastructure recommendations, including space requirements for parking (standard spaces and bus/shuttle berths), bike racks, and pedestrian amenities will also be identified. Potential integration of transit-applicable technologies to enhance customer experience, such as the use of real-time arrival information and/or parking availability signage, will also be discussed.

Task 5.2: Multimodal Integration & ADA Accessibility

Recommendations on seamless connection for the park-and-ride facility users, including pedestrian, vehicle, bicycle, or micromobility users, will be identified. In addition, ADA accessibility will also be considered, including ADA-compliant access and boarding.

Task 5.3: Facility Cost Considerations

Sketch-level order of magnitude cost estimates will be developed for each of the selected sites for the initial facility development and implementation, excluding the cost of land acquisition.

Task 5.4: Next Steps & Implementation Considerations

Key next steps and/or considerations for the St. Lucie TPO and local municipal agencies to move beyond this feasibility study effort and ultimately toward hub implementation will be identified and summarized. This will include identifying potential agency partners for coordination and collaboration, as well as some indication of a tentative timeline for establishing and incorporating these two hubs into the overall network of multimodal transportation in St. Lucie County.

Task 6: Reports & Presentations

The two hub analyses will be combined to develop the St. Lucie TPO Transportation Hubs Feasibility Study draft report to summarize the results of the two analyses. The draft report will be submitted to St. Lucie TPO staff for review and comment prior to developing the draft final report.

In addition, a PowerPoint presentation on the draft final report will be developed and four (4) presentations will be conducted to present the report to audiences, as directed by St. Lucie TPO staff. Based on the comments received at these meetings, a final report will be prepared and submitted to the TPO.

PROJECT BUDGET

A detailed project budget is provided in Table 1. This effort is expected to take 6 months from Notice to Proceed, depending on the number and duration of reviews. The professional fees to conduct the St. Lucie TPO Transportation Hubs Feasibility Study is estimated at \$60,000 for Benesch's services outlined in Tasks 1-6 and will be billed on a lump-sum percent complete basis. This lump sum budget includes all direct and indirect costs for services described in this scope. This budget includes all directly incurred project travel, printing, and other expenses, as outlined in this scope.



Table 1
St. Lucie TPO Transportation Hubs Feasibility Study
Project Budget

Task Description		Principal	Project Manager	Senior Planner	Project Planner	Planner	Graphics	Total Task Hours	Cost per Task
		\$269.00	\$229.84	\$127.44	\$101.44	\$81.34	\$90.56		
Task 1	Coordinate & Manage Project	1	6	0	10	2	1	20	\$2,916
1.1	Kickoff Meeting		2		2			4	\$663
1.2	Project Management, Coordination, & Meetings	1	4		8	2	1	16	\$2,253
Task 2	Establish Baseline Conditions	0	14	1	28	23	5	71	\$8,509
2.1	Review Candidate Sites		2		4	1	1	8	\$1,037
2.2	Assess Baseline Conditions		4		8	10	4	26	\$2,907
2.3	Perform Preliminary Screening of Sites		8	1	16	12		37	\$4,565
Task 3	Conduct Site Inventory & Evaluation	0	10	1	32	12	10	65	\$12,954
3.1	Site Inventory & Evaluation		10	1	32	12	10	65	\$7,554
4.1	Conduct Field & Transit Connectivity Reviews	1	12		20	2	2	37	\$5,400
Task 4	Evaluate Catchment Area Demand	0	10	2	24	10	1	47	\$5,892
4.1	Residential & Employment Center Connectivity Review		4		8	2		14	\$1,894
4.2	Travel Flow Analysis		6	2	16	8	1	33	\$3,998
Task 5	Facility Layout & Infrastructure Recommendations	7	34	8	52	28	20	149	\$20,081
5.1	Facility Layout & Transit Infrastructure	4	14	4	22	12	16	72	\$9,460
5.2	Multi-modal integration & ADA Accessibility	1	10	2	10	8	2	33	\$4,669
5.3	Facility Cost Considerations	1	6	1	12	2	1	23	\$3,246
5.4	Next Steps & Implementation Considerations	1	4	1	8	6	1	21	\$2,706
Task 6	Reports & Presentations	2	12	0	32	16	2	80	\$9,648
6.1	Draft Study Report	2	8		16	10	1	37	\$4,904
6.2	Final Study Report		2		8	4	1	15	\$1,687
6.3	Presentation (4)		2		24	2		28	\$3,057
	Total Hours	10	86	12	178	91	39	432	
	Total Fee								\$60,000