

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

Martin County Administration Building  
4<sup>th</sup> Floor Workshop Room  
2401 SE Monterey Road, Stuart, FL 34996  
(772) 223-7983  
www.martinmpo.com

**Monday, December 3, 2018 @ 10:00 A.M.**

**AGENDA**

<u>ITEM</u>	<u>ACTION</u>
1. CALL TO ORDER – 10:00 A.M.	
2. ROLL CALL	
3. APPROVE AGENDA	APPROVE
4. APPROVE MINUTES	APPROVE
• August 27, 2018 Public Hearing	
• August 27, 2018 Regular Meeting	
• October 25, 2018 Special Meeting	
5. AGENDA ITEMS	
A. NEW COMMUNITY TRANSPORTATION COORDINATOR (CTC) UPDATE	APPROVE
B. ANNUAL OPERATING REPORT	APPROVE
6. COMMENTS FROM BOARD MEMBERS	
7. COMMENTS FROM FDOT	
8. COMMENTS FROM THE PUBLIC	
9. NOTES	
10. NEXT MEETING – March 4, 2018 (4 <sup>th</sup> Floor Workshop, Administration Bldg.)	
11. ADJOURN	

Assistance for disabled persons may be arranged by calling 1-866-836-7034. Non-English speaking, deaf, or visually impaired persons needing an interpreter should contact the Martin County Administrator's office at 772-288-5420 or 772-288-5940 (TDD). An agenda of items to be considered will be available to the public in the Administrator's Office, 2401 SE Monterey Road, Stuart, Florida. Items not included on the agenda may also be heard in consideration of the best interests of the public health, safety, welfare, and as necessary to protect every person's right of access.

For complaints, questions or concerns about civil rights or nondiscrimination please contact: Bolivar Gomez, Senior Planner/Title VI Contact at 772-288-5412; or for special requests under the Americans with Disabilities Act (ADA) contact Judy Lamb at 772-221-1396. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

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

Martin County Administration Building  
Commission Chambers, 1<sup>st</sup> Floor  
2401 SE Monterey Road, Stuart, FL 34996

[www.martinmpo.com](http://www.martinmpo.com)

(772) 221-1498

**Monday, August 27, 2018 at 1:30 P.M.**

**MINUTES**

1. **CALL TO ORDER** – The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) Public Workshop of August 27, 2018 was called to order at 1:30 P.M. by Ms. Phyl Weaver, Vice Chair.

2. **The Pledge of Allegiance**

3. **ROLL CALL**

**Members in Attendance:**

Eula R. Clarke, Chair, Elected Official (arrived at 1:39 p.m.)

Phyl Weaver, Vice Chair, Representative for Persons over 60

Suzanne Desposati, Florida Department of Education, Vocational Rehabilitation

Dalia Dillon, Department of Elder Affairs

Steven Wolfberg, Martin Health Solutions

Kim Thorne, Representing Public Education Community

Anthony Reese, Florida Department of Veteran's Affairs

Marie Dorismond, Florida Department of Transportation

**Excused Members:**

Gayle McArdle, Representative for Persons with Disabilities

**Members Not In Attendance:**

Dominick Tocci, Private Transportation Industry Representative

Donna Mihok, Department of Children and Families

Joe Azevedo, CareerSource Research Coast

Anita Cocoves, Representing Children at Risk

**Staff in Attendance:**

Beth Beltran, MPO Administrator

Bolivar Gomez, Senior Planner

Joy Puerta, Planner

Ricardo Vazquez, Senior Associate Planner

**Others in Attendance:**

Krystal Sims

Kim Martinez

Melody Hearn, Family Care Council

**A quorum was present for the meeting.**

**4. APPROVE AGENDA**

**Mr. Steven Wolfberg made a motion to approve the Agenda as published. A second was provided by Ms. Dalia Dillon. There were no objections. The motion passed unanimously.**

**5. AGENDA ITEMS**

**A. ANNUAL PUBLIC WORKSHOP**

Mr. Ricardo Vazquez stated that the Annual Public Workshop is conducted in order to provide the public and the riders of the Transportation Disadvantaged (TD) system an opportunity to share their concerns and comments on the TD program. Chair Clarke acknowledged Ms. Krystal Sims as the first speaker.

Ms. Sims stated she was here today to speak for the transportation disadvantaged population. She requested that the LCB-TD and anyone at the meeting to please assist the transportation disadvantaged with getting trips. Chair Clarke asked Ms. Sims if she was with any organization. Ms. Sims stated that she is the President of the Stand Up for Independence (SUFI).

The Chair then called Ms. Kim Martinez to the podium as the next speaker. Ms. Martinez stated she is one of the advisors for SUFI, and that she works with citizens with disabilities in Martin County. She said she has had some difficulties recently with acquiring transportation for individuals, and was told that there was no more money for MTM to provide those services. She also requested that there should be awnings or bus shelters at the bus stop locations, and that a bus stop should be added near the Martin Memorial North in Stuart. Chair Clarke asked if these kids were part of some sort of afterhours program. Ms. Martinez clarified that it is an inclusion program that assists children with getting work experience. Mr. Vazquez stated that in regards to the bus stops and the awnings, Martin County Public Transit is responsible for those items and that some stops in the County do have shelters. He also stated that the reason some bus stops do not have a bus shelter is because there is a lack of Right of Way (ROW) at those locations and that the County is unable to install any kind of shelter.

Chair Clarke proceeded to call forth Ms. Melody Hearn as the next speaker. Melody Hearn stated that she is a government appointee to Family Care Council. She said her concerns are similar to Ms. Kim Martinez. She stated that we should join together at a table to discuss why certain individuals such as high schoolers are not being educated on the use of the public transit system. She stated that she has contacted and worked with many agencies regarding transportation for individuals with disabilities.

**B. LCB-TD MEMBER INTRODUCTIONS**

Chair Clarke began the LCB-TD Member introductions item of the Public Workshop Agenda. The LCB-TD members took turns introducing themselves and who they represent. After the introductions were completed, Chair Clarke introduced Ms. Karen Deigl to provide a presentation about the Senior Resource Association (SRA).

Ms. Deigl proceeded with a presentation summarizing how SRA will operate the Transportation Disadvantaged Program in Martin County. After Ms. Deigl’s presentation, Chair Clarke invited Mr. John Irvine from the Commission for the Transportation Disadvantaged (CTD) to the Podium to say some words.

Mr. Irvine thanked Medical Transportation Management (MTM) for their service as the Community Transportation Coordinator (CTC). He also stated that both the Senior Resource Association and MTM have both won awards for their service as a CTC, and that Martin County is in good hands with SRA. Chair Clarke thanked Lisa Sanders and Medical Transportation Management staff for their hard work as the CTC.

**6. COMMENTS FROM COMMITTEE MEMBERS**

None

**7. COMMENTS FROM THE PUBLIC**

None

**8. NOTES**

**9. NEXT MEETING**

Special LCB-TD Meeting in October (to be determined)

**10. ADJOURN**

**Seeing no other business items remaining on the Agenda and no additional comments the public workshop, the Chair adjourned the meeting at 2:23 PM. RONR (10<sup>th</sup> ed.), p.233, c.(9).**

**Prepared by:**

\_\_\_\_\_  
Ricardo Vazquez, Senior Associate Planner

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Eula R. Clarke, Chair

\_\_\_\_\_  
Date

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LOCAL COORDINATING BOARD FOR THE TRANSPORTATION  
DISADVANTAGED (LCB-TD)**

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**Monday, August 27, 2018 at 2:30 P.M.**

**MINUTES**

1. **CALL TO ORDER** – The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) Regular Meeting of August 27, 2018 was called to order at 2:43 P.M. by Ms. Eula Clarke, Chair.

2. **ROLL CALL**

**Members in Attendance:**

Eula R. Clarke, Chair, Elected Official  
Phyl Weaver, Vice Chair, Representative for Persons over 60  
Suzanne Desposati, Florida Department of Education, Vocational Rehabilitation  
Dalia Dillon, Department of Elder Affairs  
Steven Wolfberg, Martin Health Solutions  
Kim Thorne, Representing Public Education Community  
Anthony Reese, Florida Department of Veteran's Affairs  
Marie Dorismond, Florida Department of Transportation

**Excused Members:**

Gayle McArdle, Representative for Persons with Disabilities

**Members Not In Attendance:**

Dominick Tocci, Private Transportation Industry Representative  
Donna Mihok, Department of Children and Families  
Joe Azevedo, CareerSource Research Coast  
Anita Cocoves, Representing Children at Risk

**Staff in Attendance:**

Beth Beltran, MPO Administrator  
Bolivar Gomez, Senior Planner  
Ricardo Vazquez, Senior Associate Planner

**Others in Attendance:**

Rene Wishart  
Kyle Collett, Medical Transportation Management  
Lisa Sanders, Medical Transportation Management  
Melody Hearn, Family Care Council  
Jennifer Johnson, Senior Resource Association  
Karen Deigl, Senior Resource Association

Chris Stephenson, Senior Resource Association  
Lisa Lupi, Family Care Council  
Joseph Anderson, Coalition for Independent Living Options (CILO)  
Milory Sewit, Agency for Persons with Disabilities (APD)

**A quorum was present for the meeting.**

**3. APPROVE AGENDA**

**Ms. Phyl Weaver made a motion to approve the Agenda with the addition of item 5C, the Memorandum of Agreement between Senior Resource Association and the Commission for the Transportation Disadvantaged (CTD) and move the LCB-TD Member Training Agenda Item to 5D, and a second was provided by Mr. Steve Wolfberg. The motion passed unanimously.**

**4. APPROVE MINUTES**

**Ms. Suzanne Desposati made a motion to approve the June 4, 2018 meeting minutes and was seconded by Ms. Dalia Dillon. The motion passed unanimously.**

**5. AGENDA ITEMS**

**A. QUARTERLY PERFORMANCE REPORTS**

**Ms. Phyl Weaver made a motion to approve the quarterly performance report from Medical Transportation Management and a second was provided by Ms. Marie Dorismond. The motion passed unanimously.**

**B. DRAFT 2018-2023 TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)**

Mr. Ricardo Vazquez presented a draft version of the TDSP and requested comments and suggestions. He informed the LCB that there will be a special meeting in October to approve the final draft of the TDSP before MPO staff submits it to the Commission for the Transportation Disadvantaged (CTD). After reviewing the document with the LCB, there were no comments from the Board.

**C. MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE COMMISSION FOR THE TRANSPORTATION DISADVANTAGED AND SENIOR RESOURCE ASSOCIATION**

Mr. Vazquez stated that this item he just received from CTD staff today. This MOA is needed in order for the CTD to enter into a contract with the Senior Resource Association, so that the SRA can begin to act as the Community Transportation Coordinator (CTC) beginning in October. Ms. Phyl Weaver had some comments regarding the days of operations noted in the agreement. The document states that service would be provided seven days a week, when in reality, the agreement should only state that service will be provided five days a week. Ms. Weaver stated that for this reason, she will oppose the MOA. John Irvine from the CTD explained that this is a boilerplate agreement.

**A motion was made by Mr. Steve Wolfberg. A second was provided by Ms. Dalia Dillon. Phyl Weaver opposed. The motion passed with one person dissenting.**

**D. LCB-TD MEMBER TRAINING**

Mr. Vazquez gave the LCB-TD its annual required training regarding how the Transportation Disadvantaged program operates and the roles and responsibility of all parties involved. Mr. Vazquez also explained the Sunshine laws as it pertains to the LCB-TD, and information regarding public records law.

**6. COMMENTS FROM BOARD MEMBERS**

Suzanne Desposati thanked SRA for stepping up to assist Martin County. She also stated that she is sad to see that the TD Program has taken a step back, and that a lot of the programs that were in place, such as the gas reimbursement program and other programs are going away. She stated that a lot of work is needed in order to bring it back to how it used to be.

**7. COMMENTS FROM THE FDOT**

None

**8. COMMENTS FROM THE PUBLIC**

None

**9. NOTES**

**10. NEXT MEETING**

Special LCB-TD Meeting in October (to be determined)

**11. ADJOURN**

**Seeing no other business items remaining on the Agenda and no additional comments, the Chair adjourned the meeting at 4:12 PM. RONR (10<sup>th</sup> ed.), p.233, c.(9).**

**Prepared by:**

\_\_\_\_\_  
Ricardo Vazquez, Associate Planner

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Eula R. Clarke, Chair

\_\_\_\_\_  
Date

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**Thursday, October 25, 2018 at 2:00 P.M.**

**MINUTES**

1. **CALL TO ORDER** – The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) Special Meeting of October 25, 2018 was called to order at 2:00 P.M. by Chair Eula Clarke.

2. **ROLL CALL**

**Members in Attendance:**

Eula R. Clarke, Chair, Elected Official  
Suzanne Desposati, Florida Department of Education, Vocational Rehabilitation  
Dalia Dillon, Department of Elder Affairs  
Steven Wolfberg, Martin Health Solutions  
Kim Thorne, Representing Public Education Community  
Marie Dorismond, Florida Department of Transportation  
Donna Mihok, Department of Children and Families  
Joe Azevedo, CareerSource Research Coast

**Excused Members:**

Gayle McArdle, Representative for Persons with Disabilities  
Phyl Weaver, Representative for Persons over 60

**Members Not In Attendance:**

Dominick Tocci, Private Transportation Industry Representative

**Staff in Attendance:**

Beth Beltran, MPO Administrator  
Bolivar Gomez, Senior Planner  
Ricardo Vazquez, Associate Planner  
Brigitte Wantz, Administrative Assistant III

**Others in Attendance:**

Karen Deigl, Senior Resource Association  
Chris Stephenson, Senior Resource Association

**A quorum was present for the meeting.**



### **3. APPROVE AGENDA**

**Mr. Steven Wolfberg made a motion to approve the agenda. A second was provided by Ms. Dalia Dillon. The motion passed unanimously.**

### **4. AGENDA ITEMS**

#### **A. FINAL DRAFT 2018-2023 TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)**

Mr. Ricardo Vazquez presented the final draft version of the 2018-2023 TDSP. He stated that at the previous meeting, the LCB had a chance to review and comment on the Development Plan section of the TDSP. Today, the final draft version includes the Service Plan element of the TDSP. Mr. Vazquez went over the document with LCB members. He opened the floor up to any comments. Ms. Dalia Dillon had a correction regarding her agency's name. Mr. Vazquez said that he would correct it. Chair Clarke asked if there was anything different regarding the rates. Chris Stephenson stated that the rates are very similar to what MTM was charging, with a slight increase.

**Mr. Steven Wolfberg made a motion to approve the 2018-2023 TDSP with comments. A second was provided by Ms. Dalia Dillon. The motion passed unanimously.**

#### **B. COMMUNITY TRANSPORTATION COORDINATOR (CTC) COORDINATION AGREEMENTS**

Mr. Vazquez presented the LCB with four Coordination Agreements that SRA would like to have approved by the LCB. The four agreements are with Gulfstream Goodwill, Helping People Succeed, Council on Aging, and ARC of Martin County. Staff recommended that the LCB approve the Coordination Agreements as presented.

**Ms. Suzanne Desposati made a motion to approve the Coordination Agreements as presented. A second was provided by Ms. Marie Dorismond. The motion passed unanimously.**

### **5. COMMENTS FROM BOARD MEMBERS**

None.

### **6. COMMENTS FROM THE FDOT**

Ms. Marie Dorismond informed the LCB that the Section 5310 Grant application is open. She explained that there would be an annual workshop on November 5<sup>th</sup> and that the application is fully online. She also said that this workshop is mandatory in order for an agency to apply for the grant. Discussion ensued between the LCB members about the 5310 grant and if the school district would be able to apply for it. Ms. Marie Dorismond said she would look into it, and invited Kim Thorne to the workshop in November.

### **7. COMMENTS FROM THE PUBLIC**

None

**8. NOTES**

**9. NEXT MEETING**

- December 3, 2018 (4<sup>th</sup> Floor Workshop, Administration Bldg.”)

**10. ADJOURN**

**Seeing no other business items remaining on the Agenda and no additional comments, the Chair adjourned the meeting at 2:30 PM. RONR (10<sup>th</sup> ed.), p.233, c.(9).**

**Prepared by:**

\_\_\_\_\_  
Ricardo Vazquez, Associate Planner

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Eula R. Clarke, Chair

\_\_\_\_\_  
Date



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

<b>MEETING DATE:</b> December 3, 2018	<b>DUE DATE:</b> November 26, 2018	<b>UPWP#:</b> 6.2
<b>WORDING:</b> <b>NEW COMMUNITY TRANSPORTATION COORDINATOR (CTC) UPDATE</b>		
<b>REQUESTED BY:</b> LCB-TD	<b>PREPARED BY:</b> Ricardo Vazquez	<b>DOCUMENT(S) REQUIRING ACTION:</b> CTC Quarterly Performance Report

**BACKGROUND**

On October 1<sup>st</sup>, the Senior Resource Association (SRA) took over as the Community Transportation Coordinator (CTC) in Martin County. The CTC is required to provide the LCB-TD with a quarterly report on its performance. In addition, the LCB-TD has requested that Martin County Public Transit provide a quarterly report.

**ISSUES**

Chris Stephenson will provide the CTC Performance Report at the December 3<sup>rd</sup> LCB-TD Meeting for review and approval. SRA will also discuss the recent transition of CTC's, as well as the changes that have been made and how those changes have been received by the riders. For your information, MV Transportation will provide the quarterly report for Martin County Public Transit.

**RECOMMENDED ACTION**

- a. Approval of CTC Quarterly Performance Report
- b. Provide direction

**FISCAL IMPACT**

N/A

**APPROVAL**

MPO

**ATTACHMENTS**

- a. SRA Quarterly Report

Martin Community Coach  
CTC Status Report

Summary of Trips October 1 <sup>st</sup> -November 30 <sup>th</sup>	
<b>Total Number of Trips</b>	1,367
<b>Total Number of Miles</b>	15,755
<b>Ambulatory Trips</b>	861
<b>Ambulatory Miles</b>	8,892
<b>Wheelchair Trips</b>	506
<b>Wheelchair Miles</b>	6,862
<b>Percentage of Monthly Transportation Disadvantaged Trip and Equipment Grant Money Utilized (October and November)</b>	99.7%

Trip Reasons October 1st-November 30th	
<b>Medical</b>	
Dialysis	353
Dr./General Practitioner	136
Blood Work	2
Ear/Nose/Throat Dr.	4
Cardiology	10
Rehabilitation/Physical Therapy	70
X-Ray & MRI	12
Orthopedic	10
Dentist	4
Eye Dr.	4
<b>Other</b>	
Human Services Agency	170
Grocery Store	68
Educational Facility	68
Mall	61
Social Activities	60
Wal-Mart	36
Salon/Barber Shop	22
Gym	22
Thrift Store	16
Banking Institution	16
Pharmacy	8
Church/Religious Organization	2
Post Office	2
Employment	2
Other	209
<b>Total</b>	<b>1,367</b>

Martin Community Coach  
CTC Status Report

System Information October 1 <sup>st</sup> -November 30 <sup>th</sup>	
<b>Unduplicated Passenger Head Count</b>	91
<b>Average Age of TD Passenger</b>	66
<b>Cancelled Trips by TD Passengers</b>	62
<b>No Shows by Passengers</b>	5
<b>No Shows by Vendors</b>	0
<b>Total Calls to MCC**</b>	710
<b>Average Caller Wait Time**</b>	47 Seconds
<b>MCC Complaints Received</b>	9
<b>Compliments Received (MCC &amp; Vendors)</b>	14
<b>Number of Vendors Utilized in Martin Co.</b>	4 (ARC, Quality, Heavenly Place, A. Martin)
<b>Applications Received for TD Service</b>	33
<b>Applications Approved for TD Service</b>	22

\*\* Phone and Caller information only available after October 17<sup>th</sup>, 2018



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

<b>MEETING DATE:</b> December 3, 2018	<b>DUE DATE:</b> November 26, 2018	<b>UPWP#:</b> 6.2
<b>WORDING:</b> <b>ANNUAL OPERATING REPORT (AOR)</b>		
<b>REQUESTED BY:</b> LCB-TD	<b>PREPARED BY:</b> Ricardo Vazquez	<b>DOCUMENT(S) REQUIRING ACTION:</b> Community Transportation Coordinator (CTC) AOR

**BACKGROUND**

Pursuant to Chapter 427, Florida Statutes and 41-2.011(4) F.A.C, each Community Transportation Coordinator (CTC) is required to submit an Annual Operating Report (AOR) to the Florida Commission for the Transportation Disadvantaged (CTD). This report is used by the CTD for funding and reporting purposes on a statewide level.

**ISSUES**

Kyle Collett of Medical Transportation Management (MTM) has prepared the AOR, which shows the estimated number of trips (Operating Subsidy or Capital) for the period of July 1, 2017 to June 30, 2018. Mr. Collett will present the AOR at the December 3<sup>rd</sup> LCB-TD meeting.

**RECOMMENDED ACTION**

Approval of the Annual Operating Report

**FISCAL IMPACT**

The AOR is a required deliverable to receive State TD Program funding.

**APPROVAL**

MPO