

LCB Members

In order to conduct our meetings correctly in accordance with Sunshine law, there must be a physical quorum present at the meeting in order for the committee to vote and take any official actions. **As such, please email me (mkelly@forwardpinellas.org) directly to indicate if you will be joining the LCB meeting in-person or if you will attend virtually.** With a physical quorum present, we are able to vote in the room and are also able to offer voting to Zoom participants. As a reminder, we will utilize social-distancing, masks and provide hand sanitizer for in-person participants. (Zoom information below)

The in-person meeting will be held at 9:15 am at **310 Court Street, 1st Floor Conference Room, Clearwater**. I have the meters bagged, as in the past, in the parking lot at the corner of S. Osceola Avenue and Court Street for your parking convenience. If you have your parking passes, please put them in your dash window.

If you will be attending by Zoom, here is the Zoom meeting information:

Forward Pinellas is inviting you to a scheduled Zoom meeting.

Topic: Local Coordinating Board

Time: Feb 15, 2022 09:15 AM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/89311216247?pwd=WklueITeGdpRHdFeINyS2VDTkFEdz09>

Meeting ID: 893 1121 6247

Passcode: 293462

One tap mobile

+13126266799,,89311216247#,,,,*293462# US (Chicago)

+16468769923,,89311216247#,,,,*293462# US (New York)



**Local Coordinating Board (LCB)
MEETING AGENDA**

**February 15, 2022 – 9:15 A.M.
310 Court Street, 1st Floor Conf. Room
Clearwater, FL 33756**

THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

FACE MASKS ARE STRONGLY ENCOURAGED BUT NOT REQUIRED

- 1. CALL TO ORDER AND INTRODUCTIONS**
- 2. PUBLIC COMMENT PERTAINING TO ITEMS NOT ON THE AGENDA**
- 3. APPROVAL OF MINUTES – September 21, 2021**
- 4. BOARD ACTIONS CONCERNING THE TD PROGRAM**
- 5. ANNUAL APPROVAL OF LCB BYLAWS**
- 6. ANNUAL APPROVAL OF FEDERAL POVERTY GUIDELINES**
- 7. COMMUNITY TRANSPORTATION COORDINATOR REVIEW**
- 8. UPDATE ON POTENTIAL FUNDING FOR CROSS-COUNTY TD TRANSPORTATION**
- 9. OTHER BUSINESS**
 - A. Federal Transit Administration Section 5310 Grant Update
 - B. Community Transportation Coordinator (CTC) Update
 - C. Commission for the Transportation Disadvantaged (CTD) Update
 - D. Other
- 10. INFORMATIONAL ITEMS**
 - A. Trip/Expenditure Reports
 - B. Complaints and Commendations
- 11. PUBLIC COMMENT**
- 12. ADJOURNMENT**

NEXT REGULARLY SCHEDULED LCB MEETING – MAY 17, 2022

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the Office of Human Rights, 400 South Fort Harrison Avenue, Suite 300, Clearwater, Florida 33756; [(727) 464-4062 (V/TDD)] at least three days prior to the meeting.

Appeals: Certain public meetings result in actions taken by the public board, commission or agency that may be appealed; in such case persons are advised that, if they decide to appeal any decision made at a public meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Forward Pinellas is committed to making our documents accessible to all audiences. If you have accessibility concerns, please contact aelmore@forwardpinellas.org or call 727-464-4880. Visit <https://forwardpinellas.org/legal/website-accessibility-statement/> for more information.



**Local Coordinating Board (LCB)
PUBLIC WORKSHOP**

February 15, 2022 – 10:00 A.M.
310 Court Street, 1st Floor Conf. Room
Clearwater, FL 33756

THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

1. **CALL TO ORDER – Brian Scott, Acting Chair**
2. **STAFF PRESENTATION ON THE TRANSPORTATION DISADVANTAGED PROGRAM**
3. **PUBLIC COMMENT**
4. **ADJOURNMENT**

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SUMMARY

Anyone wishing to provide public comment on items not on the agenda may do so at this time. Each speaker will be given a maximum of five minutes.

ACTION: None required; informational item only

3. Approval of Minutes

SUMMARY

The minutes of the November 16, 2021 meeting are attached for the LCB's review and approval.

Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers, is attached in the event a member of the LCB believes they have a conflict of interest with respect to any item(s) on the current agenda. This form is being provided under this item as any completed forms must be attached to the minutes of the LCB meeting.

ATTACHMENT(S): Minutes – November 16, 2021
Form 8B

ACTION: Approve minutes

DRAFT
PINELLAS COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED PROGRAM
MEETING MINUTES
NOVEMBER 16, 2021

The Pinellas County Local Coordinating Board for the Transportation Disadvantaged met on Tuesday, November 16, 2021 at 9:15 a.m. at 310 Court Street, 1st Floor Conference Room, Clearwater, FL.

MEMBERS PRESENT

Brian Scott, Vice Chair
Joe DiDomenico
Millicent Battle
Bob Bolles - Zoom
Joseph Camera
Amanda Honingford
Emily Hughart
Duncan Kovar
Zeffery Mims - Zoom
Tracy Noyes
Shawna Peer
Ross Silvers (ex officio) - Zoom
Loretta Statsick - Zoom
Michael Taylor - Zoom
Jane Walker - Zoom

Transportation Provider for Profit Representative
Local Agency for Persons with Disabilities
Children At Risk – Juvenile Welfare Board
TD Rider
Public Education – Pinellas County Schools
Department of Blind Services
Agency for Health Care Administration
Over 60
Pinellas County Veterans Services
FDOT
Career Source Pinellas
PSTA
Citizen Representative
Regional Agency for Persons with Disabilities
Daystar Life Center

MEMBERS ABSENT

Ivonne Carmona
Heath Kirby
Jason Martino

Department of Children and Families
Local Medical Community
Florida Department of Elder Affairs

OTHERS PRESENT

Chelsea Favero
Rob Feigel
Maria Kelly

Forward Pinellas Staff
Forward Pinellas Staff
Forward Pinellas Staff

1. CALL TO ORDER

Vice-Chair Scott called the meeting to order at 9:15 a.m. Attendees in the room introduced themselves. At this time, Vice-Chair Scott read a statement regarding allowing committee members present to make a motion to allow those members participating by Zoom (all names identified above) to participate and vote due to extenuating circumstances existing making it impossible for some committee members to attend in person. A motion was made by Amanda Honingford that due to the extenuating circumstances created by COVID-19 some LCB members are prevented from joining in person. Therefore, they will be allowed to participate and vote via Zoom since there was a physical quorum. This was seconded by Joe DiDomenico and passed with a unanimous vote.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments were made under this item.

3. APPROVAL OF MINUTES – September 21, 2021

The meeting minutes were approved with no corrections. Joe DiDomenico motioned approval, Tracy Noyes seconded the motion and it passed with a unanimous vote.

4. BOARD ACTIONS CONCERNING THE TD PROGRAM

Mr. Rob Feigel, Forward Pinellas staff, highlighted that the Board received a presentation for the Fall Update to the FY 21/22 Transportation Improvement Program from Alexis Boback, Forward Pinellas staff, as well as the Draft Tentative Work Program, given by Jensen Hackett of FDOT. The Board also made mention that the LCB has a Chair vacancy and Councilmember Patti Reed with Pinellas Park and Commissioner Eric Gerard with Large have expressed interest. Staff will meet with these elected officials to confirm their intent.

5. POTENTIAL FUNDING FOR TD TAMPA BAY

Mr. Feigel discussed the TD Tampa Bay Transportation Disadvantaged Service in which UZURV and TBARTA partnered to provide TD service within the TBARTA five-county service area. He noted that cross-county trips have been identified as the biggest need for transportation disadvantaged individuals, to doctor's appointments and employment locations. This service provided regional connectivity via cross-county trips to include evenings and weekends for eligible TD individuals. The funding has since been discontinued for this program. Joe DiDomenico, Executive Director of Disability Achievement Center has been working on legislation to get funding back on track for this much needed program and drafted a letter of support for this program which is attached to the agenda. This letter of support reached out to the State Senate and House to solicit a supporter to assist in getting the funding reinstated for TD Tampa Bay. Senator Rouson's office reached out and asked if a bill could be written to be submitted and this was complied with. Senator Rouson's office is working on getting a House sponsor in support of getting this program funded. Mr. DiDomenico will update the committee at the January meeting. Questions were taken and appropriately answered.

6. COUNTYWIDE TRENDS AND CONDITIONS REPORT

Mr. Feigel shared a presentation on the Trends and Conditions Report. The Trends and Conditions Report provides an annual snapshot of the county's transportation system, including roads, trails, sidewalks, bike lanes, and transit services. In addition, the report provides data on economic and land use activity, waterborne transportation, and emerging technologies. The report serves as a tool to evaluate progress toward achieving the objectives of the Long Range Transportation Plan, identify improvements needed to address safety concerns and congestion problems, inform transportation safety studies and transportation project design, and target law enforcement activities related to safety. The Safe Streets Pinellas resolution has been presented to the Board and Forward Pinellas staff have been meeting with the local governments, presenting Safe Streets Pinellas and asking the municipalities to adopt the resolution. Questions were taken and appropriately answered.

7. ELECTION OF LCB VICE CHAIR

Mr. Brian Scott has relayed his willingness to continue as vice-chair. Duncan Kovar made a motion to appoint Brian Scott as Vice-Chair. It was seconded by Joe DiDomenico the vote passed unanimously.

8. 2022 MEETING SCHEDULE

Next year's meeting schedule was informational only. A calendar invite will be sent to all committee members to lock in their calendars.

9. OTHER BUSINESS**A. Federal Transit Administration Section 5310 Grant Update**

Ms. Tracy Noyes, FDOT, updated the LCB that FDOT received FDA approval for the grant applications submitted. Of the 28 applications received, 9 were approved for awards for Pinellas County. The application cycle will open in a few. The award amounts for the Pinellas County recipients was \$752,000 for capital projects and \$1,240,000 were operating awards.

B. CTC Update

Ross Silvers, PSTA, provided an update to the committee. The Rescue Plan is continuing through December, which is how PSTA invoices the State for the TD program. Flamingo fares are in full swing, easy to use. If a Flamingo card is lost or stolen, a replacement card is \$3.00, but you lose no fare balances. Flamingo fare also has fare capping which means when you reach the cap amount, you ride for free. Ridership is creeping up as drivers are hired and more routes are added.

C. CTD Update

Mr. Feigel shared the CTD had a business meeting on October 25, 2021, where they reviewed and approved their fiscal year 2021/22 annual regulatory plan. They also discussed the phase down of Covid-19 Rescue Plan. They received a presentation on Innovative and Service Development Grant Technical Assistance Project. They are putting forth efforts to see if they can get a reversal of the legislation to repeal M-CORES statute.

D. Other

Ross Silvers suggested a presentation to the committee on the new SunRunner in St. Petersburg.

10. INFORMATIONAL ITEMS**A. Trip Expenditure Reports**

The trip/expenditure reports were emailed to the committee. The ridership is coming back on all the services with new records on paratransit and mobility on demand.

B. Complaints and Commendations

There were no complaints currently.

11. PUBLIC COMMENT

Ms. Angela Taylor Sweet, Policy Analyst with Urban Technology Institute, commented that a shift in artificial intelligence in the marketplace redefines trends we are used to in transportation and questioned that if we are concerned about artificial intelligence, shouldn't we be concerned with adopting transportation means to line up. Ms. Sweet also inquired if the Environmental Justice Program also included fixing sidewalks and cutting back shrubbery and planting trees in the Southside of St. Petersburg, Ms. Chelsea Favero explained that Environmental Justice is a federal executive order that mandates that with projects that include federal funding, the project cannot disproportionately impact low income and minority communities. At Forward Pinellas, all projects coming through our transportation program are evaluated, to make sure that we are considering equity as funding is allocated. There are also additional processes where we prioritize projects and always give projects that are located in areas of high concentration of low income, minority and zero car households' additional points to them. As for areas that need attention, there is an app called SeeClickFix, where areas of concern such as broken sidewalks and overgrown shrubbery, can be reported and scheduled for repair by the city the hazard is located in.

12. ADJOURNMENT

The meeting adjourned at 10:53 a.m. The next LCB meeting is February 15, 2022.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 _____:

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

4. Board Actions Concerning the TD Program

SUMMARY

Forward Pinellas staff will highlight Forward Pinellas Board actions since the last LCB meeting.

ATTACHMENT(S): None

ACTION: None required; informational item

5. Annual Approval of LCB Bylaws

SUMMARY

The Commission for the Transportation Disadvantaged (CTD) requires that the Local Coordinating Board review and approve its bylaws annually. The current set of bylaws were approved in February 2021. There are currently no proposed changes to the LCB bylaws.

ATTACHMENT(S): Current Bylaws

ACTION: Approve LCB bylaws, with the changes as discussed by the LCB

**FORWARD PINELLAS, as the PINELLAS COUNTY
METROPOLITAN PLANNING ORGANIZATION,
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD**

BYLAWS

SECTION I: NAME

The name of the Board shall be the Pinellas County Metropolitan Planning Organization Transportation Disadvantaged Local Coordinating Board, hereinafter referred to as the Local Coordinating Board (LCB).

SECTION II: PURPOSE

In accordance with Chapter 427.0157, Florida Statutes, and Rule 41-2.012, Florida Administrative Code, the purpose of the Local Coordinating Board is to:

1. Develop local service needs; and
2. Provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System (FCTS).

SECTION III: DEFINITIONS

A. Local Coordinating Board

According to Chapter 427.011(7), Florida Statutes, the Local Coordinating Board is defined as:

"An advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization, or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services."

B. Designated Official Planning Agency

According to Rule 41-2.002(3), the Designated Official Planning Agency is defined as:

"The official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations."

In Pinellas County, the Designated Official Planning Agency is the Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization (hereinafter referred to as the MPO).

C. Designated Service Area

According to Rule 41-2.002(4), the designated service area is defined as:

"A geographical area recommended by a designated official planning agency, subject to approval by the Commission, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged."

SECTION IV: LOCAL COORDINATING BOARD MEMBERSHIP

The voting membership of the Local Coordinating Board shall be constituted as defined in Rule 41-2.012. Members shall be appointed to the Local Coordinating Board according to the procedures prescribed below. Appointments shall be approved by the Forward Pinellas Board.

A. Appointment of Agency/Group Members

Each agency or group, as defined in Rule 41-2.012, represented on the Local Coordinating Board shall recommend appointment from that agency's staff one person to act as a voting member of the Local Coordinating Board on its behalf.

B. Appointment of Non-Agency/Group Members

The MPO shall develop appropriate procedures to select persons appointed to the Local Coordinating Board as non-agency/group members.

SECTION V: OFFICERS

A. Chairperson

The MPO shall appoint an elected official to serve as the official Chairperson to preside at all Local Coordinating Board meetings. The Chairperson shall serve until replaced by the Designated Official Planning Agency.

B. Vice Chairperson

The Vice Chairperson shall be elected by a majority vote of a quorum of the members of the Local Coordinating Board. 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.

SECTION VI: TERMS OF THE APPOINTMENT

Except for the Chairperson and state agency representatives, the members of the Board shall be appointed for three (3) year staggered terms with initial membership being appointed equally for one, two, and three years.

SECTION VII: ATTENDANCE

The absence of any Local Coordinating Board member from three consecutive meetings shall cause the following actions to be taken:

1. If the member is a representative of an agency as mandated by Florida Statute Chapter 427, written correspondence shall be sent to the respective agency from the Chairperson of the Local Coordinating Board requesting attention to excessive absences of the representative in question.
2. If the member is a private citizen representative or otherwise not affiliated with any mandated agency member, the appointment of said member shall be reviewed by the Designated Official Planning Agency for reconsideration and possible removal from the Local Coordinating Board.

All agency representatives shall appoint at least one alternate to attend meetings of the Local Coordinating Board in their absence. Alternates may replace agency representatives who are no longer on the LCB. Alternates may continue to represent the agency if the agency representative position is temporarily vacant. For the purposes of attendance, agency representatives shall be considered to be present when represented by their alternate. Any LCB member may have an alternate or multiple alternates. The list of alternates will be maintained by Forward Pinellas.

Attendance by telephone shall be permissible under extraordinary circumstances. LCB members can participate and vote in meetings via conference call, however, a physical quorum must be present to vote on action items. If there is a physical quorum present and a LCB member is voting by telephone, the LCB member must clearly announce his/her name and position on the motion. There shall be no provisions for excused absences.

SECTION VIII: BYLAWS AND PARLIAMENTARY PROCEDURES

The Local Coordinating Board shall annually review, update if necessary, and adopt its Bylaws. The Coordinating Board will conduct business using the Chairman's Rules, wherein all questions of parliamentary procedure are determined by the Chairperson of the Coordinating Board, unless overturned by a majority vote of the Coordinating Board members present.

SECTION IX: DUTIES

A. Chapter 427.0157, Florida Statutes

According to Chapter 427.0157, Florida Statutes, the Board has the following duties:

1. Review and approve the Transportation Disadvantaged Service Plan, including the memorandum of agreement, prior to submittal to the Commission.
2. Evaluate services provided in meeting the approved plan.
3. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the commission on funding applications affecting the transportation disadvantaged.
4. Assist the Community Transportation Coordinator in establishing eligibility guidelines and priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies.
5. Review coordination strategies for transportation disadvantaged services in the area to seek innovative ways to increase ridership to a broader population by improving a) cost effectiveness; b) efficiency; c) safety; and d) types and hours of service.
6. Evaluate multicounty or regional transportation opportunities
7. Work cooperatively with regional workforce boards established in Chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

B. Rule 41-2.

In addition to these duties, Rule 41-2.012 and Rule 41-2.008 provides for additional duties as follows:

1. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the Designated Official Planning Agency.
2. Annually, provide the Designated Official Planning Agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP. As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. This evaluation will be submitted to the Commission subsequent to approval by the LCB. The designation solely of the CTC may be considered a substitution for the annual evaluation.
3. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTCs in the designated service area, and make recommendations to the Local Coordinating Board or to the Commission, when local resolution cannot be reached to address the grievance. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Riderbrochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible formats upon request by a citizen. Members appointed to the committee shall be voting members of the LCB. [41-2.012(5)(c), F.A.C.]. The Expedited Appeal Committee should be comprised of a minimum of three members, should not include more than one LCB Member, and no person who was involved in the original decision on the action taken. All expedited appeals must be resolved within 72 hours of receiving the appeal request.
4. Annual review of coordination contracts should be conducted by the Coordinating Board to advise the CTC whether the continuation of said contract provides the most cost-effective transportation available.

C. Conflicts of Interest

1. Voting Conflicts

If a member of the Forward Pinellas Board or its advisory committees declares a voting conflict pursuant to Section 112.3143, Florida Statutes on a matter before the Forward Pinellas Board or its advisory committees, that member may no

longer participate in that matter before the Forward Pinellas Board, and local government board that has a member of Forward Pinellas on it, or any other committee of Forward Pinellas. For the purposes of this subsection, the term “participate” means any attempt to influence the decision by oral or written communication, whether made by the member of Forward Pinellas or its advisory committee or at the member’s direction.

In the event a Board member has a conflict of interest, they are required to complete Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers and turn it into Forward Pinellas staff for insertion in the minutes of the meeting where said conflict existed, in compliance with Section 112.3143, Florida Statutes.

2. Lobbying Policy

Lobbying of evaluation committee members, Forward Pinellas staff, or elected officials regarding Requests for Proposals, Requests for Qualifications, bids, or contracts during the pendency of bid protest by the bidder/proposer/ protestor, or any member of the bidder’s/proposer’s/protestor’s staff, an agent of the bidder/proposer/protestor, or any person employed by the legal entity affiliated with or representing an organization that is responding to the Requests for Proposal, Requests for Qualification, bid or contract, or has a pending bid protest is strictly prohibited either upon advertisement or on a date established by Forward Pinellas and shall be prohibited until either an award is final or the protest is finally resolved by the Forward Pinellas Board or Executive Director, provided, however, nothing herein shall prohibit a prospective bidder/proposer from contacting the Forward Pinellas staff to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision, lobbying activities shall include but not be limited to influencing or attempting to influence action or non-action in connection with any Requests for Proposals, Requests for Qualifications, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such action may cause any Requests for Proposals, Requests for Qualifications, bid, or contract to be rejected.

SECTION X: MEETINGS AND NOTICES

In accordance with Rule 41-2.012, the Local Coordinating Board shall hold regular meetings at least once a quarter, duly noticed as prescribed by law, to the public and membership no less than three days prior to the meeting date.

The Chairperson of the Local Coordinating Board may, at his or her discretion, convene an emergency meeting of the Local Coordinating Board with no less than three days written notice to the public and membership.

Meetings held by subcommittees and work groups appointed by the Chairperson of the Local Coordinating Board shall be subject to the above requirements of public notice.

The Local Coordinating Board shall annually hold, at a minimum, one public hearing for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services.

SECTION XI: QUORUM

There shall be a quorum for conducting business at meetings. A quorum is defined as three or more Local Coordinating Board members.

H:\USERS\TRANS\TD\Bylaws\LCB Bylaws rev 2012 - Approved 1-17-06 - Reprinted 6-7-07.doc, Amended 3/09, Amended 3/10, Amended 1/12-Adopted, amended 3/12, Amended 2/13, Amended 5/14, Adopted 2/15, Adopted 2/16, Amended 2/17, Adopted 2/18, Adopted 2/19, Adopted 2/20, Amended 11/20, Adopted 2/21

SUMMARY

The Pinellas County TD Program uses the Federal Poverty Guidelines, published by the United States Department of Health and Human Services, to determine whether an individual qualifies for the TD Program. An individual's monthly household income must be at or below 150% of the federal poverty level to qualify for TD Program services. Each year, the updated guidelines are presented to the LCB for review and approval. A table showing incomes calculated at 150 percent of the Federal Poverty for 2022 and 2021 is provided below:

150% of the 2022 Federal Poverty Guidelines

Persons in Family/ Household	2022 Gross Yearly Income Limit	2022 Gross Monthly Income Limit	2021 Monthly Income Limit for Comparison
1	\$13,590	\$1,699	\$1,610.00
2	\$18,310	\$2,289	\$2,177.50
3	\$23,030	\$2,879	\$2,745.00
4	\$27,750	\$3,469	\$3,312.50
5	\$32,470	\$4,059	\$3,880.00
6	\$37,190	\$4,649	\$4,447.50
7	\$41,910	\$5,239	\$5,015.00
8	\$46,630	\$5,829	\$5,582.50
For each additional person	\$ 4,720	\$590	\$567.50

ATTACHMENT(S): None

ACTION: Approve 2022 Federal Poverty Guidelines as shown in the above table for use in qualifying TD Program Applicants

7. CTC Designation Process

SUMMARY

Every five years, the Planning Agency and LCB go through a CTC designation, or re-designation, process, as discussed at the September LCB meeting. The attached diagram illustrates the designation process as prescribed by the CTD. At this stage, the Pinellas Suncoast Transit Authority (PSTA) has provided its letter of interest in continuing to serve as the CTC for the next five-year period for Pinellas County. This letter from PSTA explains why it is best qualified to serve the transportation disadvantaged population, describes their successes since becoming the CTC and indicates PSTA's future commitment to the Transportation Disadvantaged (TD) Program.

Following LCB review, this item will go to the Forward Pinellas Board in their capacity as the Metropolitan Planning Organization. Pending approval of the Forward Pinellas Board, the Commission for the Transportation Disadvantaged will prepare a Memorandum of Agreement (MOA) that is signed by the LCB Chair and the CTC. The Commission will then review the MOA at the next available Business Meeting and approve the CTC designation.

Forward Pinellas staff acknowledges that PSTA has made significant contribution to the TD Program and has effectively performed its CTC duties in accordance with Chapter 427, F.S. and Rule 41-2, F.A.C. Therefore, staff supports their re-designation as the CTC.

ATTACHMENT(S):

- CTC Redesignation Letter from PSTA
- CTC Designation Process Diagram

ACTION: Approve renewal of PSTA as the CTC



January 24, 2022

Mr. Whit Blanton, FAICP
Executive Director
Forward Pinellas
310 Court Street
Clearwater, FL 33756

Dear Mr. Blanton:

Please consider this to be PSTA's letter of qualifications for, and interest in, continuing to serve as the Community Transportation Coordinator (CTC) for Pinellas County for another five-year period when its current term expires June 30, 2022.

When PSTA became the CTC in 2012, Pinellas County reported two million trips and \$1.2 million in Commission for the Transportation Disadvantaged (CTD) funds. In 2016, we reported four million trips and \$3.4 million in CTD grant funds. For FY2021, PSTA received \$3.94 in Trip and Equipment grant funds. Ridership was not able to be tracked until the end of the fiscal year due to PSTA being fare-free negating the need for a TD bus pass. Over the last five years, PSTA also received Mobility Enhancement and Innovative Service Development grants for its TD Late Shift and TD Direct Connect Program. Although that funding source is no longer available, PSTA continues to offer these programs. PSTA plans to continue to work with the CTD to re-establish funding for this important program and other innovative services.

During the last five years, PSTA continued its effective working relationship with the Local Coordinating Board (LCB) and Forward Pinellas staff. This partnership benefits the program by:

- Conducting extensive outreach to agencies serving the existing and potentially TD population.
- Providing transportation to the TD population using the most cost-effective mode, by providing bus passes.
- Improving the eligibility process by eliminating unnecessary requirements.
- Allowing the program to adapt during the coronavirus pandemic by introducing the "Essential Workers" Program to get workers to their jobs when bus service was limited, and maximum capacity limitations meant people were unable to board their regular bus.

All of this was possible because of the commitment of PSTA's leadership to meet the critical transportation needs of TD residents through the most cost-effective means possible without budget-based service caps or waiting lists. This continued prior to the pandemic even when PSTA consistently incurred far more expenses than could be reimbursed by the TD Commission and saw its farebox revenue decrease significantly during times of decreased general revenue.

In FY2021, PSTA received little fare revenue due to being fare-free until August 2021. As previously mentioned, this made it difficult to track TD ridership, although system wide, PSTA saw an overall decrease in ridership primarily due to the pandemic. We fully expect that with fares having returned, as people go back to work, and the risks of the pandemic lesson, participation in the TD Program will increase to pre-pandemic levels.

From a quality perspective, PSTA has passed all its annual evaluation and commits to maintaining a program that consistently meets all requirements in the future. PSTA plans to continue placing the transportation needs of lower income households to ensure they can get to medical appointments, jobs, grocery stores, and other life-sustaining destinations.

We look forward to the opportunity to continue to work with our agency partners in the LCB, Forward Pinellas, and throughout the community to meet the life-sustaining trip needs of the TD population over the next five years.

Sincerely,

A handwritten signature in blue ink, appearing to read 'B. Miller', is written over the word 'Sincerely,'.

Brad Miller
CEO

Community Transportation Coordinator (CTC) Designation Process

The current CTC (PSTA) lets Forward Pinellas as the metropolitan planning organization and planning agency know of its interest and qualifications to continue as the CTC.

January
2022

Forward Pinellas reviews PSTA's interest and qualifications, making a recommendation on the CTC designation. The Commission for the Transportation Disadvantaged (CTD) recommends the LCB review and provide support for the Forward Pinellas recommendation.

February
2022

Forward Pinellas provides their review and recommendation to the CTD. The CTD prepares a Memorandum of Understanding, which must be signed by the CTC and by the LCB chair.

March
2022

The CTD approves signing the Memorandum of Understanding at a Commission Business Meeting before June 30, 2022 (the next meeting will be late May or early June).

May/June
2022

SUMMARY

TD Tampa Bay provided Transportation Disadvantaged (TD) service within Tampa Bay Area Regional Transit Authority's (TBARTA) five-county service area of Hernando, Hillsborough, Manatee, Pasco and Pinellas Counties, in addition to the local service providers. The services began December 1, 2020 and included not only regional connectivity via cross-county trips, but also evening and weekend service for eligible transportation disadvantaged individuals. TD Tampa Bay was funded by a grant from the Commission for the Transportation Disadvantaged (CTD) and made possible by a partnership between TBARTA, UZURV and PSTA.

Regrettably, this service discontinued on July 1, 2021 when the governor signed legislation repealing the M-CORES statute that included the CTD grant funding TD Tampa Bay. Joe DiDomenico, Executive Director of the Disability Achievement Center, subsequently contacted elected officials, and a bill has since been drafted requesting reinstatement of the funding source that supported the TD Tampa Bay service.

On January 19, 2022, Rob Feigel (Forward Pinellas) and Ross Silvers (PSTA) met with directors from regional transit providers, staff from Pinellas, Hillsborough and Pasco counties and TBARTA, David Darm (Director of the CTD), CTD staff, and others to discuss support for restarting regional cross-county TD transportation service in Tampa Bay next year. The currently proposed program to fund cross-county TD transportation service, however, includes certain funding caps that any given CTC can receive. CTCs have "intra-county" innovation program needs such as PSTA's TD Late-Shift program in Pinellas County and Hillsborough Sunshine Line. These night & weekend services will be priority applications under the proposed legislation, not superseded by the regional service application. The concern of the CTCs is that if they apply for the new grant in addition to applying for other programs, it could jeopardize programs currently in place. One proposal to solve this problem being discussed is the possibility of the CTCs coordinating to submit a single application for a regional TD service. The CTCs believe that such a regional program will exceed the proposed caps and are asking that the proposed regional cap be increased.

David Darm, CTD director, agreed to consider the request for a higher regional cap and further review the CTC recommendations with leaders in Tallahassee. Once feedback is received from the CTD, staff will organize another coordination meeting with the Pasco, Pinellas, Hillsborough CTC's & TBARTA to outline specific program parameters so a single multi-county application can be prepared.

Rob Feigel and Ross Silvers will provide a presentation on potential funding for TD Tampa Bay.

ATTACHMENT(S): None

ACTION: None required; informational item only

SUMMARY

A. Federal Transit Administration Section 5310 Grant Update

The Florida Department of Transportation (FDOT) staff administers the Section 5310 Grant and will provide a brief update.

B. Community Transportation Coordinator (CTC) Update

PSTA staff will provide an update on recent activities.

C. CTD Update

Staff will provide a Commission for the Transportation Disadvantaged update.

D. Other

ATTACHMENT(S): None

SUMMARY

A. Trip/Expenditure Reports

The trip/expenditure reports are attached.

B. Complaints and Commendations

PSTA received no TD Program complaints.

ATTACHMENT(S): Trip/Expenditure Reports

**Pinellas County Transportation Disadvantaged Program
CTC Sponsored Trip Summary 2021-2022**

[illegible]

Pinellas County School Board

[illegible]

Pinellas County Human Services

[illegible]

**Pinellas County Transportation Disadvantaged Program
CTC Sponsored Trip Summary 2020-2021**

[illegible]

Pinellas County School Board

[illegible]

Pinellas County Human Services

[illegible]

TD REIMBURSEMENT REQUESTS 2021/2022

	NCN	PARC	ARC-TB	LIGHTHOUSE	BROKERED*	TOTAL AMT SPENT	AMT INVOICED CTD	MONTHLY DIFFERENCE	CUMULATIVE BALANCE
START	\$332,045.00	\$145,295.00	\$145,395.00	\$5,155.00	\$1,755,538.08	\$2,383,428.08			
JULY	\$18,662.46	\$8,276.88	\$9,806.17	\$0.00	\$2,675.07	\$39,420.58	\$274,124.00	\$234,703.42	\$234,703.42
BALANCE	\$313,382.54	\$137,018.12	\$135,588.83	\$5,155.00	\$1,752,863.01	\$2,344,007.50			
AUGUST	\$23,151.19	\$6,047.27	\$9,232.15	\$0.00	\$34,948.89	\$73,379.50	\$273,828.00	\$200,448.50	\$435,151.92
BALANCE	\$290,231.35	\$130,970.85	\$126,356.68	\$5,155.00	\$1,717,914.12	\$2,270,628.00			
SEPTEMBER	\$25,287.20	\$7,477.78	\$9,767.91	\$0.00	\$86,978.72	\$129,511.61	\$273,828.00	\$144,316.39	\$579,468.31
BALANCE	\$264,944.15	\$123,493.07	\$116,588.77	\$5,155.00	\$1,630,935.40	\$2,141,116.39			
OCTOBER	\$16,996.48	\$7,535.71	\$11,442.13	\$0.00	\$104,727.02	\$140,701.34	\$273,828.00	\$133,126.66	\$712,594.97
BALANCE	\$247,947.67	\$115,957.36	\$105,146.64	\$5,155.00	\$1,526,208.38	\$2,000,415.05			
NOVEMBER	\$22,131.04	\$5,822.21	\$9,002.55	\$0.00	\$109,400.88	\$146,356.68	\$273,828.00	\$127,471.32	\$840,066.29
BALANCE	\$225,816.63	\$110,135.15	\$96,144.09	\$5,155.00	\$1,416,807.50	\$1,854,058.37			
DECEMBER	\$20,694.95	\$4,922.43	\$9,739.21	\$0.00	\$136,635.76	\$171,992.35	\$273,828.00	\$101,835.65	\$941,901.94
BALANCE	\$205,121.68	\$105,212.72	\$86,404.88	\$5,155.00	\$1,280,171.74	\$1,682,066.02			
JANUARY						\$0.00	\$273,828.00	\$273,828.00	\$1,215,729.94
BALANCE	\$205,121.68	\$105,212.72	\$86,404.88	\$5,155.00	\$574,693.69	\$1,682,066.02			
FEBRUARY						\$0.00	\$273,828.00	\$273,828.00	\$1,489,557.94
BALANCE	\$205,121.68	\$105,212.72	\$86,404.88	\$5,155.00	\$574,693.69	\$1,682,066.02			
MARCH						\$0.00	\$273,828.00	\$273,828.00	\$1,763,385.94
BALANCE	\$205,121.68	\$105,212.72	\$86,404.88	\$5,155.00	\$574,693.69	\$1,682,066.02			
APRIL						\$0.00	\$273,828.00	\$273,828.00	\$2,037,213.94
BALANCE	\$205,121.68	\$105,212.72	\$86,404.88	\$5,155.00	\$574,693.69	\$1,682,066.02			
MAY						\$0.00	\$273,828.00	\$273,828.00	\$2,311,041.94
BALANCE	\$205,121.68	\$105,212.72	\$86,404.88	\$5,155.00	\$169,338.80	\$1,682,066.02			
JUNE						\$0.00	\$273,828.00	\$273,828.00	\$2,584,869.94
BALANCE	\$205,121.68	\$105,212.72	\$86,404.88	\$5,155.00	\$169,338.80	\$1,682,066.02			
END						0			
							\$3,286,232.00		

TD REIMBURSEMENT REQUESTS 2020/2021

	NCN	PARC	ARC-TB	LIGHTHOUSE	BROKERED*	TOTAL AMT SPENT	AMT INVOICED CTD	MONTHLY DIFFERENCE	CUMULATIVE BALANCE
START	\$332,045.00	\$145,295.00	\$145,395.00	\$5,155.00	\$1,755,538.08	\$2,383,428.08			
JULY	\$12,523.27	\$4,704.00	\$2,458.72	\$0.00	\$1,073.92	\$20,759.91	\$274,124.00	\$253,364.09	\$253,364.09
BALANCE	\$319,521.73	\$140,591.00	\$142,936.28	\$5,155.00	\$1,754,464.16	\$2,362,668.17			
AUGUST	\$15,598.28	\$4,505.41	\$4,391.25	\$0.00	\$1,416.48	\$25,911.42	\$273,828.00	\$247,916.58	\$501,280.67
BALANCE	\$303,923.45	\$136,085.59	\$138,545.03	\$5,155.00	\$1,753,047.68	\$2,336,756.75			
SEPTEMBER	\$18,622.81	\$7,468.75	\$3,377.15	\$0.00	\$1,386.90	\$30,855.61	\$273,828.00	\$242,972.39	\$744,253.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$1,751,660.78	\$2,305,901.14			
OCTOBER						\$0.00	\$273,828.00	\$273,828.00	\$1,018,081.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$1,751,660.78	\$2,305,901.14			
NOVEMBER						\$0.00	\$273,828.00	\$273,828.00	\$1,291,909.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$1,751,660.78	\$2,305,901.14			
DECEMBER						\$0.00	\$273,828.00	\$273,828.00	\$1,565,737.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$1,751,660.78	\$2,305,901.14			
JANUARY						\$0.00	\$273,828.00	\$273,828.00	\$1,839,565.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$574,693.69	\$2,305,901.14			
FEBRUARY						\$0.00	\$273,828.00	\$273,828.00	\$2,113,393.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$574,693.69	\$2,305,901.14			
MARCH						\$0.00	\$273,828.00	\$273,828.00	\$2,387,221.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$574,693.69	\$2,305,901.14			
APRIL							\$273,828.00	\$273,828.00	\$2,661,049.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$574,693.69	\$2,305,901.14			
MAY							\$273,828.00	\$273,828.00	\$2,934,877.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$169,338.80	\$2,305,901.14			
JUNE							\$273,828.00	\$273,828.00	\$3,208,705.06
BALANCE	\$285,300.64	\$128,616.84	\$135,167.88	\$5,155.00	\$169,338.80	\$2,305,901.14			
END						0			
	\$46,744.36	\$16,678.16	\$10,227.12	\$0.00	\$3,877.30	\$77,526.94	\$3,286,232.00		

SUMMARY

This is an opportunity for any member of the public to address the board on issues related to the Transportation Disadvantaged Program. Speakers are requested to limit their comments to no more than five minutes.