

**LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED
OF THE
COLLIER METROPOLITAN PLANNING ORGANIZATION
3299 TAMiami TRAIL EAST, BLDG. F, 5TH FLOOR
September 5, 2018 Meeting Minutes
2:30P.M.**

1. Call to Order

A. Roll Call

Commissioner Fiala called the meeting to order at 2:30 p.m.

Ms. Otero called roll and confirmed that a quorum was present.

B. Pledge of Allegiance

Commissioner Fiala led the Pledge of Allegiance.

LCB MEMBERS PRESENT

Donna Fiala, Board of County Commissioners (BCC), Chairwoman
Harold Kurzman, Elerly, Vice-Chairman
Dylan Vogel, Citizens Advocate/User
Sherry Brenner, Disabled
Susan Corris, Southwest Florida Regional Workforce Development Board
Maribel Perez, Agency for Health Care Administration
Irene Johnson, Veteran Services
David Ogilvie, Public Education
Kelly Fernandez, FDOT
Emely Kafle, Children at Risk
Robert Richards, Department of Education
Cheryl Burnham, Florida Association for Community Action

LCB MEMBERS ABSENT

Felix Soto, Florida Department of Children and Families
Rebecca MacKenzie, Area Agency on Aging

MPO STAFF

Brandy Otero, MPO Senior Planner
Karen Intriago, Administrative Assistant

OTHERS PRESENT

Michelle Arnold, Director, Public Transit & Neighborhood Enhancement (PTNE) Division
Omar DeLeon, PTNE

Elena Ortiz, PTNE
Braian Morales, MV
Barry Bland, MTM
Birgitta Grasser
Robb Gregg, University of South Florida (USF)/Center for Urban Transportation Research (CUTR)
Ann Joslin, USF/CUTR

2. Open to the Public for Comments on Items Not on the Agenda

None.

2. Approval of Agenda

Ms. Johnson moved to approve the Agenda. Second by Mr. Ogilvie. Motion carried unanimously.

4. Approval of Meeting Minutes

A. May 2, 2018 Regular Meeting

B. May 23, 2018 Regular Meeting

Commissioner Fiala inquired about Ms. Grasser’s comment about her son getting reimbursed for his unplanned missed trip. Ms. Grasser stated that the question was so that CAT staff would be aware about the situation. Ms. Otero clarified that Ms. Grasser question was in reference to the discussion Mr. Liveringhouse had about modifying the vendors contract to assign liquidated damages for missed trips. Ms. Grasser stated that Mr. Liveringhouse informed that the funds would be reinvested back into the system.

Ms. Corris moved to approve the previous meeting minutes. Second by Mr. Vogel. Motion carried unanimously.

5. Board Action

A. Review and Approval of the FY 2017/18 Annual Operating Report (AOR)

This item was moved to be discussed after item 6A.

6. Reports and Presentations (No Presentation)

A. Draft Transportation Disadvantaged Service Plan Major Update

Ms. Otero presented the Executive Summary “*Discussion of the 2018 Transportation Disadvantaged Service Plan (TDSP) Major Update*” for discussion purposes. She noted that every five years the Transportation Disadvantage Service Plan (TDSP) must be updated. Collier County was re-designated as the Community Transportation Coordinator, effective July 1, 2018. The MPO has 120 days from that date to complete the TDSP and submit it to the TD Commission. Ms. Otero introduced the project team from CUTR that developed the draft document, Robert Gregg and Ann Joslin.

Robert Gregg presented the PowerPoint “*Collier County Transportation Disadvantaged Service Plan*” he noted that the purpose of the presentation is to better understand what the members think about the system and know what issues the public may have. He gave a brief introduction about CUTR. They were established to support local government. They provide ongoing technical assistance and technical research at a national level and state level. Their focus is on public transportation.

Board members were asked to provide feedback on any challenges, opportunity or threats the system faces at the current moment. The following was noted from members comments:

Strengths

- Collier County has a TD program and not just a fixed route.
- The TD program provides educational, nutritional and recreational trips and not just medical.
- Public can easily identify the CAT bus system.
- CAT buses and paratransit are well taken care of.
- Routes have been created depending on the public’s needs.
- Intercounty services are being provided.

Challenges

- Collier has a large service area to cover.
- Hours of operation for employment don’t match the public’s needs.
- Collier county has a high seasonal variation, system should be sized according to the public load.
- Scheduling/timing should be adjusted for season variation.
- Call center have trouble with the accuracy on setting up time frame for paratransit passengers.
- Service is door to first door; however, drivers are often expected to escort passengers further.
- Funding.

Opportunities

- More routes with different employers.
- Coordinate with health service providers regarding medical appointment delay.
- Partner with other transit systems.

Threats

- Safety factor of bus drivers having to leave passengers alone while providing door to door service.
- Weather.
- Driver becomes a caregiver.

Robert Gregg noted the goals for the draft:

- Implement a fully coordinated transportation system.

- Provide an efficient and effective coordinated transportation service.
- Educate and market paratransit services to current riders, the general public, agency sponsored clients, visitors, and other potential customers.
- Operate a safe transportation system.
- Provide quality transportation services.
- Secure funding necessary.

Commissioner Fiala asked committee members if there were any needs they would like included in the plan. The following was noted:

Ms. Kafle reported that she's new to the whole process, but something she would like to know more about is how aware the kids are about the services that are being provided.

Mr. Ogilvile reported that transportation is needed for kids with after school jobs.

Ms. Arnold noted that late night services are a need for fixed routes and paratransit. The plan should explore the possibility to expand the fix route service for later hours and if there's not a possibility, is Collier County willing to provide the service at a higher rate for paratransit.

Ms. Johnson stated if there was a possibility to provide the public with an educational opportunity to help them be more familiar with the services and help them feel safer with using them.

Robert Gregg requested that committee members review the draft and provided their feedback, so that they may redefine the plans goals to fit their needs and concerns. The Local Coordinating Board is required to adopt the plan by October so that the plan can be taken to the MPO Board for endorsement.

Ms. Otero noted that the plan is used by the Local Coordinating board for the next five- years. Stated that if any changes needed to be done this was the time to address them. Ms. Otero asked committee members to review the draft goals and objectives and forward any comments to staff so that these can be evaluated.

After Board discussion committee members requested a PDF file with the goals, objective and local service standards be sent to committee members so they could provide feedback. Ms. Otero stated she would forward the PDF to committee members and requested members to have their feedback submitted back no later than September 15th.

Commissioner Fiala left the meeting at 3:56 p.m.; Mr. Kurzman assumed the role of Chairperson

Ann Joslin explained the methodology used to determine the unmet demand for the transportation disadvantaged population.

5. Board Action

A. Review and Approval of the FY 2017/18 Annual Operating Report (AOR)

Ms. Arnold reported that the document that is being provide is an annual operating report that provides general information about the paratransit system and other coordinated transportation system that have agreements with Collier County. PTNE staff has coordinated with Collier County's budget office to review the financial aspect of the report. The report is providing past revenue and expenditures from July 1, 2017 to June 30, 2018. This document must be brought annually to the Local Coordinating Board for review and approval.

Mr. Ogilvie moved to approve the FY 2017/18 Annual Operating Report. Second by Ms. Johnson. Motion carried unanimously.

7. Other Business

FDOT

Ms. Fernandez updated the Board with the following:

- Annual Grants Opportunity Workshop will be held October 3rd in Fort Myers and October 4th in Bartow. This Workshop will include an overview of FDOT's new software, which will allow agencies to submit grant applications. Additional mandatory training for agencies will be provided at a later date.
- The FTA released the FY18 apportionments in May and recommendation letters have been sent out.
- Service Development and Park and Ride call for applications went out in June and applications were due on July 16th. Four applications were received.
- Bus Bench Letters went out in June for benches and shelters installed in the ROW of a State Highway System. Those are due mid- September. Committee member cooperation is requested.
- 2018 FPTA/CTD Annual Conference & Expo is October 14-17, 2018 in Daytona Beach.
- FDOT has been working with the consultants to conduct the FDOT triennial review. To date seventeen 5310 only agencies have been reviewed. FDOT has about 30 agencies to review.
- FDOT is pleased to announce the selection of Nicole Mills, P.E. to the position of ISD Administrator, effective June 11, 2018.

Ms. Arnold reported that Omar De Leon is their new Transit Manager starting September 15.

8. Distribution Items

None

9. Board Member Comments

10. Next Meeting Date

October 24, 2018 – 2:30 p.m.

With no further comments or items to attend to, Mr. Kurzman adjourned the meeting at 4:30 p.m.