

MEETING MINUTES

**LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED of the
COLLIER METROPOLITAN PLANNING ORGANIZATION
REGULAR MEETING
Collier County Government Center
Risk Mgmt. Building “D”, Training Room
3311 Tamiami Trail East, Naples, FL 34112
December 7, 2022
1:30 p.m.**

1. CALL TO ORDER

A. Roll Call

Ms. Corris called the regular meeting to order at approximately 1:37 p.m.

Ms. Siegler called the roll and confirmed a quorum was present.

Members Present

Susan Corris, SWFL Regional Workforce Development Board, Vice-Chair
Anne Chernin, Elderly
Dale Hanson, Florida Dept. of Transportation
Michael Stahler, Florida Agency for Health Care Administration
Lilith Sileika, Veterans Services
Rick Hart, Disabled

Members Absent

Tony Pernas, MPO Council Member, Chair
Brett Nelson, Children at Risk
Cheryl Burnham, Florida Association for Community Action
Dylan Vogel, Citizens Advocate/User
Eileen Streight, Citizens Advocate/Non-User
Gabrielle Galanti, Local Medical Community
Leah Watson, Agency for Persons with Disabilities
Maricela Morado, Area Agency on Aging SWFL-FL Dept. of Elder Affairs
Robert Richards, Florida Dept. of Education, Div. of Voc. Rehab.
Tabitha Larrauri, Florida Department of Children and Family Services

MPO Staff

Anne McLaughlin, Executive Director
Dusty Siegler, Administrative Assistant

Others Present

Marirka Maldonado, Paratransit Manager, Public Transit & Neighborhood Enhancement

Mark Moujabber, General Manager, MVT
Megan Greer, Blue Zones
Michelle Arnold, Director, Public Transit & Neighborhood Enhancement
Omar DeLeon, Public Transit Manager, Public Transit & Neighborhood Enhancement

Mr. Hart and **Mr. Stahler** introduced themselves, and the other present members briefly introduced themselves to Mr. Hart and Mr. Stahler.

B. Pledge of Allegiance

2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA

Ms. Greer informed everyone that Naples Pathways Coalition (NPC) received a AAA grant, and that mobility will be included. **Ms. McLaughlin** added that it is a safety education campaign that includes Blue Zones, NPC, Naples Velo, and Collier MPO. The campaign focuses on driver and bicycle/pedestrian safety. **Ms. Greer** indicated there is an attempt to collaborate with Collier County Public Schools to educate students through a video campaign.

3. APPROVAL OF AGENDA

Ms. Hanson moved to approve the agenda. Ms. Chernin seconded. Passed unanimously.

4. APPROVAL OF MEETING MINUTES

A. Approval of September 7, 2022 Regular Meeting Minutes

Ms. Hanson moved to approve the Regular Meeting Minutes for September 7, 2022. Ms. Chernin seconded. Passed unanimously.

5. BOARD ACTION

A. Approval of Update to LCB Grievance Procedures

Ms. McLaughlin explained that an annual review and update to the LCB Grievance Procedures is required by the terms of the Transportation Disadvantaged (TD) Planning Grant. The update includes minor changes; the only substantive change is the replacement of Brandy Otero's name with Ms. McLaughlin's name as the contact for the MPO TD Program Administrator.

Mr. Hart moved to approve the update to the LCB Grievance Procedures. Ms. Sileika seconded. Passed unanimously.

B. Endorse CTC Re-designation

Ms. McLaughlin reminded everyone that Collier MPO is the designated planning agency for Collier County by the Florida Commission for the Transportation Disadvantaged (CTD). The Community Transportation Coordinator (CTC) is responsible for ensuring that coordinated transportation services are provided to the transportation disadvantaged population, and for arranging for the provision of the services in a manner that is cost-effective, efficient, and reduces fragmentation and duplication. The CTD Competitive Procurement Manual and applicable Florida Statutes allow the MPO to nominate a government agency to serve as the CTC. The Board of County Commissioners (BCC) was designated as the CTC for Collier County in 1999 and has continued to serve in that capacity ever since. LCB and MPO must officially deem it in the best interest of public health, safety, and welfare to have BCC continue as CTC. BCC has requested to be re-designated as the CTC and adopted a resolution regarding the same.

If endorsed by LCB, the MPO Board will be ratifying the CTC re-designation at their upcoming meeting on December 9. A resolution officially recommending the BCC as CTC will be entered and subsequently provided to the CTD. This begins the process of generating a Memorandum of Agreement with CTD to serve as the contractual document between the CTC and the CTD and establishes the CTD's minimum standard requirements.

Mr. Hart moved to endorse the CTC Re-designation. Ms. Hanson seconded. Passed unanimously.

C. Review and Endorsement of FTA §5310, §5311 and §5339 Grant Applications

Ms. McLaughlin indicated that Collier Area Transit (CAT) requests LCB to review and endorse the FTA grant applications to be submitted to FDOT.

Ms. Hanson stated that she would abstain from voting on the issue as she is on FDOT's panel to review such grant applications.

Mr. DeLeon explained that the 5310 application is for enhancing mobility options for disabled and elderly individuals. The funding will be used for the purchase of vehicles, as has been done in the past. Specifically, four paratransit vehicles will be purchased to replace vehicles that have met their useful life. The grant application is for \$626,746 and includes a 10% State match and a 10% local match.

CAT has been instructed that the 5311 grant is for capital purposes only. Previously, the grant was for operating expenses. The 5311 application funding will be for a 35-foot fixed route bus. The grant application is for \$621,763 and includes a local match.

The 5339 grant is a capital grant designated for rural areas. The funding will be used to replace a 35-foot fixed route bus that has met its useful life.

The grant applications were included in the agenda packet. The applications are due on December 16 and will be presented to the County Board next week.

Mr. Hart moved to endorse the FTA §5310, §5311 and §5339 Grant Applications. Mr. Stahler seconded. Passed unanimously.

6. REPORTS & PRESENTATIONS

A. CTC Quarterly Report

Mr. DeLeon discussed the operating statistics for paratransit for July through September, 2022. Essentially, overall ridership went down during the summer months and started to pick back up in September, as is typical. Paratransit ridership, vehicle miles and revenue increased in August to 9,285 and decreased to 8,043 in September. **Ms. Arnold** commented that paratransit ridership is very close to pre-pandemic numbers. More people are using the service and there were over 500 trips today. **Mr. DeLeon** added that ridership has also increased due to Hurricane Ian; some people who lost vehicles do not have replacement vehicles or the funds to purchase replacement vehicles. **Mr. DeLeon** continued that on time performance increased, including for work/medical trips. **Ms. Arnold** commented that CAT is still in need of more drivers, which can impact service. CAT is having to add additional drivers or replace drivers. **Ms. Chernin** asked what the ratio of passengers to drivers needed is. **Ms. Maldonado** responded that there are currently 34 drivers and 38 to 40 drivers are needed. **Ms. Arnold** added that the number of drivers needed are to manage the current volume. If volume increases, more drivers may be needed. **Ms. Chernin** wondered what capacity is currently available and **Ms. Arnold** indicated that ridership fluctuates, and day-to-day evaluation is necessary. If volume remains consistent, then additional capacity needs can be evaluated. **Mr. DeLeon** continued that cancellations and no-shows have decreased to 4% and 8% respectively. Any customer complaints are taken seriously, investigated, evaluated, and responded to.

B. MPO Quarterly Progress Report

Ms. McLaughlin discussed the MPO's Quarterly Progress Report. As of the date of the Report, MPO Staff was in the process of working on the CTC re-designation. The Annual Operating Report was reviewed by LCB previously, but is not to be formally approved until approval is received from CTD. The Report has been provided to CTD for review and approval. Staff anticipates that the Report will be presented to LCB for final approval in March. Staff submitted an expenditure report and the Quarterly Progress Report. Staff also provided an orientation to a new member. Data provided by coordination contractors was reviewed by the LCB, as included in the Annual Operating Report, and further review will be included in the CTC evaluation.

Ms. McLaughlin offered to provide an orientation to **Mr. Hart** and **Mr. Stahler** or provide them with a PowerPoint presentation on the background of the funding and the LCB. **Mr. Hart** and **Mr. Stahler** indicated they would like to receive the presentation by email.

C. FDOT Report

Ms. Hanson reiterated that FFY 2023 FTA §5310, §5311 and §5339 grant applications are due on December 16. Regarding mobility management, FDOT is hosting a Mobility Management Information Resources and Opportunity Forum. FDOT has engaged the Center for Urban Transportation Research and the National Center for Mobility Management to bring together public transportation providers and planners in a listening session, followed by a roundtable discussion, on implementing new mobility management services in our community. The Forum will be held virtually on Tuesday, December 13, from 2 p.m. to 4 p.m. Registration closes on December 12 at 5 p.m. Ms. Hanson can provide the registration link to anyone interested.

7. OTHER BUSINESS

None.

8. DISTRIBUTION ITEMS

A. 2023 MPO Meeting Calendar

Item distributed. **Ms. McLaughlin** pointed out that 2023 LCB meetings will be in the usual meeting location in the IT Training Room, fifth floor, of the Administration Building.

Going forward, the MPO is moving to in-person meetings. There have been a fair number of technical problems in providing a virtual attendance option. The MPO does not have staff that specialize in troubleshooting audio/visual and technical issues. The MPO is currently short-staffed and, therefore, has limited technical capabilities in any one meeting. Staff's intent is that if a member of the public wishes to speak at a meeting and is unable to attend, Staff would coordinate to allow them to attend by telephone. Historically, it has typically been committee members that attend virtually. It is difficult for MPO Staff to sustain virtual attendance. Florida's Sunshine Law requires an in-person quorum. During the pandemic, the MPO was assisted in allowing virtual attendance by County audio/visual staff. Even with great efforts to ensure the best audio and visual for virtual participants, Staff would receive complaints that those attending meetings virtually could not see or hear clearly. The MPO has a staff services agreement with the County and is required to pay for services provided by the County; the MPO is not the County. Put simply, the MPO does not have the financial reserves or the staff support to continue offering virtual attendance for meetings.

B. Updated LCB Grievance Subcommittee

Item distributed. **Ms. McLaughlin** stated that the only change is the addition of the new LCB Chair, Mr. Pernas.

C. Updated LCB Membership Roster

Item distributed. **Ms. McLaughlin** stated that the updated roster includes Mr. Pernas and Mr. Hart.

9. BOARD MEMBER COMMENTS

Ms. Chernin informed everyone that the Naples Senior Center's new building will be ready in December. The new location is off of Autumn Oaks Lane. It will have a big impact on seniors in terms of paratransit. The Senior Center is going back to its (pre-pandemic) Wednesday luncheons and there will be many paratransit buses coming to the Senior Center. **Ms. Chernin** would like everyone to be aware that there will be a need for many seniors to use paratransit and would like steps taken to ensure that the seniors will be able to get transportation. **Ms. Chernin** thinks that the number of riders of paratransit will increase significantly. **Mr. DeLeon** indicated that he can coordinate with **Ms. Chernin** to get more details and go over timing. **Ms. Chernin** emphasized that seniors on Tamiami Trail East will need transportation. Naples Senior Center has launched a campaign to encourage seniors to utilize transit. **Mr. DeLeon** indicated that it would be a shared service and likely for large groups; it is important for people to understand that CAT is a shared ride service. **Ms. Chernin** indicated there would be an open house for the new Senior Center.

Ms. Hanson stated, with respect to the membership roster, that the title of her alternate is "Transit Projects Coordinator" as opposed to "Transit Programs Administrator." **Ms. McLaughlin** responded that the title will be corrected, and the corrected version will be provided to the CTD and the next distribution of the roster.

10. NEXT MEETING DATE

March 1, 2023 at 1:30 p.m., In-Person, Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112.

11. ADJOURNMENT

No further business being conducted, Ms. Corris adjourned the meeting at 2:29 p.m.