

MEETING MINUTES

**LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED of the
COLLIER METROPOLITAN PLANNING ORGANIZATION
REGULAR MEETING**

**Collier County Government Center
Admin. Bldg. F, IT Training Room, Fifth Floor
3299 Tamiami Trail East, Naples, FL 34112
December 6, 2023
1:30 p.m.**

1. CALL TO ORDER

A. Roll Call

MPO Council Member Pernas called the regular meeting to order at approximately 1:30 p.m.

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

Members Present

Tony Pernas, MPO Board member, Everglades City, LCB Chair
Brett Nelson, Children at Risk (*arrived after roll call*)
Carmen Henry, Southwest Florida Regional Workforce Development Board (*arrived during item 5.C.*)
Dylan Vogel, Citizens Advocate/User
Michael Stahler, Florida Agency for Health Care Administration
Pa Houa Lee-Yang, Florida Association for Community Action
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs
Todd Engala, Florida Dept. of Transportation

Members Absent

Eileen Streight, Citizens Advocate/Non-User
Gabrielle Galanti, Local Medical Community
John Lambcke, Collier Schools Transportation Director
Leah Watson, Agency for Persons with Disabilities
Lisa O'Leary, Fla. Dept. of Edu./Div. of Vocational Rehab Services
Oscar Gomez, Veterans Services
Tabitha Larrauri, Fla. Dept. of Children and Family Services

MPO Staff

Dusty Hansen, Senior Planner
Suzanne Miceli, Administrative Support Specialist II

Others Present

Elena Ortiz-Rosado, Marketing Manager, Collier Area Transit
Mari Maldonado, Paratransit Manager, Collier Area Transit
Brian Wells, Director, Collier County Public Transit & Neighborhood Enhancement
Stephanie Nordin, Autism Collier

Daisy Diaz, Collier Area Transit
Omar De Leon, Public Transit Manager, Collier Area Transit

B. Pledge of Allegiance

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

Ms. Nordin: I have a friend with cerebral palsy. She has had a difficult time getting transportation, so I would like to know what her options are.

Mr. De Leon: Collier County has a program called Cat Connect, which provides door to door service for individuals with disabilities. There are two programs, the Americans with Disabilities Act, and the Transportation Disadvantaged program. There is an eligibility process to determine if she is eligible for the service. Ms. Maldonado manages the service and can guide you on the application process.

3. APPROVAL OF AGENDA

Ms. Gualco moved to approve the agenda. Mr. Stahler seconded. Passed unanimously.

4. APPROVAL OF MEETING MINUTES

A. Approval of September 6, 2023 Regular Meeting Minutes

Mr. Stahler moved to approve the Regular Meeting Minutes for September 6, 2023. Mr. Vogel seconded. Passed unanimously.

B. Approval of October 4, 2023 Special Meeting Minutes

Mr. Stahler moved to approve the Special Meeting Minutes for October 4, 2023. Ms. Gualco seconded. Passed unanimously.

5. BOARD ACTION

A. Approve annual update to the LCB Grievance Procedures

Ms. Hansen: The Transportation Disadvantaged (TD) Planning Grant requires that the Local Coordinating Board (LCB) review and update the Grievance Procedures on an annual basis. The Grievance Procedures provide guidance for passengers that are not satisfied and/or disagree with a decision made as it relates to TD program eligibility or the provision of service. The first attachment in the packet shows the proposed changes. There are a few scrivener's error-type changes. MPO Staff recommends that the Board review, comment on, and approve the updated LCB Grievance Procedures.

Ms. Gualco: Are grievance procedures posted for the public, or must the public request the procedures?

Ms. Hansen: The grievance procedures are in the Transportation Disadvantaged Service Plan Major, which is posted on our website.

Mr. De Leon: The grievance procedures are incorporated into our Rider's Guide and on our

website as well.

Ms. Gualco moved to approve the annual update to the LCB Grievance Procedures. Mr. Stahler seconded. Passed unanimously.

B. Review Final FY 2022-23 Annual Operating Report

Ms. Hansen: This is a follow up from the September 6, 2023 LCB meeting. The Community Transportation Coordinator (CTC) must submit an Annual Operating Report (AOR) to the Florida Commission for the Transportation Disadvantaged (CTD). The draft AOR was reviewed and approved by LCB at the September 6, 2023 meeting. The CTD has approved the final AOR. Staff requests that the Board review the final FY 2022-2023 AOR and authorize the Chair to sign the AOR certifying that the LCB has reviewed the Report and that a copy has been received by the Planning Agency (the MPO). Mr. De Leon, Transit Manager, will go over the final AOR and any changes that may have been made since the draft was presented.

Mr. De Leon: There have been no changes to the report since LCB endorsed the draft.

Ms. Gualco moved to approve Final FY 2022-23 Annual Operating Report. Mr. Stahler seconded. Passed unanimously.

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

Mr. De Leon: Every year we have the opportunity by the Florida Department of Transportation (FDOT) to apply for three grant applications for FTA funds. The 5310 grant covers capital assets, such as the replacement of vehicles, and some operating costs. We are applying for this grant to replace four paratransit vehicles and their associated costs. The 5311 grant covers 50% of our rural route operating costs. We use this grant for our operations in County rural areas, such as Immokalee. 5339 is a rural bus and bus facilities grant, which allows us to apply for 100% of capital and maintenance expenses for bus routes in rural areas within the County. The funds come from 80% federal, 10% FDOT, and 10% Collier County. All grants require grant applications and associated documents. We're seeking endorsement so we may submit the documents and continue the process of application for the grants.

Mr. Pernas: What happens to the old vehicles?

Mr. De Leon: The retired vehicles go to auction. If more than \$5,000 is garnered for the vehicle at auction, some of the money goes back to the grantor, and the remainder goes back to Collier Area Transit, so we can utilize those funds towards the next grant.

Ms. Gualco: Is there still a lack of vehicles?

Mr. De Leon: Yes. We hope to receive more vehicles soon.

Mr. Engala: I believe Michelle Peronto explained that the delay in production was because the procurement contract for TRIPS expired during Covid and there was no procurement for vehicles for approximately two years. The TRIPS contract is back, so we're making up for FY 2022-23 and rolling that forward, so there are fifteen vehicles expected at this time.

Ms. Henry moved to endorse FTA § 5310, 5311 and 5339 Grant Applications Mr. Vogel seconded. Passed unanimously with Mr. Engala abstaining from voting.

6. REPORTS & PRESENTATIONS

A. CTC Quarterly Report

Mr. De Leon discussed the CTC's Quarterly Report for the last quarter.

Mr. De Leon: We are continuing to see an increase in ridership. We see about 500-600 passengers per day. We are operating at 70% on-time. We need more vehicles. We're looking at other opportunities like improved technology for efficiency. Efficiency is key. As part of the TDSP, we also monitor work and medical trips to make sure we are getting people to their appointments on time to meet the goals of the TDSP.

B. MPO Quarterly Progress Report

Ms. Hansen: The Transportation Disadvantaged (TD) Planning Grant, requires MPO staff to present quarterly progress reports of the local TD program administrative support accomplishments as outlined in the grant agreement to the Local Coordinating Board (LCB). From July 1, 2023, through September 30, 2023: The MPO included LCB Board member vacancy announcements in the Collier MPO Newsletter to obtain new volunteer members and secured a replacement for public education. MPO coordinated, prepared for, attended, and prepared meeting minutes for the September 6, 2023 regular meeting. We coordinated the LCB's review and approval of the draft Annual Operating Report at the September meeting. The Actual Expenditures Report of direct federal and local government transportation funds to the CTD was completed and transmitted to the CTD on September 13, 2023. Collier MPO worked with its consultant, Capital Consulting Solutions, and LCB to develop the TDSP Major Update. MPO Staff conducted public outreach to solicit input on the draft document. LCB reviewed the draft TDSP Major at its September 6, 2023 meeting. A special LCB meeting was set for October 4, 2023 for LCB to approve the TDSP Major. The draft was also presented to the Public Transportation Advisory Committee (PTAC), the Technical Advisory Committee (TAC), and the Citizens Advisory Committee (CAC) for review and comment. MPO Staff provided orientation and training materials to new member, John Lambcke, on September 25, 2023.

A group discussion followed, regarding various communication methods that might be utilized to announce the LCB Board vacancies, both digital and printed.

C. FDOT Report

Mr. Engala: Regarding the 5310 funding for Fiscal Year (FY) 2021-23, at the FDOT coordination meeting this morning, I relayed that we are waiting for Central Office to allocate the funding to District One, so can get those busses out. Applications are due December 15, 2023 at 5:00 p.m. In transit, Collier County has started three applications, as you know, for FTA § 5310, 5311 and 5339. Round Three of the FDOT triennials are beginning. The current schedule has been created for the 5310 non-profits up to November 2024. 5310 operating costs are available, although you must meet a 55% to 45% threshold for the urban corridor to apply.

7. OTHER BUSINESS

None.

8. DISTRIBUTION ITEMS

A. Final 2024 MPO Meeting Calendar

The item was distributed.

B. Updated LCB Membership Roster

The item was distributed.

9. BOARD MEMBER COMMENTS

None.

10. NEXT MEETING DATE

March 6, 2024, 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. Annual public workshop with regular meeting to immediately follow.

11. ADJOURNMENT

No further business being conducted, MPO Council Member Pernas adjourned the meeting at 2:05 p.m.