

**LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED  
OF THE  
COLLIER METROPOLITAN PLANNING ORGANIZATION  
3299 TAMiami TRAIL EAST, BLDG. F, 5<sup>TH</sup> FLOOR  
March 13, 2019 Meeting Minutes  
2:30P.M.**

**1. Call to Order**

**A. Roll Call**

**Commissioner Fiala** called the meeting to order at 3:08 p.m.

**LCB MEMBERS PRESENT**

Commissioner Donna Fiala, Board of County Commissioners (BCC), Chairwoman  
Susan Corris, Southwest Florida Regional Workforce Development Board  
Cheryl Burnham, Florida Association for Community Action  
Michelle Peronto, FDOT  
Birgitta Grasser, Citizens  
Dylan Vogel, Citizens Advocate/User  
Sherry Brenner, Transportation Disadvantage  
Irene Johnson, Veteran Services  
David Ogilvie, Public Education  
Harold Kurzman, Elderly, Vice-Chairman

**LCB MEMBERS ABSENT**

Felix Soto, Florida Department of Children and Families  
Rebecca MacKenzie, Area Agency on Aging  
Robert Richards, Department of Education  
Emely Kafle, Children at Risk  
Maribel Perez, Agency for Health Care Administration

**MPO STAFF**

Brandy Otero, Senior Planner  
Karen Intriago, Administrative Assistant

**OTHERS PRESENT**

Omar DeLeon, PTNE  
Braian Morales, MV  
Dale Hanson, FDOT  
Teresa Smith, DaVita Dialysis  
Mari Maldonado, MV Transit  
Elena Ortiz, CAT  
Michelle Arnold, PTNE  
Yousi Cardeso, PTNE

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

None.

**3. Approval of Agenda**

*Ms. Johnson moved to approve the Agenda. Second by Ms. Corris. Motion carried unanimously.*

**4. Approval of Meeting Minutes**

**A. December 5, 2018 Regular Meeting**

*Ms. Grasser moved to approve the December 5, 2018 Meeting Minutes. Second by Mr. Vogel. Motion carried unanimously.*

**5. Board Action**

**A. Election of Vice- Chair**

*Ms. Brenner moved to re-elect Mr. Kurzman as Vice-Chair. Second by Mr. Ogilvie. Motion carried unanimously.*

**B. Approval of Proposed Rate Model**

**Ms. Arnold** stated that the Florida Commission for the Transportation Disadvantaged (CTD) requires the Community Transportation Coordinator (CTC) to complete and submit a rate model that contains financial information including the cost of running the program. The rate calculations consider budgeted revenues, operating expenses and associated level of service that will be provided. The model determines the cost per trip and the amount that the CTC will be reimbursed by the TD commission.

**Commissioner Fiala** questioned who determined to charge escort services. **Ms. Arnold** noted that if a passenger has an escort they will be charge the same amount as the passenger. **Commissioner Fiala** noted that if a passenger has an escort it saves the driver time and will be saving money by having an escort. Noted that Board should be able to vote on if an escort should be charged for assisting a passenger that is using the paratransit. **Mr. DeLeon** clarified that there is not a charge for a personal care attendant, this rate is a charge to the grant. **Ms. Arnold** noted that staff will research whether this is applying to a guest or a personal care attendant.

**Ms. Johnson** asked if the rate has increased or decreased in reimbursement.

**Ms. Arnold** noted that the rate has increased since last year. She explained that the CTC is provided with a fix amount of funds and if the cost for providing the service increases the CTC provides fewer trips based on the limited amount of funding. Local funding would have to make up the difference, unless its determined to manage the trips based on priorities which has not be done.

**Ms. Peronto** questioned if there was a reason why the block grant is empty. **Ms. Arnold** noted that the Block grant is not used for paratransit its only used for the fixed route service.

**Ms. Otero** noted that PTNE staff will send the rate model to TD Commission and will report back to the Board if there are any changes made to the model. Ms. Otero stated that the Trip and Equipment Grant must be approved by the Board of County of Commissioners and the TD Commission before July 1<sup>st</sup> and the rates are included in the grant.

**Mr. DeLeon** noted that he spoke with John Irvine from Transportation Disadvantaged Commission who stated to disregard the escort box because it's only a placeholder.

*Mr. Vogel moved to approve the Proposed Rate Model contingent on the response of the TD Commission clarification on escort services. Second by Mr. Kurzman. Motion carried unanimously.*

### **C. Review and Approval of Updated LCB Bylaws**

**Ms. Otero** noted that the LCB is required to review and approve the bylaws annually. She explained that the only change to the bylaws was to add a new member. During the TD Conference last year, staff was informed that Chapter 41-2, Florida Administrative Code was revised to add a local representative of the Agency for Persons with Disabilities. This change was made to the bylaws to make them consistent with Florida Statutes.

*Ms. Johnson moved to approve the updated LCB Bylaws. Second by Mr. Vogel. Motion carried unanimously.*

## **6. Reports and Presentations**

### **A. CTC Quarterly Report**

**Mr. DeLeon** stated that this report was for the months of October through December. The one-way trips have increased by 1232 trips for the month of October compared to last year. There has been a raise in ridership for paratransit and the on-time performance has decreased due to keeping up with the new passengers. November also had an increase of 608 trips from the year prior, however on-time performance improved. Ridership in December increased.

**Ms. Johnson** noticed that there were 13 accidents in three months. **Mr. DeLeon** noted that there is an increase of buses being hit in season due to increase of traffic.

**Ms. Arnold** provided the Board with information about the complaint process. She noted that in February all complaints were routed to the CAT office and are being tracked. The complaint form includes contact information of the person filling the complaint, the passenger information is also provided if differs from the person filling. The form also includes a date/time of occurrence and a brief description of what occurred. Once a complaint is received an investigation is conducted and a response of the results is provided. These complaint forms are available in every vehicle as well as online. Ms. Arnold noted that staff will be reporting the numbers and types of complaint on a monthly basis.

**Ms. Grasser** asked if work and medical has the hour drop off window or thirty minutes drop off. **Mr. DeLeon** noted that the passenger can be picked within the 1-hour window but cannot be dropped off any earlier than the 30-minute threshold time.

*Board members discussed the possibility of having an aid throughout different vehicles to help the driver as well as providing safety for the passengers. Mr. DeLeon noted that CAT can't require a passenger to have a care attendant. The policy in the Rider's Guide states if there's a destructive passenger on board CAT has the ability to suspend their services.*

## **7. Other Business**

None.

## **8. Distribution Items**

Development Disabilities, Public Transportation and Transportation Disadvantaged Awareness day is March 20, 2019 in Tallahassee.

## **9. Board Member Comments**

**Ms. Peronto** highlighted the following from FDOT.

- State Fiscal Year 18/19 - 5310 and 5339 Notice of Grant Awards have been fully executed, except for one for Collier County which was scheduled to be executed on March 12. The equipment/buses must be purchased by May 15<sup>th</sup>.
- State Fiscal Year 19/20 - 5310, 5311, 5339 applications have been received. FDOT received a total of 48 applications. The Federal Transit Administration has not released the Federal Fiscal Year 2019 apportionments, once they do final grant committee decisions can be made
- Training Opportunities – District 1 procurement training is scheduled for April 11<sup>th</sup> in Bartow from 9:00- 12:00 and April 18<sup>th</sup> in Fort Myers from 9:00 – 12:00; District 1 Transportation Operation Procedure Training is scheduled for April 16<sup>th</sup> in Arcadia from 1:30-4:30; Statewide – Florida Public Transportation Association/FDOT/Center for Urban Transportation Research (CUTR) Professional Development Workshop in Tampa in early June.
- FDOT has been working with the consultants to conduct the FDOT triennial review. To date, twenty (20) 5310 only agencies have been reviewed and FDOT is moving on to larger agencies. There are a total of 30 agencies to review.
- Dal Hanson is the new Transit project manager and will be attending the LCB as a member.
- Kevin J. Thibault, P.E. is the new Secretary of Transportation for the State of Florida.

**Ms. Arnold** introduced Mari Maldonado as the new call center manager for MV.

**Ms. Brenner** asked if MV request input from passengers when purchasing new vehicles. Ms. Brenner noted that some of the buses have steps that makes it difficult for passengers with disabilities to get aboard. **Ms. Arnold** stated that they will research if the vehicle in question are provided by the County or MV. She noted that all vehicles meet ADA requirements.

**Mr. Vogel** stated that bigger buses are needed due to the smaller buses not being adequate to meet the turning ratios of wheelchairs.

**10. Next Meeting Date**

May 1, 2019 at 2:30 p.m.

**11. Adjournment**

*With no further comments Commissioner Fiala adjourned the meeting at approximately 4:30 p.m.*