

**MEETING MINUTES**

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

**Collier County Government Center  
Admin Building “F”, IT Training Room, 5<sup>th</sup> Floor  
3299 Tamiami Trail East, Naples, FL 34112  
March 6, 2024**

**Immediately Following the Annual Public Workshop held at 1:30 p.m.**

**1. CALL TO ORDER**

**A. Roll Call**

**LCB Acting Chair Gualco** called the regular meeting to order at approximately 2:01 p.m.

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

**Members Present**

Carmen Henry, Southwest Florida Regional Workforce Development Board, *Vice-Chair as of item 5.A.*  
Leah Watson, Agency for Persons with Disabilities  
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs, *Acting Chair*  
Todd Engala, Florida Dept. of Transportation

**Members Absent**

Brett Nelson, Children at Risk  
Cheryl Burnham, Florida Association for Community Action  
Dylan Vogel, Citizens Advocate/User  
Gabrielle Galanti, Local Medical Community  
John Lambcke, Collier Schools Transportation Director  
Lisa O’Leary, Fla. Dept. of Edu./Div. of Vocational Rehab Services  
Michael Stahler, Florida Agency for Health Care Administration  
Oscar Gomez, Veterans Services  
Tabitha Larrauri, Fla. Dept. of Children and Family Services  
Tony Pernas, MPO Board member, Everglades City, LCB Chair

**MPO Staff**

Anne McLaughlin, Executive Director  
Dusty Hansen, Senior Planner  
Suzanne Miceli, Administrative Support Specialist II

**Others Present**

Brian Wells, Director, Collier County Public Transit & Neighborhood Enhancement  
Elena Ortiz-Rosado, Marketing Manager, Collier Area Transit  
Mari Maldonado, Paratransit Manager, Collier Area Transit  
Nolan Begley, Collier Area Transit  
Omar De Leon, Public Transit Manager, Collier Area Transit  
Yousi Cardeso, Accountant II, Collier County Transportation Management Services

**B. Pledge of Allegiance**

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

None.

**3. APPROVAL OF AGENDA**

*Ms. Watson moved to approve the agenda. Mr. Engala seconded. Passed unanimously.*

**4. APPROVAL OF MEETING MINUTES**

**A. Approval of December 6, 2023 Regular Meeting Minutes**

*Ms. Henry moved to approve the Regular Meeting Minutes for December 6, 2023. Ms. Watson seconded. Passed unanimously.*

**5. BOARD ACTION**

**A. Elect Vice-Chair**

**Ms. Hansen** said that the item was being presented for the Board to elect an LCB Vice-Chair. She said that the LCB Bylaws and Rule 41-2.012(2), of the Florida Administrative Code provide that LCB elect a Vice-Chair each year. The Vice-Chair shall be elected by a majority vote of a quorum of the LCB members and shall serve a term of one year starting with the next meeting. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chair and conduct the meeting and may serve more than one term. She asked if anyone was interested in serving in the role of Vice-Chair.

**Ms. Henry** volunteered to serve as LCB Vice-Chair

*Ms. Watson moved to elect Ms. Henry as LCB Vice-Chair. Mr. Engala seconded. Passed unanimously.*

**B. Review and Approve Proposed Rate Model for FY 2024/2025**

**Ms. Hansen** explained that the item was being presented to obtain the LCB's approval for the proposed Fiscal Year 2024-25 Rate Model. She said that the Florida Commission for the Transportation Disadvantaged (CTD) requires the Community Transportation Coordinator (CTC) to update and submit a rate model annually. The rate calculations consider budgeted revenues, operating expenses and associated level of service, which are factored into a Rate Model to produce equitable rates. The CTD's review of the proposed Rate Model is running concurrently with the LCB review and if any revisions are made, Collier Area Transit (CAT) staff will report on the revised rates at the next LCB meeting. She explained that it is an equitable rate of reimbursement to the CTC from the CTD Grant for providing Transportation Disadvantaged (TD) trips.

**Mr. Engala** asked if this included Americans with Disabilities Act (ADA) trips within the quarter mile of fixed route as well as TD trips outside of that.

**Mr. De Leon** responded that the Rate Model focuses on the transportation disadvantaged, but when

calculated, it incorporates all funding for paratransit and how much the rate would be toward a trip and equipment grant to get reimbursement for trips associated to the grant.

A group discussion followed, going through the detailed information of the Rate Model with can be viewed in the [March 6, 2024 LCB Regular Meeting Agenda](#).

*Vice-Chair Henry moved to Approve the Proposed Rate Model for FY 2024/2025. Ms. Watson seconded. Passed unanimously.*

## **6. REPORTS & PRESENTATIONS**

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

**Mr. De Leon** said that CAT had been averaging about 9,000 to 10,000 one-way trips per month and working to improve on-time performance, which was at about 74% to 77% over the previous three months. That week, four of eight new minivans that were being provided by CAT's contracted provider had been released for service, which would help alleviate the mileage put on existing CAT vehicles.

**Vice-Chair Henry** asked if the vehicles would replace some of the compromised vehicles in CAT's current fleet.

**Mr. De Leon** said that the new vans would be utilized to take some of the burden off the of the current fleet and allow for more longevity, but would replace vehicles which were no longer operational, as needed. He said CAT was training new drivers and was continuing to implement digital technology to improve paratransit/passenger communication and paratransit efficiency. CAT had been working to improve pick-up times, contending with traffic congestion.

### **B. MPO Quarterly Progress Report**

**Ms. Hansen** mentioned that the annual evaluation of the CTC was underway and invited Board members who would like to volunteer to assist, to see her following the meeting. The goal was to complete the evaluation within the month and present it to the LCB in May 2024.

She said that the MPO's quarterly activities included the LCB Special Meeting on October 4, 2023, and regular meeting on December 6, 2023, the annual update to the Grievance Procedures, LCB approval of the Final Annual Operating Report, and finalizing the major update to the Transportation Disadvantaged Service Plan with CAT, which was approved by LCB and the CTD.

### **C. FDOT Report**

**Mr. Engala** said that FDOT District One was working with CAT to obtain ten new Section 5310 paratransit vehicles through Central Office. He mentioned that the allocations for the funding came approximately two months prior, which was somewhat later than expected. They were working to get all Public Transit Grant Agreements for the vehicles to CAT, and the Agreements were expected to go to the Collier BCC for approval in May 2024.

**Ms. Hansen** asked when delivery of the ten vehicles would be expected.

**Mr. De Leon** said FDOT has advised CAT that vehicle delivery would be staggered, as there is high demand for paratransit vehicles throughout District One, as they were working to catch up from a hold

on new paratransit vehicles due to expired manufacturer contracts during COVID.

**7. OTHER BUSINESS**

None.

**8. DISTRIBUTION ITEMS**

None.

**9. BOARD MEMBER COMMENTS**

None.

**10. NEXT MEETING DATE**

*May 1, 2024, at 1:30 p.m., Regular Meeting, 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, **MPO Acting Chair Gualco** adjourned the meeting at 2:27 p.m.*