

## 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  
September 4, 2024 | 1:30 p.m.

#### 1. CALL TO ORDER

##### A. Roll Call

Chair Pernas called the meeting to order at approximately 1:30 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  
Dylan Vogel, Citizens Advocate/User  
Gabrielle Galanti, Local Medical Community  
Tony Pernas, MPO Board member, Everglades City, LCB Chair  
Todd Engala, Florida Dept. of Transportation  
Charles Lascari, Rep. of Disabled  
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs

#### Members Absent

Brett Nelson, Children at Risk  
Cheryl Burnham, Florida Association for Community Action  
John Lambcke, Collier Schools Transportation Director  
Leah Watson, Agency for Persons with Disabilities  
Michael Stahler, Florida Agency for Health Care Administration  
Oscar Gomez, Veterans Services  
Tabitha Larrauri, Fla. Dept. of Children and Family Services  
Lisa O’Leary, Fla. Dept. of Edu./Div. of Vocational Rehab Services

#### MPO Staff

Dusty Hansen, Senior Planner  
Suzanne Miceli, Operations Support Specialist II  
Anne McLaughlin, Executive Director (*arrived during Item 5.B.*)

#### 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  
Omar De Leon, Public Transit Manager, Collier Area Transit  
Alexander Showalter, Senior Planner, Collier Area Transit  
Victoria Upthegrove, Florida Dept. of Transportation

**B. Pledge of Allegiance**

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

None.

**3. APPROVAL OF AGENDA**

*Ms. Gualco moved to approve the agenda. Ms. Galanti seconded. Passed unanimously.*

**4. APPROVAL OF MEETING MINUTES**

**Approval of May 1, 2024 Meeting Minutes**

*Ms. Henry moved to approve the Meeting Minutes for May 1, 2024. Mr. Vogel seconded. Passed unanimously.*

**5. BOARD ACTION**

**A. Review and Approve an Amendment to the 2023 Transportation Disadvantaged Service Plan, Major Update (Roll Call Vote)**

**Ms. Hansen** explained that the Transportation Disadvantaged Service Plan (TDSP) is a multi-year document that looks at development, service and quality assurance components related to the delivery of the Transportation Disadvantaged Program. The TDSP was approved by LCB on October 4, 2023, and ratified by the MPO Board on December 8, 2023. The proposed Amendment to the TDSP includes the addition of the of the FY25 Rate Model, which was approved at the March 2024 LCB meeting, and sets forth the reimbursement rate to the Community Transportation Coordinator (CTC) for TD trips under the CTC's Trip & Equipment grant, as well as an update to the Quality Assurance section to include the most recent CTC evaluation. The TDSP Amendment had been advertised for a 14-day public comment period as set forth in Collier MPO's Public Participation Plan, and the MPO had not received any comments from the public.

**Ms. Hansen** reviewed the updated rate model (which can be viewed in the September 4, 2024 Agenda). **Mr. Lascari** asked why Group Trip individual reimbursement rates had gone down while Group Trip group reimbursement rates had gone up and requested more information about the Grievance Procedure process.

A group discussion followed, regarding individual reimbursements and some possible factors for rate differences. **Mr. De Leon** said he would look into the matter further and follow-up with **Mr. Lascari** at later date. **Mr. De Leon** explained the process of the Grievance Procedures in regard to Collier Area Transit (CAT), which can be viewed on the Collier Area Transit website, and advised that those who wish to make a complaint, clarify that when contacting CAT.

*Ms. Galanti moved to approve an Amendment to the 2023 Transportation Disadvantaged Service Plan, Major Update. Ms. Henry seconded.*

***Roll Call Vote:***

*Brett Nelson - Yes*

*Carmen Henry - Yes*

*Dylan Vogel - Yes*

*Gabrielle Galanti - Yes*

*Tony Pernas - Yes*

*Todd Engala - Yes*

*Charles Lascari - Yes*

*Sarah Gualco - Yes*

*Passed unanimously.*

**B. Review and Approve the Draft FY 2023-24 Annual Operating Report**

**Ms. Hansen** said that like all designated CTCs, Collier County must submit an Annual Operating Report (AOR) to the Florida Commission for the Transportation Disadvantaged (CTD). The CTD uses the AOR to determine the operating data of a CTC, provide a statewide operational profile, evaluate performance aspects of coordinated systems, and substantiate if the CTC requires additional funds. The AOR will be submitted to the CTD by the Collier County Public Transit and Neighborhood Enhancement Division (PTNE), and the finalized AOR would be presented to the LCB at the December 2024 meeting for approval, after being reviewed by the CTD.

**Mr. De Leon** reviewed the draft AOR (which can be viewed in the September 4, 2024 Agenda).

**Ms. Gualco** moved to approve the Draft FY 2023-24 Annual Operating Report. **Ms. Henry** seconded. *Passed unanimously.*

**6. REPORTS & PRESENTATIONS**

**A. CTC Quarterly Report**

**Mr. De Leon** said CAT had started utilizing business intelligence software (Power BI) to streamline the CTC Quarterly reporting process, and reviewed the CTC report (which can be viewed in the September 4, 2024 Agenda).

A group discussion followed, regarding the possibilities of improving CATConnect travel times. **Mr. De Leon** said that CAT continues to work toward more efficient pick-up, drop-off, and travel times for all paratransit users.

**Mr. De Leon** reported that CAT continues to face increasing demand for TD trips and budget constraints. The CTC exceeded the amount of TD trip allocations by 139 in August. There may need to be discussion and action by LCB in the future to modify the Transportation Disadvantaged Service Plan in terms of income eligibility, or to seek guidance from LCB in terms advance reservation timeframes for lower-tier priority trips.

**B. MPO Quarterly Progress Report**

**Ms. Hansen** said that during the last quarter, the MPO Board approved the appointment of newest LCB member, Charles Lascari, as the representative for the disabled at its April 12, 2024 meeting. At the

May 1, 2024 LCB meeting, the LCB endorsed the FY24-25 TD Planning Grant application and associated MPO Resolution. The annual update to the LCB Bylaws had been approved and endorsed by the LCB, and adopted by the MPO Board at its May 10, 2024 meeting. The CTC evaluation had been completed, reviewed, and approved by the LCB. The report included data provided by coordination contractors, as shown in the AOR. **Ms. Hansen** had attended a virtual training hosted by the CTD and CUTR, "Changing Demographics and Mobility Management Transformation," on April 29, 2024, and the CTD business meeting virtually on June 3, 2024.

### **C. FDOT Report**

**Ms. Upthegrove** said she would be taking over Mr. Engala's role as the primary LCB member on behalf of FDOT, as well as providing FDOT District 1 (D1) updates. FDOT had received 36 applications from Easter Seals Naples and CAT for Section 5310 grants, as well as applications for Sections 5311 and 5339 grants from CAT. Award recommendations had gone to FDOT Central Office for CAT for the 5310 and 5339 programs and Easter Seals for the 5310. FDOT D1 was still awaiting the 5311. FDOT would hold a virtual grant workshop on September 19, 2024, and the 2024 Florida Public Transportation (FTPA) Conference would be held September 22-25, 2024 in West Pam Beach. Round three of FDOT triennial reviews began in 2024 for 29 agencies throughout District 1. Upcoming reviews would be Sunrise Community of Southwest Florida and Easter Seals of Naples. Mobility week would be occurring October 25 through November 2, 2024. FDOT's Transit Unit was fully staffed.

**Mr. Engala** added that FDOT Central Office had received confirmation that CAT was awarded a Section 5339 program grant.

### **7. OTHER BUSINESS**

None.

### **8. DISTRIBUTION ITEMS**

None.

### **9. BOARD MEMBER COMMENTS**

**Mr. Vogel** announced that it would be his last LCB meeting, as he would be moving out of state.

**Mr. Lascari** commended CAT staff member, Alma, for her professionalism and excellent customer service.

**Mr. Engala** announced that as Ms. Upthegrove would be replacing him as primary member on behalf of FDOT on the LCB, it could be his last meeting as well. He thanked the LCB for the positive experience he had as a Board member.

### **10. NEXT MEETING DATE**

*December 4, 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, **Chair Pernas** adjourned the meeting at 2:43 p.m.*