

**CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD (LCB)**

Minutes of a regular meeting held on January 11, 2018 at the East Port Environmental Campus,  
Training Room B, 25550 Harbor View Road, Port Charlotte, Florida 33980

**MEMBERS PRESENT**

**Commissioner Ken Doherty**, *Charlotte County Commissioner (LCB Chair)*  
**Alan Skavroneck**, *Local Private for Profit Transportation Industry Representative (LCB Vice Chair)*  
**Jared DeLong**, *FDOT, District One Modal Development Office*  
**Cindy Montgomery**, *Regional Workforce Development*  
**Gwen Aubrey**, *Elderly Representative*  
**Cherrelle Rogers**, *Department of Children & Families*  
**M. Suzanne Roberts**, *Virginia B. Andes Volunteer Community Clinic (Medical Community Representative)*  
**Dottie Fulton**, *Citizen Advocate-User*  
**Joseph Sabatino**, *Citizen Advocate*  
**Larry Brown**, *Veterans Affairs*  
**Joseph Martinez**, *Agency for Health Care Administration (AHCA)*  
**David Wilson**, *Disabled Representative*

**ABSENT MEMBERS**

**Angela Hemstreet**, *Children-at-Risk Representative-excused*  
**Linda Faieta/Richard Duckworth**, *Public Education-School Transportation*  
**Bruce Emmerton**, *Division of Blind Service*  
**Mike Mansfield**, *Economically Disadvantaged Representative-excused*  
**Shelby Yelvington**, *Area Agency on Aging-Florida Department of Elderly Affairs*

**STAFF**

**Gary Harrell**, *MPO Director*  
**Wendy Scott**, *MPO Planner*  
**Gene Klara**, *MPO Planner*

**OTHERS IN ATTENDANCE**

**Rick Kolar**, *Charlotte County Fleet and Transit Division Manager (CTC)*  
**Michelle Edwards**, *Charlotte County Transit Division*  
**Zinnia Vargas**, *Charlotte County Fiscal Services*

**1. Call to Order & Roll Call**

Immediately following the LCB Public Meeting, Chair Ken Doherty called the regular meeting to order at 10:09 a.m.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance at the preceding Public Meeting.

3. **Public Comments on Agenda Items**

There were no public comments.

4. **Consent Agenda:**

**A. Approval of Minutes: November 9, 2017 Meeting**

*David Wilson made a motion to approve the Consent Agenda. Alan Skavroneck seconded the motion, and the motion carried unanimously.*

5. **Election of the Vice Chair**

Chair Ken Doherty asked the current Vice Chair Alan Skavroneck about his interest in serving as LCB Vice Chair for 2018. Mr. Skavroneck stated he would be willing to continue to serve as LCB Vice Chair.

*Joseph Martinez nominated Alan Skavroneck to serve as LCB Vice Chair. David Wilson seconded the nomination. There being no other nominations, Alan Skavroneck was unanimously elected to serve as the LCB Vice Chair for 2018.*

6. **Overview of the LCB Process**

Using a Power Point slide presentation, Ms. Scott began by noting that the annual LCB Training is a requirement of the annual planning grant executed between the Commission for the Transportation Disadvantaged (CTD) and the Charlotte County-Punta Gorda MPO. Members also received a hard copy version of the presentation.

Topics discussed included the CTD membership and its authority rooted in state statute and administrative rule, the role of the Community Transportation Coordinator (CTC), the MPO's role as the official planning agency, and funding and revenue sources statewide and in Charlotte County. Chair Doherty inquired as to the background and experience levels possessed by current CTD Commissioners. Ms. Scott noted that many current Commissioners have multi-modal transportation-related experience. She promised to send members additional background information on Commission membership via e-mail post-meeting.

Ms. Scott also focused on the role of the LCB membership. She described the LCB products for review as required for program compliance, including the CTC Evaluation normally approved in May, the Annual Operating Report and LCB Bylaws in September and the LCB Grievance Procedures in November. She also described the Transportation Disadvantaged Service Plan (TDSP) and its development process.

During the training session mention was made by Ms. Scott that Charlotte County's population now exceeds 178,000 people. Joseph Sabatino inquired about the significance

of various transit requirements that will be triggered when the County's population reaches 200,000, including funding changes and additional reporting/monitoring. Rick Kolar described the scenario, noting that funding sources related to reaching the 200,000 mark would change and could result in overall revenue declines.

Ms. Scott reminded LCB members that they are subject to Florida's Sunshine Law as LCB Board members, as well as bound by Conflict of Interest concerns. Ms. Scott closed the LCB training session by showing a few nationwide transit human interest slides illustrating the significance of transit in the community. Ms. Scott thanked all members for their efforts on behalf of the Charlotte County Transportation Disadvantaged (TD) citizens.

7. **Review/Endorsement of Charlotte County's Section 5310 and Section 5311 Grant Applications**

Rick Kolar stated that the Charlotte County Board of County Commissioners (BCC) had approved grant applications for both FTA Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities Grant) and Section 5311 (Formula Grant for Rural Areas). Mr. Kolar described the intended use of each proposed grant if funded. Commissioner Doherty asked for a motion for LCB endorsement of these grant applications.

*Alan Skavronek made a motion to endorse the Section 5310 and 5311 Grant Applications. David Wilson seconded the motion, and it carried unanimously.*

8. **Community Transportation Coordinator (CTC) Quarterly Report**

Rick Kolar noted that during the October through December 2017 reporting period, TD ridership decreased by nearly 2000 riders. He attributed this decrease to the fact that some riders who have not or will not complete the new TD eligibility forms instituted in mid-2017. He also noted that the rider decrease could be due to some riders now using the general public "mass transit" program at a higher fare (funded partially under an FTA Section 5307 grant), rather than riding as TD eligible for a reduced fare. He stated that the County's over 65 years of age population now surpasses 50%, yet overall ridership has decreased. Members postulated that the relative affluence of some County residents, the resistance of individuals to "give up their keys" and begin using public transportation, and a low-key transit marketing plan may all contribute to these lower rider figures.

Mr. Kolar stated that ridership related to employment continues to rise with 25% of all trips being for employment, surpassing educational and medical trip purposes. He noted that trips provided by coordinated providers had increased over the previous quarter, which was largely attributable to the recent partnership of the Boys and Girls Club and the Operation Cooper Street Recreation Center which resulted in student trips.

Mr. Kolar reviewed the complaints received during the quarter and reiterated the experience the transit program has in addressing detailed reporting requirements. He noted that there were approximately 50% less complaints from the previous quarter. David Wilson inquired about a lack of complaints related to rider phone wait times during the quarter, since occasionally he personally has experienced wait (que) issues with the automated dispatch and telephone prompt program currently in place. Suzanne

Roberts gave kudos to the transit service regarding the transportation of diabetic patients to the Virginia B. Andes Community Clinic.

**9. Citizen Input**

There was no citizen input.

**10. Staff Comments**

Wendy Scott thanked Chair Doherty for his willingness to continue as LCB Chair.

Ms. Scott mentioned that at the next LCB meeting slated for May 10, 2018, the results of the annual CTC Evaluation and a review of the annual update to the Transportation Disadvantaged Service Plan (TDSP) will be reviewed.

Ms. Scott noted that the County will begin development of the 2019 Transit Development Plan (TDP) in the Spring of 2018. This Plan is a requirement to receive funding for the general public “mass transit” aspect of the County’s transit program. Ms. Scott stated that there is overlap with the TD program, since the Plan will review and suggest improvements for the County’s entire transit system over a 10-year planning horizon. Under state statute, the Plan is required for submission to FDOT every five years.

Gene Klara mentioned some Summary Points on the impact Public Transportation has on small towns and rural areas. He noted that while America’s rural population is declining, ridership has increased. Mr. Klara noted that rural public transit is an important force in supporting local economies, improving public health initiatives, reducing rural road accidents and reducing poverty rates.

Mr. Klara also mentioned that beginning in August 2017 Charlotte County and the MPO along with their consultant Jacobs Engineering, Inc. of Tampa, Florida have been developing a Charlotte County Regional Bicycle-Pedestrian Master Plan. He stated that an aspect of this Plan is an interactive Map (Wiki Map) that has been rendered operational and ready to use. Wiki Map is an online editable map and open source collaborative Geographic Information Knowledge-based tool to enable community participation in information generation, processing and dissemination. Mr. Klara encouraged members and their constituents to visit the MPO website and participate in this opportunity to identify pedestrian and bicycle routes, and comment on issues as they relate to these modes of recreation and transportation.

Gary Harrell introduced himself to LCB Members as the new MPO Director. He stated how he looks forward to attending LCB meetings as his time permits. He stressed that a major goal of the Charlotte County Regional Bicycle-Pedestrian Master Plan is public safety and accident reduction.

**11. Member Comments**

David Wilson welcomed new FDOT Transit Liaison Jared DeLong.

Dottie Fulton inquired if pick-ups on the half-hour are a viable option for transit to consider. Rick Kolar stated that given the current 15-minute pick-up window allocated

for riders a specific half-hour pick time would be very difficult to meet now. He encouraged her to make her concerns known for long term consideration at the next round of transit workshops.

Joseph Sabatino mentioned that on February 17, 2018, the “Walk for the Poor” event sponsored by the St. Vincent de Paul Society will occur. The “walk” will traverse the US 41 Bridge across the Peace River, and proceeds from the event are targeted to assist people who are living in poverty.

Jared DeLong stated that the FTA Section 5310 and 5311 Grants have been awarded with notification to planning agencies completed. He noted that required FDOT Procurement Training will be held on March 8, 2018 in the FDOT Southwest Area Office in Ft. Myers and on March 9, 2018 at the FDOT offices in Bartow. He also stated that a Grant Review Committee covering capital and operational grant topics will be held on January 24, 2018 in Bartow. Mr. DeLong also mentioned that FDOT is seeking applications to fill a Project Manager position in FDOT’s District One.

Cindy Montgomery informed members that on January 16, 2018, a hiring event will convene to fill positions with the Circle K company for their new facility in North Port. She also mentioned that various clerical positions are available with World Wide Flights, an air cargo company now expanding at the Punta Gorda Airport.

**12. Adjournment (Next Meeting – May 10, 2018)**

Noting that the next LCB meeting is scheduled for May 10, 2018, Chair Doherty adjourned the meeting at 11:14 a.m.

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