

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

Minutes of a regular meeting held on May 10, 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*  
**Kelley Fernandez**, *FDOT, District One Modal Development Office*  
**Michelle Peronto**, *FDOT, District One Modal Development Office*  
**Cindy Montgomery**, *Regional Workforce Development*  
**Cherrelle Rogers**, *Department of Children & Families*  
**Dottie Fulton**, *Citizen Advocate-User*  
**Joseph Sabatino**, *Citizen Advocate*  
**Mike Mansfield**, *Economically Disadvantaged Representative*  
**Maribel Perez**, *Agency for Health Care Administration (AHCA)*  
**David Wilson**, *Disabled Representative*

**ABSENT MEMBERS**

**M. Suzanne Roberts**, *Virginia B. Andes Volunteer Community Clinic (Medical Community  
Representative*  
**Gwen Aubrey**, *Elderly Representative-excused*  
**Larry Brown**, *Veterans Affairs-excused*  
**Angela Hemstreet**, *Children-at-Risk Representative*  
**Linda Faieta/Richard Duckworth**, *Public Education-School Transportation*  
**Bruce Emmerton/Kathleen Belton**, *Division of Blind Service-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*  
**Andrea McDonough**, *Charlotte County Transit Division*  
**Zinnia Vargas**, *Charlotte County Fiscal Services*  
**Kim Correll**, *Project Starfish Charlotte County*

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

LCB Chair Ken Doherty called the meeting to order at 10:00 a.m. He asked that each person state his/her name, and whom they represent.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

3. **Public Comments on Agenda Items**

There were no public comments.

4. **Consent Agenda:**

**A. Approval of Minutes: January 11, 2018 Meeting**

**B. Federal Transit Administration (FTA) Section 5305(d) Grant Application (FY 2018/2019)**

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

5. **Transportation Disadvantaged Trust Fund (TDTF) Trip and Equipment Grant**

Rick Kolar noted that each year a portion of the State Transportation Disadvantaged Trust Fund (TDTF) is allocated to each Community Transportation Coordinator (CTC) to provide trips and equipment for non-sponsored TD service. He noted that Charlotte County Transit is forecast to receive \$488,645. Mr. Kolar described the Transit Division's efforts to improve regional transit initiatives and commuter assistance.

6. **FY 2016/2017-FY 2020/2021 Transportation Disadvantaged Service Plan/Coordinated Public Transit-Human Services Transportation Plan (TDSP/CPT-HSTP) Annual Update/Rate Model Calculations**

Wendy Scott noted that on April 8, 2016, the Commission for the Transportation Disadvantaged (CTD) designated the Charlotte County Board of County Commissioners (BCC) as the Community Transportation Coordinator (CTC) for Charlotte County for a five-year period commencing July 1, 2016. A new Transportation Disadvantaged Service Plan (TDSP) was approved by the LCB on September 8, 2016. This document also serves as the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) for purposes of Federal transportation legislation requirements. She noted that this Plan was a collaborative effort done with the Charlotte County Transit Division. Ms. Scott stated that some of the TDSP revisions relate to new trip attractor sites such as the recent Western Michigan University satellite location in Punta Gorda for student aviation training. She noted that additional revisions included current vehicle inventory, emergency preparedness and response plan revisions, current dispatch-related improvements and goals, client related rules and requirements instituted during the year and the new Rate Model Calculations.

Rick Kolar stated that data-based reclassification requirements for clients using wheelchair, scooter and other personal assist devices have led to significant increased trip costs and time spent by the driver to utilize the lift and secure wheelchair bound clients. This “dropping of the bus lift” requirement is reflected in the new Rate Model Calculations, and especially impacts group trips. This reclassification has resulted in a tripling of the trip funding. He also stated that following discussions with CTD staff, the coordinated partner trips (formerly known as “sweat equity” rides) would be transferred from CTD funding to Section 5310 funding.

Alan Skavroneck noted that the current rate model calculation data shows a drop on passenger trips in FY 2019, and hence, an overall decrease in expenses. However, he observed that the current rate model calculation does not appear to mathematically correlate with overall passenger mileage (as currently expressed in the FY 2019 figures). Chair Doherty understood Mr. Skavroneck’s assessment and directed staff to review all data and metrics used in calculating the non-subsidized rate per passenger trip. He noted that the motion to update the TDSP/CPT-HSTP including the new Rate Model Calculations should be revised to allow staff to review and finalize the calculations. Additionally, Chair Doherty observed that the motion should require the distribution of the revised and updated rate model calculations to LCB members after finalization of the data and the revised rate per passenger trip.

*Alan Skavroneck made a motion to update the FY 2016/2017-FY 2020/2021 Transportation Disadvantaged Service Plan/Coordinated Public Transit-Human Services Transportation Plan (TDSP/CPT-HSTP) and Annual Rate Model Calculations per Chair Doherty’s additional language. David Wilson seconded the motion. LCB members unanimously approved the FY 2016/2017-FY 2020/2021 Transportation Disadvantaged Service Plan/Coordinated Public Transit-Human Services Transportation Plan (TDSP/CPT-HSTP) and Amendment/Rate Model Calculations including allowing staff to review and revise the data used to calculate the rate model calculation in the final document. The motion also includes the understanding that when the Plan and rate model calculations are finalized they will be distributed to all LCB members.*

**7. Community Transportation Coordinator (CTC) Evaluation**

Wendy Scott described the findings of the annual Community Transportation Coordinator (CTC) Evaluation conducted on March 13-14, 2018. She noted that the evaluation is pursuant to Chapter 427 of the Florida Statutes and the Florida Administrative Code, Rule 41-2. She reviewed the ride-along trip in the West County area conducted by MPO staff and noted that the evaluation also included an examination of supporting documentation provided by the CTC.

She noted that the CTC Evaluation surveying in the Mid and South County areas was hampered by a vehicle accident on I-75 at the Peace River Bridge, with all traffic including transit buses being forced to use access roads and alternative roadways. Ms. Scott noted that there were no corrective actions identified during the trip and that previous corrective actions had been addressed.

Surveys of riders contacted by MPO staff indicated that overall riders are very appreciative and thankful of the opportunities TD services provide. Average satisfaction

with the service on a scale of 1 to 10 was 8.8. Traffic issues resulting from the major I-75 accident may have impacted some riders' sentiments that day. Ms. Scott highlighted a passenger remark stating "I need the bus to get through life." She mentioned that with the increasing use of caller ID and cell phone usage, it has become more difficult to survey riders over the past few years.

Alan Skavroneck stated that the use of a phone app to provide real time survey data from transit clients should be explored by the County. Wendy Scott stated she also will discuss this concept at the next scheduled CTD Conference and Training session.

**Alan Skavroneck** made a motion to approve the 2018 Annual Community Transportation Coordinator (CTC) Evaluation. **David Wilson** seconded the motion. The motion carried unanimously.

## 8. Quarterly Report

Rick Kolar stated that during the January through March 2018 reporting period, TD ridership increased slightly from the previous quarter. He noted that there were 495 No Shows in the quarter. He stated that currently, the high No Show total reflects a significant number of riders who do not respond to phone calls reminding clients that they have scheduled a ride for the next day. Mr. Kolar noted that his data indicates that less than 5% of riders cancel their trips at the time the "callbacks" are made. He indicated that many riders continue to cancel their trips just hours before their pickup time. This situation results in the root cause of the high No Show figure, as drivers follow their daily pickup schedule unaware that the client has canceled a trip. Mr. Kolar reiterated that the callback program is not mandated by the CTD and currently is not meeting expectations as the system is designed to update daily driver manifest lists for those clients who use the automated request/cancel ride system one day prior, not those who call in their request to cancel on the same day as scheduled. Chair Doherty asked that County Administration continue to be updated on this issue.

Mr. Kolar noted that the van used by the Homeless Coalition as a coordinated provider does not appear to be operating on a regular basis. He also stated that the Cooper Street van will be discontinued in mid-May coinciding with the end of the school year. The Cooper Street program will be merged with the Boys and Girls Club of Charlotte County.

## 9. Public Comments

Kim Correll of the Charlotte County Starfish Program asked Transit Division staff if informational brochures describing their services are available or if transit staff provides outreach services. Rick Kolar noted that Ms. Tammy Hall of the Transit Division is the person responsible for transit community outreach and public involvement. He stated that he would have Ms. Hall contact Ms. Correll to schedule a transit informational presentation in her area of South County.

## 10. Staff Comments

Wendy Scott welcomed new FDOT Passenger Operations Specialist Kelley Fernandez and new ACHA representative Maribel Perez who is currently replacing long-serving

LCB member Joseph Martinez She also thanked LCB Citizen Advocate Representative Joseph Sabatino for agreeing to serve another 3-year term.

Ms. Scott informed members that she will be attending a Title VI training roundtable for MPOs in Orlando the week of May 14, 2018. The training will help ensure that the MPO complies with all State and Federal program requirements under the umbrella of Title VI.

Ms. Scott also mentioned that the MPO has been reviewing agenda packet procedures to improve efficiency and cost effectiveness. Going forward the orange/salmon colored paper used for the LCB agenda and the item summaries will no longer be utilized, but the LCB meetings will continue with orange colored paper nameplates.

Mr. Klara mentioned that the Charlotte County Regional Bicycle-Pedestrian Master Plan is nearing completion with its MPO Board adoption slated for the July 30, 2018 Meeting. Workshops were held on March 21 and 22, 2018 to solicit public opinion on the Plan. He thanked those members who already have used the interactive online mapping tool WIKIMAPS to identify gaps in the bicycle/pedestrian system and pinpoint areas where rider and pedestrian safety concerns need to be addressed. Mr. Klara encouraged all members and their constituents to visit the MPO website to continue these identification efforts and comment on these bicycle and pedestrian issues.

Mr. Klara also discussed with members the relationship that transit agencies have with the biking community. He mentioned that periodic consultation between the MPO's Bicycle-Pedestrian Committee (BPAC) and Charlotte County Transit can aid in beneficial programs, such as "bicycle onboard bus" and "Safe Routes to Transit." He mentioned that safety-related improvements of pedestrian facilities, as currently being developed for the Bicycle-Pedestrian Master Plan, are in areas where the County transit system operates including schools and retail centers.

MPO Director Gary Harrell also welcomed new LCB members Ms. Fernandez and Ms. Perez. He noted the success of the WIKIMAPS online mapping tool utilized in the ongoing development of the Charlotte County Regional Bicycle-Pedestrian Master Plan. He stated that the MPO will expand its usage when developing additional projects.

## **11. Member Comments**

Dottie Fulton noted that occasionally she has attempted to schedule a ride during the 8 a.m or 4 p.m. timeslot, only to be notified that these times were unavailable. Rick Kolar stated that he would contact Ms. Fulton after he reviews this issue. He noted that there is no official "blockout" policy related to these timeslots.

Michelle Peronto stated that 5310 and 5339 Grant Applications for Federal FY 17/State FY 17/18 have been executed noting that 47 applications have been received and are under review for the next grant cycle. She noted that FDOT, the Florida Public Transit Association (FTPFA) and the Center for Urban Transportation Research (CUTR) will be holding a Professional Development Workshop for transit-related professionals with an

emphasis on utilizing new technology applicable to transit programs. The program is scheduled for June 4-6, 2018 in Tampa.

Ms. Peronto mentioned that the Federal Transit Agency (FTA) will be conducting their triennial review of FDOT District One during calendar year 2018. CUTR, Florida State University and the consulting firm Atkins are performing the review.

Ms. Peronto also noted that Mr. Wayne Gaither, formerly with LeeTrans, has been named the new FDOT Southwest Area Office Director, working out of Fort Myers.

Joe Sabatino mentioned that St. Vincent de Paul (Catholic Human Services Organization) was awarded a grant to aid with the assessment, evaluation and logistics in providing hurricane-related disaster relief throughout Florida.

Mike Mansfield stated that a report assessing the options and efforts to improve housing affordability is anticipated to be completed by September 2018. He plans to discuss the report findings at a later LCB meeting.

12. **Adjournment**

Chair Doherty noted that the next LCB meeting is scheduled for September 6, 2018. He adjourned the meeting at 11:06 a.m.

DRAFT