

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

Minutes of a regular meeting held on September 6, 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)*
M. Suzanne Roberts, *Virginia B. Andes Volunteer Community Clinic (Medical Community Representative)*
Kelley Fernandez, *FDOT, District One Modal Development Office*
Cindy Montgomery, *Regional Workforce Development*
Mike Mansfield, *Economically Disadvantaged Representative*
Dottie Fulton, *Citizen Advocate-User*
Joseph Sabatino, *Citizen Advocate*
Gwen Aubrey, *Elderly Representative*
David Wilson, *Disabled Representative*
Larry Brown, *Veterans Affairs*
Tony Conte, *Public Education-School Transportation*

ABSENT MEMBERS

Maribel Perez, *Agency for Health Care Administration (AHCA)/excused*
Cherrelle Rogers, *Department of Children & Families*
Angela Hemstreet, *Children-at-Risk Representative/excused*
Bruce Emmerton, *Division of Blind Service*
Shelby Yelvington, *Area Agency on Aging-Florida Department of Elderly Affairs*

STAFF

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*

1. Call to Order & Roll Call

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: May 10, 2018 Meeting

B. LCB 2019 Calendar of Quarterly Meetings

Alan Skavroneck made a motion to approve the Consent Agenda. Kelley Fernandez seconded the motion, and the motion carried unanimously.

5. **Approval of Local Coordinating Board (LCB) Bylaws**

Wendy Scott stated that the Commission for the Transportation Disadvantaged requires that the LCB Bylaws be reviewed annually. She noted that only minor revisions, including minor changes to the cover page, document headers and signature page were proposed for the LCB Bylaws.

Alan Skavroneck made a motion to approve the draft 2018 LCB Bylaws. Joseph Sabatino seconded the motion, and the motion carried unanimously.

6. **Annual Operating Report**

The draft Annual Operating Report (AOR) which had been emailed to LCB Members on September 4, 2018 was handed out at the meeting, along with an additional report revision provided by Transit staff. The AOR contains a detailed accounting of revenue and expenses, passenger data and performance measures. The 2017/2018 AOR covers the time period from July 1, 2017 to June 30, 2018.

Rick Kolar stated that total trips reported decreased substantially from the previous year. He attributed this decrease to changes instituted to the National Transit Database (NTD) reporting where many trips migrated to the Sarasota/Manatee Urbanized Area (UZA) and that many formerly TD trips previously counted in past AOR's are now included as non-TD trips (public transit).

Alan Skavroneck noted that these changes affect the overall reporting formula and dynamics with data comparisons with previous AOR reports, making it difficult to interpret and compare. Mr. Kolar agreed and stated that the current reporting data mirrors that reported for the year 2015. He noted that wheelchair trips more than doubled in 2018 from that reported in the past. This was in part due to previous underreporting of wheelchair riders by automated (software) programs that only counted manual wheelchairs and did not count electric wheelchairs, scooters, etc. Mr. Kolar noted that

the current AOR data reflects the new TD eligibility requirements instituted in 2017, and TD trips did not measurably decrease with the initiation of these eligibility requirements.

Mr. Kolar focused attention on the substantial increase in the number of trips related to employment. He noted that “people are returning to work” and stated that medical related, nutritional and social trips have experienced decreases from previous reporting totals.

Mr. Kolar stated that there was an increase in the number of roadcalls in the current reporting period. He attributed the increase to an aging fleet, observing that new vehicles entering the current fleet were put into service beginning in March 2018.

Mr. Kolar noted that revenues and expenses are balanced and reflect that some costs have been transferred to the public transportation “side” of the transit program. He also noted that of the four (4) accidents reported, none were attributable to transit drivers being at fault.

Overall, the current AOR continues to reflect that a small percentage of the overall County population use transit services and of this percentage, a small number of individuals are the dominant users of the system. Alan Skavroneck noted that this situation where the Transit Division serves a small number of people and that this group is taking more trips has implications for future revenue and cost projections. Mr. Kolar agreed with Mr. Skavroneck, with Wendy Scott noting that transit ridership for employment trips from the Sunseeker and Murdock Village proposed developments will also impact transit dynamics when these projects are completed.

Mr. Kolar noted that the data indicates that transit usage is heaviest in the early morning and again in the late afternoon (i.e., work-related). He stated that discussions on instituting “driver pools” utilizing part-time drivers to better address the balance between peak ridership times and driver scheduling are ongoing.

Suzanne Roberts made a motion to approve the draft 2017/2018 Annual Operating Report (AOR). David Wilson seconded the motion, and the motion carried unanimously.

7. Quarterly Report

Rick Kolar focused members on the trips listed under the column Older Americans and noted that this federal program provides funding - based primarily on the percentage of an area's population 60 and older - for nutrition and supportive home and community-based services, disease prevention and health promotion services. He noted that overall total trips in the reporting period increased by over 3,700 trips and attributed this increase to a rising number of riders using transit for employment purposes.

Mr. Kolar stated that Cooper Street has merged their rides with the Boys and Girls Club Inc. and is no longer a coordinated provider since June 2018. He also mentioned that new contracts with all current coordinated providers include updated safety requirements.

Mr. Kolar noted that unmet trips have increased from the previous quarter with the employment and other life sustaining purposes experiencing higher unmet trip totals. He

stated that scheduling for early morning employment based trips have resulted in unmet trip increases, and that many riders seeking trips for other life sustaining purposes frequently turn down alternate ride time options offered to them.

Complaints in the quarter increased slightly, with Mr. Kolar stating that three (3) drivers were terminated for rudeness or behavior issues. He noted the 14 complaints recorded in the quarter were originated from five (5) riders, and that driver performance related to safety (tailgating, vehicle cutoffs, etc.) have been addressed.

Gwen Aubrey related that riders who visit medical offices often experience long wait times in altering their pickup times on the same day. Health care staff may also spend an inordinate amount of time on hold with transit dispatch trying to assist these patients.

Several LCB Members requested an opportunity to tour the Transit dispatch facility. Wendy Scott noted that all LCB members need to be provided this opportunity together as a group, in order to avoid any violation of Florida's Sunshine Law. Chair Ken Doherty suggested that MPO staff contact the County Attorney's office before scheduling a future LCB meeting or tour at the transit facility.

8. Citizen Input

There was no citizen input.

9. Staff Comments

Wendy Scott mentioned that she will be attending the annual Commission for the Transportation Disadvantaged (CTD) Annual Conference and Expo from October 14-17, 2018 in Daytona Beach, Florida.

Gene Klara described some of the potential changes in public transit and urban design envisioned as America begins the transition to autonomous vehicles. He noted that shifts related to autonomous vehicle usage and their evolution could include cameras mounted on traffic signals to monitor pedestrian and bicyclist activity and relay this information to operating autonomous vehicles. Other futuristic concepts Mr. Klara discussed included curbs with sensors to aid autonomous vehicle mobility, stoplights that "talk" to driverless cars describing pedestrian activity and traffic signal timing to the autonomous vehicle, and autonomous buses exchanging information to better coordinate pickup and dropoff of riders and peak transit use timing.

10. Member Comments

Dottie Fulton noted she has ridden in one of the new transit buses recently entered into service and observed the vehicles are well appointed and very comfortable.

Kelley Fernandez reported that the District One Workshop for training related to the 5310, 5311 and 5339 Grant Applications will be held in Ft. Myers on October 3 and Bartow on October 4, 2018. Ms. Fernandez noted that the Workshop will include an overview of new software that agencies will be using to prepare and submit their grant

applications. She noted additional mandatory training has been tentatively scheduled for late November 2018. Ms. Fernandez also stated that triennial reviews for FDOT-related agencies are continuing with 17 of 30 agencies having completed their review. Ms. Fernandez also mentioned that Nicole Mills, P.E., has been named Intermodal Systems Development (ISD) Administrator, noting that she brings 20 years of FDOT experience in project management to the position.

David Wilson discussed several transit issues including a query on how driving routes are determined. He noted that one particular driver seems to utilize routes that reduce passenger pickup and dropoff efficiency. Additional commentary by Mr. Wilson included: a suggestion for more severe penalties for no-shows, the development of a “wait list” for riders who initially cannot schedule a ride due to capacity limits, and enhanced “robo” callback software that could improve real time or near time information for rider return trips. Rick Kolar stated many of these issues raised by Mr. Wilson are currently being researched and reviewed with service improvements always the prevailing goal of the Transit Division.

Suzanne Roberts noted a family member of hers recently used the transit service and found the experience to be very positive and professional.

Many members including Mike Mansfield and Tony Conte noted the national and local shortage of bus drivers many transit and school bus departments are experiencing. Mr. Conte noted that he currently has a need for more drivers and stated that driver training is provided to all accepted applicants.

11. Adjournment

Chair Doherty noted the next LCB meeting is scheduled for November 8, 2018. He adjourned the meeting at 11:06 a.m.