

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

Minutes of the regular meeting held on November 9, 2017 at the East Port Environmental Campus, Training Room B, 25550 Harbor View Road, Port Charlotte, Florida 33980

**MEMBERS PRESENT**

**Alan Skavroneck**, *Local Private for-Profit Transportation Industry Representative (LCB Vice Chair)*

**Mike Mansfield**, *Economically Disadvantaged Representative*

**Debi Stephens**, *FDOT, District One Modal Development Office*

**M. Suzanne Roberts**, *Virginia B. Andes Volunteer Community Clinic (Medical Community Representative)*

**Gwen Aubrey**, *Elderly Interests Representative*

**Cindy Montgomery**, *Regional Workforce Development*

**Joseph Martinez**, *Agency for Health Care Administration (AHCA)*

**Angela Hemstreet**, *Children-at-Risk Representative*

**David Wilson**, *Disabled Representative*

**Dottie Fulton**, *Citizen Advocate-User*

**Cherrelle Rogers**, *Department of Children & Families*

**Jill Mead**, *Public Education-School Transportation*

**ABSENT MEMBERS**

**Commissioner Ken Doherty**, *Charlotte County Commissioner, (LCB Chair)-excused*

**Joseph Sabatino**, *Citizen Advocate-excused*

**Shelby Yelvington**, *Area Agency on Aging-Florida Department of Elderly Affairs*

**Larry Brown**, *Veterans Affairs-excused*

**Bruce Emmerton**, *Division of Blind Services-excused*

**STAFF**

**Wendy Scott**, *MPO Planner*

**Gene Klara**, *MPO Planner*

**OTHERS IN ATTENDANCE**

**Rick Kolar**, *Fleet and Transit Division Manager (CTC)*

**Andrea McDonough**, *Transit Division*

**Zinnia Vargas**, *Fiscal Services*

**Kim Correll**, *Project Starfish*

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

Vice Chair Alan Skavroneck 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**

Kim Correll of Project Starfish noted that riders who use the transit system for employment continue to increase and efforts to grow this segment of transit ridership should continue.

4. **Consent Agenda:**

**A. Approval of Minutes: September 20, 2017 Meeting**

*Mike Mansfield made a motion to approve the Minutes of the September 20, 2017 LCB Meeting. David Wilson seconded the motion, and the motion carried unanimously.*

5. **Approval of LCB Grievance Procedures**

Wendy Scott stated that the Commission for the Transportation Disadvantaged requires the LCB to annually update and approve the LCB Grievance Procedures. She noted that these procedures apply to Transportation Disadvantaged riders and others involved with the Charlotte County TD system. Ms. Scott also noted that to date, no grievance has ever gone forward to the LCB Grievance Board, with grievances instead having been handled at the service provider or mediator level. She noted that Human Services Manager (211 Services) Dr. Faezeh Andrews currently serves as the designated grievance mediator on behalf of the Human Services Department. She stated that the draft 2017 LCB Grievance Procedures reflect only date changes and a required LCB Chair signature.

*David Wilson made a motion to approve the Draft 2017 Charlotte County Transportation Disadvantaged Local Coordinating Board Grievance Procedures. Mike Mansfield seconded the motion, and the motion carried unanimously.*

6. **Quarterly Report**

Rick Kolar stated that during the July through September 2017 reporting period, ridership and revenues were greatly affected by Hurricane Irma, which impacted the region with its landfall on September 10, 2017. He noted that during this weather event, over 1800 special needs trips were provided, with many of these trips used to transport individuals to emergency shelters. Mr. Kolar stated that all the required documentation to receive reimbursement from FEMA (Federal Emergency Management Agency) has been prepared and transmitted.

Mr. Kolar stated that he would be attending a same date meeting in the evening with staff from New Operation Cooper Street. He noted that it may be decided that the organization will no longer be able to provide rides for their afterschool shuttle bus program through a coordinated partner program with County Transit, since it is not

permissible per Federal Transit Administration (FTA) regulation. Mr. Kolar noted that the St. Vincent de Paul-Sacred Heart Church Conference in Punta Gorda has shown interest in becoming a coordinated partner.

Mr. Kolar commented that trips for employment purposes increased during the quarter. Conversely, Mr. Kolar noted that unmet trips decreased during the quarter, which was attributable to the effects of Hurricane Irma in mid-September.

**7. Citizen Input**

There was no Citizen Input

**8. Staff Comments**

Wendy Scott thanked Vice Chair Alan Skavroneck for chairing this LCB meeting, as Chair Ken Doherty had a scheduling conflict.

Wendy Scott noted that the MPO Board at its October 23, 2017 Meeting named Gary Harrell as the MPO Director. Mr. Harrell intends to attend a future LCB meeting.

Ms. Scott stated that she attended an FDOT Civil Rights Training program on November 2, 2017 that was held in Arcadia. FDOT's Debi Stephens was among those hosting the event which included topics on Title VI of the Civil Rights Act, Equal Employment Opportunity, Disadvantaged Business Enterprises, Americans with Disabilities Act and Limited English Proficiency.

Ms. Scott showed attendees two articles on transit development in the Babcock Ranch area, where the first autonomous vehicle transit network in North America is planned. She noted that the company leading this initiative is Transdev, and their efforts focus on providing mobility to residents who do not or choose not to drive, as well as reducing potential accidents and the need for a great number of parking lots.

Gene Klara discussed the continuing annual increase in the purchase and use of electric bicycles or e-bikes. He noted that he visited a local e-bike retail business last month. After a demonstration ride, he quickly realized their potential, especially for use by seniors and the physically challenged. He stated that e-bikes can use all sidewalks, bike paths and roadways in Florida and are generally limited to 750 watts or 1 horsepower. Mr. Klara noted that communities that transport e-bikes have experienced some issues with on board bike racks, with many not being able to handle the additional weight of up to 45 lbs. versus a pedal bike of about 20 lbs. This bike rack issue may arise as more e-bikes are transported by riders of the County Transit system.

Debi Stephens noted that she recently had the opportunity to observe and test use a folding bicycle. The bike folds to a size that could fit into an airline overhead bin.

**9. Member Comments**

David Wilson listed some observations he has made while scheduling appointments and riding on County Transit. He described recent improvements with dispatcher appointment scheduling. He discussed driver distraction with paperwork during vehicle operation. Mr. Wilson also commented on the need to improve bus access options at housing developments with access restrictions. He suggested that County Transit consider allowing pickups to be scheduled during half-hour intervals, rather than the current on the hour only pickup schedule, in order to reduce long passenger wait times. Rick Kolar noted he would evaluate if on the half-hour pickups for passengers could be implemented. Mr. Wilson also stated that he considered the County's 211 telephone information access program very effective.

Dottie Fulton agreed with David Wilson that a pickup schedule for riders on the half hour would greatly reduce rider wait times. She noted that some newer drivers do not appear to recognize and understand when passengers are needing assistance as they board and exit a bus or van. Other LCB members suggested that passengers need to ask for assistance if desired.

Debi Stephens stated that FTA transit program grants will be finalized and recipients notified by late November 2017.

Suzanne Roberts and Vice-Chair Skavroneck wished members and staff a safe and enjoyable holiday season and New Year.

**10. Adjournment**

Vice-Chair Skavroneck stated that the next LCB Meeting is scheduled for January 11, 2018 and adjourned the meeting at 10:51 a.m.