

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, 5th Floor
3299 Tamiami Trail East, Naples, FL 34112
May 1 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. Hansen called the roll and confirmed a quorum was present.

Members Present

Brett Nelson, Children at Risk
Carmen Henry, Southwest Florida Regional Workforce Development Board, Vice-Chair
Pa Houa Lee-Yang, Florida Association for Community Action
Dylan Vogel, Citizens Advocate/User
Gabrielle Galanti, Local Medical Community
Lisa O’Leary, Fla. Dept. of Edu./Div. of Vocational Rehab Services
Michael Stahler, Florida Agency for Health Care Administration
Oscar Gomez, Veterans Services
Tabitha Larrauri, Fla. Dept. of Children and Family Services
Tony Pernas, MPO Board member, Everglades City, LCB Chair
Todd Engala, Florida Dept. of Transportation
Charles Lascari, Rep. of Disabled

Members Absent

John Lambcke, Collier Schools Transportation Director
Leah Watson, Agency for Persons with Disabilities
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs

MPO Staff

Dusty Hansen, Senior Planner
Sean Kingston, Principal Planner

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
Jacob Stauffer, Collier Area Transit

B. Pledge of Allegiance

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

None.

3. APPROVAL OF AGENDA

Ms. Larrauri moved to approve the agenda. Mr. Engala seconded. Passed unanimously.

4. APPROVAL OF MEETING MINUTES

A. Approval of March 6, 2024 Annual Public Workshop Meeting Minutes

Ms. Henry moved to approve the Annual Public Workshop Meeting Minutes for March 6, 2024. Mr. Stahler seconded. Passed unanimously.

B. Approval of March 6, 2024 Regular Meeting Minutes

Mr. Stahler moved to approve the Regular Meeting Minutes for March 6, 2024. Mr. Vogel seconded. Passed unanimously.

5. BOARD ACTION

A. Review, Approve and Endorse Annual Update to the LCB Bylaws

Ms. Hansen said that the Transportation Disadvantaged (TD) Planning Grant requires the Bylaws to be updated annually. One substantive change being proposed was in Section 5, Termination of Membership, which had been revised to say that when an LCB member resigns, they provide written notice to the Chairperson or the Collier MPO. The revisions also included an update to the current MPO Board Chair and the date of adoption. The remaining revisions were stylistic and grammatical corrections. Staff was seeking endorsement of the updated LCB bylaws and to authorize the LCB Chair to sign the updated bylaws.

Mr. Vogel reminded everyone that the September meeting would likely be his last LCB meeting, as he plans to move out of Collier County in November.

Ms. Lee-Yang moved to approve and endorse the Annual Update to the LCB Bylaws Ms. Larrauri seconded. Passed unanimously.

B. Endorse the TD Planning Grant Application for FY 2024/2025 and Authorizing Resolution

Ms. Hansen said that every year the MPO files a grant application for the Transportation Disadvantaged (TD) Planning Grant for Collier County. The TD Grant Application is required to be filed by July 1, 2024. The grant amount for FY 2024/2025 is \$30,780, and would be updated, if necessary, upon final action of this year's State Legislature. The funds would be used for the Collier MPO to conduct LCB activities, including completion of the Transportation Disadvantaged Service Plan Minor Update, Annual

Community Transportation Coordinator Evaluation, staff management of LCB and support at LCB meetings, legal advertisement of LCB meetings, conducting the annual Public Workshop, LCB training, review of LCB bylaws, grievance procedures, reports, and staff attending TD Training Events and TD Commission meetings. The grant application and MPO Resolution would be submitted to the MPO Board for approval at their May 10, 2024 meeting, followed by submission to the TD Commission by June 30, 2024 to receive funding. Staff was seeking LCB endorsement of the TD Grant Application. The application would be for the MPO to assist the Community Transportation Coordinator (CTC) with directives for them to get a trip and equipment grant. It would be directed for the planning between the MPO and commission for TD.

Ms. Henry moved to endorse the TD Planning Grant Application for FY 2024/2025 and Authorizing Resolution. Ms. Larrauri seconded. Passed unanimously with Mr. Engala abstaining from voting.

C. Approve the Community Transportation Coordinator Annual Evaluation

Ms. Hansen said that the LCB was to review and approve the Community Transportation Coordinator (CTC) Evaluation every year. The Public Transit and Neighborhood Enhancement (PTNE) Division, on behalf of the Board of County Commissioners, is designated to act as the CTC for Collier County. The MPO's Transportation Disadvantaged Planning Grant with the Commission for Transportation Disadvantaged (CTD) requires that the MPO and LCB conduct an annual Evaluation of the CTC. The Evaluation includes examining the CTC's compliance with the applicable Florida law, CTD standards, and local standards set forth in the Transportation Disadvantaged Service Plan.

Ms. Hansen reviewed the CTC Evaluation and provided a presentation on key elements, findings and recommendations. [A copy of the presentation can be obtained by contacting Collier MPO.]

A group discussion followed, and it was mentioned that the CTC Evaluation survey respondents were enthusiastic to complete the survey and share their experiences. Comments included issues with pick-up and drop off times, but the consensus of survey respondents was appreciation for the service.

Ms. Henry moved to approve the Community Transportation Coordinator Annual Evaluation and Mr. Lascari seconded. Passed unanimously with Mr. Engala abstaining from voting.

6. REPORTS & PRESENTATIONS

A. CTC Quarterly Report

[The CTC's Quarterly Report was provided as a handout, as it was not finalized by the time that the agenda packet was distributed. A copy of the report can be obtained by contacting Collier MPO.]

Mr. De Leon went over the report, mentioning that to maintain efficiency, Collier Area Transit reviews the statistics of service. The CTC services an average of 1.7 passengers per hour with approximately seven percent of scheduled rides resulting in passenger no-shows, adding mileage to vehicles. CAT confirms trips with passengers and makes calls in effort to be effective with resources. 89 percent of trips are employment and medical related, and statistics show that pick-ups maintained a 30-minute on-time window.

Mr. De Leon provided a presentation on the CTC's budget. [A copy of the presentation can be obtained by contacting Collier MPO.] CATConnect is funded through two programs, The Americans with

Disabilities Act (ADA) through federal funding, and the Transportation Disadvantaged (TD), which is funded through a state Trip and Equipment Grant. CAT receives an allocation of \$760,000 annually for all TD trips, covering approximately 5,000 trips. This year CAT is exceeding its TD budget of 10,000 trips. Federal ADA requirements don't allow CAT to cap service. TD has a prioritization that can be put into place. For the first six months of operation, the service exceeded budget by \$50,000, necessitating a control on spending within the guidelines. A way to work this is to reduce trips, so the cap could be absorbed by prioritizing trips and limiting personal business trips. Ridership continues to increase, and every year CAT increases service with the same budget. CAT would be looking to institute trip prioritization in the next 30 days, including an educational campaign on the two different funding programs so people understand why CAT is implementing trip prioritization. 60 percent of trips are subscription trips, so passengers don't have to call every time, which helps manage larger agencies. CAT will be documenting how many trips are denied and will share the statistics. This may have a negative impact on riders, but it will improve reliability.

A group discussion followed, mentioning that rider origin and destination dictates which funding source (TD or ADA) is used for the ride, CAT would be continuing to look for compensatory funding, and that there is a learning curve with the CAT app, and some riders might need more guidance on how to use it.

B. MPO Quarterly Progress Report

Ms. Hansen said that some of highlights of the MPO's TD Planning Grant activities for the last quarter were the attendance at the annual Lighthouse for Blindness & Vision Loss Vision Fair by three MPO staff members, coordinating the application to fill an LCB vacancy resulting in the appointment of Mr. Lascari, coordination and management of the March 6, 2024 LCB Annual Public Workshop and regular meeting, and distributing workshop flyers to public offices and agencies, updating LCB new member training material for accessibility, and substantially completing the CTC Evaluation.

C. FDOT Report

Mr. Engala said that all the public transit grant agreements for FY 23-24 had gone out to agencies for execution concerning production. The due date for FY 24-25 FTA Sections 5310, 5311, and 5339 public transportation grant applications was February 15, 2023. Thirty-six applications were received and the update to the department award recommendation would be provided when available. The State had received the funding, and it would be allocated to the Districts. He also mentioned that two training opportunities were available: the 2024 FPTA/FDOT/CUTR Professional Development Workshop & Transit Safety and Operations Summit from June 3-5, 2024, and the FPTA/CTD Annual Conference and Expo from September 22-25, 2024. FDOT triannual reviews for those receiving 5310, 5311, 5339 grants were in progress to review funding allocation usage, operations, and equipment.

Mr. Engala announced two staff updates, mentioning that he would be serving as FDOT District One Interim Coordinator, and new staff member, Stacey Booth would be serving as Transit Project Coordinator for Sarasota-Manatee and Collier and would likely be at the September 4, 2024 LCB meeting. FDOT's Candace Monroy had moved to Lee County and would no longer serve as an alternate Collier MPO LCB member.

7. OTHER BUSINESS

None.

8. DISTRIBUTION ITEMS

8.A. Updated LCB Membership Roster

The item had been distributed.

9. BOARD MEMBER COMMENTS

Mr. Lascari thanked the LCB and MPO for inviting him to participate as an LCB member, and wanted to note that he appreciated the CATConnect service, which helps him get around as a disabled person.

Chair Pernas mentioned that there were still some LCB vacancies, and invited members to share information about the Board with members of the public who could qualify for the seats.

10. NEXT MEETING DATE

September 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 2:33 p.m.*