

**Lee County Transportation Disadvantaged  
Local Coordinating Board**

**10:00 a.m., November 2, 2022**  
815 Nicholas Pkwy East, Cape Coral FL  
[www.leempo.com](http://www.leempo.com)



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## AGENDA

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### Call to Order

### Pledge of Allegiance

### Introductions

1. \*Approval of the Minutes from the September 7, 2022 Meeting
2. Public Comments on Items on or not on the Agenda
3. \*Election of a Vice Chair (Brian Raimondo)
4. \*Review and Approve LeeTran's Annual Operating Report FY 2021/22 (Brian Raimondo)
5. \*Review and Approve Annual Expenditure Report FY 2021/22 (Brian Raimondo)
6. \*Endorsement of FTA Grant Applications for Operating and Capital Assistance (Brian Raimondo)
7. Program Updates (Brian Raimondo)
  - CTC Evaluation
  - Update to TDSP
8. CTC Updates and Reports
  - Operator Payments
  - Ridership and complaints
9. Member Comments

### Adjournment

**Next Meeting: March 1, 2023**

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\*Action Items    \*May Require Action

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## Minutes

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### Call to Order

The in-person LCB meeting was called to order by Chair Jessica Cosden at approximately 10:02 a.m. The Pledge of Allegiance was recited.

### Introductions

Those in attendance introduced themselves. MPO staff recorded the roll. There was a quorum.

Those members in attendance included:

A Representative of:	Voting Members	Agency	Alternates to Voting Members	Agency
An elected official from the MPO Board to serve as the official Chairperson.	Jessica Cosden (Present)	City of Cape Coral	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Michelle Peronto (Absent) Candice Monroy (Present)	FDOT	Dale Hanson (Absent) Paul Simmons (Absent)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Bryan DeLaHunt (Absent)	DCF	Nicole Negron (Present)	DCF
C. A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible	Roger Lloyd (Absent)	Lee County School Board	David Rivera (Absent)	
D. In areas where they exist, a local representative of the Division of Vocational Rehabilitation Services or the Division of Blind Services, representing the Department of Education	Adam Long (Absent)		Shantel Chapman (Absent)	
E. A person recommended by the local Veterans Service Office, representing Veterans of the county	James Lear (Present)		Andrew Satterelee (Absent)	

F. A person recognized by the Florida Association for Community Action representing the economically disadvantaged	Mariel Orengo (Absent)	Lee County Human Services	Kellie-Ann Torres (Absent)	
G. A person representing the Elderly in the county	Steve Henry (Present)		(Vacant)	
H. A person with a disability representing the disabled in the county	Paul Lewis (Present)		(Vacant)	
I-1. [One of Two] Citizen Advocates in the County	(Vacant)		(Vacant)	
I-2. [One of two] Citizen Advocates this one must be a person who uses the transportation service(s) of the system as their primary means of transportation.	Kathleen Hoover (Present)		(Vacant)	
J. A local representative for children at risk	Juliana Whitaker (Absent)		Vacant	
K. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit Systems Board, except in cases where they are also the Community Transportation Coordinator.	N/A		N/A	
L. A local representative of the Florida Department of Elder Affairs	Vacant	Area Agency on Aging	Vacant	Area Agency on Aging
M. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the CTC.	Michael Griffin (Absent)	SWFL Transportation	Ryan Williams (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Alana Watson (Absent)	AHCA	Signe Jacobson (Absent) Lonnie Thompson (Absent)	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Jah-Mau Lambert (Absent)	Career Source SWFL	Vacant	Career Source SWFL
P. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, hospitals, local health department or other home and community based services, etc.	Heidi Shoriak (Absent)	Lee Health Systems	Jenn Souvannasinh (Present)	Lee Health Systems
Q. A representative of the Agency for Persons with Disabilities	Leah Watson (Present)	Agency for Persons with Disabilities	Donna Fain (Absent)	Agency for Persons with Disabilities

Also in attendance: Carlos Menjivar and Ranice Monroe with LeeTran; Carmen Henry with Career Source; Richard Perdue and Elita Rivera with Lee County Schools; and Brian Raimondo and Don Scott with the Lee County MPO.

**Agenda Item #1 - \*Approval of the Public Workshop Minutes from May 4, 2022**

**Ms. Kathleen Hoover made the motion to approve the Public Workshop Minutes from May 4, 2022. Ms. Nicole Negron seconded the motion. There were no objections, and the motion passed unanimously.**

**Agenda Item #2 - \*Approval of the Regular Business Meeting Minutes from May 4, 2022**

**Mr. Paul Lewis made the motion to approve the Regular Business Meeting Minutes from May 4, 2022. Mr. James Lear seconded the motion. There were no objections, and the motion passed unanimously.**

**Agenda Item #3 - Public Comments on Items on or not on the Agenda**

There were no public comments on items on or not on the agenda.

**Agenda Item #4 - \*Review and Approve Bylaws**

Mr. Brian Raimondo presented this agenda item for the review and approval of the LCB Bylaws update. The Bylaws update was included in the agenda packet and [posted to the MPO website](#). He explained the process and the changes. Chair Cosden asked if there were any questions or a motion.

**Ms. Nicole Negron made the motion to approve the LCB Bylaws. Mr. James Lear seconded the motion. There were no objections, and the motion passed unanimously.**

**Agenda Item #5 - \*Review and Approve LeeTran's Annual Operating Report**

Chair Cosden noted this item will be tabled. Mr. Brian Raimondo explained that LeeTran was still working on this agenda item, and it would be brought back at a later meeting to be approved by the LCB.

**Agenda Item #6 - \*Review LeeTran's FY 2022-23 Rate Model**

Mr. Brian Raimondo presented this agenda item for the review and approval of the LeeTran FY 2022/23 Rate Model that has been approved by the Commission for the Transportation Disadvantaged. Information on the rate model was included in the packet and [posted to the MPO website](#). Chair Cosden asked if there were any questions or a motion.

**Ms. Nicole Negron made the motion to approve LeeTran's FY 2022-23 Rate Model. Ms. Candice Monroy seconded the motion. There were no objections, and the motion passed unanimously.**

**Agenda Item #7 - +Review LeeTran's Trip/Equipment Grant**

Mr. Brian Raimondo presented this agenda item for the review and endorsement of LeeTran's Trip/Equipment Grant. This information was provided in the agenda packet and [posted to the MPO website](#). He explained the grant, timeline, and the LCB's role in endorsement. Chair Cosden asked if there were any questions or a motion to endorse.

**Ms. Kathleen Hoover made the motion to endorse LeeTran's Trip/Equipment Grant. Mr. Paul Lewis seconded the motion. There were no objections, and the motion passed unanimously.**

## **Agenda Item #8 - CTC Updates and Reports**

Mr. Carlos Menjivar with LeeTran presented this agenda item on CTC updates and reports. He reviewed the information on ridership and complaints that was attached to the agenda packet and [posted to the MPO website](#). The committee discussed different types of trips and how they are counted, example of shared rides, reservation documentation and separation in the LeeTran system, trip lengths, intercity travel time frames, local examples of intercity travel trips, example in other area, explanation of eligibility process, information in rider guide, examples of trips in Lee County, average TD trip mileage, impacts of delays, specification of requested or anticipated drop-off time in addition to pick-up time, adjusting to and notification of known delays, presentations on ADA or TD from LeeTran at next public workshop or next meeting, reservation hold time, increase in calls to LeeTran, hiring new employees for customer service, honesty in relaying pick-up times, reporting incidents immediately, report of minor Passport accident posted on Facebook, and providing additional information to LeeTran staff.

## **Agenda Item #9 - Members Comments**

Mr. Paul Lewis commented on LeeTran's fixed route service and ensuring lighting at all shelters. Ms. Candice Monroy provided FDOT's report with updates on Fiscal Year 2022 grant applications and cycles, Fiscal Year 2023 webinars, grant application deadline, training opportunities, triennial reviews, and Mobility Week. Mr. James Lear commented on large vehicle accidents with objects and noncompliance with City Code. Chair Cosden thanked everyone for attending. Mr. Raimondo noted the next meeting date of November 2, 2022. He added that bicycle maps were available.

**The meeting was adjourned at approximately 10:40 a.m.**

**An audio recording of the entire meeting can be accessed at the following link: [LCB Audio 09/07/22](#)**

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## **Election of a Vice-Chairperson**

**RECOMMENDED ACTION:** Elect a Vice-Chairperson.

Currently, Michael Griffin is the LCB Vice-Chair.

Pursuant to the By-Laws of the LCB under ARTICLE IV, Section A, Paragraph 2, the election for the Vice-Chairperson shall be at the last regularly scheduled meeting of the year.





## **Review and Approve the CTC AOR for FY 2021/22**

**RECOMMENDED ACTION: Review and Approve the CTC's Annual Operating Report.**

Rule 41-2.011(4), *Florida Administrative Code*, requires the Community Transportation Coordinator (CTC) to prepare and submit an Annual Operating Report (AOR) to the Local Coordinating Board for its review, and then to submit the AOR to the Commission for the Transportation Disadvantaged (CTD) by September 15<sup>th</sup> each year.

The AOR itemizes information relating to the transportation services delivered by the coordinator, and allows the Local Coordinating Board to develop a thorough understanding of the coordinated transportation disadvantaged program in the service area. The report also provides the CTD a uniform state-wide data base which is used to monitor the effectiveness and efficiency of the program. Using a formula, the CTD uses the AOR to distribute the Transportation Disadvantaged (TD) Trust Funds to the CTC. The CTD also compiles the AORs from the coordinators into the Annual Performance Report.

The AOR is due to the CTD by September 15<sup>th</sup> and can be reviewed before or after that deadline.



## Review and Approve the AER for FY 2021/22

**RECOMMENDED ACTION:** Review and approve the Annual Expenditure Report (AER).

The Lee County Metropolitan Planning Organization is required under Florida Statutes (427.016(c)) to provide the State of Florida with a summary of direct local and federal funds (**excluding state funds**) that are used by both public and private agencies for the purposes of providing transportation for the disadvantaged. This pertains to any local or federal funds that are received **directly** by an agency and therefore should not include those funds that are received **indirectly** from the local, state, or federal sources. We requested assistance in obtaining this funding information for the past fiscal year (FY July 1, 2021/June 30, 2022). The attached form was sent to the TD Commission prior to September 15, 2022.



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
ACTUAL EXPENDITURE REPORT FORM**

Lee County, FL

(Do not report funds from state agency sources)

COUNTY: Lee County  
DUE: September 15, 2022

<b>Coordinated Transportation</b>			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
865888.00	25375.00	102688.00	753

<b>Transportation Alternatives</b>			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
0	0	0	0

<b>Other</b>			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
0	0	0	0

**Endorsement of the FTA Grant  
Applications for Operating and Capital Assistance**

**RECOMMENDED ACTION:** Review FTA Grant applications and determine if they help the coordinated system.

Annually, the FDOT provides money for FTA Grants that the CTC, transit, or other transportation providers may apply for. The FDOT requires each LCB to review and endorse the grant applications.

