

**Lee County Transportation Disadvantaged
Local Coordinating Board**

10:00 a.m., November 1, 2023
815 Nicholas Pkwy East, Cape Coral FL
www.leempo.com



AGENDA

Call to Order

Pledge of Allegiance

Introductions

1. *Approval of the Minutes from the September 6, 2023 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 2022/23 (Brian Raimondo/LeeTran)
5. +Review and Approve Annual Expenditure Report FY 2022/23 (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 6, 2024

*Action Items *May Require Action

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045

Minutes

Call to Order

The in-person LCB meeting was called to order by Chair Jessica Cosden at approximately 10:00 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 (Present)	DCF	Vacant	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) Richard Perdue (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)		Vacant	
E. A person recommended by the local Veterans Service Office, representing Veterans of the county	James Lear (Absent)		Jeff Barkley (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	Derek Felder (Present)		(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 (Absent)		(Vacant)	
J. A local representative for children at risk	Tracy Filla (Present)		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 (Present)	SWFL Transportation	Ryan Williams (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Michael Stahler (Present)	AHCA	Vacant	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Carmen Henry (Present)	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.	Ambar Rodriguez (Absent)	Lee Health Systems	Brittini Vizcaino (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: Ranice Monroe, Virginia Walters, and Toni Fritzo with LeeTran; Jennifer Charles 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 3, 2023

Mr. Derek Felder made the motion to approve the Public Workshop Minutes from May 3, 2023. Mr. Steve Henry seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #2 - *Approval of the Regular Business Meeting Minutes from May 3, 2023

Mr. Derek Felder made the motion to approve the Regular Business Meeting Minutes from May 3, 2023. Mr. Steve Henry 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 updates. The LCB Bylaws updates staff report was included in the agenda packet and [posted to the MPO website](#). Mr. Raimondo reviewed the changes. Chair Cosden asked if there were any questions or comments. There were none. Chair Cosden asked for a motion.

Mr. Derek Felder made the motion to approve the LCB Bylaws. Ms. Carmen Henry seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #5 - *Approval of LeeTran's Annual Operating Report (AOR) for FY 2022/23

Mr. Brian Raimondo noted this agenda item was tabled until the next LCB meeting on November 1, 2023. He referred to the information on the AOR that was included in the packet and [posted to the MPO website](#). Chair Cosden asked if a motion was needed to table. Mr. Raimondo replied no. There were no comments or questions.

Agenda Item #6 - *Review and Approve LeeTran's FY 23/24 Rate Model

Mr. Raimondo presented this agenda item for the review and approval of LeeTran's FY 23/24 Rate Model. Ms. Virginia Walters provided additional information on the item. The rate model was attached to the agenda packet and [posted to the MPO website](#).

Mr. Derek Felder made the motion to approve LeeTran's Rate Model. Mr. Paul Lewis seconded the motion. There were no objections, and the motion passed.

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

Mr. Raimondo presented this agenda item for the review and approval of LeeTran's Trip/Equipment Grant. Ms. Walters provided additional information on the item. The grant was attached to the agenda packet and [posted to the MPO website](#). Chair Cosden asked for a motion to endorse the grant.

Mr. Steve Henry made the motion to endorse LeeTran's Trip/Equipment Grant. Ms. Carmen Henry seconded the motion. There were no objections, and the motion passed.

Agenda Item #8 - TDSP Update

Mr. Raimondo introduced this agenda item and explained the Transportation Disadvantaged Service Plan and update. There was a brief discussion on the different applications for LeeTran services, the differences between ADA and transportation disadvantaged services, transportation disadvantaged eligibility, billing and copays, hierarchy and changes, categories and percentages of trips, funding, process for qualification, different options and additional resources, local examples of families in need, prioritization, changes to TDSP document, Federal laws and restrictions related to ADA, other funding sources, public involvement, minor changes made to document, and action needed. The updated document was attached to the agenda packet and [posted to the MPO website](#).

Mr. Derek Felder made the motion to approve the TDSP Update. Ms. Leah Watson seconded the motion. A roll call vote was taken with all in favor, and the motion passed.

Agenda Item #9 - CTC Updates and Reports

Mr. Raimondo explained the agenda item. Ms. Walters with LeeTran presented this agenda item on CTC updates and reports and reviewed the information that was attached to the agenda packet and [posted to the MPO website](#). There was a brief discussion on report data, attainment, goals, funding, drop-off and pick-up times, and report format.

Agenda Item #10 - Members Comments

Members comments included a request from Ms. Brittini Vizcaino for the prior presentation on requirements given at the May LCB meeting, an FDOT report provided by Ms. Candice Monroy, an inquiry from Mr. Paul Lewis on member attendance, an explanation from Mr. Raimondo on staff coordination with members on attendance, and additional information from Mr. Raimondo on MPO meeting/LCB procedures and alternates.

Chair Cosden noted the next meeting date of November 1, 2023. She thanked those present for attending.

The meeting was adjourned at approximately 11:05 a.m.

An audio recording of the entire meeting can be accessed at the following link: [LCB Audio 09/06/23](#)

*Action Items *May Require Action

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

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 AER for FY 2022/23

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. Through the distribution of the attached letter to local agencies, we requested assistance in obtaining this funding information for the past fiscal year (FY July 1, 2022/June 30, 2023). Based on the tabulation of the responses, the attached form was filled out and sent to the TD Commission prior to the deadline of September 15, 2023.



P.O. Box 150045, Cape Coral, Florida 33915-0045 • (239) 330-2240 • www.leempo.com

August 28, 2023

RE: Local Government and Direct Federal Funds for Transportation Services

Dear Sir or Madam,


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 your agency and therefore should not include those funds that are received **indirectly** from the local, state, or federal sources. We are requesting your assistance in obtaining this funding information for the past fiscal year (FY July 1, 2022/June 30, 2023).

The information request is on the next page. Lee County's Community Transportation Coordinator or Coordinated Transportation is LeeTran. Transportation Alternatives would be Cape Coral Mini Bus or private buses, etc. The Other category could include alternatives such as Uber or Lyft.

Your response to this request, or simply to state that it is not applicable to your agency, is needed by September 11, 2023. Please submit your information back to us via email at braimondo@leempo.com or fax at 239-790-2695. Should you have any questions regarding the request, please contact Brian Raimondo at the Lee County MPO at 239-330-2240.

Your assistance in this matter is greatly appreciated.

Sincerely,



Representative

Brian Raimondo
Senior Planner
Lee County MPO



COMMISSION FOR THE TRANSPORTATION DISADVANTAGED ACTUAL EXPENDITURE REPORT FORM

Do not report funds from state agency sources.

COUNTY: Lee County, FL
DUE: September 11, 2023

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital



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

Do not report funds from state agency sources.

COUNTY: Lee County, FL
DUE: September 15, 2023

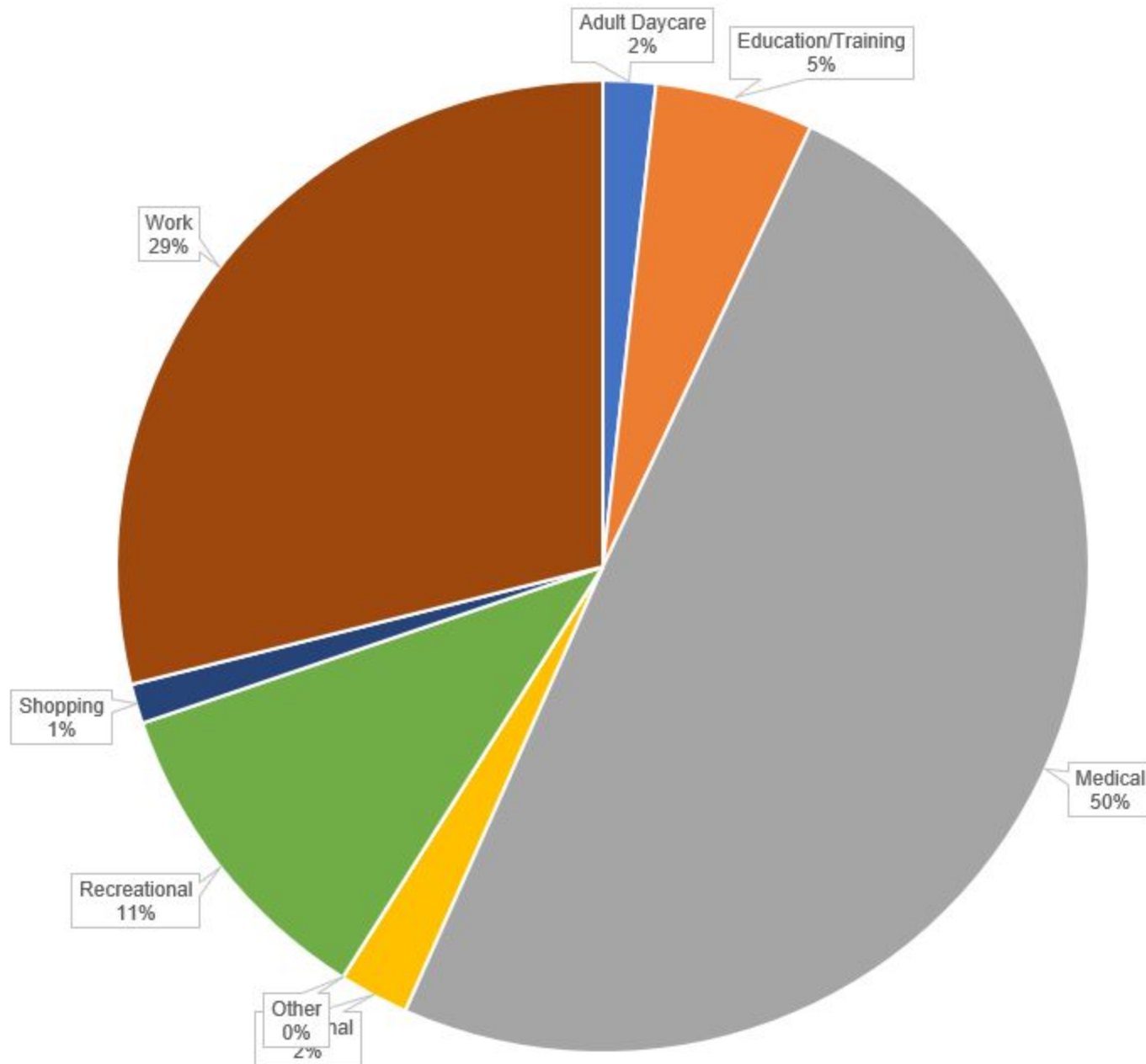
Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$946,924	27,251		

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

TD Trip Purpose - July 2023 to September 2023

■ Adult Daycare ■ Education/Training ■ Medical ■ Nutritional ■ Other ■ Recreational ■ Shopping ■ Work



TD Demographics - July 2023 to September 2023

■ Disabled ■ Elderly ■ Low Income

