

**METROPOLITAN PLANNING ORGANIZATION BOARD  
EXECUTIVE COMMITTEE**

**2:00 p.m., December 12, 2018**  
Cape Coral Public Works Building  
815 Nicholas Pkwy E, Cape Coral, FL  
Green Room/A200



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**MEETING MINUTES**

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**The meeting was called to order by Chair Tracey Gore at 2:00 p.m.**

**The roll was called. There was a quorum. Those MEC members in attendance included Town of Fort Myers Beach Mayor Tracey Gore, City of Cape Coral Councilmember Jessica Cosden, Village of Estero Mayor Jim Boesch, City of Sanibel Mayor Kevin Ruane, and Lee County Commissioner Brian Hamman. Others in attendance included MPO Legal Counsel Derek Rooney; Alan Mandel with Good Wheels; Johnny Limbaugh with Wright Construction; and MPO staff Don Scott and Calandra Barraco.**

**New Business**

**Agenda Item #1 - Public Comments on New Business Items**

There were no public comments on new business items.

**Agenda Item #2 - \*Review and Approval of the November 14, 2018 Meeting Minutes**

**Commissioner Hamman made the motion to approve the November 14, 2018 Meeting Minutes. Mayor Kevin Ruane seconded the motion. There were no objections. The motion passed unanimously.**

**Agenda Item #3 - Review and Comment on the Office of Inspector General (OIG) Audit report**

Mr. Don Scott presented this agenda item for the review of and comment on the OIG Audit report. He said the Office of Inspector General (OIG) has been conducting an audit on the MPO since last December. He added the Staff from the OIG's office conducted an in person interview back in February and MPO staff provided the requested items for review throughout the audit review process. He noted the OIG just submitted a final draft to the MPO and has provided twenty days to respond. The OIG Audit was attached to the agenda packet. He mentioned MPO staff has revised some of the MPO activities/procedures in response to the draft comments we discussed back in September. He reviewed the issues including costs outside of the agreement explaining that there used to be a twenty five year contract and then it was changed to a two year contract so this has only become an issue recently. He added this means insurance, copier lease, IT services, and numerous other charges will have to be pro-rated to only cover the corresponding contract period. Mr. Scott also mentioned the FTA/JPA reimbursement issue that was related to LeeTran timesheets not in the exact time frames of the invoices and said there is a written procedure to cover that now. He then discussed the approval of his time sheets, noting the OIG wanted someone that was not a subordinate to sign off on them. Mr. Scott said a written procedure will be developed for allowable costs, and he has updated the inventory list and policies and procedures to match OIG's request. Mr. Scott said he will bring back the policies when he has a draft and the final comments and recommendations. He asked the Executive Committee who they would like to have sign off on his time sheets. Mayor Ruane suggested this is usually something that the Treasurer would do, and it could be done via email. He asked what the end result of signing off on the time sheets would be. Mr. Scott said it is ultimately for the auditors. Chair Gore agreed that the Treasurer should be the one to sign off. Mr. Scott also agreed. Mr. Derek Rooney noted that these rules have been in place since 2014 but now 200 CFR is being enforced with guidance, but the MPO is free to do what they would like within the constraints of that guidance. He said the Executive Committee could place the

Treasurer first in line for approval and then the Chair and Vice-Chair. Mayor Ruane agreed with this. Chair Gore also agreed, Commissioner Hamman asked when the draft policies will come back for review. Mr. Scott replied at the next meeting after we have the final recommendations. Commissioner Hamman asked if Mr. Rooney will review the policies before they come back to the Executive Committee. Mr. Scott replied yes.

#### **Agenda Item #4 - Review and Comment on the FDOT Tentative Work Program**

Mr. Don Scott presented this agenda item for the review of and comment on the Draft Tentative FDOT Work Program for FY 2019/2020 through FY 2023/2024. The Work Program was also attached to the agenda packet. The project additions, re-schedulings and deletions list was also attached to the agenda packet, but Mr. Scott handed out an updated list at the meeting. He noted the work program document covers the fiscal years 2020 through 2024 and is developed consistent with FDOT's plans and project priorities, the MPO's project priorities, and the available funding. He said the bottom line is there is less funding available. He said FDOT will officially present the Work Program on Friday at the MPO Board meeting. Mr. Scott then reviewed the STP and State funded priority list. Chair Gore questioned the project limits for the San Carlos project and asked when it will be completed. Mr. Scott replied design is in the first year and construction in the second. He continued his presentation with a slide on Bike Ped priorities and noted only the highlighted items on the list had been funded. He also reviewed the Safe Routes to Schools priority list. He then reviewed the updated list of additions, reschedulings, and deletions. He discussed the revenue estimating committee's summary that he also handed out to the Executive Committee. Mr. Johnny Limbaugh noted there were a large amount of projects that are unfunded. Mr. Scott added that the vehicle miles travelled is up. Chair Gore asked if there was anything additional on this item. Mr. Scott replied no, and reiterated that FODT will present the Work Program at Friday's meeting. There was a brief discussion on how many projects were on the list and have been for a long period of time.

#### **Agenda Item #5 - Discuss the Transportation Disadvantaged Program Funding Priorities and Issues**

Mr. Don Scott introduced Mr. Alan Mandel with Good Wheels to discuss the Transportation Disadvantaged Program funding priorities and issues. Mr. Scott noted the priorities are set by the Transportation Disadvantaged Local Coordinating Board (LCB). Mr. Mandel said the Good Wheels funding for this year and last year increased from \$76,000 to \$108,000 a month as funds were redistributed from funding that was returned from Broward County. He said, in addition, the Commission for the Transportation Disadvantaged used a different allocation formula that also helped increase the funding. He said if this additional funding is not replenished from another source and the new allocation formula is not approved, Good Wheels may receive less funding and be forced to provide transportation to fewer disadvantaged residents in Lee County. Mr. Mandel said most people on the program are the top priority of dialysis and chemotherapy and due to lack of funding Good Wheels is not getting much further down the list to help others who may need transportation. He said the state needs to know that there is a funding shortage in Lee County. He said he has already been in contact with Senator Passidomo and Representative Ray Rodrigues. Mayor Jim Boesch asked when Mr. Mandel will know the exact amount of funding. Mr. Scott said at the end of session. Councilmember Cosden questioned if the situation is equally dire in other areas. Mr. Mandel replied yes and those other areas should also be asking for help like he is. Mr. Mandel said this is partially due to the fact that Florida is a nice place to live year round, and it has a large elderly population. Mr. Mandel also noted that 2018 funding still had not been received. Mayor Ruane said the rising cost of health care consumes the budget, and it will be a challenge to get additional funding. Chair Gore asked how Mr. Mandel decides who gets funded. Mr. Mandel said there is an application process that must show they are not Medicaid eligible yet also have a need and lack of other transportation source. There was a brief discussion on fluctuating levels of residents in southwest Florida. Chair Gore asked if funds are received from the different municipalities in Lee County. Mr. Mandel said, in addition to

Lee County, the City of Fort Myers and the City of Cape Coral donate. Mayor Ruane suggested getting the local food pantries and retirees involved in providing trips like they do on Sanibel. Chair Gore asked if there were any additional comments on this item. Mr. Mandel mentioned the pass through funds that would go from Good Wheels to the MPO.

#### **Agenda Item #6 - Provide Input on an Outreach Education/Safety Information Workshop for the Public**

Mr. Scott presented this agenda item to provide information and gather input on putting together an education and safety workshop for the public. He said this is a follow up item from the discussion at the June MPO Board meeting about what education materials were available regarding round-a-bouts to help inform the public of the benefits. He added that discussion also went into what outreach materials are available for the soon to be built Continuous Flow Intersection, the Diverging Diamond Interchange, HAWK signals on US 41, bike boxes, distracted system users, and traffic laws. Mr. Scott said the MPO staff and Committee members have been discussing various ways that we might be able to increase the outreach and education opportunities, like a workshop, YouTube video, handouts, and/or a website posting. Mr. Scott added the Dangerous by Design report will be out in January again and hopefully we are not at the top of the list like last year. Chair Gore asked if the outreach would be general or more specific. Mr. Scott said it would be more general. Chair Gore questioned if people would attend. Councilmember Cosden suggested they would come if the issue was pointed and relevant. Commissioner Hamman suggested partnering with the School District to work in the classes and take advantage of the captive audience. Chair Gore mentioned there is currently a physical education teacher on Fort Myers Beach that does this. Commissioner Hamman also suggested partnering with the senior centers. Mr. Scott said the goal is to be more proactive due to issues that are coming up. Chair Gore asked if Mr. Scott received the direction he was looking for. Mr. Scott replied yes and said he would bring the item back after he has developed it more.

#### **Agenda Item #7 - Review of the upcoming MPO Agenda**

Mr. Scott reviewed the MPO Board agenda that was attached to the packet and shown as a slide at the meeting. He noted the MPO Board packets had already been mailed and emailed. Mr. Scott brought up the SR 80 sidewalk issue that has been brought up at numerous previous meetings by Mr. John Majka. Commissioner Hamman asked Mr. Scott to look at the land use for Friday's meeting. Mr. Rooney said it is an access issue. Mr. Scott said from a safety perspective, the goal is to have sidewalks on both sides of the roadway. Commissioner Hamman asked if this area is attempting to be forced into a more urban form by adding sidewalks and questioned if this made sense. He suggested placing the sidewalks in the neighborhoods and bringing them out to meet SR 80. Chair Gore questioned how long this project has been planned for. Mr. Scott said it was approved in 2005. He also noted there were recent discussions on maintenance. Chair Gore asked for the minutes from the 2005 meeting to see what was discussed regarding the project. Councilmember Cosden asked if this was a safety issue due to accidents. Mr. Scott said not really. Commissioner Hamman suggested an aerial map would be helpful for the meeting. There was a brief discussion on the project limits. Chair Gore asked about bus stops along the road. Councilmember Cosden suggested placing crosswalks across SR 80. There were numerous discussions occurring at one time at this point in the meeting. Mr. Rooney said that FDOT sends out a notice indicating access will be truncated and a business can apply for relief if they can show hardship due to limiting access. Councilmember Cosden asked the cost of the project. Mr. Scott said it is \$4.5 million for the north side and \$2.5 million for the south side. Chair Gore asked if there were any more comments. Mr. Scott said regarding the MPO officers agenda item, the officers will just move up as indicated. Mayor Ruane asked when this will officially take place. Mr. Scott said the new officers will begin service in February. Mr. Scott asked Councilmember Cosden if she would like to continue as MPAOC representative. Councilmember Cosden said she would have a decision by Friday's meeting.

## Other Business

### **Agenda Item #8 - Public Comments on Items Not on the Agenda**

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

### **Agenda Item #9 – Announcements**

There were no announcements.

### **Agenda Item #10 - Information and Distribution Items**

There were no information and distribution items included in this packet, but Mr. Scott mentioned the MPOAC Weekend Institute information that was included in the MPO Board agenda packet.

**Councilmember Cosden motioned to adjourn the meeting. Commissioner Hamman seconded the motion. There were no objections, and the motion passed unanimously. The meeting was adjourned at 3:06 p.m.**

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\* Action Items    + May Require Action

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