

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

CHARLOTTE COUNTY – PUNTA GORDA  
METROPOLITAN PLANNING ORGANIZATION  
Tel: (941) 883-3535

**AGENDA**

**10:00 A.M., Thursday, January 5, 2023**

**The Regular LCB Meeting will be held immediately following the Public Meeting.**

Charlotte County Transit Facility  
545 Theresa Street  
Port Charlotte, Florida 33954

(also available online via TEAMS – *Please see the next page for details*)

- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comments on Agenda Items**
- 4. Consent Agenda:**
  - A. [Approval of Minutes: November 3, 2022 LCB Meeting](#)**
- 5. [Election of LCB Vice-Chairperson](#)**
- 6. [Overview of the LCB Process \(Annual Training\)](#)**
- 7. [Review/Endorsement of Charlotte County's Section 5310 Grant Applications](#)**
- 8. [Community Transportation Coordinator \(CTC\) Quarterly](#)**
- 9. Citizen Comments**
- 10. Staff Comments**
- 11. Member Comments**
- 12. Adjournment (Next Meeting – May 4, 2023)**

***\*Please let us know if you or your alternate cannot attend\****

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY.

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 he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at the address below.

**CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION**  
Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948  
Telephone: (941) 883-3535

The Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) will hold a quarterly meeting on January 5, 2023 in a hybrid format (both in person and remotely). TEAMS meeting links will be available from MPO Staff. Persons wishing to provide public comment may do so by alternative means, should they desire. Written comments may be submitted by either emailing the comments to [office@ccmpo.com](mailto:office@ccmpo.com) or mailing the comments to MPO LCB Staff at Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, Florida, 33948. Comments must be received for the LCB meeting by noon, January 4, 2023. The comments will be read by an MPO staff member during the meeting for that item to be placed in the record. More information regarding the LCB Agenda is available on the MPO website at [www.ccmpo.com](http://www.ccmpo.com).

JANUARY 5, 2023  
LCB MEETING

## CONSENT AGENDA ITEM #4

JANUARY 5, 2023  
LCB MEETING

**AGENDA ITEM # 4-A**  
**APPROVAL OF MINUTES: NOVEMBER 3, 2022 MEETING**

**Purpose:** To review and approve the Minutes of the previous LCB Meeting.

**Agenda Item Presented by:** MPO Staff

**Discussion:** To Be Determined

**Recommendation:** Motion to approve the Minutes of the LCB Meeting of November 3, 2022

**Attachment:** [Minutes of the LCB Meeting held on November 3, 2022](#)

**CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED**  
**LOCAL COORDINATING BOARD (LCB)**  
**REGULAR MEETING**  
**NOVEMBER 3, 2022**

Minutes of a regular meeting held in a hybrid format on November 3, 2022 utilizing TEAMS remotely and in-person at the Transit Facility, 545 Theresa Blvd in Port Charlotte, FL 33954.

**MEMBERS PRESENT IN-PERSON**

**Commissioner Ken Doherty**, *Charlotte County Commissioner (LCB Chair)*  
**Tony Conte**, *Public Education-School Transportation*  
**Donna Fain**, *Agency for People with Disabilities*  
**Dottie Fulton**, *Citizen Advocate-User*  
**Candice Monroy**, *FDOT, District One Modal Development Office*  
**Maricela Morado**, *Area Agency on Aging-Florida Department of Elder Affairs*  
**M. Suzanne Roberts**, *Virginia B. Andes Volunteer Community Clinic (Medical Community Representative)*  
**Joseph Sabatino**, *Citizen Advocate*  
**Duane Siegfried**, *Representative for Elderly Interests*  
**Alan Skavroneck**, *Local Private-for-Profit Transportation Industry Representative (LCB Vice Chair)*

**MEMBERS PRESENT REMOTELY**

**Leigh Ann Bellamy**, *Division of Blind Services*  
**Jocene Henderson**, *Veterans Affairs*  
**Mary Jane Nickerson**, *Goodwill, Children-at-Risk Representative*

**ABSENT MEMBERS**

**Carmen Henry**, *Regional Workforce Development- excused*  
**Tabitha Larrauri**, *Department of Children & Families*  
**Alana Watson**, *Agency for Health Care Administration (AHCA), alternate vacant, Disabled Representative*  
**vacant**, *Economically Disadvantaged Representative*

**STAFF PRESENT IN-PERSON**

**Wendy Scott**, *MPO Planner*  
**Betty-Ann Sherer**, *MPO Planner*  
**Rick Kolar**, *Charlotte County Transit Operations Manager (CTC)*  
**Heidi Maddox**, *Charlotte County Transit*  
**Laura Richards**, *Charlotte County Transit*  
**Mark Hein**, *Charlotte County Transit*

**STAFF PRESENT REMOTELY**

**Anne Tien**, *Charlotte County Fiscal*

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

LCB Chair Ken Doherty called the regular LCB Meeting to order at 10:00 a.m. An in-person quorum was present. A roll call of LCB Members was taken.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Public Comments on Agenda Items**

There were no public comments.

**4. Consent Agenda Item**

**A. Approval of Minutes: September 8, 2022 Quarterly LCB Meeting Minutes**

*Alan Skavroneck made a motion to approve the Consent Agenda. Suzanne Roberts seconded the motion. The Consent Agenda was approved unanimously.*

**5. Approval of LCB Grievance Procedures**

The Commission for the Transportation Disadvantaged (CTD) requires that the LCB Grievance Procedures be reviewed annually. Staff recommended the following non-substantive revisions to the LCB Bylaws:

- Cover page and document headers: Date change
- Page 8: Amend signature page with date change

*Alan Skavroneck made a motion to approve the 2022 Charlotte County Local Coordinating Board (LCB) Grievance Procedures, and Commissioner Doherty seconded the motion. The motion carried unanimously.*

**6. Quarterly Report**

Heidi Maddox commented on the October 1, 2022 startup of the Charlotte County transit driver's contractor firm, which was a challenging effort, especially due to the passage of Hurricane Ian in the area a few days prior. The new firm was A and Associates, and it had previous experience in the West Palm Beach and Orange County areas. Some of the drivers from the previous contractor had been hired by the new firm. These drivers knew the community and were experienced with hurricane response. Commissioner Doherty inquired about the nature of some of the difficulties encountered with the startup. Rick Kolar stated that there were issues with compliance, including fingerprinting, drug testing and physicals, as well as preparation since the contract had been signed by the County Commission just three days prior.

Candice Monroy offered FDOT assistance with driver training. Tony Conte commented on the new clearinghouse drug and alcohol requirements.

Heidi Maddox stated that quarterly report software issues from the prior LCB Meeting had been corrected, as reflected in the current meeting packet attachment. Alan Skavroneck noted the big variance in November which was attributed to the annual offshore event, and Rick Kolar commented that the event would again impact the 2022 November data.

Heidi Maddox observed that declines in Homeless Coalition trips were being monitored. Tony Conte commented on the number of students who were displaced during Hurricane Ian. The School Board schedulers had done a good job of routing students by coupling several bus routes, so that students could continue attending their pre-storm school.

Responding to questions from Alan Skavroneck, Rick Kolar reported on how well or poorly the transit operations had functioned during Hurricane Ian including inbound/outbound dispatch, staff cell phone capability, etc. Dispatch was not offline long due to generator capability. Internet was lost briefly. The only damage to vehicles were on roof hatches. Several dozen Sheriffs' deputies had used the Transit Facility during the storm to sleep in pup tents. Overall, the building had fared well. There was only minor street flooding on Theresa Blvd. Rick Kolar noted that more power was being added to the facility.

Heidi Maddox noted that employment trip numbers were down a bit with the busiest times focused on commuter hours. She stated that Transit staff was now tracking the reason why trips were unmet. In the complaints category, she stated that letters were going out for no shows and suspensions.

## **7. Annual Operating Report**

The Annual Operating Report (AOR) item was carried over from the previous meeting. It had been reviewed by Sheri Powers from the Florida Commission for the Transportation Disadvantaged (CTD). Rick Kolar reported that the trips were up by a small amount, but ridership had been lost given the COVID-19 pandemic. The low figures were fortuitous due to the ongoing driver shortage.

With the opening of the new Transit Facility at the mid-County location in January 2021, trips were now shorter which equated to less mileage and fuel usage. However, costs were higher due to items such as increased salaries and rising fuel costs. Rick Kolar noted that no staff members were laid off during the pandemic, and benefit costs had increased. There were no accidents for the reporting period and only two road calls that required towing.

Rick Kolar announced that he would be retiring in the Summer of 2023. Heidi Maddox (now employed with the Transit staff rather than County Fiscal staff) already had taken over some of the reporting duties.

Commissioner Doherty stated that once additional drivers were hired (to reach approximately 20), it would help Transit's situation. He reported that it would be important to figure out what

facet of the community to tap. Joe Sabatino inquired if driver pay was the challenge currently. Rick Kolar stated that it was not the case, but rather the demands of the job which many new drivers found unpleasant or overly challenging. Tony Conte discussed the benefit of Charlotte County Transit's contract drivers not needing to have a Florida Commercial Drivers License (CDL) given the smaller vehicles. He described the School Board's approach of scheduling and compensating drivers, as well as their internal testing and interlocal agreements with other governments. He stated that drivers were eager to work additional hours to receive extra pay by serving student lunches or performing after hours custodial work.

Commissioner Doherty stated that all transit ingredients were in place as far as the facility and equipment, so that once the driver shortage was addressed, the center of focus would be growing the program which would drive down individual trip costs. Rick Kolar stated that staff was handing out TD applications and doing meeting outreach.

Tony Conte reviewed how the School Board advertises driver vacancies on school security fence banners, as well as public service announcements (PSAs). Rick Kolar responded that unfortunately the contractor was responsible for all advertising efforts for acquiring drivers.

Wendy Scott noted that currently there is still no charge for Charlotte County Transit rides, which had been a practice during the pandemic.

*Joe Sabatino made a motion to authorize the LCB Chair to sign the FY 2021/2022 Annual Operating Report certification page verifying LCB review of the document. Commissioner Doherty seconded the motion. The motion carried unanimously.*

## **8. Public Comments**

There were no public comments.

## **9. Staff Comments**

Wendy Scott gave the following report:

- Thanks to everyone for participating in the LCB Meeting today, and a giant thank you to Transit staff for letting the LCB meet here and tour your beautiful new facility. It is a blessing that this meeting/tour combo was planned in light of the current loss of the East Port/Utilities Building training rooms for the MPO's meeting space post-Hurricane Ian. It appears additional LCB meetings will be held here at the Transit Facility in 2023. Also, thanks to all the Transit staff for their efforts before, during and after Hurricane Ian to serve Charlotte County citizens. It is important to note recent kudos received from grateful passengers who needed to be evacuated.
- Betty-Ann Sherer has been leading the charge on a new LCB Member Training video which will debut at the January 2023 LCB Meeting. Thanks to the LCB Members and staff who have been helping with that effort by lending their voices.
- Besides one LCB vacancy for a representative for disabled interests who is a disabled individual, there is a new LCB vacancy for the position representing the Economically



Disadvantaged community. In light of serious damage to his home and two of four Habitat for Humanity resale store locations, MPO staff is sad to report that long time LCB Member Mike Mansfield has decided not to reapply for this position again, given his many rebuilding commitments currently. It is ironic that this monster storm assaulted an individual who works tirelessly to provide habitats for people.

- TD Legislative Day will be held in Tallahassee at the Capitol Building on March 16, 2022. Vehicles and program advocates converge on the Capitol grounds to increase program awareness. This is the same date that a Commission Business Meeting will be held at the nearby Burns Building Auditorium. You or your organizational representatives in the Panhandle area are invited to participate.

## 10. Member Comments

Chair Doherty requested that each LCB Member provide an update on their personal and professional Hurricane Ian experiences.

Alan Skavroneck described how Ambitrans had fared before, during and after Hurricane Ian. He expressed gratitude to the amazing acts of kindness and generosity he had witnessed as extended to and from the transportation industry.

Candice Monroy covered the following FDOT topics (per these meeting points):

### **FDOT – Charlotte County LCB Points**

Meeting date: 11/03/2022 | Time: 10:00am | Meeting location: 545 Theresa Blvd, Port Charlotte, FL.

#### **Topics:**

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*Agenda topic Additional Grant funding Opportunities for (FFY) 21 / State Fiscal Year 2021/2022 and (FFY) 22 / State Fiscal Year 2022/2023*

- **FTA Section 5310 and 5311 CRRSAA** (Coronavirus Response and Relief Supplemental Appropriations Act) **and ARP** (American Rescue Plan) **funding** – Programmed in State Fiscal Year 2021/2022 and State Fiscal Year 2022/2023. Public Transportation Grant Agreements for FY 21/22 have been executed. Public Transportation Grant Agreements for FY 22/23 are currently being drafted.

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*Agenda topic Grants for Federal Fiscal Year (FFY) 22 / State Fiscal Year 2022/2023*

**FTA Section 5310, 5311, and 5339 applications** - Due date for applications was December 17, 2021. We received 20 applications. Recommendations letters were sent to all agencies. Public Transportation Grant Agreements will be sent to Agencies between October and March.

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*Agenda topic Grants for Federal Fiscal Year (FFY) 23 / State Fiscal Year 2023/2024*

**FTA Section 5310, 5311, and 5339 applications** –The due date for applications is Friday, December 16, 2022.

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*Agenda topic Triennial Reviews*

Round 2 of the FDOT triennial reviews began in February 2021. We will begin with agencies that receive only FTA Section 5310 funding with the larger agencies to follow. There are currently 30 agencies to review.

The Consultants performing the Triennial Review on behalf of the FDOT are:

- Center Urban Transportation Research (CUTR) – for areas of Safety and Security and Maintenance
- Atkins – for all other review areas.

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*Agenda topic Announcement*

**Title VI Training** - November 10, 2022 (Thursday), 9:00 AM – 12:00 Noon held Virtually. Registration Deadline: Wednesday November 9, 2022. The training will feature a Federal Transit Administration (FTA) representative who will provide the historical foundation, intent, and benefits of the Title VI legislation. Further, the training will demonstrate the responsibilities of FDOT recipients and sub-recipients. For those parties interested in attending this training session, please register using this link: <https://www.eventbrite.com/e/title-vi-training-tickets-446240486307>

*(End FDOT Report)*

Tony Conte described how one-third of the School Bus fleet had been moved to Murdock so that heavy damage in areas such as Rotonda could be avoided. Damage to vehicle roof hatches and windows had occurred. He expressed gratitude for the great outpouring of assistance received. The fleet was up and running quickly. He described the common hurricane trick of placing older vehicles on the outside of the vehicle group when pre-positioning. He described contracts that were put in place after Hurricane Charley in 2004, and how there was minimal damage to the School Board's new buildings. He noted that Port Charlotte Middle School's building had been lost to the storm, so it would be operating in modules starting November 1. There had been an army of people on Day 1 (approximately 800) to assist with cleanup. In Englewood, the School Board's fleet service garage had been destroyed. He described how student and staff mental health needed to be addressed post-storm, especially coming on the heels of the pandemic.

Duane Siegfried described the challenges encountered by his Homeowners Association (HOA) which represented approximately 350 homes with many dealing with shingle loss, water intrusion, as well as repair and debris removal issues. Commissioner Doherty remarked upon the issue of Federal Emergency Management Agency (FEMA) reimbursements not being allowable on private roads, and the exploration of alternate funding sources in that case.

Mary Jane Nickerson reported that the Goodwill Building on US 41 near Midway Blvd. had been destroyed.

Jocey Henderson described how during the storm, staff at the Emergency Operations Center (EOC) had calls from individuals who did not evacuate begging for help and wanting to get to a safe place. The Veterans Services Building is open and had assisted 1300 veterans and surviving spouses especially with completing State Housing Initiatives Partnership (SHIP) applications. Additionally, the adjoining County Health Clinic near her office has reopened.

Joe Sabatino reported on three mass distribution food sites that had been operating in Charlotte County for several weeks.

Dottie Fulton described slight damage that had occurred at the Bethel African Methodist Episcopal (AME) Church in Punta Gorda. The Bishop of the Church had organized efforts to assist members and the Red Cross was providing ongoing meals. She praised the efforts of the power restoration employees.

Donna Fain expressed thanks to volunteers from the Charlotte County Sheriff's Department for their assistance with addressing roof damage. She related damage details regarding the status of the Agency for Persons with Disabilities and four area group homes.

Suzanne Roberts provided an update on the Virginia B. Andes Community Clinic's heavy storm damage which occurred when a portion of Fawcett Hospital impacted the facility, cutting the Clinic's air conditioning unit in half and damaging the Clinic roof greatly. Electricity and phone outages occurred. Ms. Roberts was at the facility as Hurricane Ian passed by to be onsite post-storm. Despite these challenges, the Clinic was functioning on Day 5 to meet health care needs. Organizations such as Americares, Direct Relief and Project Hope aided in distribution of hygiene and food products to patients. Over one thousand texts were sent to patients and door-to-door wellness checks occurred. Some previously destitute patients were found living in their garages, and now were in more dire straits. Funding for the Clinic's roof sealant and new air conditioning unit and roof repairs was obtained with work scheduled for several months out. Ms. Roberts reported that the effort to obtain a Community Coach mobile medical clinic vehicle was currently on hold due to disaster recovery underway. She noted that if such a vehicle had already been available, the medical community would be more prepared in addressing patient needs post-storm in West County in particular. Some of the Clinic staff and volunteers had experienced extreme home damage, but still staff coordinated well and showed up for work quickly. She stated that the Clinic was here for the community and for Transit.

Leigh Ann Bellamy stated that slight hurricane damage occurred in Manatee County, but Division of Blind Services staff in the Fort Myers area had fared worse with significant damage. All clients had been contacted, and there had been no loss of life. Many clients had experienced heavy damage to their homes and were provided with recovery resources. She expressed gratitude to Charlotte County Transit for the provision of door-to-door transit service for her blind clients especially for employment trips and helping maintain their independence.

Maricela Morado stated that the Area Agency on Aging for Southwest Florida had no significant damage but did lose ceiling tiles and a camera. Work at the office resumed one week after Hurricane Ian. She noted that supplies were available for clients including water, canes, walkers, and incontinent items. Unfortunately, the wheelchair supply was exhausted. She mentioned

some programs funded by Hope Heroes to provide (1) robotic pets to the elderly to combat loneliness and isolation and (2) services for exterior damage assistance to client homes. She asked that her office be contacted if LCB Members were aware of those seniors and disabled individuals in need. She said that the biggest need of the area elderly was transportation and housing.

LCB Chair Ken Doherty noted that overall the County had fared worse with Hurricane Ian than it had with Hurricane Charley in 2004. He was extremely proud of the actions of the community and staff. He described how it was amazing to look at Hurricane Ian as it was developing. He noted that just before impact on the morning of the storm, it appeared that Punta Gorda/Charlotte Harbor might have sustained the level of devastation experienced by Fort Myers Beach and Sanibel. He expressed love for the community despite past hurricane issues and stated that every place has some sort of disaster threats (such as fires, earthquakes, nor'easters, ice storms, etc.). Although the current situation could appear bleak at times, he stated that the community will pull through this challenge. He thanked all levels of government and the community for their hurricane response. Alan Skavroneck agreed that staff response had been amazing, and he gave special kudos to County Administrator Hector Flores and Charlotte County Emergency Management Director, Patrick Fuller.

**11. Adjournment (Next Meeting – January 5, 2023) at the Charlotte County Transit Facility, 545 Theresa Blvd., Port Charlotte, FL 33954) \*\*\*\*\***

LCB Chair Ken Doherty stated that the next LCB meeting was scheduled for January 5, 2023 at the Transit Facility located at 545 Theresa Blvd in Port Charlotte, FL 33954. The meeting was adjourned at 11:25 a.m. Post-meeting LCB Members were offered refreshments and a tour of the facility and a vehicle.

JANUARY 5, 2023  
LCB MEETING

**AGENDA ITEM # 5**  
**ELECTION OF THE VICE-CHAIRPERSON**

**Purpose:** Election of the LCB Vice-Chairperson

**Agenda Item Presented by:** MPO Staff

**Discussion:**

The LCB Bylaws require the election of a Vice-Chairperson during the first scheduled meeting of the calendar year. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board present. The Vice-Chairperson shall serve a term of one year starting with the first meeting after the election. The Vice-Chairperson may serve more than one term. The Vice-Chairperson shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. The Vice-Chairperson shall also perform other such duties as may be assigned by the Chair.

**Recommendation:** Motion to nominate and elect the LCB Vice-Chairperson for 2023

**Attachment:** None

JANUARY 5, 2023  
LCB MEETING

**AGENDA ITEM # 6**  
**OVERVIEW OF THE LCB PROCESS**

**Purpose:** To provide annual training for LCB members

**Agenda Item Presented by:** MPO Staff

**Discussion:**

As described in the Commission for the Transportation Disadvantaged (CTD) annual planning grant executed with the Charlotte County-Punta Gorda MPO, planning staff members are required to annually “provide technical assistance and training for the local coordinating board.” This is accomplished at the January LCB meeting each year. In past years, staff utilized an instructional PowerPoint presentation, which has been updated (see attached). This year, staff also has developed an instructional video which will make its debut at the meeting. MPO Staff Members wish to express their gratitude to LCB Chair Doherty and other LCB Members and staff who assisted with the development of this video by providing narration. The video’s information is derived from the PowerPoint.

Members should feel free to ask any questions that they would like to have answered after the video presentation.

**Recommendation:** None

**Attachment:** [Training Power Point presentation](#)

# Transportation Disadvantaged Local Coordinating Board Training

January 5, 2023

Charlotte County TD LCB Meeting

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# Florida Law

- Florida Statutes, Chapter 427
    - establishes the Transportation Disadvantaged (TD) program
  - Florida Administrative Code, Chapter 41-2
    - establishes specific rules/regulations, and sets requirements that govern the process.
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# Commission for the Transportation Disadvantaged (CTD)

- A state commission (with state agency staff).
  - Created by the Florida Legislature in 1989.
  - To accomplish the coordination of transportation services provided to TD.
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# Commission Membership

## 7 Voting members:

- 5 members having significant business operations experience
- 2 members having a disability and using the TD system

## 8 Ex Officio, Non-voting Advisors

- Secretary of Transportation
  - Secretary of Children and Families
  - Director of Workforce Innovation (continued)
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# Commission Membership (continued)

- Executive Director, Dept. of Veteran's Affairs
- Secretary of the Dept of Elder Affairs
- Secretary of Agency for Health Care Admin.
- Director of Agency for Persons with Disabilities
- A County Manager/Administrator (appt. by Gov.)

*Delegates may be appointed by the Secretaries/Directors*

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# Definition of TD

- Those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation.
  - **TD** persons are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities and other life sustaining trips.
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# Local Coordinating Board (LCB)

- The **LCB** is composed of citizens, representatives of governmental agencies, purchasing agencies, and non-profit or for-profit service providers.

# Local Coordinating Board (LCB)

## Coordinating Board Structure

- Members are appointed by the Official Planning Agency
  - 1 elected official to serve as Chairperson
  - 1 Vice-Chairperson (elected annually by LCB Members)
  - Additional member groups which compose the LCB
    - FL Dept of Transportation
    - Dept of Children & Families
    - Dept of Elder Affairs
    - Agency for Health Care Administration
    - Public Education Community (continued)

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# Local Coordinating Board (LCB)

## Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB (Continued)
    - Elderly (person over 60)
    - Disabled
    - 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
    - Representative for children at risk
    - Chairperson/designee of local Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator
    - Private for profit, when available (local private non profit may replace unless Community Transportation Coordinator) (cont.)
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# Local Coordinating Board (LCB)

## Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB (Continued)
    - Regional Workforce Development Board
    - Medical Community
    - Florida Association for Community Action representative of county's disadvantaged population
    - Florida Division of Vocational Rehabilitation or Division of Blind Services for DOE, when applicable
    - Veterans Service Office
    - Agency for Persons with Disabilities
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# Community Transportation Coordinator (CTC)

- The **CTC** is responsible for the actual arrangement or delivery of transportation services.
  - The CTC may provide *sole source (as in Charlotte County)*, partial brokerage or complete brokerage service.
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## Official Planning Agency (OPA)

- In accordance with Florida Administrative Code (F.A.C.), Rule 41-2.009.
  - The Metropolitan Planning Organization (MPO) shall serve as the **OPA** in areas covered by MPOs.
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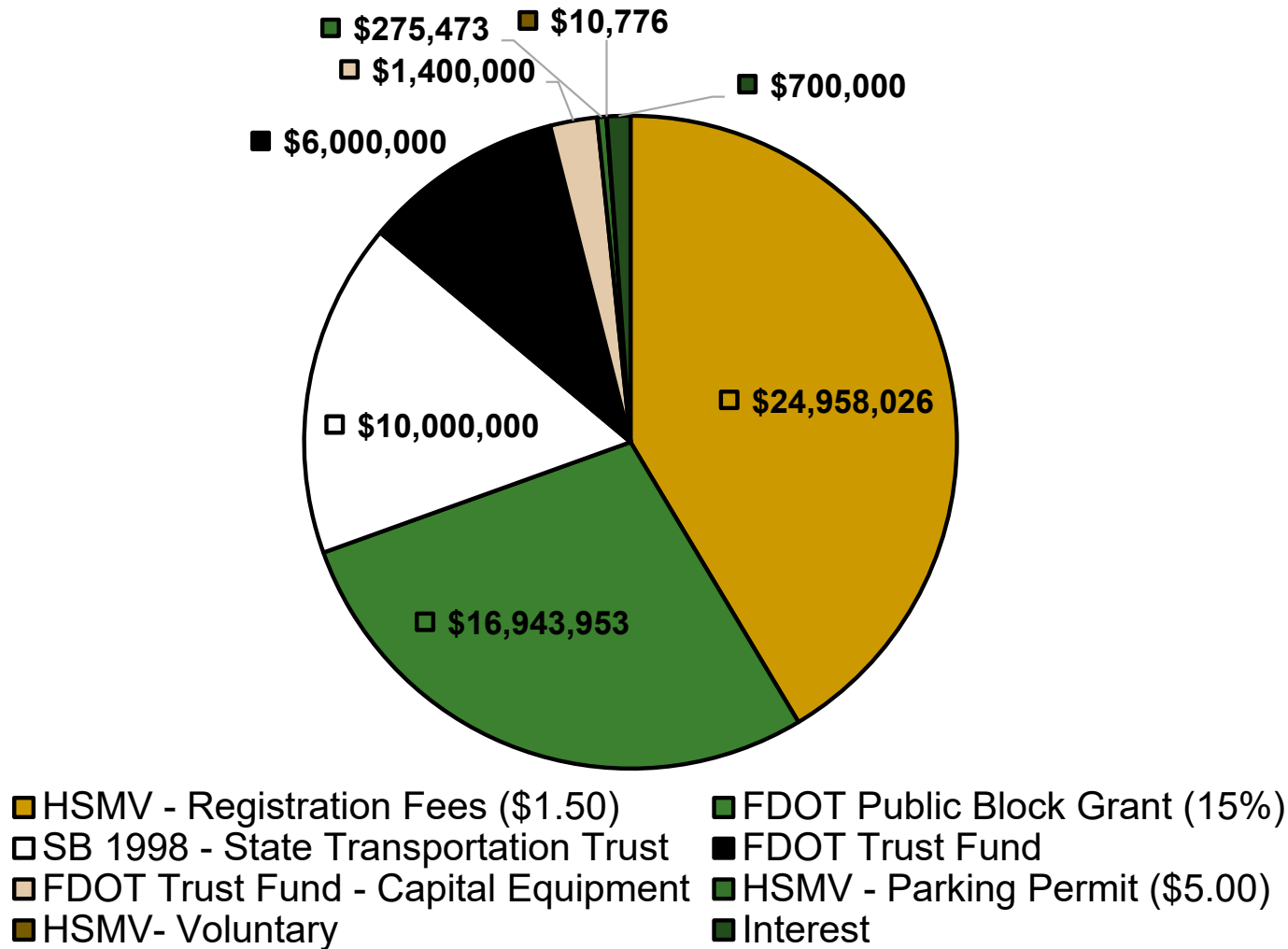
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## Authority of the CTD

- The CTD is an independent agency.
  - It is located in (but not governed by) the Florida Department of Transportation (FDOT).
  - The FDOT connection is for administrative and fiscal purposes only.
  - In FY 2020-21, Florida's Coordinated Transportation System reported revenues of \$ 259 Million which generated 7 Million trips for 170,888 people.  
(decreased amounts likely due to COVID pandemic)
  - The CTD administers the Transportation Disadvantaged Trust Fund.
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# TD Trust Fund Revenues FY 2022-23

(\*source: CTD, May 2022 ), Total \$60,288,228)



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# Duties of the CTD

- Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged
  - Designates the planning agency in areas outside the purview of an MPO
  - Approves the appointment of CTCs
  - Contracts with CTCs
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# Funding for Charlotte TD Program

- Transportation Disadvantaged Trust Fund
  - ❑ TD Planning Grant/MPO (\$23,887 FY 22/23)
  - ❑ Trip and Equipment Grant (\$604,556 FY22/23 state amount of \$544,101 + local match of \$60,455)
  - ❑ Total Voluntary Dollar with match (\$85 – FY22/23)
- Federal Transit Administration (FTA) grants administered by FDOT
  - ❑ FTA Section 5310 Operating – Enhanced Mobility of Seniors and Individuals with Disabilities Program (\$100,000 federal funds + \$100,000 County match) Total: \$200,000  
FTA Section 5310 Capital – Enhanced Mobility of Seniors and Individuals with Disabilities Program (\$142,012 federal funds + \$17,751 state funds and \$17,753 local funds) – \$177,516 for replacement of two transit buses

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# CTD Reports

- **Annual Performance Report**
    - A comprehensive report that highlights the accomplishments of the TD system statewide and provides data that is used in the CTC evaluation. It includes a compilation of each county's Annual Operating Report (AOR)
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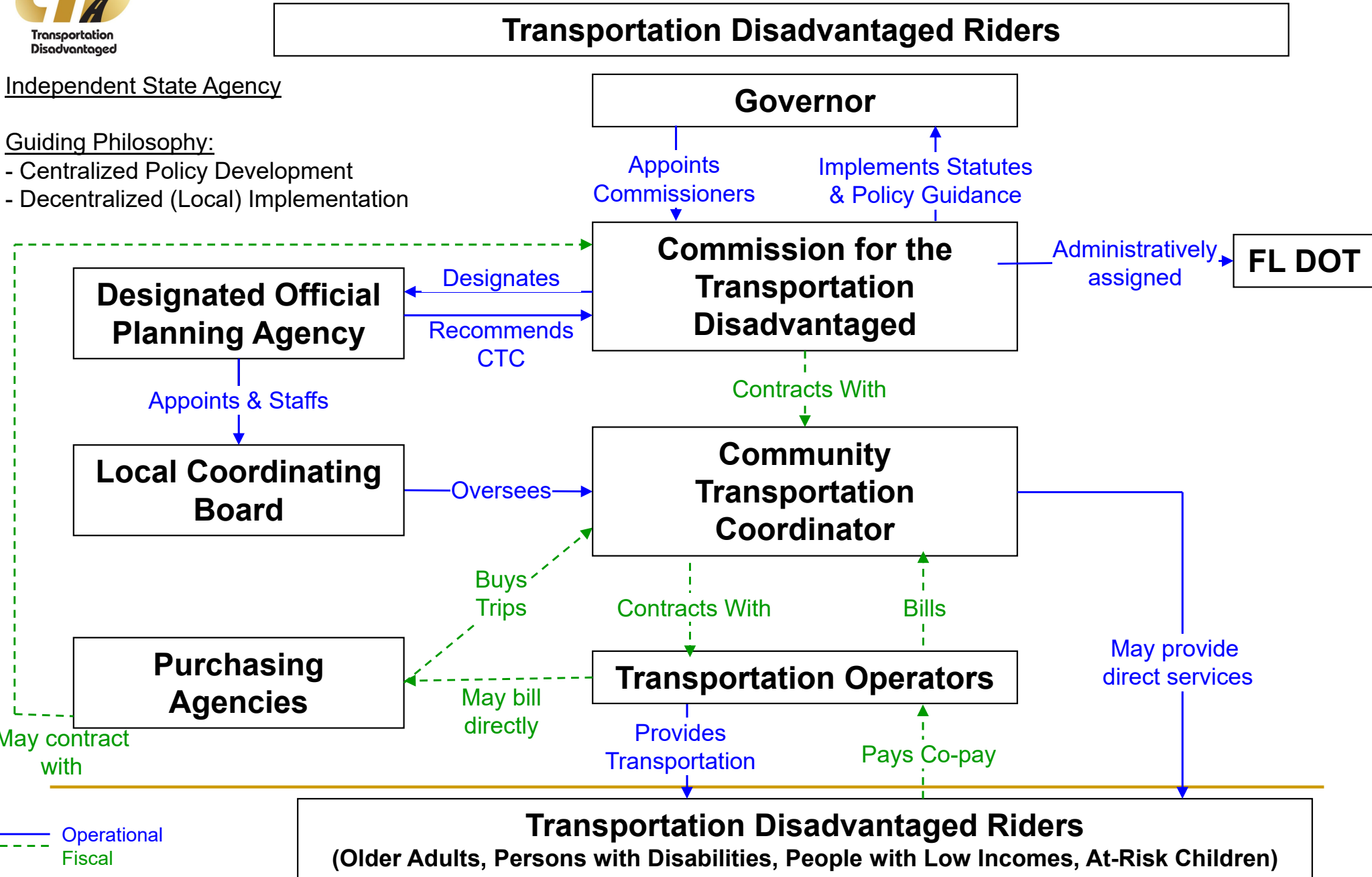


# Florida's Coordinated Transportation System Organizational Structure

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation





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# Why is coordination worth the effort?

- Coordination involves strategies that result in more trips for more riders.
  - Coordination produces service that is cost effective and efficient
  - Coordination reduces fragmentation and duplication of service.
  - Coordination increases vehicle utilization and ridership, which helps agencies meet a greater number of needs by pooling resources.
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# Charlotte County TD Service

(source: 2022 Annual Operating Report)

- Operates in an Urban Environment
- Total County Population is 184,305 (2045 LRTP)
- 992 TD passengers (unduplicated headcount)
- Total expenses were \$1,180,002
- 27,991 trips were provided
  - ❑ 21% medical (down from 24%)
  - ❑ 30% employment (down from 34%)
  - ❑ 19% education/training/day care (up from 13%)
  - ❑ 15% nutritional (down from 17%)
  - ❑ 15% life sustaining/other (up from 12%)

# Government in the Sunshine



- Applies to any gathering of two or more LCB members.
- Applies to any issue on which “*foreseeable action*” by the LCB will be taken.
- Applies to all functions of covered boards and commissions, whether formal or informal.
- Requires reasonable public notice for all meetings.

# Conflict of Interest

Rule 41-2.012 (5)(d), F.A.C. notes that all LCB members should be trained on and comply with the requirements of Section 112.3143, F.S. concerning voting conflicts of interest. In these instances, LCB members must refrain from voting on any item that could benefit the member, his/her organization, relatives or business associates. Prior to any LCB vote being taken, the member should disclose the nature of the conflict of interest. (see statute)

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# LCB Products/Yearly Calendar

- Public Meeting/LCB Training - January
  - Annual CTC Evaluation – May (4 of 5 years)
  - 5 Year-TD Service Plan (TDSP) and Memorandum of Agreement (MOA) - May-Sept (1 of every 5 years - then amend/update TDSP annually as needed each offyear in May)
  - Annual Operating Report (AOR) - September
  - Grievance Guidelines (November) and LCB Bylaws (September) – reviewed annually/updated as needed
  - Review of grant applications, CTC quarterly reports, and any other action an LCB member recommends – ongoing
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# Staff

## MPO (Planning Agency/LCB staff)

- MPO Director: D’Juan Harris
- MPO Planners: Wendy Scott, Betty-Ann Sherer, and Laks Gurram/MPO Admin Services: Bekie Leslie

## Charlotte County Board of County Commissioners (Community Transportation Coordinator) through the Charlotte County Transit Division

- Budget & Administrative Services Director/Transit Director: Gordon Burger
- Transit Operations Manager: Rick Kolar  
Transit Project Manager: Heidi Maddox

## Fiscal Services Division

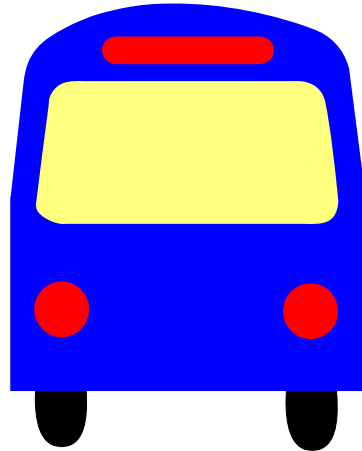
- Financial Analyst: Anne Tien
-

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To Charlotte LCB Members:

*Thanks for your service in helping  
folks get down the road!*

*Your efforts are greatly appreciated!*



JANUARY 5, 2023  
LCB MEETING

**AGENDA ITEM # 7**  
**REVIEW/ENDORSEMENT OF CHARLOTTE COUNTY'S SECTION 5310 GRANT APPLICATION**

**Purpose:** To provide Local Coordinating Board (LCB) members an opportunity to review/endorse Charlotte County's FY 2022/2023 Section 5310 (Operating) Grant Application.

**Agenda Item Presented by:** Charlotte County Staff

**Discussion:**

Federal transportation legislation includes the FTA Section 5310 (Operating and Capital) funding programs, which are aimed at enhancing mobility for seniors and the disabled. Charlotte County Transit is applying for an operating Section 5310 grant.

**Recommendation:** Motion to endorse the Section 5310 Grant Application

**Attachment:** [Charlotte County Transit Section 5310 Grant Application](#)



**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

☐ Preapplication☒ Application☐ Changed/Corrected Application

\* 2. Type of Application:

☒ New☐ Continuation☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

1001

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

Charlotte County BOCC

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

59-6000541

\* c. UEI:

W8YJZF4NSQL1

**d. Address:**

\* Street1:

545 Theresa Blvd.

Street2:

\* City:

Port Charlotte

County/Parish:

Charlotte

\* State:

FL: Florida

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

33954-0000

**e. Organizational Unit:**

Department Name:

Budget &amp; Administrative Serv

Division Name:

Transit

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Richard

Middle Name:

\* Last Name:

Kolar

Suffix:

Title:

Transit Operations Manager

Organizational Affiliation:

\* Telephone Number:

941-833-6242

Fax Number:

\* Email:

Richard.Kolar@charlottecountyfl.gov

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.513

CFDA Title:

Enhanced Mobility of Seniors and Individuals with Disabilities

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

5310 Operating to continue providing transit service to meet the needs of seniors and individuals with disabilities within Charlotte County where public services are unavailable.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

17

\* b. Program/Project

17

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date: 10/01/2023

\* b. End Date: 09/30/2024

**18. Estimated Funding (\$):**

* a. Federal	100,000.00
* b. Applicant	
* c. State	
* d. Local	100,000.00
* e. Other	
* f. Program Income	
* g. TOTAL	200,000.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

\* First Name:

Hector

Middle Name:

\* Last Name:

Flores

Suffix:

\* Title:

County Administrator

\* Telephone Number:

941-743-1321

Fax Number:

\* Email:

Hector.Flores@CharlotteCountyFL.gov

\* Signature of Authorized Representative:

\* Date Signed:

12/14/22

ATTEST:

Roger D. Eaton, Clerk of Circuit Court and Ex-officio Clerk of the Board of County Commissioners

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By:   
Deputy ClerkBy:   
Janette S. Knowlton, County Attorney  
LR22-0988

JANUARY 5, 2023  
LCB MEETING

**AGENDA ITEM # 8**  
**COMMUNITY TRANSPORTATION COORDINATOR (CTC) QUARTERLY REPORT**

**Purpose:** To provide a quarterly report of TD transit activities

**Agenda Item Presented by:** Charlotte County Staff

**Discussion:**

The quarterly report is presented to describe recent activities of the Community Transportation Coordinator. This is an informational item.

**Recommendation:** None

**Attachment:** None

*Given the timing of the holiday period and a very short turnaround time, the CTC Quarterly Report covering the October-December 2022 timeframe will not be available for the January 5, 2023 LCB meeting. It will be reviewed along with the January-March 2023 report at the May 4, 2023 LCB meeting.*