

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

SEPTEMBER 4, 2025

10:00 AM

Charlotte County Transit Facility
545 Theresa Blvd, Port Charlotte, FL 33954

The meeting also will be available via Microsoft 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: May 1, 2025 LCB Meeting**
 - B. LCB 2026 Calendar of Quarterly Meetings**
- 5. Approval of Local Coordinating Board (LCB) Bylaws**
- 6. Annual Operating Report**
- 7. Quarterly Report**
- 8. Public Comments**
- 9. Staff Comments**
- 10. Member Comments**
- 11. Adjournment (NEXT MEETING – NOVEMBER 6, 2025 at the Charlotte County Transit Facility, 545 Theresa Blvd., Port Charlotte, FL 33954)**

****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 Sierra "Ray" Scott at (941) 883-3535 or by writing her at the address below:

CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION
1050 Loveland Blvd, Box C, Port Charlotte, FL 33980
Telephone: (941) 883-3535

The Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) will hold a quarterly meeting on September 4, 2025 in person (with virtual participation also available). Please contact the MPO staff to obtain Microsoft TEAMS log-in information. Persons wishing to provide public comment still will be allowed to do so by alternative means. Written comments may be submitted by either emailing the comments to office@ccpgmpo.gov or mailing the comments to MPO LCB Staff, 1050 Loveland Blvd, Box C, Port Charlotte, Florida, 33980. Comments must be received for the meeting by noon, September 3, 2025. 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.ccpmpo.gov.

SEPTEMBER 4, 2025
LCB MEETING

CONSENT AGENDA ITEMS #4

SEPTEMBER 4, 2025
LCB MEETING

AGENDA ITEM # 4-A
APPROVAL OF MINUTES: MAY 1, 2025 LCB 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 May 1, 2025 LCB Meeting

Attachment: [Minutes of the May 1, 2025 LCB Meeting](#)

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
MEETING
May 1, 2025

Minutes of a regular meeting held in a hybrid format on May 1, 2025 utilizing TEAMS remotely and in-person at the Transit Facility, 545 Theresa Boulevard in Port Charlotte, FL 33954.

MEMBERS PRESENT IN-PERSON

M. Suzanne Roberts, *Virginia B. Andes Volunteer Community Clinic - Medical Community Representative (LCB Vice Chair) - chairing*
Stacy Booth, *FDOT, District One Modal Development Office*
Lynn Dohler, *Children-at-Risk Representative*
Lynda Faieta, *Public Education-School Transportation (alternate)*
Donna Fain, *Agency for Persons with Disabilities*
Carmen Henry, *Regional Workforce Development*
Matthew McGee, *Veteran Services Manager*
Maricela Morado, *Area Agency on Aging-Florida Department of Elder Affairs*
Michael Stahler, *Agency for Health Care Administration (AHCA)*

MEMBERS PRESENT REMOTELY

Joseph Sabatino, *Citizen Advocate*
Shery Stahnke, *Goodwill, Economically Disadvantaged Representative (alternate)*

ABSENT MEMBERS

Commissioner Ken Doherty, *Charlotte County Commissioner (LCB Chair) - excused*
Leigh Ann Bellamy, *Division of Blind Services*
Dottie Fulton, *Citizen Advocate-User - excused*
Pamela Jordan, *Representative for Elderly Interests*
Tabitha Larrauri, *Department of Children & Families*
Cheryl Sytsma, *Disabled Interests Representative*
Vacant, *Local Private-for-Profit Transportation Industry Representative*

STAFF AND OTHERS PRESENT

Lakshmi N. Gurram, *MPO Director*
Bekie Leslie, *MPO Administrative Services Coordinator*
Wendy Scott, *MPO Planner*
Sierra Ray Scott, *Administrative Support – STTAR*
Heidi Maddox, *Charlotte County Transit*
Betty-Ann Sherer, *Charlotte County Transit*
Jill Turner, *Charlotte County Transit*

OTHERS PRESENT REMOTELY

William Roll, Kimley-Horn (MPO LRTP consultant)

1. Call to Order & Roll Call

LCB Vice Chairperson Suzanne Roberts called the regular LCB Meeting to order at 10:05 a.m. An in-person quorum was present.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comments on Agenda Items

There were no public comments on agenda items.

4. Consent Agenda:

- A. Approval of Minutes: January 9, 2025 LCB Public Meeting**
- B. Approval of Minutes: January 9, 2025 Regular LCB Meeting**
- C. Florida Commission for the Transportation Disadvantaged (CTD) Annual Planning Grant to the MPO**

Marcela Morado made a motion to approve the Consent Agenda as corrected. Michael Stahler seconded the motion, and it was approved unanimously.

5. Transportation Disadvantaged Trust Fund (TDTF) Trip and Equipment Grant

Each year, a portion of the State Transportation Disadvantaged Trust Fund (TDTF) is allocated to each Community Transportation Coordinator (CTC) to provide trips and equipment for non-sponsored TD service.

The (draft) funding amount for FY 2025-2026 Trip and Equipment Grant plus Voluntary Dollar funding (commencing July 1, 2025) is provided below:

Trip & Equipment Grant allocation	\$ 555,005
Local Match	<u>\$ 61,667</u>
Total Funding	\$ 616,672
 Voluntary Dollar	 \$ 106
Local Match	<u>\$ 11</u>
Total	117
 Grand Total	 \$ 616,789

Jill Turner noted that these figures reflected the draft allocation from the Legislature.

6. FY 2021/2022-FY 2025/2026 Transportation Disadvantaged Service Plan/Coordinated Public Transit-Human Services Transportation Plan (TDSP/CPT-HSTP) Third Annual Update Including Rate Model Calculations

On March 30, 2021, the Commission for the Transportation Disadvantaged (CTD) designated the Charlotte County Board of County Commissioners (BCC) as the Community Transportation Coordinator (CTC) for Charlotte County for a five-year period commencing July 1, 2021. A new Transportation Disadvantaged Service Plan (TDSP) was approved by the LCB on September 9, 2021. This document also serves as the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) for purposes of Federal transportation legislation requirements. The attached change pages will serve as the third annual update to the current document and require approval by the LCB prior to submission to the CTD. Staff will revise Table of Contents page numbering if needed once updated materials are approved.

Update Actions:

- Revision of Cover Page with date of third annual update
- Revision of MPO office address, pg. 1
- Revision of driver contract date, pg. 9
- Revisions to coordinated partner list, pg. 10
- Correction of “locker rooms” to “lockers,” pg. 12
- Revision of most recent TDP information, pg. 13
- Revision of information on the LRTP 2050 currently under development, pg. 14
- Revision to Public Participation Plan adoption date and LRTP 2050 Update, pg. 15
- Inclusion of LRTP 2050 information and transit rider survey information, pg. 16
- Update of new transit service area graphic from 2025 TDP and population estimates, pg. 17
- Addition of impacts from Hurricanes Helene and Milton, pg. 20
- Removal of FGCU location in Herald Court in Downtown Punta Gorda, pg. 21
- Trip Attractor corrections in Table I-1, pgs. 22-24
- Removal of C.A.R.E. and Veterans’ Van as Coordinated Partners, pg. 26
- Addition of Hope Hospice, pg. 27
- New language and revised graphic reflecting 2025 TDP and deletion of the Veteran’s Van language, pg. 31
- Addition of language regarding Hurricane Helene and Hurricane Milton, pg. 32
- Removal of Try Transit Day language and correction to annual SSP review, pg. 35
- Assorted Transit updates regarding new software and current procedures, pg. 40
- Addition of recent software improvements and the Charlotte Rides mobile cell phone app which allows for some same day trips, plus new policy name change and office hours, pg. 41
- Corrections to Transportation Operators and Coordination Contractors section and revised bus inventory date, pgs. 42-43
- Insertion of new 2025 Bus Transit System Annual Safety and Security Certification, (letter dated February 13, 2025), pg. 44
- Removal of language regarding Veterans Van and Special Needs List, pg. 45

- Addition of language regarding the new Charlotte Rides mobile cell phone app and deletion of fare box reference, pg. 50
- Change date of driver manual and lower to 2 hour advance reservation, pg 52
- Removal of language regarding Veterans Van, pg. 53
- Most recent CTC Evaluation date, pg. 58
- Insertion of new Transit Organizational Chart in Appendix B, pg. 63
- Insertion of new Bus Inventory as Appendix G, pg. 77
- Insertion of new TD Rate Model 5-Year Comparison and Rate Model Calculations in Appendix H, pgs. 78-86 (*please see final revisions below*)
- Insertion of Appendix J, 2025 CTC Evaluation (once approved), pgs 89-97
- Insertion of new TD application, pgs 111-117

(Note: The entire draft document will be available upon request and will be posted on the MPO website post-meeting approval once revisions are incorporated.)

After the LCB Meeting packet was distributed, revised rate model calculations were finalized following CTD staff review. Those changes were distributed to LCB members via email, in a large hard copy version at the LCB meeting, as well as enlarged on the meeting screen:

[Final Rate Model Calculations](#)

These revised final rate model calculations were scrolled on screen while Heidi Maddox explained them. She noted that figures listed under the contracted transportation services category had grown to reflect expected increased costs in the new driver/bus washer contract (which was now filed with the County Purchasing Department). Wendy Scott stated that the other change pages reflected routine updates.

Michael Stahler made a motion to approve the third annual update to the FY 2021-2022/FY 2025-2026 Transportation Disadvantaged Service Plan (TDSP) / Charlotte County Coordinated Public Transit – Human Services Transportation Plan (including the rate model calculations) as corrected; allowing Transit staff to make minor technical adjustments to the rate model and other items per CTD staff guidance. Carmen Henry seconded the motion, and it was approved unanimously.

7. 2025 CTC Evaluation

Pursuant to Florida Statutes, Chapter 427, and Florida Administrative Code, Rule 41-2, the Local Coordinating Board (LCB), with the assistance of the Official Planning Agency (OPA), conducts an annual performance evaluation of the Community Transportation Coordinator (CTC). In Charlotte County, the designated CTC is the Charlotte County Board of County Commissioners (BCC), the governing board of the County Transit Division. This year, the CTC Evaluation was conducted on February 24-26, 2025.

The CTC Evaluation document was developed utilizing sections of the CTC Evaluation Workbook and sample materials provided by the Florida Commission for the Transportation Disadvantaged (CTD). This year's review involved a bus inspection and ride-along, as well as

examination of documentation provided by Transit Division staff. Additionally, surveys of riders and a vendor were conducted.

[\(1\) 2025 CTC Evaluation](#)
[\(2\) Transit App Screenshots](#)

Wendy Scott applauded the customer care given on the evaluation ride by the bus driver, Troy Peterson, especially related to the attention given to a wheelchair passenger with extreme nerve pain issues. She also referenced screenshots provided as examples of what the new Charlotte Rides mobile phone app allowed passengers to view related to their trips.

Maricela Morado made a motion to approve the 2025 CTC Evaluation. Michael Stahler seconded the motion which passed unanimously.

8. Community Transportation Coordinator Quarterly Reports for October-December 2024 and January-March 2025

Due to the timing of the 2024 holiday period, the CTC presented two quarters of information to the LCB Members (covering October-December 2024 and January-March 2025). These quarterly reports were informational items that described recent activities of the Community Transportation Coordinator (CTC).

[October-December 2024 and January-March 2025 Quarterly Reports](#)

Betty-Ann Sherer began the presentation with a side-by-side ridership comparison that showed a steady increase over time. Zinnia Vargas commented on the impact to revenues of the County's new accounting systems. She noted that newer figures would be reflected in the next quarter.

Discussion followed regarding recent issues with the coordinated partner program including the lack of younger volunteer drivers (especially with the Veterans Van), difficulty meeting many federal requirements, a participant request to pause participation (C.A.R.E.) and the necessity to conduct driver testing (Homeless/now St. Vincent DePaul CARES). Suzanne Roberts asked for examples of the program obstacles encountered. These included insurance requirements and driver drug testing and physicals. Heidi Maddox indicated that at this point, Transit is not looking to begin other coordinated partner programs. Matt McGee noted that the Veteran Services Office staff was involved with promoting transit trips for veterans within the County.

Betty-Ann Sherer discussed trip purpose in rank order: employment, medical and life-enhancing. Despite the lack of Water Fest and Air Show programs this year, the numbers still had remained strong. Suzanne Roberts stated that on the medical side, the Charlotte County Transit program was a godsend to the Virginia B. Andes Community Clinic clients.

Unmet trip figures were also discussed. Regarding compliments and concerns, The Transit staff respects every request from passengers. Sometimes there are unfounded concerns. Videos are analyzed and corrective action plans are developed. Unfortunately, given busy staff schedules, thank yous are not always counted.

The new [Beach Shuttle](#) pilot program was recently launched with 314 passengers to date. It operates in West County between Tringali Recreational Center on SR 776 and Chadwick Park. Regarding the new Charlotte Rides mobile app, numbers were continuing to climb.

9. [Long Range Transportation Plan \(LRTP\) Update](#)

Every five years, the Charlotte County-Punta Gorda MPO is required to develop the Long Range Transportation Plan (LRTP). The LRTP includes the multimodal elements including transit. The LRTP Consultant utilizes the information that is gathered during the development of Charlotte County's Transit Development Plan (TDP) which has a ten-year planning horizon. The LRTP will contain a twenty-five-year planning horizon that will extend to 2050. This agenda item was presented as an informational item.

The Draft 2050 Needs Assessment includes input from the public and various stakeholders from the County. Staff received input from three public workshops held on February 10, 11, and 12 gathered feedback from more than 50 participants to help shape the Long-Range Transportation Plan (LRTP). Additionally, on April 7, 2025, MPO staff and the MPO's consultant hosted a Consensus Building Workshop with over 37 stakeholders, aiming to build consensus on key issues.

Additional outreach activities include a short survey and an interactive mapping exercise available on the MPO's website at www.ccpghmpo.gov. These are designed to gather further community input on the transportation network. MPO staff and the Consultant will meet with the Steering Committee to review the Needs Assessment and provide comments to support development of the draft Cost Feasible Plan. The Draft Needs Assessment projects will be presented at the May 19, 2025 MPO Board meeting for their review and approval.

After discussing recent workshops, Laks Gurram introduced MPO consultant William Roll who gave an LRTP 2050 presentation remotely.

[LRTP Needs Plan Presentation](#)

Even if invited stakeholders or other members of the public had been unable to attend the first Consensus Building Workshop (CBW), they still have the opportunity to participate in the second CBW on June 9, 2025. Public comments on the LRTP will continue to be taken until October 2, 2025 when MPO Board approval is scheduled.

Maricela Morado made a motion to recommend MPO Board approval of the 2050 LRTP Needs Assessment. Lynn Dohler seconded the motion which passed unanimously.

10. Citizen Comments

No public comments were given.

11. [Staff Comments](#)

Wendy Scott gave the following report:

(1) Thanks to everyone for participating in the LCB Meeting today. All member vacancies are filled except the representative for the Private-For-Profit industry.

(2) Congratulations to Laks Gurram who has been appointed as the permanent MPO Director. The MPO Staff's biggest challenges currently are holding the May 19th MPO Board Meeting and continuing to develop the 2050 Long Range Transportation Plan (LRTP) and the cost feasible portion of the study (projects that actually can be funded). We are currently advertising to fill a multi-modal planner position that will combine transit, bicycle, pedestrian and perhaps a little aviation planning. Please spread the word.

(3) The Florida Commission for the Transportation Disadvantaged (CTD) intended to participate in the FDOT Legislative Day at the Capitol in Tallahassee on February 19, 2025, however it was cancelled due to weather conditions. However, scheduled meetings inside the Capitol with lawmakers and their staffs were not impacted. The Commission held a quarterly CTD Business Meeting on March 31, 2025 in Tallahassee. Discussion Items included: (1) FDOT's Transportation Disadvantaged Services Report, (2) CTD Compliance with Governor Recommendations, (3) TD Trust Fund Grant Programs, and (4) Adverse Incidents Reporting. A while ago, I also monitored the Commission's virtual kickoff/entrance meeting for Charlotte County Transit's Quality Assurance (QA) Review. The firm of Thomas Howell Ferguson is conducting this effort virtually and focusing on grant compliance. All CTC reviews statewide must be completed by June 30, 2025.

(4) Before handing off to MPO, Transit and Fiscal staffs, I just want to thank all of you for your efforts to make our local transit service awesome! Since my Florida Retirement DROP service stops at the end of August, although I'll draft the September LCB packet, I won't be working the September meeting. It has been wonderful working with each and everyone of you! I applaud all that you and your agencies and organizations do to make Charlotte County a better place for all the citizens.

Jill Turner noted that Charlotte County Transit would be taking the following items to the Board of County Commission (BCC) meeting on May 13, 2025:

- FTA Section 5310 grant application (Seniors and Individuals with Disabilities)
- FTA Section 5311 grant application (Rural)
- BCC Resolution to serve as the Charlotte County Community Transportation Coordinator for the time period July 1, 2026 – June 30, 2031
- Transit Service Development Grant application for three microtransit zones (Murdock/Port Charlotte/Punta Gorda for 3 to 4 mile radius areas)

Suzanne Roberts asked Heidi Maddox if Sunday trips might be considered in the near future. Heidi Maddox responded that it was not currently under consideration.

12. Member Comments

Many LCB Members expressed their thanks and well wishes to Wendy Scott regarding her upcoming retirement.

Stacy Booth gave the following FDOT report:

FDOT – Charlotte County LCB Meeting

Meeting date 05/01/2025

Time 10:00 am

Meeting location: 545 Theresa Blvd, Port Charlotte, FL 33954

Topics:

Agenda topic Federal Grants for Federal Fiscal Year (FFY) 24 / State Fiscal Year 2024/2025

FTA Section 5310, 5311, and 5339 applications –The due date for applications was Friday, December 15, 2023, 36 applications were received.

The Department has awarded the following grants funding to Charlotte County:

- State Block Grant in the amount of \$408,325.
 - Was fully executed March 4, 2025
- 5310 Operating Grant in the amount of \$100,000.
 - This project needed a TIP/STIP amendment. It could not go to the January board due to that meeting being a dual meeting, so it went to the March MPO Board and was approved. It then moved on to a STIP approval with Central Office. At some point, there was a note inserted into the project stating “Managed By Steps To Recovery”. It is unknown who inserted that and we are currently in the process of removing the note and moving forward with the STIP approval. Funds will be encumbered in June and the contract will be fully executed in June.
- 5311 Operating Grant in the amount of \$82,800.
 - This one will also be encumbered in June and the contract will be fully executed in June.

Agenda topic Federal Grants for Federal Fiscal Year (FFY) 25 / State Fiscal Year 2025/2026

FTA Section 5310, 5311, and 5339 applications – We are awaiting allocations from the FTA before we can move forward with creating our Program of Projects and submitting our recommendations to Central Office for the applications we want to award. We are hoping to have those by mid-May, but there is no set timeframe that has been provided.

Agenda topic Training Opportunities

2025 Professional Development Workshop & Transit Safety and Operations Summit hosted by FPTA/FDOT/CUTR: This summit will be held June 9-11, 2025. The registration link is not yet open but should be available in April.

Round 3 of the FDOT triennial reviews began in 2024. We began with agencies that receive only FTA Section 5310 funding with the larger agencies to follow. There are currently 29 agencies to review throughout the District.

Reviews in Progress:

- Charlotte County's Triennial began April 1, 2025.

----- end FDOT Report -----

A brief discussion followed on FDOT District One's Congestion Management Multimodal Planning (C3MP) efforts regarding Advanced Air Mobility. Wendy Scott distributed information to the LCB Members post-meeting.

Carmen Henry gave an update on her agency's Summer Youth Project initiative. The project has enrolled 500 students with a waiting list in most Counties. It is designed for participants to gain foundational work skills, and 100% of funding for participant's salaries and other costs is covered. She requested that Charlotte County Transit staff provide a representative to enroll in and teach use of the new Charlotte Rides app to the Summer Youth Project participants.

Lynda Faieta discussed a recent oil spill on Bermont Road that closed the roadway in both directions. Four school buses were impacted, and tremendous delays resulted.

LCB Vice Chair Suzanne Roberts stated that it had been a pleasure working with Wendy Scott. She encouraged LCB Members to participate in a retirement reception post-meeting.

13. Adjournment (Next Meeting – September 4, 2025) at the Charlotte County Transit Facility, 545 Theresa Blvd., Port Charlotte, FL 33954)

The next LCB meeting is scheduled for Thursday, September 4, 2025 at the Transit Facility located at 545 Theresa Blvd. in Port Charlotte, FL 33954. The meeting was adjourned at 11:24 a.m.

SEPTEMBER 4, 2025
LCB MEETING

AGENDA ITEM # 4-B
LCB 2026 CALENDAR OF QUARTERLY MEETINGS

Purpose: To provide LCB members with a proposed schedule of LCB meeting dates for 2026

Agenda Item Presented by: MPO Staff

Discussion:

Below are the proposed 2026 LCB Meeting Dates. A minimum of four meetings must be held annually with at least one held in every calendar quarter.

All meetings will be held in person at the Charlotte County Transit Conference Room, 545 Theresa Blvd, Port Charlotte, Florida 33954 (with the possibility of virtual attendance through TEAMS). Please note: **Only LCB Members participating in person count toward achieving a voting quorum.** The planning staffs from neighboring LCBs have been alerted to these dates to minimize scheduling conflicts for LCB members serving on multiple boards.

- Quarter I: January 8, 2026
- Quarter II: May 7, 2026
- Quarter III: September 3, 2026
- Quarter IV: November 5, 2026

Recommendation: Informational item (for placement on personal calendars)

Attachment: None

SEPTEMBER 4, 2025
LCB MEETING

AGENDA ITEM # 5
APPROVAL OF LOCAL COORDINATING BOARD (LCB) BYLAWS

Purpose: To provide the draft revised LCB Bylaws for annual review and consideration

Agenda Item Presented by: MPO staff

Discussion:

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

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

The LCB Bylaws have been reviewed by the MPO's legal advisor.

Recommendation: Motion to approve the draft 2025 LCB Bylaws

Attachment: [Draft 2025 LCB Bylaws](#)

**CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
BYLAWS**

ADOPTED

SEPTEMBER 4, 2025

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

BYLAWS

1. PURPOSE

The purpose of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) is to confer with and advise the Community Transportation Coordinator (CTC) on the coordinated transportation in Charlotte County.

Other functions of the LCB shall include, but are not limited to the following:

- (a) To find solutions to enhance the CTC operations to provide for a cost effective, rider convenient, viable and reliable method of transportation.
- (b) To provide a focal point for transportation disadvantaged information that can be used and coordinated with other planning efforts.
- (c) To provide a forum for development, discussion, and interchange of ideas to be utilized for the provision of transportation disadvantaged services.
- (d) To make recommendations regarding any grievances pertaining to transportation disadvantaged services which are not resolved by the CTC, and to assist in resolving those grievances as required.
- (e) To identify and develop responses to local service needs.

2. DEFINITIONS

- CCTD Charlotte County Transit Division of the Charlotte County Board of County Commissioners (BCC).
- CPT-HSTP Coordinated Public Transit-Human Services Transportation Plan – a plan developed using the core TDSP and enhanced with additional information as required for service delivery of Federal Section 5310 and Section 5311 programs.
- CTC Community Transportation Coordinator - The Charlotte County Board of County Commissioners (BCC) through the CCTD functions as the CTC for Charlotte County.
- CTD Commission for the Transportation Disadvantaged - The Agency created by Chapter 427 F.S., whose purpose under law is to accomplish the coordination of transportation services provided to the transportation disadvantaged.

LCB	Charlotte County Transportation Disadvantaged Local Coordinating Board - defined under Section 427.011(7), F.S., as “an advisory entity in each designated service area composed of representatives appointed by the Metropolitan Planning Organization (MPO) Board, or Official Planning Agency (OPA), to provide assistance to the Community Transportation Coordinator (CTC) relative to the coordination of transportation services.”
MOA	Memorandum of Agreement - The state contract included in the Transportation Disadvantaged Service Plan (TDSP) for transportation disadvantaged service purchased by federal, state, or local government transportation disadvantaged funds.
MPO	The Charlotte County-Punta Gorda Metropolitan Planning Organization - The MPO functions as the OPA for Transportation Disadvantaged Services in Charlotte County.
OPA	Official Planning Agency - The body selected to plan for Transportation Disadvantaged Services in a given service area, including staffing the LCB.
TDSP	Transportation Disadvantaged Service Plan - A five-year implementation plan, with annual updates developed by the CTC and the MPO which contains the provisions of service delivery in the coordinated transportation system.

3. **MEMBERSHIP**

In accordance with Section 427.0157, F.S., all members of the LCB shall be appointed by the MPO Board. In making these appointments, the MPO Board shall attempt to appoint individuals who have positions of responsibility within their agency at a level high enough to allow them to adequately represent their agency during Board discussions and when votes are being taken.

A. Voting Members

In addition to the Chair, the following agencies or other groups shall be represented on the Board as voting members:

1. A local representative of the Florida Department of Transportation;
2. A local representative of the Florida Department of Children and Family Services;
3. 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;

4. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Florida Department of Education;
5. A person who is recognized by the Florida Department of Veterans Affairs as a representative of the veterans in the county;
6. A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
7. A person over sixty (60) years of age representing the elderly in the county;
8. A person with a disability representing individuals who are disabled in the county;
9. Two (2) citizen advocate representatives in the county; one who must use the transportation service(s) of the system as a primary means of transportation;
10. A local representative for children at risk;
11. A local representative of the Florida Department of Elder Affairs (through the Area Agency on Aging);
12. An experienced representative of the local private for profit transportation industry;
13. A local representative of the Florida Agency for Health Care Administration;
14. A local representative of the Agency for Persons with Disabilities
15. A representative of the Regional Workforce Development Board established in Chapter 445, F.S.; and
16. A representative of the local medical community which may include, but not be limited to kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based service.

Additional non-voting members may be appointed by the MPO Board. The public mass transit operator shall be appointed as a non-voting member to the Board. The representative of the local private sector shall refrain from voting on any agenda item pertaining to contracts with operators, grievances filed against operators or such items as may be construed as a conflict of interest. No employee of the CTC shall serve as a voting member of the LCB.

B. Alternates

Each voting agency member of the LCB may name alternates who may vote in the absence of that member on a one-vote-per-member basis.

4. OFFICERS**A. Chair**

The MPO Board shall appoint an elected official from any governmental entity in the county, to serve as the official Chair to preside at all LCB meetings. The Chair shall serve until his/her elected term of office has expired or he/she is replaced by the MPO Board.

The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall be responsible for pertinent Committee correspondence and information releases. The Chair shall also serve as a liaison between the LCB and the CTC whenever the need arises. Authority not specifically designated in this document is reserved to the Chair.

B. Vice Chair

The Board may hold an organizational meeting each year during the first scheduled meeting of the calendar year for the purpose of electing a Vice Chair. The Vice Chair shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice Chair shall serve a term of one year starting with the first meeting after the election. The Vice Chair may serve more than one term.

The Vice Chair shall, during the absence of the Chair or his/her inability to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned him/her by the Chair.

If both the Chair and Vice Chair are absent from a meeting, the meeting may be chaired by a voting member selected by vote.

5. TERMS OF APPOINTMENT

Except for the Chair and agency representatives, the members of the LCB shall be appointed for three years. Individuals can be reappointed for more than one term.

6. ATTENDANCE

The MPO shall consider rescinding the appointment of any member of the Board who fails to attend three consecutive meetings. The LCB may notify the CTD if any State agency representative or their alternate fails to attend three consecutive meetings.

7. STAFF SUPPORT

The MPO shall provide the LCB with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427.0157, F.S., This responsibility includes providing sufficient:

- (a) Staff to manage and oversee the operations of the LCB; and
- (b) Staff to assist in the scheduling of meetings, preparation of meeting agenda packets, and other necessary administrative duties.

Staff will assist the Chair with the preparation, duplication, and distribution of all materials necessary for the LCB meetings.

8. MEETINGS

The LCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Section 427.0157, F.S., the LCB shall meet at least quarterly. All meetings, including committee and subcommittee meetings, will function under the “Government in the Sunshine Law”. All meetings will provide opportunity for public comments on agenda items.

One public meeting will be held each year for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation disadvantaged services. The public meeting will be held at a place and time that is convenient and accessible to the general public. The public meeting may be incorporated with a regular business meeting of the LCB or a public meeting held jointly with the CTD will satisfy this annual requirement.

A two week notice shall be given for regular meetings. Agenda materials shall be made available and sent to the LCB no less than one week in advance of any regular meeting. Special meetings may be called by the Chair with a minimum of three (3) calendar days prior to any special or emergency meeting. Members may place items on the agenda by notification of staff.

Staff is responsible for maintaining an official set of Minutes for each LCB meeting. The Minutes shall include an attendance roster and reflect official actions taken by the LCB. Copies of all LCB Minutes shall be sent to the CTD and the Chair of the MPO Board. A quorum to conduct business shall be six (6) voting members.

9. STANDING GRIEVANCE COMMITTEE

- (A) There is hereby created a Charlotte County Transportation Disadvantaged Grievance Committee pursuant to Chapter 427, F.S., and Rule 41-2 of the Florida Administrative Code (FAC) and as referenced in the Memorandum of Agreement (MOA) between the CTC and the CTD. The body formed will hereinafter be referred to as the Grievance Committee.

- (B) The objective of the Grievance Committee shall be to develop rules and procedures to ensure quality control and to provide participating users, funding agencies and transportation providers with an impartial body to hear complaints and settle disputes concerning services rendered.
- (C) Membership of the Grievance Committee shall be the same as the membership of the voting members of the LCB as explained in Section 3 item A of these Bylaws and shall be concurrent with membership of the LCB.
- (D) The Vice Chair of the LCB will serve as Chair of the Grievance Committee. In the event the Vice Chair is the representative of the local private sector, then the Grievance Committee shall elect by majority vote a different Chair. In this case, the LCB Vice Chair will not Chair the Grievance Committee.
- (E) A quorum shall be present for any official action. Meetings shall be held at such times as the Grievance Committee may determine or as requested by the LCB.
- (F) The grievance process will be specified in the Grievance Procedures. These procedures will address complaints that may emanate from continued tardiness in pick up time window, driver behavior and deportment, passenger discomfort, irregularities in the system of delivery or decisions made to deny, reduce or terminate services will constitute grievances for users or funding agencies. This may also include complaints about charges or billing constituent grievances by a funding agency or transportation provider, and other complaints that may be heard at the discretion of the Grievance Committee.

10. DUTIES

According to Section 427.0157, F.S., the LCB has the following duties:

- A. Review and approve the coordinated Community Transportation Disadvantaged Service Plan (TDSP), following Memorandum of Agreement (MOA) execution, so that the document may be submitted to the CTD within 120 days after the MOA is signed. The TDSP functions also as the Coordinated Public Transit-Human Services Transportation Plan.
- B. Evaluate services provided in meeting the approved plan.
 - 1. The LCB shall conduct an annual performance evaluation of the CTC. This evaluation shall be conducted using evaluation criteria developed by the CTD. The evaluation of the CTC shall be both in general and relative to specific criteria as it pertains to obtainable goals listed in the TDSP and recommendations contained in the CTD's quality assurance reviews.

2. The results of this evaluation shall be forwarded to the MPO for its consideration as it develops its recommendation concerning the redesignation of the CTC. The results of this evaluation and the MPO's recommendation shall be forwarded to the CTD.
- C. In cooperation with the CTC in reviewing and providing recommendations to the CTD on funding applications affecting the transportation disadvantaged, the LCB shall:
 1. Request federal, state, or local government agencies to provide for LCB review of all applications or purchase of service requests for client services which contain funds for transportation disadvantaged services. Such funds may include expenditures for operating, capital or administrative needs.
 2. Present to the CTD any unresolved funding requests without delaying the application process.
- D. Assist the CTC in establishing priorities with regard to the recipients of non-sponsored TD services that are purchased with TD Trust Fund moneys.
- E. Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area.
- F. Evaluate multi-county or regional opportunities.
- G. Work cooperatively with Regional Workforce Boards as established, chapter 445, F.S., to provide for the development of innovative transportation services for participants.

11. PARLIAMENTARY PROCEDURES

The Board will conduct business using parliamentary procedures according to the latest version of Robert's Rules of Order.

12. AMENDMENTS

These Bylaws may be amended by the affirmative vote of a majority of a quorum at any regular meeting. Whenever possible, proposed amendments shall be submitted to the membership one week prior to the meeting at which it is to be considered.

These Bylaws and any and all amendments to the Bylaws will become effective upon affirmative vote of a majority of a quorum.

These Bylaws for the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) were originally adopted on August 2, 1990 by the LCB and subsequently amended as follows:

November 16, 1993
June 28, 1996
January 14, 2000
July 17, 2003
September 10, 2009
November 7, 2011
November 15, 2012
November 14, 2013
September 11, 2014
September 10, 2015
September 8, 2016
September 7, 2017
September 6, 2018
September 5, 2019
September 10, 2020
September 9, 2021
September 8, 2022
September 7, 2023
September 5, 2024
September 4, 2025

PASSED AND DULY ADOPTED after motion, second and majority vote favoring same, this September 4, 2025.

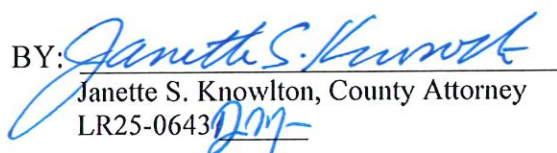
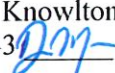
CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING
ORGANIZATION

BY: _____
Lakshmi N. Gurram, Director

CHARLOTTE COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD

BY: _____
Kenneth Doherty, LCB Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

BY: 
Janette S. Knowlton, County Attorney
LR25-0643 

SEPTEMBER 4, 2025
LCB MEETING

AGENDA ITEM # 6
ANNUAL OPERATING REPORT

Purpose: To review and approve the Annual Operating Report

Agenda Item Presented by: Charlotte County Staff

Discussion:

Pursuant to Florida Statutes, Chapter 427, and Rule 41-2 of the Florida Administrative Code, the Community Transportation Coordinator (CTC) provides the Florida Commission for the Transportation Disadvantaged (CTD) an Annual Operating Report (AOR) by September 15th of each year. This report identifies the coordinated services that were arranged or provided by the CTC during the past year. It contains an accounting of revenues and expenses, in addition to other transportation disadvantaged program information. The draft AOR is typically forwarded in advance to CTD staff for review and comment prior to final submission.

Recommendation: Motion to approve the Draft FY 2024/2025 Annual Operating Report (including allowing staff to make minor technical adjustments per guidance from CTD staff)

Attachment: [FY 2024/2025 DRAFT Annual Operating Report](#)

SEPTEMBER 4, 2025
LCB MEETING

AGENDA ITEM # 7
QUARTERLY REPORT

Purpose: To provide a quarterly report of Transportation Disadvantaged (TD) transit activities

Agenda Item Presented by: Charlotte County Staff

Discussion:

The quarterly report for April-June 2025 will be presented to describe recent activities of the Community Transportation Coordinator. This is an informational item.

Recommendation: None

Attachment: [Quarterly Report April-June 2025](#)

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED AND PUBLIC TRANSPORTATION TRIP REPORT FISCAL YR 25

Month	Enhanced Mobility for Seniors & Individuals with Disabilities (5310)	Senior Friendship Center	Transportation Disadvantaged Commission	Coordinated Partners	Rural (5311)	Public Transit	FY 24/25 Total Trips	FY23/24 Total Trips	FY 23/24 Variance
October	319	140	991	37	153	4,994	6,634	6,443	191
November	339	154	1,051	35	57	5,306	6,942	4,863	2,079
December	339	197	1,014	18	59	5,318	6,945	5,186	1,759
January	377	209	1,325	36	80	5,903	7,930	6,408	1,522
February	353	188	1,278	18	84	5,529	7,450	6,280	1,170
March	378	199	1,324	0	61	5,920	7,882	6,775	1,107
April	424	250	1,275	0	52	6,646	8,647	7,123	1,524
May	386	178	1,238	0	60	6,044	7,906	7,404	502
June	348	178	1,173	0	21	5,453	7,173	6,789	384
Total	3,263	1,693	10,669	144	627	51,113	67,509	57,271	10,238
Q1 No Shows:	192								-
Q2 No Shows:	218								
Q3 No Shows:	236								

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED REVENUE REPORT FISCAL YR 25

Month	Senior Friendship Center	Transportation Disadvantaged Commission	Enhanced Mobility for Seniors & Individuals with Disabilities (5310)	Rural (5311)	Total Revenue
October	\$ 1,739.70	\$ 24,566.38	\$ -	\$ -	\$ 26,306.08
November	\$ 1,981.16	\$ 26,543.61	\$ -	\$ -	\$ 28,524.77
December	\$ 2,564.07	\$ 24,880.90	\$ 16,186.35	\$ 16,187.01	\$ 59,818.33
January	\$ 2,680.21	\$ 33,534.29	\$ -	\$ -	\$ 36,214.50
February	\$ 2,437.12	\$ 32,560.45	\$ -	\$ -	\$ 34,997.57
March	\$ 2,414.16	\$ 33,674.11	\$ -	\$ -	\$ 36,088.27
April	\$ 2,811.46	\$ 31,927.84	\$ -	\$ -	\$ 34,739.30
May	\$ 2,102.78	\$ 29,939.80	\$ -	\$ -	\$ 32,042.58
June	\$ -	\$ 27,610.16	\$ -	\$ -	\$ 27,610.16
Total	\$ 18,730.66	\$ 265,237.54	\$ 16,186.35	\$ 16,187.01	\$ 316,341.56

CHARLOTTE COUNTY TRANSIT NON PROFIT COORDINATED PARTNERS TRIPS REPORT FISCAL YR 25				
Month	C.A.R.E.	Homeless Coalition	Vets	Total
October	22	19	0	41
November	16	19	0	35
December	14	4	0	18
January	20	16	0	36
February	15	3	0	18
March	0	0	0	0
Total	87	61	0	148

CHARLOTTE COUNTY TRANSIT QUARTERLY PURPOSE REPORT FISCAL YR 25

FY25 Q1

One-Way Trips By Trip Purpose	Q1	Total One-way Trips	Percent
Disaster	518	518	2%
Medical	4,987	4,987	23%
Nutritional	1,516	1,516	7%
Education/Training	3,507	3,507	16%
Employment	6,643	6,643	30%
Life-Enhancing	4,741	4,741	22%
Trip Purpose Totals	21,912	21,912	100%

FY25 Q2

One-Way Trips By Trip Purpose	Q2	Total One-way Trips	Percent
Disaster	0	518	1%
Medical	5,600	10,587	23%
Nutritional	2,122	3,638	8%
Education/Training	3,804	7,311	16%
Employment	7,909	14,552	31%
Life-Enhancing	5,226	9,967	21%
Trip Purpose Totals	24,661	46,573	100%

FY25 Q3

One-Way Trips By Trip Purpose	Q3	Total One-way Trips	Percent
Disaster	0	518	1%
Medical	4,613	15,200	23%
Nutritional (Meal site + Grocery only)	2,212	5,850	9%
Education/Training	2,773	10,084	15%
Employment	6,189	20,741	32%
Life-Enhancing	3,325	13,292	20%
Trip Purpose Totals	19,112	65,685	100%

Nutritional: Anyone transported for reasons of receiving a meal, nutritional benefits or grocery shopping.

Grocery is Publix, Winn-Dixie, Aldi, Walmart

CHARLOTTE COUNTY TRANSIT UNMET TRIPS REPORT FISCAL YR 25

Unmet Trips FY25 Q1 October-December 2024	Medical	Employment	Education - Training	Nutritional	Life Enhancing	Total	Modified Trips
October	17	66	18	3	22	126	95
November	13	46	3	5	35	102	97
December	34	54	30	6	41	165	113
Quarterly Totals	64	166	51	14	98	393	305
Unmet Trips FY25 Q2 January-March 2025	Medical	Employment	Education - Training	Nutritional	Life Enhancing	Total	Modified Trips
January	38	105	11	3	60	217	130
February	39	76	7	5	39	166	131
March	39	107	20	10	53	229	151
Quarterly Totals	116	288	38	18	152	612	412
Unmet Trips April-June 2025	Medical	Employment	Education - Training	Nutritional	Life Enhancing	Total	Renegotiated Trips
April	12	53	27	6	23	121	452
May	5	100	16	7	33	161	415
June	6	70	6	4	29	115	227
Quarterly Totals	23	223	49	17	85	397	1,094
Unmet Trip: a trip in which the initial time or date request was unavailable						-	
Renegotiated trip: reflects the attempts to satisfy requests						-	

CHARLOTTE COUNTY TRANSIT FEEDBACK REPORT FISCAL YR 25		
FY25 Q1		
Type of Issue	Previous Quarter	This Quarter
Missed Trip	0	5
Wrong Time/Date of Service	0	0
Rude Employee or Operator	0	3
Late Ride or Early	0	1
Safety Concern	0	7
Policy Complaint	0	1
Phone- Long que (wait) time	0	0
Total Concerns	0	17
Total Compliments	0	13
FY25 Q2		
Type of Issue	Previous Quarter	This Quarter
Missed Trip	5	1
Wrong Time/Date of Service	0	0
Rude Employee or Operator	3	6
Late Ride or Early	1	3
Safety Concern	7	7
Policy Complaint	1	2
Phone- Long que (wait) time	0	1
Total Concerns	17	23
Total Compliments	13	3
FY25 Q3		
Type of Issue	Previous Quarter	This Quarter
Missed Trip	1	2
Wrong Time/Date of Service	0	0
Rude Employee or Operator	6	3
Late Ride or Early	3	2
Safety Concern	7	7
Policy Complaint	2	1
Phone- Long que (wait) time	1	0
Other	23	5
Total Concerns	23	20
Total Compliments	3	10