



**FEBRUARY 23, 2015
LOCAL COORDINATING BOARD FOR
TRANSPORTATION DISADVANTAGED SERVICES**

**SPACE COAST ROOM
BUILDING C, 2ND FLOOR
2725 JUDGE FRAN JAMIESON WAY
VIERA, FLORIDA 32940
10:15 A.M. CALL TO ORDER**

Meeting called to order at 10:15 am

I. INTRODUCTION OF MEMBERS

Member	Representing	8/24/2014		11/17/2014		2/23/15	
		Present	Absent	Present	Absent	Present	Absent
Mayor Rocky Randels, Chair	Elected Official	X		X		X	
Maryjane Wysocki	FL Dept of Children & Families		X		X		X
Diane Poitras	FL Dept of Transportation			X	-	X	
William Crane	Public Education Community	X			X		
Almetia Britton	FL Dept of Education		X	X		X	
Dennis Vannorsdall	FL Dept of Veteran's Affairs	X		X			X
Vacant	FL Assoc of Comm Action Agencies	-	-	-	-	-	-
Kyle Andrews	Persons over 60 Representative	X		X		X	
David Ryan	Disabled Representative		X	X		X	
Linda Howard Vice-Chair	Citizen Advocate	X		X		X	
Isabelle Zoerner	State Services - Children at Risk	X		X		X	
Randy Hunt	FL Dept of Elder Affairs	X			X		X
Benjamin Akinola	FL Agency for Health Care Admin		X		X		X
Sara Ann Conkling	Citizen Advocate / User	X		X		X	
Vacant	Private Trans. Industry	-	-	-	-	-	-
Alternates		Present	Absent	Present	Absent	Present	Absent

Samuel Weekley	FL Dept of Transportation				X		X
James Tapp, Jr.	Persons over 60 Representative	X		X			X
Jack Giordano	FL Dept of Education			X		X	
Tammy Harris	Citizen Advocate	X			X	X	
Sarah Lightell	FL Dept of Elders Affairs		X		X	X	
Charlotte Keller	Agency for Health Care Admin.	X		X		X	
Felicia Wilson	Citizen Advocate / User	X		X		X	
Larry Fowler	Disable Representative		X	X			X

James Liesenfelt, CTC/Space Coast Area Transit/DOPA
Cristina Berrios, County Attorney's Office
Leigh Holt, Space Coast TPO
Carmen Baez, Space Coast Area Transit
Colby Stallings, Space Coast Area Transit
Joe Connors, Space Coast Area Transit
Scott Nelson, Space Coast Area Transit
Joe Lammon, Space Coast Area Transit
Pat Ryan, Space Coast Area Transit
Lori Hamilton, Space Coast Area Transit/Volunteers In Motion
Cathy Lively, Space Coast Area Transit

MEMBER REPORTS

Mayor Randels - Highlighted Jim Tapp, Field of Dreams has approached the League of Cities for Phase II of the Park. The next phase would include a skate park, water activity plaza, amphitheater, picnic shelters, boardwalk and pier, landscape and hardscape. They are seeking endorsement from the League of Cities and have received endorsement from all 16 cities.

Linda Howard – Christmas play went wonderful and they had over 700 attendees.

Mayor Randels – Instead of writing a letter to Commissioners as discussed at the last meeting, Mayor Randels visited all the commissioners or staff to discuss the funding for Transit Services.

APPROVAL OF MEETING MINUTES, NOVEMBER 17, 2014

P. 16 – Grievance Committee Members, Kyle Andrews should be listed as an alternate to the Grievance Committee, not as a regular member.

Motion to approve the minutes by Linda Howard, as prepared after the discussion. Motion seconded by Isabelle Zoerner. Motion approved unanimously.

REPORT - COMMUNITY TRANSPORTATION COORDINATOR'S REPORT, Jim Liesenfelt

Highlighted items

- 25 Year Anniversary this fall of the Brevard County Local Coordinating Board and we have held over 100 meetings.
- During the last meeting Mr. Ryan had a question regarding late cancellations. We are working on the report and will have the information for Mr. Ryan at the meeting in May.
- We have three seats coming opening after the meeting in May, Citizen Advocate, Citizen Advocate Alternate, Citizen Advocate/User. We will advertise for applicants, current members will need to apply again, and then it will go before the TPO for designation.
- In your package is a copy of our budget presentation to Board, the County Manager is planning 4 to 5 meetings and we were the second department to go. Couple of items that brought to attention, as staff there has been two raises since 2007; one was an adjustment when they change FRS contribution and one in 2012-13 for cost of living. If you look at 60% of our drivers are at base pay; if you are a driver with 7 years of service, they are making only \$0.28 more per hour, then a new driver.
- Other departments are also pointing out the lack of raises is starting to hurt the department and loses to more money. We have many drivers that have left the department for a dollar more an hour. A couple of drivers have left for early retirement to take care of their parents.
- We went through an overview of our services and where our revenue comes from. Trend and issues to maintaining our bus stops and our drivers on top. We operate on the local minimum match. Not enough money and we are relying on other people's money to keep service on the road. We leverage our local funds very well, if we lose any more local funding we will have to remove service from the road.
- We were asked to prepare a memo of how much funding would be needed to provide service on Martin Luther King Day, Memorial Day, Labor Day and Veterans Day. Those days along with July 4th, Thanksgiving Day and Christmas Day.
- January 15th, resolve your commute day. Highlighted our relationship with Eastern Florida State College.
- Farebox – No ridership data is in your packages. We are using the new fareboxes and the ridership numbers came back with 20% lower. Colby and her crew have figured it out and it was a software issue. Reports will be available for the next meeting.
- We are in the process of switching over to the 30 day magnetic card and then we will move forward to the all day cards and get rid of the transfers.

Sara Ann Conkling – What is the property appraiser predicting what the County revenue to be coming in at? Jim Liesenfelt - He has not heard anything, they did not make a presentation. Also,

there are state and charter restrictions. Even if the property value goes up we can only up 3% or CPI due to restrictions.

Jim Liesenfelt – If you go to the Brevard County website, www.brevardcounty.us and it has all the department's budget presentations.

Mayor Randels – In your presentation you put service needs – Saturday Service Needs, Sunday, and Holidays. Jim Liesenfelt – The Board has questioned on how much it would be to provide the Holiday service. No much on the Saturday or Sunday hours.

Almetia Britton – Wanted to let the Board know that she has used the website, brevardcounty.us and there is a lot of information for the community on it. She provides a lot of the information to her clients.

Kyle Andrews – Back to the Holidays, would that be full service days. Jim Liesenfelt – My preference would be full days on Martin Luther King Day, Veterans Day, and Saturday Service on Memorial Day and Labor Day.

Kyle Andrews - What about Saturday service on Thanksgiving, Christmas and July 4th. Jim Liesenfelt – Has not given this too much time. With the overtime rate being so high and some of the drivers just need a day off.

FDOT has found more money to go towards bus stops, thank you Diane Poitras.

Sara Ann Conkling – When you are prioritizing your funding needs, what is your ranking? Jim Liesenfelt - As a department director, I don't have much say about the salaries, but that would be my number one priority. E-mails and various way I see it would be more service on weekends and evenings.

- Couples of new dialysis centers have been opening up in the community and Carmen has been working hard with them. SCCIL has also been cutting their transportation and it has been hitting our paratransit and VIM.

REPORT – TD PLANNING GRANT REPORT, Jim Liesenfelt

No comments.

REPORT – TD PERFORMANCE REPORT CARD, Jim Liesenfelt

No comments.

REPORT – VOLUNTEERS IN MOTION, Jim Liesenfelt

Rocky Randels – It would cost the tax payers \$175,000 annually if it was not for the volunteers.

OLD BUSINESS - BY-LAWS UPDATE

Addition of the three grievance members on the committee and as many number of alternates.

NEW BUSINESS - GOVERNMENT IN THE SUNSHINE, Cristina Berrios

- State of Florida has opened up board meeting to the public.
- Sunshine Law – it is a second degree misdemeanor for not following the sunshine law. It is quite important to follow the outline I have provided and please come to us (County Attorney's Office) and ask any questions.
- What is the sunshine law?
 - Meeting must be open to the public.
 - Reasonable Notice must be given, which means an agenda must be given.
 - Minutes of meeting must be taken.
 - The public must have the right to participate at these meeting.
- What is a meeting? A discussion or conversation with two or more members of the same board and committee that would come before the board or committee.
- Appearances of the violations sunshine law, when you socially engage with other members, while not a violation, you might be challenged and end up having defending yourself.
- Do any of you serve on mutual board together? No, sometimes members of boards overlap boards and notices must be made declaring that.
- Transparency – to make sure nothing is cloudy.
- Make sure the discussions are made out in the open at the meetings.
- One way discussion (e-mails) but it is just better to avoid any conversation with anything would come before this board.
- You cannot use intermediators, which means you cannot ask a staff member to question about what other board members opinions are.

Sara Ann Conkling – If there is an informational item that is time sensitive. Would it be advisable to put at the top of the memo/e-mail - informational use only, do not respond. *Cristina Berrios - Informational things are fine and members should not respond to them. However, the easiest way is talk to staff and ask them to distribute the information.*

David Ryan – How about subcommittees? *Cristina Berrios – Subcommittee are open to the public and should be advertised and held in the sunshine.*

Code of Ethics – Conflict of Interest Laws do apply to this Board. Ask yourself if you have any personal gain from the directly from the decision of the vote. If you have questions, just call the county attorney's office. You may have to abstain from the vote.

Public Records – Anything produce while performing any duties for this boards, including e-mails and texts. It is recommended that if you do government should have a separate e-mail for dealing with the government.

Jim Liesenfelt – If you want to get something out to fellow board members contact Jim or Cathy that way we can get out all to the members.

Mayor Randels – If Jim is not available is there any issue is it ok to go to the County Attorney's office? *Cristina Berrios - Yes, the County Attorney's office represents this board and they will be more than happy to assist and answer in the questions of the members.*

Cristina Berrios – Just be careful, it is a perception issue, do not discuss anything that may come before this board that may have a vote.

NEW BUSINESS - TRANSPORTATION DISADVANTAGED SERVICE PLAN UPDATE

The Transportation Disadvantaged Service Plan (TDSP) is our service plan for the Commission for the Transportation Disadvantaged. We are required to have a new one every time that you sign a new Memorandum of Understanding with the TD Commission. Last time they let us do an update. It is time to new plan it as the current one it is about 7 years old. Tindale-Oliver set up a scope to update a new plan.

- All your rates must be included in our service plan. The federal 5310 and 5311 (new freedom and JARC) must be listed in the plan. Information must be included in the plan.
- Kick-off meeting with Tindale-Oliver is this afternoon and highlighted is what they will need from us. They will be holding a kick-off meeting and once they finish the plans we will bring it before the LCB for approval.
- We receive \$25,000 - \$31,000 from TD Commission for planning services; this does not cover all the expenses of the board, so the rest will be paid from our Federal Grant.
- Sara Ann Conkling – How does Tindale-Oliver compare to having someone in staff to do the job. Jim Liesenfelt – Sometimes it would be nice, however, talking with Road and Bridge and Utilities, those are the types job the county has trouble retaining. With Tindale they have the staff to get the project get done in an efficient manner.

NEW BUSINESS - LEGISLATIVE UPDATE FOR TPO, FPTA, CTD, Jim Liesenfelt

The legislature meets officially on Monday; it looks like it will be a quiet year.

Service animal re-definition is the only one item floating around that would have a direct impact on us.

The Federal Act expires in May or June. If you are looking for a reduction in money is more likely to be in the Federal funding and not the State.

NEW BUSINESS - BUS STOP STUDY, Jim Liesenfelt

- Pinellas County, DOT and PSTA was sued and it came out quite expensive. One of the reasons was they did not have a plan to make their bus stops accessible.
- 1st. We need to make sure all our buses are not accessible, we need to have a plan and what progress, priority listing.
- 2nd. – Making sure it makes it easier for the person to ride the fixed route buses.
- Each bus stop must have a boarding and alighting area and must provide a firm, stable, slip resistant surface.
- Each bus stop must have an accessible approach to the pad.

- Simple Bus Stops are not always the easiest, for example, right of way from the excess of the back of the sidewalk.
- Bus Shelter must have an area 30" x 48" for wheelchair out of the weather, sidewalks, etc.
- Inventory and Data Collection
 - Tindale-Oliver and Space Coast Area Transit staff visited every bus stop
 - Staff was trained in accessibility and inventory methods
 - A check list was of each stop was taken
 - Database was compiled
- January of 2013/2014 – took 11 months to compile the data
- Bus Stop at Cape Canaveral

Leigh Holt – the TPO has put in a requirement that if the city or municipality has put in they included in the ADA requirements for extra points for their application.

- Bus stop in the City of Melbourne – what needs to add.....
- David Ryan – How does the rankings affect the priority. Jim Liesenfelt - According to the ranking, modifications should be in that order.
- Sara Ann Conkling – Due to liability would you not start from the back to the front and notify the Cities. Jim Liesenfelt - the cities are aware of the study and three different cities have already received and we are going to send them out to the other cities. The rankings also go along with liabilities.
- Some will be pretty easy and some will be much more difficult
- The cost is just an estimate.
- Free Bus Stops
 - Florida Department of Transportation is committed to adding pads during various projects – pages 37-38.
 - US#1
 - A1A
 - NASA Blvd
 - SR 520

Municipalities that we are currently working on agreements with are:

Titusville
 Satellite Beach
 West Melbourne

Contracts are being shifted from construction to maintenance

David Ryan left meeting at 11:46 am

Once staff and Tindale are in agreement with the final report – they will be making a presentation to TPO.

Cities are coming aware and TPO has been really great with their complete streets. You are going to see a bigger change in the next 10 years.

Kyle Andrews – Do they address at all if the signs are in the right places. Jim Liesenfelt - Yes, they have recommended where to move the signs.

Linda Howard – As far as doing the worst first, I would assume to do the easiest first, so that you can say we have completed 300 versus say 30.

Jim Liesenfelt – There will be a lot of issues that will assist decide which stops to do first, such as the ridership, costs, etc.

MEMBER REPORTS

Charlotte Keller – Starting March 1st, those individuals on straight Medicaid and not on a managed care will be under MTM (company) for non-emergency for the area 7.

Mayor Randels closed the LCB meeting at 11:56 am.

YEARLY PUBLIC HEARING – Regular Meeting was adjourned and Public Hearing was opened.

Mayor Randels – Call to order the yearly public hearing at 11:56 am.

Mayor Randels - Does anybody in the audience desired to speak before the Board. Here is your chance.

No hands.

Mayor Randels close the Public Meeting.

ADJOURNMENT