



**MINUTES OF  
OCTOBER 24, 2016  
LOCAL COORDINATING BOARD FOR  
TRANSPORTATION DISADVANTAGED SERVICES**



**BILL POSEY CONFERENCE ROOM  
2555 JUDGE FRAN JAMIESON WAY  
VIERA, FL 32940**

**10:15 A.M. CALL TO ORDER**

**INTRODUCTION OF MEMBERS**

| Member                          | Representing                      | 4/25/16 |        | 6/27/16 |        | 10/24/16 |        |
|---------------------------------|-----------------------------------|---------|--------|---------|--------|----------|--------|
|                                 |                                   | Present | Absent | Present | Absent | Present  | Absent |
| Councilwoman Martha Long, Chair | Elected Official                  | X       |        | X       |        |          | X      |
| Vacant                          | FL Dept of Children & Families    | -       | -      | -       | -      | -        | -      |
| Diane Poitras                   | FL Dept of Transportation         | X       |        |         | X      | X        |        |
| William Crane                   | Public Education Community        | X       |        | 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  | -       | -      | -       | -      | -        | -      |
| Rocky Randels                   | Persons over 60 Representative    | -       | -      | -       | -      | X        |        |
| David Ryan                      | Disabled Representative           | X       |        | X       |        | X        |        |
| Linda Howard Vice-Chair         | Citizen Advocate                  | X       |        |         | X      | X        |        |
| Vacant                          | State Services - Children at Risk | -       | -      | -       | -      | -        | -      |
| Randy Hunt                      | FL Dept of Elder Affairs          | X       |        | X       |        |          | X      |
| Milagros Chervoni               | FL Agency for Health Care Admin   | X       |        | X       |        | X        |        |
| Sara Ann Conkling               | Citizen Advocate / User           | X       |        | X       |        | X        |        |
| Vacant                          | Private Trans. Industry           | -       | -      | -       | -      | -        | -      |
| <b>Alternates</b>               |                                   | Present | Absent | Present | Absent | Present  | Absent |
| Samuel Weekley                  | FL Dept of Transportation         |         | X      |         | X      |          | X      |
| James Tapp, Jr.                 | Persons over 60 Representative    |         | X      |         | X      |          | X      |
| Jack Giordano                   | FL Dept of Education              |         | X      |         | X      | X        |        |
| Vacant                          | Citizen Advocate                  | -       | -      | -       | -      | -        | -      |

|                  |                               |   |   |   |   |   |   |
|------------------|-------------------------------|---|---|---|---|---|---|
|                  |                               |   |   |   |   |   |   |
| 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 |

Diana Yuan, Assistant County Attorney  
 Jim Liesenfelt, CTC /Space Coast Area Transit Director  
 Sara Kraum, Space Coast TPO  
 Pat Ryan, Space Coast Area Transit  
 Joe Connors, Space Coast Area Transit  
 Colby Stallings, Space Coast Area Transit  
 Gennaro Saliceto, Space Coast Area Transit  
 Scott Nelson, Space Coast Area Transit  
 Carmen Baez, Space Coast Area Transit  
 Lori Hamilton, Space Coast Area Transit  
 Cathy Lively, Space Coast Area Transit

In the absence of Chair Martha Long, Linda Howard (Vice-Chair) chaired the meeting.

**APPROVAL OF MEETING MINUTES, JUNE 27, 2016**

Under Old Business “Lee” should be changed to “we”.

***Motion to accept submitted minutes with discussed changes by Felicia Wilson, seconded by Millie Chervoni. Motion passed unanimously.***

**REPORTS - COMMUNITY TRANSPORTATION COORDINATOR’S REPORT, Jim Liesenfelt**

Jim Liesenfelt highlighted:

- Hurricane Matthew evacuations of persons with disabilities.
- ReThink Your Commute Day
- Mobility of seniors and individual with disabilities grant
- Additional bus service will begin on December 17<sup>th</sup>. There will be more service on evening and weekends. Currently, drivers are being hired and schedules are being placed together.
- Transit Services received \$154,000 in additional funding.

David Ryan – What will be the extended hours of TD and ADA additional services. *Jim Liesenfelt - ADA will run to 9:00 pm and 11:00 pm on Cocoa Beach. TD will run to 7:00 pm or 8:00 pm.*

Rocky Randels – Has anyone applied for the Mobility Grant? *Jim Liesenfelt – No, the grant application process has just started.*

Rocky Randels – Could you provide an update on the Titusville Shelters? *Jim Liesenfelt – The City, County Staff and Consultant have looked at 20 locations and currently there is only about 10 shelters. It is in the engineering phase. The City of Cocoa has contacted us about building their own shelters and we are working on getting them locations. Merritt Island Redevelopment Agency is just starting and would like to get 10 locations. We have 4 shelters in-house and we hope they will take and utilize those.*

## **TD PLANNING GRANT REPORT**

No comment.

## **SCAT TD PERFORMANCE REPORT CARD**

Sara Ann Conkling – Cancellation are high? *Carmen Baez – These are due to the contract routes.*  
Sara Ann Conkling – Is there any way to make them accountable for those that have high cancellations. *Jim Liesenfelt – These are contract routes and we currently do not have a way.*

June 2016 Report was included by accident and should not be in there.

## **VOLUNTEERS IN MOTION REPORT**

Discussion was held regarding the recent TRIAD event.

## **OLD BUSINESS – MOBILITY ENHANCEMENT GRANT UPDATE, Jim Liesenfelt**

Applications went out in spring, two agencies applied. The applications were submitted in April and the Commission did not award to either agency. However, they re-opened the application process for those funds that were not awarded. SCCIL wanted to apply again; we rewrote the grant for them. Transit Services did our own and we are applying for a grant to help fund single ride to day passes. Our goal is April 1, 2017 for the implementation of the day pass. The grant funding would allow the Agencies to purchase the same amount of passes for the lower costs and we will help supplement the cost.

Sara Ann Conkling – SCCIL number sheet, per trip costs for the trip is appears absorbent. *Jim Liesenfelt – Yes, however this is about accurate.* Sara Ann Conkling – The revenue is taking into account from the consumer and it should be shown into the grant. *Jim Liesenfelt – If they get the grant, we will have to go in contract with them and we will make sure that they give us the numbers. If you are doing pure paratransit, it is \$30-40 per hour; they will have to show us all that.*

***Motion by Rocky Randels to send a Thank You to the Board for applying for this grant. Seconded by Sara Ann Conkling.***

Discussion ensued regarding recognizing the Board of County Commissioners for identifying Transit as a critical need.

***Sara Ann Conkling would like to Thank the Board of County Commission specifically for making transit a critical need, providing additional funding and approving the submission of the grant.***

***Rocky Randels withdrew his motion and seconded Sara Ann Conkling's motion. Motion passed unanimously.***

## **OLD BUSINESS – PERFORMANCE MEASURES FOR CTC, Jim Liesenfelt**

We sent a letter to FDOT and they will compile the measures. The measures highlighted were:

- Scheduling Trips
- On Time Performance
- Passenger Wait Times
- Customer Satisfaction

Our next customer survey will take place from November 2-6<sup>th</sup> and surveyors will call our TD customers to survey their satisfaction.

Our next step is to wait from FDOT and TD for response and if we need to do anything else.

## **NEW BUSINESS – APPROVAL OF ANNUAL OPERATING REPORT, Presentation by Colby Stallings**

The Annual Operating Report is our report card of the trips, where the trips come from and what we did with the funding.

Key thing to remember is their fiscal year is not the same as ours and sometimes things that we do it not reflected into the report.

This report only reflects the Transportation Disadvantaged numbers and not the fixed route.

***Motion by Sara Ann Conkling to certify the Annual Operating Report; seconded by David Ryan. Motion passed unanimously.***

## **NEW BUSINESS – 2015-16 COMPLIANCE MONITORING REPORT, Jim Liesenfelt**

At your desk is the final report. They came down the last week of September; this was the most comprehensive audit that we have seen from the TD commission. The end result is:

1. They want a procedure on how to complete a billing.
2. They want a formal eligibility application for our TD clients.

We have 30 calendar days to respond back.

Discussion ensued.

#### **NEW BUSINESS – ANNUAL APPROVAL OF BY-LAWS, Jim Liesenfelt**

***Motion by Sara Ann Conkling to approve the By-Laws; seconded by Rocky Randels. Motion approved unanimously.***

#### **NEW BUSINESS – ANNUAL APPROVAL OF GRIEVANCE PROCEDURES, Jim Liesenfelt**

***Motion by David Ryan to approve the Grievance Procedures; seconded by Dennis Vannorsdall. Motion approved unanimously.***

#### **MEMBER REPORTS**

Jim Liesenfelt – This meeting is our chair Martha Long last meeting.

Jim Liesenfelt – Due to fuel costs savings, we were able to give our bus drivers a one-time increase of \$1.00 an hour.

Sara Ann Conkling – I have been trying to get the 1 penny sales tax over the past 4 years. Recently, we received a 3 to 2 vote but there needed to be a 4 to 1 vote. She has been working on Commissioner Smith since the last vote; Commissioner Smith would be willing to bring it up but only after election. What I am asking is for each member to look over the agenda to see when it is coming up. Write the commissioners that are remaining and tell them how important they are to getting this needed funding and when the new commissioner come and tell them how the much the funding is needed.

#### **ADJOURNMENT**

Regular meeting was adjourned at 11:25 am.

*Minutes Approved 3/13/2017*