

**Minutes of the SWFRPC Technical Stakeholders Committee**  
**Regional Component of LeeTran VCLI Grant Project**  
**September 16, 2013**

The second meeting of the SWFRPC Technical Stakeholders Committee for coordinating the regional component of LeeTran VCLI grant project was held on September 16, 2013, at the Southwest Florida Regional Planning Council offices in Fort Myers, Florida.

**Attendees:**

<u>Name</u>	<u>Organization</u>
Ann Arnall, Director	Lee County Human Services
Julia Davis	Omnibus Innovations Group, appearing on behalf of GoodWheels
John Ebling	Lee County Veterans Affairs
Wayne Gaither	LeeTran Planning Department
John Gibbons	SWFRPC
Nichole Gwinnett	SWFRPC
Paul Goyette, Deputy Director	LeeTran Fixed Route Division
Linda Hafner, Director	United Way 211
Sean McCabe	SWFRPC
Jennifer Pellechio	SWFRPC
Deborah Reardon	SWFL Works
Don Scott	Lee County MPO
Dennis Simon	Veterans' representative
Tim Walker	SWFRPC
Margaret Wuerstle, Exec. Director	SWFRPC

**Agenda Item #1: Welcome and Introductions**

Meeting called to order by Jennifer Pellechio at 3:05 pm; attendees introduced themselves.

**Agenda Item #2: Meeting Summary - July 25, 2013**

Meeting summary distributed.

**Agenda Item #3: Overall Project Update from LeeTran Perspective, Wayne Gaither & Paul Goyette**

Wayne Gaither: Thanked people, for work done to date and especially for input in the future. More people are becoming aware of the project; there is growing interest in the community.

Paul Goyette: County just finalized RFP to hire consultant; they will help write RFP for actual equipment (kiosks, AVL (automatic vehicle location) solution, etc.) Scope is written; within a few weeks, will be reviewing and selecting applicants.

Brief discussion of hardware and software, how the system will benefit users, potential kiosk locations, etc.

System will provide limited access to live information, to let people quickly know, with minimum input, how they can get from current location to destination. In order to adequately program kiosks and system, will need to know what veterans' and other potential users' transportation challenges are.

System will have ability to link to other providers' transportation schedules – including links to 211, GoodWheels, etc.

Adjoining transit systems: Collier County has CAD AVL system; it is possible that a link to Collier's live map could be provided.

Julia Davis: Include data on non-transit providers. Each county has a paratransit system; LeeTran's system could provide information on the services, possibly via contact information for the county CTCs (community transportations coordinators). Paratransit is demand-response, not fixed-route, and funding is severely restrained; they also can't provide inter-county transit, unless it's a Medicaid trip or other exception to general rule. Van pooling, other providers.

John Gibbons: Design system to allow alerts for emergency and hazardous events, to allow users to avoid transit through affected areas.

**Agenda Item #4: Planning Efforts for Regional Coordination, Margaret Wuerstle**

**a. Project Portal Navigation**

Staff provided demonstration of project portal to meeting attendees.

**b. Approved Meeting Schedule**

No objections to meeting schedule.

**c. Outreach**

Margaret Wuerstle: Described outreach to date.

**i. Draft list of organizations**

Asked that committee members review master outreach list, which is being updated as project progresses, to include new places to collect information.

**ii. Survey**

Described survey work to date; staff has made several revisions to improve. Asked members to review current iteration of survey and provide feedback on the survey questions.

Proposed changes:

- How often do you need to travel (how many trips)?
- Where are you coming from and going to?
- Do you need to get to the VA health facilities? If so, which ones, and how often?
- What is your biggest transportation challenge?

Demographics:

- What years did you serve? (replace age question)
- Leave age question in, for reasons other than determining time of service
- Eliminate branch of service question.

Scope of data collection:

- What specific information does LeeTran need to meet the intended scope of the grant?
- In addition to general “your biggest transportation challenge?” question, what specific information can regional planning council collect to ensure that LeeTran can properly design and build their system?

Paul Goyette: In discussions with federal grantors, LeeTran was encouraged to use innovative approaches to accomplish the intended goals.

**iii. Survey findings to date**

List of survey findings distributed.

**iv. Partner Collaboration**

Requested additional ideas for locations. Use partners to distribute surveys, especially those that work with veterans on a regular basis.

**d. Transportation Analysis Assets, Gaps & Needs**

**i. Service locations to be added to map**

Tim Walker presented regional transit map.

**ii. Missing Transportation information**

**Agenda Item #5: Adjournment**

Meeting adjourned at 4:40 pm