AGENDA
Thursday, May 23, 2019 @ 9:30 a.m. CST
Okaloosa County Board Chambers
1250 N. Eglin Parkway, Shalimar, FL 32579

I. CALL TO ORDER – Chairperson Carolyn Ketchel

II. APPROVAL OF AGENDA

III. CONSENT AGENDA
1. Approval of the Attached March 28, 2019 Meeting Minutes.

IV. ANNOUNCEMENTS
1. For those wishing to speak, please fill out a speaker request form and indicate the agenda item(s) you would like to address. You will be called by the Chairperson at the appropriate time. If you would like to address an item not on the agenda, there will be an opportunity at the end of the meeting to speak.

V. ACTION ITEMS
1. Enclosure A-Consideration of Shuttle Request-Mr. Tyrone Parker, Okaloosa County
   Mayor Dick Rynearson has requested shuttle service for the 64th Billy Bowlegs Pirate Festival. The request requires Co-op Board approval.

2. Consideration of Discounted Passes for Non-Profits - Mr. Tyrone Parker, Okaloosa County
   This item was left unresolved in March.

3. Consideration of Fare Increase - Mr. Tyrone Parker, Okaloosa County
   This item was left unresolved in March.

VI. INFORMATION ITEMS
1. EC Rider Updates- Mr. Tyrone Parker, Okaloosa County
   a) Ft. Walton transfer center
   b) Crestview circulator

2. MV Transportation Updates- Mr. Dennis Franklin, General Manager
VII. OTHER BUSINESS
1. The next Okaloosa Transit Cooperative meeting is scheduled for Thursday, July 25, 2019 at 9:30 a.m. in the Okaloosa County Board Chambers – 1250 N. Eglin Parkway, Shalimar, Florida.

VIII. PUBLIC FORUM
1. Public – For those wishing to speak, please fill out a speaker request form.

2. Any additional items for discussion – Co-Op, Okaloosa County Staff, MV Transportation, ECRC Staff

IX. ADJOURNMENT

EC Rider website: ecrider.org

Okaloosa Transit Cooperative information can be found on the ECRC website at: http://www.ecrc.org/programs/okaloosa-transit-cooperative

Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Reasonable accommodations for access will be made in accordance with the Americans with Disabilities Act and for languages other than English. Please notify the West Florida Regional Planning Council (WFRPC) at 1-800-226-8914 at least 48 hours in advance if accommodations are needed.

Introduzca la participación del público se solicita, sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado familiar. La OPC hará arreglos razonables para el acceso a esta reunión de acuerdo con el Americans with Disabilities Act, y para los requisitos de idioma que no sean inglés. Notifique a la Sr. Dan Deanda (dan.deanda@wfrpc.org) de los requisitos de acceso o el idioma en el 850-332-7976 ext 227 al menos 48 horas de antelación.
The OKALOOSA TRANSIT COOPERATIVE MEETING MINUTES
West Florida Regional Planning Council (Designated staff)
Okaloosa County Board Chambers 1250 N. Eglin Parkway, Shalimar, FL 32579
March 28, 2019

Members attending:
Carolyn Ketchel, Chairperson
Jean Hood
William Schaetzle

Okaloosa County Commissioner
Cinco Bayou Mayor
Niceville Councilman

Others attending:
Greg Kisela
Booker Tyrone Parker
Dennis Franklin
Laurel Vermillion
Howard Vanselow
Mary Beth Washnock
Rob Mahan
Dorothy McKenzie

Okaloosa County
Okaloosa County
MV Transportation
Homelessness & Housing Alliance
WFRPC Staff
WFRPC Staff
WFRPC Staff
WFRPC Staff

I. CALL TO ORDER
Commissioner Ketchel called the meeting to order.

II. APPROVAL OF AGENDA
Mayor Hood moved to approve the agenda. Councilman Schaetzle seconded the motion and it was unanimously approved.

III. CONSENT AGENDA
1. Approval of the January 24, 2019 Meeting Minutes
Councilman Bill Schaetzle moved to approve the January 24, 2019 minutes; Mayor Hood seconded the motion and it was unanimously approved.

IV. ANNOUNCEMENTS
1. For those wishing to speak, please fill out a speaker request form and indicate the agenda item(s) you would like to address. You will be called by the Chairperson at the appropriate time. If you would like to address an item not on the agenda, there will be an opportunity at the end of the meeting. There were no speakers

V. ACTION ITEM

1. Consideration of Artwork for Bus Wrap – Department of Health request to rewrap three buses and renew their advertising - Mr. Tyrone Parker, Okaloosa County
Mr. Parker referred to a request from the Department of Health for signage to be added to the buses, as well as to the advertising contract. The advertising is to be placed on the left and right sides of the vehicles. The advertising is for HIV testing and awareness of AIDS. Mr. Parker asked for approval of the advertising contract.
Councilman Schaetzle asked what the duration would be for that type of wrap, for advertising for the Health Department. Mr. Parker said a 12-month contract was being proposed.

**Councilman Schaetzle moved to accept the contract to wrap the buses to prevent HIV type of diseases. Mayor Hood seconded the motion.**

Commissioner Ketchel asked if the wrap was for every bus, or if there were others that had come forward. Mr. Parker said they have other contracts currently for advertising on their buses. He said four vehicles are under contract with Silver Sands and UWF has two vehicles under contract. UWF is negotiating for a third bus as well. Also, Zebb Watts Septic has one vehicle under contract.

Commissioner Ketchel asked if Mr. Parker had been approached by the airport for services. Mr. Parker said they had not been approached by the airport. He said at a staff meeting he had approached “Tracy” about doing advertising. He said the discussion was prior to his arrival in September in Okaloosa County. Mr. Parker said he had started the initial discussion with him. Mr. Parker expected to see him at the next commissioner’s meeting and will follow up on doing advertising on the vehicles.

Commissioner Ketchel thought it would look nicer to have advertising such as travel advertising, or advertising for entities such as Silver Sands on the side of the bus, instead of advertising for HIV.

Councilman Schaetzle confirmed they were discussing only one bus from Crestview and one bus in Ft. Walton. Mr. Parker said it would cover the Crestview Route #14, and the Ft. Walton Route #1 buses.

Commissioner Ketchel called for a vote on the motion. The motion passed unanimously.

2. **Consideration of Discounted Passes for Non-Profits and:**

3. **Consideration of Fare Increases - Mr. Tyrone Parker, Okaloosa County**

Mr. Parker asked to tie together the topics of discounted passes for nonprofits and fare increases. He said since MV’s arrival in January, he and Mr. Franklin have looked closely at the service, i.e. paratransit service and fixed route service. Mr. Parker asked that they wait until the May meeting, as a public forum, because they are considering fare increases for fixed route service. There had been discussion regarding discounted passes for various agencies. He felt it was premature to present a request for discounted passes to the committee. He said they are considering some possible service changes and fare changes, for both types of services they provide. He said they would bring forth the proposed service and fare changes at the Transportation Disadvantaged meeting and to the Co-op Transit meeting.

Mr. Parker said for normal passengers, the rides for fixed route service are $1.50, totaling $3.00 for a round trip. The average rider takes 25 trips during a month, totaling $75.00. He said the monthly pass costs $30.00, meaning the pass is already discounted. He said they could agree to increase the fare from $1.50 to $2.00. He recommended increasing the monthly pass from $30.00 to $45.00. He also suggested offering a 31-day pass and include a
seven day pass as well—or a day pass. He said the day pass could cost $4.00. They have
electronic fare boxes on the buses. Once the card is inserted in the fare box, the 24-hour time
period starts.

Mr. Parker said some agencies have called and asked for discounted rates. He said at the last
meeting it was stated that they would not extend any discounted passes until the body
discussed and finalized.

Ms. Hood asked if an agency purchased a pass could any client could use the pass or only one
individual. Mr. Parker said the agency could purchase 31 day passes or one ride tickets. He
said it is up to the agency who they distribute the passes to. He said he would not advise
passing one pass from one individual to another.

Commissioner Ketchel said she thought raising the monthly pass fare from $30.00 to $45.00
was very reasonable.

VI. INFORMATION ITEMS
1. EC Rider Updates – Mr. Tyrone Parker, Okaloosa County

Ft. Walton Transfer Center
Mr. Parker said they no longer transfer at Uptown Station. He said they are currently at
Elder Services. Mr. Parker has spoken to Mr. Kisela and they identified a possible location
for a transfer location—the old Greyhound Station. Commissioner Ketchel asked if they
were in negotiations for the transfer location.

Mr. Kisela said they wanted to be sure the transfer location would be acceptable to MV
Transportation. He said they would need to have a road supervisor at the location. Mr.
Kisela preferred purchasing the building instead of leasing. The present owner wants to
lease it although he may be willing to sell it. Negotiations are ongoing. Commissioner
Ketchel asked if they could lease the property long term if the owner won't sell. Mr.
Kisela said they would have to ask FTA if that is an eligible cost reimbursement.

2. MV Transportation Updates – Mr. Dennis Franklin, General Manager
Crestview Circulator –
Mr. Franklin said MV went to Crestview and went over the potential route. He said it looked
like it could be a successful route. He said he has the route staged and will time out all the
paths and will identify safe places to put bus stops. Once bus stops are identified MV will go
through the process of looking the best locations for stops. They expect to finalize stops in
June.

Mr. Franklin said they have had a few surprises on hours of operation. Some routes start at
7:00 a.m. and others start at 8:00 a.m. Many people must be to work by those times. He said
they are looking at possibly starting earlier. He said they started the Route 14 earlier already,
i.e. starting at 4:50 a.m. and finishing at 7:30 p.m.

Mr. Franklin said that now that they are getting out to Crestview more, they need to get a
circulator going because there are a lot of deviations being made in Crestview. They want to
eliminate the deviations by having the circulator.
Mr. Franklin said he has been approached by the Chamber of Commerce on the Destin corridor with a request for assistance. Mr. Franklin said they are putting together an express route. It will run twice a day from Crestview to the hotels and shopping areas. It will pickup riders and express them back. He expects to start the service in a month. He will be collecting data on ridership and stops utilized. They will look at routes to see if they are conducive to where they need to go. Changes will be made in accordance with the needs. They may need to start earlier to get people to work. Mr. Franklin said they need to get routes in sync with what the ride guide designates. They will reevaluate and follow-up with a public forum.

Commissioner Ketchel said they could create a town hall meeting for the handicapped. She said it could be put out to the public. She suggested the town hall meeting be held within the next six months. Mr. Franklin said they could do that, and establish travel training at community sites, to teach people how to ride the fixed route system.

Commissioner Ketchel said the Ft. Walton Chamber of Commerce was involved in creating One Hopeful Place, and they want a bus stop there. Mr. Parker said they are trying to get back to basics. He said they want to make sure they are operating as advertised. Once they are sure service is running efficiently, they will start expanding service.

Mayor Hood said a member of the Chamber of Commerce attended a meeting on Lewis Turner, and their initial proposal was to locate One Hopeful Place far out and that they would deal with the transportation issue. She said they are no longer adhering to that promise. The issue was that they wanted to get the homeless out of downtown.

Commissioner Ketchel said the County offered One Hopeful Place a van and they said they could not afford the cost of the insurance, the driver, etc.

Mayor Hood said when the homeless shelter was placed so far out there were concerns about how the people would get to the facility. The Chamber said it would not be a problem; however, it is now a problem.

Mayor Hood referred to a sheet provided with the Crestview Express. On Page 3 it listed Uptown Station and showed three times: 7:30 a.m., 11:30 a.m., and 3:30 p.m. She asked what the 11:30 and 3:30 times represented. Mr. Franklin said they were the different loops, so it is an inbound/outbound. Mayor Hood said from the information provided she can't explain to someone what it would mean.

Mr. Franklin said the current rider's guide is confusing. He said for Uptown Station, the first loop will be there to pick up at 7:30 a.m. There is another pick up at 11:30 a.m. and another pick up at 3:30 p.m. He said if someone is at the station and they are trying to get to the annex at Lewis Turner, they need to be there at those timeframes. He said currently there is another bus at 5:30 a.m. and another bus at 5:30 p.m. because they have added an extension on both sides.

Mayor Hood asked if she caught the bus at Uptown Station at 7:30 a.m., if she could be at White Wilson at 7:52 a.m. Mr. Franklin said that was correct. Mayor Hood asked if she caught the bus at White Wilson at 11:52 if it would be 3:30 before she could get back to Uptown
Station. Mr. Franklin said she would get back to Uptown Station at 12:30 because it is the outbound side.

VII. OTHER BUSINESS

The next Okaloosa Transit Cooperative meeting is scheduled for Thursday, May 23, 2019 at 9:30 a.m., in the Okaloosa County Board Chambers – 1250 N. Eglin Parkway, Shalimar, Florida.

VIII. PUBLIC FORUM

Laurel Vermillion
Homeless & Housing Alliance

Ms. Vermillion addressed the subject of discounting passes for agencies. She said her agency is working on a privacy agreement, or certification as an agency for reduced fare passes. She said she runs a government program and they can’t give clients’ identity until they sign a release. She asked if there was a way to sign some memorandum of agreement, or a certification, or something so that they could purchase the reduced fare for the specific government program for the disabled.

Mr. Parker said they are open to it. He said if a comparison as done to riding the bus on a per trip basis, the passes are already discounted. Therefore, they cannot reduce the fare or the passes any further. He said the 31-day pass currently costs $30.00.

Ms. Vermillion said her entity is willing to pay $30.00 for the monthly passes. Their concern is the reduced fare for their specific government program for the disabled. She was told it could not be done without having the name or the Medicare card of the client, and her organization cannot give that information. She only wanted to purchase the reduced fare for the handicapped or their disabled.

Mr. Kisela said the biggest issue is not the fare, but rather the privacy issue. Ms. Vermillion said they cannot give that ahead of time due to government policy. Mr. Franklin said he could check with the county attorney to see how the information can be protected. Ms. Vermillion said they could provide information once they have the release of information from their clients. Mr. Parker said the information issue could be worked out.

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Ms. Vermillion said some drivers tell clients that their tickets are not valid. Then the clients come back to Ms. Vermillion for another 30-day pass and it cannot be issued.

Mr. Parker said when they buy passes from GFI, which is the vendor they buy passes from, it will have an expiration date. He said the passes that were purchased prior had an expiration date. When the passes were sold, and were initiated at the fare box, it said expired. He said they allow the passengers to ride. He said they will make notations of the pass numbers and the passengers will be able to ride.
2. Any additional items for discussion – Co-op, Okaloosa County Staff, Maruti, WFRPC Staff

Councilman Schaeztle addressed Mr. Franklin. Councilman Schaeztle noted MV had been running the operation for almost 90 days. He said there was an article in the newspaper about the transition from Maruti to Mr. Franklin's organization. He asked Mr. Franklin for a general assessment.

Mr. Franklin said they kept 99% of all Maruti employees. He said they (MV Transportation) are building a safety culture and they are training monthly. He said the drivers did not understand the drive cam system that is in place. The drivers were setting off the cameras by turning the corner at more than five miles an hour. He said accident numbers have decreased and they are presently 27 days accident free. There have not been any employee injuries.

Mr. Franklin said the other issue is they put out a run cut (a driver staffing schedule that works for the system). He said he needs employees there from a certain time of the day. He said they bid on the run cuts by seniority. He said they will have to know when they are off. Mr. Franklin wanted to give them set days off. The drivers did not like the schedule that was in place, so a few people left. Those people are being replaced. The training is about two and one-half weeks long. They have approximately 25 hours in the classroom and the rest of the training is on the road. The results have been positive.

Councilman Schaeztle said last year at this time they entertained requests from Co-op members for shuttle service. He asked if any requests for shuttle service have been received. Mr. Franklin said there was one request for the day of transition from Maruti to MV, i.e. New Year's Day, and it was declined. No requests have been received since that time. Commissioner Ketchel suggested reaching out to the Ft. Walton Chamber or the Destin Chamber for requests.

Commissioner Ketchel asked how recruiting the drivers is progressing. Mr. Franklin said they advertised for drivers and applications are being received. He said he has a referral raffle in place presently for drivers. If someone is referred for employment, and they apply, they get a raffle ticket. If the person is hired, they receive another raffle ticket. If they pass graduation, they get another raffle ticket. Mr. Franklin said he purchased a 58" television to raffle off.

IX. ADJOURNMENT at 10:20 a.m.

Approved by Okaloosa Transit Cooperative

DATE: ______

SIGNED: ________________________
ENCLOSURE A
EMERALD COAST (ec) RIDER
Shuttle Service Request Form

1. Name of Organization Requesting Temporary Shuttle Service:
Greater Fort Walton Beach Chamber of Commerce, Inc. Rachelle Graves

2. Requesting Organization Contact:
Name: Rachelle Graves
Email: rachelle@fwbchamber.org
Telephone: 850.244.8191

3. Email: 

4. Telephone: 

5. Name, Title, & Signature of Transit Cooperative Sponsor:
DICK RYNEARSON
Name: Mayor - City of Ft Walton Beach
Title: Dick Rey
Signature: 

6. Name of Event for Which Service is Requested: 64th Billy Bowlegs Pirate Festival

7. Date Service Requested to Begin: 05/19/19
Date Requested Service to End: 06/01/19

8. Please attach all of the following:
- event itinerary and proposed hours of service and frequency of runs (ecRider will have final decision).
- a transportation advertising plan to ensure the public is aware of the availability of shuttle service.
- proposed route(s) including pick up (park and ride) and drop off (stop) areas and a signage plan (including event notification) for identifying pick up and drop off areas, routes, and directing vehicle and pedestrian flow.
- traffic control plan that identifies who is responsible (ecRider will not be responsible for traffic control), which takes into consideration and identifies the resources needed to provide security, traffic flow, pedestrian flow, vehicle and pedestrian staging, tight traffic areas, and a means to communicate in real time when issues arise during the event.

Office Use Only

Date Shuttle Service Request Received: 

Request: Approved or Denied (circle one)

By (Print Name): 

Signature: ____________________________ Date: 

Revised: Jan 25, 2019
64th Annual Billy Bowlegs Pirate Festival

Friday, May 31st, 5 p.m. until 10 p.m.
Saturday, June 1st, 12 p.m. until 6 p.m.

Proposed Shuttle Schedule:
On Friday, May 31st we would like to have the shuttles start at 5 p.m. and run through 10 p.m.
On Saturday, June 1st we would like to have the shuttle start at 12 p.m. and run until 6 p.m.
One to two shuttles in continual rotation

Transportation advertising plan:
Radio – Community Broadcasters, Cumulus Media
Facebook - Billy Bowlegs Pirate Festival, Greater Fort Walton Beach Chamber of Commerce
Northwest Florida Daily News
Signage at the pick-up and drop off locations

Pick up location:
Uptown Station
99 Eglin Parkway, NE

Drop off location:
De'France Indoor Flea Market Antiques & Collectibles
230 Eglin Parkway, SE

Traffic Plan:
Uptown Station has an EC Rider Shuttle pick up and drop off location already established
A route map is included from Uptown Station to De’France is included
Just across Florida Place – the street outside of De’France – there is a traffic light.
At the traffic light there is a crosswalk for pedestrians to safely cross Highway 98 to Brooks Street.
Fort Walton Beach Police Dept. CRA Officer will be downtown to assist as and if needed.