OKALOOSA TRANSIT COOPERATIVE MEETNG MINUTES
West Florida Regional Planning Council (Designated staff)
Okaloosa County Board Chambers 1250 N. Eglin Parkway, Shalimar, FL 32579
September 27, 2018

Members attending:  Fort Walton Beach Mayor
Dick Rynearson                                                Cinco Bayou Mayor
Jean Hood                                                      Crestview City Clerk
Elizabeth Roy                                                 Niceville Councilman
William Schaetzle

Others attending:  Okaloosa County
Bob Berkstresser                                               Okaloosa County
JoAnn Hofstad                                                  Okaloosa County
Janet Willis                                                   Okaloosa County
Elliot Kampsent                                                Okaloosa County
Greg Kisela                                                    Okaloosa County
Booker Tyrone Parker                                           Okaloosa County
Crystal Myers                                                  Maruti
Joel Paul, Jr.                                                 Tri County Council
Cory Wilkinson                                                 HDR
Lashurda Washington                                            Catholic Charities
Jennifer Safken                                                 Catholic Charities
Sarah Yelverton                                                Homelessness & Housing Alliance
Howard Vanselow                                                WFRPC
Rob Mahan                                                      WFRPC Staff
Annie Walthall                                                 WFRPC Staff
Jo Anne Donatella                                               WFRPC Staff

I. CALL TO ORDER
Mayor Rynearson called the meeting to order and led the Pledge of Allegiance.

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

III. CONSENT AGENDA
1. Approval of the Attached August 9, 2018 Meeting Minutes
   Mayor Hood moved to approve the August 9, 2018 Meeting Minutes. Councilman Schaetzle 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 to speak.
Greg Kisela-Okaloosa County Deputy County Administrator
Mr. Kisela introduced the new transit manager for the county, Tyrone Parker. Mr. Parker comes to the county from Mobile, Alabama. Mr. Kisela said the county is looking forward to a successful transition over the next several months. Mr. Parker gave a brief overview of his 25 years' experience working in public transit in Jackson, Mississippi and Mobile, Alabama.

V. ACTION ITEM

1. ENCLOSURE A – Consideration of Crestview Sister Cities Shuttle Service Request - Mr. Rob Mahan, WFRPC

At the last transit meeting there was a request received from Ms. Roy for shuttle service for Crestview Sister Cities. Ms. Roy informed the board that government officials and their guests would be included on the trip, meaning this would not in fact be designated as a charter. Crestview Sister Cities (which is a committee of the City of Crestview) and Councilman Whitten along with the mayor would be taking their guests on the trip and would be an exception to the charter rule. After verifying this exception to the charter rules, Mr. Mahan asked the board to vote on this recommendation.

Mayor Hood moved to approve Crestview Sister Cities Shuttle Service Request for October 29, 2018. Councilman Schaetzle seconded the motion and it was unanimously approved.

VI. INFORMATION ITEMS

1. EC Rider Updates – Mr. Robert Berkstresser, Okaloosa County

Mr. Berkstresser provided a TAG update – TAG is the advisory group that provides guidance and establishes goals and objectives for transportation on the Hwy 98 corridor. Mr. Berkstresser said published minutes have been sent to the state for the awarding of a grant. No dollar value was available, but he said it would be less than $300,000.

Mr. Berkstresser described a new medium-duty vehicle on the state contract. The vehicle was parked outside for board members to tour after the meeting. The new vehicle offers significant improvement for buses that have ramps. The new bus has an easy-to-deploy wheelchair ramp leading to a wide entrance vestibule which allows wheelchair-bound clients independent access. The security system can secure the client in the bus automatically without driver assistance. The transit system's current vehicles must employ the driver to lower the ramps for wheelchairs, and the drivers must assist clients and secure them. The newer system is not adaptable to the transit system's current vehicles. The new bus costs more than $350,000. It is a 7-year bus which is a much longer life than the current fleet. There are several routes that could support the volume: Crestview, Hwy 98, and FWB Route 1. Mr. Berkstresser will have more information on recommendations and ordering options at the next meeting. He said that there would be a 12-14-month process between ordering and delivery. However, with a letter of intent, a VIN number could be obtained which would recognize the county in advance to possibly get something 12-14 months from now rather than 12-14 months from date of order.
Upcoming special events: Seafood Festival and Mullet Festival transportation will be supported with 4 vehicles later this month.

Transfer location update. The transfer station previously located at Uptown Station has moved to Elder Services/Hospital area. A bus shelter has been installed and there have been no complaints.

Update on transit facility: wiring is being installed to electronically secure the doors at the facility.

Community support agencies (such as Catholic Services) have asked if Okaloosa Transit could provide bus passes to them to distribute to some of their clients. These clients are some of the neediest in the community. Okaloosa Transit currently sells discounted passes to elderly and those with disabilities, as required by the Federal Transit Administration (FTA). This requires an application process. The community support agencies would like to purchase passes at the discounted rate. Most of the clients that these groups serve are already riding the transit service. Mr. Berktresser was not sure how to calculate the financial impact of selling discounted passes to community support agencies, but most of their clients are already riding the transit buses. He will provide a comprehensive list of the agencies that would be offered the discounted passes.

Ms. Roy asked if special reduced rate passes are designed in a way to be able to track them to verify they are being used by the designated groups. Mr. Berktresser said that all passes are serialized and could be tracked down to the groups they were sold to, but not to an individual rider.

Mr. Schaetzle would also like to see what the financial effect would be with the different types of passes offered. Mr. Berktresser said it would be hard to determine the differential, but if a client was riding the paratransit and change to a fixed route, the county would save money because the cost of a paratransit ride is more than the cost of the fixed route ride.

Mayor Hood asked if the system could include low income riders (in addition to elderly and disabled). Anyone that can be served by these agencies would be authorized to use the passes.

Mayor Rynearson agreed with the concept but suggested a need to approve the list of agencies and establish criteria. Mr. Berktresser said staff will reach out to the agencies to make them aware this option is available. Staff will look at cost, agencies' criteria, document the process for approval and have it on the agenda for next meeting.

Mayor Rynearson asked about the status of the Fort Walton Beach transfer station and possibly locating it near the dollar store in Uptown Station. Mr. Kisela will follow up and give a report at next meeting.

On behalf of riders and staff at the transit facility, the Co-op thanked Mr. Elliot Kampert for everything he did to keep public transportation operating for the citizens of Okaloosa County.
2. **Maruti Updates** – *Ms. Crystal Myers, Maruti Fleet and Management, LLC.*
   Driver status is 48 with 6 in the training process.
   Special event service for Seafood Festival and Mullet Festival – standing ready.

3. **Update on Invitation to Negotiate (ITN) Scope of Services** – *Mr. Greg Kisela, Okaloosa County Deputy County Administrator*
   Mr. Kisela reported the board made some refinements to the criteria. The performance bond was lowered to $500,000; the scoring matrix was changed to 100 points. Mr. Kisela said that the management team would be identified when negotiations begin. He reminded the board that the cone of silence was in effect. Any contact from vendors/providers should be referred to Jeffrey Hyde, Purchasing Department.
   Important dates: non-mandatory pre-bid meeting with the providers will be October 10; any questions they may have will be due October 17; responses from the county will be due October 18. Proposals come in October 24 and will be distributed to the board. A review meeting will be November 8 at 2 p.m. This will be to short list those vendors that will move forward with in negotiations. On November 29, after the normal OTC meeting, the final selection meeting will take place. The selection will be presented to the BOCC on December 18. The new provider could be providing services by January 21 depending on negotiations.

**VII. OTHER BUSINESS**

1. The next Okaloosa Transit Cooperative meeting is scheduled for **Thursday, November 29, 2018 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.

   *Jennifer Safken and LaShurda Washington, Catholic Charities*
   Ms. Safken introduced their organization and shared some of the services they provide in the community. Catholic Charities provides services not only to those with disabilities but also those with low income. They also offer food assistance, adoption services, immigration services, shelter homes and are branching out in the community. Ms. Safken thanked OTC for partnering with Catholic Charities and hoped to develop more relationships in the community.

2. Any additional items for discussion – Co-op, Okaloosa County Staff, Maruti, WFRPC Staff

**IX. ADJOURNMENT** **10:37 a.m.**
Approved by Okaloosa Transit Cooperative

DATE: 11/29/18

SIGNED: [Signature]