



DFLTMA EXECUTIVE BOARD OF DIRECTORS

Wednesday, October 23, 2019, 9:00 AM

Fort Lauderdale City Hall

100 N. Andrews Avenue

8th Floor Conference Room

Fort Lauderdale, FL 33301

In Attendance

Members: Chadwick Blue, Alternate for Chair Greg Stuart; Steve Lucas, Vice Chair; Joey Epstein, Treasurer; Mabel Hurtado, Alternate for Broward County Commissioner Lamar Fisher; Heidi Richards, Alternate for Broward County Vice Mayor Dale Holness; Celia Gisleson, Alternate for Fort Lauderdale Commissioner Steven Glassman; Elizabeth Van Zandt, DDA; Jayne Pietrowski, FDOT; Jessica Vargas-Astaiza, Alternate for Loraine Cargill, SFRTA; Melissa Milroy; Dana Pollitt; Roosevelt Walters

TMA Staff: Robyn Chiarelli, Executive Director; Mindy Drath, Bookkeeper

BCT Staff: Jacque-Ann Isaacs, Community Transit Officer

Also Present: Craig Garcia, First Transit; Jamie Opperlee, Recording Secretary, Prototype, Inc.

Regular Items

R-1 Call to Order

Vice Chair Lucas called the meeting to order at 9:02 a.m.

R-2 Approval of Agenda

Mr. Walters made a motion, seconded by Mr. Epstein, to approve. Motion passed unanimously.

R-3 Approval of Minutes

Mr. Walters made a motion, seconded by Mr. Epstein, to approve [the September 25, 2019 minutes] with or without corrections.

Ms. Isaacs raised the Board's attention to pg.3, paragraph 5: while Broward County Transit (BCT) is working with the TMA and the City of Fort Lauderdale, they have not pledged any surtax funds thus far in lieu of providing propane-fueled vehicles. Mr.

Walters advised that the October 23, 2019 minutes should reflect that Broward County is not in agreement with those statements made at the September 25, 2019 meeting.

Motion passed unanimously.

R-4 Public Comments

None.

R-5 Comments from the Chair

All present welcomed Ms. Chiarelli back to the Board and recognized Kristina Morrow's service as Interim Executive Director. They also welcomed Celia Gisleson, Interim Alternate for Fort Lauderdale Commissioner Glassman.

R-6 Executive Director's Report

- **Driver of the Quarter (Wilfredo Gil)**

Ms. Chiarelli recognized Wilfredo Gil, Driver of the Quarter. Craig Garcia of First Transit added that Mr. Gil has been a driver for over 30 years and consistently shows leadership in customer service and driver techniques.

- **New trolley route brochure design (has been completed / printed)**

Ms. Chiarelli provided samples of the redesigned Sun Trolley route brochure.

- **Electric vehicle testing (to continue in November)**

Testing of an electric vehicle in August resulted in mechanical/battery issues, which have since been addressed. The vehicle will be brought back in November for additional testing. This will help inform the City's vehicle procurement process. In addition, BCT has made new propane vehicles available to the TMA for testing as part of the fleet.

Ms. Pietrowski advised that the Florida Department of Transportation (FDOT) plans to form a small electric vehicle working group, as other cities have expressed an interest in using electric vehicles for community bus service. The group will allow municipalities to share research and work as a consortium in terms of procurement and/or waivers as necessary.

Ms. Van Zandt asked how the [operations] procurement process would address the need for electric vehicle infrastructure. Ms. Chiarelli advised that the Request for Proposals will require providers to be able to modify their fleet facility to accommodate electric vehicles in the future, including storage and maintenance. The electric vehicle will be tested on various routes for about a week. She concluded that she would bring

back information on the miles and/or hours the vehicle can operate on a single battery charge. Other types of vehicles will be tested as well.

Ms. Milroy asked how electric vehicles could be procured if there is no commitment for additional funding through BCT. Ms. Chiarelli recalled that at a previous meeting, the Board reviewed a draft Fleet Replacement Plan which showed possible means of purchase. The Board will need to make a decision regarding diesel vs. electric vehicles, as well as possible identification of other funds.

Ms. Chiarelli recalled that there was discussion of the type of vehicles appropriate for community bus service and how much the County might be willing to provide per vehicle. Ms. Isaacs indicated that the County's Inter Local Agreement with the City states that BCT may provide substitute vehicles equivalent to the purchase point reflected in the state contract.

Mr. Walters advised that we understand if this amount will be classified as a reimbursement or as an amount to be provided by the County in advance of the purchase of vehicles. Ms. Isaacs stated that the Inter Local Agreement specifically refers to this as reimbursement of funds. Vice Chair Lucas requested that more clarification be provided at the next Board meeting.

Ms. Pietrowski advised that Volkswagen will be making grant funds available for the purchase of electric vehicles. She will coordinate with Fort Lauderdale to ensure they respond to the Request for Information pertaining to this program.

- **Status of FY2020 Strategic Plan & Budget (to be considered at 12/4/19 meeting)**

The Strategic Plan Task Force met the previous week and recommended that the Plan be tabled until the December 2019 meeting. This will provide the Marketing Task Force with an opportunity to review and comment on the document. The Budget Task Force has recommended that the budget also be tabled until this date since the budget and Strategic Plan go hand-in-hand. Ms. Chiarelli encouraged the Board members to attend the December Executive Board meeting to discuss and approve these documents, as well as approve a vendor for the operations contract. The November and December Board meetings have been combined into the December 4, 2019 date.

- **Status of "FLOW" Study**

Ms. Chiarelli emphasized the necessity of knowing the TMA's ridership better. She advised that in addition to procurement of an operator, the FLOW study will be a priority during the new fiscal year, with emphasis on the Downtown, Las Olas, and Beach Links to ensure that the service provided by the TMA is what the ridership wants and needs. The Strategic Plan Task Force has recommended bringing in additional staff resources to undertake this study, as well as to bring in new technology for passenger counts.

These resources will be discussed in greater detail when the budget is presented at the December 4, 2019 meeting.

- **Status of Community Bus funding request through BCT**

Ms. Chiarelli recalled that at the May 2019 Board Retreat, the Board approved a program of routes for which they would seek BCT funding. The intent was to bring the TMA back to their previous service levels. The City of Fort Lauderdale submitted an application for this request, which is currently under review. A response is anticipated in December 2019. If any changes are made as a result of the FLOW study in the future, the TMA will work with the City of Fort Lauderdale and BCT to modify the routes.

BCT will provide \$49.97 per hour per route using surtax dollars. Conversation regarding the potential reimbursement of fuel costs is currently underway. The TMA's current rate with First Transit is \$65/hour, which means there would be a discrepancy between funding provided by the County and the true cost of operations. At present, existing routes are not receiving any surtax funding, although the ILA has been approved. Surtax funding is expected to be applied starting October 1, 2019.

Action Items

A-1 MOTION TO APPROVE Community Bus Operations & Maintenance – Request for Proposals Package and Schedule, subject to legal review

Ms. Chiarelli explained that this is the request for proposal (RFP) for an operations vendor. This contract is currently held by First Transit, which has provided operations for the past five years. All extension options have been expended.

Ms. Chiarelli stated that the RFP will be advertised on October 30, 2019. A draft RFP package has been provided to Fort Lauderdale staff and BCT staff for legal review. With the Board's approval, any changes incorporated after today's date would be made with the Chair's authority. A selection committee, including two Board members and one individual from Fort Lauderdale City staff, will meet once more before the package is advertised.

Mr. Walters made a motion, seconded by Mr. Pollitt, to approve Item A-1. Motion passed unanimously.

A-2 MOTION TO APPROVE Fourth Amendment to the City / TMA Inter Local Agreement (ILA) to add Sea Breeze Tram Service

Vice Chair Lucas noted that a schematic of the Sea Breeze tram route and its hours of operation were provided in the members' backup materials. The two trams will be included in the procurement package for the new operations contract. Service is expected to begin in November. The TMA will only be responsible for operations, while

the City retains responsibility for marketing, branding, maintenance, cleaning, and any additional technology.

Ms. Van Zandt advised that approval of the Item would need to be conditional upon funding by the City, as this is not mentioned in the Action Item itself.

Mr. Walters made a motion, seconded by Mr. Epstein, to approve with the condition of funding by the City. Motion passed unanimously.

A-3 MOTION TO ACCEPT Audit Engagement with Keefe and McCullough

Motion made by Ms. Van Zandt, seconded by Mr. Walters, to approve. Motion passed unanimously.

Non-Action Items

N-1 Items to Monitor

- **Vehicle procurement**

Ms. Chiarelli advised that funding for vehicle procurement expires at the end of 2020. The City is responsible for going through the procurement process, although she will provide assistance. She recalled that the Board took action on the vehicles they wished to purchase at the September 2019 meeting. If changes are necessary, she will bring this Item back before the Board.

- **Bus stops**

As part of the new Inter Local agreement between BCT and the City of Fort Lauderdale, new routes or significant modification to existing routes will trigger conversion from “wave and ride” service to fixed-stop service with Americans with Disabilities Act (ADA)-compliant bus stops. Should the TMA bring on additional staff resources, they could help the City finalize a draft bus stop plan.

- **Transportation Surtax**

As of October 1, 2019, the TMA will receive \$49.97 per hour. The County is not yet paying for fuel, although additional discussions with the City are underway.

- **Dockless Scooter Share Program Ridership**

Updated ridership data was provided in the members’ backup materials. It was noted that scooters are banned from the barrier island; however, this has not affected TMA ridership thus far. Ms. Gisleson advised that the City plans to evaluate the scooter programs at the end of the year.

- **On-Demand Door-to-Door Electric Vehicles**

Information on door-to-door electric vehicles was provided in the backup materials. Circuit, formerly known as Free Ride, now offers service in the Galt Ocean Mile area. They are working to determine the market. They will provide the TMA with demographic data on riders when it is available.

Another provider, FreeBee, continues to operate Downtown. Major pickup and destination points are Brightline, Las Olas shops and restaurants, and the Museum of Discovery and Science.

Informational Reports

I-1 Financial Statements

- **Profit & Loss**

Ms. Drath observed that the TMA is currently in the black, due in part to the success of sponsorships. Ms. Van Zandt added that she has requested more information on the cost and yield of sponsorship sales and charter service.

- **Balance Sheet**

- **Budget-to-Actual**

I-2 Ridership

Ms. Chiarelli noted that September is typically the slowest month for ridership, with October a close second. She called the members' attention to the Las Olas Link, which had 11.3 passengers per hour in July but significantly fewer in August and September. It is expected that this rate will increase again beginning in November 2019.

I-3 Farebox Revenue

I-4 Contracts

I-5 Legal Matters

Other

O-1 Member Comments

Mr. Epstein suggested providing plaques for former Board members Alan Hooper, Larry Merritt, and Commissioner Heather Moraitis in recognition of their service.

Ms. Milroy asked if the TMA has considered holding public events. Ms. Chiarelli advised that it can be difficult to generate public recognition through events and that it is wise to

tie them to a significant change. Ms. Milroy proposed a promotional event if the TMA secures an electric fleet.

O-2 Motion to Adjourn

There being no further business to come before the Board at this time, the meeting was adjourned at 10:03 a.m.

Next Meeting: Wednesday, December 4, 2019

DRAFT