



MEETING NOTICE & AGENDA

Please be advised that there will be a meeting of the River to Sea Transportation Planning Organization (R2CTPO) **TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)** held on:

DATE: Wednesday, January 8, 2020

TIME: 11:00 A.M.

PLACE: Volusia County Mobility Management Center (Votran)
Conference Room(s)
950 Big Tree Road
South Daytona, Florida 32119

Volusia County Council Member Heather Post, Chairperson

AGENDA

- I. **CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE**
- II. **PUBLIC COMMENT/PARTICIPATION**
(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)
- III. **ACTION ITEMS**
 - A. **REVIEW AND APPROVAL OF THE NOVEMBER 13, 2019 TDLCB MEETING MINUTES**
(Contact: Debbie Stewart) (Enclosure, pages 4-15)
 - B. **REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) MONTHLY PARATRANSIT REPORTS** *(Contact: Frank Alvarez, Votran) (Enclosure, pages 16-20)*
 - C. **REVIEW AND APPROVAL OF THE TDLCB GRIEVANCE PROCEDURES** *(Contact: Stephan Harris) (Enclosure, pages 21-27)*

IV. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF THE FLORIDA TRANSPORTATION PLAN UPDATE

(Contact: Stephan Harris and Judy Pizzo, FDOT) (Enclosure, pages 28-41)

B. PRESENTATION AND DISCUSSION OF TDLCB MEMBER TRAINING AND ORIENTATION

(Contact: Stephan Harris and Pamela Blankenship) (Enclosure, pages 42-65)

V. STAFF COMMENTS *(pages 66-69)*

- 2020 Public Transportation & TD Legislative Awareness Day
- Update on LPGA Blvd. and Williamson Blvd. Corridor Bus Service
- Update on the Transportation Disadvantaged Trip and Equipment Grant

VI. TDLCB MEMBER COMMENTS *(page 66)*

VII. TDLCB CHAIRPERSON COMMENTS *(page 66)*

VIII. INFORMATION ITEMS *(Enclosure, pages 66, 70-100)*

- 2020 River to Sea TPO Board and Committee Meeting Schedule
- River to Sea TPO Board Meeting Summary
- River to Sea TPO Outreach & Activities
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record
- TDLCB Bylaws
- TDLCB Interest Form
- TDLCB Membership List
- Transportation Acronyms & Abbreviations

IX. ADJOURNMENT *(page 66)*

****THE NEXT TDLCB MEETING WILL BE ON APRIL 8, 2020****

NOTE: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

NOTE: If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

NOTE: The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.R2CTPO.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org.

**SUMMARY SHEET
TDLCB
JANUARY 8, 2020**

III. ACTION ITEMS

A. REVIEW AND APPROVAL OF THE NOVEMBER 13, 2019 MEETING MINUTES

BACKGROUND INFORMATION:

Minutes are prepared for each meeting and must be approved by the TDLCB. The November 13, 2019 TDLCB meeting minutes are provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION TO APPROVE THE NOVEMBER 13, 2019 TDLCB MEETING MINUTES

Transportation Disadvantaged Local Coordinating Board (TDLCB)

Meeting Minutes

November 13, 2019

Volusia County Mobility Management Center
950 Big Tree Road, South Daytona, FL 32119

TDLCB Members Present:

Clayton Jackson
DJ Lebo
Doug Hall
Marina Villena
Renee Gahagan
Julia Marshall
Judy Craig, Vice Chairperson
Gladys Lacen
Patricia Lipovsky
Carlos Colon
Tamyika Young
Patricia Boswell
Steve Jack
Robert Watson
Heather Post, Chairperson
Robin King
Kathy Spencer

Representing:

Association of Community Action
Children at Risk
Citizens Advocate, System User
Citizens Advocate, System User – Alternate
Citizen's Advocate - Alternate
Department of Children and Families
Disabled Citizens
Elder Affairs, Alternate
Elderly Citizens
Florida Department of Transportation
Health Care Administration
Medical Community
Private for Profit
Veterans Services Group
Volusia County Council, District 4
Work Force Development Board
Work Force Development Board Alternate

TDLCB Members Absent:

Jean Cerullo (excused)
Susan Pauly (excused)

Representing:

Citizens Advocate
Vocational Rehab Services

Others Present:

Debbie Stewart, Recording Secretary
Stephan Harris
Pamela Blankenship
Nancy Burgess-Hall
Billie Jo Sikes
Dementra McKinney
Janell Smith
Big John
Phillip Hughes
Rob Stephens
Edie Biro
Frank Alvarez

Representing:

TPO Staff
TPO Staff
TPO Staff
Citizen
Citizen
Council on Aging/Elder Affairs
FDOT
Press
Volusia County Parks and Recreation
Votran Staff
Votran Staff
Votran Staff

I. Call to Order / Roll Call / Determination of Quorum/Pledge of Allegiance

The roll was called and it was determined that a quorum was present.

The Pledge of Allegiance was given and Chairperson Post recognized Veteran's Day was Monday, November 11, 2019.

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of the September 11, 2019 TDLCB Meeting Minutes

MOTION: *A motion was made by Ms. Lipovsky to approve the September 11, 2019 TDLCB meeting minutes. The motion was seconded by Mr. Hall and carried unanimously.*

B. Nomination and Election of 2020 TDLCB Vice Chairperson

Chairperson Post stated Ms. Judy Craig is the current TDLCB Vice Chairperson. She asked for a motion to nominate a 2020 TDLCB Vice Chairperson.

MOTION: *A motion was made by Mr. Jack to re-elect Ms. Judy Craig as 2020 TDLCB Vice Chairperson. The motion was seconded by Mr. Hall and carried unanimously.*

C. Review and Approval of the Community Transportation Coordinator's (CTC's) Monthly Paratransit Reports

Mr. Alvarez, Votran Senior Planner, reviewed the monthly paratransit reports from August and September 2019 which represent wheelchair, fixed route and paratransit total boardings. For September 2019 there was a decrease of 2.3% in total boardings from September 2018. The decrease in ridership is mostly like due to service interruptions caused by Hurricane Dorian. He announced Votran has been conducting public outreach activities at the public libraries, health departments and hotels to increase ridership.

MOTION: *A motion was made by Mr. Hall to approve the Community Transportation Coordinator's (CTC's) reports from August and September 2019. The motion was seconded by Ms. Lipovsky and carried unanimously.*

Mr. Jack referred to the "no-show" count and asked if the 1,000 "no-shows" for August 2019 was accurate; it seems excessive.

Mr. Alvarez replied there was an increase but he will have to go back and review it to ensure it is accurate.

Chairperson Post requested he provide an update at the next meeting or via email.

D. Review and Approval of the Transportation Disadvantaged Trip and Equipment Grant

Mr. Alvarez requested a review and approval to the Transportation Disadvantaged (TD) Trip and Equipment Grant which reimburses the CTC a portion of the cost for paratransit trips and for equipment to be utilized in the designated service area. The service must be provided and the equipment procured prior to seeking reimbursement.

Ms. Boswell asked what the TD eligible trips for \$929,473 was for under the Capital Equipment request.

Mr. Alvarez replied those are trips provided for the Commission of the Transportation Disadvantaged (CTD).

Ms. Boswell asked what Votran is acquiring for \$929,473.

Mr. Alvarez replied those are the trips provided that are being reimbursed; Votran must communicate to the CTD to ensure the trips are eligible and meet the criteria.

Ms. Boswell asked why the trips were under Capital Equipment request.

Mr. Stephens replied the request is for both the eligible trips provided in the CTD area and for equipment. Votran is amending the grant application to include the purchase of buses and to continue providing those eligible trips.

Ms. Lipovsky asked what the total amount of the grant is.

Mr. Alvarez replied \$1.3 million.

Ms. Boswell asked if this is a recurring grant and if so how it compares to last year's allocation.

Mr. Alvarez replied yes, it is a recurring grant and he believes it is the same allocation as last year.

Chairperson Post asked Mr. Alvarez to provide last year's amount with the update on the CTC report.

Ms. Craig stated the Council on Aging (COA) provides bus passes to their clients; they receive 90 passes per year at no cost. She asked if those passes came from this grant.

Mr. Stephens replied Votran has a bus pass program similar to the COA's but the bus pass program they are requesting for the TD program is new. Votran will engage in a rider training program to teach people about the entire system hoping to create additional connectivity throughout the region. It is a new program that they have discussed with the TD Commission.

Ms. Craig asked if they could add Sunday bus service to the west side of Volusia County.

Mr. Stephens replied they are not currently asking for additional services; this is included in the current service profile but that is a consideration for future requests.

MOTION: *A motion was made by Mr. Hall to approve the Transportation Disadvantaged Trip and Equipment Grant. The motion was seconded by Ms. Craig and carried unanimously.*

IV. Discussion Items and Presentations

A. Presentation and Discussion of Careersource Flagler Volusia

Chairperson Post introduced Ms. Robin King, Careersouce Flagler/Volusia, to provide the presentation.

Ms. King gave a PowerPoint presentation and stated she appreciates the opportunity to show the services Careersouce has available. She recently met Mr. David Darm, Executive Director of Florida Commission for the Transportation Disadvantaged, and learned that low income and age brackets play into the TD program. We invest a lot of money to educate people and get them into the work force

but do not have transportation available after training to get to the employment. Perhaps getting people to jobs that Careersource has trained them for could be part of the grant application that was just approved. The goal of Careersource Flagler/Volusia is to increase the prosperity of workers and employers and to provide access for everyone. Transportation is one of the largest barriers for potential workers. The workforce today is at 51% which means that only 51% of people between ages 16 to 64 are working or looking for work; 49% are not and she believes transportation is one of the barriers as to why they are not participating. Careersource Flagler/Volusia is one of 21 boards in Florida that provide these services and they are funded primarily through the Federal Workforce Innovation and Opportunity Act. They have three locations; Palm Coast, Daytona Beach and Orange City. They selected the location in Orange City primarily because it is on the Votran transfer hub. However, they have had complaints from clients that there is no shelter from inclement weather and they do not use Votran because of that. She explained they have nine career links for those individuals that cannot physically get to their locations such as Pierson or Oak Hill where they can access online services. In addition, they have gone to the libraries and trained library staff to assist job seekers. They have also done this with the Division of Blind Services and Vocational Rehab Services. They have staff that go out into the field and agreements with entities in New Smyrna Beach and the Volusia County Health Department. She has worked with Ms. Boswell on how to help people access their services through the Health Department.

Ms. Spencer continued the presentation and stated the Careersource website has a section for job seekers as well as for businesses. The website explains the services they offer; the online training hub is for those individuals that cannot physically come into their centers. The online training workshop consists of resumes, interview skills, and how to navigate job fairs.

Ms. King stated the online training has doubled the number of people using their services. There is no eligibility for the online training; it is universal.

Chairperson Post asked for the website address.

Ms. Spencer replied it is www.careersourcefv.com. Careersource received grants that allows them to work with those that have disabilities. They have partnered with Walgreens in Daytona Beach and are training individuals for retail associates. She explained the training process. The training does not guarantee them employment but it does make them eligible for employment. They have had 19 clients go through the program and some have gained employment with Walgreens. Graduates also receive a certificate to use on their resume. The Orange City location partnered with Mr. Clay Jackson, Volusia County Human Services, to provide general education diploma (GED) classes for their customers; the classes are on site. In addition to the disability grant they received, they also received a grant for senior technology training which provides computer training for those 55 years of age and older. There is also a class on the east side of the county held at the Goodwill on International Speedway Boulevard. They received a grant for fiberglass; it was designed to assist the boat manufacturers who had a need for employees. They partnered with Daytona State College for classes and with the Daytona Housing Authority who assisted in providing transportation to the training; Careersource provided the tuition cost. They can assist the disabled individuals they work with on transportation in the form of a bus pass or gas card.

Ms. King stated these are just some of the solutions they have come up with in getting more of their services out to the community and with the website training they are able to offer services 24/7. They also work with churches, community centers and food pantries; they just signed an agreement to conduct training at Derbyshire Place. They can provide training any place that has a computer. They just signed an agreement to do the same type program with CVS as Walgreens; they can work with any

retailer in the two counties. They are looking to expand their services to low income individuals, seniors and those with disabilities.

Ms. Gahagan asked if they would be forming a partnership with the new homeless shelter.

Ms. King replied she has not yet met the new director but they would like to work with them; they are currently working with Catholic Charities on what types of services they can provide.

Ms. Gahagan asked if she was available to speak to other groups about their program.

Ms. King replied yes, definitely.

Chairperson Post thanked Ms. King for her presentation and stated that Careersource does a lot in our community and it is important the TDLCB members know about the partnerships we can nurture to provide services to people who need them.

Ms. Lipovsky asked if Careersource has software on their computers for the visually impaired and also about accessibility to their programs. She asked if assistance would be provided to the visually impaired in their offices if needed.

Ms. King replied yes, software has been installed on a designated computer in all three locations and their staff has been trained; the Division of Blind Services has also done staff training at the Orange City location. The other disadvantaged citizens they work diligently to assist are ex-offenders.

Chairperson Post stated it is her hope and focus that this committee will work over the next year to get the message out about the groups in the community that provide assistance to the disadvantaged and what they do.

Mr. Alvarez thanked Ms. King and Ms. Spencer and commented their services are great for the community; there are opportunities for competitive grants that they could take advantage of in the future.

Chairperson Post stated grants are very involved and any assistance members can provide would be helpful.

B. Presentation and Discussion of the Draft R2CTPO FY 2018/19 Public Involvement Activities Summary

Ms. Blankenship gave a PowerPoint presentation of the draft R2CTPO FY 2018/19 Public Involvement Activities Summary. At the end of each fiscal year the TPO reviews the public outreach and develops a summary and public outreach matrix. She reviewed the social media outreach, explained the public involvement contact logs kept by each TPO staff member, and the public meetings held including the Federal Certification Review which occurs every four years. She gave an overview of the community and business presentations given and the safety and informational materials distributed. The TPO participated in 42 community events and fit and donated 855 bicycle helmets. She announced the TPO participated in White Cane Awareness Day on October 29, 2019 at the intersection of Wilder Boulevard and Ridgewood Avenue from 10:00 am to 12:00 pm; Ms. Stewart and Ms. Biro participated and navigated the intersection blindfolded. She continued to review the outreach activities the TPO participated in and explained the transportation and civil engineering (TRAC) program that is ongoing

at Mainland High School. A big part of public outreach this coming year will have to do with the 2045 Long Range Transportation Plan (LRTP).

Ms. Gahagan stated she realizes these activities and events are staff driven and asked if committee members could participate at any of these events.

Ms. Blankenship replied absolutely; the TPO welcomes volunteers.

Chairperson Post asked if this PowerPoint presentation could be provided to the members as well as the Careersource PowerPoint presentation. She referred to the TRAC program and commented she recently attended quarterly economic development breakfast and the number of certifications and degrees in engineering was only 22 total for our area; she felt that number shows the TRAC program is needed.

Ms. Blankenship replied hopefully the TRAC program will increase; she is working to get it into Flagler County schools next year.

Chairperson Post asked what the TPO's Twitter account is.

Ms. Blankenship replied it is @TelltheTPO.

C. Presentation and Discussion of the Revised FY 2018/19 Annual Operating Report (AOR)

Chairperson Post stated the original version of the FY 2018/19 Annual Operating Report (AOR) was approved September 11, 2019; staff will provide an update on the changes.

Mr. Alvarez stated the AOR includes operating and financial data; it is prepared by Votran, reviewed by TPO staff and includes information for FY July 1, 2018 to June 30, 2019. The AOR was submitted a month ago and is still in review. Votran is in constant contact with the CTD to answer any questions and respond to any comments they may have. The reason for the revision of the AOR is to get a more accurate true allocated direct and indirect cost of the service provided. The revenue and expense section has been updated; everything else remains the same.

MOTION: *A motion was made by Ms. Gahagan to approve the revised FY 2018/19 Annual Operating Report (AOR). The motion was seconded by Mr. Hall and carried unanimously.*

V. Staff Comments

→ 2020 River to Sea TPO Board and Committee Meeting Schedule

Mr. Harris stated the meeting schedule for 2020 is provided on page 54 of the agenda; as it was decided earlier this year, TDLCB meetings will be held quarterly starting in January 2020. The meetings will be held the second Wednesday of the first month of each quarter; the meeting start time remains the same at 11:00 am. Any Grievance Committee or Quality Assurance Committee meetings will continue to take place at 10:30 am prior to the TDLCB meeting; he expects to schedule one of those meetings on every date of the TDLCB meeting.

Ms. Lipovsky asked if it was decided if TDLCB members will be allowed to call into a meeting if they cannot be present; it was discussed but she is not sure if a decision was made.

Mr. Harris replied it could be arranged for a member to call into the meeting but the issue is with the Action Items; he does not think members can act on Action Items if they are not physically present.

Ms. Blankenship explained they can act on Action Items as long as there is a quorum; however, they cannot be the person that makes the quorum. There must be a quorum already in place.

→ 2020 Public Transportation & TD Legislative Awareness Day

Mr. Harris announced 2020 TD Legislative Awareness Day will take place on February 11, 2020; it is earlier next year because the legislature is convening earlier. He reviewed the tentative schedule provided in the agenda. Earlier this year, in March, Ms. Villena, Ms. Biro, Votran driver and himself attended the 2019 TD Legislative Awareness Day. He showed photographs from the trip. They spoke with Senator Wright, another Senator and two House Representatives; Senator Wright is not up for re-election until 2022 but all the others are up for re-election in 2020 so they will be listening to what we have to say. He asked for volunteers to attend. They will leave the day before for Tallahassee.

Chairperson Post stated the TDLCB meets on January 8, 2020 and she will provide members with any transportation disadvantaged legislation being considered so members are aware and support or oppose it. She was unable to attend last year but is planning on attending this year.

Mr. Harris stated Votran provides the transportation and the TPO pays for the hotel and reimburses for meals.

Ms. Craig stated she is interested in the legislation and volunteered to go.

Ms. Lipovsky asked if she could call Mr. Harris if she decides to go.

Chairperson Post asked if there was a deadline.

Mr. Harris replied there is not a specific deadline but he hopes to finalize who will be going in January; by the January 8, 2020 TDLCB meeting.

VI. TDLCB Member Comments

Mr. Alvarez thanked the TPO and everyone that participated in Mobility Week; Ms. Biro participated in White Cane Awareness Day and at the Halifax Art Festival.

Mr. Hall stated he and Ms. Burgess-Hall were unable to participate at the White Cane Awareness Day but it did receive coverage on television and in the newspaper. It is a great opportunity for education. They plan to do another event in May and he will provide more information as it gets closer. The Lions Club is collecting plastic bottle caps and making them into benches; he is trying to get more information regarding what type of benches to see if they are for bus stops.

Ms. Marshall asked if any type of ride share was being considered like Lyft or Uber for transportation disadvantaged persons.

Mr. Alvarez replied not at this time but that is a good point and there are opportunities in the near future.

Ms. Gahagan asked if there was an orientation meeting for TDLCB members; she would like to tour Votran's facilities and know more about what we are doing here.

Mr. Harris replied training and orientation for TDLCB members will occur at the January 8, 2020 TDLCB meeting.

Ms. Gahagan asked if the training was just for staff.

Mr. Harris replied no; it is for all TDLCB members and the public.

Chairperson Post commented Ms. Gahagan made a good point; we will have the orientation but she hopes by the end of next year to have a TDLCB member manual detailing the duties of the committee.

Ms. Gahagan stated she used to conduct board orientations for the United Way and would be happy to assist with that.

Ms. Craig asked if the TDLCB Bylaws would be available at the January 8, 2020 TDLCB meeting.

Mr. Harris replied yes.

Ms. Gahagan stated she would also like to have a list of the directors and phone numbers; she was surprised when Ms. Lipovsky asked if members could call in because she thought that was why the members have alternates; she is an alternate to Ms. Cerullo. She asked how many alternates there are.

Chairperson Post replied hopefully there will not be a need for members to call in but she knows there are members who are very involved but sometimes cannot attend and may want to call in.

Ms. Craig thanked members for electing her as Vice Chairperson again this year; she intends to make the best of the position. She feels our community is represented well but we need more; there is an application provided in the agenda which members could give to others who may be interested in becoming a part of the group.

VII. TDLCB Chairperson Comments

Chairperson Post referred to the membership and stated Ms. Blankenship and Ms. King both mentioned a number of events in the community; we need to work on getting those events broadcast more. The more we get the information broadcast about the organizations that are involved with the transportation disadvantaged citizens, the more it will assist the TDLCB. She asked members to broadcast events they know about or are holding and to ask the TPO for assistance in that.

Chairperson Post stated there have been a number of discussions regarding the bus stops in Volusia County. She attended a community meeting at Derbyshire Place regarding the bus stops along Derbyshire Road; they are nothing but the pole with the bus stop sign; no benches, no pads, etc. Even for a younger person who is healthy it is difficult to walk a mile to a bus stop and not have a safe place to wait on the bus. She has asked Mr. Stephens and Mr. Alvarez to do some research regarding the bus stops around the county. She has also spoken to the Mayor of Daytona Beach and several city commissioners who also attended that community meeting. The reason there are no benches or pads is because of ADA compliance and also because of ADA lawsuits that all the

bus stops have to be ADA compliant which is a cost to government. The governments response, especially in Daytona Beach, was to pull the benches and just leave the pole. If it is just the pole it does not have to be ADA compliant but it does with a bench or a pad. Votran staff is doing research to find out how many stops are like this and where they are located and come up with a solution. She is going to take that collaboration to the cities and Volusia County and hopes it can be discussed at the Roundtable of Volusia County Elected Officials. Pads are expensive ranging from \$4,000 to \$8,000 each. The typical way to fund benches and pads is to advertise on the bench but the problem is in the lower income areas where the benches and pads are needed businesses do not want to advertise there. This situation is not acceptable and we need to figure out a way to handle it. There has been discussion about extending bus service but it is important to look at the service currently being provided and ensure it is adequate; these stops are not adequate.

Mr. Stephens replied one of his focuses at Votran since he arrived two years ago has been bus stop compliance. Volusia County is a large county with 1,400 square miles, sixteen cities and 2,700 bus stops. The cost for just a bus stop pad, depending on right-of-way issues or issues with swale, can be between \$4,000 to \$8,000; this does not include the cost of the bench. Votran is completing making the bus stops in the unincorporated areas of the county ADA compliant; Mr. John Cotton is leading that effort and they are about to complete the last ADA compliant bust stop in the Pierson area. Common questions he gets asked is why a bus stop is where it is, can it be moved, why there are not amenities, etc. Votran is working on it but it takes time; they have made some progress. They are working with partners throughout the county to make sure the stops are ADA compliant and have adequate amenities. There is massive growth in the area and with that growth comes challenges with transportation. They have a maintenance agreement with New Smyrna Beach for the stops on SR 44, a maintenance agreement with Edgewater and agreements with private entities as to who will take care of the bus stops. Chairperson Post has been very significant in the push to move this forward county-wide. There are a couple of study areas in Daytona Beach that are in low income areas; one along the Derbyshire Road corridor where there are approximately 23 bus stops in various conditions and 89 stops in the other study. He is putting the research together to develop a plan. He showed photographs of the different bus stop configurations around the county.

Chairperson Post referred to the photograph of the stop on SR 44 at Wallace Road that is just the utility strip without a bench; the cost was \$4,000. The bus stop at Shang-Ri-La and Fleming Road is just the pad and was \$8,000. Derbyshire Road and 8th Street was \$8,000 for just the pad. There are so many requirements for transportation in government and a long process to go through to get things done. Just to have a bus stop ADA compliant without a bench is expensive.

Mr. Stephens gave an overview of the types of bus stops and the conditions they have to work with; sometimes there are good conditions and sometimes there are not. There are 2,700 bus stops county-wide and they are trying to find ways to fund improvements and maintain them.

Ms. Lipovsky asked if they get different bids for the bus stop work.

Mr. Stephens replied Votran works with the county's primary contractor who is fully vetted to the procurement process and helps to engineer and build the bus stops.

Chairperson Post asked Mr. Stephens to explain the disparity in the cost of the bus stops; why one is \$4,000 and another is \$8,300.

Mr. Stephens replied it depends on the right-of-way and the existing conditions; if there is an existing sidewalk at a bus stop the ADA pad has to be 8' x 5' and will use a portion of the sidewalk.

The concrete and installing it was at minimal cost of \$4,300. He explained the \$8,300 bus stop had to be an elevated pad because there was no curb and there was right-of-way acquisition. It depends on the area and the different components to put in place to build a bus stop. These costs are just for the pad; if a bench is wanted there has to be additional concrete; if a bench or shelter is placed on the pad itself it renders the stop non-compliant.

Chairperson Post stated the bottom line is we need to know where we are with this; Mr. Stephens is working on compiling the information to better present it to the county and the cities to gain some momentum.

Ms. Lipovsky asked if the individual municipalities are responsible for the benches or Votran.

Mr. Stephens replied the focus has been on making the stops ADA compliant; the amenities are hopefully something to be negotiated and they can find a funding source.

Chairperson Post stated within the cities it is the city's responsibility to provide the bus benches but then the argument between the city and the county is who will maintain it; that is a big factor and good agreements need to be made with each of the cities.

Ms. Craig referred to one of the photographs of a bus stop pad that is at a 45-degree angle and asked how it was ADA compliant.

Mr. Stephens assured her if Votran built it, it is ADA compliant. Mr. Cotton goes out with a measure and a level to ensure the stops are ADA compliant.

VIII. Information Items

- River to Sea TPO Board Meeting Summaries
- River to Sea TPO Outreach and Activities
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record
- TDLCB Interest Form
- TDLCB Membership List
- TDLCB Newsletter

IX. Adjournment

The meeting was adjourned at 12:35 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**VOLUSIA COUNTY COUNCIL MEMBER HEATHER POST, CHAIRPERSON
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD**

CERTIFICATE:

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the November 13, 2019 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 8th day of January 2020.

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**SUMMARY SHEET
TDLCB
JANUARY 8, 2020**

III. ACTION ITEMS

B. REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) MONTHLY PARATRANSIT REPORTS

BACKGROUND INFORMATION:

The Community Transportation Coordinator's report provides statistical information every month on the transportation services provided by Votran and the contracted transportation providers. The reports for October and November 2019 are enclosed for your review. Staff will be available to answer questions regarding the reports.

ACTION REQUESTED:

MOTION TO APPROVE THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) MONTHLY PARATRANSIT REPORTS

**TDLCB meeting handouts
January 8, 2020**

Votran Summary of Transportation Disadvantaged Boardings						
WHEELCHAIR BOARDINGS	Oct 2018	Oct 2019	Difference	Nov 2018	Nov 2019	Difference
Fixed route	12,834	10,318	-19.6%	11,795	9,600	-18.6%
Paratransit	6,159	5,837	-5.2%	5,193	5,507	6.0%
Flex	140	156	11.4%	95	135	42.1%
TOTAL	19,133	16,311	-14.7%	17,083	15,242	-10.8%
TOTAL BOARDINGS						
Fixed Route	280,784	266,562	-5.1%	254,256	241,610	-5.0%
Paratransit	29,292	27,857	-4.9%	24,682	23,954	-2.9%
New Smyrna Flex	2,054	1,842	-10.3%	1,755	1,497	-14.7%
Paratransit and Flex	31,346	29,699	-5.3%	26,437	25,451	-3.7%
				Nov 2018	Nov 2019	
YTD Paratransit Actual boardings				57,568	55,150	-4.2%

VOTRAN FLEX SERVICE REPORT – TDLCB meeting January 08, 2020

Nov-19	FLEX 42	FLEX 43	TOTAL
TOTAL PASS TRIPS	586	911	1,497
TRIP TYPE			
Ambulatory	527	835	1,362
Wheelchair	59	76	135
MILES	2371	2106	4,477
HOURS	244	271	515

Oct-19	FLEX 42	FLEX 43	TOTAL
TOTAL PASS TRIPS	706	1,136	1,842
TRIP TYPE			
Ambulatory	622	1064	1,686
Wheelchair	84	72	156
MILES	2683	2065	4,748
HOURS	269	282	551

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	OCT, 2019 VOTRAN	OCT, 2018 VOTRAN	OCT, 2019 CONTRACTED	OCT, 2018 CONTRACTED	OCT, 2019 TOTAL	OCT, 2018 TOTAL
TOTAL PASS TRIPS	19,818	22,602	8,039	6,690	27,857	29,292
TRIP PURPOSE						
Medical	7,003	8,364	3,158	2,504	10,161	10,868
Nutrition	1,352	1,453	83	74	1,435	1,527
Other	467	1,150	147	363	614	1,513
Education	5,447	5,867	1,772	1,882	7,219	7,749
Shopping	1,770	1,859	622	506	2,392	2,365
Work	3,779	3,909	2,257	1,361	6,036	5,270
PASSENGER TYPE						
Disabled	19,224	21,788	8,032	6,658	27,256	28,446
Elderly	554	738	7	32	561	770
Child	40	76	0	0	40	76
TRIP TYPE						
Ambulatory	15,454	17,725	6,565	5,408	22,019	23,133
Wheelchair	4,364	4,877	1,474	1,282	5,838	6,159
TOTAL COMPLAINTS	7	16	0	9	7	25
Discourtesy	0	0	0	0	0	0
Safety	1	0	0	0	1	0
Early	0	1	0	0	0	1
Late	6	10	0	2	6	12
Driver	0	1	0	1	0	2
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	1	0	1
Other	0	4	0	5	0	9
TOTAL ACCIDENTS	0	0	0	0	0	0
CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
NON-CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
CANCELLATIONS	972	1,493	397	446	1,369	1,939
NO SHOWS	527	652	216	195	743	847
REVENUE MILES	170,217	180,257	53,169	47,368	223,386	227,625
REVENUE HOURS	11,337	11,870	3,855	3,189	15,192	15,059

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	Nov, 2019 VOTRAN	Nov, 2018 VOTRAN	Nov, 2019 CONTRACTED	Nov, 2018 CONTRACTED	Nov, 2019 TOTAL	Nov, 2018 TOTAL
TOTAL PASS TRIPS	17,189	18,844	6,765	5,838	23,954	24,682
TRIP PURPOSE						
Medical	6,257	6,843	2,798	2,285	9,055	9,128
Nutrition	960	1,204	58	48	1,018	1,252
Other	374	943	128	314	502	1,257
Education	4,669	4,645	1,405	1,551	6,074	6,196
Shopping	1,767	1,744	621	457	2,388	2,201
Work	3,162	3,465	1,755	1,183	4,917	4,648
PASSENGER TYPE						
Disabled	16,745	18,226	6,747	5,805	23,492	24,031
Elderly	415	618	18	33	433	651
Child	29	0	0	0	29	0
TRIP TYPE						
Ambulatory	13,056	14,806	5,391	4,683	18,447	19,489
Wheelchair	4,133	4,038	1,374	1,155	5,507	5,193
TOTAL COMPLAINTS	10	10	1	1	11	11
Discourtesy	0	0	1	0	1	0
Safety	5	3	0	0	5	3
Early	0	0	0	0	0	0
Late	4	7	0	1	4	8
Driver	0	0	0	0	0	0
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	1	0	0	0	1	0
TOTAL ACCIDENTS	0	0	0	0	0	0
CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
NON-CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
CANCELLATIONS	1,083	1,258	443	398	1,526	1,656
NO SHOWS	539	578	220	183	759	761
REVENUE MILES	155,497	158,998	44,998	39,609	200,495	198,607
REVENUE HOURS	9,910	10,515	3,213	2,756	13,123	13,271

**SUMMARY SHEET
TDLCB
JANUARY 8, 2020**

III. ACTION ITEMS

C. REVIEW AND APPROVAL OF THE TDLCB GRIEVANCE PROCEDURES

BACKGROUND INFORMATION:

Grievance Procedures are developed, annually updated and implemented in accordance with the Commission's most recent TDLCB and Planning Agency Operating Guidelines. The Grievance Committee met prior to the TDLCB meeting to review the draft Grievance Procedures, which are provided with this agenda packet for your review and approval. Revised text is underlined (additions) and stricken (deletions).

ACTION REQUESTED:

MOTION TO APPROVE THE TDLCB GRIEVANCE PROCEDURES

**GRIEVANCE PROCEDURES
OF THE
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO)
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD**

ARTICLE I: PREAMBLE

SECTION 1: PREAMBLE

The following sets forth the grievance procedures which shall serve to guide the River to Sea TPO Transportation Disadvantaged Local Coordinating Board (TDLCB), serving to assist the Community Transportation Coordinator (CTC). The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2.012 of the Florida Administrative Code (FAC), and subsequent laws setting forth requirements for the establishment of grievance procedures. Grievance Committee procedures are designed to address issues raised by agencies, users, potential users, sub-contractors, and other interested parties which cannot be resolved through the CTC. This procedure does not cover the competitive bid process; including Request for Proposals (RFPs).

ARTICLE II: GRIEVANCE COMMITTEE NAME AND PURPOSE

SECTION 1: NAME

The name of the committee to resolve grievances for the River to Sea TPO Transportation Disadvantaged Local Coordinating Board shall be ~~a Subcommittee of the TDLCB Quality Assurance Committee, but will hereinafter be referred to as~~ the Grievance Committee.

SECTION 2: PURPOSE

The primary purpose of the Grievance Committee is to process, investigate and make recommendations with respect to unresolved complaints to the Local Coordinating Board for improvement of service. This procedure is made available to agencies with Purchase of Service Agreements (POS) contracts, users, or potential users of the system in Volusia to hear complaints and provide a mechanism for issues to be brought before the Grievance Committee which shall meet as often as necessary to address unresolved complaints in a timely manner.

ARTICLE III: DEFINITIONS

SECTION 1: DEFINITION OF COMPLAINT

“A complaint is an oral (in person/telephone) or written statement of dissatisfaction which is presented to Votran, Volusia County’s CTC.”

SECTION 2: DEFINITION OF FORMAL GRIEVANCE

“A formal grievance is a written complaint to document any concerns or unresolved service complaints regarding the operation or administration of TD services by the Transportation Operator, Community Transportation Coordinator, the designated official planning agency (DOPA) or the local coordinating board. The Grievant in their formal complaint should demonstrate or establish their concerns as clearly as possible.”

ARTICLE IV: FILING OF COMPLAINTS AND GRIEVANCES

SECTION 1: PROCESS OF FILING A COMPLAINT

Any user, agency (with POS contract) or potential user may register a verbal/written complaint with the CTC in accordance with the policies and procedures of Votran.

If the complainant is not satisfied with the action taken by the CTC, the user may file a formal written complaint within ten (10) working days after the CTC’s decision.

Such written complaint shall include the following:

1. the name and address of the complainant;
2. a statement of the grounds for the complaint made in a clear and concise manner, supplemented by supporting documentation;
 - a. Exact date/time of incident;
 - b. Exact location of incident;
 - c. Any witnesses to incident (including name and address); and
 - d. Vehicle unit number, license number, color and type.
3. an explanation of the relief desired by the complainant; and
4. if the complainant is unable to submit a formal written complaint, Votran shall have the responsibility of obtaining an advocate who will be available to assist those individuals. The ten (10) working days needed by the customer to submit their written complaint will not go into effect until the advocate has met with the customer.

A written complaint shall be addressed to:

Votran Bus System
Assistant General Manager
950 Big Tree Road
South Daytona, Fl. 32119

The CTC shall have ten (10) working days from the date of notification of the complaint to address or investigate the problem. Within that time, the CTC will respond to the complainant by telephone, if possible, and in writing within ten (10) working days of notification to the complainant as to what action was made.

SECTION 2: FILING OF A GRIEVANCE

If the complainant is dissatisfied with the corrective action taken by the CTC, an appeal to the Grievance Committee of the TDLCB may be filed. Such written appeal must be filed within ten (10) working days from the date of notification to the complainant of the final decision from the CTC. The written appeal shall include the following:

1. the name and address of the complainant;
2. a statement of the ground for the grievance made in a clear and concise manner, supplemented by supporting documentation;
3. demonstrate or establish a clear violation of a specific law, regulation, contractual arrangement, or circumstance thought to be unjust;
4. an explanation of the relief desired by the complainant;
5. specified areas of disagreement with the CTC decisions; and
6. if the complainant is unable to submit a formal written appeal to be filed, Votran shall have the responsibility of obtaining an advocate who will be available to assist those individuals. The ten (10) working days needed by the customer to submit a written appeal will not go into effect until the advocate has met with the customer.

An appeal to the Grievance Committee may only be filed after the complainant has sought satisfaction directly from the CTC.

The appeal must be addressed to:

River to Sea Transportation Planning Organization
Attn: Grievance Committee
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, Florida 32114

Once an appeal has been received, the Grievance Committee shall meet and render its recommendation within thirty (30) working days of the date the appeal was filed. The complainant shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the meeting.

A written copy of the recommendation will be forwarded to the TDLCB and all parties involved within ten (10) working days from the date of the recommendation.

Written recommendations will include the following information:

1. a statement that a meeting was held in which the involved parties and/or their representatives were given an opportunity to present their positions;
2. a statement that clearly defines the issues discussed; and
3. Reasons for the recommendation based on the information provided.

If the complainant is dissatisfied with the recommendation of the Grievance Committee, he/she may continue the appeal process with the TDLCB.

ARTICLE V: APPEAL TO THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

Should the aggrieved be interested in filing an appeal with the TDLCB it must be filed within ten (10) working days from the date of receipt of the final recommendation of the Grievance Committee. The appeal should attempt to demonstrate or establish a clear violation of a specific law, regulation, contractual arrangement or circumstance thought to be unjust. An appeal to the TDLCB can only be filed after the aggrieved has sought satisfaction directly from the Grievance Committee. An appeal to the TDLCB must be addressed to:

River to Sea Transportation Planning Organization
Attn: TDLCB
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, Florida 32114

Once an appeal has been received, the TDLCB shall meet and render its recommendation within sixty (60) days of the date the appeal was filed. The aggrieved shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the hearing.

A written copy of the TDLCB's recommendation shall be forwarded to all parties involved within ten (10) working days from the date of the recommendation. . A written recommendation shall include the following information:

1. a statement that a hearing was held in which the involved parties, their representatives and/or witnesses were given an opportunity to present their positions;
2. a statement that clearly defines the issues discussed; and
3. reasons for the recommendation Votran based on the information provided.

If the complainant is dissatisfied with the recommendation of the TDLCB, he/she may continue the process with the TD Ombudsman Program by calling the following number(s): 1-800-983-2435. For hearing and speech impaired customers call, 711 (Florida Only) Florida Relay System or (850) 410-5708 for TTY or via written correspondence to:

Florida Commission for the Transportation Disadvantaged
Attn: Ombudsman Program
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
[Email: CTDOmbudsman@dot.state.fl.us](mailto:CTDOmbudsman@dot.state.fl.us)

If the Commission is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues as appropriate to the specific nature of the grievance.

All of the steps above must be attempted in the order listed before a complaint or grievance will move to the next step.

ARTICLE VII: SCHEDULED MEETINGS

SECTION 1: GENERAL

The Grievance Committee shall be comprised of a minimum of ~~five (5)~~ three (3) TDLCB board members. The CTC shall not serve on the Grievance Committee. Each member shall serve at the discretion of the TDLCB. When a meeting of the Grievance Committee is necessary, staff to the TDLCB shall schedule the meeting of the Grievance Committee to hear appealed grievances.

ARTICLE VIII: AMENDMENTS

SECTION 1: GENERAL

Transportation Disadvantaged Local Coordinating Board Grievance Procedures

~~July 11, 2018~~ January 8, 2020

The Transportation Disadvantaged Local Coordinating Board Grievance Procedures may be amended by a two-thirds (2/3) vote of members present, if a quorum exists, providing the proposed change(s) is/are mailed to all members at least seven (7) working days in advance of the meeting.

SECTION 2: QUORUM

At all meetings of the Transportation Disadvantaged Local Coordinating Board, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business.

ARTICLE IX: CERTIFICATION

The undersigned hereby certifies that he is the Chairman of the River to Sea TPO Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Local Coordinating Board as adopted by the River to Sea TPO Transportation Disadvantaged Local Coordinating Board the ~~11th~~ 8th day of ~~July 2018~~ January 2020.

Volusia County Council Member ~~Billie Wheeler~~, Chairperson
Heather Post
Transportation Disadvantaged Local Coordinating Board (TDLCB)

ATTEST:

Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization

**SUMMARY SHEET
TDLCB
JANUARY 8, 2020**

IV. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF THE FLORIDA TRANSPORTATION PLAN UPDATE

BACKGROUND INFORMATION:

The [Florida Transportation Plan](#) (FTP) is the single overarching statewide plan guiding Florida's transportation future. It is a plan for all of Florida created by, and providing direction to, the Florida Department of Transportation (FDOT) and all organizations that are involved in planning and managing Florida's transportation system, including statewide, regional, and local partners. The FTP includes seven goals to guide transportation planning decisions:

1. Safety and security
2. Agile, resilient, and quality transportation infrastructure
3. Efficient and reliable mobility
4. More transportation choices
5. Economic competitiveness
6. Quality places to live, learn, work, and play
7. Florida's environment and energy conservation

Ms. Judy Pizzo, FDOT, District 5, is scheduled to deliver a presentation on the FTP update.

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB

UPDATE OF THE FLORIDA TRANSPORTATION PLAN

presented to
River to Sea TPO -
Transportation
Disadvantaged Local
Coordinating Board (TDLCB)

presented by
Judy Pizzo, M.S.URP

January 8, 2020



WHAT IS THE FLORIDA TRANSPORTATION PLAN?

- ▮ Florida's long range transportation plan
- ▮ A plan for all of Florida
- ▮ Provides policy guidance for all transportation partners
- ▮ Establishes a policy framework for expenditure of state and federal transportation funds



WHY DOES THE FTP MATTER?



4

FTPs HAVE RESHAPED FLORIDA



- » **2020 FTP (2000)**
- » Creation of Strategic Intermodal System



- » **2025 FTP (2005)**
- » Emphasis on regional visioning and collaboration



- » **Current FTP (2015)**
- » Added 'Choices' as a new Goal
- » Renewed emphasis on Safety and alignment with the SHSP



- » **2060 FTP (2010)**
- » Alignment with Florida Strategic Plan for Economic Development
- » Investments in trade and logistics; FMTP
- » Maximizing use of existing facilities (e.g. managed lanes)
- » Future Corridor Planning Process

- » Greater emphasis on Workforce
- » Greater focus on implementation

5



FLORIDA TRANSPORTATION PLAN



Vision Element

Trends, uncertainties, and themes that will shape the future of transportation in Florida (50 years)



Policy Element

Goals and objectives to guide the Florida Department of Transportation and partners toward the vision (25 years)









Implementation Element

Emphasis areas with key actions (5-25 years)



FTP GOALS & CROSS-CUTTING TOPICS

	Technology	Resilience	Statewide and Interregional	Regional and Local
 Safety and security				
 Agile, resilient, and quality transportation infrastructure				
 Efficient and reliable mobility				
 More transportation choices				
 Economic competitiveness				
 Quality places to live, learn, work, and play				
 Florida's environment and energy conservation				



FTP GOALS & CROSS-CUTTING TOPICS

Technology

- » Automated, connected, electric & shared vehicles
- » Transportation system management & operations
- » Big data
- » New materials & processes

Resilience

- » Extreme weather events
- » Emergency evacuation & emergency response
- » Sea level rise, flooding
- » Economic or societal changes

Statewide and Interregional

- » SIS, including modal facilities
- » Trade & logistics
- » Multi-use/ multi-modal facilities
- » Global, statewide, interregional connectivity

Regional and Local

- » Urbanized, non-urbanized, rural
- » Congestion relief
- » Land use/ community planning
- » Regional visions

8



FTP SUBCOMMITTEES

▮ 2 subcommittees

- » Automated, Connected, Electric, and Shared (ACES)
 - <http://www.floridatransportationplan.com/aces.htm>
- » Resilience
 - <http://www.floridatransportationplan.com/resilience.htm>

▮ Representatives of the steering committee organizations make up the members

▮ Others are able to become “friends” of the subcommittees

- » Receive updates on subcommittee activities
- » Attend and participate at meetings

▮ Become a friend of the subcommittees and stay engaged

9





RELATED PARTNER EFFORTS

- ▮ **Metropolitan Planning Organizations (MPOs)**
 - » Long Range Transportation Plans
- ▮ **State Agency Plans/Initiatives**
 - » DEO, DEP, Enterprise Florida, Space Florida, etc.
- ▮ **Local Governments**
 - » Comprehensive Plans, etc.
- ▮ **Regional Planning Councils**
 - » Strategic Regional Policy Plans
- ▮ **Modal Partners**
 - » Transit, expressway, seaport, airport and other authorities
- ▮ **Regional and Community Visions**



SHARING OUR IDEAS

► Poll Everywhere – multiple ways to access the polls:

- » Visit www.pollev.com/FTP2045 from your phone, tablet, or laptop to access the polling questions
- » Text “FTP2045” to 22333 to join the poll and respond to the polls via text message
- » Scan the QR code to the right to go directly to the website
- » Important note: A record of the poll responses will be kept for statutory records retention requirements



12



Where do you live? (select on map)



Start the presentation to see live content. Still no live content? Install the app or get help at PollEv.com/app

Who do you represent?

City/County
Government

MPO/RPC/TPO

Other State Government

Private Industry Partner

Private Citizen

Non-Governmental
Industry Organization

Start the presentation to see live content. Still not live content? Install the app or get help at PollEv.com/app.

Choose the top trend affecting the FTP

Increase in ride sharing

New micromobility options

Fewer gas-operated vehicles

Growth in e-commerce

Rate of adoption of AV/CV

Start the presentation to see live content. Still not live content? Install the app or get help at PollEv.com/app.

What else will change in our lives due to new technology?

Start the presentation to see live content. Still no live content? Install the app or get help at [Pollfy.com/app](https://pollfy.com/app).

In your opinion, what is the greatest challenge for Florida to overcome related to changing technology and our transportation system?

- Regulatory barriers
- Rapid rate of development and adoption of new technologies
- Integrating old/existing and new/emerging technologies in the same system at the same time
- Planning and design challenges
- Data security and privacy

Start the presentation to see live content. Still no live content? Install the app or get help at [Pollfy.com/app](https://pollfy.com/app).

What are effective strategies to prepare our transportation system for changes in technology?

Start the presentation to see live content. Still no live content? Install the app or get help at [Palifit.com/app](https://www.palifit.com/app).

What is the top trend or disruptor affecting Florida's transportation system?

Extreme Heat
Flooding
Hurricanes / Extreme Storms
Poor or Inoperable Infrastructure
Sea Level Rise
Storm Surge
Technology Interruption or Failure

Start the presentation to see live content. Still no live content? Install the app or get help at [Palifit.com/app](https://www.palifit.com/app).

What are the benefits of planning for a resilient transportation system?

Start the presentation to see live content. Still no live content? Install the app or get help at PollEv.com/app.



What are some of the challenges for Florida to overcome to increase the resilience of the transportation system?

Start the presentation to see live content. Still no live content? Install the app or get help at PollEv.com/app.

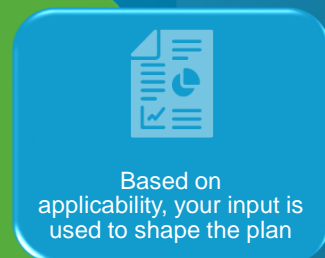
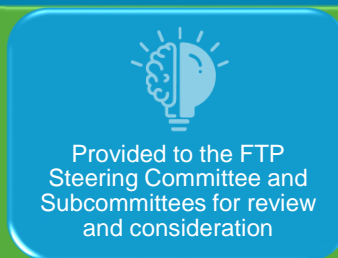
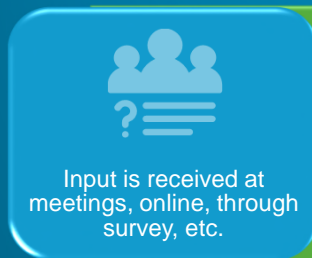


What are effective strategies that could be implemented as part of the Florida Transportation Plan to make Florida's transportation system more resilient?

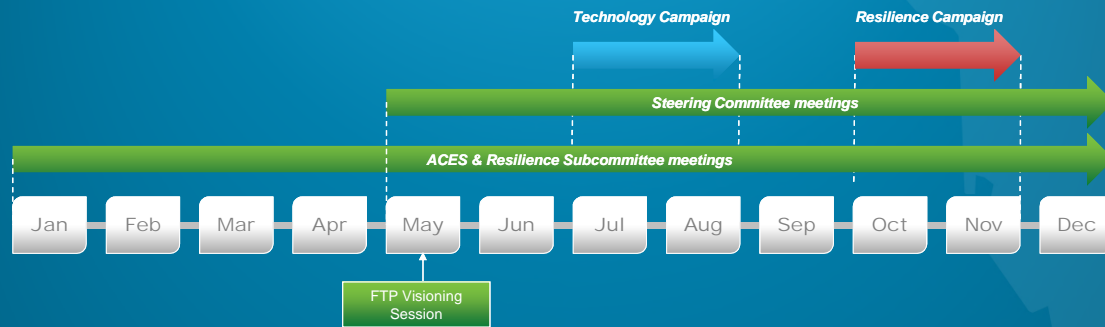
Start the presentation to see live content. Still no live content? Install the app or get help at Policy.com/app.



WHAT WILL WE DO WITH YOUR INPUT?



FTP EVENTS, MEETINGS & CAMPAIGNS

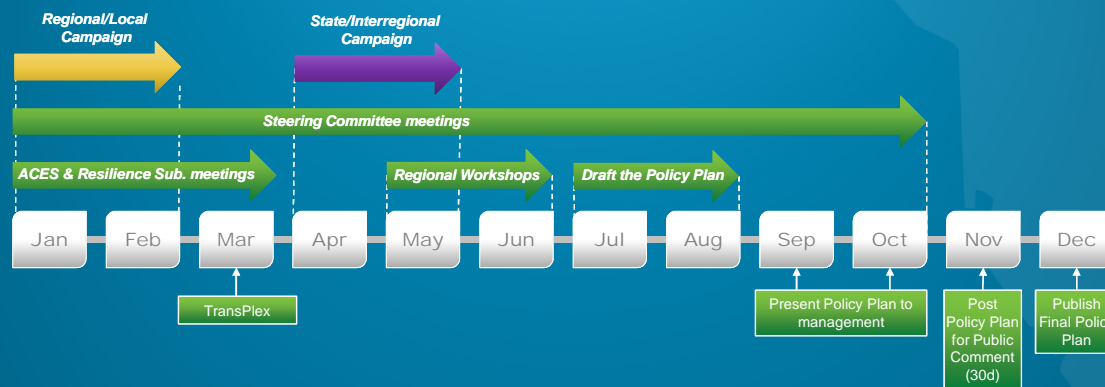


2019

37



FTP EVENTS, MEETINGS & CAMPAIGNS



2020

38



STAY CONNECTED

The screenshot shows the FDOT website with the following content:

- Header:** FDOT Florida Department of TRANSPORTATION. Navigation links: Home, About FDOT, Contact Us, Maps & Data, Offices, Performance, Projects. Search bar: Search FDOT.
- Main Section:** Florida Transportation Plan (FTP) Summary.
- Left Sidebar:**
 - FTP Overview
 - FTP Update
 - Steering Committee
 - ACES Subcommittee
 - Resilience Subcommittee
 - Cross-Cutting Topics
 - Technology
 - Resilience
 - State/Interregional
 - Regional/Local
 - Long Range Visioning Session
 - Get Involved
 - Share Your Thoughts & Ideas
 - Join Us at an FTP Event
 - Become a Subcommittee Friend
 - Request a Presentation from FDOT
 - General Feedback Committee Form
 - FTP Implementation
- Main Content:**

Florida Transportation Plan Overview

The Florida Transportation Plan (FTP) is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.

The FTP is important because it not only sets a long-range vision for the future, but it guides transportation decisions today. It considers how we will:

 - Attain our goal of zero fatalities on Florida's transportation system.
 - Provide a more efficient and mobile transportation system.
 - Meet the needs of a growing and changing population.
 - Make our economy more competitive.
 - Enhance the quality of life and environment of Florida's communities.
 - Increase opportunities for access to transit and other modes of transportation.
 - Address emerging issues such as the rapid changes in technology.

FLORIDA TRANSPORTATION PLAN .com

The Florida Department of Transportation (FDOT) and its partners are updating the FTP and we want you to **get involved**. As we develop the next FTP, we want to hear from you to understand the transportation issues and concerns that are most important to Floridians.

Click here to share your values and preferences

www.floridatransportationplan.com



39

QUESTIONS?

JUDY PIZZO, M.S.URP
District 5
Florida Department of Transportation
Judy.Pizzo@dot.state.fl.us
386-943-5167

www.fdot.gov/planning/policy



**SUMMARY SHEET
TDLCB
JANUARY 8, 2020**

IV. PRESENTATIONS AND DISCUSSION ITEMS

B. PRESENTATION AND DISCUSSION OF TDLCB MEMBER TRAINING AND ORIENTATION

BACKGROUND INFORMATION:

The purpose of this training is to provide an overview of the Transportation Disadvantaged Program and to answer TDLCB members' questions about their roles and responsibilities.

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB



Transportation Disadvantaged Local Coordinating Board (TDLCB) Annual Member Training

January 8, 2020

Training Overview

1. Florida's Coordinated Transportation System Organizational Structure
2. Transportation Disadvantaged Riders
3. Commission for the Transportation Disadvantaged (CTD)
4. River to Sea TPO (Designated Local Planning Agency)
5. Transportation Disadvantaged Local Coordinating Board (TDLCB)
6. Votran (Community Transportation Coordinator)
7. Parliamentary Procedures/Robert's Rules of Order



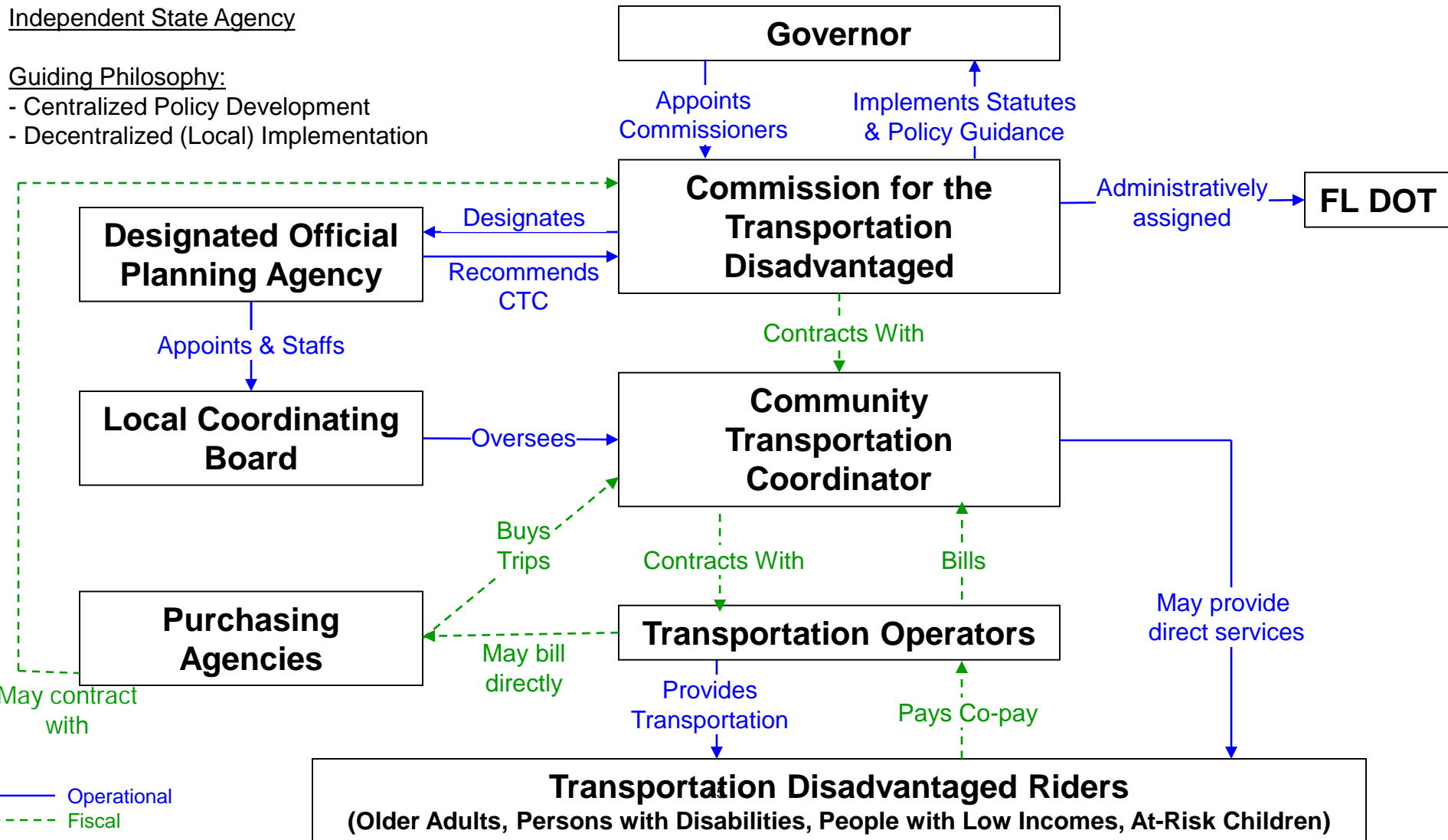
**Transportation
Disadvantaged**

Florida's Coordinated Transportation System Organizational Structure

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation





Who Do We Serve?

Transportation Disadvantaged Riders

- Older Adults
- Persons with Disabilities
- People with Low Income
- At-Risk Children





Transportation
Disadvantaged

They Could Need A Ride To...



- Medical Services
- Work
- School
- Grocery Store



Florida Commission for the Transportation Disadvantaged

Purpose

To insure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons.

- Created by the Florida Legislature in 1989
 - Governed by Chapter 427.013 F.S. and Rule 41-2.003, F.A.C.
 - Assigned to the Florida Department of Transportation (FDOT) for administrative and fiscal accountability purposes, but functions independently
 - Develops a budget
 - Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged
 - Designates the planning agency in areas outside the purview of a TPO
 - Contract with Votran and other CTCs/STPs
-





What is the River to Sea TPO?

- The Designated Official Planning Agency, which assists the Commission at the local level in accomplishing the coordination of transportation services to the transportation disadvantaged
- Metropolitan Planning Organization (MPO) created by Congress in 1974
- Primarily responsible for transportation planning and programming in the Metropolitan Planning Area (MPA)
- Originally created as the Daytona Beach Urbanized Area MPO in January 1977. Official name changed to Volusia County MPO, then Volusia TPO as planning area expanded
- April 2014 official name changed to River to Sea Transportation Planning Organization (R2CTPO) after planning area expanded to include portions of Flagler County, Palm Coast and Bunnell





Duties of the River to Sea TPO in TD System

River to Sea TPO assists the TD Commission at the local level in accomplishing the coordination of transportation services to the transportation disadvantaged.

Duties

- Recommends to the Commission a Community Transportation Coordinator (CTC)
 - Evaluates Votran (Planner & TDLCB) annually
 - Reviews annually the Annual Operating Report prepared by Votran and submits it to the TDLCB for approval
 - In coordination with Votran and the TDLCB, develops a Transportation Disadvantaged Service Plan
 - Appoints and staffs the TDLCB
-



River to Sea TPO Board and Committees

Board consists of elected officials from member local governments and technical advisors

Committees

Executive Committee

Citizen's Advisory Committee (CAC)

Bicycle/Pedestrian Advisory Committee (BPAC)

Technical Coordinating Committee (TCC)

Transportation Disadvantaged Local Coordinating Board (TDLCB)

Staff

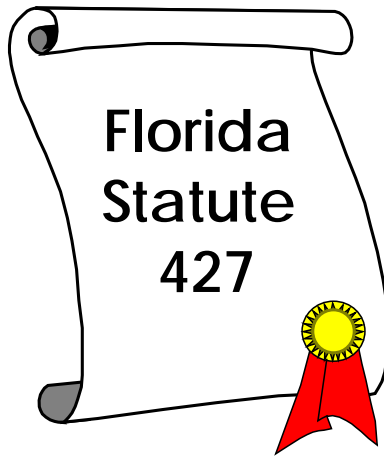
Lois Bollenback (Executive Director)

Julie Adamson, Pamela Blankenship, Stephan Harris,

Crystal Mercedes, Colleen⁵¹ Nicoulin, Debbie Stewart



Transportation Disadvantaged Local Coordinating Board



Purpose

- Identify local service needs
- Provide information, advice and direction to Votran on the coordination of services to be provided through the Coordinated Transportation System
- Serve as an advisory body to the Commission regarding a particular service area
- Advocate for represented groups

Duties of the TDLCB

- Assists Votran in establishing eligibility guidelines and trip priorities
- Evaluates Votran annually
- Reviews and approve Transportation Disadvantaged Service Plan (TDSP) and Memorandum of Agreement (MOA)
- Appoints Grievance Committee to process and investigate complaints
- Appoints Quality Assurance Committee to review TDSP and other reports
- Reviews and recommends other funding applications
- Reviews strategies of service provision to the area
- Evaluates multicounty or regional transportation opportunities
- Conduct annual workshop/public hearing



TDLCB Board Structure



Members are appointed by the River to Sea TPO

1. Chairperson (Volusia County Council Member Heather Post)
2. Vice-Chairperson (Judy Craig)
3. FDOT (Carlos Colon)
4. FDCF (Julia Marshall)
5. Public Education Community (Vacant)
6. FDOE (Kim Houghton)
7. Veterans Representative (Robert Watson)
8. Florida Assoc. for Community Action (Clayton Jackson)
9. Elderly Representative (Patricia Lipovsky)
10. Disabled Citizen (Judy Craig)
11. Citizens Advocate-system user (Doug Hall)
12. Citizens Advocate (Jean Cerullo)
13. Council for Early Childhood Services (Beverly Johnson)
14. Florida Dept. Of Elder Affairs (Charly Poniatowski)
15. Private for Profit (Steve Jack)
16. Florida Agency for Healthcare Admin. (Shelisha Coleman)
17. Agency for Persons with Disabilities (Vacant)
18. Regional Workforce Development Board (Robin King)
19. FDOH in Volusia County (Patricia Boswell)

Committees of the TDLCB

Quality Assurance Committee

- Addresses specific issues concerning transportation services
- Reviews the Bylaws, Annual Operating Report, Votran Evaluation, TD Service Plan, Applications for TD Funding, Actual Expenditures Report, Rate Model Worksheet for TD Trust Fund Trips

Grievance Committee

- Mediates between citizens and Votran to resolve transportation dilemmas
 - Reviews the Grievance Procedures
-



Community Transportation Coordinator (CTC)

Partially Brokered Service Network: contracts some services and provides some services

Duties

Plans, administers, monitors, coordinates, arranges and delivers Coordinated Transportation Disadvantaged Services originating in their designated service area

- Performs fixed-route and paratransit trips
- Operates centralized call center
- Determines transportation eligibility
- Schedules trips
- Performs gatekeeping duties
- Invoices purchasing agencies
- Develops a Transportation Disadvantaged Service Plan with TDLCB
- Prepares and submits Annual Operating Report
- Recommends eligibility guidelines and trip prioritization to the TDLCB for non-sponsored trips



Parliamentary Procedures/Robert's Rules of Order



Presentation to the TDLCB

January 8, 2020

Purpose of Parliamentary Procedures & Robert's Rules of Order (ROR)

Methods to conduct business at meetings that allow everyone to be heard and to make decisions without confusion



Motions



✓MAIN MOTION:

A stated proposal on which a committee takes action; only one main motion on the floor at a time

Example: I move to approve the November 13, 2019 TDLCB minutes

✓AMENDMENT:

Modifies the pending motion prior to being voted on

Example: I move to amend the motion to approve the November 13, 2019 TDLCB minutes to strike the words "1,000 no-shows" and add the words "1,200 no-shows"

✓VOTING STRUCTURE:

Vote on the Amendment first, and then the Main Motion "as amended"



Motions continued...



- ✓ **POSTPONE DEFINITELY (POSTPONE TO A CERTAIN DATE/TIME):** Postpones discussion and action on an agenda item to be taken up later in the meeting or at the next scheduled meeting

Example: I move to postpone the approval of the November 13, 2019 TDLCB minutes until the March TDLCB meeting.

- ✓ **POSTPONE INDEFINITELY:**

Kills the motion for the duration of the meeting without having to vote it

Example: I move to postpone indefinitely the approval of the November 13, 2019 TDLCB minutes



Steps to a Motion

1. Motion: Person makes a motion
2. Second: Another person seconds the motion
3. Restate Motion: Chair restates the motion*
4. Debate: The members debate the motion
5. Vote: Chair asks for affirmative votes, then negative votes
6. Announce the Vote: Chair announces the results of the vote

**A motion belongs to the committee and not the maker of the motion once the chair restates it and opens the floor for debate*



Withdrawing a Motion

- ✓ A motion may be withdrawn by the maker only until the Chair restates the motion and opens it up for debate
- ✓ Once a motion is released for debate, the maker of the motion must request permission from the floor (now the owners of the motion) to withdraw the motion; can be done by a consensus, although if it is not unanimous then a vote must be taken



Voting



- ✓ **Quorum:** Robert's Rules define quorum as a majority; however, TDLCB Bylaws define a quorum as seven (7) voting members and the TDLCB Bylaws take precedence over ROR
- ✓ **Silence:** Silence means consent and a "yes" vote



Abstention from Voting

Members must abstain when there is, or appears to be, a possible conflict of interest:

- ✓ **Conflict of Interest:** Special private gain or loss which means an economic benefit or harm could result; relatives
- ✓ **Form 8B, Memorandum of Voting Conflict:** conflict of interest should be disclosed prior to or at the meeting where the vote will take place; Form 8B must be filled out within 15 days of abstaining from a vote

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY	NAME OF POLITICAL SUBDIVISION
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained), to the special private gain or loss of a relative, or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)





Questions?



**SUMMARY SHEET
TDLCB
JANUARY 8, 2020**

V. STAFF COMMENTS

- 2020 Public Transportation & TD Legislative Awareness Day
- Update on LPGA Blvd. and Williamson Blvd. Corridor Bus Service
- Update on the Transportation Disadvantaged Trip and Equipment Grant

VI. TDLCB MEMBER COMMENTS

VII. TDLCB CHAIRPERSON COMMENTS

VIII. INFORMATION ITEMS

- 2020 River to Sea TPO Board and Committee Meeting Schedule
- River to Sea TPO Board Meeting Summary
- River to Sea TPO Outreach & Activities
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record
- TDLCB Bylaws
- TDLCB Interest Form
- TDLCB Membership List
- Transportation Acronyms & Abbreviations

IX. ADJOURNMENT

**** The next TDLCB meeting will be on April 8, 2020 ****



Legislative Awareness Day

The Florida Public Transportation Association (FPTA) will host the 2020 Public Transportation and Transportation Disadvantaged Legislative Awareness Day at the Florida Capitol on **Tuesday, February 11, 2020.**





Schedule of Events (subject to change)

Tuesday, February 11, 2020

Location: Capitol Courtyard, First and Second Floor Rotundas

Weather Considerations: If inclement weather, the event will take place at the Senate Portico. Otherwise, the event will be held in the courtyard in front of the Old Capitol steps.

	Vehicle Move-In and Exhibitor Set-Up
7:30 AM – 8:30 AM	Display vehicles must be moved in by 8:30 AM. If you pre-registered, please visit our Registration Tent to check-in. Exhibitors may choose their own location on a first come, first serve basis. Tables will be available outside and on the first floor of the Capitol.
8:30 AM	Event Opens to the Public
8:30 AM – 10:55 AM	Entertainment and Performances
10:55 AM	National Anthem

11:00 AM – 12:00 PM	Speakers The event will include speakers and entertainment on the steps of the old Capitol building in the courtyard.
12:00 PM – 1:30 PM	Lunch Enjoy lunch in the Capitol Courtyard. Lunch is open to the public, no fee will be charged. First Come, First Served.
1:30 PM – 2:30 PM	Entertainment and Performances
2:30 PM	Exhibits Close / Vehicle Move Out
2:30 PM – 4:30 PM	Meet with your Legislators (Attendees should make their own appointments) When speaking with your Legislators, share with them why transportation is important to you and thank them for their support.

2020 Meeting Schedule of the River to Sea TPO Board and Committees

	River to Sea TPO Board	Executive Committee	Technical Coordinating Committee (TCC)	Citizens Advisory Committee (CAC)	Bicycle/Pedestrian Advisory Committee (BPAC)	Trans. Disadvantaged Local Coordinating Board (TDLCB)
2020	4 th Wed. @9:00 a.m.	1 st Wed. @ 9:00 a.m.	3 rd Tues. @ 3:00 p.m.	3 rd Tues. @ 1:15 p.m.	2 nd Wed. @ 2:00 p.m.	2 nd Wed. the first month of every quarter @ 11:00 a.m. **
January	January 22, 2020	Friday January 3, 2020***	January 21, 2020	January 21, 2020	January 8, 2020	January 8, 2020
February	February 26, 2020	February 5, 2020	February 18, 2020	February 18, 2020	February 12, 2020	
March	March 25, 2020	March 4, 2020	March 17, 2020	March 17, 2020	March 11, 2020	
April	April 22, 2020	April 1, 2020	April 21, 2020	April 21, 2020	April 8, 2020	April 8, 2020
May	May 27, 2020	May 6, 2020	May 19, 2020	May 19, 2020	May 13, 2020	
June	June 24, 2020	June 3, 2020	June 16, 2020	June 16, 2020	June 10, 2020	
July	July 22, 2020*	July 1, 2020*	July 21, 2020*	July 21, 2020*	July 8, 2020*	July 8, 2020
August	August 26, 2020	August 5, 2020	August 18, 2020	August 18, 2020	August 12, 2020	
September	September 23, 2020	September 2, 2020	September 15, 2020	September 15, 2020	September 9, 2020	
October	October 28, 2020	October 7, 2020	October 20, 2020	October 20, 2020	October 14, 2020	October 14, 2020
November	November 25, 2020	November 4, 2020	November 17, 2020	November 17, 2020	November 11, 2020	
December	December 23, 2020*	December 2, 2020*	December 15, 2020*	December 15, 2020*	December 9, 2020*	

* These meetings are typically cancelled

** TDLCB Meetings are at Votran

***Rescheduled due to Holiday



River to Sea TPO Board Meeting Summary November 27, 2019

- Received public comment regarding bus service to the Tanger Outlet Mall and Tomoka Town Center and the formation of a citizens committee to help promote the local option sales tax for the 2022 ballot
- Approved the Consent Agenda including approval of: October 23, 2019 meeting minutes; the MPOAC report; expenditure for Clyde Morris Boulevard right-turn lanes feasibility study (\$35, 975); expenditure for Taylor Road/Williamson Boulevard and Dunlawton Avenue corridor at I-95 feasibility study (\$48,935); Executive Director's overall evaluation result and recommendation for retention; and cancelled the December Executive Committee and TPO Board meetings
- Approved Resolution 2019-20 amending the FY 2019/20 to 2023/24 Transportation Improvement Program (TIP)
- Approved the 2045 Long Range Transportation Plan (LRTP) Goals and Objectives
- Approved Resolution 2019-21 supporting the County of Volusia in the development of intersection improvements at Tomoka Farms Road (CR 415) and Pioneer Trail (CR 4118)
- Approved the River to Sea TPO's FY 2018/19 Independent Audit Report
- Approved Resolution 2019-22 adopting the Community Safety Action Plan (CSAP)
- Approved Resolution 2019-23 adopting the FY 2018/19 Public Involvement Report
- Approved the priority project applications for Traffic Operations/Safety and Local Initiatives projects, Transportation Planning studies, and Bicycle/Pedestrian and B/P Local Initiatives projects for the 2020 annual Call for Projects
- Approved Resolution 2019-24 clarifying the local match requirements placed on member local governments for projects prioritized for funding by the TPO
- Approved Resolution 2019-25 amending the policy for establishing and maintaining transportation priority projects to add TRIP eligible projects to the annual Call for Projects letter updating project information
- Received a presentation and discussed the upcoming two-year Unified Planning Work Program (UPWP)

- Received a PowerPoint presentation of the I-95 and Pioneer Trail interchange and directed staff to draft a resolution in support of Alternative 3, the cloverleaf #2 interchange for the January TPO Board meeting
- The FDOT report was provided in the agenda
- Received the Executive Director's report including an update on the SU funding/Work Program and the FDOT D-5 proposed Local Agency Program (LAP) policy
- Announced FDOT D-5 Secretary Mike Shannon has resigned and Mr. Jared Perdue from D-3 will be the interim Secretary; and announced Ms. Alison Stettner is relocating to the FDOT Central Office in Tallahassee to be the head of planning in the state
- Announced the R2CTPO's Annual Year End Celebration and Toy Drive will be Friday, December 13, 2019 from 3:00 pm to 5:00 pm

Follow-up Items:

- Directed staff to email notification of the upcoming UPWP to the TPO's distribution list for feedback
- FDOT to supply explanation for the closure of US 1 in Bunnell

NOTE: THE DECEMBER EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS ARE CANCELLED

The next River to Sea TPO Board meeting will be on Wednesday, January 22, 2020

November/December 2019 TPO Outreach & Activities

1 Conklin Center for the Blind Shining the Light Annual Gala

Date: Friday, November 1, 2019

Location: Daytona Beach

Description: TPO staff manned a table at the Conklin Center's Annual Gala

2 Volusia Legislative Delegation Presentation

Date: Wednesday, November 20, 2019

Location: DeBary Hall

Description: TPO staff presented the R2CTPO 2020 Legislative Priorities to the Volusia County Legislative Delegation

3 Flagler Legislative Delegation Presentation

Date: Thursday, November 21, 2019

Location: Bunnell

Description: TPO staff presented the R2CTPO 2020 Legislative Priorities to the Flagler County Legislative Delegation

4 Florida Metropolitan Planning Partnership (FMPP) Meeting

Date: Thursday - Friday, December 5-6, 2019

Location: Orlando

Description: TPO staff attended the FMPP meeting which discussed UPWPs, safety in planning and MPO and transit agency coordination

5 TPO Annual Year-End Celebration

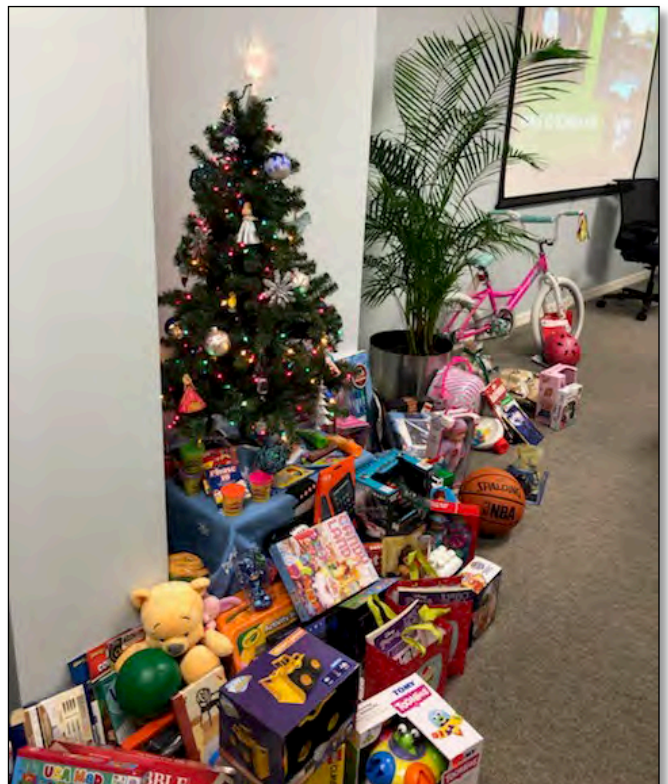
Date: Friday, December 13, 2019

Location: TPO Office

Description: TPO staff held its annual Year-End Celebration and Toy Drive for the Children's Home Society of Flagler and Volusia. Ninety-eight (98) toys were donated and more than 35 people attended this event



Annual Year End Celebration



Children's Home Society Toy Donation

November/December 2019 TPO Outreach & Activities

JANUARY EVENTS:

- 1: New Year's Day, TPO Office Closed
- 10: Central Florida MPO Alliance (CFMPOA) Meeting, Orlando
- 30: MPO Advisory Council Meeting, Orlando

OTHER UPCOMING EVENTS:

March: Date TBD: River to Sea TPO Annual Retreat

ONGOING PROJECTS & STUDIES:

- Central Florida Regional Planning Model Update
- Development of FY 2018/19 Annual Report
- Development of 2045 LRTP (Focus Group Scheduling, Data Collection, and Survey Development)
- Development of FY 2019/20 and 2020/21 Unified Planning Work Program (UPWP)
- Update of the Congestion Management Process
- Regional Resiliency Action Plan Implementation
- Connected/Automated Vehicle Readiness Study
- Washington Ave RR Crossing Feasibility Study
- Reed Canal North Sidewalk Feasibility Study
- Sauls St. Bridge Replacement Feasibility Study
- Williamson Blvd and Willow Run Blvd Sidewalk Feasibility Study
- Janitorial Services Request for Quotes (RFQ)
- Human Resources Consultant RFQ



2045 Long Range Transportation Plan Updates

- 2045 LRTP Subcommittee meets on the 3rd Tuesday of every month at 11:30 a.m. The next meeting is scheduled for Tuesday, January 21, 2020 at the TPO office.
- 2045 LRTP website has been launched: www.R2CTPOConnect2045.com
- Coming Soon:
 - 2045 LRTP Survey
 - Focus Group Workshops

Planning Grant Agreement Tasks Quarterly Progress Report



Planning Agency	River to Sea Transportation Planning Organization	County	Volusia
		Invoice #	G1889 Q2
Reporting Period	10/01/2019 – 12/31/2019	Grant #	G1889

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity for the specified reporting period.
B.	Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	Appointment and reappointment of voting and non-voting members is conducted under the established Bylaws of the TDLCB.
C.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Agenda preparation and dissemination for the TDLCB meetings is consistent with the established Bylaws of the TDLCB.
D.	Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	Official minutes are prepared and records of all meetings are maintained for no less than five years in accordance with established Bylaws of the TDLCB. A copy of the November 13, 2019 TDLCB meeting minutes are attached.
E.	Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	The Annual TDLCB Public Hearing/Workshop was held on November 13, 2019.
F.	Provide staff support for committees of the local coordinating board. (Task 3)	Staff support is provided for both the Quality Assurance and Grievance Committees.
G.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	Bylaws were approved unanimously during the July 10, 2019 TDLCB Meeting.
H.	Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity for the specified reporting period.
I.	Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	A copy of the current TDLCB membership roster and mailing list is attached.

J.	Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Copies of public notices of the TDLCB Meeting and Annual Public Hearing/Workshop on November 13, 2019 are attached.
K.	Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The Annual Operating Report was approved unanimously during the September 11, 2019 TDLCB Meeting with no comments/concerns.
L.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The Actual Expenditure Report was submitted to the Commission for Transportation Disadvantaged on September 11, 2019.

II.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity for the specified reporting period.
B.	Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	The TDLCB actively seeks opportunities to integrate "transportation disadvantaged" issues into local and regional comprehensive plans.
C.	Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	The local workforce development board (d.b.a. – CareerSource Flagler Volusia) has both a member and alternate assigned to the TDLCB. Clients of CareerSource are educated on the services provided by Votran.

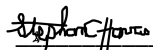
III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A.	Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The FY 2019/20 first quarterly report was provided to the TDLCB at their November 13, 2019 meeting.
B.	Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	No activity for the specified reporting period.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	No activity for the specified reporting period.
D.	Notify CTD staff of local TD concerns that may require special investigations.	No activity for the specified reporting period.
E.	Provide training for newly-appointed LCB members. (Task 3)	No activity for the specified reporting period.
F.	Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	The River to Sea TPO participates in bimonthly meetings with the CTC to evaluate customer service issues.
G.	To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	Votran's Transportation Disadvantaged Trip and Equipment Grant was reviewed and approved during the November 13, 2019 TDLCB Meeting.
H.	Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules	No activity for the specified reporting period.

	concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	
I.	Assist the CTD in joint reviews of the CTC.	No activity for the specified reporting period.
J.	Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	No activity for the specified reporting period.
K.	Implement recommendations identified in the CTD's QAPE reviews.	No activity for the specified reporting period.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

none

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.



Representative

12/12/19

Date

TDLCB Attendance Record 2019

<i>Name</i>	<i>9-Jan</i>	<i>13-Mar</i>	<i>8-May</i>	<i>10-Jul</i>	<i>11-Sep</i>	<i>13-Nov</i>	<i>Notes</i>
Heather Post, Chairperson		x	x	x	x	x	Volusia County (appt 1/19)
Carlos Colon	x	x	x	x	x	x	FDOT (appt. 07/16)
<i>Alternate - Diane Poitras</i>	abs	abs	abs	abs	abs	abs	FDOT (alternate) (app 7/14)
Julia Marshall	x	abs	abs	abs	abs	x	DCF
<i>Alternate - Evelyn Lynam</i>	abs	abs	abs	abs	abs	abs	DCF (alternate) (11/17)
Mitch Moyer	abs	abs	abs	x	exc	abs	Public Education Community (appt 9/18)
<i>Alternate - Vacant</i>							Public Education Community (alternate)
Kim Houghton	abs	abs	abs	abs	abs	abs	Vocational Rehab Services (appt 7/17)
<i>Alternate - Susan Pauley</i>	x	x	abs	x	x	x	Vocational Rehab Services (alternate)(appt 11/18)
Robert Watson			abs	x	x	x	Veterans Services (5/19)
<i>Alternate - Jason Althouse</i>			abs	abs	abs	abs	Veterans Services (alternate)
Judy Craig	x	x	x	x	abs	x	Disabled Citizens
<i>Alternate - Vacant</i>							Disabled Citizens
Jean Cerullo	x	abs	abs	x	x	exc	Citizens Advocate
<i>Alternate - Renee Gahagan</i>	abs	abs	abs	abs	x	x	Citizens Advocate (Appt 8/19)
Bev Johnson	x	abs	exc	x	x	abs	Early Childcare (appt 8/17)
<i>Alternate - DJ Lebo</i>	abs	abs	x	abs	abs	x	Early Childcare (alternate)
Charly Poniatowski	exc	exc	exc	exc	exc	exc	Elder Affairs (Council on Aging)
<i>Alternate - Dementra McKinney/Gladys Lac</i>	x	x	abs	x	exc	x	Elder Affairs (alternate)(appt 7/17)
Tamyka Young	x	x	x	x	x	x	Healthcare Administration
<i>Alternate - Calvin Smith</i>	abs	abs	abs	abs	abs	abs	Healthcare Administration (alternate)(appt. 07/18)
Robin King	abs	x	abs	abs	abs	x	Work Force Development Board
<i>Alternate - Kathy Spencer</i>	abs	x	abs	x	x	x	Work Force Development Board - (alternate) (appt 1/19)
Patricia Boswell	abs	x	x	exc	x	x	Medical Community (appt 8/17)
<i>Alternate - Ethan Johnson</i>			abs	x	abs	abs	Medical Community (appt 5/19)
Doug Hall	x	x	x	x	x	x	Citizens Advocate - System User (11/17)
<i>Alternate - Marina Villena</i>	x	x	x	x	x	x	Citizens Advocate - System User (alternate)(appt 1/19)
Patricia Lipovsky	x	x	x	exc	x	x	Elderly Citizens (appt 1/19)
<i>Alternate - Vacant</i>							Elderly Citizens (alternate)
Clayton Jackson	x	exc	exc	x	x	x	Assoc iation for Community Action (appt 12/17)
<i>Alternate - Vacant</i>							Assoc iation for Community Action - Alternate
Steve Jack	x	exc	abs	x	x	x	Private for Profit (appt 01/11)
<i>Alternate - Vacant</i>							
QUORUM	Y	Y	N	Y	Y	Y	

**BYLAWS OF THE
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD**

ARTICLE I: PREAMBLE

The following sets forth the bylaws which shall serve to guide the proper functioning of the coordination of transportation disadvantaged through the Transportation Disadvantaged Local Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code (FAC), and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

ARTICLE II: NAME AND PURPOSE

Section A: **Name.** The name of the Coordinating Board shall be the River to Sea Transportation Planning Organization TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD, hereinafter referred to as the Board.

Section B: **Purpose.** The primary purpose of the Board is to assist the Designated Official Planning Agency in identifying local service needs and providing information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, Florida Statutes.

ARTICLE III: MEMBERSHIP, APPOINTMENT, TERMS OF OFFICE, AND TERMINATION OF MEMBERSHIP

Section A: **Voting Members.** In accordance with Chapter 427.0157, Florida Statutes, all members of the Board shall be appointed officially by the River to Sea Transportation Planning Organization (TPO) Board. Prospective members of an agency or group shall have their organization designate in writing to the TPO their appointee and alternate to the TDLCB.

According to Florida Statute 427, Chapter 41-2.012, the following agencies or groups shall be represented on the Local Coordinating Board in every County as voting members:

1. An elected official of Volusia County, Florida shall serve as the official chairperson;

2. A representative of the Florida Department of Transportation;
3. A representative of the Florida Department of Children and Families;
4. A representative of the Public Education Community;
5. A representative of the Florida Department of Education;
6. A person who is recognized by the Florida Association for Community Action as representing the economically disadvantaged in the County;
7. A person who is recognized by the Florida Department of Veterans' Affairs as a representative of veterans in the County;
8. A person over sixty years of age representing the elderly in the County;
9. A person with a disability representing the disabled in the County;
- 10/11. Two citizen advocate representatives in the County, one of whom must represent a user of the system;
12. A representative of the Council for Early Childhood Services;
13. A representative of the Florida Department of Elder Affairs;
14. A representative of the local private for profit transportation industry;
15. A local representative of the Florida Agency for Health Care Administration;
16. A local representative of the Agency for Persons with Disabilities;
17. A representative of the Regional Workforce Development Board; and
18. A representative of the local medical community.

Section B: **Alternate Members.** All agency members of the Board shall have their organization designate in writing to the TPO their alternate who may vote only in the absence of that member on a one vote per member basis. All members not representing an agency shall also have an alternate appointed for them.

Section C: **Terms of Appointment.** Appointments shall be consistent with Rule 41 - 2.012(5), except for the chairperson. Agency members and non-agency members of the Board shall be appointed for one, two and three year staggered terms with the initial membership. Individuals can be appointed for more than one term. Upon approval by the TPO Board, the membership can be extended for increments of two years. The Chairperson shall serve until replaced by the TPO.

Section D: **Termination of Membership.** Any non-agency members of the Board may resign at any time by notice in writing to the Chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chairperson. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend. The TPO shall review, and consider rescinding the appointment of any voting non-agency member of the Board who fails to attend three (3) consecutive meetings. The staff of the Local Coordinating Board shall contact Department Supervisors of all members representing an agency who fail to attend two (2) consecutive meetings.

ARTICLE IV: OFFICERS AND DUTIES

Officers. The officers of the Board shall be Chairperson and Vice-Chairperson.

1. **Chairperson.** The designated official planning agency shall appoint one elected official, to serve as the official Chairperson for all Local Coordinating Board meetings. The Chairperson shall be from the County which the Local Coordinating Board serves. The Chairperson shall preside at all Local Coordinating Board meetings and in the event of his/her absence, or at his/her discretion, the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall serve until replaced by the TPO, in accordance with F.S. 427, Chapter 41-2.012.

2. **Vice-Chairperson.** The Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In such cases where the current Vice-Chairperson cannot complete the one year term, the Board shall hold an organizational meeting for the purpose of electing an interim Vice-Chairperson who shall serve the remainder of the previous Vice-Chairperson's term. In the event both the Chair and Vice Chair are absent,

a Board member shall be nominated and approved by a majority of a quorum as Chair Pro Tem.

ARTICLE V: BOARD MEETINGS

Section A: **Regular Meetings.** The Board shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, Florida Statutes, the Board shall meet at least quarterly.

Section B: **Annual Public Hearing.** The Board shall hold a minimum of one public hearing annually for the purpose of receiving input on unmet needs or any other services that relate to the local transportation system in Volusia County.

Section C: **Notice of Meetings.** Notices and agendas shall be sent to all voting Board members via email. Alternates and other interested parties, and the news media shall be sent notices only. Notices shall be provided via email within five (5) working days prior to the Board meeting and shall state the date, time, and the place of the meeting. Hard copies of notices and agendas shall be provided upon request.

Section D: **Quorum.** At all meetings of the Board, the presence in person of seven (7) of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, the presiding Chairperson may recess the meeting until a quorum is present. At any meeting without a quorum, only discussion and or informational items may be transacted.

Section E: **Voting.** At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present.

Section F: **Parliamentary Procedures.** The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.

ARTICLE VI: STAFF

Section A: **General.** The TPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets, and minutes, including an attendance roster and other necessary administrative duties.

Section B: **Budget and Finance.** Consolidate the actual expenditures report of local and direct federal government transportation disadvantaged funds and forward them to the Commission for the Transportation Disadvantaged.

ARTICLE VII: BOARD DUTIES

Board Duties. According to Chapter 427 of the Florida Statutes and Rule 41- 2 of the Florida Administrative Code, the Transportation Disadvantaged Local Coordinating Board members shall:

1. Meet at least quarterly.
2. Review and approve the Memorandum of Agreement and the Transportation Disadvantaged Service Plan with approved minimum guidelines, goals and objectives of the Local Coordinating Board.
3. Annually review and evaluate the Community Transportation Coordinator (CTC). The evaluation shall be conducted by using the evaluation criteria developed by the Commission for the Transportation Disadvantaged (CTD). A copy of the evaluation will be submitted to the Transportation Planning Organization (TPO) and the Commission for the Transportation Disadvantaged (CTD).
4. In cooperation with the Coordinator, review and provide recommendations to the Transportation Disadvantaged Commission and the TPO on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most effective and efficient manner.
5. Review coordination strategies, for service provision to the transportation disadvantaged in the County to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours, and types of services in an effort to increase ridership to a broader population. Evaluate multi-county or regional transportation opportunities between area Coordinators when it is appropriate and cost effective to do so.
6. In coordination with the Community Transportation Coordinator (CTC), review and approve applications for funds that may become available.
7. Assist the TPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP).

ARTICLE VIII: STANDING COMMITTEES

Section A: **Quality Assurance Committee.** This committee is responsible for the update of the TDLCB Bylaws and coordinates with Votran in reviewing and establishing standards to provide a more efficient system. Reviews include, but are not limited to, the Annual CTC Evaluation and the Annual Operating Report (AOR). Members appointed to this committee shall be voting members of the Coordinating Board.

Section B: **Grievance Committee.** This committee serves as a mediator to process and investigate complaints from agencies, and users of the system in the designated service area and make recommendations to the Coordinating Board for improvement of service. Members appointed to this committee shall be voting members of the Coordinating Board.

Section C: **Other.** Other committees shall be designated by the Chairperson as deemed necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures. Voting members or in their absence, their alternates may serve on the committees.

ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

The TPO authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41 - 2 Florida Administrative Code (FAC). Any written comments shall be approved by the Local Coordinating Board or Chairperson, or in his/her absence, his/her designee.

ARTICLE X: AMENDMENTS

The Bylaws may be amended by a two-thirds (2/3) vote of members present, if a quorum exists.

ARTICLE XI: CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Volusia County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Transportation Disadvantaged Local Coordinating Board this **10th** day of **July 2019.**



**Volusia County Council Member Heather Post, Chairperson
Transportation Disadvantaged Local Coordinating Board (TDLCB)**

ATTEST:



Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization

INTEREST FORM
FOR SERVICE ON THE
RIVER TO SEA TPO
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD

Last Name: _____ First Name: _____

Phone: _____ Email Address: _____

Mailing Address: _____

Vacancy Interested in Representing: _____

Please provide a brief description of why you want to join the Local Coordinating Board and how your skills and experience will help you represent the part of the community not currently represented due to a vacancy:

Thank you for your interest.

Please return form to:
Debbie Stewart
River to Sea TPO
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, FL 32114
or email: dstewart@r2ctpo.org

TDLCB MEMBER LISTING

MEMBERS

VOLUSIA COUNTY

COUNCIL MEMBER HEATHER POST

123 W. Indiana Ave *Chairperson*

DeLand, FL 32720

hpost@volusia.org

386-747-9343

ALTERNATES

DISABLED CITIZENS

JUDY CRAIG

Vice Chairperson

1835 Anchor Avenue

DeLand, FL 32720

386-738-5781

judylessliecraig@aol.com

ASSOCIATION OF COMMUNITY ACTION

CLAYTON JACKSON

123 W. Indiana Ave, Room 101

DeLand, FL 32720

386-736-5956 ext 12980

cjackson@volusia.org

ALT - ASSOCIATION OF COMMUNITY ACTION

VACANT

ELDERLY CITIZENS

PATRICIA LIPOVSKY

1129 Bradenton Road

Daytona Beach, FL 32114

386-255-0288

plipovsky@cfl.rr.com

ALT - ELDERLY CITIZENS

VACANT

FDOT

CARLOS M. COLON

420 W Landstreet Rd

Orlando, FL 32824

Carlos.Colon@dot.state.fl.us

321-319-8173

ALT - FDOT

DIANE POITRAS

133 South Semoran Blvd.

Orlando, FL 32807

407-482-7887

diane.poitras@dot.state.fl.us

FLORIDA DEPARTMENT OF CHILDREN & FAMILIES

JULIA MARSHALL

210 N. Palmetto Ave, Suite 430

Daytona Beach, FL 32114

386-481-9369

Julia.Marshall@myflfamilies.com

ALT - FLORIDA DEPT OF CHILDREN & FAMILIES

EVELYN LYNAM

210 N. Palmetto Ave Suite 430

Daytona Beach, FL 32114

-
evelyn.lynam@myflfamilies.com

TDLCB MEMBER LISTING

MEMBERS

PUBLIC EDUCATION COMMUNITY

VACANT

FL DEPT OF EDUCATION (VOC REHAB)

KIM HOUGHTON

Unit 11 A
210 N. Palmetto Ave Suite 144
Daytona Beach, FL 32114
386-281-6862
kim.houghton@vr.fldoe.org

ELDER AFFAIRS

CHARLY PONIATOWSKI

P.O. Box 671
Daytona Beach, FL 32115
386-253-4700 ext 208
cponiatowski@coavolusia.org

VETERANS SERVICES GROUP

ROBERT WATSON

123 W. Indiana Avenue, Room 100
DeLand, FL 32720
386-740-5102
rbwatson@volusia.org

PRIVATE-FOR-PROFIT

STEVE JACK

P.O. Box 730206
Ormond Beach, FL 32173
386-255-8525
medoneshuttle@bellsouth.net

ALTERNATES

PUBLIC EDUCATION COMMUNITY

VACANT

ALT - FL DEPT OF EDUCATION (VOC REHAB)

SUSAN PAULEY

Unit 11 A
210 N. Palmetto Ave Suite 144
Daytona Beach, FL 32114
386-281-6762

ALT - ELDER AFFAIRS

GLADYS LACEN/PAULA CARGILE

P.O. Box 671
Daytona Beach, FL 32115
386-253-4700
glacen@coavolusia.org
pcargile@coavolusia.org

ALT - VETERANS SERVICES GROUP

RAYMOND ALLEN

123 W. Indiana Avenue, Room 100
DeLand, FL 32720
386-254-4646 EXT 14130
rallen@volusia.org

ALT - PRIVATE-FOR-PROFIT

VACANT

TDLCB MEMBER LISTING

HEALTHCARE ADMINISTRATION

SHELISHA COLEMAN

400 West Robinson Street, Suite S309
Orlando, FL 32801

shelisha.coleman@acha.myflorida.com

ALT - HEALTHCARE ADMINISTRATION

TAMYIKA YOUNG

400 West Robinson Street, Suite S309
Orlando, FL 32801
407-420-2492

tamyika.young@ahca.myflorida.com

MEDICAL COMMUNITY

PATRICIA BOSWELL

1845 Holsenback Drive
Daytona Beach, FL 32117
386-274-0799
386-274-0817 (Susan)

susan.monahan@flhealth.gov

ALT - MEDICAL COMMUNITY

ETHAN JOHNSON

1845 Holsenback Drive BIN: 126 Room 2005A
Daytona Beach, FL 32117
386-274-0605 386-281-7909 (Cell)

ethan.johnson@flhealth.gov

WORKFORCE DEVELOPMENT BOARD

ROBIN KING

329 Bill France Blvd
Daytona Beach, FL 32114
386-323-7074

robinking@careersourcefv.com

ALT - WORKFORCE DEVELOPMENT BOARD

KATHY SPENCER

329 Bill France Blvd
Daytona Beach, FL 32114
386-323-7074

kathyspencer@careersourcefv.com

DISABLED CITIZENS

JUDY CRAIG

Vice Chairperson

1835 Anchor Avenue
DeLand, FL 32720
386-738-5781

judylesliecraig@aol.com

ALT - DISABLED CITIZENS

VACANT

CITIZENS ADVOCATE - SYSTEMS USER

DOUG HALL

1405 Edgewater Road
Daytona Beach, FL 32114
386-255-0377 386-852-1285
flhalls@earthlink.net

ALT - CITIZENS ADVOCATE - SYSTEMS USER

MARINA VILLENA

1025 South Beach Street
Apartment 65
Daytona Beach, FL 32114
415-699-0275

marina.villena@gmail.com

CITIZENS ADVOCATE

JEAN CERULLO

19 Tropical Drive
Ormond Beach, FL 32176
386-689-5300

jean.cerullo89@gmail.com

ALT - CITIZENS ADVOCATE

RENEE GAHAGAN

2204-B South Peninsula Drive
Daytona Beach, FL 32118
386-235-6476

dioprez@aol.com

TDLCB MEMBER LISTING

COUNCIL FOR EARLY CHILDHOOD SERVICES

BEVERLY JOHNSON

1219 Dunn Avenue
Daytona Beach, FL 32114
386-255-4568
bjohnson@esnecfl.org

ALT - COUNCIL FOR EARLY CHILDHOOD SERVICES

D.J. LEBO

135 Executive Circle, Suite 100
Daytona Beach, FL 32114
386-323-2400 ext 196 386-801-9015 (cell)
djlebo@elcfv.org

AGENCY FOR PERSONS WITH DISABILITIES

VACANT

ALT - AGENCY FOR PERSONS WITH DISABILITIES

VACANT

TDLCB STAFF SUPPORT

VOTRAN

FRANK ALVAREZ

950 Big Tree Road
South Daytona, FL 32119
386-756-7496 ext. 4124
falvarez@volusia.org

VOTRAN

ROB STEPHENS

950 Big Tree Road
South Daytona, FL 32119
386-756-7496 ext. 4126
rstephens@volusia.org

RIVER TO SEA TPO

STEPHAN HARRIS

2570 W. International Speedway Blvd.
Suite 100
Daytona Beach, FL 32114
386-226-0422 ext. 20428
sharris@r2ctpo.org

RIVER TO SEA TPO

DEBBIE STEWART

2570 W. International Speedway Blvd.
Suite 100
Daytona Beach, FL 32114
386-226-0422 ext. 20425
dstewart@r2ctpo.org

TDLCB MEMBER LISTING



TRANSPORTATION ACRONYMS & ABBREVIATIONS

Acronym	Description
3-C Process	Continuing, Cooperative, Comprehensive – Generally used to defining qualities of the metropolitan planning organization (MPO) planning process.
3-R	Restoration, Rehabilitation, and Resurfacing
4-R	3R plus Reconstruction

A

AA	Alternative Analysis – A process for evaluating alternative methods to address transportation needs in a region.
AADT	Average Annual Daily Traffic – The total traffic for a year divided by 365.
AADTT	Average Annual Daily Truck Traffic
AASHTO	American Association of State Highway and Transportation Officials
ACCM	Advanced Construction Congestion Mitigation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association – National organization of professional planners; focus includes planning policy, lobbying and public information.
APS	Accessible Pedestrian Signal
APWA	American Public Works Association
ASCE	American Society of Civil Engineers
ATM	Advanced Traffic Management Systems

B

B/C Ratio	Benefit/Cost Ratio – Benefit/Cost Ratio is used to compare the benefit versus the cost of proposed alternatives. For highway projects, benefits may include reduced fuel consumption, travel time, and air pollution; cost may include construction, right-of-way, and maintenance.
BEBR	Bureau of Economic and Business Research (University of Florida)
BLS	Bureau of Labor Statistics
BPAC	Bicycle/Pedestrian Advisory Committee
BRP	Bridge Rehab Funds (state)
BRT	Bus Rapid Transit
BTS	Bureau of Transportation Statistics
BTU	Beyond the Ultimate (I-4)

Updated 03/05/19

C

CAC	Citizens' Advisory Committee – Advisory committee utilized by most metropolitan planning organizations (MPOs) for citizen input into the transportation planning process.
CDD	Community Development District
CEI	Construction, Engineering and Inspection
CFMPOA	Central Florida Metropolitan Planning Organization Alliance
CFR	Code of Federal Regulations – Compilation of the rules of the executive department and agencies of the federal government.
CFRPM	Central Florida Regional Planning Model
CIE	Capital Improvements Element
CIP	Corridor Improvement Program
CMA	Critical Movement Analysis – For signalized intersections, CMA focuses on lane groups or movements which control signal requirements. CMA focuses on the identification and provision of capacity for such flows called critical movements. CMA is also used in capacity analysis.
CMAQ	Congestion Mitigation and Air Quality – A special provision of the Intermodal Surface Transportation Efficiency Act (ISTEA) that directs funds towards projects in Clean Air Act Non-Attainment areas for ozone and carbon monoxide.
CMP	Congestion Management Process
CMPWG	Congestion Management Process Working Group
CMS	Congestion Management System – A systematic process which provides information on transportation system performance and alternative strategies to alleviate congestion and enhance the mobility of persons and goods. A CMS includes methods to monitor and evaluate performance, identify alternative actions, access and implement cost-effective actions, and evaluate the effectiveness of implemented actions.
COOP	Continuity of Operations Plan
CRA	Community Redevelopment Agency
CSAP	Community Safety Action Plan
CST	Construction Project Phase
CTC	Community Transportation Coordinator – People contracted by the Transportation Disadvantaged Commission to provide complete, cost-effective and efficient transportation services to transportation disadvantaged (TD) persons.
CTE	City/County Traffic Engineer
CTST	Community Traffic Safety Teams
CUTR	Center for Urban Transportation and Research
CY	Calendar Year

D

DBE	Disadvantaged Business Enterprise
DCA	Department of Community Affairs – Now called the Department of Economic Opportunity
DDR	District Dedicated Revenue
DEIS	Draft Environmental Impact Statement

Updated 03/05/19

DEO	Department of Economic Opportunity
DEP	Department of Environmental Protection
DHSMV	Department of Highway Safety and Motor Vehicles
DIH	Designated In-House funds
DOT	Department of Transportation – Agency responsible for transportation at the local, state or federal level.
DRI	Developments of Regional Impact

E

EA	Environmental Assessment – A document that assesses an action that is not a categorical exclusion and does not clearly require the preparation of an environmental impact statement (EIS), or where the Federal Highway Administration believes an environmental assessment would assist in determining the need for an EIS.
EB	Equity Bonus funds
ECFRPC	East Central Florida Regional Planning Council
ECRRT	East Central Regional Rail Trail
EIS	Environmental Impact Statement
ENV	Environmental Phase
EPA	Environmental Protection Agency – A federal agency charged with protecting the natural resources in the nation.
ERAU	Embry-Riddle Aeronautical University
ETDM	Efficient Transportation Decision Making

F

FAA	Federal Aviation Association – A federal entity responsible for overseeing air commerce, air traffic control, noise abatement, and other related issues.
FAHP	Federal Aid Highway Program
FAST Act	Fixing America's Surface Transportation Act
FCARD	Flagler County Association for Responsible Development – A non-profit association of Central Florida professionals who work in all aspects of land development.
FCTD	Florida Commission for the Transportation Disadvantaged
FDEP	Federal Department of Environmental Protection
FDHSMV	Florida Department of Highway Safety and Motor Vehicles
International Speedway Boulevard (ISB)	Florida Department of Transportation
FEC	Florida East Coast Railroad
FEMA	Federal Emergency Management Administration – Administers of the Federal Emergency Management Act.
FGTF	Florida Greenways and Trails Foundation

Updated 03/05/19

FHP	Florida Highway Patrol
FHWA	Federal Highway Administration
FPTA	Florida Public Transit Association
FR	Federal Register
FS	Florida Statutes
FSUTMS	Florida Standard Urban Transportation Modeling Structure
FTA	Federal Transit Administration – The FTA operates under the authority of the Federal Transit Act. The FTA was established as a component of the US Department of Transportation.
FTC	Florida Transportation Commission
FTE	Florida's Turnpike Enterprise
FTP	Florida Transportation Plan
FTP	File Transfer Protocol
FY	Fiscal Year

G

GIS	Geographic Information System
GPC	General Planning Consultant
GPS	Global Positioning System
GPS	General Planning Studies
GMSC	Growth Management Subcommittee

H

HOV	High Occupancy Vehicle – Vehicles having more than one occupant. Examples include carpools, vanpools, buses, and mini-buses. Transportation systems may encourage HOV use by having designated HOV lanes.
SP	Highway Safety Improvement Program
HSR	High Speed Rail – A railway system which can transport people or goods at speeds in excess of 125 miles per hour.
HSRC	Highway Safety Research Center
HTF	National Highway Trust Fund
HVE	High Visibility Enforcement

I

I/C	Interchange
ICAR	Intergovernmental Coordination and Review
IF	Impact Fees
International Speedway Boulevard (ISB)	Interstate Highway System

Updated 03/05/19

IJR	Interchange Justification Report
IMS	Intermodal Management System – Systematic process to improve the coordination in planning and implementation of air, water, and land-based transportation facilities and services; required for transportation facilities connected to the National Highway System (NHS) as a part of ISTEA; must be in use by October 1, 1997; for non-NHS transportation facilities, the extent of an IMS is left to the discretion of state and local officials.
International Speedway Boulevard (International Speedway Boulevard (ISB))	International Speedway Boulevard
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITE	Institute of Transportation Engineers – An international society of professionals in transportation and traffic engineering; published Trip Generation (a manual of trip generation rates by land use type).
ITS	Intelligent Transportation Systems – program that endeavors to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.

J

JPA	Joint Participation Agreement – Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies. (Contract)
-----	--

L

LAP	Local Agency Program
LEP	Limited English Proficiency
LI	Local Initiatives
LIDAR	Light Detection and Ranging
LOGT	Local Option Gas Tax
LOPP	List of Priority Projects
LOS	Level of Service – A qualitative assessment of a road's operating condition; generally described using a scale of A (little congestion) to E/F (severe congestion).
Long Range Transportation Plan (LRTP)	Long Range Transportation Plan – A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.
LRT	Light Rail Transit

M

MAP-21	Moving Ahead for Progress in the 21 st Century – Current Federal Transportation Bill adopted July 2012.
MOT	Maintenance of Traffic
MOU	Memorandum of Understanding

Updated 03/05/19

MPA	Metropolitan Planning Area – The geographic area within which the metropolitan transportation planning process is carried out.
MPOAC	Metropolitan Planning Organization Advisory Council – An advisory council (consisting of one member from each MPO) that serves as the principal forum for collective policy discussion in urban areas; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.
MSA	Metropolitan Statistical Area
MUTCD	Manual on Uniform Traffic Control Devices

N

NEPA	National Environmental Policy Act - Federal law passed in 1969 which requires an analysis of environmental impacts of federal actions (including the funding of projects).
NAAQS	National Ambient Air Quality Standards
NHS	National Highway System – The NHS is one of the three major components of the 1991 Intermodal Surface Transportation Efficiency Act. A major new Federal-Aid system was established in the NHS. It includes the Interstate System, other routes identified as having strategic defense characteristics, routes providing access to major ports, airports, public transportation and intermodal transportation facilities, and many principal urban and rural arterials which provide regional service.
NHTSA	National Highway Traffic Safety Administration
NOAA	National Oceanic and Atmospheric Administration
NTS	National Transportation System – An intermodal system consisting of all forms of transportation in a unified, interconnected manner to reduce energy consumptions and air pollution while promoting economic development and supporting the Nation's preeminent position in international commerce. The NTS includes the National Highway System, public transportation and access to ports and airports.
NTSB	National Transportation Safety Board

O

OA	Obligational Authority
OGT	Office of Greenways & Trails
OPP	Office of Policy & Planning
OTTED	Office of Tourism, Trade & Economic Development

P

P&R	Park and Ride
PAS	Principal Arterial System
PD&E	Project Development and Environmental Study
PE	Preliminary Engineering
PIP/PPP	Public Involvement/Participation Plan
PL	Planning Funds
PRSC	Project Review Subcommittee
PSA	Public Service Announcement

Updated 03/05/19

PSAP	Pedestrian Safety Action Plan
------	-------------------------------

Q

QAC	Quality Assurance Committee
-----	-----------------------------

R

RFP	Request for Proposal
RFQ	Request for Qualifications
RITSA	Regional Intelligent Transportation System Architecture
RMLO	Records Management Liaison Office
ROW	Right of Way - The land (usually a strip) acquired for or devoted to transportation purposes.
RPC	Regional Planning Council - A multipurpose organization composed of representatives of local governments and appointed representatives from the geographic area covered by the council, and designated as the primary organization to address problems and plan solutions that are of greater than local concern or scope.
RRFB	Rectangular Rapid Flashing Beacon
RTCA	Regional Trails Corridor Assessment

S

SAFETEA-LU	The "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" – Federal Transportation Bill that was adopted in August 2005; Replaced in July 2012 by MAP-21.
SE	Surface Enhancement funds
SCE	Socio-cultural Effects
SHS	State Highway System
SIS	Strategic Intermodal System
SJRWMD	St. Johns River Water Management District
SOV	Single Occupancy Vehicle
SRTS	Safe Routes To School
STBGP	Surface Transportation Block Grant Program - A new block grant type program established as one of the three major components of the Intermodal Surface Transportation Efficiency Act to supplement the National Highway System (NHS). The STP may be used by states and localities for any roads, including NHS, that are not functionally classified as local or rural minor collectors. These roads are now collectively referred to as Federal-aid roads.
STIP	Statewide Transportation Improvement Program The official statewide, intermodal transportation plan that is developed through the statewide planning process.
STTF	State Transportation Trust Fund
SU	Urban Attributable Funding

Updated 03/05/19

SUN Trails	Shared-use, nonmotorized Trails
------------	---------------------------------

T

TAC	Transportation Advisory Committee/Technical Advisory Committee
TAM	Transit Asset Management
TAP	Transportation Alternative Program
TAZ	Traffic or Travel Analysis Zone
TPO	Technical Coordinating Committee
TCEA	Transportation Concurrency Exception Area – A specific geographic area where transportation concurrency requirements do not apply; area must be designated in a local comprehensive plan.
TD	Transportation Disadvantaged – People who are unable to transport themselves or to purchase transportation due to disability, income status or age.
TDDG	Transit Development Design Guidelines
TDLCB	Transportation Disadvantaged Local Coordinating Board
TDM	Transportation Demand Management – Strategies to reduce peak period congestion which focus on managing travel demand; includes shifting solo drives to carpools or transit, staggered work hours, telecommuting and other similar concepts.
TDP	Transit Development Plan – A short term (5 years) plan that identifies the intended development of transit, including equipment purchase, system management and operation.
TDSP	Transit Disadvantaged Service Plan
TDTF	Transportation Disadvantaged Trust Fund
TTF	Transportation Trust Fund
TEA-21	Transportation Equity Act for the 21 st Century – Federal Transportation Law in effect from 1997-2005
TF	Transportation Fund
TIA	Transportation Impact Analysis
TIP	Transportation Improvement Program – The TIP is a staged, three-to-five-year prioritized program of transportation projects covering a metropolitan planning area which is consistent with the metropolitan transportation plan.
TMA	Transportation Management Area – An urbanized area with a population over 200,000 (as determined by the latest decennial census) or other area when TMA designation is requested by the Governor and the Metropolitan Planning Organization (MPO), and officially designated by the metropolitan planning area served by an MPO within which the TMA is located.
TOD	Transit-Oriented Development – A mixed use community or neighborhood designed to encourage transit use and pedestrian activity.
TPM	Transportation Performance Measures
TPO	Transportation Planning Organization – An association of local agencies established for mutual benefit to help coordinate planning and development activities within a metropolitan region. Establishment of the TPO is required by law in urban areas with populations over 50,000 if federal funds are to be used. The TPO is not a level of government. However, the TPO has “effective control” over transportation improvements within the area since a project must be a part of the TPO’s adopted plan in order to receive federal funding.
TPS	Transportation Planning Studies
TRIP	Transportation Regional Incentive Program

Updated 03/05/19

TSMO	Transportation Systems Management & Operations
------	--

U

UA	Urban Area
USACE	United States Army Corps of Engineers
US DOT	United States Department of Transportation
UPWP	Unified Planning Work Program – Official two-year budget of an MPO/TPO.
UZA	Census Urbanized Area

V

VCARD	Volusia County Association for Responsible Development – A non-profit association of Central Florida professionals who work in all aspects of land development.
VMT	Vehicle Miles Travelled

X

XU	Extra Urban: Funds attributable to urbanized areas over 200,000 population
----	--