



MEETING NOTICE & AGENDA

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

DATE: Wednesday, January 9, 2013

TIME: 11:00 a.m.

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

Mary Ellen Ottman, Vice-Chairperson Presiding

AGENDA

- I. **CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- II. **PUBLIC COMMENT/PARTICIPATION** (LENGTH OF TIME AT THE DISCRETION OF THE VICE CHAIR)
- III. **ACTION ITEMS**
 - A. **APPROVAL OF SEPTEMBER 12, 2012 TDLCB MEETING MINUTES** (Contact: Carole M. Hinkley) (Enclosures, pages 3-10)
 - B. **REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC's) MONTHLY PARATRANSIT REPORTS** (Contact: Heather Blanck) (Enclosures, pages 11-15)
- IV. **DISCUSSION ITEMS AND PRESENTATIONS**
 - A. **REVIEW OF VOTRAN'S 5311 GRANT APPLICATIONS** (Contact: Heather Blanck) (Enclosures, pages 16-17)
 - B. **REVIEW OF DRAFT COORDINATION AGREEMENT WHICH ALLOWS FOR SECTION 5310 GRANT APPLICATIONS BY NON-PROFIT AGENCIES** (Contact: Heather Blanck) (Enclosures, pages 18-27)

- V. STAFF COMMENTS (page 28)
- VI. TDLCB VICE-CHAIRPERSON COMMENTS (page 28)
- VII. TDLCB MEMBER COMMENTS (page 28)
- VIII. PRESS/CITIZEN COMMENTS (page 28)
- IX. INFORMATION ITEMS (pages 28-34)
 - TDLCB Membership List
 - Announcement: TD Day will be on March 21, 2013
 - Votran's Policy on Personal Belongings/Packages/Bags
- X. ADJOURNMENT (page 28)

***IMMEDIATELY AFTER THE MEETING THERE WILL BE A LIVE DEMONSTRATION OF
THE Q'POD WHEELCHAIR SECUREMENT STATION ON BOARD A VOTRAN BUS***

NEXT MEETING OF THE TDLCB WILL BE MARCH 13, 2013

NOTE: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 21, 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.

SUMMARY SHEET
TDLCB
JANUARY 9, 2013

III. ACTION ITEMS

A. APPROVAL OF SEPTEMBER 12, 2012 TDLCB MEETING MINUTES

Background Information:

Minutes are prepared for each board meeting and the minutes must be approved by the TDLCB. There was no quorum at the November 14, 2012 TDLCB meeting, therefore, the September 12, 2012 TDLCB meeting minutes could not be approved.

Action Requested:

Motion to approve the September 12, 2012 TDLCB meeting minutes

Minutes

Transportation Disadvantaged Local Coordinating Board

September 12, 2012

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

Members Present:

Mary Ellen Ottman (Vice-Chair)
DeWeece Ogden
Jean Cerullo
Chip Kent
Clay LaRoche
Sharol Robinson
Diane Poitras
Jefferey Bumb
Barbara Goldstein
Christine Davenport
Shari Day
Patricia Antol
Peter Cerullo
Steve Jack
Patricia James

Representing:

Citizens Advocate, System User
Health Care Administration
Alternate, Citizens Advocate
Public Education Community
Department of Children and Families
Medical Community
Florida Department of Transportation
Veterans Service Group
Handicapped Citizens
Early Child Care
Elder Affairs
Elderly Citizens
Mass Transit
Private for Profit
Association of Community Action

Members Absent:

County Chair Frank Bruno (excused)
Rick Fraser (excused)
Marilu Klopp (excused)

Representing:

Volusia TPO
Work Force Development Board
Vocational Rehabilitation Services

Others Present:

Pamela Blankenship, Recording Secretary
Carole M. Hinkley
Heather Blanck
Judy Craig
Steve Holmes
Lynn Sinnott

Representing:

TPO Staff
TPO Staff
Votran Staff
Handicapped Citizens, Alternate
TD Commission, Executive Director
Early Child Care, Alternate

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

TDLCB Vice-Chairperson Mary Ellen Ottman called the meeting to order at 11:05 a.m.

Ms. Pamela Blankenship proceeded to call the roll and a quorum was determined.

Steve Holmes, Executive Director for the Commission for the Transportation Disadvantaged (CTD) introduced himself to the members as did Lynn Sinnott with Easter Seals who is Ms. Davenport's alternate on the TDLCB. Jeff Bumb with Veterans Services also introduced himself as Mike White's alternate.

II. Public Comment / Participation
None

III. Committee Reports
Committee's information was provided under items IV. D and E

IV. Action Items

A. Approval of the July 11, 2012 Meeting Minutes

A motion was made by Christine Davenport to approve the July 11, 2012 meeting minutes. The motion was seconded by Barbara Goldstein and passed unanimously.

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

Ms. Blanck went over the reports for the months of June and July 2012. She indicated that the number of wheelchair boardings in the system for June were less than those in the previous year. Boardings were down 0.3% for fixed route and 7.1% for paratransit. Ms. Blanck added that the heavy rains in June may have contributed to this decline. For July, the wheelchair boardings went up 3.9% for paratransit and 9.4% for fixed route. Overall, for July, fixed route was up 2.4% and paratransit was up 4.7%.

Christine Davenport moved to approve the CTC Monthly Paratransit Reports. The motion was seconded by Peter Cerullo and carried unanimously.

C. Review and Approval of Actual Expenditure Report (AER) for Fiscal Year 2011-2012

Ms. Hinkley stated that the funding shown in the report only covers local and federal funds and does not include funds from state agency sources. This report is required on an annual basis. Expenditures were \$3,004,370 and one-way trips were 325,644.

Barbara Goldstein moved to approve Actual Expenditure Report for FY 2011-2012. The motion was seconded by Jefferey Bumb and carried unanimously.

D. Review and Approval of Annual Operating Report (AOR) for Fiscal Year 2011-2012

Ms. Hinkley went over the information she had provided to the Quality Assurance Committee this morning.

For TD, the purchase of 7 day passes continues to be a favorite in this group showing an increase of 12% over the previous year. Tokens, 1 day and 3 day passes did not do as well with a slight decrease while monthly passes showed a slight increase. Overall trips for both Fixed Route and Paratransit were up 3% over the previous year.

The Headstart program showed a 25% increase in the number of clients and via maximum use of bus seats and more direct trip routes this program has required less funding than in the previous year. Payments are based on hours used.

Limited funding showed a decline in participation from such agencies as the Department of Elder Affairs as well as others whose decreases weren't as high.

Both increases in complaints and decrease in commendations triggered the threshold. The overall increase was due mostly to a single contractor experiencing capacity issues. Ms. Hinkley informed the members that corrective action has begun on this matter. She added that the number of accidents for the year had decreased by 25% over the previous year and clarified that all of the accidents were vehicle only.

Only one item concerning the transportation operator employee data triggered the threshold and that was "part-time drivers". Ms. Hinkley stated that upon closer look at the data it appeared that some of the part-time drivers had become full-time drivers.

The expense category showed good control over expenditures and none of the entries triggered the threshold.

Ms. Blanck mentioned that pursuant to inquiries by Ms. Hinkley Votran realized the data in their spreadsheet was on occasion picking up records from the ambulatory and counting them into wheelchair. Ms. Hinkley will forward this explanation to the TD Commission when submitting data into their electronic forms. Ms. Blanck noted that the data in this AOR is correct and shows a 3 to 4% increase which is well within the margin.

Patricia Antol made a motion to approve the Annual Operating Report for FY 2011-2012. The motion was seconded by Christine Davenport and carried unanimously.

E. Review and Approval of Clarification of Information in the "Overview of Services" and "Reserving Your Trip" Section of the Votran GOLD User Guide

Ms. Blanck went over the information she had provided to the Quality Assurance Committee this morning. She informed the members that the GOLD User Guide can

be downloaded from the Votran website and is also available in the MP3 format. The Federal Transit Administration (FTA) recently completed a triennial review of Votran and observed that there was a slight variation in the way Votran represented the hours of service and the way in which Votran made an explanation about of what the fares were. Changes shown in the handouts are now more consistent throughout the guide.

Ms. Craig commented that there is limited service on the east side for evenings and Sundays but no evening or Sunday service on the west side.

Ms. Blanck replied that there are no fixed routes with service in the evening or on Sundays on the west side. Even on the east side those services are not for the full routes of service. For example, the Route 1 and the Route 17 are abbreviated. The Transit Development Plan indicates that more evening and Sunday service is something to work toward in the next 5 to 10 years. However, funding continues to be a challenge.

Barbara Goldstein made a motion to approve the Clarification of Information in the "Overview of Services" and "Reserving Your Trip" Section of the Votran GOLD User Guide as presented. The motion was seconded by Peter Cerullo and carried unanimously.

V. Discussion Items and Presentations

A. Commission for the Transportation Disadvantaged (CTD) Update Provided by Steve Holmes, Executive Director

Mr. Holmes stated that he has been traveling around the State to get an idea of the various issues that exist with the different coordinating boards. He added that this was his 28th visit out of the 67 coordinating boards. He then asked who handled Medicaid in Volusia County.

Ms. Blanck replied that Medicaid transportation is provided by Logisticare and the local contact person is Gary Dirda.

Mr. Holmes reminded members that Medicaid reform passed two years ago and that pursuant to the reform there will be 3 to 5 managed care organizations in this region which stretches from Nassau County through Volusia and down to Baker County. There will be 3 to 5 health plans offered for Medicaid recipients in the region and each of those plans will have a transportation entity. The new setup may be a little more challenging to navigate as one may be able to get Medicaid transportation to the doctor and get their prescription but would need to reserve a trip with Votran to get the prescription filled. The implementation for the reform in this area is anticipated to be in the summer of 2014.

Ms. Antol noted that making all these different reservations will be confusing and difficult for those using the system and voiced concern over how this would affect their quality of life.

Ms. Craig mentioned that she and her elderly father, who is also in a wheelchair, travel together and has had first-hand experience with the difficulty of dealing with doctor trips and separate prescription trips to the pharmacy.

Mr. Jack stated that he's aware that Logisticare requires 3 days to make a reservation but they do provide life threatening appointments (i.e.: dialysis) for the next day.

Ms. Craig stated that she has had difficulty getting life-threatening appointments and knows of others in the same situation.

Ms. Sinnott wanted to know if children transported, most of which are Medicaid clients, will be impacted also.

Mr. Holmes replied that it depends on which Medicaid service they belong to. He added that since this region will be last to transition it may be able to learn from the other regions already in place.

Ms. Blanck asked about the increase in funds to the TD Commission.

Mr. Holmes replied that the TD Commission (CTD) received an increase in funds to address such things as increases in capacity and fuel costs. The CTD will be receiving an additional \$5 million this coming fiscal year.

Concerning the elderly, Mr. Holmes mentioned that the Florida Department of Transportation (FDOT) asked the CTD to increase the capacity of mobility managers within the Community Transportation Coordinators (CTCs) throughout the state. The aim would be to work with the local senior centers and the Council on Aging to educate and encourage seniors to use the fixed route system, if they are able to, and even create volunteer driving programs.

Mr. Jack wanted to know where individuals should be directed to go for information concerning the transportation changes associated with Medicaid Reform in our region.

Mr. Holmes replied that it was too soon to say. Once the award and providers are named, work with the providers and the senior centers and so forth can begin. He added, probably summer of next year, July or August, would be the right time.

Ms. Ogden stated that one way to monitor this program is to go to the Agency for Health Care Administration (AHCA) website: www.myflorida.com and click on "Statewide Managed Medicaid Program".

B. Preliminary Highlights of the Moving Ahead for Progress in the 21st Century Act (MAP-21) Concerning Transit

Ms. Hinkley went over the information in the handout and provided some details concerning those transit related programs that were new, repealed, consolidated and modified. She added that Congress is currently working on a Continuing Resolution which would provide funds for MAP-21 through March of 2013.

Ms. Blanck stated that Votran will be looking to FDOT for assistance and guidance in the interpretation and carrying out of the MAP-21 requirements.

Ms. Hinkley added that if Congress cannot agree on how to balance the budget, a Sequester will take effect on January 2, 2013 which will require a cut of \$600 billion out of Defense and \$600 billion out of Domestic Programs. There is no telling where those cuts will take place.

VI. Staff Comments

Ms. Hinkley informed the members that The Central Florida Commuter Rail Commission Governing Board had re-scheduled their meeting to the same day as the TDLCB and that Chairman Bruno who also chairs the Governing Board could not make both meetings. She added that since Mr. Dixon has moved to Texas, Jean Cerullo (Mr. Dixon's alternate) submitted a letter indicating interest in filling that member position. The letter will be presented to the Volusia TPO Board at their next meeting.

Ms. Davenport asked if a motion could be made at this point. Ms. Hinkley replied yes.

Ms. Davenport introduced a motion to recommend Jean Cerullo's appointment as member, Citizens advocate. The motion was seconded by Patricia Antol and carried unanimously.

VII. TDLCB Vice-Chairperson Comments

None

VIII. TDLCB Member Comments

Ms. Davenport thanked Ms. Ottman for doing a great job chairing the meeting. She thanked Mr. Holmes for attending the meeting and added that it was important to know that he was in touch with local needs.

Ms. Craig wanted to know if after the vice-chairperson election in November will this board have new appointees or will they continue as such.

Ms. Hinkley replied that the members remain in their position as long as they would like. If not, then they submit a letter of resignation.

Ms. Antol asked if the Chairperson of the TDLCB was appointed by the County.

Ms. Hinkley replied that the Chairperson of the TDLCB is appointed by the Designated Official Planning Agency for this area which is the Volusia TPO.

Ms. Antol asked if there is a requirement that a member of the County Council be the chairperson for the TDLCB.

Ms. Hinkley replied, no. It is required that the person be an elected official in the service area.

Ms. Craig mentioned that while working with elder affairs she became acutely aware that grants have limitations and dollar value. She added that Volusia County does a great job anticipating those funds and works very well within those constraints.

IX. Press / Citizen Comments

None

X. Information Items

- TDLCB Membership List
- Email from Jean Cerullo indicating interest in becoming member, Citizens Advocate
- Copy of letter dated July 12, 2012 to stakeholders from Peter Rogoff, Administrator of the Federal Transit Administration (FTA), concerning MAP-21

XI. Adjournment

The meeting was adjourned at 12:14 p.m.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

MARY ELLEN OTTMAN, VICE CHAIRPERSON
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

CERTIFICATE:

The undersigned, duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of the minutes of the September 12, 2012 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 9th day of January 2013.

PAMELA C. BLANKENSHIP, RECORDING SECRETARY
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

SUMMARY SHEET
TDLCB
JANUARY 9, 2013

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 August through November 2012 are enclosed for your review.

Staff will be available to answer questions regarding the reports.

Action Requested:

Motion to approve the CTC's monthly paratransit reports

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	AUG., 2012 VOTRAN	AUG., 2011 VOTRAN	AUG., 2012 CONTRACTED	AUG., 2011 CONTRACTED	AUG., 2012 TOTAL	AUG., 2011 TOTAL
TOTAL PASS TRIPS	13,042	12,673	9,784	9,217	22,826	21,890
TRIP PURPOSE						
Medical	5,350	5,159	4,070	4,005	9,420	9,164
Nutrition	1,098	913	80	86	1,178	999
Other	2,548	2,234	2,400	2,051	4,948	4,285
Education	954	1,050	903	759	1,857	1,809
Shopping	739	843	562	609	1,301	1,452
Work	2,353	2,474	1,769	1,707	4,122	4,181
PASSENGER TYPE						
Disabled	12,050	11,268	9,279	8,801	21,329	20,069
Elderly	992	1,495	505	416	1,497	1,911
Child	0	0	0	0	0	0
TRIP TYPE						
Ambulatory	9,490	9,085	6,743	6,607	16,233	15,692
Wheelchair	3,552	3,588	3,041	2,610	6,593	6,198
TOTAL COMPLAINTS	11	3	14	10	25	13
Discourtesy	0	0	0	0	0	0
Safety	0	0	0	4	0	4
Early	0	0	1	1	1	1
Late	4	1	10	3	14	4
Driver	2	0	0	0	2	0
Schedule/Routes	0	0	0	1	0	1
Vehicle/Equipment	1	0	0	0	1	0
Other	4	2	3	1	7	3
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	1,089	1,009	819	736	1,908	1,745
NO SHOWS	300	235	226	172	526	407
REVENUE MILES	109,196	103,808	86,569	83,447	195,765	187,255
REVENUE HOURS	6,566	6,248	5,854	6,321	12,420	12,569

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	SEPT., 2012 VOTRAN	SEPT., 2011 VOTRAN	SEPT., 2012 CONTRACTED	SEPT., 2011 CONTRACTED	SEPT., 2012 TOTAL	SEPT., 2011 TOTAL
TOTAL PASS TRIPS	11,828	12,034	8,716	9,142	20,544	21,176
TRIP PURPOSE						
Medical	4,926	4,825	3,538	3,849	8,464	8,674
Nutrition	940	954	89	95	1,029	1,049
Other	2,177	2,242	1,944	2,135	4,121	4,377
Education	920	907	914	770	1,834	1,677
Shopping	797	763	563	597	1,360	1,360
Work	2,068	2,343	1,668	1,696	3,736	4,039
PASSENGER TYPE						
Disabled	10,930	10,996	8,320	8,938	19,250	19,934
Elderly	898	1,038	396	204	1,294	1,242
Child	0	0	0	0	0	0
TRIP TYPE						
Ambulatory	8,709	8,596	6,230	6,567	14,939	15,163
Wheelchair	3,119	3,438	2,486	2,575	5,605	6,013
TOTAL COMPLAINTS	8	3	12	8	20	11
Discourtesy	0	0	0	0	0	0
Safety	1	0	2	0	3	0
Early	0	0	0	4	0	4
Late	4	2	8	4	12	6
Driver	1	0	0	0	1	0
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	2	1	2	0	4	1
TOTAL ACCIDENTS	0	0	1	1	1	1
CHARGEABLE:						
Person Only	0	0	0	1	0	1
Vehicle Only	0	0	1	0	1	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	948	955	699	727	1,647	1,682
NO SHOWS	276	261	203	199	479	460
REVENUE MILES	100,114	96,423	76,891	80,957	177,005	177,380
REVENUE HOURS	6,487	6,453	5,012	6,051	11,499	12,504

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	OCT., 2012 VOTRAN	OCT., 2011 VOTRAN	OCT., 2012 CONTRACTED	OCT., 2011 CONTRACTED	OCT., 2012 TOTAL	OCT., 2011 TOTAL
TOTAL PASS TRIPS	13,683	12,221	9,679	9,652	23,362	21,873
TRIP PURPOSE						
Medical	5,446	4,681	3,980	4,221	9,426	8,902
Nutrition	1,173	947	57	117	1,230	1,064
Other	2,654	2,092	2,155	2,053	4,809	4,145
Education	1,189	1,043	1,003	887	2,192	1,930
Shopping	754	838	514	684	1,268	1,522
Work	2,467	2,620	1,970	1,690	4,437	4,310
PASSENGER TYPE						
Disabled	12,320	11,242	9,212	9,257	21,532	20,499
Elderly	1,063	978	462	392	1,525	1,370
Child	0	1	5	3	5	4
TRIP TYPE						
Ambulatory	10,276	8,826	6,978	6,845	17,254	15,671
Wheelchair	3,407	3,395	2,701	2,807	6,108	6,202
TOTAL COMPLAINTS	5	4	15	6	20	10
Discourtesy	0	0	0	0	0	0
Safety	0	0	1	0	1	0
Early	0	0	0	0	0	0
Late	1	1	11	6	12	7
Driver	1	1	1	0	2	1
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	3	2	2	0	5	2
TOTAL ACCIDENTS	0	0	2	1	2	1
CHARGEABLE:						
Person Only	0	0	0	1	0	1
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	2	0	2	0
Person & Vehicle	0	0	0	0	0	0
CANCELLATIONS	1,282	1,034	910	819	2,192	1,853
NO SHOWS	286	242	203	192	489	434
REVENUE MILES	115,582	98,559	87,788	85,865	203,370	184,424
REVENUE HOURS	6,934	5,901	5,706	6,176	12,640	12,077

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	NOV., 2012 VOTRAN	NOV., 2011 VOTRAN	NOV., 2012 CONTRACTED	NOV., 2011 CONTRACTED	NOV., 2012 TOTAL	NOV., 2011 TOTAL
TOTAL PASS TRIPS	11,718	11,803	8,654	9,131	20,372	20,934
TRIP PURPOSE						
Medical	4,736	4,488	3,565	4,030	8,301	8,518
Nutrition	857	926	41	81	898	1,007
Other	2,279	2,107	2,051	1,937	4,330	4,044
Education	984	1,064	747	822	1,731	1,886
Shopping	721	760	486	646	1,207	1,406
Work	2,141	2,458	1,764	1,615	3,905	4,073
PASSENGER TYPE						
Disabled	10,905	10,475	8,193	8,742	19,098	19,217
Elderly	813	1,328	461	389	1,274	1,717
Child	0	0	0	0	0	0
TRIP TYPE						
Ambulatory	8,619	8,565	6,137	6,345	14,756	14,910
Wheelchair	3,099	3,238	2,517	2,786	5,616	6,024
TOTAL COMPLAINTS	3	4	14	12	17	16
Discourtesy	0	0	0	0	0	0
Safety	0	1	3	2	3	3
Early	0	0	2	0	2	0
Late	2	0	5	7	7	7
Driver	0	1	0	3	0	4
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	1	2	4	0	5	2
TOTAL ACCIDENTS	0	0	0	1	0	1
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	1	0	1
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
CANCELLATIONS	1,136	848	840	735	1,976	1,583
NO SHOWS	284	212	210	184	494	396
REVENUE MILES	103,059	97,132	80,092	81,809	183,151	178,941
REVENUE HOURS	6,201	5,736	5,260	5,807	11,461	11,543

**SUMMARY SHEET
TDLCB
JANUARY 9, 2013**

IV. DISCUSSION ITEMS AND PRESENTATIONS

A. REVIEW OF VOTRAN'S SECTION 5311 GRANT APPLICATIONS

Background Information:

The Section 5311 program, which is administered by the Florida Department of Transportation (FDOT), offers competitive grants on an annual basis to transit agencies providing transit service.

As part of the grant process, the TDLCB reviews Votran's grant application each year. Votran staff will provide a review and be available to answer questions on this item.

A draft of the cover letter that will be submitted with the grant application is provided herewith.

Action Requested:

No action is required unless otherwise directed by the board



Reference: HB-2012-18 DRAFT FOR DEADLINE

January 25, 2013

Ms. Diane Poitras
Transit Analyst
Florida Department of Transportation
133 South Semoran Boulevard
Orlando, Florida 32807

Subject: 49 U.S.C. Section 5311 Grant Application

Dear Ms. Poitras:

I am pleased to submit VOTRAN's Fiscal Year (FY) 2012-2013 application for the 49 U.S.C. Section 5311 Grant to provide transit service to Volusia County's elderly, disabled and general public residing in the rural areas of Volusia County.

Enclosed you'll find a complete original grant application and 2 copies of the governing board resolution as instructed in the application manual. A copy of this application has also been sent to the East Central Florida Regional Planning Council for review. There are 5 copies of the application enclosed.

If you have any questions, or require additional information, please don't hesitate to contact me at (386) 756-7496 ext. 4112.

Sincerely,

Heather Blanck
Assistant General Manager of Planning, Marketing and Customer Service

950 BIG TREE ROAD — SOUTH DAYTONA, FLORIDA 32119-8815
(386) 756-7496 — FAX (386) 756-7487



A service of Volusia County Government

**SUMMARY SHEET
TDLCB
JANUARY 9, 2013**

IV. DISCUSSION ITEMS AND PRESENTATIONS

B. REVIEW OF DRAFT COORDINATION AGREEMENT WHICH ALLOWS FOR SECTION 5310 GRANT APPLICATIONS BY NON-PROFIT AGENCIES

Background Information:

The Section 5310 program, which is administered by the Florida Department of Transportation (FDOT), offers competitive grants on an annual basis to non-profit organizations providing public transit service. These funds apply to capital expenses used to provide transportation services to elderly persons and persons with disabilities.

As part of the grant process, the state requires each applicant to enter into a coordination agreement with Votran. This agreement provides for an agency to fall under Votran, which acts as the Community Transportation Coordinator (CTC).

Ms. Blanck will address this item.

Action Requested:

No action is required unless otherwise directed by the board

**COORDINATION AGREEMENT
BETWEEN
THE COUNTY OF VOLUSIA d/b/a VOTRAN
AND**

THE COUNTY OF VOLUSIA /d/b/a VOTRAN, (hereinafter referred to as VOTRAN) is the Community Transportation Coordinator (CTC) for Volusia County. In this capacity, VOTRAN has initiated a program to provide community transportation service for social service clients, agencies, organizations, and the Transportation Disadvantaged, provided such service complies with Chapter 14-90 Florida Statutes.

_____ (hereinafter referred to as AGENCY), Is considered to be a bonafide social service organization operating in Volusia County and is eligible for the services of the coordinator. The transportation services described herein are deemed to comply with all applicable state laws and regulations.

The AGENCY currently provides service to its clients that are unique in nature using its own vehicles for transportation and supplementing this service with transportation provided by the CTC. The AGENCY agrees to coordinate future activities with the CTC for transportation services needed and is applying for Section _____ (either 5310, 5316 or 5317) funding to purchase a vehicle for use.

WITNESSETH:

WHEREAS, Votran has been designated as the Community Transportation Coordinator (the "Coordinator") (as defined in Chapter 427, Fla. Stat. (1991) (the "Act") and Rule 41-2, Fla. Admin. Code (the "Rule")), by the Commission for the Transportation Disadvantaged (the "CTD"), whose address is 605 Suwannee Street, MS-49, Tallahassee, Florida 32399-0450, Attention: Executive Director, to serve as Coordinator for the Volusia County service area pursuant to the terms of the Memorandum of Agreement between the CTD and Votran, Contract No. APL59, (the "Memorandum"), a copy of which is available upon request; and

WHEREAS, Votran, acting as the Coordinator, is required under the Rule to enter into a coordination agreement with those organizations or agencies, such as the Agency, who receive transportation disadvantaged funds and who can perform and deliver transportation disadvantaged services more effectively and efficiently on their own; and

WHEREAS, the Agency, as a condition of receiving financial assistance and to comply with the Act and applicable rules and regulations, is required to coordinate its delivery of transportation services with the Coordinator pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Votran and the Agency agree as follows:

1. Recitals:

- 1.01 The recitals set forth above are true and correct and are incorporated herein by reference.
- 1.02 Votran and the Agency wish to establish this Agreement to evidence their respective compliance with the Act, the Rule and other applicable state or federal laws.

2. Agency's Obligations:

- 2.01 The Agency enters into this Agreement with the understanding that it is the duty of the Coordinator to ensure that transportation disadvantaged persons in Volusia County are provided transportation services that are safe, efficient, cost-effective and are not duplicative or fragmented. This responsibility entails maintaining level of service, reporting requirements, financial and service monitoring, and safety monitoring.
- 2.02 In the delivery of the Transportation Services by the Agency and the performance of all of its obligations pursuant to this Agreement, the Agency shall comply with all applicable federal, state and local laws, rules, regulations and requirements, including without limitation the Act, the Rule and, specifically, the following (as such laws, rules, regulations and requirements may be amended or superseded):
 - 2.02.01 Votran's Transportation Disadvantaged Service Plan as defined in Rule 41-2.002(16), Fla. Admin. Code (the "TDSP"), available at www.votran.org;
 - 2.02.02 The safety requirements as specified in Section 341.061(2)(a), Florida Statutes, and Rule 14-90, Fla. Admin. Code;
 - 2.02.03 The standards required by the CTD pursuant to the Memorandum;
 - 2.02.04 The AGENCY agrees to adhere to all Civil Rights, laws and regulations as established by the State of Florida and/or the United States of America
 - 2.02.05 The CTD approved standards set forth in Rule 41-2.006 (4), Fla. Admin. Code;
 - 2.02.06 The Agency shall report to Votran the information required in order for Votran to satisfy the reporting requirements imposed upon Votran as the Coordinator, as set forth in Rule 41-2.007, Fla. Admin. Code
- 2.03 The AGENCY shall act as the primary transportation provider for their

clients/residents based on availability of AGENCY vehicles.

- 2.03.01 VOTRAN shall provide services to the AGENCY clients deemed eligible within Volusia County and to other counties as programs allow and as necessity and efficiency dictates.
 - 2.03.02 The AGENCY, when acting as a transportation provider, shall maintain records of ridership as needed to comply with all reporting requirements.
 - 2.03.03 The AGENCY, when acting as a transportation provider, shall furnish vehicles which conform to the laws of the State of Florida, maintain same in good mechanical and sanitary condition, and shall meet the Americans with Disabilities Act (ADA) requirements. These vehicles will be subject to inspection by the Votran's Contracts Compliance Officer.
- 2.04 AGENCY has received a copy of the System Safety Program Plan (SSPP) and agrees to abide by said policy.
- 2.05 The AGENCY must be insured pursuant to the provisions and limitations of Chapter 284, Part II and Section 768.28, Florida Statutes and will complete and forward Attachment I to Votran upon notice of vehicle award. The AGENCY will also provide a copy of the applicable insurance binder prior to entering the vehicle into service and each year upon renewal as long as the vehicle is in use.
- 2.06 The AGENCY agrees to provide transportation service as described in the attached Program Description (as submitted for the ____ Grant Program) and maintain regular service for 5 days a week, 18 passenger trips per day, and approximately 15,000 miles per year.
- 2.07 The AGENCY agrees to report the monthly data outlined in Attachment II to VOTRAN with regard to Transportation Disadvantaged Services arranged by the AGENCY. Agencies unable to maintain the regular service as described in paragraph 2.06 must submit a program improvement plan as an attachment to the June report.
- 2.08 The AGENCY agrees to report the documentation outlined in Attachment III annually to VOTRAN in support of the Annual Operating Report by July 21st each year. The data pertaining to Transportation Disadvantaged Services arranged by the AGENCY will be provided within three weeks of notification by VOTRAN. Agencies unable to maintain the regular service as described in paragraph 2.06 must submit a program improvement plan as an attachment to the June report.
- 2.09 The AGENCY agrees to complete the attached driver information sheet (Attachment IV), showing the drivers license and a three year motor vehicle record prior to the vehicle being entered into service. This information must be

provided for all individuals operating vehicles under this agreement.

- 2.10 The AGENCY agrees to complete the attached Revenue Vehicle Inventory Sheet (Attachment V) and return within ten (10) working days of vehicle delivery and acceptance.
- 2.11 The AGENCY shall post information pertaining to the toll free Florida Commission for the Transportation Disadvantaged Ombudsman Hot Line in each vehicle operated as part of a coordinated agreement.

3. Term of Agreement and Termination:

This Agreement shall be effective for a period of one year commencing on _____ and may be amended at any time upon written consent of each party, or terminated by either party upon thirty (30) days written notice to the other party.

IN WITNESS THEREFORE, the parties do agree and covenant as set forth herein, intending to be legally bound by the duly authorized signatures of their officers this _____ day of _____.

THE COUNTY OF VOLUSIA
d/b/a/ VOTRAN

AGENCY

Signature

Signature

print /type name

print/type name

Assistant General Manager of Planning
Title

Title

Attest

Attest

ATTACHMENT I CASUALTY AND LIABILITY EXPENSE

Agency Name: _____ **Reporting Date:** _____

CASUALTY & LIABILITY	LIMIT OF LIABILITY	PREMIUM	DEDUCTIBLE
PROPERTY			
Personal			
Real Property			
CASUALTY			
Automotive			
Coll.\Comprehensive			
-Liability*			
-Uninsured Motorist			
-Other			
Worker's Compensation			
Other General Liability			
OTHER INSURANCE			

How many over the road (licensed) vehicles does this cover? _____

Does your agency use volunteer workers? _____ Yes _____ No

If yes, how many total annual hours. _____

* What is your maximum limit of vehicle liability insurance coverage?

Maximum for any one person _____

Maximum per occurrence _____

ATTACHMENT II
MONTHLY REPORT

AGENCY NAME: _____

MONTH: _____ **YEAR:** _____

A. Number of One-Way Passenger Trips _____

B. One-Way Passenger Trips – by Passenger Type (enter a number)

_____ Disabled

_____ Elderly

_____ Children

_____ Low-Income (L.I.)

C. One-Way Passenger Trips – by Trip Purpose (enter a number)

_____ Medical

_____ Employment

_____ Nutritional

_____ Shopping*

_____ Education\Training\Daycare

_____ Other

_____ **Total Trips by Purpose**

(Total should equal Total One-Way Passenger Trips).

D. Vehicle Miles: _____

E. Vehicle Hours: _____

F. Operating Cost for Service: _____

G. Accidents

Person Only: _____ How many of these were chargeable? _____

Vehicle Only: _____ How many of these were chargeable? _____

Person & Vehicle: _____ How many of these were chargeable? _____

Total Chargeable: _____

Total Non-Chargeable: _____

Total Accidents: _____

H. Number of Wheelchair Passengers: _____

I. Number of Ambulatory Passengers: _____

J. Number of Roadcalls:** _____

* Grocery shopping should be reported under the nutritional category.

** Roadcalls include all vehicle failures that prevented the vehicle from beginning or completing the intended route.

**ATTACHMENT III
ANNUAL DATA**
(includes period from July 1 to June 30)

Agency Name: _____ **Reporting Period:** _____

A. Employee Information

Operations Employees:

_____ Full-Time Drivers	_____ Number of F-T Equivalents
_____ Part-Time Drivers	_____ Number of F-T Equivalents
_____ Volunteer Drivers	_____ Number of F-T Equivalents
_____ Other Volunteers	_____ Number of F-T Equivalents
_____ Maintenance Employees	_____ Number of F-T Equivalents
_____ Dispatchers	_____ Number of F-T Equivalents
_____ Schedulers	_____ Number of F-T Equivalents
_____ Call Center/Cust. Svc.	_____ Number of F-T Equivalents
_____ Other Operations	_____ Number of F-T Equivalents

_____ **TOTAL** _____ **TOTAL**

Administrative Employees:

_____ Administrative Employees	_____ Number of F-T Equivalents
_____ Management Employees	_____ Number of F-T Equivalents

TOTAL:

_____ **GRAND TOTAL** _____ **GRAND TOTAL**

Total number of driver hours (full time): _____

Total number of driver hours (part time): _____

Total number of volunteer driver hours: _____

Total number of other volunteer hours: _____

B. Vehicle Information

Total number of vehicles: _____

Total number of wheelchair accessible vehicles: _____

Total number of stretcher equipped vehicles: _____

ATTACHMENT IV
DRIVER INFORMATION SHEET

AGENCY: _____

DRIVERS NAME	DRIVERS LICENSE NUMBER

PLEASE ATTACH MOTOR VEHICLE REPORTS FOR THE PAST THREE (3) YEARS
USE ADDITIONAL PAGES IF NECESSARY.

ATTACHMENT V

CONTINUE VEHICLE INVENTORY FORM

[illegible]

SUMMARY SHEET
TDLCB
JANUARY 9, 2013

- V. STAFF COMMENTS
- VI. TDLCB CHAIRMAN COMMENTS
- VII. TDLCB MEMBER COMMENTS
- VIII. PRESS/CITIZEN COMMENTS
- IX. INFORMATION ITEMS
 - TDLCB Membership List
 - Announcement: TD Day will be on March 21, 2013
 - Votran's Policy on Personal Belongings/Packages/Bags
- X. ADJOURNMENT

*IMMEDIATELY AFTER THE MEETING THERE WILL BE A LIVE DEMONSTRATION OF
THE Q'POD WHEELCHAIR SECUREMENT STATION ON BOARD A VOTRAN BUS*

****The next TDLCB meeting will be on March 13, 2013****

TDLCB MEMBER LISTING

<u>VOLUSIA COUNTY</u>	
Name	VACANT
Address	123 W. Indiana Ave., Room 301 DeLand, FL 32720
Work phone	386-736-5923
Email	<i>TDLCB CHAIRMAN</i>

<u>ASSOCIATION OF COMMUNITY ACTION</u>	
Name	Patricia James
Address	123 W. Indiana Ave., Room 101 DeLand, FL 32720
Work phone	386-736-5956
Email	pjames@volusia.org

<u>ELDERLY CITIZENS</u>	
Name	Patricia R. Antol
Address	697 Winterberry Trail DeLand FL 32724
Work phone	386-740-8975
Email	bpantol@cfl.rr.com

<u>FDOT</u>	
Name	Diane Poitras
Address	133 South Semoran Boulevard Orlando FL 32807
Work phone	407-482-7887
Email	diane.poitras@dot.state.fl.us

<u>FDOT - ALTERNATE</u>	
Name	Jo Santiago
Address	133 South Semoran Boulevard Orlando FL 32807
Work phone	407-482-7887
Email	Jo.santiago@dot.state.fl.us

TDLCB MEMBER LISTING

<u>DEPARTMENT OF CHILDREN & FAMILIES</u>	
Name	Clay LaRoche
Address	210 N. Palmetto Avenue Suite 430 Daytona Beach FL 32114
Work phone	386-239-6208
Email	clay_laroche@dcf.state.fl.us

<u>DEPARTMENT OF CHILDREN & FAMILIES - ALTERNATE</u>	
Name	Vacant
Address	
Work phone	
Email	

<u>PUBLIC EDUCATION COMMUNITY</u>	
Name	Chip Kent
Address	1648 Hancock Boulevard Daytona Beach FL 32114
Work phone	386-258-4677 ext. 50514
Email	cnkent@volusia.k12.fl.us

<u>PUBLIC EDUCATION COMMUNITY - ALTERNATE</u>	
Name	Vacant
Address	
Work phone	
Email	

<u>DEPARTMENT OF EDUCATION</u>	
Name	Marilu Klopp
Address	775 Harley Strickland Blvd. Suite 102 Orange City FL 32763
Work phone	386-456-5320 ext. 105
Email	Marilu.klopp@vr.fldoe.org

TDLCB MEMBER LISTING

<u>DEPARTMENT OF EDUCATION - ALTERNATE</u>	
Name	Dawn Edwards
Address	780 West Granada Blvd Suite 110 Ormond Beach FL 32174
Work phone	386-615-6111 ext. 101
Email	Dawn.edwards@vr.fldoe.org

<u>ELDER AFFAIRS</u>	
Name	Dr. Douglas Beach
Address	PO Box 671 Daytona Beach FL 32115
Work phone	386-253-4700 ext. 233
Email	dbeach@coaiaa.org

<u>ELDER AFFAIRS - ALTERNATE</u>	
Name	Shari Day
Address	PO Box 671 Daytona Beach FL 32115
Work phone	386-253-4700 ext. 216
Email	sday@coaiaa.org

<u>VETERANS SERVICES GROUP</u>	
Name	Mike White
Address	123 W. Indiana Avenue DeLand FL 32720
Work phone	386-740-5102
Email	mwhite@volusia.org

<u>VETERANS SERVICES GROUP - ALTERNATE</u>	
Name	Jefferey Bumb
Address	250 N. Beach Street Daytona Beach FL 32114
Work phone	386-254-4646
Email	jbumb@volusia.org

TDLCB MEMBER LISTING

<u>HEALTH CARE ADMINISTRATION</u>	
Name	Lisa Broward
Address	921 Davis St. Building A, Suite 160 Jacksonville FL 32209
Work phone	904-798-4212
Email	lisa.broward@acha.myflorida.com

<u>HEALTH CARE ADMINISTRATION - ALTERNATE</u>	
Name	Deweece Ogden
Address	921 Davis St. Building A, Suite 160 Jacksonville FL 32209
Work phone	904-798-4267
Email	Deweece.ogden@acha.myflorida.com

<u>MASS TRANSIT</u>	
Name	Peter Cerullo
Address	19 Tropical Drive Ormond Beach FL 32176
Work phone	386-441-5882
Email	petercerullo@aol.com

<u>MEDICAL COMMUNITY</u>	
Name	Judy Ryan
Address	421 S. Keech Street Daytona Beach FL 32114
Work phone	386-238-4980 ext. 122
Email	judy_ryan@doh.state.fl.us

<u>MEDICAL COMMUNITY - ALTERNATE</u>	
Name	Sharol Robinson
Address	421 S. Keech Street Daytona Beach FL 32114
Work phone	386-238-4980 ext. 122
Email	sharol_robinson@doh.state.fl.us

TDLCB MEMBER LISTING

<u>WORK FORCE DEVELOPMENT BOARD</u>	
Name	Rick Fraser
Address	329 Bill France Boulevard Daytona Beach FL 32114
Work phone	386-323-7076
Email	rickfraser@cbe-fvc.org

<u>WORK FORCE DEVELOPMENT BOARD - ALTERNATE</u>	
Name	Andre Anderson
Address	329 Bill France Boulevard Daytona Beach FL 32114
Work phone	386-323-7042
Email	andreanderson@cbe-fvc.org

<u>DISABLED CITIZENS</u>	
Name	Barbara Goldstein
Address	12 Eclipse Trail Ormond Beach FL 32174
Work phone	386-676-2435
Email	bgold@iag.net

<u>DISABLED CITIZENS - ALTERNATE</u>	
Name	Judy Craig
Address	1835 Anchor Avenue DeLand FL 32720
Work phone	386-738-5781
Email	judylesliecraig@aol.com

<u>CITIZENS ADVOCATE – SYSTEMS USER</u>	
Name	Mary Ellen Ottman
Address	1690 Dunn Avenue #113 Daytona Beach FL 32114
Work phone	386-254-3854
Email	Maryellenottman@dbs.fldoe.org <i>TDLCB VICE CHAIR</i>

TDLCB MEMBER LISTING

<u>CITIZENS ADVOCATE</u>	
Name	Jean Cerullo
Address	19 Tropical Drive Ormond Beach FL 32176
Work phone	386-689-5300
Email	Jselzer143@yahoo.com

<u>CITIZENS ADVOCATE - ALTERNATE</u>	
Name	Vacant
Address	
Work phone	
Email	

<u>CHILDREN AT RISK</u>	
Name	Christine Davenport
Address	2400 S. Ridgewood Ave. Ste. 32 South Daytona FL 32119
Work phone	386-304-7605 ext. 225
Email	christine.davenport@chsfl.org

<u>CHILDREN AT RISK - ALTERNATE</u>	
Name	Lynn Sinnott
Address	1219 Dunn Avenue Daytona Beach FL 32114
Work phone	386-255-4568
Email	lsinnott@eseals-vf.org

<u>PRIVATE-FOR-PROFIT</u>	
Name	Steve Jack
Address	PO Box 730206 Ormond Beach FL 32173
Work phone	386-677-1143
Email	medoneshuttle@bellsouth.net

TDLCB STAFF SUPPORT

<u>VOTRAN</u>	
Name	Heather Blanck
Address	950 Big Tree Rd South Daytona FL 32114
Work phone	386-756-7496 ext. 4112
Email	hblanck@volusia.org

<u>VOLUSIA TPO</u>	
Name	Carole M. Hinkley
Address	2570 W. Int'l Speedway Blvd. Ste 100 Daytona Beach FL 32114
Work phone	386-756-7496 ext. 4123
Email	cmhinkley@volusiatpo.org

<u>VOLUSIA TPO</u>	
Name	Pamela Blankenship
Address	2570 W. Int'l Speedway Blvd. Ste 100 Daytona Beach FL 32114
Work phone	386-226-0422 ext. 21
Email	pblankenship@volusiatpo.org



Transportation Disadvantaged Day will take place on March 21, 2013

*** * * * ***

At the State Capitol in Tallahassee

*** * * * ***

(Further details will be provided at the meeting)

2012

**VOTRAN POLICY ON PERSONAL
BELONGINGS / PACKAGES / BAGS**

For your safety, and the safety of other passengers, VOTRAN has the following rules on personal belongings, packages and bags.

- ü Bus Operators may assist you with loading your packages provided it can be accomplished in one trip.**
- ü Personal belongings, packages and/or bags must be small enough to safely stow in your lap, under your seat, or at your feet.**
- ü These items cannot be placed in another seat, and are not allowed to block the aisles, doorways or emergency exits.**
- ü You are responsible for maintaining control of these items.**
- ü VOTRAN is not responsible for loss or damage to your personal belongings, packages and/or bags.**

These rules are to ensure safe, courteous transportation for our customers as well as the safety of the bus operator.

Thank you for your ridership.

2012

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