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

TDLCB Chairperson Billie Wheeler called the meeting of the River to Sea Transportation Planning Organization (TPO) Transportation Disadvantaged Local Coordinating Board (TDLCB) to order at 11:00 a.m.

The roll was called and it was determined that a quorum was present.
II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of the September 12, 2018 TDLCB Meeting Minutes

*MOTION:* A motion was made by Mr. Hall to approve the September 12, 2018 TDLCB meeting minutes. The motion was seconded by Ms. Craig and carried unanimously.

B. Nomination and Election 2019 TDLCB Vice Chairperson

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

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

Ms. Blanck stated the reports are provided in the agenda; there have been increases of 6% in fixed route ramp deployments over the prior year for October and November. There has also been an increase of 10% in paratransit boardings overall. There has been more demand for services from the disadvantaged community and Votran has been providing those services.

Chairperson Wheeler asked what the cause of the increases was; if it was because more information is getting out to the public.

Ms. Blanck replied more people are aging and their conditions worsen as they age; they lose abilities and are not able to use the fixed route service. Votran is getting increases in applications year over year.

*MOTION:* A motion was made by Ms. Lipovsky to approve the Community Transportation Coordinator’s (CTC’s) Monthly Paratransit Report. The motion was seconded by Mr. Hall and carried unanimously.

D. Review and Approval of the Annual Operating Report (AOR) for FY 2017/18

Chairperson Wheeler stated the Annual Operating Report (AOR) is an annual report that provides operating and financial data for fiscal year July 1, 2017 through June 30, 2018. The document is prepared by the River to Sea TPO and Votran.
Ms. Blanck stated a presentation on the AOR was provided at the last two TDLCB meetings; there have been no changes since that time and Votran is seeking approval of the AOR.

**MOTION:** A motion was made by Mr. Colon to approve the Annual Operating Report (AOR) for FY 2017/18. The motion was seconded by Ms. Cerullo and carried unanimously.

E. Review and Approval of Votran's Actual Expenditure Report (AER) for FY 2017/18

Chairperson Wheeler introduced new TPO Transit Program Manager, Mr. Jabari Hampton.

Mr. Hampton stated he previously worked at FDOT in Tampa as the Transit Program Planner. He stated each year, Votran much submit an Actual Expenditure Report (AER) to the TD Commission. It was submitted September 15, 2018 and covers fiscal year July 1, 2017 through June 30, 2018.

**MOTION:** A motion was made by Ms. Lipovsky to approve the Actual Expenditure Report (AER) for FY 2017/18. The motion was seconded by Mr. Colon and carried unanimously.

IV. Discussion Items and Presentations

A. Presentation and Discussion of the Proposed Service Changes to Votran Routes #20-25

Ms. Blanck introduced Votran Transit Planner, Mr. Frank Alvarez, to give the presentation.

Mr. Alvarez gave a PowerPoint presentation on the proposed changes to Routes 21, 22 and 23, as well as the addition of new Route 25 in Deltona that will operate primarily in the Howland Boulevard corridor. He reviewed the changes and the new stops. New Route 25 will begin service in February 2019.

Ms. Craig referred to page 62 of the agenda and the Orange City service changes and asked if that bus stop would have a shelter.

Ms. Blanck replied they do not have expectations to place a shelter at any of the bus stops. The decision to provide a shelter is made by the cities; Votran is providing American with Disabilities Act (ADA) pads.

Ms. Craig commented that the stop is on the main road and it is a concern of hers; she is not sure how safe that stop will be.

Ms. Blanck replied the stop is being done utilizing FDOT guidelines; Votran does a full inspection to understand how service will be provided before it is implemented. A connecting path to the sidewalk will be provided.
Ms. Lipovsky asked if anything was on the radar for providing fixed route service to the Tanger Outlet Mall; the area is continuing to expand with new development.

Ms. Blanck replied that at this time Votran is only considering services that were approved by Volusia County to make this expansion and there are currently no plans to provide service to the Tanger Outlet Mall. The closest service is Route 11 which goes to Mason Avenue and Williamson Boulevard. There is another route that goes to LPGA Boulevard. Votran has been tracking the nature of the developments occurring there and is internally considering what would be needed.

B. Presentation and Discussion of the Annual TDLCB Member Training and Orientation

Mr. Hampton gave a PowerPoint presentation on the Annual TDLCB Member Training and Orientation. He reviewed the purpose of the Commission for the Transportation Disadvantaged (CTD) and the organizational structure of Florida’s Coordinated Transportation System. He gave an overview of the R2CTPO and its duties in the TD system. He explained the purpose and the structure of the TDLCB.

Ms. Boswell referred to the TD Commission and asked how their guiding principles come down to the TDLCB; if it was through an annual report or a state statute.

Mr. Hampton replied it is state statute; it states how to organize the TDLCB and how the grants are managed.

Ms. Lipovsky asked if the TDLCB was under the Sunshine Law.

Mr. Hampton replied yes.

Ms. Craig stated there have been questions regarding additional routes on Sunday for church and that she has traveled to Tallahassee for several years to speak to the legislative representatives about it but to no avail. She knows it is a funding issue and stated she needs to know the process for requesting funding so that we can get the transportation to go to church on Sunday.

Ms. Blanck replied funding is provided to Votran on an allocation basis and they receive formula funds that are utilized in the area in the manner in which they provide existing services. In order to create new routes and services, there is a process Votran must go through with the Volusia County Council that involves explaining what services are being requested and what the cost is. At this point in time Votran is limited by how they provide fixed route service on Sunday; the proposition to add fixed route service on Sunday has been brought before the county’s mini budget workshop and the expenditure to provide that service is considered. Available state grants require an equal local match provided by the Volusia County Treasury. There are limitations but Votran tries to make as many opportunities as possible and will continue to make these requests. In the case of new Route 25, it was identified as a service need in 2006; a west side analysis was done that confirmed that service was needed. It went on as an identified need that was not fulfilled until 2019.
Ms. Craig commented that she appreciates that the new Deltona route is functioning after 13 years; she sat in on several of the assessment meetings and is very happy to see it in place.

Chairperson Wheeler stated there is always a demand and it is a hard thing for the Volusia County Council to pick and choose but they have to go by the numbers and how to pay for the requests. The county is always looking for areas in which they can improve.

V. **Staff Comments**

Ms. Blanck stated Votran has just completed supporting documents for a grant request FDOT will receive that provides operating support for services Votran provides in the rural part of the county. FDOT has a grant for capital funds for vehicles; last year, Votran submitted an application for seven vehicles to be supported by a 5310(d) grants which will replace existing vehicles used in the door-to-door service. There is an opportunity for other agencies that provide community services to participate in this grant with FDOT; one of the requirements is they let Votran know what services they will be providing. She has a grant application from the First Step Program which is the Volusia County shelter that is expected to be operating in the summer. Votran explained to their Executive Director what opportunities are available for transportation beyond what currently exists; only daytime service west of I-95 that operates Monday through Friday and Saturday and Sunday. The director was concerned that participants at the shelter would need services outside that time-frame so Votran explained this opportunity through FDOT. It would require them to operate their own transportation service. Votran will insert a letter to be submitted with the grant application to FDOT that states that should FDOT award them the grant, Votran will agree to coordinate with them to provide reports about their transportation. Before doing that, Votran is offering the TDLCB this information about the agreement and to offer the opportunity for questions.

Ms. Boswell asked if this was a funding proposal.

Ms. Blanck replied it is an agency requesting funds from FDOT to purchase vehicles and also operating assistance to allow them to operate the vehicles.

Mr. Jack asked if there were examples of who operates 5310 vehicles in the area.

Ms. Blanck replied Duvall Homes on the west side of the county has approximately 10 to 12 vehicles, Stewart Marchman had several, and Good Samaritan. She understands WORC, Inc. has applied for a grant and Votran supported them.

Discussion continued.

→ 2019 Transportation Disadvantaged Legislative Awareness Day

Ms. Blanck announced the annual TD Day will be March 20, 2019, which is one week prior to the next TDLCB meeting. Votran provides the vehicle for transportation to
IX. Adjournment

The meeting was adjourned at 12:03 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

[Signature]

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 January 9, 2019 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 10th day of March 2019.

Debbie Stewart, Recording Secretary
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION