



# River to Sea TPO QAC Meeting

January 10, 2024  
9:30 am



**QAC Meeting**  
**January 10, 2024**

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



**QAC Meeting**  
**January 10, 2024**

## **II. Public Comment/Participation**



## **QAC Meeting January 10, 2024**

### **III. ACTION ITEMS**

**A. Review and Approval of the July 12, 2023 QAC Meeting Minutes**



**QAC Meeting  
July 12, 2023**

### **III. ACTION ITEMS**

**B. REVIEW AND RECOMMEND APPROVAL OF VOTRAN'S  
FY 2023/24 EVALUATION**

**CTC Evaluation Workbook**



**QAC Meeting**  
**January 10, 2024**

**IV. STAFF COMMENTS**

**V. QAC CHAIRPERSON COMMENTS**

**VI. QAC MEMBER COMMENTS**

**VII. ADJOURNMENT**



# River to Sea TPO TDLCB Meeting

January 10, 2024

10:00 am



**TDLCB Meeting  
January 10, 2024**

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







**TDLCB Meeting  
January 10, 2024**

## **II. Public Comment/Participation**



## **TDLCB Meeting January 10, 2024**

### **III. ACTION ITEMS**

**A. Review and Approval of the October 18, 2023 TDLCB  
Meeting Minutes**



## **TDLCB Meeting January 10, 2024**

### **III. ACTION ITEMS**

**B. Review and Approval of the October 18, 2023 TD Public  
Hearing Minutes**



**TDLCB Meeting  
January 10, 2024**

### **III. ACTION ITEMS**

**C. Review and Approval of Votran's Monthly Paratransit Reports**

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	AUG, 2023 VOTRAN	AUG, 2022 VOTRAN	AUG, 2023 CONTRACTED	AUG, 2022 CONTRACTED	AUG, 2023 TOTAL	AUG, 2022 TOTAL
<b>TOTAL PASS TRIPS</b>	<b>10,498</b>	<b>12,420</b>	<b>7,854</b>	<b>7,137</b>	<b>18,352</b>	<b>19,557</b>
<b>TRIP PURPOSE</b>						
Medical	4,019	5,177	2,953	3,097	6,972	8,274
Nutrition	1,240	927	117	102	1,357	1,029
Other	168	84	171	20	339	104
Education	2,091	2,687	1,574	1,379	3,665	4,066
Shopping	861	994	714	419	1,575	1,413
Work	2,119	2,551	2,325	2,120	4,444	4,671
<b>PASSENGER TYPE</b>						
Disabled	10,152	12,110	7,854	7,110	18,006	19,220
Elderly	346	310	0	27	346	337
Child	0	0	0	0	0	0
<b>TRIP TYPE</b>						
Ambulatory	7,796	9,359	6,181	5,491	13,977	14,850
Wheelchair	2,702	3,061	1,673	1,646	4,375	4,707
<b>TOTAL COMPLAINTS</b>	<b>7</b>	<b>15</b>	<b>8</b>	<b>18</b>	<b>15</b>	<b>33</b>
Discourtesy	0	0	0	0	0	0
Safety	0	0	0	1	0	1
Early	0	0	0	0	0	0
Late	3	14	6	11	9	25
Driver	0	0	0	0	0	0
Schedule/Routes	4	0	2	0	6	0
Vehicle/Equipment	0	0	0	0	0	0
Other	0	1	0	6	0	7
<b>TOTAL ACCIDENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>NON-CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>CANCELLATIONS</b>	<b>695</b>	<b>910</b>	<b>524</b>	<b>428</b>	<b>1,219</b>	<b>1,338</b>
<b>NO SHOWS</b>	<b>412</b>	<b>478</b>	<b>310</b>	<b>225</b>	<b>722</b>	<b>703</b>
<b>REVENUE MILES</b>	<b>101,759</b>	<b>114,573</b>	<b>64,280</b>	<b>52,228</b>	<b>166,039</b>	<b>166,801</b>
<b>REVENUE HOURS</b>	<b>5,556</b>	<b>6,561</b>	<b>3,977</b>	<b>3,480</b>	<b>9,533</b>	<b>10,041</b>

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	SEP, 2023 VOTRAN	SEP, 2022 VOTRAN	SEP, 2023 CONTRACTED	SEP, 2022 CONTRACTED	SEP, 2023 TOTAL	SEP, 2022 TOTAL
<b>TOTAL PASS TRIPS</b>	<b>10,380</b>	<b>11,014</b>	<b>8,218</b>	<b>6,512</b>	<b>18,598</b>	<b>17,526</b>
<b>TRIP PURPOSE</b>						
Medical	3,642	4,318	3,012	2,427	6,654	6,745
Nutrition	1,242	703	124	71	1,366	774
Other	203	132	220	27	423	159
Education	2,527	2,825	1,781	1,599	4,308	4,424
Shopping	722	866	689	383	1,411	1,249
Work	2,044	2,170	2,392	2,005	4,436	4,175
<b>PASSENGER TYPE</b>						
Disabled	10,046	107,028	8,218	6,511	18,264	113,539
Elderly	334	286	0	1	334	287
Child	0	0	0	0	0	0
<b>TRIP TYPE</b>						
Ambulatory	7,875	8,379	6,404	5,116	14,279	13,495
Wheelchair	2,505	2,635	1,814	1,396	4,319	4,031
<b>TOTAL COMPLAINTS</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>0</b>	<b>12</b>	<b>7</b>
Discourtesy	0	0	0	0	0	0
Safety	0	0	0	0	0	0
Early	0	1	0	0	0	1
Late	2	6	3	0	5	6
Driver	0	0	0	0	0	0
Schedule/Routes	5	0	2	0	7	0
Vehicle/Equipment	0	0	0	0	0	0
Other	0	0	0	0	0	0
<b>TOTAL ACCIDENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>NON-CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>CANCELLATIONS</b>	<b>601</b>	<b>809</b>	<b>492</b>	<b>563</b>	<b>1,093</b>	<b>1,372</b>
<b>NO SHOWS</b>	<b>402</b>	<b>420</b>	<b>329</b>	<b>292</b>	<b>731</b>	<b>712</b>
<b>REVENUE MILES</b>	<b>99,153</b>	<b>100,948</b>	<b>66,120</b>	<b>46,157</b>	<b>165,273</b>	<b>147,105</b>
<b>REVENUE HOURS</b>	<b>3,146</b>	<b>5,718</b>	<b>4,235</b>	<b>3,160</b>	<b>7,381</b>	<b>8,878</b>

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	OCT, 2023 VOTRAN	OCT, 2022 VOTRAN	OCT, 2023 CONTRACTED	OCT, 2022 CONTRACTED	OCT, 2023 TOTAL	OCT, 2022 TOTAL
<b>TOTAL PASS TRIPS</b>	<b>11,232</b>	<b>11,219</b>	<b>8,798</b>	<b>7,747</b>	<b>20,030</b>	<b>18,966</b>
<b>TRIP PURPOSE</b>						
Medical	3,883	4,274	3,277	3,064	7,160	7,338
Nutrition	1,370	878	101	92	1,471	970
Other	192	145	239	28	431	173
Education	2,889	2,901	1,832	1,734	4,721	4,635
Shopping	815	897	675	517	1,490	1,414
Work	2,083	2,124	2,674	2,312	4,757	4,436
<b>PASSENGER TYPE</b>						
Disabled	10,880	10,882	8,793	7,745	19,673	18,627
Elderly	352	337	5	2	357	339
Child	0	0	0	0	0	0
<b>TRIP TYPE</b>						
Ambulatory	8,562	8,624	6,946	6,626	15,508	15,250
Wheelchair	2,670	2,595	1,852	1,521	4,522	4,116
<b>TOTAL COMPLAINTS</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>28</b>	<b>10</b>	<b>31</b>
Discourtesy	0	0	0	0	0	0
Safety	0	0	0	0	0	0
Early	0	0	0	1	0	1
Late	5	2	3	17	8	19
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	1	1	10	2	11
<b>TOTAL ACCIDENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>NON-CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>CANCELLATIONS</b>	<b>841</b>	<b>792</b>	<b>661</b>	<b>550</b>	<b>1,502</b>	<b>1,342</b>
<b>NO SHOWS</b>	<b>533</b>	<b>486</b>	<b>418</b>	<b>338</b>	<b>951</b>	<b>824</b>
<b>REVENUE MILES</b>	<b>104,654</b>	<b>107,679</b>	<b>67,136</b>	<b>54,234</b>	<b>171,790</b>	<b>161,913</b>
<b>REVENUE HOURS</b>	<b>5,744</b>	<b>6,087</b>	<b>4,469</b>	<b>3,938</b>	<b>10,213</b>	<b>10,025</b>





**TDLCB Meeting  
January 10, 2024**

### **III. ACTION ITEMS**

#### **D. REVIEW AND APPROVAL OF VOTRAN'S FY 2023/24 EVALUATION**

**CTC Evaluation Workbook**



**TDLCB Meeting  
January 10, 2024**

## **IV. PRESENTATION ITEMS**

**A. PRESENTATION AND DISCUSSION OF THE STATEWIDE  
AND LOCAL TRANSPORTATION DISADVANTAGED  
PROGRAMS**



# **An Overview of the Transportation Disadvantaged Program**

**January 10, 2024**

# *TD Program Foundation*

The Coordinated System was established in 1979.

The Legislature created the Commission and TD Trust Fund in 1989.

The purpose was to deliver the “coordination” of transportation services in each county.

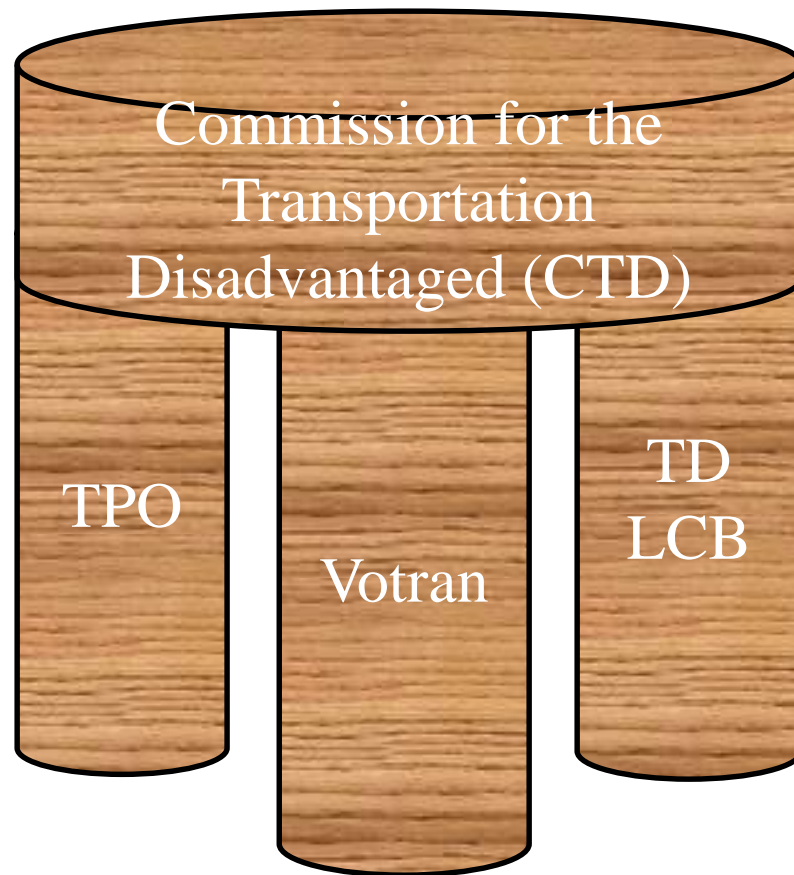
Implemented by three primary entities at local level:

- Community Transportation Coordinator (Votran)
- Designated Official Planning Agency (TPO)
- Local Coordinating Board (TDLCB)

CTD works with state/local partners (e.g., FDOT) to also purchase trips through coordinated system.

Reimburses Votran for door-to-door (demand-response) trips or bus pass “fare” subsidies.

## The “Three-Legged Stool” of Coordination



# Governing Documents

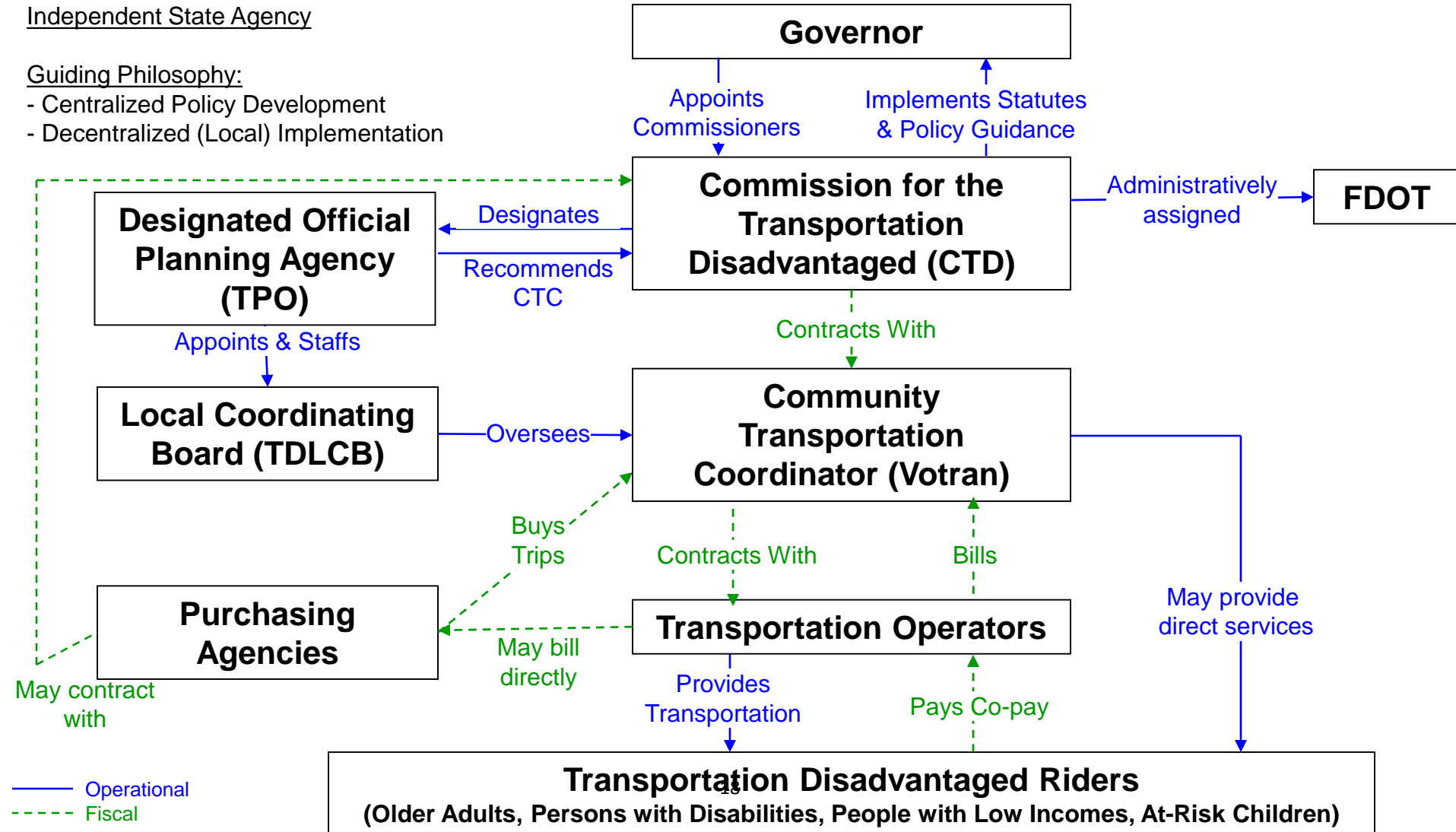


Chapter 427, Florida Statutes –  
Legislative Authority

Rule Chapter 41-2, Florida  
Administrative Code –  
Implementing Regulations

## Transportation Disadvantaged

- Centralized Policy Development
- Decentralized (Local) Implementation





Transportation  
Disadvantaged

# Who Do We Serve?

## Transportation Disadvantaged Riders

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







# They Could Need A Ride To...



- Medical Services
- Work or Job Training
- School
- Grocery Store
- Social Recreation



# ...And They May Have Limited Transportation Options Available In Their Community:

- Personal or Family Vehicle
- Public Transit
- Government “Sponsored” Transportation (e.g., Medicaid)
- Private On-Demand Services (e.g., taxi, Uber or Lyft, etc.)





# Florida Commission for the Transportation Disadvantaged

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## Duties

- Administers the TD Trust Fund and disburses funds through grant programs
  - Contracts with Votran and other CTCs to deliver CTD-funded services
  - Participates in an Annual Training Workshop
  - Appoints and oversees Executive Director
  - Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged
  - Designates planning agency in areas outside the purview of a TPO to implement program at the local level
  - Reviews and approves commission publications, including the Annual Performance Report
  - Develops a budget
- 





# Community Transportation Coordinator (CTC)

## Duties

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

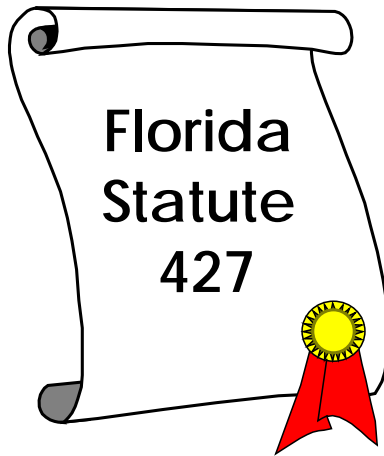
- Provides fixed-route and paratransit trips
- Operates centralized call center
- Determines transportation eligibility
- Schedules trips
- Performs gatekeeping duties
- Invoices purchasing agencies
- Develops a Transportation Disadvantaged Service Plan with TDLCB
- Prepares and submits Annual Operating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





# 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 for the Transportation Disadvantaged (CTD) for Volusia County
- Advocate for TD riders



# Duties of the TDLCB

- Assists Votran in establishing eligibility guidelines and trip priorities
- Evaluates CTC annually and recommends CTC designation every 5 years
- Reviews and approves Annual Operating Report (AOR) and Transportation Disadvantaged Service Plan (TDSP)
- Appoints Grievance Committee to process and investigate complaints
- Appoints Quality Assurance Committee to review TDSP and other reports
- Reviews and recommends TD funding applications
- Develop and annually update bylaws and grievance procedures
- Hold quarterly meetings
- Conduct annual public hearing to receive public input on transit issues



# TDLCB Board Structure



## Members are appointed by the River to Sea TPO

1. Chairperson (The Honorable Matt Reinhart)
2. Vice-Chairperson (Mary Tyson)
3. FDOT (Carlos Colon)
4. FDCF (Christy Gillis)
5. Public Education Community (Vacant)
6. FDOE (Cynthia Tucker)
7. Veterans Representative (Robert Watson)
8. Florida Assoc. for Community Action (Jessi Smith)
9. Elderly Representative (Doug Hall)
10. Disabled Citizen (Judy Craig)
11. Citizens Advocate-system user (Patricia Lipovsky)
12. Citizens Advocate (Jean Cerullo)
13. Council for Early Childhood Services (Beverly Johnson)
14. Florida Dept. Of Elder Affairs (Ellen Labadie)
15. Private for Profit (Steve Jack)
16. Florida Agency for Healthcare Admin. (Emilio Santiago)
17. Agency for Persons with Disabilities (Sheryl Dick-Stanford)
18. Regional Workforce Development Board (Robin King)
19. FDOH in Volusia County (Ben Juengst)





**TDLCB Meeting  
January 10, 2024**

## **IV. PRESENTATION ITEMS**

**B. PRESENTATION AND DISCUSSION OF FLORIDA  
SUNSHINE LAW REFRESHER**



# Florida Sunshine Law

Presentation to the TDLCB  
January 10, 2024



# Four Basic Requirements

- 1 Meetings of boards or commissions must be open to the public
- 2 Reasonable notice of such meetings must be given
- 3 Meeting minutes must be taken
- 4 Venue must be accessible

# SUNSHINE LAW PURPOSE

The purpose of the Sunshine Law is to ensure that decisions by public bodies are made in an open forum accessible to members of the public.

*Myers v. News-Press Publishing Company, Inc.*, 514 So.2d 408 (Fla. 2nd DCA 1987).

“Decisions” are official actions which may include, but are not limited to:

- \* Recommendations
- \* Discussions
- \* Deliberations

# Florida Sunshine Law

## **PUBLIC MEETINGS:**

(F.S. 286.011)

“All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation...at which official acts are to be taken.”



# Florida Sunshine Law

## WHAT IS A MEETING:

1. Any gathering, formal or informal, of two or more members of the same body to discuss some matter on which it is foreseeable that action will be taken by the body at some future point
2. Discussions and deliberations, as well as formal action taken by a body (Interactive communication)
3. No requirement that a quorum be present

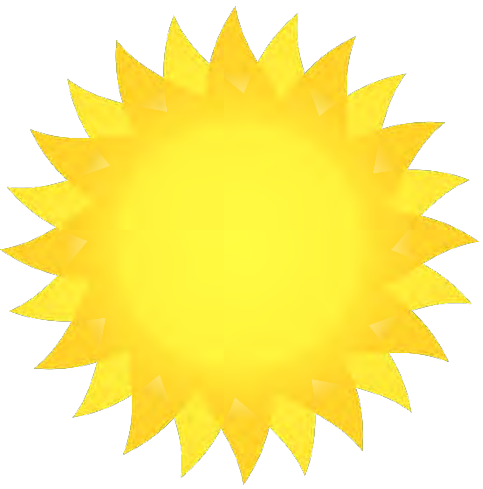




## River to Sea TPO Board and Advisory Committees

**Advisory Boards (committees)** created pursuant to law or ordinance or otherwise established by public agencies **are subject to the Sunshine Law**

This applies equally to elected or appointed boards or commissions



# Florida Sunshine Law

- ▶ Discussions between two or more members about topics that might come up for action must take place in a **public meeting setting**
  - ✓ No discussions about potential action items in person, by phone, by email, by text messages, on social media, or by any other means of communication
- ▶ DO NOT USE “REPLY ALL”
- ▶ Must declare conflicts of interest

# Florida Sunshine Law

While an individual board member is not prohibited from discussing board business with staff or a non-board member, these individuals may not be used as a liaison to communicate information between board members. For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.



# Florida Sunshine Law

## Penalties

Any member of a board, commission, committee, or agency who **knowingly violates** the Sunshine Law is guilty of a misdemeanor of the second degree:

- ✓ Persons convicted of this may be sentenced to jail for up to 60 days and/or fined up to \$500
- ✓ An **unintentional violation** in a non-criminal infraction punishable by a fine of not more than \$500





# Questions?

**Pamela Blankenship**  
TPO Community Outreach  
Coordinator/Title VI Coordinator  
[Pblankenship@r2ctpo.org](mailto:Pblankenship@r2ctpo.org)  
386.226.0422 ext. 20416



## **TDLCB Meeting January 10, 2024**

### **V. STAFF COMMENTS**

- 25th Annual TD Legislative Awareness Day (January 18, 2024)
- Update on VoRide Mobility on Demand Service

Please register to attend the **25th Annual Transportation Disadvantaged Legislative Awareness Day** at the Capitol in Tallahassee.

**The Date: Thursday, January 18, 2024.**

The event will begin at 8:30 AM and end at 1:30 PM.

There will be speeches and exhibits.

Lunch will be served 'free' to all attendees on a first come, first served basis. Lunch is served from 12-1 PM or until gone.

The exhibits and vehicle displays will be located in the Capitol Courtyard.

Vehicle and table displays will need to arrive before 8 AM to set up, event begins at 8:30 AM. Exhibit/Vehicle Breakdown is at 1:30 PM.

Please register by using the link below to CTD website.

The sole purpose of this event is to create awareness and support for the Statewide Coordinated Transportation Disadvantaged System.

This event is supported solely by donations. Please consider donating to this important event.

[CTD Home \(fdot.gov\)](https://www.fdot.gov) On the CTD Main page you will find **"2024 Legislative Awareness Day – Registration Available Below"**, please click on Registration Form

<https://www.fdot.gov/ctd/ctd-home#:~:text=2024%20Legislative%20Awareness,attending%20this%20event.>

Looking forward to seeing YOU there!



**John P. Irvine, F.C.C.M.**

**Project Manager**

Phone: (850) 410-5712

**Email:** [John.Irvine@dot.state.fl.us](mailto:John.Irvine@dot.state.fl.us)

**Website:** [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd)



**Now operating in the DeLand area is VoRide, a ridesharing service, in partnership with Via Transportation.**



## **Service Areas**

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Service is provided in DeLand. Generally, the boundaries of the service zone are as follows: Orange Camp Road to the south, I-4 & 12th Ave. (Daytona Park Estates) to the east, Grand Avenue to the west, and Glenwood Ave./Spring Garden Ave., and the DeLand Municipal Airport to the north.

Popular destinations in the DeLand Zone include: DeLand Walmart, DeLand Neighborhood Market Walmart, Stetson University, DeLand Regional Library, Daytona State College (DeLand Campus), Country Club Corners Shopping Center, the Dr. Joyce Cusack Resource Center, and the DeLand Amtrak Station (site of the Future DeLand SunRail Station).

Transfers to/from Votran buses can be made at the Amelia Superstop (Routes 20, 31, and 60), the Thomas C. Kelly County Administration Center bus stops on Rich Avenue (Route 20), or at the DeLand ITF (Routes 20 & 31). In 2024, we anticipate expanding the service area to include Orange City, Deltona, and DeBary.

# How to Ride

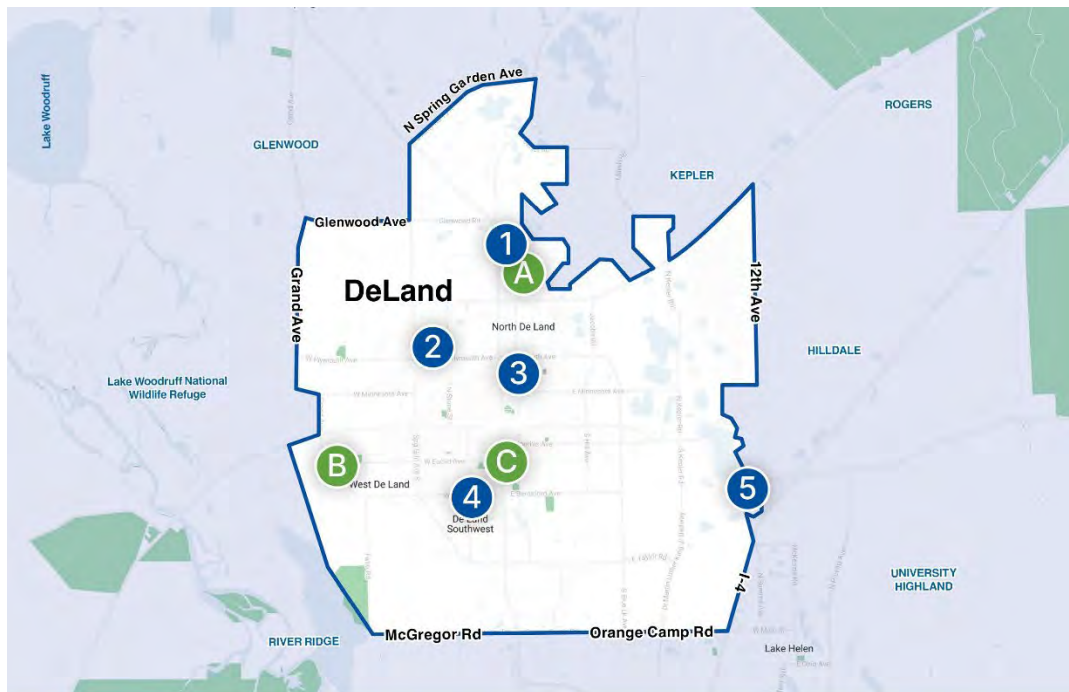
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Riders will be able to book their trip using the VoRide App or by phone: (386) 210-9861.

You'll need the origin and destination of your trip when booking. At this time, riders will not be able to preschedule their trips, so you can just book when you're ready to go.

If you qualify for reduced fares or are using a wheelchair, use the Concessions menu to select the applicable option.

Be sure to select the number of travelers you are traveling with.



## Popular destinations

- ① DeLand Walmart Supercenter
- ② AdventHealth DeLand
- ③ Stetson University
- ④ Dr. Joyce M. Cusack Resource Center
- ⑤ Daytona State College - DeLand Campus

## Transit hubs

- Ⓐ Amelia Super Stop
- Ⓑ DeLand Amtrak
- Ⓒ DeLand ITF

# Fares

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Fares are just \$2 per person! Reduced fares are available for Youths (7-18), those with disabilities, and senior citizens (65+) and are just \$1. Children under 7 ride for free with a paying adult.

Fares can be paid through the VoRide app or with cash to the driver.

Free transfers to or from a Votran fixed-route are available. If your trip begins on a Votran bus, ask the operator for a VoRide transfer. Show the transfer ticket to the VoRide driver when boarding. If your trip begins on VoRide, just show the Votran Bus Operator your VoRide receipt from your phone. Please note that if you are unable to show proof of the first leg of your trip, you will be required to pay a fare for the second leg of your trip.

## **Bicycles, Mobility Aides, and Baggage**

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At this time, bicycles will not be permitted on VoRide vehicles. They may be permitted at a later date.

If you are travelling with a wheelchair, be sure to select that option when booking your trip to ensure a wheelchair accessible vehicle is sent to your location and there is space available.

VoRide is a curb-to-curb service. For customers needing assistance from door-to-door, please use Votran Gold Paratransit Service.

Because space is limited, we ask that riders limit the amount of bags, including luggage or groceries.

## **Customer Service & More Information**

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For all Customer Service related matters, please call or email:

(386) 210-9861 or [support-voride@ridewithvia.com](mailto:support-voride@ridewithvia.com)

For more information on VoRide, including suggestions or general comments, please contact the Volusia County Transit Services Division using a contact form. Please select "VoRide" from the drop down menu for Comment Type



**TDLCB Meeting  
January 10, 2024**

## **VI. TDLCB MEMBER COMMENTS**



**TDLCB Meeting  
January 10, 2024**

## **VII. TDLCB CHAIRPERSON COMMENTS**





## **TDLCB Meeting January 10, 2024**

### **VIII. INFORMATION ITEMS**

- River to Sea TPO Board Meeting Summaries
- River to Sea TPO Outreach & Activities
- River to Sea TPO Upcoming Events
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record
- TDLCB Interest Form
- TDLCB Membership List
- TDLCB Meeting Summary - October 18, 2023
- 2024 R2CTPO Meeting Schedule



# River to Sea TPO Outreach & Activities

[www.R2CTPO.org](http://www.R2CTPO.org)

November/December 2023

## Annual TPO Holiday Open House

On December 7, 2023, the River to Sea TPO held its Holiday Open House at Bahama Breeze in Daytona Beach. More than 30 people attended this annual event. Attendees included members of the BPAC, CAC, TCC, TDLCB and TPO Board as well as consultants and family members. A total of 226 toys and gift cards were collected and distributed to the Department of Children & Families and The Neighborhood Center of West Volusia. Thank you to everyone who came out and celebrated with us this year and thanks to all for their incredible generosity!







# River to Sea TPO Outreach & Activities

[www.R2CTPO.org](http://www.R2CTPO.org)

November/December 2023

## Central Park Bike Rodeo & Ride

The City of Palm Coast hosted the Central Park Bike Rodeo & Ride on November 3, 2023. The River to Sea TPO participated in this event along with the Flagler County Sheriff's Office, Palm Coast Fire Department, and FDOT, as well as numerous other groups and e-bike retailers. The River to Sea TPO provided bicycle safety information and a helmet decoration station where kids could decorate the helmets they were fitted for and received from FDOT. This event was a part of FDOT's Mobility Week.



## Do you want up-to-date River to Sea TPO news and information?

Subscribe to the TPO's monthly newsletter, Transportation Talk, for more transportation news and information. Simply click the link below, fill out the form and sign up!

[Click Here](#)

## Ongoing Projects, Studies, & Activities

- Regional Resiliency Action Plan Implementation
- Safe Streets and Roads for All (SS4A) Grant Implementation
- 2020 Adjusted Urban Area Boundary
- 2024 Annual Call for Projects
- Best Foot Forward for Ped Safety Program
- Update 2024 TPO Safety Performance Targets
- Annual FY 22/23 TPO Audit
- FY 2024/25 and 20 25/26 Unified Planning Work Program (UPWP) development
- Amendment to the Connect 2045 Long Range Transportation Plan (LRTP)

## TPO Call for Projects is Now Open

The River to Sea TPO is now accepting applications for projects to be added to our List of Priority Projects. These applications will be used by the TPO to qualify and prioritize proposed transportation-related projects for feasibility study and/or implementation using federal and/or state transportation funding. The deadline for submitting project applications is 4:00 p.m. on Thursday, February 29, 2024.

[Additional information is available here](#)

## Follow the TPO:



## Planning Grant Agreement Tasks Quarterly Progress Report



<b>Planning Agency</b>	River to Sea Transportation Planning Organization	<b>County</b>	Volusia
		<b>Invoice #</b>	G2J22 Q2
<b>Reporting Period</b>	10/01/2023 - 12/31/2023	<b>Grant #</b>	G2J22

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, <b>solicit and recommend a CTC</b> . 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 <b>appointment and reappointment of voting and non-voting members</b> 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 <b>agendas</b> 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 Local Coordinating Board and Planning Agency Operating Guidelines.
D.	Prepare official <b>minutes</b> 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. Minutes of the October 18, 2023 TDLCB Meeting are attached.
E.	Provide at least one <b>public workshop</b> 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)	Minutes of the October 18, 2023 TDLCB Public Hearing are attached.
F.	Provide staff support for <b>committees</b> of the local coordinating board. (Task 3)	Staff support is provided for both the Quality Assurance and Grievance Committees.
G.	Develop and update annually <b>by-laws</b> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity for the specified reporting period.
H.	Develop, annually update, and implement local coordinating board <b>grievance procedures</b> 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 <b>membership roster and mailing list</b> 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)	The current TDLCB membership roster and mailing list are attached.

J.	Provide <b>public notice</b> of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice of the October 18, 2023 TDLCB Meeting is attached.
K.	Review and comment on the <b>Annual Operating Report</b> for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The FY 2022/23 Annual Operating Report and comments approved by the TDLCB at their October 18, 2023 meeting are attached.
L.	Report the <b>actual expenditures</b> (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	No activity for the specified reporting period.

II.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the <b>Transportation Disadvantaged Service Plan (TDSP)</b> following CTD guidelines. (Task 1)	No activity for the specified reporting period.
B.	Encourage integration of “transportation disadvantaged” issues into <b>local and regional comprehensive plans</b> . 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 <b>regional workforce boards</b> 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 <b>quarterly reports</b> 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 2023/24 first quarterly report was provided to the TDLCB at their October 18, 2023 meeting.
B.	Attend at least one <b>Commission-sponsored training</b> , 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 <b>CTD meeting</b> each year within budget/staff/schedule availability.	River to Sea TPO staff participated in the CTD meeting on December 11, 2023.
D.	Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	No activity for the specified reporting period.
E.	Provide <b>training</b> for newly-appointed LCB members. (Task 3)	No activity for the specified reporting period.
F.	Provide <b>assistance</b> 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.	No activity for the specified reporting period.
G.	To the extent feasible, collect and review <b>proposed funding applications</b> 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)	No activity for the specified reporting period.
H.	Ensure the local coordinating board conducts, as a minimum, <b>an annual evaluation</b> 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 <b>joint reviews</b> of the CTC.	No activity for the specified reporting period.
J.	Ensure the LCB annually reviews <b>coordination contracts</b> 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 <b>QAPE</b> 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

01/10/2024

Date



**TDLCB Meeting  
January 10, 2024**

## **IX. ADJOURNMENT**

**The next TDLCB meeting will be on April 10, 2024**