

**Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Minutes
April 13, 2022**

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

TDLCB Members Physically Present:

Clayton Jackson
Jean Cerullo
Renee Gahagan
Patricia Lipovsky
Beverly Johnson
Todd Banks
Mary Tyson
Cassandra Jessie
Ethan Johnson
Barbara Girtman, Chairperson

Representing:

Association of Community Action
Citizens Advocate
Citizens Advocate - Alternate
Citizens Advocate, Systems User
Children at Risk
Department of Children and Families – Alternate
Disabled Citizens – Alternate
Elderly Citizens - Alternate
Medical Community - Alternate
Volusia County Council Vice Chair

TDLCB Members Virtually Present:

Sheryl Dick-Stanford
Judy Craig, Vice Chairperson
Victoria Anderson
Steve Jack
Susan Pauley

Representing:

Agency for Persons with Disabilities
Disabled Citizens
Health Care Administration
Private for Profit
Vocational Rehab Services

TDLCB Members Absent:

Christy Gillis (excused)
Doug Hall (excused)
Gladys Lacen
Carlos Colón
Bill Hinkle, Jr.
Robert Watson (excused)
Kathy Spencer

Representing:

Department of Children and Families
Elderly Citizens
Elder Affairs
Florida Department of Transportation
Public Education
Veterans Services Group
Workforce Development Board - Alternate

Others Physically Present:

Debbie Stewart, Recording Secretary
Stephan Harris
Colleen Nicoulin
Ralf Heseler
Kelvin Miller
Jacob Lunceford

Representing:

TPO Staff
TPO Staff
TPO Staff
Votran Staff
Votran Staff
Votran Staff

Others Virtually Present:

Pam Blankenship

Representing:

TPO Staff

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

TDLCB Chairperson Barbara Girtman called the meeting of the River to Sea Transportation Planning Organization (TPO) Transportation Disadvantaged Local Coordinating Board (TDLCB) to order at 11:02 a.m. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with nine voting and one non-voting members physically present and five voting members virtually present.

MOTION: *A motion was made by Ms. Gahagan to allow TDLCB members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Ms. Lipovsky and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of the January 12, 2022 TDLCB Meeting Minutes

MOTION: *A motion was made by Ms. Cerullo to approve the January 12, 2022 TDLCB meeting minutes. The motion was seconded by Ms. Lipovsky and carried unanimously.*

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

Mr. Heseler stated at the last TDLCB meeting it was requested for the Paratransit Reports to reflect COVID 19 numbers in order to see the impact of transit services provided before and after Covid-19. He reviewed the quarterly paratransit reports that compared 2019 pre COVID-19 numbers to the current numbers; and noting that ridership is increasing.

Mr. Jackson asked what a "nutrition purpose" trip is; he noticed there was a significant increase there. He asked if those were trips to a grocery store.

Mr. Heseler explained that most of the time those trips are to nutrition sites such as Meals on Wheels; trips to grocery stores could be anything.

Chairperson Girtman referred to the recent rise in gas prices and that there have been comments that certain areas are seeing an increase in ridership; she asked if there was an impact on people taking Votran because of that.

Mr. Heseler replied they believe there are some impacts; Votran has just started to track and analyze that information.

MOTION: *A motion was made by Ms. Tyson to approve the Community Transportation Coordinator's (CTC) Paratransit Reports. The motion was seconded by Ms. Jessie and carried unanimously.*

C. Review and Approval of the TDLCB Grievance Procedures

Mr. Harris stated this is the annual review of the TDLCB Grievance Procedures; the suggested changes are shown in underline/strikethrough format. He reviewed the changes; the dates have been updated and the website address where complaints can be submitted has been added. The time for written notices to be mailed to the grievant will be changed from ten working days to five; the TPO uses a five working day policy for all committee and board meetings, including this board. This will make the Grievance Procedures consistent with the TPO's policy. Another change is that after the Grievance Committee renders a decision, the time for an appeal will be changed from within 60 days to the next regularly scheduled TDLCB meeting; the written notice will also be changed from ten working days to five. The quorum for the TDLCB will be changed from a majority of voting members to six voting members to be consistent with the TDLCB Bylaws. The other changes are dates and changing Chairperson Girtman's title from Volusia County Council Member to Volusia County Council Vice Chair. Earlier this morning, the Grievance Committee suggested language be added to allow members attending virtually to be able to vote in addition to the six-member physical quorum; at the next TDLCB meeting, the TDLCB Bylaws will be reviewed and that change can be implemented then. It is not an agenda item so it cannot be done today.

Ms. Gahagan asked if it would be appropriate, should someone want to make a complaint, to contact Votran staff to discuss it first if they do not want to file it as a grievance.

Mr. Harris replied the first step is to contact Votran and the grievance will be discussed between staff and the complainant. Votran will then render a decision; if the complainant wants to appeal that decision, the Grievance Committee will then get involved.

Members discussed the Grievance Procedures and it was noted that there has only been one grievance in the last several years. Most complaints are handled by staff.

Chairperson Girtman thanked Mr. Miller for joining her on March 26, 2022 at a National Federation of the Blind meeting; they took questions and heard concerns regarding Votran service. They are appreciative of the service but there are challenges with staffing, timing of service and scheduling. They wanted to see how we could help that population.

Mr. Miller added that Votran is working on an action plan to address some of those concerns; some are easier to fix than others. The Volusia County Council approved another cab provider that can provide wheelchair accessible vehicles; that should be going within the next week.

Ms. Tyson noted that there are scheduling issues and less drivers; she has been late several times to appointments because of that. She asked if Votran has a reverse notification so that if her ride is going to be late she can reschedule her appointment.

Mr. Miller replied Votran has a notification for when the bus will arrive; they are looking to upgrade the software to notify customers if the bus will be late.

Mr. Heseler added that Votran makes every effort to find a solution to all questions or issues that customers have.

Ms. Lipovsky commented she is glad another carrier is coming on board to help with the driver issue. She noted that same-day service has been discussed over the last couple of years and if that could be worked out, it would alleviate some of the stress on the everyday manifest. There are many people that would choose same-day service so there would not be as many trips on the drivers and it would relieve stress all around. She asked if same-day service is still being considered.

Mr. Miller replied yes, it is being considered; other transit agencies are implementing it by using Uber or Lyft type services. Votran is working with Volusia County's legal department to see if that could be a possibility; the issue with those types of providers is insurance requirements with the driver and/or company. Many of Uber and/or Lyft drivers are independent contractors and do not carry insurance and the company does not cover them.

Ms. Lipovsky asked if there has been any collaboration with other counties that are doing it to see how they are overcoming that issue.

Mr. Miller replied that as part of the plan, Votran will reach out to other agencies to see how they have overcome that issue.

MOTION: *A motion was made by Ms. Jessie to approve the TDLCB Grievance Procedures adding language to allow members to participate and vote virtually. The motion was seconded by Ms. Gahagan and carried unanimously.*

IV. Presentations and Discussion Items

A. Presentation and Discussion of the Bipartisan Infrastructure Law: Funding and Federal Transit Administration (FTA) Priorities for Implementation

Mr. Harris gave a PowerPoint presentation of the Bipartisan Infrastructure Law on funding and the Federal Transit Administration's (FTA) priorities for implementation. The Bipartisan Infrastructure Law provides significant funding increases over the last federal transportation bill which was the FAST Act. It includes up to \$108 billion for public transit over the next five years including this fiscal year. It includes new and increased funding for state

of good repair, low or no emission, and CIG grants and continues the existing structure for FTA programs focused on urban, rural and targeted populations; there are also new grant programs for rail vehicles and ferry service. He reviewed the funding increases over the FAST Act over the next five years through fiscal year 2026. He reviewed the increased formula and competitive funding and what they are for. He explained the four major FTA priorities for implementation; safety, modernization, climate and equity. He reviewed a list of resources and contact information for more details about the bill include the Bipartisan Infrastructure Law website.

Ms. Jessie asked if this bill refers to SunRail and if so, if it will provide for restrooms at the DeBary station as well as connecting it to DeLand or if it is just to repair the rails.

Mr. Harris replied it is up to the local governments to provide amenities such as restrooms; he is not aware of any plans by FDOT or the local governments to add restrooms at this time. The local government could apply for a grant from the FTA to add those amenities.

Chairperson Girtman noted that the station in DeLand is an Amtrak station and does have restrooms. The expectation in DeBary is the development around the SunRail station will have those facilities versus unmanned facilities at that station that does not have oversight or maintenance. She is hopeful that as time goes on there will be other ways to maximize the SunRail service. There is much expectation on what the cities and private market will do.

Ms. Jessie asked if the DeLand station was in the works.

Chairperson Girtman replied yes, it is in the works and they anticipate it being complete within the next two years.

Ms. Craig commented that she has asked for TD Gold service to be available on Sunday so that she could attend church; she asked if the equity part of the bill would bring that into play.

Mr. Harris replied he does not have an answer to that right now but will try to find out and get back to her.

Chairperson Girtman added that she would like to find a community resource perhaps through some of the faith organizations to provide that service as Votran cannot be everything to everyone all the time. She will discuss it with Ms. Craig and see how they might find a way to get her to church.

Ms. Lipovsky commented she loves SunRail and has taken it to Orlando from the DeBary station; however, in addition to not having restroom facilities, the station is out in the open. She has been there during a rainstorm and there is no shelter; she hopes they can provide some sort of shelter.

Chairperson Girtman replied that the public needs to speak out about their concerns and their wants; that is what moves things along. She explained that when SunRail initially went to DeBary it was during a low time in the market and we were in the middle of a recession so what is there is bare bones. They are now revisioning SunRail and it is an ideal time for the TD population to let their voices be heard; this is why she and Mr. Miller attended the National Federation of the Blind meeting. It is important that they let their voices be heard during the year when the county, the TPO and other organizations ask for input from the community as that impacts how we plan for the future; a lack of input is part of why we do not have what we need as well as a lack of resources. She appreciates the comments today but we need to take it to the next level; it makes a difference to speak out and ask for what is needed.

B. Presentation and Discussion of Draft FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP) Task 4.01

Mr. Harris explained the Unified Planning Work Program (UPWP) outlines the annual activities and funding for the TPO over a two-year period; then new UPWP will become effective July 1, 2022 and go through June 30, 2024. The TPO's transportation planning activities are funded in large part through federal grants; these federally-funded transportation activities must be identified and approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and FDOT in advance of each fiscal year. The

UPWP is updated every two years; TPO staff met with transit providers in the planning area including Votran staff to identify recommended projects to be included in the draft UPWP. The draft UPWP is currently in the public comment period which runs through April 25, 2022. A link to the draft UPWP was provided in the agenda; comments can also be made through the link.

Mr. Harris reviewed the draft Task 4.01 Transit Related Activities and TD Program projects. There are projects that the TPO coordinates with the transit agencies to complete such as Votran's Comprehensive Operations Analysis (COA), Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP) which was completed last year. He reviewed the required activities that are completed annually. He reviewed the deliverables and work products which are deliverables of the TDLCB and include the CTC evaluation, the program reports, etc. Some work products will be planning studies such as Votran Mobility on Demand (MOD) Expansion Area studies. These studies will be in the next UPWP which will allow the TPO to utilize federal funds to work with Votran and/or a consultant to complete them. There are a few projects that are Flagler County projects; the UPWP is for the TPO's entire planning area. The TPO receives FTA grants which are used to fund these studies as well as state grants from the Commission for the Transportation Disadvantaged (CTD) that funds the support of the TDLCB.

Chairperson Girtman asked if everyone on this board has access and knows how to communicate their ideas to the TPO and Votran.

Members agreed that they do.

C. Presentation and Discussion of Updates to the River to Sea TPO's Title VI and Limited English Proficiency (LEP) Plans

Ms. Blankenship explained the Title VI and Limited English Proficiency (LEP) Plans are reviewed each year and updated every two years. The Title VI Plan establishes procedures to ensure the TPO complies with federal and state statutes and regulations regarding discrimination. She reviewed the updates to the Title VI Plan which were minor. Complaint forms in English and Spanish are included in the Title VI Plan. The LEP ensures the TPO recognizes the needs of LEP members of our community, that we implement a plan to communicate effectively, and ensures reasonable access to the TPO's processes, information and decision-making. She reviewed the updates to the LEP Plan and explained the data used was from the US Census Bureau's 2016-2020 American Community Survey. Both documents require a 30-day public notice that began on March 23, 2022 and runs through April 27, 2022.

D. Presentation and Discussion of Updates to the Draft River to Sea TPO's Public Participation Plan (PPP)

Ms. Blankenship explained the Public Participation Plan (PPP) outlines the strategies the TPO uses to ensure that the public is able to participate in the decision-making process in ways that are both meaningful and inclusive. In addition, the plan identifies how the TPO will promote and encourage public participation. She reviewed some of the major updates to the PPP that are being proposed; the TPO staff listing has been updated; the Twitter page and Microsoft Teams were added updates to the quick reference tables; to change the public notices from five business days to seven days which is in line with what we currently provide and allows for holidays. The ongoing public participation strategies were also updated. The PPP goes out for public comment for 45 days on April 27, 2022 through June 10, 2022 and the TPO Board will take action on the document in June.

V. Staff Comments

→ Votran fare waiver for "Ride Free on Earth Day"

(Handout)

Mr. Heseler announced Votran is supporting Earth Day on Friday, April 22, 2022 by providing free transportation on all fixed and Flex routes for the day; the hope is people will try Votran for the first time and become regular users of the system.

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 April 13, 2022 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 13th day of July 2022.

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

Mr. Miller announced the mask mandate is supposed to end on April 18, 2022.

Chairperson Girtman noted that she just received notification it has been extended for two more weeks.

Mr. Miller replied that hopefully, the mask mandate will end then. The Volusia County Council approved a vendor for bus stop benches and shelters; he met with the vendor yesterday and it is anticipated they will have more benches out in May and then shelters will start going up.

Mr. Johnson announced the Florida Department of Health is holding an event on April 25, 2022 at the location on Keech Street, Daytona Beach; it is Minority Health Month as well as National Child Abuse Prevention Month and TD Awareness Week. Volusia County Community Services as well as other service organizations will be participating; they will be engaging students as it is Teacher Duty Day which is why it is being held on Monday.

Chairperson Girtman asked Mr. Jackson if Partners for Prosperity would be there or just Volusia County Community Services.

Mr. Jackson replied they would be there and will provide a lot of resources on how to apply for assistance.

Mr. Johnson noted mailers were sent out and they included Partners for Prosperity.

VI. TDLCB Member Comments

Mr. Jack noted that the attendance record for January reflects him as being absent; however, he did attend.

Ms. Stewart replied she will make the correction.

VII. TDLCB Chairperson Comments

There were no additional Chairperson comments.

VIII. Information Item)

- River to Sea TPO Board Meeting Summaries
- River to Sea TPO Outreach & Activities
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record
- TDLCB Interest Form
- TDLCB Membership List
- 2021 Bipartisan Infrastructure Law
- 2022 R2CTPO Meeting Schedule

IX. Adjournment

The meeting was adjourned at 12:08 a.m.

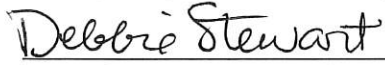
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

Patricia A. Lipovsky

MS. PATRICIA LIPOVSKY, VICE 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 April 13, 2022 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 13th day of July 2022.



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