



MEETING NOTICE & AGENDA

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

DATE: Wednesday, April 14, 2021

**MASKS MUST BE WORN
BY THOSE PHYSICALLY
PRESENT**

TIME: 11:00 a.m.

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

.....
TDLCB Meeting

Wednesday, April 14, 2021 at 11:00 am EDT

Please join my meeting from your computer, tablet or smartphone.

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Volusia County Council Member Barbara Girtman, Chairperson

AGENDA

I. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE

II. PUBLIC COMMENT/PARTICIPATION

(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)

III. CONSENT AGENDA (ROLL CALL VOTE REQUIRED)

A. REVIEW AND APPROVAL OF THE OCTOBER 14, 2020 TDLCB MEETING MINUTES

(Contact: Debbie Stewart) (Enclosure, page 4)

B. REVIEW AND APPROVAL OF THE OCTOBER 14, 2020 TD PUBLIC HEARING MINUTES

(Contact: Debbie Stewart) (Enclosure, page 4)

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

(Contact: Ralf Heseler, Votran) (Enclosure, page 4)

D. REVIEW AND APPROVAL OF THE TDLCB GRIEVANCE PROCEDURES

(Contact: Stephan Harris) (Enclosure, page 4)

E. REVIEW AND APPROVAL OF THE 2021 MINOR UPDATE TO THE TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)

(Contact: Stephan Harris and Ralf Heseler, Votran) (Enclosure, page 4)

F. REVIEW AND APPROVAL OF THE FY 2021/22 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT APPLICATION

(Contact: Stephan Harris and Glenn Scorza, Votran) (Enclosure, page 4)

IV. ACTION ITEMS

A. REVIEW AND APPROVAL OF THE JANUARY 13, 2021 TDLCB MEETING MINUTES

(Contact: Debbie Stewart) (Enclosure, pages 5-12)

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

(Contact: Ralf Heseler) (Enclosure, pages 13-20)

C. REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) FY 2020/21 EVALUATION

(Contact: Stephan Harris) (Enclosure, page 21)

V. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF VOTRAN SHORT-TERM EFFICIENCIES

(Contact: Stephan Harris and Ralf Heseler, Votran) (Enclosure, page 22)

B. PRESENTATION AND DISCUSSION OF VOTRAN BUS STOPS

(Contact: Stephan Harris and John Cotton, Votran) (Enclosure, page 23)

VI. STAFF COMMENTS

- Update on Constant Contact Newsletter
- Update on Votran services during COVID-19 pandemic
- Update on Microsoft Teams

VII. TDLCB CHAIRPERSON COMMENTS *(page 24)*

VIII. TDLCB MEMBER COMMENTS *(page 24)*

IX. INFORMATION ITEMS *(pages 24-39)*

- 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

X. ADJOURNMENT *(page 24)*

****THE NEXT TDLCB MEETING WILL BE ON JULY 14, 2021****

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

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

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

**SUMMARY SHEET
TDLCB
APRIL 14, 2021**

III. CONSENT AGENDA (ROLL CALL VOTE REQUIRED)

- A. REVIEW AND APPROVAL OF THE OCTOBER 14, 2020 TDLCB MEETING MINUTES**
- B. REVIEW AND APPROVAL OF THE OCTOBER 14, 2020 TD PUBLIC HEARING MINUTES**
- C. REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) MONTHLY PARATRANSIT REPORTS**
- D. REVIEW AND APPROVAL OF THE TDLCB GRIEVANCE PROCEDURES**
- E. REVIEW AND APPROVAL OF THE 2021 MINOR UPDATE TO THE TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)**
- F. REVIEW AND APPROVAL OF THE FY 2021/22 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT APPLICATION**

BACKGROUND INFORMATION

On December 17, 2020, the Florida Commission for the Transportation Disadvantaged (CTD) issued an Order and Declaration of Emergency in response to the difficulty of Local Coordinating Boards (LCBs) to establish a quorum and conduct business in the same physical location. The order suspended the in-person quorum requirements to allow LCBs to meet utilizing communication media technology, such as telephonic and video conferencing. The TDLCB used the Order and Declaration of Emergency to meet virtually on January 13, 2021 and approve the action items listed above. Afterward, the CTD rescinded the Order and Declaration of Emergency, making it retroactive to December 17, 2020. The action items from the January 13, 2021 meeting included in this Consent Agenda for your approval and are provided in the link below:

<https://www.r2ctpo.org/wp-content/uploads/Consent-Agenda.pdf>

ACTION REQUESTED:

MOTION TO APPROVE THE CONSENT AGENDA

**SUMMARY SHEET
TDLCB
APRIL 14, 2021**

IV. ACTION ITEMS

A. REVIEW AND APPROVAL OF THE JANUARY 13, 2021 TDLCB MEETING MINUTES

BACKGROUND INFORMATION:

Minutes are prepared for each meeting and must be approved by the TDLCB. The January 13, 2021 TDLCB meeting minutes are provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION TO APPROVE THE JANUARY 13, 2021 TDLCB MEETING MINUTES

Transportation Disadvantaged Local Coordinating Board (TDLCB)

Meeting Minutes

January 13, 2021

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

TDLCB Members Present:

Clayton Jackson
Beverly Johnson
Jean Cerullo
Renee Gahagan
Doug Hall
Marina Villena
Julia Marshall
Christy Gillis
Carlos Colon
Patricia Lipovsky
Tamyika Young
Patricia Boswell
Steve Jack
Bill Hinkle, Jr.
Barbara Girtman, Chairperson

Representing:

Association of Community Action
Children at Risk
Citizens Advocate
Citizens Advocate - Alternate
Citizens Advocate, System User
Citizens Advocate, System User – Alternate
Department of Children and Families
Department of Children and Families - Alternate
Florida Department of Transportation
Elderly Citizens
Health Care Administration - Alternate
Medical Community
Private for Profit
Public Education
Volusia County Council, District 1

TDLCB Members Absent:

Sheryl Dick-Stanford
Judy Craig, Vice Chairperson
Gladys Lacen
Robert Watson
Susan Pauly
Robin King

Representing:

Agency for Persons with Disabilities
Disabled Citizens
Elder Affairs
Veterans Services Group
Vocational Rehab Services
Workforce Development Board

Others Present:

Debbie Stewart, Recording Secretary
Stephan Harris
Pam Blankenship
Nancy Burgess-Hall
Big John
Bobbie King
Ralf Heseler
Kelvin Miller
John Cotton
Jake Lunceford
Glenn Scorza

Representing:

TPO Staff
TPO Staff
TPO Staff
Citizen
Press
Volusia County
Votran Staff
Votran Staff
Votran Staff
Votran Staff
Votran Staff

I. Call t/o Order / Roll Call / Determination of Quorum/Pledge of Allegiance

Due to the COVID-19 pandemic, the TDLCB meeting was held online and via teleconference pursuant to the Florida Commission for the Transportation Disadvantaged (CTD) Emergency Declaration which suspended the Florida Statutes that require a physical quorum to be present in person and allows the use of telephone and video conferencing. The roll was called and it was determined that a quorum was present virtually.

II. Public Comment/Participation

Mr. Big John, Press, stated he spoke to TDLCB members at the Transportation Disadvantaged Public Hearing in October about the need for bus benches and shelters. Currently, a bus stop is defined as a pole in the ground. According to Votran, there are 2,600 poles in the ground with only 350 bus benches (approximately 10%) and 54 bus shelters. Another weakness in the system is Votran did not know how many bus benches are in the city of Daytona Beach; he got the information from the city. The city has a contract with Creative Outdoor Advertising; they paid the city for 60 bus benches and five shelters. Sixty sounds like a good number but there are 571 bus stops just within Daytona Beach; this is just over 10%. Creative Outdoor Advertising would probably be happy to install more benches around the county. This committee has not been focused on benches in the past but now that Votran is in its planning phase and he hopes this committee would add bus benches and shelters to the overall mission and have more of a focus on them in the future.

Chairperson Girtman replied she has a similar concern and wants staff to look at routes that are used most often, especially along US 92. We could do better at providing shelters on the busiest routes.

Mr. John commented that years ago, he and Ms. Bollenback tried to get a shelter installed next to where Sam's Club used to be located and they failed. That is a heavily used bus stop and they tried everything they could. It would make him happy if a focus could be put on this stop as well.

Chairperson Girtman replied they need to have recommendations from the committee; his concern is noted.

Mr. John noted he would be attending the next TDLCB meeting to see if there has been any progress.

Ms. Gahagan asked if there is enough money in the budget to take care of shelters in the needed areas and if Community Reinvestment Act (CRA) funds could be used for shelters. She asked if we could look into CRA funds and see what is available for this.

Chairperson Girtman replied she would ask staff to look at all available resources whether it is other grants, CRA funds or reallocating funds; she does not want to limit it to only looking at CRA funds. She'd like to see a plan with their recommendations.

Mr. John suggested inviting Creative Outdoor Advertising to give a presentation on their program at the next meeting; if we do something like that we would not need any money. They will install the benches and maintain them for free in more trafficked areas.

Chairperson Girtman replied staff can evaluate this and bring back information at the next meeting.

Mr. Hall added to Mr. John's comment regarding the 2,600 poles in the ground; he noted there is no way a blind person could find just a pole. Having a bus bench or shelter makes it easier for a blind person to find the bus stop.

Chairperson Girtman thanked him for his feedback; we will not be able to install 2,600 shelters so it will be important to discuss what the plan should look like.

Ms. Lipovsky suggested focusing on the shopping centers and surrounding areas; the areas where people are carrying bags, etc.

Chairperson Girtman replied that should be a part of the conversation for the consultant in how they are looking at Votran and how to move forward.

Mr. John stated if a subcommittee is formed, he will volunteer.

Ms. Gahagan stated she would volunteer as well.

III. Action Items

A. Review and Approval of the October 14, 2020 TDLCB Meeting Minutes

MOTION: *A motion was made by Mr. Hall to approve the October 14, 2020 TDLCB meeting minutes. The motion was seconded by Ms. Cerullo and carried unanimously.*

B. Review and Approval of the October 14, 2020 TD Public Hearing Minutes

MOTION: *A motion was made by Ms. Lipovsky to approve the October 14, 2020 TD Public Hearing meeting minutes. The motion was seconded by Mr. Hall and carried unanimously.*

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

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

D. Review and Approval of the TDLCB Grievance Procedures

MOTION: *A motion was made by Mr. Hall to approve the TDLCB Grievance Procedures. The motion was seconded by Ms. Lipovsky and carried unanimously.*

E. Review and Approval of the 2021 minor update to the Transportation Disadvantaged Service Plan (TDSP) (Roll Call Vote Required)

MOTION: *A motion was made by Ms. Lipovsky to approve the 2021 minor update to the Transportation Disadvantaged Service Plan (TDSP). The motion carried unanimously by roll call vote.*

F. Review and Approval of the FY 2021/22 Federal Transit Administration (FTA) Section 5310 Grant Application

Mr. Harris stated this Federal Transit Administration (FTA) Section 5310 grant application is for the replacement of five paratransit vehicles totaling \$558,500. Form B-3, Capital Request Form, was provided in the agenda; he noted the full grant application is very large so this excerpt is provided for review and approval. Mr. Glen Scorza, Votran, has additional information regarding the operations phase of the grant.

Mr. Scorza stated Votran is requesting the replacement five paratransit vehicles that have met their useful life in terms of miles and years of service. By replacing these vehicles, Votran can ensure it is providing safe, reliable and efficient service to clients as well as reducing the need for service calls and interruptions to client service. In the operating portion of the grant, Votran is requesting funding from FDOT to help with operating costs related to hiring new drivers; due to COVID-19, Votran lost many drivers it had trained, provided drug testing and CDL licenses to. New drivers and training were not

included in the budget. Paratransit service is up 51% since April so they expect to hire new drivers which is what the operating portion of the grant is for.

Ms. Lipovsky asked how many drivers Votran lost because of COVID-19.

Mr. Scorza replied he does not have that information but will find out.

MOTION: *A motion was made by Mr. Hall to approve the FY 2021/22 Federal Transit Administration (FTA) Section 5310 grant application. The motion was seconded by Ms. Cerullo and carried unanimously.*

IV. Presentations and Discussion Items

A. Presentation and Discussion of Votran's Transit Development Plan (TDP) Major Update, Transportation Disadvantaged Service Plan (TDSP), and Comprehensive Operational Analysis (COA)

Ms. Bobbie King, Volusia County, gave a PowerPoint presentation on Votran's Transit Development Plan (TDP) major update, the Transportation Disadvantaged Service Plan (TDSP), and Comprehensive Operational Analysis (COA). She explained that the TDP is a plan of action for ten years; it takes into account the future of transit, future development, etc. A minor update is done every five years and a major update every ten years; it is a requirement for FDOT funding. Votran has hired a consultant, Tindale Oliver, to assist with the development of the TDP. The TDP reflects the community's vision for transit and identifies funded and unfunded needs. She reviewed the TDP process, components of the plan and public outreach that has been done. She explained the Comprehensive Operational Analysis (COA) and how it is being integrated into the TDP. She reviewed the project schedule and announced a bus passenger survey will start at the end of January. The completed draft plan will be reviewed by FDOT and the Volusia County Council. The document must be adopted by September 2021.

B. Presentation and Discussion of TDLCB Member Training

Mr. Harris gave a PowerPoint presentation of the annual TDLCB member training and gave an overview of the statewide coordinated transportation system. The Commission for the Transportation Disadvantaged (CTD) designates the official local planning agency which is the River to Sea TPO. The TPO appoints and staffs the TDLCB. The TDLCB oversees the Community Transportation Coordinator (CTC) which is Votran. He explained the purpose of the TDLCB is to identify local service needs, provide information, advice and direction to Votran, serve as an advisory body to the CTD and advocate for represented groups. He reviewed the duties of the TDLCB including assisting Votran in establishing eligibility guidelines, designating the CTC every five years, appointing the Grievance Committee and Quality Assurance Committee (QAC), reviews TD funding applications, developing and updating annually the TDLCB bylaws and Grievance Procedures. The TDLCB meets quarterly and conducts an annual public hearing. He reviewed the TDLCB structure and membership; there a couple of changes. Mr. Bill Hinkle, Jr. represents the Public Education Community and Ms. Sheryl Dick-Stanford has replaced Ms. Renee Cooke as the representative for the Agency for Persons with Disabilities.

Ms. Blankenship gave a PowerPoint presentation on Parliamentary Procedures and Robert's Rules of Order and stated the purpose is to conduct meetings that allow everyone to be heard and to make decisions without confusion. She reviewed the different types of motions, amendments to motions, the steps to a motion and how to withdraw a motion. She explained a quorum is the majority of committee members; however, the TDLCB bylaws define a quorum as seven voting members. A quorum must be met in order to take action. She explained the only reason members may abstain

from voting is when there is a conflict of interest; an economic benefit or harm that affects a member personally or monetarily; or if relatives are involved. Members must complete an abstention form within 15 days of abstaining from a vote.

C. Discussion of Bus Stop Safety at the West Volusia Hospital Authority

Chairperson Girtman stated Ms. Judy Craig was scheduled to present this item but is not in attendance. She asked for a motion to postpone the discussion until the April 14, 2021 TDLCB meeting.

MOTION: *A motion was made by Ms. Cerullo to postpone the discussion of bus stop safety at the West Volusia Hospital Authority until the April 14, 2021 TDLCB meeting. The motion was seconded by Mr. Hall and carried unanimously.*

V. Staff Comments

→ CTD Declaration and Order of Emergency

Mr. Harris stated the CTD's Declaration and Order of Emergency provided in the agenda allows the TDLCB to meet virtually through the end of the fiscal year, June 30, 2021; it allowed us to meet virtually today and will allow us to meet virtually for the April 14, 2021 TDLCB meeting. This was welcomed since the Governor's Executive Order that allowed virtual meetings expired last year.

→ Public Transportation & TD Legislative Awareness Day on March 30, 2021

Mr. Harris announced normally the Public Transportation & TD Legislative Awareness Day is an in-person event; this year, due to COVID-19 it will likely be a virtual event. He has not received any finalized arrangements and the date may change from March 20, 2021 to March 19, 2021. He will provide an update as soon as additional information is received.

→ Update on Votran services during COVID-19 pandemic

Mr. Miller stated fixed route service is running at 65% of normal ridership and paratransit is at 64% of normal ridership. Votran has distributed over 260,000 masks as well as regular cleaning of vehicles and facilities. He referred to Ms. Lipovsky's earlier question regarding how many drivers Votran lost as a result of COVID-19; the answer is 23 drivers.

Chairperson Girtman replied he addressed some of her questions; since there has been a spike in the COVID-19 numbers in our area she would like to know if any additional efforts are being put in place. She asked if masks were still being distributed, if hand sanitizer is still available and if the signs reminding riders of COVID-19 precautions are still on the buses. She has noticed in the community an overall relaxing of expectations and she hopes that is not happening with Votran. She asked for reassurance.

Mr. Miller replied Votran is still distributing masks daily, hand sanitizer is available on the vehicles, and COVID-19 signage is still posted at Votran facilities and in vehicles.

VI. TDLCB Member Comments

Ms. Lipovsky stated she understands the COVID-19 vaccine was given first at the Daytona Beach Stadium and that there are plans to give it at the Volusia County Fairgrounds. It is also her understanding that at both locations people had to have a car to receive the vaccine because it is drive-up only. She does not know who

is in charge of the locations for the vaccine distribution but she would like to recommend they keep in mind persons that do not drive; she had someone call to verify this and they were told that they would not be able to help them. In the future, we need to make sure the vaccine locations are accessible to everyone, not just people in cars.

Chairperson Girtman replied she respects that; it looks like a press release went out earlier today that the Governor released many vaccine vials to Publix; Publix will be a distributor of the vaccine in Volusia County. The Volusia County Department of Health may receive some additional vaccines as well. The vaccines have been trickling in and distribution has been difficult overall. Her understanding is as the Department of Health receives more vials and more people are vaccinated they will be able to start targeting specialized communities and groups such as the elderly, black/brown communities and those that are not mobile. We let them know where the needs are. She is excited that so many people are interested in receiving the vaccine to drive the numbers down.

Ms. Lipovsky stated there are more counties in Florida now that are implementing an on-demand service for transit patrons; same-day service. This has been brought up several times in the past and she would like Votran to look at this and see how to implement it. It could help lighten the load of Votran's everyday manifest and would be a great convenience to the patrons.

Chairperson Girtman replied that is one area Votran is looking at to be more efficient; the consultant will review that opportunity.

Ms. King replied yes, they are definitely looking at on-demand services. First Transit is helping Votran evaluate the data with the consultant.

Ms. Lipovsky asked if Votran has a policy that deals with aggressive service animals on either Gold Service or fixed route service. There was an incident recently with an aggressive dog on a fixed route bus and she would like to know if there is a policy and if so, what that is.

Mr. Miller replied does not think there is a written policy regarding aggressive service animals but they do take the matter into consideration and give warnings to the person with the animal; in some cases, Votran will bar that person from riding the bus.

Chairperson Girtman asked if Votran needs a written policy regarding this and suggested staff consider it.

Mr. Miller replied they can consider it but they have to maintain Americans with Disabilities (ADA) compliance.

Mr. Hall stated he received the COVID-19 vaccine Friday at Advent Health; they had a few left over. He is still being careful and will not take any chances.

Chairperson Girtman replied everyone should still be cautious; it takes a while for the antibodies to build up after receiving the vaccine.

VII. TDLCB Chairperson Comments

There were no further Chairperson comments.

VIII. Information Items

- River to Sea TPO Outreach & Activities
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record

- TDLCB Interest Form
- TDLCB Membership List
- Votran Transit Development Plan Update Phase 1 Public Workshops – Q&A
- 2021 R2CTPO Meeting Schedule

IX. Adjournment

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

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**VOLUSIA COUNTY COUNCIL MEMBER BARBARA GIRTMAN, 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 13, 2021 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 14th day of April 2021.

**DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**SUMMARY SHEET
TDLCB
APRIL 14, 2021**

IV. 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 December 2020, January and February 2021 are enclosed for your review. Staff will be available to answer questions regarding the reports.

ACTION REQUESTED:

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

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	DEC, 2020 VOTRAN	DEC, 2019 VOTRAN	DEC, 2020 CONTRACTED	DEC, 2019 CONTRACTED	DEC, 2020 TOTAL	DEC, 2019 TOTAL
TOTAL PASS TRIPS	8,864	16,274	6,243	6,551	15,107	22,825
TRIP PURPOSE						
Medical	4,023	5,188	3,058	2,755	7,081	7,943
Nutrition	165	1,041	33	89	198	1,130
Other	52	3,518	23	1,014	75	4,532
Education	1,994	1,792	1,168	422	3,162	2,214
Shopping	1,096	1,815	564	708	1,660	2,523
Work	1,534	2,920	1,397	1,563	2,931	4,483
PASSENGER TYPE						
Disabled	8,297	15,857	6,235	6,513	14,532	22,370
Elderly	567	417	8	38	575	455
Child	0	0	0	0	0	0
TRIP TYPE						
Ambulatory	6,384	12,235	4,667	5,129	11,051	17,364
Wheelchair	2,480	4,039	1,576	1,422	4,056	5,461
TOTAL COMPLAINTS	1	7	4	1	5	8
Discourtesy	0	0	0	0	0	0
Safety	0	1	1	0	1	1
Early	0	0	0	0	0	0
Late	0	1	1	0	1	1
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	5	2	1	3	6
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	322	1,189	233	485	555	1,674
NO SHOWS	600	759	435	310	1,035	1,069
REVENUE MILES	98,211	146,145	42,747	44,094	140,958	190,239
REVENUE HOURS	5,884	9,732	3,257	3,506	9,141	13,238

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	JAN, 2021 VOTRAN	JAN, 2020 VOTRAN	JAN, 2021 CONTRACTED	JAN, 2020 CONTRACTED	JAN, 2021 TOTAL	JAN, 2020 TOTAL
TOTAL PASS TRIPS	9,081	18,181	5,977	6,911	15,058	25,092
TRIP PURPOSE						
Medical	4,041	6,054	2,787	2,873	6,828	8,927
Nutrition	207	1,149	44	93	251	1,242
Other	46	3,678	12	1,077	58	4,755
Education	2,228	2,335	1,239	462	3,467	2,797
Shopping	1,006	1,575	417	642	1,423	2,217
Work	1,553	3,390	1,478	1,764	3,031	5,154
PASSENGER TYPE						
Disabled	8,940	17,764	5,967	6,903	14,907	24,667
Elderly	141	417	10	8	151	425
Child	0	0	0	0	0	0
TRIP TYPE						
Ambulatory	6,674	13,739	4,640	5,445	11,314	19,184
Wheelchair	2,407	4,442	1,337	1,466	3,744	5,908
TOTAL COMPLAINTS	3	10	7	3	10	13
Discourtesy	0	0	0	0	0	0
Safety	0	1	3	0	3	1
Early	0	1	0	0	0	1
Late	1	5	3	3	4	8
Driver	0	0	0	0	0	0
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	2	3	1	0	3	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	666	1,234	444	480	1,110	1,714
NO SHOWS	353	663	236	258	589	921
REVENUE MILES	102,718	156,136	43,504	46,560	146,222	202,696
REVENUE HOURS	6,102	10,556	3,098	3,431	9,200	13,987

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	FEB, 2021 VOTRAN	FEB, 2020 VOTRAN	FEB, 2021 CONTRACTED	FEB, 2020 CONTRACTED	FEB, 2021 TOTAL	FEB, 2020 TOTAL
TOTAL PASS TRIPS	9,067	16,706	6,165	6,908	15,232	23,614
TRIP PURPOSE						
Medical	4,114	5,473	2,772	2,849	6,886	8,322
Nutrition	165	1,005	54	93	219	1,098
Other	37	2,909	13	1,158	50	4,067
Education	2,235	2,386	1,259	555	3,494	2,941
Shopping	978	1,675	428	553	1,406	2,228
Work	1,538	3,258	1,639	1,700	3,177	4,958
PASSENGER TYPE						
Disabled	8,613	16,276	6,138	6,900	14,751	23,176
Elderly	434	430	27	8	461	438
Child	20	0	0	0	20	0
TRIP TYPE						
Ambulatory	6,674	13,214	4,856	5,322	11,530	18,536
Wheelchair	2,393	4,320	1,309	1,586	3,702	5,906
TOTAL COMPLAINTS	5	5	2	12	7	17
Courtesy	0	0	0	0	0	0
Safety	2	1	0	0	2	1
Early	0	0	0	0	0	0
Late	2	1	1	9	3	10
Driver	0	0	0	0	0	0
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	1	0	1
Other	1	3	1	2	2	5
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	549	1,197	431	465	980	1,662
NO SHOWS	321	585	253	227	574	812
REVENUE MILES	103,456	153,059	44,630	47,689	148,086	200,748
REVENUE HOURS	5,689	10,173	3,144	3,447	8,833	13,620

Votran Summary of Transportation Disadvantaged Boardings

WHEELCHAIR BOARDINGS		Dec 2020	Dec 2019	Difference	Jan 2021	Jan 2020	Difference
Fixed route		9,079	9,068	0.1%	9,530	9,068	5.1%
Paratransit		4,056	5,731	-29.2%	3,744	5,908	-36.6%
Flex		120	171	-29.8%	51	188	-72.9%
TOTAL		13,255	14,970	-11.5%	13,325	15,164	-12.1%

TOTAL BOARDINGS

Fixed Route	187,252	229,498	-18.4%	166,137	247,998	-33.0%
Paratransit	15,107	22,825	-33.8%	15,058	25,092	-40.0%
New Smyrna Flex	1,313	1,398	-6.1%	1,196	1,544	-22.5%
Paratransit and Flex	16,420	24,223	-32.2%	16,254	26,636	-39.0%
Jan 2021 Jan 2020						
YTD Paratransit Actual boardings				65,634	106,009	-38.1%

VOTRAN FLEX SERVICE REPORT -- TDLCB meeting

Dec-20	FLEX 42	FLEX 43	TOTAL
TOTAL PASS TRIPS	472	841	1,313
TRIP TYPE			
Ambulatory	452	741	1,193
Wheelchair	20	100	120
MILES	2261	2368	4,629
HOURS	286	276	562

Jan-21	FLEX 42	FLEX 43	TOTAL
TOTAL PASS TRIPS	493	703	1,196
TRIP TYPE			
Ambulatory	482	663	1,145
Wheelchair	11	40	51
MILES	2158	2353	4,511
HOURS	270	270	540

Votran Summary of Transportation Disadvantaged Boardings

WHEELCHAIR BOARDINGS		Feb 2021	Feb 2020	Difference	Mar 2021	Mar 2020	Difference
Fixed route		9,644	9,068	6.4%			#DIV/0!
Paratransit		3,702	5,906	-37.3%			#DIV/0!
Flex		53	171	-69.0%			#DIV/0!
TOTAL		13,399	15,145	-11.5%	0	0	#DIV/0!

TOTAL BOARDINGS							
Fixed Route		162,608	244,833	-33.6%			#DIV/0!
Paratransit		15,232	24,442	-37.7%			#DIV/0!
New Smyrna Flex		1,088	1,576	-31.0%			#DIV/0!
Paratransit and Flex		16,320	26,018	-37.3%	0	0	#DIV/0!
YTD Paratransit Actual boardings		<div> <div>Mar 2021</div> <div>Mar 2020</div> </div>					
							#DIV/0!

VOTRAN FLEX SERVICE REPORT -- TDLCB meeting

Feb-21	FLEX 42	FLEX 43	TOTAL
TOTAL PASS TRIPS	422	666	1,088
TRIP TYPE			
Ambulatory	404	631	1,035
Wheelchair	18	35	53
MILES	2058	2089	4,147
HOURS	264	255	519

**SUMMARY SHEET
TDLCB
APRIL 14, 2021**

IV. ACTION ITEMS

C. REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) FY 2020/21 EVALUATION

BACKGROUND INFORMATION:

The annual Community Transportation Coordinator's (CTC's) Evaluation is conducted with evaluation criteria developed by the Commission for the Transportation Disadvantaged (CTD). The evaluation will be submitted to the CTD upon approval by the TDLCB.

A link to the CTC's FY 2020/21 Evaluation is available here:

<https://www.r2ctpo.org/wp-content/uploads/2021-DRAFT-CTC-Evaluation.pdf>

ACTION REQUESTED:

MOTION TO APPROVE THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) FY 2020/21 EVALUATION

**SUMMARY SHEET
TDLCB
APRIL 14, 2021**

V. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF VOTRAN SHORT-TERM EFFICIENCIES

BACKGROUND INFORMATION:

Votran has identified short-term efficiencies to improve the operations and cost effectiveness of the transit system. The Volusia County Council approved Votran's recommendations at their March 16, 2021 meeting.

A link to the presentation is available here:

<https://www.r2ctpo.org/wp-content/uploads/Votran-Short-Term-Efficiencies.pdf>

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB

**SUMMARY SHEET
TDLCB
APRIL 14, 2021**

V. PRESENTATIONS AND DISCUSSION ITEMS

B. PRESENTATION AND DISCUSSION OF VOTRAN BUS STOPS

BACKGROUND INFORMATION:

Votran provides service to over two-thousand bus stops in Volusia County. The majority of bus stops consist of a sign and post in a safe location for both riders and buses. Other bus stops include amenities such as benches and shelters.

A link to the presentation is available here:

<https://www.r2ctpo.org/wp-content/uploads/2021-Bus-Stop-101-TDLCB-Presentation.pdf>

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB

**SUMMARY SHEET
TDLCB
APRIL 14, 2021**

VI. STAFF COMMENTS

- Update on Constant Contact Newsletter
- Update on Votran services during COVID-19 pandemic
- Update on Microsoft Teams

VII. TDLCB CHAIRPERSON COMMENTS

VIII. TDLCB MEMBER COMMENTS

IX. INFORMATION ITEMS

- 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

X. ADJOURNMENT

***** *The next TDLCB meeting will be on July 14, 2021* *****



River to Sea TPO Board Meeting Summary February 24, 2021

Due to COVID-19 the meeting was held as a hybrid meeting in accordance with AGO 2003-41; with ten voting members and one non-voting member physically present; eight voting and five non-voting members attending virtually

- Received public comment regarding transportation funding and the importance of transit, bus stop locations and bus stop safety
- Approved a motion allowing members attending virtually to participate and vote due to COVID-19 restrictions
- Approved the Consent Agenda including approval of: January 27, 2021 meeting minutes; Executive Director's timesheet report; expenditure for a Paratransit Service Analysis (\$53,229); expenditure for a Congestion Management Process (CMP) and Performance Measures Report (\$87,000); and the execution of the Mid-Florida Transportation Management & Operations Coalition (TSM&O) Memorandum of Understanding (MOU)
- Approved Resolution 2021-03 adopting the R2CTPO 2021 Safety Performance Targets
- Approved Resolution 2021-04 amending the FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP)
- Received a PowerPoint presentation of FDOT District 5 Bicycle and Pedestrian Master Plan
- Received a presentation of the R2CTPO FY 2019/20 Annual Report
- Received a PowerPoint presentation of transportation funding
- The FDOT report was provided in the agenda
- Received the Executive Director's report on SU Funding/Work Program; and legislative activities

*****Follow-Up Items*****

- TPO staff to provide FDOT's study on the impact of electric vehicles to the State Transportation Trust Fund to a board member

The next River to Sea TPO Board meeting will be on Wednesday, March 24, 2021

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	



**River to Sea TPO Board
Meeting Summary
March 24, 2021**

Due to COVID-19 the meeting was held as a hybrid meeting in accordance with AGO 2003-41; with 11 voting members physically present; 5 voting and 6 non-voting members attending virtually

- Received public comment regarding the importance of bus stops and the impact of new development on traffic in the LPGA Boulevard area
- Approved a motion allowing members attending virtually to participate and vote due to COVID-19 restrictions
- Approved the Consent Agenda including approval of: February 24, 2021 meeting minutes; Executive Director's timesheet report; Executive Director's salary increase based upon annual performance evaluation; and amendment to the FY 2020/21 R2CTPO budget
- Received a PowerPoint presentation on FDOT's Districtwide Freight Program and approved Resolution 2021-06 amending the FY 2020/21 to 2024/25 Transportation Improvement Program (TIP) by a roll call vote
- Received a presentation on the development of the List of Project Priorities
- Received a PowerPoint presentation and discussion of transportation safety
- The FDOT report was provided in the agenda; received public comment regarding Mason Avenue; and announced the scope for a Mason Avenue study is currently being prepared
- Received the Executive Director's report on SU Funding/Work Program
- Received member comments regarding the MPOAC Institute; investment of CARES Act funding into driver's education in schools and for pedestrian safety; and having developers pay for transportation infrastructure for new development

*****Follow-Up Items*****

- TPO staff to provide update on widening of US 17 from DeLeon Springs to the Barberville/Pierson area

The next River to Sea TPO Board meeting will be on Wednesday, April 28, 2021

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

February 2021 TPO Outreach & Activities

COVID-19 UPDATE

In response to the COVID-19 pandemic, core planning activities continue as required:

- The TPO office remains closed to walk-in visitors; however, we're open for all meetings, appointments and other activities following guidance for social gatherings
- All visitors to the TPO offices are required to wear masks at all times
- TPO staff is maintaining an office presence during regular business hours
- TPO board and committee meetings require a quorum be physically present. All other participants are being asked to attend TPO meetings remotely
- All GoToMeeting information is posted on the TPO website at www.R2CTPO.org
- As social restrictions are lifted, the TPO is monitoring the scheduling of public events, helmet fittings, in-person presentations, etc. to identify opportunities for resuming public outreach and safety awareness activities
- Social media, e-mail and the TPO website are all being used to keep committee/board members, stakeholders and the public up-to-date on our activities



VOTRAN'S TEN-YEAR TRANSIT DEVELOPMENT PLAN (TDP) MAJOR UPDATE

The Transit Development Plan, or TDP, is a 10-year plan required by the Florida Department of Transportation (FDOT) to qualify for state Public Transit Block Grant Program funding, which helps to fund transit services in Volusia County. The plan calls for a description of Votran's vision for public transportation over a 10-year time frame and sets the transit vision for the area.

Upcoming activities for the Transit Development Plan (TDP):

- February – March: Passenger Surveys on board buses
- April – May: Online Public Opinion Survey
- April – May: Public Open House Meetings
- August: Final TDP



VOLUNTEERS NEEDED

The River to Sea TPO is assembling a Speakers' Bureau that will feature people whose lives have been impacted by distracted driving, speeding, or drunk or drugged driving. We're currently looking for volunteers to join staff at community events to share their experience (5-minute presentation). If you or someone you know is interested, please contact Pam Blankenship @ PBlankenship@r2ctpo.org or 386.226.0422 ext. 20416.

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UPCOMING EVENTS FOR MARCH:

- 9: Volusia County Coastal Resilience Stakeholder Meeting, Virtual Meeting
- 29: Transportation Disadvantaged Legislative Day, Virtual Event

Upcoming Events in April:

- April 1: TSM&O Consortium, Virtual Event
- April 9: Central Florida MPO Alliance (CFMPOA) Meeting, MetroPlan Orlando

February 2021 TPO Outreach & Activities

FLORIDA BICYCLE MONTH

Florida's has declared March as "Bike Month" which runs from March 1-31, 2021. This month is dedicated to encouraging people to get out and ride their bikes! Check out the TPO's Bicycle Suitability Map on our website at: www.r2ctpo.org/planning-studies/bicycle-pedestrian/maps

The Suitability Map is a resource that helps enable bicyclists to explore the natural beauty of Volusia and Flagler Counties. It is divided into two sections, east and west. So, let us help you plan your next bike trip! Let us know if you would like a hard copy of the bike map.



Some of the great trails you can ride include the:

East Central Regional Rail Trail: [East Central Regional Rail Trail \(volusia.org\)](http://EastCentralRegionalRailTrail.volusia.org)

Spring to Spring Trail: [Spring-to-Spring Trail \(volusia.org\)](http://Spring-to-SpringTrail.volusia.org)

Graham Swamp Trail: [Graham Swamp Trail - Florida | AllTrails](http://GrahamSwampTrail-Florida.AllTrails.com)



RECENT TPO PRESENTATIONS:

Feb 24: Presentation to the DeBary, Deltona, Orange City Rotary Club on who the TPO is and what we are currently doing in regards to safety.

Feb 26: Presentation to the MetroPlan TSM&O Advisory Committee on the CAV Readiness Study and Technology Transition Plan

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ONGOING PROJECTS & STUDIES:

- Develop Non-Motorized Traffic Count Program
- Update of the Congestion Management Process (CMP) and Performance Measures Report
- Regional Resiliency Action Plan Implementation
- Unified Planning Work Program Amendment
- Update to the TPO Purchasing Manual
- Speakers' Bureau Development
- Targeted Print & Social Media Safety Campaign Development
- Annual Call for Projects Priority Process
- Audit Request for Proposals (RFP)
- Votran 10-year Transit Development Plan (TDP) Major Update/Transportation Disadvantaged Service Plan (TDSP) and Comprehensive Operational Analysis (COA)
- Paratransit Service Analysis
- Reed Canal Park Bridge Feasibility Study (FS)
- Airpark Road Sidewalk FS
- SR 15A/Beresford Ave/S Spring Garden Ave Intersection Improvement FS
- Dunlawton Ave/Yorktowne Blvd Turn Lanes FS
- Normandy Blvd/Deltona Blvd Roundabout FS
- Accessible Pedestrian Signals (APS) & Sidewalk Gaps FS
- Votran's Annual Evaluation

TPO FUNDING:

Lois Bollenback, Executive Director, gave presentation to all of our committees and board this month on TPO Funding. Missed the presentation? Check it out here: <https://www.r2ctpo.org/wp-content/uploads/R2CTPO-Funding-Presentation.pdf>



March 2021 TPO Outreach & Activities

COVID-19 UPDATE

In response to the COVID-19 pandemic, core planning activities continue as required:

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- All visitors to the TPO offices are required to wear masks at all times
- TPO staff is maintaining an office presence during regular business hours
- TPO board and committee meetings continue to require a quorum be physically present. All other participants are being asked to attend TPO meetings remotely
- All GoToMeeting information is posted on the TPO website at www.R2CTPO.org
- As social restrictions are lifted, the TPO is monitoring the scheduling of public events, helmet fittings, in-person presentations, etc. to identify opportunities for resuming public outreach and safety awareness activities
- Social media, e-mail and the TPO website are all being used to keep committee/board members, stakeholders and the public up-to-date on our activities



Update to the TPO's Virtual Meeting Platform



Beginning in May, the River to Sea TPO will be switching from the GoToMeeting virtual platform to the Microsoft Teams meeting platform for its meetings. The switch is being made after much research. Microsoft Teams is a much more ADA accessible platform as well as a more cost-effective option. Feel free to reach out if you have any questions to Pam @ PBlankenship@r2ctpo.org. Additional information will follow as it becomes available.

TPO SPEAKER'S BUREAU

The River to Sea TPO is assembling a Speakers' Bureau that will feature people whose lives have been impacted by distracted driving, speeding, or drunk or drugged driving. We're currently looking for volunteers to join staff at community events to share their experience (5-minute presentation). If you or someone you know is interested, please contact Pam Blankenship @ PBlankenship@r2ctpo.org or 386.226.0422 ext. 20416.

DISTRACTED DRIVING AWARENESS MONTH

April is Distracted Driving Awareness Month – here are a few interesting things to note:

- You are **23x** more likely to be in a crash if you text and drive.
- **1 IN 4** crashes most likely involves the use of a cell phone.
- **6 OUT OF 10** teen crashes involve driver distraction.

March 2021 TPO Outreach & Activities

APRIL EVENTS:

- 1: TSM&O Consortium, Virtual Event
- 1: SunRail Customer Advisory Committee, Virtual
- 9: Central Florida MPO Alliance (CFMPOA) Meeting, MetroPlan Orlando
- 19-20: MPO Advisory Council (MPOAC)/FDOT Leadership Meetings, Tallahassee
- 29: MPOAC Meeting, Orlando
- 29: Central Florida Commuter Rail Commission (CFCRC) Meeting, Orlando

EAST CENTRAL FLORIDA REGIONAL RESILIENCE COLLABORATIVE SUMMIT EVENTS

Resilience 101

April 7: 12:00 pm - 1:30 pm

Register at:

https://us02web.zoom.us/webinar/register/WN_Xvp9C2WKR0OQ3EvNNG2u2g

Climate 101

April 13: 12:00 pm - 1:30 pm

Register at:

https://us02web.zoom.us/webinar/register/WN_vjBXqkdMT_OttkORaBqrSg

R2C Summit: Finding Common Ground: People. Place. Prosperity

May 7: 8:30 am - 2:00 pm

Register at:

<https://hopin.com/events/regional-resilience-collaborative-summit-r2c>

ONGOING PROJECTS, STUDIES, ACTIVITIES

- Develop Non-Motorized Traffic Count Program
- Update of the Congestion Management Process (CMP) and Performance Measures Report
- Regional Resiliency Action Plan Implementation
- Unified Planning Work Program Amendment
- Update to the TPO Purchasing Manual
- Speakers' Bureau Development
- Targeted Print & Social Media Safety Campaign Development
- Amendment to Connect 2045 (LRTP)
- Annual Call for Projects Application Review & Ranking
- Update to the List of Priority Projects (LOPP)
- Develop FY 21/22 to FY 25/26 Transportation Improvement Program (TIP)
- Audit Request for Proposals (RFP)
- Develop FY 21/22 TPO Budget
- Develop TPO "Mondays on the Move" Videocasts
- Votran 10-year Transit Development Plan (TDP) Major Update/Transportation Disadvantaged Service Plan (TDSP) and Comprehensive Operational Analysis (COA)
- Paratransit Service Analysis
- SR 15A/Beresford Ave/S Spring Garden Ave Intersection Improvement FS
- Dunlawton Ave/Yorktowne Blvd Turn Lanes FS
- Normandy Blvd/Deltona Blvd Roundabout FS
- Votran's Annual Evaluation

RIVER TO SEA NEWSLETTER JUST RELEASED!!!!

Have you seen the first edition of the TPO's newsletter? If not, reach out to Pam @ Pblankenship@r2ctpo.org with your email address to receive the next newsletter. It's available at: [It's here! Your Latest TPO News \(constantcontact.com\)](https://constantcontact.com)



Planning Grant Agreement Tasks Quarterly Progress Report



Planning Agency	River to Sea Transportation Planning Organization	County	Volusia
		Invoice #	G1N91 Q3
Reporting Period	01/01/2021 - 03/31/2021	Grant #	G1N91

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity for the specified reporting period.
B.	Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	Appointment and reappointment of voting and non-voting members is conducted under the established Bylaws of the TDLCB.
C.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Agenda preparation and dissemination for the TDLCB meetings is consistent with Local Coordinating Board and Planning Agency Operating Guidelines.
D.	Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	Official minutes are prepared and records of all meetings are maintained for no less than five years in accordance with established Bylaws of the TDLCB. Minutes of the January 13, 2021 TDLCB Meeting are attached.
E.	Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity for the specified reporting period.
F.	Provide staff support for committees of the local coordinating board. (Task 3)	Staff support is provided for both the Quality Assurance and Grievance Committees.
G.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity for the specified reporting period.
H.	Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	Grievance Procedures were approved at the January 13, 2021 TDLCB Meeting.
I.	Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current TDLCB membership roster and mailing list are attached.

J.	Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice of the January 13, 2021 TDLCB Meeting is attached.
K.	Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	No activity for the specified reporting period.
L.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	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 Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	The 2021 minor update to the Transportation Disadvantaged Service Plan (TDSP) was approved at the January 13, 2021 TDLCB Meeting.
B.	Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	The TDLCB actively seeks opportunities to integrate "transportation disadvantaged" issues into local and regional comprehensive plans.
C.	Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	The local workforce development board (d.b.a. – CareerSource Flagler Volusia) has both a member and alternate assigned to the TDLCB. Clients of CareerSource are educated on the services provided by Votran.

III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A.	Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The FY 2020/21 second quarterly report was provided to the TDLCB at their January 13, 2021 meeting.
B.	Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	River to Sea TPO staff participated in the February 25, 2021 ADA Transportation Services Workshop.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	River to Sea TPO staff participated in the March 30, 2021 CTD Business Meeting.
D.	Notify CTD staff of local TD concerns that may require special investigations.	No activity for the specified reporting period.
E.	Provide training for newly-appointed LCB members. (Task 3)	TDLCB members received annual training at their January 13, 2021 meeting.
F.	Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	The River to Sea TPO participates in bimonthly meetings with the CTC to evaluate customer service issues.
G.	To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	The FY 2021/22 FTA Section 5310 Grant Application was approved at the January 13, 2021 TDLCB Meeting.
H.	Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation</i>	No activity for the specified reporting period.

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

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

none

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

Representative

04/15/2021

Date

TDLCB Attendance Record 2021

Name	13-Jan	14-Apr	14-Jul	13-Oct	Notes
Barbara Girtman	x v				Volusia County (appt 5/2020)
Carlos Colon	x v				FDOT (appt. 07/16)
Alternate - Diane Poitras	abs				FDOT (alternate) (app 7/14)
Sheryl Dick-Stanford	abs				Agency for Persons with Disabilities (appt 1/2021)
Alternate - Sylvia Bamburg	abs				Agency for Persons with Disabilities (appt 5/2020)
Julia Marshall	x v				DCF (appt 4/2018)
Alternate - Christy Gillis	x v				DCF (alternate) (1/2021)
Bill Hinkle Jr	x v				Public Education Community (appt 1/2021)
Alternate - Vacant	vac				Public Education Community (alternate)
Cynthia Tucker	abs				Vocational Rehab Services (appt 7/17)
Alternate - Susan Pauley	abs				Vocational Rehab Services (alternate)(appt 11/18)
Robert Watson	abs				Veterans Services (5/19)
Alternate - Jason Althouse	abs				Veterans Services (alternate)
Judy Craig	abs				Disabled Citizens (appt 2016)
Alternate - Vacant	vac				Disabled Citizens
Jean Cerullo	x v				Citizens Advocate (appt 2016)
Alternate - Renee Gahagan	x v				Citizens Advocate (Appt 8/19)
Bev Johnson	x v				Early Childcare (appt 8/17)
Alternate - DJ Lebo	abs				Early Childcare (alternate)(appt 2/2014)
Gladys Lacer	abs				Elder Affairs (Council on Aging)(3/2020)
Alternate - Ellen Labadie	vac				Elder Affairs (alternate)(appt 3/2021)
Shelisha Coleman	abs				Healthcare Administration
Alternate - Tamyika Young	x v				Healthcare Administration (alternate)(appt. 07/18)
Robin King	abs				Work Force Development Board
Alternate - Kathy Spencer	abs				Work Force Development Board - (alternate) (appt 1/19)
Patricia Boswell	x v				Medical Community (appt 8/17)
Alternate - Ethan Johnson	abs				Medical Community (appt 5/19)
Doug Hall	x v				Citizens Advocate - System User (11/17)
Alternate - Vacant	vac				Citizens Advocate - System User (alternate)
Patricia Lipovsky	x v				Elderly Citizens (appt 1/19)
Alternate - Vacant	vac				Elderly Citizens (alternate)
Clayton Jackson	x v				Assoc iation for Community Action (appt 12/17)
Alternate - Vacant	vac				Assoc iation for Community Action - Alternate
Steve Jack	x v				Private for Profit (appt 01/11)
Alternate - Vacant	vac				
QUORUM	Y				

CODES

X = Present v = virtually p = physically
 exc = Excused
 abs = Absent (Unexcused)
 vac = Vacant

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

Last Name: _____ First Name: _____

Phone: _____ Email Address: _____

Mailing Address: _____

Vacancy Interested in Representing: _____

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

Thank you for your interest.

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

TDLCB MEMBER LISTING

April 1, 2021

MEMBERS

VOLUSIA COUNTY

COUNCIL MEMBER BARBARA GIRTMAN

123 W. Indiana Ave *Chairperson January 2021*

DeLand, FL 32720

bgirtman@volusia.org

386-740-5224

386-736-5344

ALTERNATES

DISABLED CITIZENS

JUDY CRAIG

Vice Chairperson

1835 Anchor Avenue

appt 2016

DeLand, FL 32720

386-738-5781

judylessliecraig@aol.com

ASSOCIATION OF COMMUNITY ACTION

CLAYTON JACKSON

appt 11/2017

123 W. Indiana Ave, Room 101

DeLand, FL 32720

386-736-5956 ext 12980

cjackson@volusia.org

ALT - ASSOCIATION OF COMMUNITY ACTION

VACANT

ELDERLY CITIZENS

PATRICIA LIPOVSKY

appt 1/2019

1129 Bradenton Road

Daytona Beach, FL 32114

386-255-0288

plipovsky@cfl.rr.com

ALT - ELDERLY CITIZENS

VACANT

FDOT

CARLOS M. COLON

appt 7/2016

420 W Landstreet Rd

Orlando, FL 32824

Carlos.Colon@dot.state.fl.us

321-319-8173

ALT - FDOT

DIANE POITRAS

appt 7/2016

420 W Landstreet Rd

Orlando, FL 32824

321-319-8174

diane.poitras@dot.state.fl.us

FLORIDA DEPARTMENT OF CHILDREN & FAMILIES

JULIA MARSHALL

appt 4/2018

210 N. Palmetto Ave, Suite 430

Daytona Beach, FL 32114

386-481-9369

Julia.Marshall@myflfamilies.com

ALT - FLORIDA DEPT OF CHILDREN & FAMILIES

CHRISTY GILLIS

appt 11/2020

210 N. Palmetto Ave Suite 430

Daytona Beach, FL 32114

386-481-9182

386-214-8646 (cell)

christina.gillis@myflfamilies.com

TDLCB MEMBER LISTING

April 1, 2021

MEMBERS

PUBLIC EDUCATION COMMUNITY

BILL HINKLE, JR appt 1/2021
ESA Safety Training
386-258-4677 ext 50516
wfhinkle@volusia.k12.fl.us

FL DEPT OF EDUCATION (VOC REHAB)

CYNTHIA TUCKER appt 2/2020
210 N. Palmetto Ave Suite 144
Daytona Beach, FL 32114
386-281-6764
cynthia.tucker@vr.fldoe.org

ELDER AFFAIRS

GLADYS LACEN appt 12/2019
420 Fentress Blvd
Daytona Beach, FL 32114
386-253-4700 ext 204
glacen@coavolusia.org

VETERANS SERVICES GROUP

ROBERT WATSON appt 5/2019
123 W. Indiana Avenue, Room 100
DeLand, FL 32720
386-740-5102
rbwatson@volusia.org

PRIVATE-FOR-PROFIT

STEVE JACK appt 1/2011
P.O. Box 730206
Ormond Beach, FL 32173
386-255-8525
medoneshuttle@bellsouth.net

HEALTHCARE ADMINISTRATION

SHELISHA COLEMAN appt 11/2019
400 West Robinson Street, Suite S309
Orlando, FL 32801
shelisha.coleman@acha.myflorida.com

ALTERNATES

PUBLIC EDUCATION COMMUNITY

VACANT

ALT - FL DEPT OF EDUCATION (VOC REHAB)

SUSAN PAULY appt 2/2020
210 N. Palmetto Ave Suite 144
Daytona Beach, FL 32114
386-281-6765
susan.pauly@vr.fldoe.org

ALT - ELDER AFFAIRS

ELLEN LABADIE appt 3/2021
420 Fentress Blvd
Daytona Beach, FL 32114
386-253-4700 ext 248
mowscheduler@coavolusia.org

ALT - VETERANS SERVICES GROUP

RAYMOND ALLEN appt 5/2019
123 W. Indiana Avenue, Room 100
DeLand, FL 32720
386-254-4646 EXT 14130
rallen@volusia.org

ALT - PRIVATE-FOR-PROFIT

VACANT

ALT - HEALTHCARE ADMINISTRATION

TAMYIKA YOUNG appt 11/2019
400 West Robinson Street, Suite S309
Orlando, FL 32801
407-420-2492
tamyika.young@ahca.myflorida.com

TDLCB MEMBER LISTING

April 1, 2021

MEDICAL COMMUNITY

PATRICIA BOSWELL *appt 8/2017*

1845 Holsenback Drive
Daytona Beach, FL 32117
386-274-0799
386-274-0817 (Susan)
susan.monahan@flhealth.gov

ALT - MEDICAL COMMUNITY

ETHAN JOHNSON *appt 8/2017*

1845 Holsenback Drive BIN: 126 Room 2005A
Daytona Beach, FL 32117
386-274-0605 386-281-7909 (Cell)
ethan.johnson@flhealth.gov

WORKFORCE DEVELOPMENT BOARD

ROBIN KING *appt 1/2019*

329 Bill France Blvd
Daytona Beach, FL 32114
386-323-7074
robinking@careersourcefv.com

ALT - WORKFORCE DEVELOPMENT BOARD

KATHY SPENCER *appt 1/2019*

329 Bill France Blvd
Daytona Beach, FL 32114
386-323-7074
kathyspencer@careersourcefv.com

DISABLED CITIZENS

JUDY CRAIG *Vice Chairperson*

1835 Anchor Avenue *appt 2016*
DeLand, FL 32720
386-738-5781
judylesliecraig@aol.com

ALT - DISABLED CITIZENS

VACANT

CITIZENS ADVOCATE - SYSTEMS USER

DOUG HALL *appt 11/2017*

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

ALT - CITIZENS ADVOCATE - SYSTEMS USER

VACANT *3-29-2021*

CITIZENS ADVOCATE

JEAN CERULLO *appt 2016*

19 Tropical Drive
Ormond Beach, FL 32176
386-689-5300
jean.cerullo89@gmail.com

ALT - CITIZENS ADVOCATE

RENEE GAHAGAN *appt 8/2019*

2204-B South Peninsula Drive
Daytona Beach, FL 32118
386-235-6476
dioprez@aol.com

COUNCIL FOR EARLY CHILDHOOD SERVICES

BEVERLY JOHNSON *appt 8/2017*

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

ALT - COUNCIL FOR EARLY CHILDHOOD SERVICES

D.J. LEBO *appt 2/2014*

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

TDLCB MEMBER LISTING

April 1, 2021

AGENCY FOR PERSONS WITH DISABILITIES

SHERYL DICK-STANFORD *appt 1/2021*

1621 NE Waldo Road, Bldg 1

Gainesville, FL 32609

352-955-5768

sheryl.dick-stanford@apdcares.org

ALT - AGENCY FOR PERSONS WITH DISABILITIES

SYLVIA BAMBURG *appt 5/2020*

1621 NE Waldo Road, Bldg 1

Gainesville, FL 32609

352-955-6424

sylvia.bamburg@apdcares.org

TDLCB STAFF SUPPORT

VOTRAN

RALF HESELER *appt 11/2020*

950 Big Tree Road

South Daytona, FL 32119

386-761-7700 ext. 4124

rhesele@volusia.org

VOTRAN

KELVIN MILLER - General Manager *Oct-20*

950 Big Tree Road

South Daytona, FL 32119

386-756-7496 ext 4126

kmiller@volusia.org

RIVER TO SEA TPO

STEPHAN HARRIS

2570 W. International Speedway Blvd.

Suite 100

Daytona Beach, FL 32114

386-226-0422 ext. 20428

sharris@r2ctpo.org

RIVER TO SEA TPO

DEBBIE STEWART

2570 W. International Speedway Blvd.

Suite 100

Daytona Beach, FL 32114

386-226-0422 ext. 20425

Dstewart@r2ctpo.org