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

The roll was called and it was determined that a quorum was not present. The meeting was not called to order and so no action was taken.
II. Public Comment/Participation

There were no public comments.

III. Action Items

Due to a lack of a quorum no action was taken.

A. Review and Approval of the March 13, 2019 TDLCB Meeting Minutes

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

C. Review and Approval of the FY 2019/20 Rate Model Worksheet

D. Appointment of a Quality Assurance Committee (QAC) Member

Chairperson Post asked for a volunteer to serve on the Quality Assurance Committee (QAC).

There were no volunteers.

Chairperson Post directed TPO staff to send a letter to all TDLCB members expressing the need for a member to serve on the QAC and the importance of the QAC.

Ms. Lipovsky asked if there is a required number of members to serve on the QAC.

Mr. Harris replied no; currently there are four QAC members; however, five are preferred. The current QAC members are Ms. Lipovsky, Mr. Hall, Mr. Colon and Chairperson Post; the other members are non-voting staff advisors.

Chairperson Post re-opened the Public Comment period by request.

Mr. Big John stated it is time to start the conversation regarding Votran service to the Tanger Outlet Mall. It is not only the Tanger Outlet Mall but a Sam’s Club is now being constructed as well as 276 new apartments that are soon to be a total of 550 apartments. It is extremely important to have Votran service for this area.

Chairperson Post replied there is service to the Tanger Outlet Mall along Williamson Boulevard; it does not actually go into the mall but is available along Williamson Boulevard.

Mr. Big John commented that it is a long walk from Williamson Boulevard into the mall and he requested this discussion be a future agenda item.

Chairperson Post replied it should be noted that service is available along Williamson Boulevard and agreed to place this on a future agenda for discussion.
IV. Discussion Items and Presentations

A. Presentation and Discussion of Update to the R2CTPO Public Participation Plan (PPP)

Ms. Blankenship gave a PowerPoint presentation on the update to the R2CTPO’s Public Participation Plan (PPP) and stated the document is updated every three years. The PPP is the guidebook that underlies the majority of what the TPO does regarding public participation and outreach. The purpose of the PPP is to outline the strategies used to engage the public in ways that are meaningful and inclusive. She reviewed the objectives of the PPP and the topics covered within it. The 2019 update includes minor edits to increase readability, adding the 2045 Long Range Transportation Plan (LRTP), the 2018 Tell the TPO survey, and the addition of an environmental justice section. The PPP is being presented to the committees and TPO Board for review this month and was released to the public on April 25, 2019 for a required minimum 45 day comment period; comments will be taken until June 26, 2019 and the document will then be presented to the TPO Board for adoption. Comments on the plan can be submitted via the telephone, email, mail, fax or in person.

Ms. Boswell asked how the TPO was getting the word out about the Public Participation Plan.

Ms. Blankenship replied through the TPO’s advisory committee members, TPO Board members, at events the TPO attends, through social media broadcasting on Twitter and Facebook and a legal ad was placed in the News-Journal. Mr. Big John has also helped to get the word out.

Ms. Boswell asked if the information was available on Votran buses.

Ms. Blankenship replied no; she asked Ms. Blanck if that was an option.

Ms. Blanck replied Votran has an arrangement to sell advertising on the buses; public notices would have to be approved by the Volusia County Council and are usually reserved for emergency services and Votran guidance.

Ms. Blankenship commented that some of the local municipalities have posted the PPP on their websites.

Ms. Blanck replied Votran could do that also.

Ms. Lipovsky asked if the News-Journal had been contacted.

Ms. Blankenship replied a press release was issued but she can follow up with them.

Mr. Hall suggested contacting One Voice for Volusia regarding doing a presentation there.

Chairperson Post stated if members have any additional ideas to contact Ms. Blankenship.
Ms. Blankenship gave her email address and stated her contact information is provided in the agenda packet.

B. **Presentation and Discussion of Parliamentary Procedure**

(Handout)

Ms. Blankenship gave a brief overview of parliamentary procedures and Robert’s Rules and stated parliamentary procedures are methods used to conduct business at meetings. She reviewed motions and the six steps for a motion, amendments to motions, and explained how a motion may be withdrawn. She reviewed what a quorum is and stated the TDLCB Bylaws define a quorum as nine voting members; these bylaws take precedence over Robert’s Rules. She explained that according to Florida Statutes there are only two reasons members of a committee can abstain from voting; when there is, or appears to be, a possible conflict of interest of an economic benefit or if it involves a relative. The conflict of interest must be disclosed prior to the meeting in which the vote will take place if possible and a Memorandum of Voting Conflict form must be filed with TPO staff within 15 days of abstaining from a vote.

Ms. Craig commented there is a way to stop a lengthy debate; a member can “lay it on the table” to stop the discussion.

Ms. Blankenship replied to “lay it on the table” sets the item aside temporarily to later in the meeting or the next regularly scheduled meeting. It is generally used if something more important comes up that needs to be addressed immediately. To “postpone indefinitely” ends the discussion and kills the main motion for the duration of the meeting; it requires a motion and majority vote.

Ms. Lebo commented she thinks Ms. Craig is referring to “call the question”.

Ms. Blankenship replied to “call the question” immediately stops the debate; the motion must be seconded and no further debate is allowed. The motion must pass by a two-thirds vote.

V. **Staff Comments**

→ **Summary of Developmental Disabilities, Public Transportation and TD Awareness Day**

Mr. Harris stated TD Awareness Day was held on March 20, 2019 at the state capital in Tallahassee; it was combined with a developmental disabilities and public transportation conference. He attended along with Ms. Marina Villena, Ms. Edie Biro from Votran and Votran driver Mr. Robert Ward. They met with state senators and representatives that afternoon. Ms. Biro presented them with an information packet from Votran and Mr. Harris presented the 2019 River to Sea TPO’s Legislative Issues. The group requested additional state funding for more transit routes, especially in rural areas, and to expand service hours into the evening. Included in the information items in the agenda packet is
the March TPO Activities flyer with a photo of Mr. Harris, Ms. Villena and Ms. Biro with Senator Tom Wright.

→ Update on Annual Review of TDL CB Bylaws (draft to be presented for approval in July)

Mr. Harris stated the review and revision of the TDL CB Bylaws is done annually in July; a draft of the revised bylaws will be presented for review and approval at the July 10, 2019 TDL CB meeting.

Mr. Harris announced Senate Bill 7068 and House Bill 7113 for transportation both passed and will be sent to the Governor to be signed. They include adding $10 million to the Transportation Disadvantaged (TD) Trust Fund for a competitive grant for the Community Transportation Coordinators (CTCs). The TD Commission will distribute the funds. Updates will be forthcoming.

Chairperson Post stated prior to this meeting, a discussion occurred with staff regarding the TDL CB’s ability to reach a quorum. The number of members required to be present, the possible allowance of members to attend via telephone and the possibility of holding quarterly meetings was discussed. These items will be discussed further and possibly be added or worked into the bylaws. If members have anything to add or have questions, please contact her or Mr. Harris.

VI. TDL CB Member Comments

(Handout)

Ms. Villena commented that she tried to board Votran bus #18 yesterday but there was already a wheelchair passenger on board and she was not allowed to board. The buses have two wheelchair spaces and she asked why she was not allowed to board.

Ms. Biro replied if a passenger is already seated in the handicapped seats they are not required to move; the driver can ask but cannot force them to move.

Ms. Villena stated the driver did not ask and there was no one occupying the other handicapped seats.

Ms. Biro replied she would look into the incident.

Ms. Villena commented that the driver allowed able bodied passengers to board and asked why she was not allowed if there are two wheelchair procurements.

Chairperson Post asked if anyone can pull a wheelchair seat down or if the seat is specifically for a wheelchair.

Ms. Biro replied that anyone can sit there; the seats are always down. Sometimes people will move so a wheelchair passenger can board and some passengers seated there may have hidden disabilities.
Ms. Boswell asked why Votran does not keep the handicapped seats up so that people are not asked to move and if there is adequate seating.

Ms. Biro replied sometimes the fixed route buses are full and standing room only.

Ms. Boswell referred to the $10 million TD competitive grant and asked if there would be two applications submitted for it; one from the TPO and one from Votran. She also asked what types of services would be funded with it.

Mr. Harris replied he did not have all the details yet but will have them by the next meeting.

Ms. Bollenback stated information was emailed out within the last few days; the grant deadline is next week. Part of the funding is to be used for transportation disadvantaged persons access to and from job training. There will not be a TPO application because the TPO does not provide services; however, other service providers can apply for the grant funding.

Ms. Blanck stated Votran has applied for this grant twice in the past and was not awarded the funding. The TD Commission has a very structured way in which they do the analysis of the applications. Votran will work to meet the May 15, 2019 deadline.

Chairperson Post requested an update at the next TDLCB meeting on where this grant application stands.

Ms. Blanck referred to the handout regarding packages and personal items allowed on a bus; this information was gathered from neighboring agencies, the requirements from the TD Commission as well as American with Disabilities Act (ADA) rules. She stated it is being provided as a follow-up to the request made at the Grievance Committee meeting. The Grievance Committee met last week to review a complaint made by a Votran Gold user that wanted to board with a very large cart the size of a medium grocery cart. At the next meeting, Votran will bring forward suggested language regarding packages, parcels and a cart policy.

Ms. Craig commented that she thought that the TD Trust Fund was supposed to be protected funding to be used in case of emergencies. She asked if this $10 million was to be a grant application.

Mr. Harris replied that is his understanding.

Ms. Craig referred to the handout regarding packages and personal items and asked if this information was included with information sent to passengers after paratransit applications are approved.

Chairperson Post replied that will be discussed.
VII. TDLCB Chairperson Comments

Chairperson Post asked Mr. Harris to review the Grievance Committee meeting summary.

Mr. Harris stated the summary of the April 30, 2019 Grievance Committee meeting is provided in the agenda. Since the April 30, 2019 meeting, the complainant, Mr. Willie Scales, has filed an appeal to the TDLCB. Mr. Scales has a cart that he uses for transporting groceries and sports equipment on Votran Gold. The issue is the size of the cart because it falls outside of Votran’s allowed dimensions. Mr. Scales has claimed the bus is normally not full with other passengers and there is room for the cart; however, the cart is outside of Votran guidelines.

Chairperson Post commented the cart is the approximate size of a wheelchair and the issue was Mr. Scales had been allowed to use the cart for three months without a problem. Now, it is an issue and his number one grievance is that he was allowed to use the cart and suddenly cannot. Also, his complaint is if the cart is the size of a wheelchair it could fit in the wheelchair space if there are no other occupants which is usually the case. Although it is wonderful that Votran drivers showed empathy and accommodated Mr. Scales, the bottom line is he did not follow the guidelines. The description of what passengers are allowed to bring on board must fit in their lap or at their feet.

Ms. Biro stated packages also must be safely carried by a passenger or driver and safely transported; items cannot block seats or the door.

Discussion continued.

Mr. Harris stated this item will be on the July TDLCB agenda for further discussion.

Ms. Craig commented the committee needs to have a quorum present in July.

Chairperson Post agreed and added this month’s action items will also be on the July agenda. There needs to be better communication within the committee to make members aware they need to be active.

Mr. Harris reviewed the April 24, 2019 TPO Board meeting summary.

Ms. Blankenship announced the TPO will be undergoing a federal certification review in June to review what the TPO does and to make sure it is doing what it is supposed to. As part of that review, the TPO will hold a public meeting to receive comments and input on the TPO; that public meeting will be June 11, 2019 at 3:00 pm at the TPO office. She invited members to attend and provide input on what the TPO does well and suggestions on what could be improved. The meeting will start with a brief presentation by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).
Chairperson Post mentioned the TDLCB attendance record is included in the Information Items in the agenda and we need to make members more aware of the need for a quorum.

VIII. Information Items

- Grievance Committee Meeting Summary
- River to Sea TPO Board Meeting Summaries
- TPO Outreach and Activities
- TDLCB Attendance Record
- TDLCB Membership List
Parliamentary Procedures/Robert’s Rules of Order

**MOTION:** Refers to a formal proposal made by a member, in a meeting, that the organization take a certain action or position on a topic.

**MAIN MOTION:** A stated proposal on which a group takes a special action. There can only be one main motion on the floor at one time. A motion must be “seconded” to be considered by the group.

**OTHER COMMON MOTIONS:**

1. **AMENDMENT TO A MOTION:** used to modify the main motion before it’s voted on; it is separate from the original motion and voted on prior to the original motion.

2. **POSTPONE TO A CERTAIN DATE/TIME (POSTPONE DEFINITELY):** postpones discussion and action on an agenda item to be taken up again later in the meeting or at the next regularly scheduled meeting.

3. **POSTPONE INDEFINITELY:** this motion ends discussion and kills the main motion for the duration of the session; if passed by a majority vote, then no vote is taken on the main motion.

**SIX (6) STEPS FOR A MOTION:**

1. **Motion:** A member rise or raises a hand to signal the chairperson and makes a motion
2. **Second:** Another member seconds the motion
3. **Restate Motion:** The chairperson restates the motion*
4. **Debate:** The members debate the motion
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, followed by negative votes
6. **Announce the Vote:** The chairperson announces the result of the vote and any instructions

* A motion belongs to the committee and not the maker of the motion once the chair restates it and opens the floor for debate.

**WITHDRAWING A MOTION:**

A motion may be withdrawn by the maker up until the chairperson restates the motion and opens the floor for debate. After that time, the maker of the motion must request permission from the committee (now the owners of the motion) to withdraw the motion; this can be done by a consent vote, though if not unanimous, then a majority vote must be taken.
LESS COMMON MOTIONS:

1. MOTION TO TABLE: This motion is used to lay a motion aside temporarily so a different matter can be discussed.

2. CALL THE QUESTION (PREVIOUS QUESTION): this motion immediately stops debate. This motion must be seconded and no debate is allowed. If the motion to call the question passes by a 2/3 vote it requires an immediate vote on the pending motion.

"BRING BACK" MOTIONS:

Motions that bring a question again before the meeting:
This class of motions allows the members, for good reason, to reopen a completed question during the same session, to take up one that has been temporarily disposed of, or to change something previously adopted.

1. RESCIND: This motion is used to cancel something that the voting body did at a previous meeting; requires a 2/3 vote, a majority vote if previous notice is given or a majority of the entire membership.

2. AMEND SOMETHING PREVIOUSLY ADOPTED: This motion changes something done at a previous meeting. It must include how you propose to change the previously adopted motion in the motion to amend something previously adopted; requires a 2/3 vote, majority vote if previous notice is given or a majority of the entire membership.

3. TAKE FROM THE TABLE: A motion that was laid on the table can only be taken from the table during the remainder of the meeting at which it was laid on the table or before the conclusion of the next regularly scheduled meeting; requires a majority vote to pass.

4. RECONSIDER: The effect of the adoption of this motion is to erase the original vote on the motion and put the assembly in the exact place it was in right before that vote occurred. If the motion to reconsider passes, the motion is put back on the floor, as if the original vote had not occurred, and discussion continues; requires a majority vote.

VOTING:

QUORUM: Robert’s Rules of Order define a quorum as a majority; however, the TDLCB Bylaws define a quorum as nine (9) voting members present and the adopted TDLCB Bylaws take precedence over Robert’s Rules of Order.

SILENCE: Means consent and a “yes” vote

ABSTENTION FROM VOTING/CONFLICT OF INTEREST: According to Florida Statutes 286.012, members of a committee must abstain from voting when there is, or appears to be, a possible conflict of interest. A conflict of interest is defined as:

* a “special private gain or loss” which means economic benefit or harm could result or
* When an action involves a relative

The conflict of interest should be disclosed prior to, or at the meeting, in which the vote will take place. Form BB, Memorandum of Voting Conflict, must be filed with the TPO staff within 15 days of abstaining from a vote.
Florida Transit Properties Package/Personal Belongings Policies

Packages and Personal Items  PSTA Pinellas-SunCoast (Dart)

DART service allows individuals to bring packages and personal items. The load they bring, however, must be limited to what they can carry themselves without affecting seating capacity; typically, it is comparable to the size of three brown paper grocery bags. Because drivers cannot assist individuals with loading and unloading of these packages and/or personal items, it is important that a individual unable to manage the packages or personal items themselves travel with a PCA. Personal, two-wheeled, collapsible grocery carts are permitted. The individual must unload the packages from the cart before the driver loads the empty cart into the trunk. Please tell the reservationist if an individual will bring a cart on the scheduled trip, in order to allow for room in the vehicle. Individuals in wheelchairs will often have their PCA hold the cart in the back of the van.

PERSONAL BELONGINGS/ BAG POLICY Jacksonville  JTA Connexion

Customers may bring on board the vehicle approximately four items (bags) as long as they can be personally managed during one loading trip. Customers may also bring an approved collapsible shopping cart that must not exceed 30" tall, 18” wide, and 18” deep; not including handle and/or wheels. Customers’ belongings are not to block an aisle or stairway, or occupy an additional seat, as to do so would cause danger or displace other customers. Drivers are to ensure the safe operation of the vehicle and the safety of all occupants. Drivers are not required to assist customers in carrying their belongings on or off the vehicle.
Transporting Packages, Oxygen, Etc.  Lee County  Lee Tran Passport

Passengers are to limit their packages to four (4) small parcels that they can carry. Drivers are not allowed to assist riders with personal belongings. If you have difficulty handling your packages, please bring a personal care attendant or guest to assist you. Under limited circumstances the passenger may request the driver to assist with their belongings. However, the driver must be able assist the passenger and carry the items in one trip. Personal, two-wheeled, collapsible grocery carts are permitted and encouraged. Large coolers are not permitted. Small animals in designed pet travel cases are permitted, as long as the passenger is able to carry the pet travel case. Any packages or objects belonging to passengers cannot block aisles or emergency exits. It is important to remember that Passport is a shared-ride system. Passengers may not transport potentially dangerous items, explosives, flammable liquids or materials that are hazardous to themselves, drivers or other passengers. Passengers possessing or using illegal drugs may be denied or terminated from transportation. Passengers using self-carrying portable oxygen are granted transportation, as it is a life-sustaining mobility aid.

Palm Tran CONNECTION  Palm Beach County

Traveling with Packages You may travel with one 1 medium sized piece of luggage and one carry-on. You may bring home 4 plastic supermarket bags or 2 brown paper bags. Please note that packages or luggage cannot weigh more than 35 pounds combined. These packages must fit on your lap or under your seat. You may also travel with a two wheeled folding shopping cart to help you carry items from the supermarket or department store. Please inform the reservation agent when scheduling your trip.
CTD

**Courtesy**

Customers have the right to:

1. Professional, courteous, and properly trained drivers;
2. Assistance while getting in and out of vehicle and to the seat; and
3. Assistance with up to *packages;

Customers are responsible for:

1. Calling in trip cancellations within *;
2. Informing CTC of all pertinent information regarding trip;
3. Presenting the correct fare;
4. Being ready at time of pick-up; and
5. Ensuring personal hygiene.

Note - The information containing an asterisk (*) is determined by each Community Transportation Coordinator (CTC) and should be available in the Rider’s Guide and/or local Transportation Disadvantaged Service Plan (TDSP).

FTA C 4710.1 Chapter 2 – General Requirements 2.5.2 Other General Assistance

It is assumed that transit personnel are prepared to provide a reasonable level of assistance to customers with and without disabilities as part of their routine job of serving the public and in the interest of customer service. In the ADA context, personnel are not required to provide “attendant services” and take on the role typically provided by a PCA. The following examples from Appendix E to Part 37 (Reasonable Modification Requests) (see Circular Section 2.10) provide additional guidance regarding assisting individuals with disabilities:
• Luggage and Packages. A passenger’s request for a fixed route or paratransit driver to assist with luggage or packages may be denied in those instances where it is not the normal policy or practice of the transportation agency to assist with luggage or packages. Such assistance is a matter for the passenger or PCA, and providing this assistance would be a fundamental alteration of the driver’s function.

National RTAP 101 Webinar on the ADA and Rural Transportation

Are bus operators required to help passengers with disabilities with items such as grocery bags?

No. Transit agencies can have policies that require passengers to be responsible for their own personal belongings. However, many transit agencies have policies that allow bus operators to assist with a certain number, or weight of bags. The policy just has to be applied equally to all riders.

Volusia County TDSP

Personal belongings that can be carried by the passenger in one trip and can be safely stowed on the vehicle may be transported at the risk of the passenger at no additional charge. Drivers are not responsible for or expected to load and unload passenger property.