



# MEETING NOTICE

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

**DATE:** **Wednesday, July 8, 2015**

**TIME:** **11:00 a.m.**

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

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**Council Member Joshua Wagner, Chairman Presiding**

## AGENDA

- I. **CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- II. **PLEDGE OF ALLEGIANCE**
- III. **COMMITTEE REPORTS** (Enclosure, page 3)
- IV. **PUBLIC COMMENT/PARTICIPATION** (Public comments may be limited to three (3) minutes at the discretion of the Chairman)
- V. **ACTION ITEMS**
  - A. **REVIEW AND APPROVAL OF THE MAY 13, 2015 TDLCB MEETING MINUTES** (Contact: Pamela Blankenship) (Enclosure, pages 4-11)
  - B. **REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC'S) MONTHLY PARATRANSIT REPORTS** (Contact: Heather Blanck) (Enclosure, pages 12-14)
  - C. **ANNUAL REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S TDLCB GRIEVANCE PROCEDURES** (Contact: Robert Keeth) (Enclosure, pages 15-21)
  - D. **ANNUAL REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S TDLCB BYLAWS** (Contact: Robert Keeth) (Enclosures, pages 22-28)

**VI. DISCUSSION ITEMS AND PRESENTATIONS**

- A. PRESENTATION ON THE RIVER TO SEA TPO 2040 LONG RANGE TRANSPORTATION PLAN (LRTP) CONGESTION MANAGEMENT PROCESS (CMP) AND PUBLIC OUTREACH UPDATE** (Contact: Jean Parlow) (Enclosure, pages 29-30)

**VII. STAFF COMMENTS** (page31)

**VIII. TDLCB CHAIRMAN COMMENTS** (page 31)

**IX. TDLCB MEMBER COMMENTS** (page 31)

**X. INFORMATION ITEMS** (pages 31-44)

- TDLCB Membership List
- Bus Stop Inventory Report and Template
- TPO Board Meeting Summary for May 27, 2015
- LRTP Subcommittee Summaries for May 29 and June 12, 2015

**XI. ADJOURNMENT** (page 31)

**\*\*\*NEXT MEETING OF THE TDLCB WILL BE SEPTEMBER 9, 2015\*\*\***

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.

**SUMMARY SHEET  
TDLCB  
JULY 8, 2015**

**III. COMMITTEE REPORTS**

**A. QUALITY ASSURANCE COMMITTEE REPORT**

**Background Information:**

The Quality Assurance Committee (QAC) is scheduled to meet on July 8, 2015, prior to the Transportation Disadvantaged Local Coordinating Board (TDLCB) meeting. The QAC will be reviewing TDLCB Bylaws.

The Grievance Committee is scheduled to meet on July 8, 2015, prior to the Transportation Disadvantaged Local Coordinating Board (TDLCB) meeting. The Grievance Committee will be reviewing TDLCB Grievance Procedures.

The Chairman (or representative thereof) will be present to give a report on the activities of the Quality Assurance Committee.

***ACTION REQUESTED:***

***NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE BOARD***

**SUMMARY SHEET  
TDLCB  
JULY 8, 2015**

**IV. ACTION ITEMS**

**A. REVIEW AND APPROVAL OF THE MAY 13, 2015 TDLCB MEETING MINUTES**

**Background Information:**

Minutes are prepared for each TDLCB meeting and the minutes must be approved by the TDLCB.

***ACTION REQUESTED:***

***MOTION TO APPROVE THE MAY 13, 2015 TDLCB MEETING MINUTES***

# Transportation Disadvantaged Local Coordinating Board (TDLCB)

## Meeting Minutes

May 13, 2015

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

### **TDLCB Members Present:**

Council Member Joshua Wagner  
Doug Hall  
DeWeece Ogden  
Samuel Weekley  
Judy Craig  
Chip Kent  
Nancy Hartford  
Lynn Sinnott  
Patricia Antol  
Charly Poniatowski  
Sam Goodwin

### **Representing:**

River to Sea TPO  
Citizens Advocate, System User  
Health Care Administration  
Florida Department of Transportation  
Disabled Citizens  
Public Education Community  
Medical Community  
Early Child Care  
Elderly Citizens  
Elder Affairs  
Work Force Development Board

### **TDLCB Members Absent:**

Mary Ellen Ottman (excused)  
Jean Cerullo (excused)  
Steve Jack  
Peter Cerullo (excused)  
Clay LaRoche (excused)  
Patricia James  
Jefferey Bumb  
Jackie Uhrig (excused)

### **Representing:**

Citizens Advocate, System User  
Citizens Advocate  
Private for Profit  
Mass Transit  
Department of Children and Families  
Association of Community Action  
Veterans Services Group  
Vocational Rehabilitation Services

### **Others Present:**

Pamela Blankenship, Recording Secretary  
Robert Keeth  
Heather Blanck

### **Representing:**

TPO Staff  
TPO Staff  
Votran Staff

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

TDLCB Chairman Joshua Wagner called the meeting of the River to Sea Transportation Planning Organization (TPO) Transportation Disadvantaged Local Coordinating Board (TDLCB) to order at 11:09 a.m. The roll was called and it was determined that a quorum was present.

## **II. Pledge of Allegiance**

### III. Committee Reports

Council Member Wagner stated that the Quality Assurance Committee had reviewed and approved the rates for TD Trust Fund trips and Votran's CTC evaluation for FY 2014. He noted that the number of accidents went down as did the amount of local funding. The percentage of TD population served also went down by 29%. The rates for the TD Trust Fund trips increased; that rate is the amount that Votran may bill the Trust Fund Board for reimbursement.

### IV. Public Comment/Participation

There were no public comments.

### V. Action Items

#### A. Review and Approval of the March 11, 2015 TDLCB Meeting Minutes

**MOTION:** *A motion was made by Patricia Antol to approve the March 11, 2015 TDLCB meeting minutes. The motion was seconded by Lynn Sinnott and carried unanimously.*

Council Member Wagner reopened the public comment period due to a number of audience members entering the TDLCB meeting. No public comments were made and the public comment period was closed.

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

[Handout provided]

Ms. Blanck reviewed the February and March Community Transportation Coordinator (CTC) Paratransit reports. In February, there was an increase in paratransit trips of 3.3% and in March the increase was 9.4%. In February, wheelchair boardings increased by 50% and in March they decreased by 20%; the decrease could be in part due to the rainy weather. She noted that the numbers were rough guides.

**MOTION:** *A motion was made by Lynn Sinnott to approve the Community Transportation Coordinator's (CTC's) Monthly Paratransit Reports for February and March. The motion was seconded by Doug Hall and carried unanimously.*

#### C. Review and Approval of Votran's Annual CTC Evaluation for FY 2014

Ms. Blanck noted that both the current year and prior year evaluations had been included in the agenda. The improvements for 2014 include a decrease of 52% in the number of accidents; a decrease in the amount of local funding; and a decrease in the percentage of TD population served. She explained the computation utilized to calculate the TD population served. She added that the evaluation had been approved by the Quality Assurance Committee (QAC).

**MOTION:** *A motion was made by Patricia Antol to approve Votran's Annual CTC Evaluation for FY 2014. The motion was seconded by Judy Craig and carried unanimously.*

**D. Review and Approval of the Rates for TD Trust Fund Trips for FY 15/16 to be included in the Annual Update of the Transportation Disadvantages Service Plan (TDSP)**

[Handout provided]

Ms. Blanck noted that a revised document had been provided to the TDLCB members which reflected adjustments that were recommended by the TD Commission. She pointed out that the wheelchair rate per trip is \$30.72 and the rate for an ambulatory trip is \$17.92 which is an increase over prior years. The additional funding was provided for FY 2015/16 from the TD Commission. The rates were approved by the Quality Assurance Committee (QAC).

**MOTION:** *A motion was made by Chip Kent to approve the rates for TD trust fund trips for FY 15/16 to be included in the annual update of the Transportation Disadvantages Service Plan (TDSP). The motion was seconded by Charly Poniatowski and carried unanimously.*

**E. Review and Approval of the 2015 Annual Update/Amendment to the Transportation Disadvantaged Service Plan (TDSP)**

Ms. Blanck stated that Votran worked very closely with the River to Sea TPO to develop the TDSP; she introduced Mr. Robert Keeth from the TPO. The annual update/amendment to the TDSP represents the goals of the organization and provides the statuses for each of the goals.

**MOTION:** *A motion was made by Chip Kent to approve 2015 Annual Update/Amendment to the Transportation Disadvantaged Service Plan (TDSP). The motion was seconded by Charly Poniatowski. A roll call vote was taken and the motion carried unanimously.*

Ms. Blanck noted that the update would be forwarded to the TD Commission.

**IV. Discussion Items and Presentations**

**A. Presentation by Tindale Oliver on Transit Design Guidelines**

Ms. Blanck stated that this presentation was a follow up to the question on how Votran works on and establishes bus stops. In 2008, Votran published the Transit Design Guidelines (TDG) which provided guidance on how to work with infrastructure challenges in the community. She introduced Ms. LaChant Barnett, Tindale-Oliver & Associates.

Ms. Barnett gave a PowerPoint presentation on the Transit Development Design Guidelines Update. She explained that a survey had been developed and brought before the TPO committees for feedback.

Ms. Craig noted that the TDLCB had just approved the draft TDSP prior to the presentation; that document identified bus stops which cannot be serviced because of a lack of funding. She asked what would happen with those bus stops.

Ms. Barnett responded that those are existing stops and the Transit Design Guidelines had not been taken into consideration.

Ms. Blanck stated that in the TDSP, those stops are actual challenges for delivering service. The Transit Design Guidelines are talking about looking at projects as they are being developed to have a better understanding of where services are available and where those projects should plan to accommodate transit. She gave examples of projects.

Mr. Hall asked if the study would be looking at the accessibility of current and future bus stops.

Ms. Barnett responded that a study had been conducted which looked at bus stop accessibility and there is a listing of bus stops that need to be brought up to ADA standards. The Transit Development Guidelines Update purpose is to provide reference materials for developers to incorporate appropriate design in order to accommodate transit.

Ms. Blanck stated that they are currently doing an inventory of the bus stops in the system; that project has just started for the current round of inventory.

Mr. Goodwin noted that in regard to land use considerations, traffic counts are the most important thing that drives the approval of projects. When discussing guidelines for transit improvements, if you are depending on the cities, that may not be the best way. Drafts and recommendations are rarely included into projects. He added that it concerned him that there was development throughout the county where bus landings could be improved but that is not being done or considered; no one is taking the initiative to improve the bus stops for the disabled. It should be unacceptable to install only a bus stop sign and/or bench.

Ms. Blanck responded that all of the stops that are created are being done jointly with a city/county. Some of those considerations have been addressed through communication. There are 2,200 bus stops throughout the system. She gave an example of the Veterans' Clinic bus stop in Orange City which had required a lot of involvement and communication.

Mr. Goodwin asked who was in charge of that bus stop.

Ms. Blanck stated that all three partners were very active; the request came from the Veteran's Clinic but Orange City was a very active partner. Orange City has a very

advanced development code and their staff members are very insistent on developers doing improvements wherever possible. She gave another example of a bus stop in Orange City at the Dollar Store.

Discussion ensued on transit-oriented design of bus stops.

Ms. Antol noted that one of the things that should be considered when putting in a bus stop is adequate lighting.

Ms. Sinnott asked if the Transit Development Design Guidelines were enforceable.

Ms. Barnett stated that the Transit Development Design Guidelines were for reference purposes only; however, there are certain requirements that have to be met on state roads.

Ms. Sinnott stated that the TDLCB needed to be the voice for disabled; it is important to realize that bus stops are an issue.

Ms. Barnett responded that that was one of the reasons they were incorporating the Transit Design Guidelines with the Transportation Impact Analysis (TIA). Cities/counties have to adopt and follow the TIA which provides something that is enforceable and can be connected to funding.

Ms. Blanck added that the Transit Development Guidelines cite all of the requirements to comply with ADA codes as well as existing FDOT requirements for building on state roads and highways.

Ms. Antol asked who was responsible for installing lights at bus stops.

Mr. Keeth stated that it depended on the location of the stops. The Transit Development Guidelines are strictly guidelines; it is hoped that the cities and the counties will incorporate them into their land development codes.

Ms. Barnett added that lighting is the expense of the entity that owns the shelter, most likely the city, county or state.

Mr. Goodwin asked in regards to the program that will outline all the current existing bus stops, if they could be brought before the TDLCB to see what was in need of improvements. He asked who the partners were in improving the bus stops.

Ms. Blanck replied that as part of the inventory effort Votran would be analyzing the data and determining what stops were inferior.

Mr. Goodwin asked who was spearheading the efforts.

Ms. Blanck noted that the Transit Impact Analysis and the Transit Development Guidelines would help Votran understand how they are working with the cities. The parallel project,

the inventory and bus stop analysis, would be informed in terms of how to develop a plan for making improvements; that will be Votran's plan and will be developed with county staff.

Ms. Blanck commented that there will be a Survey Monkey Transit Development Guidelines survey that will go out to the TDLCB members to provide input anonymously.

**V. Staff Comments**

Mr. Keeth stated that he was representing the River to Sea TPO until a replacement for Ms. Carole Hinkley could be found. TPO and Votran staff will be discussing the applications received for Ms. Hinkley's position next week and they hope to fill the position in the next couple of months. He added that he appreciated Ms. Blanck taking the lead for the TDLCB meeting.

Ms. Blanck announced that in addition to the inventory project that Votran is currently working on, they are also working on the establishment of a small tag to be placed on each bus stop sign that will bear a tactile number that says "Vo" and the bus stop number. When that number is texted to Votran they will get a response with the next live estimated time the bus will be at that stop. That project, "Text Vo to Go," is being done in tandem with the inventory.

Ms. Blanck added that they are also in the process of getting interactive voice recognition software that will place outbound calls to remind people of reservations.

**VI. TDLCB Member Comments**

Mr. Hall stated that he is the Chairman of the Daytona Beach Mayors' Alliance for Persons with Disabilities, which will be meeting on May 26, 2015 to discuss transportation. Ms. Heather Garcia from FDOT will talk about the Daytona Beach International Speedway Boulevard Corridor Transportation Plan. He added that there were three openings on the board; if anyone was interested, they must be a resident of Daytona Beach and have an interest in disability issues. Please contact Ms. Betty Goodwin with Daytona Beach.

Ms. Sinnott commended Votran on the work they are doing on the bus stops.

Mr. Weekley asked if the bus stop criteria included safety and security.

Ms. Blanck stated that there was a checklist that has all of the criteria listed to assess the bus stops. Votran staff has been evaluating the bus stops.

Mr. Goodwin asked when the inventory would be completed.

Ms. Blanck stated that Votran is using existing staff and there are 2,200 bus stops to evaluate. Votran staff has been completing about 60 stops per week and they hope to finish by the end of the fall. She added that she can provide progress reports to the TDLCB at each meeting. She will bring an evaluation checklist template to the next meeting.

Ms. Poniatowski commented that Votran was doing a good job on such a huge project.

**VII. TDLCB Chairman Comments**

Council Member Wagner welcomed Mr. Keeth to the TDLCB.

**VIII. Information Items**

- TDLCB Membership List
- TPO Board Meeting Summary for April 22, 2015
- LRTP Subcommittee Update Summaries for March 20 and 27 and April 27, 2015

**IX. Adjournment**

The meeting was adjourned at 12:25 p.m.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

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**JOSHUA J. WAGNER, CHAIRMAN  
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)**

**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 May 13, 2015 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 8<sup>th</sup> day of July 2015.

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**PAMELA C. BLANKENSHIP, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**SUMMARY SHEET  
TDLCB  
JULY 8, 2015**

**IV. ACTION ITEMS**

**B. REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC'S) 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 April and May 2015 are enclosed for your review.

Staff will be available to answer questions regarding the reports.

***ACTION REQUESTED:***

***MOTION TO APPROVE THE CTC'S MONTHLY PARATRANSIT REPORTS***

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	APR., 2015 VOTRAN	APR., 2014 VOTRAN	APR., 2015 CONTRACTED	APR., 2014 CONTRACTED	APR., 2015 TOTAL	APR., 2014 TOTAL
<b>TOTAL PASS TRIPS</b>	<b>14,455</b>	<b>11,883</b>	<b>7,994</b>	<b>8,454</b>	<b>22,449</b>	<b>20,337</b>
<b>TRIP PURPOSE</b>						
Medical	5,359	4,488	3,582	3,478	8,941	7,966
Nutrition	1,318	1,043	76	49	1,394	1,092
Other	1,649	2,097	1,003	1,903	2,652	4,000
Education	2,077	1,082	1,241	1,060	3,318	2,142
Shopping	1,013	723	662	544	1,675	1,267
Work	3,039	2,450	1,430	1,420	4,469	3,870
<b>PASSENGER TYPE</b>						
Disabled	13,380	10,979	7,682	8,072	21,062	19,051
Elderly	1,072	904	312	382	1,384	1,286
Child	3	0	0	0	3	0
<b>TRIP TYPE</b>						
Ambulatory	10,933	8,830	5,611	5,807	16,544	14,637
Wheelchair	3,522	3,053	2,383	2,647	5,905	5,700
<b>TOTAL COMPLAINTS</b>	<b>13</b>	<b>5</b>	<b>21</b>	<b>7</b>	<b>34</b>	<b>12</b>
Discourtesy	0	0	0	0	0	0
Safety	0	0	1	2	1	2
Early	0	1	0	0	0	1
Late	7	2	12	3	19	5
Driver	0	1	0	0	0	1
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	1	0	1	0
Other	6	1	7	2	13	3
<b>TOTAL ACCIDENTS</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>CHARGEABLE:</b>						
Person Only	0	0	0	1	0	1
Vehicle Only	0	0	0	1	0	1
Person & Vehicle	0	0	0	0	0	0
<b>NON-CHARGEABLE:</b>						
Person Only	0	1	0	0	0	1
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>CANCELLATIONS</b>	<b>899</b>	<b>955</b>	<b>630</b>	<b>681</b>	<b>1,529</b>	<b>1,636</b>
<b>NO SHOWS</b>	<b>325</b>	<b>245</b>	<b>228</b>	<b>174</b>	<b>553</b>	<b>419</b>
<b>REVENUE MILES</b>	<b>122,383</b>	<b>101,365</b>	<b>74,558</b>	<b>80,976</b>	<b>196,941</b>	<b>182,341</b>
<b>REVENUE HOURS</b>	<b>7,765</b>	<b>6,261</b>	<b>4,789</b>	<b>5,478</b>	<b>12,554</b>	<b>11,739</b>

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	MAY, 2015 VOTRAN	MAY, 2014 VOTRAN	MAY, 2015 CONTRACTED	MAY, 2014 CONTRACTED	MAY, 2015 TOTAL	MAY, 2014 TOTAL
<b>TOTAL PASS TRIPS</b>	<b>13,265</b>	<b>11,452</b>	<b>7,584</b>	<b>8,564</b>	<b>20,849</b>	<b>20,016</b>
<b>TRIP PURPOSE</b>						
Medical	5,091	4,437	3,419	3,444	8,510	7,881
Nutrition	1,137	1,004	82	34	1,219	1,038
Other	1,524	2,046	965	1,979	2,489	4,025
Education	1,818	1,021	1,146	989	2,964	2,010
Shopping	914	664	696	554	1,610	1,218
Work	2,781	2,280	1,276	1,564	4,057	3,844
<b>PASSENGER TYPE</b>						
Disabled	12,168	10,595	7,267	8,158	19,435	18,753
Elderly	1,096	857	314	406	1,410	1,263
Child	1	0	3	0	4	0
<b>TRIP TYPE</b>						
Ambulatory	9,853	8,646	5,208	5,752	15,061	14,398
Wheelchair	3,412	2,806	2,376	2,812	5,788	5,618
<b>TOTAL COMPLAINTS</b>	<b>6</b>	<b>3</b>	<b>11</b>	<b>16</b>	<b>17</b>	<b>19</b>
Discourtesy	0	0	0	0	0	0
Safety	0	0	1	0	1	0
Early	0	0	0	0	0	0
Late	4	0	7	10	11	10
Driver	0	0	0	0	0	0
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	2	0	2
Other	2	3	3	4	5	7
<b>TOTAL ACCIDENTS</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	1	0	1	0
Person & Vehicle	0	0	0	0	0	0
<b>NON-CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	1	0	0	0	1
Person & Vehicle	0	0	0	0	0	0
<b>CANCELLATIONS</b>	<b>887</b>	<b>874</b>	<b>521</b>	<b>654</b>	<b>1,408</b>	<b>1,528</b>
<b>NO SHOWS</b>	<b>415</b>	<b>325</b>	<b>138</b>	<b>243</b>	<b>553</b>	<b>568</b>
<b>REVENUE MILES</b>	<b>114,713</b>	<b>100,159</b>	<b>70,144</b>	<b>83,050</b>	<b>184,857</b>	<b>183,209</b>
<b>REVENUE HOURS</b>	<b>7,386</b>	<b>6,188</b>	<b>4,609</b>	<b>5,591</b>	<b>11,995</b>	<b>11,779</b>

**SUMMARY SHEET  
TDLCB  
JULY 8, 2015**

**V. ACTION ITEMS**

**C. REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S TDLCB GRIEVANCE PROCEDURES**

**Background Information:**

The Quality Assurance Committee met prior to the Transportation Disadvantaged Local Coordinating Board (TDLCB) meeting to perform the required annual review of the Grievance Procedures. Pursuant to approval by the TDLCB, these Grievance Procedures will be forwarded to the Commission for the Transportation Disadvantaged.

Enclosed for your review and/or comment is a copy of the currently adopted Grievance Procedures.

***ACTION REQUESTED:***

***MOTION TO APPROVE THE RIVER TO SEA TPO'S TDLCB GRIEVANCE PROCEDURES***

**GRIEVANCE PROCEDURES  
OF THE  
RIVER TO SEA -TPO  
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD**

**ARTICLE I: PREAMBLE**

**SECTION 1: PREAMBLE**

The following sets forth the grievance procedures which shall serve to guide the River to Sea TPO Transportation Disadvantaged Local Coordinating Board (TDLCB), serving to assist the Community Transportation Coordinator (CTC). The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2.012 of the Florida Administrative Code (FAC), and subsequent laws setting forth requirements for the establishment of grievance procedures. Grievance Committee procedures are designed to address issues raised by agencies, users, potential users, sub-contractors, and other interested parties which cannot be resolved through the CTC. This procedure does not cover the competitive bid process; including Request for Proposals (RFPs).

**ARTICLE II: GRIEVANCE COMMITTEE NAME AND PURPOSE**

**SECTION 1: NAME**

The name of the committee to resolve grievances for the River to Sea TPO Transportation Disadvantaged Local Coordinating Board shall be a Subcommittee of the TDLCB Quality Assurance Committee, but will hereinafter be referred to as the Grievance Committee.

**SECTION 2: PURPOSE**

The primary purpose of the Grievance Committee is to process, investigate and make recommendations with respect to unresolved complaints to the Local Coordinating Board for improvement of service. This procedure is made available to agencies with Purchase of Service Agreements (POS) contracts, users, or potential users of the system in Volusia to hear complaints and provide a mechanism for issues to be brought before the Grievance Committee which shall meet as often as necessary to address unresolved complaints in a timely manner.

**ARTICLE III: DEFINITIONS**

**SECTION 1: DEFINITION OF COMPLAINT**

“A complaint is an oral (in person/telephone) or written statement of dissatisfaction which is presented to Votran, Volusia County’s CTC.”

**SECTION 2: DEFINITION OF FORMALGRIEVANCE**

“A formal grievance is a written complaint to document any concerns or unresolved service complaints regarding the operation or administration of TD services by the Transportation Operator, Community Transportation Coordinator, the designated official planning agency (DOPA) or the local coordinating board. The Grievant in their formal complaint should demonstrate or establish their concerns as clearly as possible.”

**ARTICLE IV: FILING OF COMPLAINTS AND GRIEVANCES**

**SECTION 1: PROCESS OF FILING A COMPLAINT**

Any user, agency (with POS contract) or potential user may register a verbal/written complaint with the CTC in accordance with the policies and procedures of Votran.

If the complainant is not satisfied with the action taken by the CTC, the user may file a formal written complaint within ten (10) working days after the CTC’s decision.

Such written complaint shall include the following:

1. the name and address of the complainant;
2. a statement of the grounds for the complaint made in a clear and concise manner, supplemented by supporting documentation;
  - a. Exact date/time of incident;
  - b. Exact location of incident;
  - c. Any witnesses to incident (including name and address); and
  - d. Vehicle unit number, license number, color and type.
3. an explanation of the relief desired by the complainant; and
4. if the complainant is unable to submit a formal written complaint, Votran shall have the responsibility of obtaining an advocate who will be available to assist those individuals. The ten (10) working days needed by the customer to submit

their written complaint will not go into effect until the advocate has met with the customer.

A written complaint shall be addressed to:

Votran Bus System  
Assistant General Manager  
950 Big Tree Road  
South Daytona, Fl. 32119

The CTC shall have ten (10) working days from the date of notification of the complaint to address or investigate the problem. Within that time, the CTC will respond to the complainant by telephone, if possible, and in writing within ten (10) working days of notification to the complainant as to what action was made.

## SECTION 2: FILING OF A GRIEVANCE

If the complainant is dissatisfied with the corrective action taken by the CTC, an appeal to the Grievance Committee of the TDLCB may be filed. Such written appeal must be filed within ten (10) working days from the date of notification to the complainant of the final decision from the CTC. The written appeal shall include the following:

1. the name and address of the complainant;
2. a statement of the ground for the grievance made in a clear and concise manner, supplemented by supporting documentation;
3. demonstrate or establish a clear violation of a specific law, regulation, contractual arrangement, or circumstance thought to be unjust;
4. an explanation of the relief desired by the complainant;
5. specified areas of disagreement with the CTC decisions; and
6. if the complainant is unable to submit a formal written appeal to be filed, Votran shall have the responsibility of obtaining an advocate who will be available to assist those individuals. The ten (10) working days needed by the customer to submit a written appeal will not go into effect until the advocate has met with the customer.

An appeal to the Grievance Committee may only be filed after the complainant has sought satisfaction directly from the CTC.

The appeal must be addressed to:

River to Sea Transportation Planning Organization  
Attn: Grievance Committee  
2570 W. International Speedway Boulevard, Suite 100  
Daytona Beach, Florida 32114

Once an appeal has been received, the Grievance Committee shall meet and render its recommendation within thirty (30) working days of the date the appeal was filed. The complainant shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the meeting.

A written copy of the recommendation will be forwarded to the TDLCB and all parties involved within ten (10) working days from the date of the recommendation.

Written recommendations will include the following information:

1. a statement that a meeting was held in which the involved parties and/or their representatives were given an opportunity to present their positions;
2. a statement that clearly defines the issues discussed; and
3. Reasons for the recommendation based on the information provided.

If the complainant is dissatisfied with the recommendation of the Grievance Committee, he/she may continue the appeal process with the TDLCB.

**ARTICLE V: APPEAL TO THE TRANSPORTATIONDISADVANTAGED LOCAL COORDINATING BOARD**

Should the aggrieved be interested in filing an appeal with the TDLCB it must be filed within ten (10) working days from the date of receipt of the final recommendation of the Grievance Committee. The appeal should attempt to demonstrate or establish a clear violation of a specific law, regulation, contractual arrangement or circumstance thought to be unjust. An appeal to the TDLCB can only be filed after the aggrieved has sought satisfaction directly from the Grievance Committee. An appeal to the TDLCB must be addressed to:

River to Sea Transportation Planning Organization  
Attn: TDLCB  
2570 W. International Speedway Boulevard, Suite 100  
Daytona Beach, Florida 32114

Once an appeal has been received, the TDLCB shall meet and render its recommendation within sixty (60) days of the date the appeal was filed. The aggrieved shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the hearing.

A written copy of the TDLCB's recommendation shall be forwarded to all parties involved within ten (10) working days from the date of the recommendation. . A written recommendation shall include the following information:

1. a statement that a hearing was held in which the involved parties, their representatives and/or witnesses were given an opportunity to present their positions;
2. a statement that clearly defines the issues discussed; and
3. reasons for the recommendation Votran based on the information provided.

If the complainant is dissatisfied with the recommendation of the TDLCB, he/she may continue the process with the TD Ombudsman Program by calling the following number(s): 1-800-983-2435. For hearing and speech impaired customers call, 711 (Florida Only) Florida Relay System or (850) 410-5708 for TTY or via written correspondence to:

Florida Commission for the Transportation Disadvantaged  
Attn: Ombudsman Program  
605 Suwannee Street, MS-49  
Tallahassee, FL32399-0450

If the Commission is unable to resolve the grievance, the customer will be referred to the Office of Administrative Appeals or other legal venues as appropriate to the specific nature of the grievance.

All of the steps above must be attempted in the order listed before a complaint or grievance will move to the next step.

## **ARTICLE VI: MEDICAID FAIR HEARING**

The Medicaid customer has the right to request a Medicaid fair hearing or go through the Grievance Procedures of the Florida Commission for the Transportation Disadvantaged's subcontracted transportation provider (STP) for Medicaid non-emergency transportation. The STP contact information in Volusia County may be obtained by calling the TD Commission Helpline at: 1-800-983-2435. For hearing and

speech impaired customers call, 711 (Florida Only) Florida Relay System or (850) 410-5708 for TTY.

## **ARTICLE VII: SCHEDULED MEETINGS**

### **SECTION 1: GENERAL**

The Grievance Committee shall be comprised of a minimum of five (5) TDLCB board members. The CTC shall not serve on the Grievance Committee. Each member shall serve at the discretion of the TDLCB.

When a meeting of the Grievance Committee is necessary, staff to the TDLCB shall schedule the meeting of the Grievance Committee to hear appealed grievances.

## **ARTICLE VIII: AMENDMENTS**

### **SECTION 1: GENERAL**

The Transportation Disadvantaged Local Coordinating Board Grievance Procedures may be amended by a two-thirds (2/3) vote of members present, if a quorum exists, providing the proposed change(s) is/are mailed to all members at least seven (7) working days in advance of the meeting.

### **SECTION 2: QUORUM**

At all meetings of the Transportation Disadvantaged Local Coordinating Board, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business.

## **ARTICLE IX: CERTIFICATION**

The undersigned hereby certifies that he is the Chairman of the River to Sea TPO Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Local Coordinating Board as adopted by the River to Sea TPO Transportation Disadvantaged Local Coordinating Board the ~~9th day~~ 8th day of **July** ~~2014~~2015.

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**Joshua Wagner, Chairman**  
**Transportation Disadvantaged Local Coordinating Board (TDLCB)**

### **ATTEST:**

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**Pamela C. Blankenship, Recording Secretary**  
**River to Sea Transportation Planning Organization**

**SUMMARY SHEET  
TDLCB  
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**V. ACTION ITEMS**

**D. ANNUAL REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S TDLCB BYLAWS**

**Background Information:**

The annual review of the TDLCB Bylaws is a requirement of the TD Grant Program and is an intrinsic part of program management. The Quality Assurance Committee of the TDLCB will meet to review these bylaws prior to the TDLCB meeting. Pursuant to approval by the TDLCB, these bylaws will be forwarded to the Commission for the Transportation Disadvantaged.

Typically, the TPO provides agendas for all our committees one week (5 business days) prior to the meeting. The TDLCB bylaws specify that agendas are sent out 10 business days prior to the meetings. The draft bylaws show a change to state "5 business days" that will be consistent with all of the TPO's committees.

Enclosed for your review and/or comment is a copy of the currently adopted TDLCB Bylaws.

***ACTION REQUESTED:***

***MOTION TO APPROVE THE RIVER TO SEA TPO'S TDLCB BYLAWS***

**BYLAWS OF THE  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION  
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD**

**ARTICLE I: PREAMBLE**

The following sets forth the bylaws which shall serve to guide the proper functioning of the coordination of transportation disadvantaged through the Transportation Disadvantaged Local Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code (FAC), and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

**ARTICLE II: NAME AND PURPOSE**

Section A: **Name.** The name of the Coordinating Board shall be the River to Sea Transportation Planning Organization TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD, hereinafter referred to as the Board.

Section B: **Purpose.** The primary purpose of the Board is to assist the Designated Official Planning Agency in identifying local service needs and providing information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, Florida Statutes.

**ARTICLE III: MEMBERSHIP, APPOINTMENT, TERMS OF OFFICE, AND  
TERMINATION OF MEMBERSHIP**

Section A: **Voting Members.** In accordance with Chapter 427.0157, Florida Statutes, all members of the Board shall be appointed officially by the River to Sea Transportation Planning Organization (TPO). Each prospective member shall have their organization designate in writing to the TPO their appointee to the TDLCB.

According to Florida Statute 427, Chapter 41-2.012, the following agencies or groups shall be represented on the Local Coordinating Board in every County as voting members:

1. An elected official of Volusia County, Florida shall serve as the official chairperson;

2. A representative of the Florida Department of Transportation;
3. A representative of the Florida Department of Children and Families;
4. A representative of the Public Education Community;
5. A representative of the Florida Department of Education;
6. A person who is recognized by the Florida Association for Community Action as representing the economically disadvantaged in the County;
7. A person who is recognized by the Florida Department of Veterans' Affairs as a representative of veterans in the County;
8. A person over sixty years of age representing the elderly in the County;
9. A handicapped person representing persons with disabilities in the County;
- 10/11. Two citizen advocate representatives in the County, one of whom must represent a user of the system;
12. A representative of the Council for Early Childhood Services;
13. Chairperson or designee of the local Mass Transit or Public Transit System's Board;
14. A representative of the Florida Department of Elder Affairs;
15. A representative of the local private for profit transportation industry;
16. A local representative of the Florida Agency for Health Care Administration;
17. A representative of the Regional Workforce Development Board; and
18. A representative of the local medical community.

Section B: **Alternate Members.** All members of the Board shall have their organization designate in writing to the TPO their alternate who may vote only in the absence of that member on a one vote per member basis. All members not representing an agency shall have an alternate appointed for them.

Section C: **Terms of Appointment.** Consistent with Rule 41 - 2.012(5), except for the chairperson and agency members, non-agency members of the Board shall be appointed for three year staggered terms with initial membership being appointed equally for one, two, and three years. Individuals can be appointed for more than one term. The Chairperson shall serve until replaced by the TPO.

Section D: **Termination of Membership.** Any non-agency members of the Board may resign at any time by notice in writing to the Chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chairperson. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend. The TPO shall review, and consider rescinding the appointment of any voting non-agency member of the Board who fails to attend three (3) consecutive meetings. The staff of the Local Coordinating Board shall contact Department Supervisors of all members representing an agency who fail to attend two (2) consecutive meetings.

#### **ARTICLE IV: OFFICERS AND DUTIES**

**Officers.** The officers of the Board shall be Chairperson and Vice-Chairperson.

1. **Chairperson.** The designated official planning agency shall appoint one elected official, to serve as the official Chairperson for all Local Coordinating Board meetings. The Chairperson shall be from the County which the Local Coordinating Board serves. The Chairperson shall preside at all Local Coordinating Board meetings and in the event of his/her absence, or at his/her discretion, the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall serve until replaced by the TPO, in accordance with F.S. 427, Chapter 41-2.012.

2. **Vice-Chairperson.** The Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In such cases where the current Vice-Chairperson cannot complete the one year term, the Board shall hold an organizational meeting for the purpose of electing an interim Vice-Chairperson who shall serve the remainder of the previous Vice-Chairperson's term. In the event both the Chair and Vice Chair are absent, a Board member shall be nominated and approved by a majority of a quorum as Chair Pro Tem.

## **ARTICLE V: BOARD MEETINGS**

Section A: **Regular Meetings.** The Board shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, Florida Statutes, the Board shall meet at least quarterly.

Section B: **Annual Public Hearing.** The Board shall hold a minimum of one public hearing annually for the purpose of receiving input on unmet needs or any other services that relate to the local transportation system in Volusia County.

Section C: **Notice of Meetings.** Notices and agendas shall be sent to all voting Board members. Alternates and other interested parties, and the news media shall be sent notices only. Notices shall be mailed within ~~ten-five~~ **(105)** working days prior to the Board meeting and shall state the date, time, and the place of the meeting.

Section D: **Quorum.** At all meetings of the Board, the presence in person of nine (9) of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may recess the meeting until a quorum is present. At any meeting without a quorum, only discussion and or informational items may be transacted.

Section E: **Voting.** At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present.

Section F: **Parliamentary Procedures.** The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.

## **ARTICLE VI: STAFF**

Section A: **General.** The TPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets, and minutes, including an attendance roster and other necessary administrative duties.

Section B: **Budget and Finance.** Consolidate the actual expenditures report of local and direct federal government transportation disadvantaged funds and forward them to the Commission for the Transportation Disadvantaged.

## **ARTICLE VII: BOARD DUTIES**

**Board Duties.** According to Chapter 427 of the Florida Statutes and Rule 41- 2 of the Florida Administrative Code, the Transportation Disadvantaged Local Coordinating Board members shall:

1. Meet at least quarterly.
2. Review and approve the Memorandum of Agreement and the Transportation Disadvantaged Service Plan with approved minimum guidelines, goals and objectives of the Local Coordinating Board.
3. Annually review and evaluate the Community Transportation Coordinator (CTC). The evaluation shall be conducted by using the evaluation criteria developed by the Commission for the Transportation Disadvantaged (CTD). A copy of the evaluation will be submitted to the Transportation Planning Organization (TPO) and the Commission for the Transportation Disadvantaged (CTD).
4. In cooperation with the Coordinator, review and provide recommendations to the Transportation Disadvantaged Commission and the TPO on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most effective and efficient manner.
5. Review coordination strategies, for service provision to the transportation disadvantaged in the County to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours, and types of services in an effort to increase ridership to a broader population. Evaluate multi-county or regional transportation opportunities between area Coordinators when it is appropriate and cost effective to do so.
6. In coordination with the (CTC), review and approve applications for funds that may become available.
7. Assist the TPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP).

## **ARTICLE VIII: STANDING COMMITTEES**

Section A: **Quality Assurance Committee.** This committee performs a dual role in that it serves as a mediator to process and investigate complaints from agencies, and users of the system in the designated service area and make recommendations to the Coordinating Board for improvement of service. The Committee also is responsible for the update of the TDLCB Bylaws and coordinates with Votran in reviewing and establishing standards to provide a more efficient system. Reviews include but are not limited to the Annual CTC Evaluation and the Annual Operating Report (AOR).

Section B: **Other.** Other committees shall be designated by the Chairman as deemed necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures. Voting members or in their absence, their alternates may serve on the committees.

## **ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES**

The TPO authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41 - 2 Florida Administrative Code (FAC). Any written comments shall be approved by the Local Coordinating Board or Chairperson, or in his absence, his designee.

## **ARTICLE X: AMENDMENTS**

The Bylaws may be amended by a two-thirds (2/3) vote of members present, if a quorum exists.

## **ARTICLE XI: CERTIFICATION**

The undersigned hereby certifies that he/she is the Chairperson of the Volusia County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Transportation Disadvantaged Local Coordinating Board this **9th 8th** day of **July 2014-2015.**

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**Joshua Wagner, Chairman**  
**Transportation Disadvantaged Local Coordinating Board (TDLCB)**

**ATTEST:**

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**Pamela C. Blankenship, Recording Secretary**  
**River to Sea Transportation Planning Organization**

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**VI. PRESENTATION ITEMS**

**A. PRESENTATION ON THE RIVER TO SEA TPO 2040 LONG RANGE TRANSPORTATION PLAN (LRTP) CONGESTION MANAGEMENT PROCESS (CMP) AND PUBLIC OUTREACH UPDATE**

**Background Information:**

Maintenance of a Congestion Management Process (CMP) is a requirement for all Metropolitan Planning Organizations (MPOs) under Florida law and under federal law for MPOs designated as Transportation Management Areas (TMAs). Consistent with the guidance for Transportation Management Areas (Section 450.320, F.S.), the intent of the CMP is to “address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system.” This is addressed throughout the LRTP development, and is a management system and process conducted by Transportation Planning Organizations (TPOs), such as the R2CTPO, to provide a systematic, transparent and continuous method to improve traffic operations and safety. A CMP employs strategies that reduce travel demand, encourage multi-modal transportation and implement operational improvements.

A CMP is beneficial to the community because it provides an avenue to prioritize improvements and alleviate congestion issues within the Metropolitan Planning Area (MPA). The CMP is fully integrated into the planning process and is meant to be an ongoing process.

The draft 2040 LRTP Congestion Management Process was presented to the LRTP Subcommittee, BPAC, CAC and TCC at their June meetings. The draft Congestion Management Process is available for your review at:

<http://www.r2cmobility2040.com/Documents-6-19.html>

**Please Note:** There will be three public meetings in July for the 2040 Long Range Transportation Plan Public Outreach. (See flyer)

***ACTION REQUESTED:***

***NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE BOARD***

# 2040 LONG RANGE TRANSPORTATION PLAN

# Save the Date



## Upcoming Public Meetings

- ❖ **Daytona State College**  
1200 W International Speedway Blvd.  
Daytona Beach, FL 32114  
Bergengren Hall - Building 110, Room 112  
Wednesday, July 22<sup>nd</sup> | 4:00 PM to 6:00 PM
- ❖ **Sanborn Center**  
815 South Alabama Ave  
DeLand, FL 32724  
Thursday, July 23<sup>rd</sup> | 5:00 PM to 7:00 PM
- ❖ **Hilton Garden Inn Palm Coast**  
55 Town Center Boulevard  
Palm Coast, FL, 32164  
Monday, July 27<sup>th</sup> | 5:00 PM to 7:00 PM

\*Questions or comments may be emailed to  
[PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org)

For More Information Visit:

<http://www.r2cmobility2040.com/>

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, ext. 20416 at least five (5) working days prior to the meeting date.



### River to Sea TPO

Indigo Professional Center  
2570 West International  
Speedway Boulevard, Suite  
100  
Daytona Beach, FL 32114-  
8145

Executive Director:  
Lois Bollenback

**For more information on  
the 2040 Long Range  
Transportation Plan,  
please contact:**

TPO Project Manager:  
Jean Parlow  
386-226-0422, ext. 20417

Consultant Project Manager:  
Martha Moore, PE  
904-396-5727

*"I encourage you to participate in the discussion as we develop the 2040 Long Range Transportation Plan. No matter what, your background, your thoughts and your experience as a member of this community are helpful."*

-Lois Bollenback  
R2CTPO Executive Director

**SUMMARY SHEET  
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**VII. STAFF COMMENTS**

**VIII. TDLCB CHAIRMAN COMMENTS**

**IX. TDLCB MEMBER COMMENTS**

**X. INFORMATION ITEMS**

- TDLCB Membership List
- Bus Stop Inventory Report and Template
- TPO Board Meeting Summary for May 27, 2015
- LRTP Subcommittee Update Summaries for May 29 and June 12, 2015

**XI. ADJOURNMENT**

## TDLCB MEMBER LISTING

<b><u>VOLUSIA COUNTY</u></b>	
Name	Council Member Joshua Wagner
Address	123 W. Indiana Avenue DeLand FL 32720
Work phone	386-304-5535
Email	Jwagner@volusia.org <i>TDLCB CHAIRMAN</i>

<b><u>ASSOCIATION OF COMMUNITY ACTION</u></b>	
Name	Patricia James
Address	123 W. Indiana Ave., Room 101 DeLand, FL 32720
Work phone	386-736-5956
Email	pjames@volusia.org

<b><u>ELDERLY CITIZENS</u></b>	
Name	Patricia R. Antol
Address	697 Winterberry Trail DeLand FL 32724
Work phone	386-740-8975
Email	bpantol@cfl.rr.com

<b><u>FDOT</u></b>	
Name	Samuel Weekley
Address	133 South Semoran Boulevard Orlando FL 32807
Work phone	407-482-7875
Email	Samuel.weekley@dot.state.fl.us

<b><u>FDOT - ALTERNATE</u></b>	
Name	Diane Poitras
Address	133 South Semoran Boulevard Orlando FL 32807
Work phone	407-482-7887
Email	diane.poitras@dot.state.fl.us

## TDLCB MEMBER LISTING

<b><u>DEPARTMENT OF CHILDREN &amp; FAMILIES</u></b>	
Name	Clay LaRoche
Address	210 N. Palmetto Avenue Suite 430 Daytona Beach FL 32114
Work phone	386-239-6208
Email	clay_laroche@dcf.state.fl.us

<b><u>DEPARTMENT OF CHILDREN &amp; FAMILIES - ALTERNATE</u></b>	
Name	Vacant
Address	
Work phone	
Email	

<b><u>PUBLIC EDUCATION COMMUNITY</u></b>	
Name	Chip Kent
Address	1648 Hancock Boulevard Daytona Beach FL 32114
Work phone	386-258-4677 ext. 50514
Email	cnkent@volusia.k12.fl.us

<b><u>PUBLIC EDUCATION COMMUNITY - ALTERNATE</u></b>	
Name	Vacant
Address	
Work phone	
Email	

<b><u>DEPARTMENT OF EDUCATION</u></b>	
Name	Jackie Uhrig
Address	780 W. Granada Blvd Suite 110, Ormond Beach FL 32174
Work phone	386-615-6111 ext. 109
Email	Jackie.uhrig@vr.fldoe.org

## TDLCB MEMBER LISTING

<b><u>DEPARTMENT OF EDUCATION - ALTERNATE</u></b>	
Name	Kelvin Leonard
Address	780 W. Granada Blvd., Suite 110 Ormond Beach FL 32174
Work phone	386-615-6111 ext. 101
Email	Kelvin.Leonard@vr.fldoe.org

<b><u>ELDER AFFAIRS</u></b>	
Name	Vacant
Address	
Work phone	
Email	

<b><u>ELDER AFFAIRS - ALTERNATE</u></b>	
Name	Charly Poniatowski
Address	PO Box 671 Daytona Beach FL 32115
Work phone	386-253-4700 ext. 208
Email	cponiatowski@coaiaa.org

<b><u>VETERANS SERVICES GROUP</u></b>	
Name	Vacant
Address	
Work phone	
Email	

<b><u>VETERANS SERVICES GROUP - ALTERNATE</u></b>	
Name	Jefferey Bumb
Address	250 N. Beach Street Daytona Beach FL 32114
Work phone	386-254-4646
Email	jbumb@volusia.org

## TDLCB MEMBER LISTING

<b><u>HEALTH CARE ADMINISTRATION</u></b>	
Name	Lisa Broward
Address	921 Davis St. Building A, Suite 160 Jacksonville FL 32209
Work phone	904-798-4212
Email	lisa.broward@acha.myflorida.com

<b><u>HEALTH CARE ADMINISTRATION - ALTERNATE</u></b>	
Name	Dewece Ogden
Address	921 Davis St. Building A, Suite 160 Jacksonville FL 32209
Work phone	904-798-4267
Email	Dewece.ogden@acha.myflorida.com

<b><u>MASS TRANSIT</u></b>	
Name	Peter Cerullo
Address	19 Tropical Drive Ormond Beach FL 32176
Work phone	386-441-5882
Email	petercerullo@aol.com

<b><u>MEDICAL COMMUNITY</u></b>	
Name	Judy Ryan
Address	421 S. Keech Street Daytona Beach FL 32114
Work phone	386-238-4980 ext. 122
Email	judy_ryan@doh.state.fl.us

<b><u>MEDICAL COMMUNITY - ALTERNATE</u></b>	
Name	Nancy Hartford
Address	421 S. Keech Street, Daytona Beach, FL 32114
Work phone	386-238-4980 ext. 1117
Email	Nancy.hartford@FLHealth.gov

## TDLCB MEMBER LISTING

<b><u>WORK FORCE DEVELOPMENT BOARD</u></b>	
Name	Robin King
Address	329 Bill France Boulevard Daytona Beach FL 32114
Work phone	386-323-7077
Email	robinking@careersourcefv.com

<b><u>WORK FORCE DEVELOPMENT BOARD - ALTERNATE</u></b>	
Name	Sam Goodwin
Address	846 Saxon Blvd. Orange City FL 32763
Work phone	386-561-9746
Email	samgoodwin@careersourcefv.com

<b><u>DISABLED CITIZENS</u></b>	
Name	Judy Craig
Address	1835 Anchor Avenue DeLand FL 32720
Work phone	386-738-5781
Email	judyleslicraig@aol.com

<b><u>DISABLED CITIZENS - ALTERNATE</u></b>	
Name	Vacant
Address	
Work phone	
Email	

<b><u>CITIZENS ADVOCATE - SYSTEMS USER</u></b>	
Name	Mary Ellen Ottman
Address	203 S. Orchard Street Unit 7A Ormond Beach FL 32174
Home phone	386-872-6581 Cell - 386-212-9908
Email	Curlygirl155@att.net <i>TDLCB VICE CHAIRPERSON</i>

## TDLCB MEMBER LISTING

<b><u>CITIZENS ADVOCATE - SYSTEMS USER - ALTERNATE</u></b>	
Name	Doug Hall
Address	1405 Edgewater Road Daytona Beach FL 32114
Work phone	386-255-0377 or 386-852-1285
Email	FLhalls@earthlink.net

<b><u>CITIZENS ADVOCATE</u></b>	
Name	Jean Cerullo
Address	19 Tropical Drive Ormond Beach FL 32176
Work phone	386-689-5300
Email	Jselzer143@yahoo.com

<b><u>CITIZENS ADVOCATE - ALTERNATE</u></b>	
Name	Vacant
Address	
Work phone	
Email	

<b><u>CHILDREN AT RISK</u></b>	
Name	Lynn Sinnott
Address	1219 Dunn Avenue Daytona Beach FL 32114
Work phone	386-255-4568
Email	LSinnott@esvf.org

<b><u>CHILDREN AT RISK - ALTERNATE</u></b>	
Name	DJ Lebo
Address	135 Executive Circle - Suite 100, Daytona Beach, FL 32114
Work phone	386-323-2400 ext. 196 cell 386-801-9015
Email	djlebo@elcfv.org

## TDLCB MEMBER LISTING

<b><u>PRIVATE-FOR-PROFIT</u></b>	
Name	Steve Jack
Address	PO Box 730206 Ormond Beach FL 32173
Work phone	386-677-1143
Email	medoneshuttle@bellsouth.net

Name	
Address	
Work phone	
Email	

Name	
Address	
Work phone	
Email	

Name	
Address	
Work phone	
Email	

Name	
Address	
Work phone	
Email	

## TDLCB STAFF SUPPORT

<b><u>VOTRAN</u></b>	
Name	Heather Blanck
Address	950 Big Tree Rd South Daytona FL
Work phone	386-756-7496 ext. 4112
Email	hblanck@volusia.org

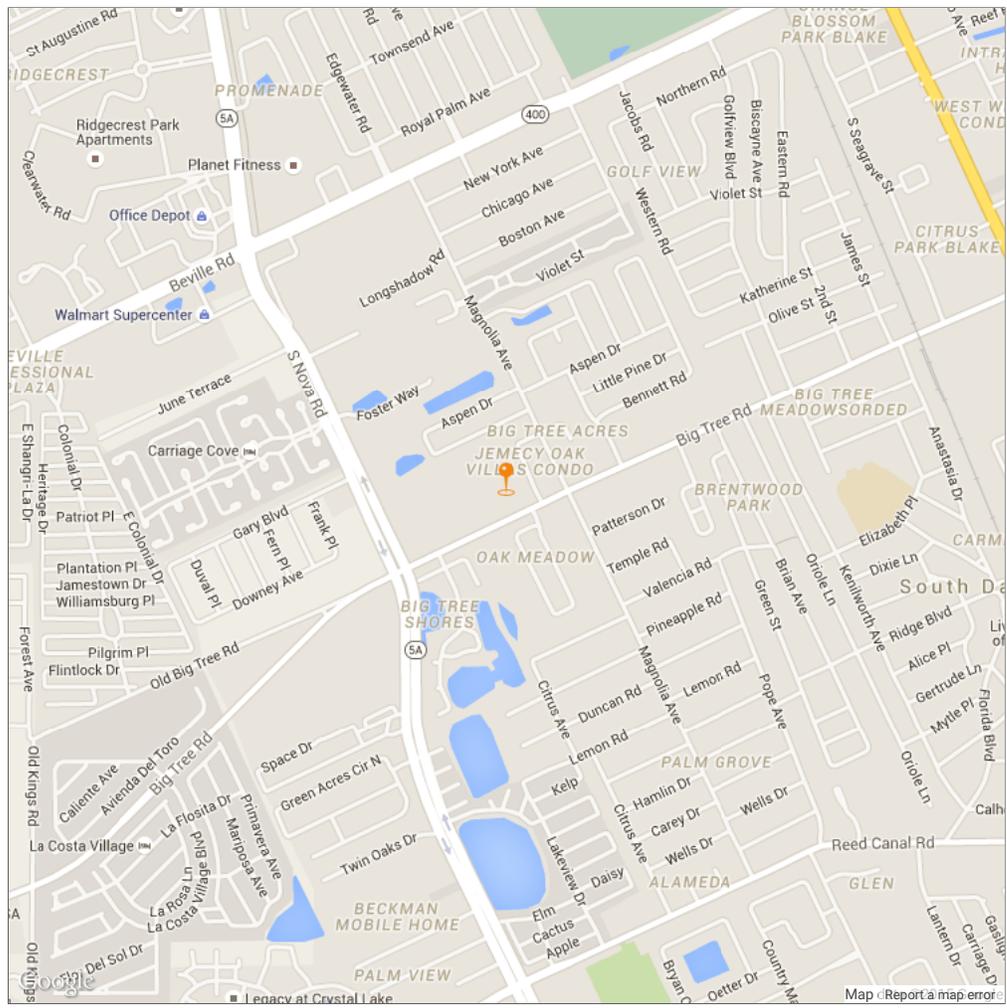
<b><u>RIVER TO SEA TPO</u></b>	
Name	Vacant
Address	
Work phone	
Email	

<b><u>RIVER TO SEA TPO</u></b>	
Name	Pamela Blankenship
Address	2570 W. Int'l Speedway Blvd. Suite 100 Daytona Beach FL 32114
Work phone	386-226-0422 ext. 20416
Email	pblankenship@r2ctpo.org

Name	
Address	
Work phone	
Email	

Name	
Address	
Work phone	
Email	

## Stop Map



### Stop Information:

#### Location

Stop Number: 762      Stop Class: LOCAL  
 Stop Name: VOTRAN OFFICE  
 On Street: Big Tree Rd  
 At Street:  
 Latitude: 29.168071      Longitude: -81.020154  
 Routes: 7  
 Time Point: Yes      Transfer Point: Yes  
 Placement: Terminal      MidBlock:  
 Corner Location:      Distance:  
 Travel Direction: EB      Municipality: South Daytona  
 Status: Active      Landmark: Bus Terminal

#### Amenities

Shelter: 1  
 Shelter Condition: Good      Shelter Type: Mostly Metal  
 Seating Capacity: 4      Graffiti: No  
 Total Width: 10      Total Depth: 5  
 Wheelchair Access: Easy      Shelter Light: No  
 Bench:  
 Bench Condition:      Bench Type:  
 Seating Capacity:      Graffiti: No  
 Advertisement: No Ads      Lighting: Street Light  
 Trash Can: Yes      Schedule: No  
 Map: No      Newspaper: No  
 Bike Rack: Yes      Vending Machine: No  
 Restroom: Yes      Nearby Phone: No  
 Parking: Yes      Electronic Message: No

#### ADA Compliance

Sidewalk: 5 feet or greater      Curb Type: Urban  
 5x8 Loading Pad: Yes      Obstruction: No  
 Curb Cut: No      Nearby Ped Crossing: No  
 Terrain: Flat      Surface: Mostly Concrete

#### Miscellaneous

Bike Lane: None  
 Stop Sign: Visible      Stop Mount: Post  
 Posted Speed: 35      Bus Bay: Bus Bay  
 Sign Not Clear: No      Trees: No

### Images



## Agency Information

Assessor: John Cotton

Selected System: County of Volusia (Votran)

State: Florida

## Location

Stop Number: 762

Stop Name: VOTRAN OFFICE

Stop Class: LOCAL

On Street: Big Tree Rd

At Street:

Latitude: 29.168071

Longitude: -81.020154

Get GPS

Routes: 7

Time Point:

Transfer Point:

Placement: Terminal

Travel Direction: EB

Municipality: South Daytona

Status: Active

Landmark: Bus Terminal

Notes:

## Amenities

Shelter 1

Shelter Ownership: Primary Transit

Shelter Installation Year: 1998

Shelter Condition: Good

Shelter Type: Mostly Metal

Shelter Seating Capacity: 4 Person(s)

Graffiti:

Bench

Bench Ownership:

Bench Installation Year:

Bench Condition:

Bench Type:

Bench Seating Capacity: Person(s)

Graffiti:

Total Width:  feet

Total Depth:

Wheelchair Access:

Shelter Light:

Field Notes:

Field Notes:

Advertisement:

Lighting:

Trash can:

Schedule:

Map:

Newspaper

Bike Rack:

Vending Machine:

Restroom:

Nearby

Parking:

Electronic Message:

Information Display:

Info Kiosk

## ADA Compliance

Sidewalk:

Curb Type:

5X8 Loading Pad:

Obstruction:

Curb Cut:

Nearby Ped Crossing:

Terrain:

Surface:

ADA access:

Cross Slope:  %

Running Slope:  %

Notes:



Current Stop Number: 762  
Last Updated on: 4/27/2015



Agency Information

Location

Amenities

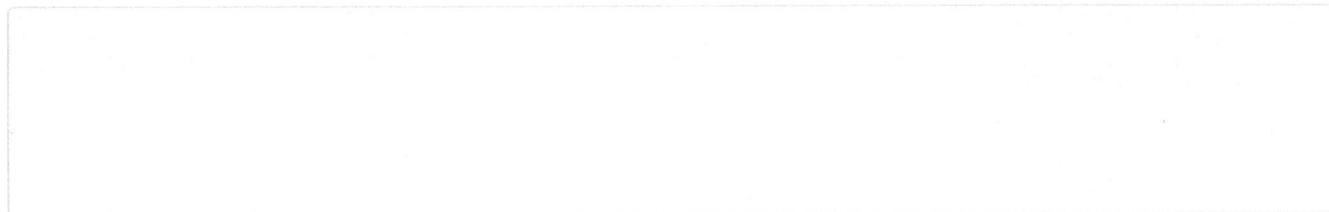
ADA Compliance

Miscellaneous

Add Fields

## Miscellaneous

Notes:



Bike Lane: **None** ▾

Stop Sign: **Visible** ▾

Sign Mount: **Po**

Posted Speed: **35** ▾

Bus Bay: **Bus Bay** ▾

Sign Not Clear:

Trees:

### Add Fields

Street Adress:

Other2:

Other3:

Other4:

Inbound / Outbound: **Outbound** ▾

Other6:

Other7:

Other8:

Other9:

Other10:

Other11:

Other12:

Other13:

Other14:

Other15:

Other16:

Other17:

Other18:

Other19:

Other20:

### Images

List of bus stop images:



Delete Above Image



Delete Above Image



Delete Above Image



Delete Above Image

Upload Files:

Drop files here

Select File

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**River to Sea TPO Board  
May 27, 2015  
Meeting Summary**

- Received public comments supporting and opposing the New Smyrna Beach Paige Avenue Planning Feasibility Study
- Approved the consent agenda including the approval of the April 22, 2015 TPO Board meeting minutes, Resolution 2015-08 authorizing the execution of the Transportation Disadvantaged Trust Fund Grant Agreement for FY 2015/16 and the Transportation Impact Analysis Phase II Scope of Services Task Order
- Approved the following slate of TPO officers for FY 2015/16:
  - TPO Chairman – Council Member Pat Patterson, Volusia County
  - 1<sup>st</sup> Vice Chairman/Treasurer – Commissioner Marshall Shupe, Flagler Beach
  - 2<sup>nd</sup> Vice Chairperson/Secretary – Council Member Deb Denys, Volusia County
- Received a presentation on the Regional Trails Corridor Assessment Report and approved Resolution 2015-09 adopting the RTCA report
- Received member comment requesting TPO staff work with FDOT in completing the gap of the SR 40 trail in conjunction with the widening of SR 40
- Approved Resolution 2015-11 amending the FY 2014/15-2018/19 Transportation Improvement Program (TIP)
- Received a presentation on the draft FY 2015/16 – 2019/20 Transportation Improvement Program (TIP)
- Received a presentation on the draft 2015 River to Sea TPO Priority Project Lists

- Received member comment requesting the Executive Director work with FDOT and the city of Edgewater on US 1/Park Avenue intersection improvements needed in Edgewater
- Received a presentation on the FY 2015/16 River to Sea TPO Budget
- Received a PowerPoint presentation on the Cross County Connector Study
- Received a PowerPoint presentation on the development of the draft 2040 Long Range Transportation Plan (LRTP) project list
- Received the FDOT report
- Received Executive Director's report including an update on SR 417 to I 95 Connector Study

***The next River to Sea TPO Board meeting will be on Wednesday, June 24, 2015***



**Long Range Transportation Plan (LRTP) Subcommittee  
Meeting Summary  
May 29, 2015**

- Received public comment supporting the Paige Avenue planning feasibility study
- Reviewed the draft list for the cost feasible and needs projects and recommended modifications
- Delayed taking action on the draft list for the cost feasible and needs projects until the June 12, 2015 LRTP Subcommittee meeting
- Reviewed the draft Congestion Management Process (CMP) and requested comments prior to the next LRTP Subcommittee meeting on June 12, 2015

**The next meeting of the LRTP Subcommittee is June 12, 2015 @ 2:00 p.m.**



**Long Range Transportation Plan (LRTP) Subcommittee  
Meeting Summary  
June 12, 2015**

- Elected Heather Blanck as the Chairperson Pro-Tem until the LRTP Subcommittee chairman could be present at the meeting
- Received public comment requesting that the Beresford Avenue Extension project be ranked higher on the LRTP Needs List
- Tabled action on the draft Congestion Management Plan (CMP) until the July 24, 2015 LRTP Subcommittee meeting; the draft CMP is posted on the LRTP website for review and comment
- Reviewed and discussed the 2040 LRTP project cost and revenue estimates
- Reviewed and approved the draft cost feasible list and project needs list with modifications
- Announced the dates for the meetings in July for the 2040 LRTP public outreach on the 2040 LRTP project lists

**The next meeting of the LRTP Subcommittee is July 24, 2015 @ 2:00 p.m.**