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, July 8, 2020**

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

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

QAC and TDLCB Meetings
Wed, Jul 8, 2020 11:00 AM (EDT)

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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. ACTION ITEMS

A. REVIEW AND APPROVAL OF THE JUNE 17, 2020 TDLCB MEETING MINUTES *(Contact: Debbie Stewart) (Enclosure, pages 4-8)*

III. ACTION ITEMS *(continued)*

B. REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) MONTHLY PARATRANSIT REPORTS *(Contact: Stephan Harris and Frank Alvarez, Votran) (Enclosure, pages 9-13)*

C. REVIEW AND APPROVAL OF THE FY 2019/20 ACTUAL EXPENDITURE REPORT (AER)*(Contact: Stephan Harris and Frank Alvarez, Votran) (Enclosure, pages 14-16)*

D. REVIEW AND APPROVAL OF THE TDLCB BYLAWS *(Contact: Stephan Harris) (Enclosure, pages 17-24)*

E. REVIEW AND APPROVAL OF THE FY 2020/21 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT APPLICATION *(Contact: Stephan Harris and Frank Alvarez, Votran) (Enclosure, pages, 25-28)*

IV. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF THE FLORIDA TRANSPORTATION PLAN UPDATE: REGIONAL/LOCAL AND STATE/INTERREGIONAL CAMPAIGNS *(Contact: Stephan Harris and Judy Pizzo, FDOT) (Enclosure, pages 29-42)*

B. PRESENTATION AND DISCUSSION OF THE 2020 "TELL THE TPO" SURVEY CAMPAIGN UPDATE *(Contact: Pamela Blankenship) (Enclosure, pages 43-55)*

C. PRESENTATION AND DISCUSSION OF ON-TIME PERFORMANCE FOR PARATRANSIT SERVICE *(Contact: Stephan Harris) (Enclosure, pages 56-63)*

V. STAFF COMMENTS *(page 64)*

→ Introduction of Ms. Bobbie King, Operations Manager, V.C. Community Services
→ TDLCB Workshop on October 14, 2020
→ Update on Votran services during COVID-19 pandemic

VI. TDLCB MEMBER COMMENTS *(page 64)*

VII. TDLCB CHAIRPERSON COMMENTS *(page 64)*

VIII. INFORMATION ITEMS *(Enclosure, pages 64-74)*

→ River to Sea TPO Board Meeting Summary
→ River to Sea TPO Planning Grant Quarterly Progress Report
→ TDLCB Attendance Record
→ TDLCB Interest Form
→ TDLCB Membership List

IX. ADJOURNMENT *(page 64)*

THE NEXT TDLCB MEETING WILL BE ON OCTOBER 14, 2020*

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
JULY 8, 2020

III. ACTION ITEMS

A. REVIEW AND APPROVAL OF THE JUNE 17, 2020 MEETING MINUTES

BACKGROUND INFORMATION:

Minutes are prepared for each meeting and must be approved by the TDLCB. The June 17, 2020 TDLCB meeting minutes are provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION TO APPROVE THE JUNE 17, 2020 TDLCB MEETING MINUTES

Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Minutes
June 17, 2020

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

TDLCB Members Present:	**Representing:**
Clayton Jackson	Association of Community Action
DJ Lebo	Children at Risk
Doug Hall	Citizens Advocate, System User
Marina Villena	Citizens Advocate, System User – Alternate
Patricia Lipovsky	Elderly Citizens
Carlos Colon	Florida Department of Transportation
Shelisha Coleman	Health Care Administration
Patricia Boswell	Medical Community
Ethan Johnson	Medical Community - Alternate
Steve Jack	Private for Profit
Robert Watson	Veterans Services Group
Susan Pauly	Vocational Rehab Services
Barbara Girtman, Chairperson	Volusia County Council, District 4

TDLCB Members Absent:	**Representing:**
Sylvia Bamburg	Agency for Persons with Disabiities
Jean Cerullo	Citizens Advocate
Julia Marshall	Department of Children and Families
Judy Craig, Vice Chairperson	Disabled Citizens
Gladys Lacen	Elder Affairs, Alternate
Robin King	Workforce Development Board

Others Present:	**Representing:**
Debbie Stewart, Recording Secretary	TPO Staff
Stephan Harris	TPO Staff
Pam Blankenship	TPO Staff
Edie Biro	Votran Staff
Frank Alvarez	Votran Staff
John Cotton	Votran Staff
Jake Lunceford	Votran Staff

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

Due to the COVID-19 virus, the meeting was held online and via teleconference pursuant to Florida Governor's Executive Orders 20-62 and 20-114 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.

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of the May 13, 2020 TDLCB Meeting Minutes

MOTION: ***A motion was made by Mr. Hall to approve the May 13, 2020 TDLCB meeting minutes. The motion was seconded by Mr. Colon and carried unanimously.***

B. Review and Approval of the Community Transportation Coordinator's (CTC) FY 2019/20 Evaluation

Mr. Harris stated a link to the Community Transportation Coordinator's (CTC) FY 2019/20 Evaluation was provided in the agenda; the document is approximately 60 pages. In the evaluation, Votran was found to be in compliance with the CTC guidelines and policies. He noted a recommendation that a cooperative agreement to provide transit services with CareerSource Flagler/Volusia be established as CareerSource Flagler/Volusia does provide transit assistance in the form of bus passes. Earlier, the Quality Assurance Committee (QAC) discussed the eligibility process (page 10) as that process is not spelled out. They took a sample of transportation disadvantaged (TD) customers who have an application on file and verified the information; whether they are disabled, etc. Those applications were current and are what is used to determine eligibility for TD services.

Ms. Lipovsky referred to the eligibility requirements and asked if the visually impaired are required to see a doctor.

Mr. Harris replied yes; a doctor needs to certify that they are visually impaired.

Ms. Lipovsky asked if someone with a permanent condition that will never improve could provide a letter from a doctor to keep on file permanently rather than having to be re-verified every three years.

Ms. Biro replied everything has to be redone every three years.

Ms. Lipovsky asked if the letter states it is a permanent condition and will never change if that would be acceptable to Votran.

Mr. Harris replied the letter would have to be brought up to date every three years even if the diagnosis does not change.

Ms. Boswell asked if that is a federal or local requirement for someone with a permanent, visual impairment to have to recertify every three years.

Mr. Harris replied his knowledge is that it is a state requirement.

Chairperson Girtman asked staff to provide the documentation to members so that the language can be understood.

Mr. Harris replied he will research and obtain that documentation.

Mr. Hall commented he thought that in the past certification from a Division of Blind Services (DBS) counselor was sufficient rather than having to see a doctor.

Ms. Biro replied yes, as well as from mobility instructors.

Chairperson Girtman asked if that is defined in the policy.

Ms. Biro replied it must be a licensed professional and does not necessarily have to be a doctor.

MOTION: ***A motion was made by Ms. Lipovsky to approve the Community Transportation Coordinator's (CTC) FY 2019/20 Evaluation. The motion was seconded by Mr. Hall and carried unanimously.***

IV. Staff Comments

→ Revised 2020 Transportation Disadvantaged Service Plan (TDSP)

Mr. Harris stated the revised 2020 Transportation Disadvantaged Service Plan (TDSP) provided in the agenda is the same plan that was approved in May but there have been changes which are highlighted on pages 27 and 38. At the request of the TDLCB, the on-time performance standards apply to Votran and all contractors providing paratransit services to Volusia County; that statement has been added on page 27. On page 38, a statement was added that in June 2020, 59 riders participated in the Commute with Enterprise Program.

Mr. Harris announced the Governor's executive order that allows virtual meetings to be held will expire on June 30, 2020 and the next TDLCB meeting scheduled for July 8, 2020 is expected to be an in-person meeting.

Ms. Boswell asked if the meeting space was large enough to accommodate everyone and still allow for social distancing for a face-to-face meeting.

Mr. Cotton replied they could make it work.

Ms. Pauley stated the Vocational Rehabilitation currently has travel restrictions that she is unsure of when they will be lifted; she asked if there would be a virtual option as well.

Mr. Harris replied no, there will not be a virtual option if the Governor does not extend the executive order's deadline.

Ms. Lipovsky asked how many members the TDLCB has.

Ms. Stewart replied 16 members plus Votran staff, TPO staff and alternates; seven members must be physically present to make a quorum.

Chairperson Girtman asked if physical quorum could be met and the other members could participate virtually.

Mr. Harris replied as long as we have an in-person quorum that is acceptable.

Ms. Boswell suggested members because of age or underlying medical conditions be permitted to participate virtually.

Chairperson Girtman agreed.

V. TDLCB Member Comments

There were no member comments.

VI. TDLCB Chairperson Comments

Chairperson Girtman thanked members for their participation and added it is important to her to provide a level of service to Votran riders and those persons with challenges. She looks forward to working with the TDLCB.

VII. Information Items

→ River to Sea TPO Board Meeting Summaries
→ River to Sea TPO Outreach and Activities
→ River to Sea TPO Planning Grant Quarterly Progress Report
→ TDLCB Attendance Record
→ TDLCB Interest Form
→ TDLCB Membership List

VIII. Adjournment

The meeting was adjourned at 11:25 a.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 June 17, 2020 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 8th day of July 2020.

_____

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

SUMMARY SHEET
TDLCB
JULY 8, 2020

III. 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 April and May 2020 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

TDLCB meeting handouts

July 8, 2020

Votran Summary of Transportation Disadvantaged Boardings

WHEELCHAIR BOARDINGS	Apr 2020	Apr 2019	Difference		May 2020	May 2019	Difference
Fixed route	7,973	9820	-18.8%		8,818	10,844	-18.7%
Paratransit	3,053	5914	-48.4%		3,403	6,079	-44.0%
Flex	79	68	16.2%		98	83	18.1%
TOTAL	11,105	15,802	-29.7%		12,319	17,006	-27.6%
TOTAL BOARDINGS							
Fixed Route	146,653	276,444	-47.0%		179,171	268,408	-33.2%
Paratransit	7,963	26,768	-70.3%		10,252	26,380	-61.1%
New Smyrna Flex	839	1,706	-50.8%		1,276	1,865	-31.6%
Paratransit and Flex	8,802	28,474	-69.1%		11,528	28,245	-59.2%
					May 2020	**May 2019**	
YTD Paratransit Actual boardings					159,103	204,755	-22.3%

VOTRAN FLEX SERVICE REPORT – TDLCB meeting July 8, 2020

Apr-20	FLEX 42	FLEX 43	TOTAL
TOTAL PASS TRIPS	364	475	839
TRIP TYPE			
Ambulatory	338	422	760
Wheelchair	26	53	79
MILES	2026	1701	3,727
HOURS	255	238	493

May-20	FLEX 42	FLEX 43	TOTAL
TOTAL PASS TRIPS	534	742	1,276
TRIP TYPE			
Ambulatory	503	675	1,178
Wheelchair	31	67	98
MILES	2212	2053	4,265
HOURS	266	264	530

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	APR, 2020 VOTRAN	APR, 2019 VOTRAN	APR, 2020 CONTRACTED	APR, 2019 CONTRACTED	APR, 2020 TOTAL	APR, 2019 TOTAL
TOTAL PASS TRIPS	**4,585**	**19,474**	**3,378**	**7,294**	**7,963**	**26,768**
TRIP PURPOSE						
Medical	2,585	7,282	2,352	3,032	4,937	10,314
Nutrition	3	1,262	3	50	6	1,312
Other	14	695	0	306	14	1,001
Education	352	4,932	143	1,824	495	6,756
Shopping	819	1,852	289	518	1,108	2,370
Work	812	3,451	591	1,564	1,403	5,015
PASSENGER TYPE						
Disabled	4,569	18,771	3,377	7,199	7,946	25,970
Elderly	16	670	1	85	17	755
Child	0	33	0	10	0	43
TRIP TYPE						
Ambulatory	2,936	15,077	1,974	5,777	4,910	20,854
Wheelchair	1,649	4,397	1,404	1,517	3,053	5,914
TOTAL COMPLAINTS	**0**	**16**	**1**	**2**	**1**	**18**
Discourtesy	0	0	0	0	0	0
Safety	0	1	1	0	1	1
Early	0	1	0	0	0	1
Late	0	9	0	2	0	11
Driver	0	0	0	0	0	0
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	0	5	0	0	0	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	**431**	**1,235**	**318**	**481**	**749**	**1,716**
NO SHOWS	**235**	**605**	**173**	**236**	**408**	**841**
REVENUE MILES	**49,712**	**173,050**	**22,473**	**48,498**	**72,185**	**221,548**
REVENUE HOURS	**2,026**	**11,607**	**1,900**	**3,392**	**3,926**	**14,999**

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	MAY, 2020 VOTRAN	MAY, 2019 VOTRAN	MAY, 2020 CONTRACTED	MAY, 2019 CONTRACTED	MAY, 2020 TOTAL	MAY, 2019 TOTAL
TOTAL PASS TRIPS	**5,813**	**19,311**	**4,439**	**7,069**	**10,252**	**26,380**
TRIP PURPOSE						
Medical	3,148	7,025	2,746	3,107	5,894	10,132
Nutrition	35	1,394	30	77	65	1,471
Other	36	777	12	242	48	1,019
Education	626	4,850	347	1,595	973	6,445
Shopping	1,201	1,786	519	628	1,720	2,414
Work	767	3,479	785	1,420	1,552	4,899
PASSENGER TYPE						
Disabled	5,435	18,597	4,416	9,011	9,851	27,608
Elderly	378	681	23	29	401	710
Child	0	33	0	0	0	33
TRIP TYPE						
Ambulatory	3,866	14,837	2,983	5,646	6,849	20,483
Wheelchair	1,947	4,474	1,456	1,605	3,403	6,079
TOTAL COMPLAINTS	**2**	**9**	**2**	**4**	**4**	**13**
Discourtesy	0	0	0	0	0	0
Safety	0	0	1	0	1	0
Early	0	2	0	0	0	2
Late	1	4	0	3	1	7
Driver	0	2	0	1	0	3
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	1	1	1	0	2	1
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	**465**	**1,324**	**337**	**490**	**802**	**1,814**
NO SHOWS	**251**	**624**	**181**	**365**	**432**	**989**
REVENUE MILES	**59,453**	**168,791**	**30,665**	**45,868**	**90,118**	**214,659**
REVENUE HOURS	**3,891**	**11,548**	**2,566**	**3,429**	**6,457**	**14,977**

SUMMARY SHEET
TDLCB
JULY 8, 2020

III. ACTION ITEMS

C. REVIEW AND APPROVAL OF THE FY 2019/20 ACTUAL EXPENDITURE REPORT (AER)

BACKGROUND INFORMATION:

The FY 2019/20 Actual Expenditure Report (AER) consists of the actual expenditures of direct federal and local government transportation funds for the period July 1, 2019 through June 30, 2020. The Quality Assurance Committee is scheduled to review the AER prior to the TDLCB Meeting. The FY 2018/19 AER is provided with this agenda packet for reference purposes. The FY 2019/20 AER is provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION TO APPROVE THE FY 2019/20 ACTUAL EXPENDITURE REPORT (AER)

Florida Commission for the Transportation Disadvantaged

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM
(One form for each county
Do not report funds from state agency sources)

COUNTY: VOLUSIA
DUE: September 15, 2020

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		**Direct Federal Funding**	
Expenditures	**# of Trips, Operating Subsidy or Capital**	**Expenditures**	**# of Trips, Operating Subsidy or Capital**
$6,200,000	320,000		

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		**Direct Federal Funding**	
Expenditures	**# of Trips, Operating Subsidy or Capital**	**Expenditures**	**# of Trips, Operating Subsidy or Capital**

Other			
ACTUAL PRIOR YEAR			
Local Funding		**Direct Federal Funding**	
Expenditures	**# of Trips, Operating Subsidy or Capital**	**Expenditures**	**# of Trips, Operating Subsidy or Capital**

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM
(One form for each county
Do not report funds from state agency sources)

COUNTY: VOLUSIA
DUE: September 15, 2019

Coordinated Transportation

ACTUAL PRIOR YEAR			
Local Funding		**Direct Federal Funding**	
Expenditures	**# of Trips, Operating Subsidy or Capital**	**Expenditures**	**# of Trips, Operating Subsidy or Capital**
2,992,216	305,355		

Transportation Alternatives

ACTUAL PRIOR YEAR			
Local Funding		**Direct Federal Funding**	
Expenditures	**# of Trips, Operating Subsidy or Capital**	**Expenditures**	**# of Trips, Operating Subsidy or Capital**

Other

ACTUAL PRIOR YEAR			
Local Funding		**Direct Federal Funding**	
Expenditures	**# of Trips, Operating Subsidy or Capital**	**Expenditures**	**# of Trips, Operating Subsidy or Capital**

*Does not include indirect cost or administrative overhead allocation.

SUMMARY SHEET
TDLCB
JULY 8, 2020

III. ACTION ITEMS

D. REVIEW AND APPROVAL OF THE 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 Bylaws Committee is scheduled to review the Bylaws prior to the TDLCB meeting. The draft Bylaws are provided with this agenda packet for your review. No changes to the Bylaws are recommended. Revised text is underlined (additions) or stricken (deletions).

ACTION REQUESTED:

MOTION TO APPROVE THE 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) Board. Prospective members of an agency or group shall have their organization designate in writing to the TPO their appointee and alternate 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 person with a disability representing the disabled 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. A representative of the Florida Department of Elder Affairs;

14. A representative of the local private for profit transportation industry;

15. A local representative of the Florida Agency for Health Care Administration;

16. A local representative of the Agency for Persons with Disabilities;

17. A representative of the Regional Workforce Development Board; and

18. A representative of the local medical community.

DRAFT

Section B: **Alternate Members.** All agency 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 also have an alternate appointed for them.

Section C: **Terms of Appointment.** Appointments shall be consistent with Rule 41 - 2.012(5), except for the chairperson. Agency members and non-agency members of the Board shall be appointed for one, two and three year staggered terms with the initial membership. Individuals can be appointed for more than one term. Upon approval by the TPO Board, the membership can be extended for increments of two years. 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 via email**.** Alternates and other interested parties, and the news media shall be sent notices only. Notices shall be provided via email within five (5) working days prior to the Board meeting and shall state the date, time, and the place of the meeting. Hard copies of notices and agendas shall be provided upon request.

Section D: **Quorum.** At all meetings of the Board, the presence in person of seven (7) of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, the presiding Chairperson 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 Community Transportation Coordinator (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).

DRAFT

ARTICLE VIII: STANDING COMMITTEES

Section A: **Quality Assurance Committee.** This committee 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). Members appointed to this committee shall be voting members of the Coordinating Board.

Section B: **Grievance Committee.** This committee 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. Members appointed to this committee shall be voting members of the Coordinating Board.

Section C: **Other.** Other committees shall be designated by the Chairperson 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/her absence, his/her 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 ~~10th~~ 8th day of ~~July 2019~~ July 2020.

_____

Volusia County Council Member ~~Heather Post~~ Barbara Girtman, Chairperson
Transportation Disadvantaged Local Coordinating Board (TDLCB)

ATTEST:

_____

Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization

DRAFT

SUMMARY SHEET
TDLCB
JULY 8, 2020

III. ACTION ITEMS

E. REVIEW AND APPROVAL OF THE FY 2020/21 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT APPLICATION

BACKGROUND INFORMATION:

Votran has requested a Federal Transit Administration (FTA) Section 5310 Grant for seven (7) replacement paratransit vehicles totaling $751,458. A portion of the grant application form is provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION TO APPROVE THE FY 2020/21 FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT APPLICATION

Volusia County
FLORIDA
Finance Department

GS-2019-1

January 21, 2020

Diane Poitras
Transit Programs Administrator
Florida Department of Transportation
420 W. Landstreet Road
Orlando, Florida 32824

Re: FY 2021 Section 5310 Capital Expenses Local match

Dear Ms. Poitras:

This letter confirms that Volusia County will provide the required local match funding for the FY 2021 Section 5310 grant funds to replace seven paratransit vehicles valued at $751,458. The required local match is $75,146. The source of local funding is the Volusia County General Fund, consisting of property taxes.

Please don't hesitate to contact me with any questions.

Sincerely,

Ryan Ossowski,
Chief Financial Officer

Finance • Office of the Chief Financial Officer • 123 W Indiana Ave, Room 300 • Deland, FL 32720-4609
Tel: (386) 736-5933 (DeLand) • (386) 248-8135 (Daytona Beach) • (386) 423-3344 (New Smyrna Beach) • FAX: (386) 822-5042
www.volusia.org

Form B-3: Capital Request Form

To identify vehicle type and estimate cost visit http://tripsflorida.org/

All vehicle requests must be supported with a completed sample order form in order to generate a more accurate estimating of the vehicle cost. The order form can be obtained from http://www.tripsflorida.org/contracts.html

1. Select Desired Vehicle (Cutaway, Minibus etc.)
2. Choose Vendor (use drop down arrow next to vendor name to see information)
3. Select Order Packet
4. Complete Exhibit A (Order Form)

The Florida Department of Management Services Contract can be found at Florida Department of Management DMS

Vehicle Request

Replacement (R) or Expansion (E)	Fuel Type	Useful Life *(See Application Instructions)*	Description/ Vehicle Type	Quantity	Estimated Cost (from Order Form)
R	Gasoline	7 years	Ford E350 26', seats 20 ambulatory, 7 wheelchairs	5	$536,170
R	Gasoline	5 years	Ford E450 23', seats 12 ambulatory, 4 wheelchairs	2	$215,288
				Subtotal	$751,458

* Under Description/Vehicle Type, include the length and type vehicle, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, twelve (12) ambulatory seats, and two (2) wheelchair positions. Please note, in this example, if both wheelchair positions are occupied the ambulatory seats will be reduced to eight (8). Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.

Replacement Vehicles (R)

If the capital request includes replacement vehicles, please list the vehicles in your current fleet that you are intending to replace with the vehicle from your vehicle request. Please list by order of priority.

YEAR	TYPE	MAKE	MILES	VIN	FDOT Control #
2010	Chevy 25'	Turtle Top	426,042	1GB9G5B66A1104896	
2010	Chevy 25'	Turtle Top	426,008	1GB9F5B60A1105493	
2010	Chevy 25'	Turtle Top	331,078	1GB9G5B64A1121017	
2010	Chevy 25'	Turtle Top	407,596	1GB9G5B63A1105990	
2010	Chevy 25'	Turtle Top	347,956	1GB9G5B6XA1106246	
2012	Ford 23'	Turtle Top	297,082	1FDFE4FS8CDA82791	
2012	Ford 23'	Turtle Top	274,915	1FDFE4FS0CDA82638	

Equipment Request – EQUIPMENT NOT REQUESTED

If item requested is after-market, it is recommended to gather and retain at least two estimates for the equipment requested. Purchases must be approved at the local level and follow the Procurement Guidelines.

Description*	Useful Life *(See Application Instructions)*	Quantity	Estimated Cost
		Subtotal	$

* List the number of items and provide a brief description (i.e. two-way or stereo radio, computer hardware/software, etc.)

$751,458	+	$0	=	$751,458			
Vehicle Subtotal	Plus	Equipment Subtotal	Equals	Total Cost			
$751,458	*	0.8	=	$601,166			
Total Cost	Multiplied by	80%	Equals	Federal Request Form 424, Block 18 (a)			

SUMMARY SHEET
TDLCB
JULY 8, 2020

IV. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF THE FLORIDA TRANSPORTATION PLAN UPDATE: REGIONAL/LOCAL AND STATE/INTERREGIONAL CAMPAIGNS

BACKGROUND INFORMATION:

The Florida Transportation Plan (FTP) is the single, overarching, statewide plan guiding Florida's transportation future. It is a plan for all of Florida created by, and providing direction to, the Florida Department of Transportation (FDOT) and all organizations that are involved in planning and managing Florida's transportation system, including statewide, regional, and local partners. The FTP's goals impact quality of life and economic prosperity in Florida. Goals for the FTP include:

- Safety and security for residents, visitors, and businesses
- Agile, resilient, and quality transportation infrastructure
- Connected, efficient, and reliable mobility for people and freight
- Transportation choices that improve accessibility and equity
- Transportation solutions that strengthen Florida's economy
- Transportation systems that enhance Florida's communities
- Transportation solutions that enhance Florida's environment

The FTP focuses on four topics that cut across all goals specifically considering details of emerging technology and resilience as well as more broadly the topics of state/interregional and regional/local.

Ms. Judy Pizzo, FDOT, District 5, is scheduled to deliver a presentation on the FTP update.

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB

Florida Transportation Plan

Update

presented to

River to Sea Transportation Planning Organization – Transportation Disadvantaged Local Coordinating Board

presented by

Judy Pizzo, M.S.URP

July 8, 2020

FLORIDA Transportation Plan

Your Florida. Your vision. Your plan.

What is the Florida Transportation Plan & Why it Matters?

- **Florida's long-range transportation plan**
- **A plan for all of Florida**
- **Provides framework for transportation decisions and investments**
- **Guides state, regional, local transportation decisions & investments**
- **FTPs have advanced Florida**
  - 2020 FTP (2000) – Strategic Intermodal System
  - 2025 FTP (2005) – Regional visioning and collaboration
  - 2060 FTP (2010) – Alignment with Florida Strategic Plan for Economic Development; Florida Mobility and Trade Plan
  - Current FTP (2015) – Resilience, Workforce, Choices

SAFETY AND SECURITY FOR
RESIDENTS, VISITORS AND BUSINESSES

TRANSPORTATION SOLUTIONS THAT ENHANCE FLORIDA'S ENVIRONMENT

AGILE, RESILIENT, AND QUALITY TRANSPORTATION INFRASTRUCTURE

TRANSPORTATION SYSTEMS THAT ENHANCE FLORIDA'S COMMUNITIES

CONNECTED, EFFICIENT, AND RELIABLE MOBILITY FOR PEOPLE AND FREIGHT

TRANSPORTATION SOLUTIONS THAT STRENGTHEN FLORIDA'S ECONOMY

TRANSPORTATION CHOICES THAT IMPROVE ACCESSIBILITY AND EQUITY

Cross-Cutting Topics

Technology	Resilience	State/Interregional	Regional/Local
• Automated, connected, electric, and shared vehicles • Transportation system management and operations • Big data • New materials and processes	• Extreme weather • Emergency evacuation and response • Sea level rise • Flooding • Economic and societal changes	• SIS, including modal facilities • Trade & logistics • Multi-use/multi-modal facilities • Global, statewide, and interregional connectivity • Florida's economic drivers and industries	• Urbanized, non-urbanized, and rural • Congestion relief • Land use and community planning • Regional visions • Environment • Economic development

Cross-Cutting Topics and Trends - Examples

Technology

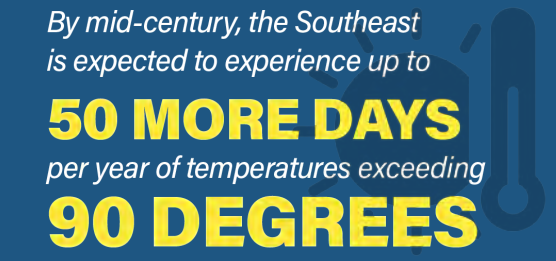
2,500,000,000,000,000,000
(2.5 QUINTILLION) BYTES OF DATA
are created each day, and the pace is ***accelerating***

Over the last ***two years*** *alone,*
90%
of the **DATA IN THE WORLD** *were generated*

E-COMMERCE *accounts for*
64% *of all* **MANUFACTURING SHIPMENTS**

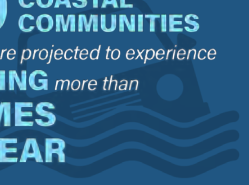
Resilience

By mid-century, the Southeast is expected to experience up to
50 MORE DAYS
per year of temperatures exceeding
90 DEGREES



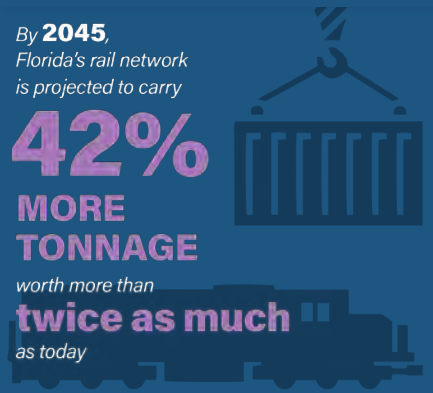
Approximately
6 MILLION PEOPLE EVACUATED
during Hurricane Irma, **THE LARGEST EVACUATION IN U.S. HISTORY**

Nearly
170 COASTAL COMMUNITIES
in the U.S. are projected to experience
FLOODING *more than*
26 TIMES PER YEAR
by **2035**



State & Interregional

By **2045**,
Florida's rail network is projected to carry
42%
MORE TONNAGE
worth more than
twice as much
as today



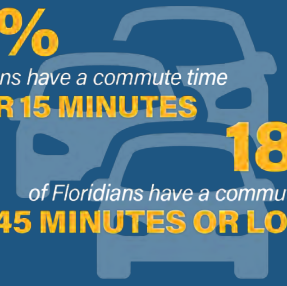
By **2045**,
Florida's airports are projected to carry
300%
more freight tonnage *than today*

WATERBORNE TRADE
comprises the majority of the state's total trade by value at **55.3%**

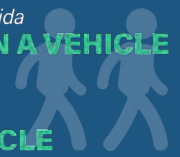
Regional & Local

20%
of Floridians have a commute time
UNDER 15 MINUTES

18%
of Floridians have a commute time of
45 MINUTES OR LONGER



7% *of households in Florida* **DO NOT OWN A VEHICLE**
while another
29% *own only* **ONE VEHICLE**



More trends at: http://www.floridatransportationplan.com/crosscutting.htm

Sharing our Ideas

- Poll Everywhere – multiple ways to access the polls:
  - Visit www.pollev.com/FTP2045 from your phone, tablet, or laptop to access the polling questions
  - Text “FTP2045” to 22333 to join the poll and respond to the polls via text message
  - Scan the QR code to the right to go directly to the website
  - Important note: A record of the poll responses will be kept for statutory records retention requirements

Who do you represent?

City/County Government	A
MPO/RPC/TPO	B
Other State Government	C
Private Industry Partner	D
Private Citizen	E
Non-Governmental Industry Organization	F
Other	G

Start the presentation to see live content. For screen share software, share the entire screen. Get help at **pollev.com/app**

What trend is the most important to/will have the biggest impact on Florida's transportation future?

Resilience

Technology

Funding/revenue/cost of transportation

Sustainability

Demographic shifts/population growth

Evolving processes and decision making to meet changing demands/opportunities

New ways to travel (i.e., ride sharing, micromobility)

Preservation of environment

Economy

Safety

Less need to travel (i.e., e-commerce, telecommuting)

Start the presentation to see live content. For screen share software, share the entire screen. Get help at **pollev.com/app**

In your opinion, what is the greatest challenge for Florida to overcome related to changing technology and our transportation system?

Regulatory barriers

Rapid rate of development and adoption of new technologies

Integrating old/existing and new/emerging technologies in the same system at the same time

Planning and design challenges

Data security and privacy

Start the presentation to see live content. Still no live content? Install the app or get help at PollEv.com/app

When poll is active, respond at **PollEv.com/ftp2045**
Text **FTP2045** to **22333** once to join

What regional or local needs should be considered as we update the FTP?

Start the presentation to see live content. Still no live content? Install the app or get help at **PollEv.com/app**

When poll is active, respond at **PollEv.com/ftp2045**

Text **FTP2045** to **22333** once to join

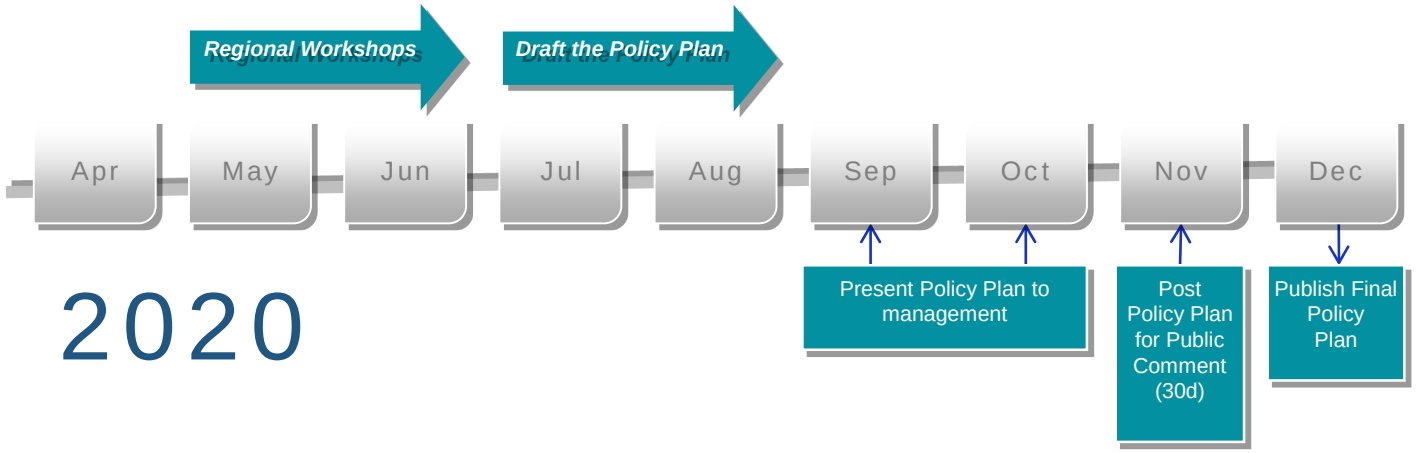
What are some strategies to increase statewide mobility for people and freight in the next five to ten years?

Start the presentation to see live content. For screen share software, share the entire screen. Get help at **pollev.com/app**

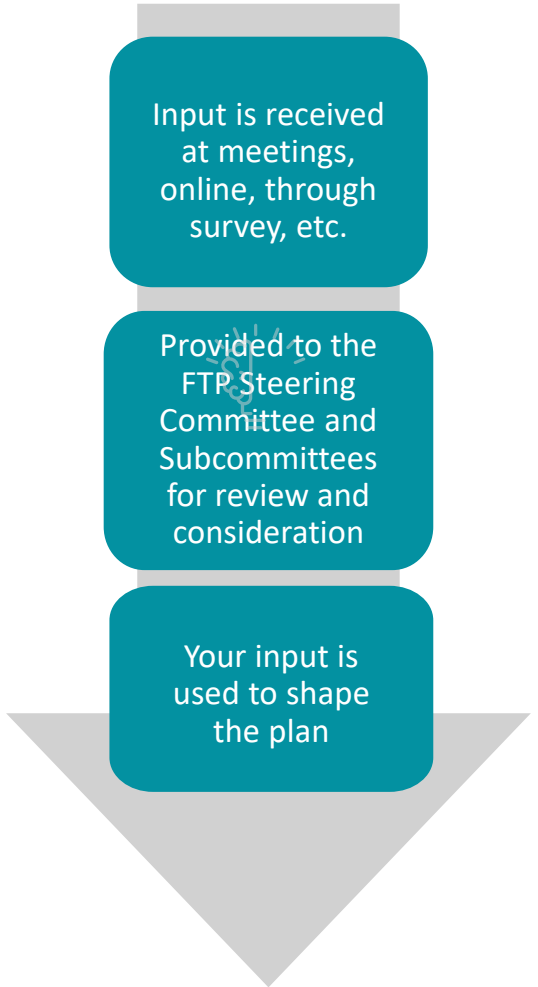
Get Involved!

www.floridatransportationplan.com

- ✓ *Share your ideas through our values and preferences survey.*
- ✓ *Respond to our resilience and technology surveys.*
- ✓ *Join us at an FTP event.*
- ✓ *Request a presentation from FDOT.*
- ✓ *Provide general feedback.*



What Will We Do With Your Input?



www.floridatransportationplan.com

Questions?

JUDY PIZZO, M.S.URP
District 5
Florida Department of Transportation
Judy.Pizzo@dot.state.fl.us
386.943.5167

www.fdot.gov/planning/policy

SUMMARY SHEET
TDLCB
JULY 8, 2020

IV. PRESENTATIONS AND DISCUSSION ITEMS

B. PRESENTATION AND DISCUSSION OF THE 2020 "TELL THE TPO" SURVEY PRELININARY RESULTS

BACKGROUND INFORMATION:

The River to Sea TPO recently undertook a two-month "Tell the TPO" survey campaign designed to better understand the priorities and preferences of its constituents related to transportation planning and implementation for the planning area. The survey kicked-off on March 30, 2020 and closed on June 7, 2020. This year's data will be compared to the data obtained from the previous Tell the TPO surveys as well as establish a baseline from the new questions that were asked.

TPO staff will present the draft preliminary data obtained to-date from the 2020 Tell the TPO Survey campaign.

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB

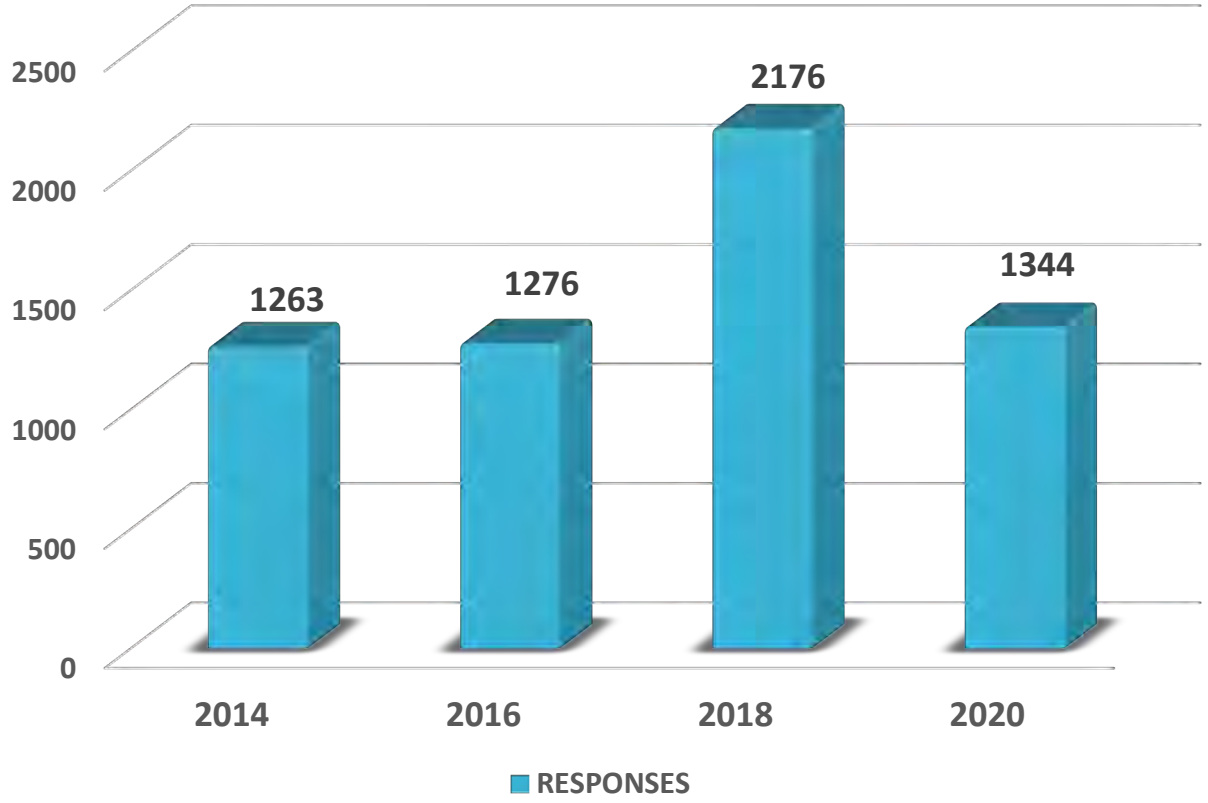
TELL THE TPO
Community Transportation Survey Results

TPO BOARD/COMMITTEE BRIEFINGS

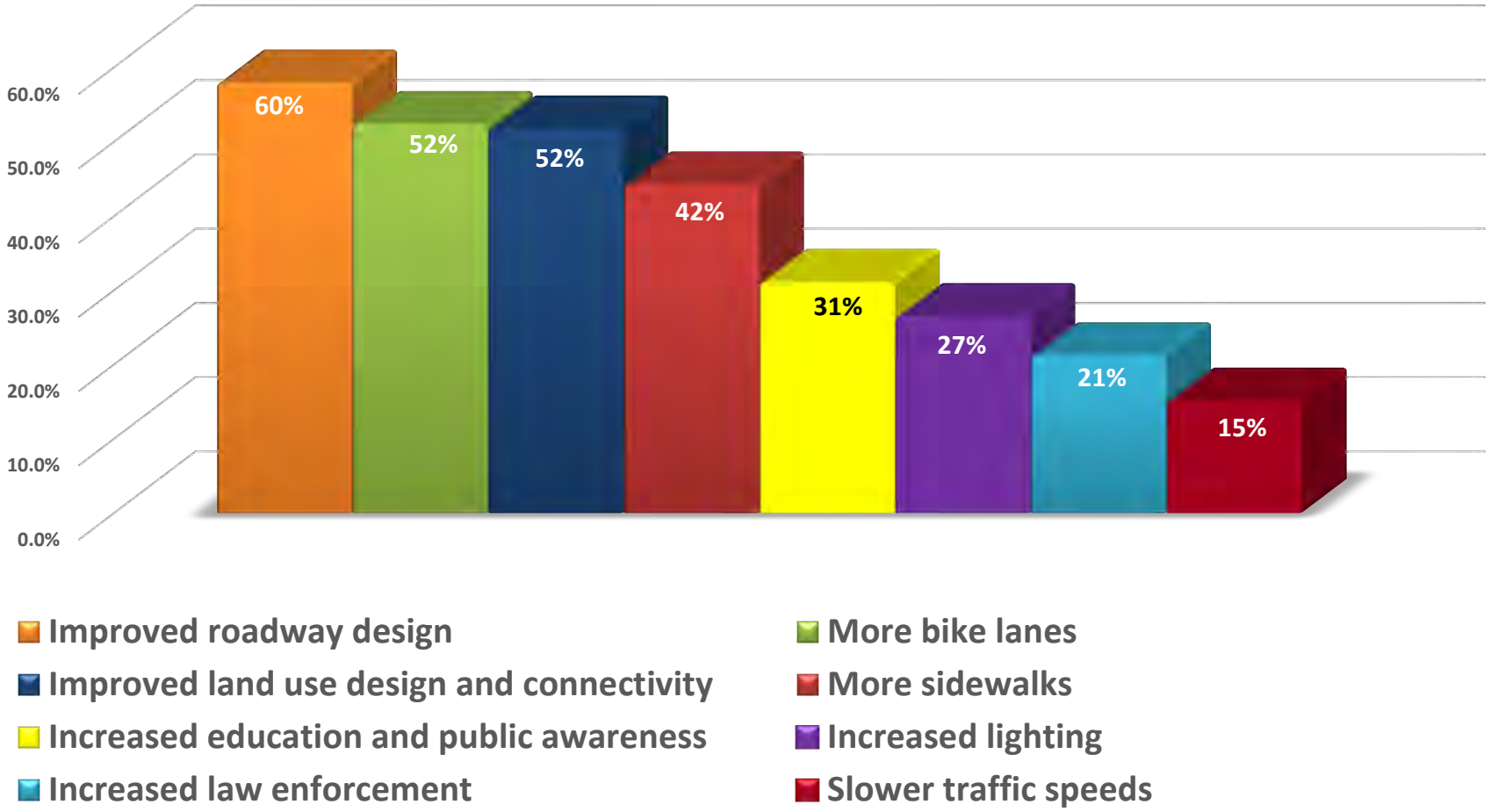
JUNE 2020

RIVER TO SEA TPO
Transportation Planning Organization
VISION - PLAN - IMPLEMENT

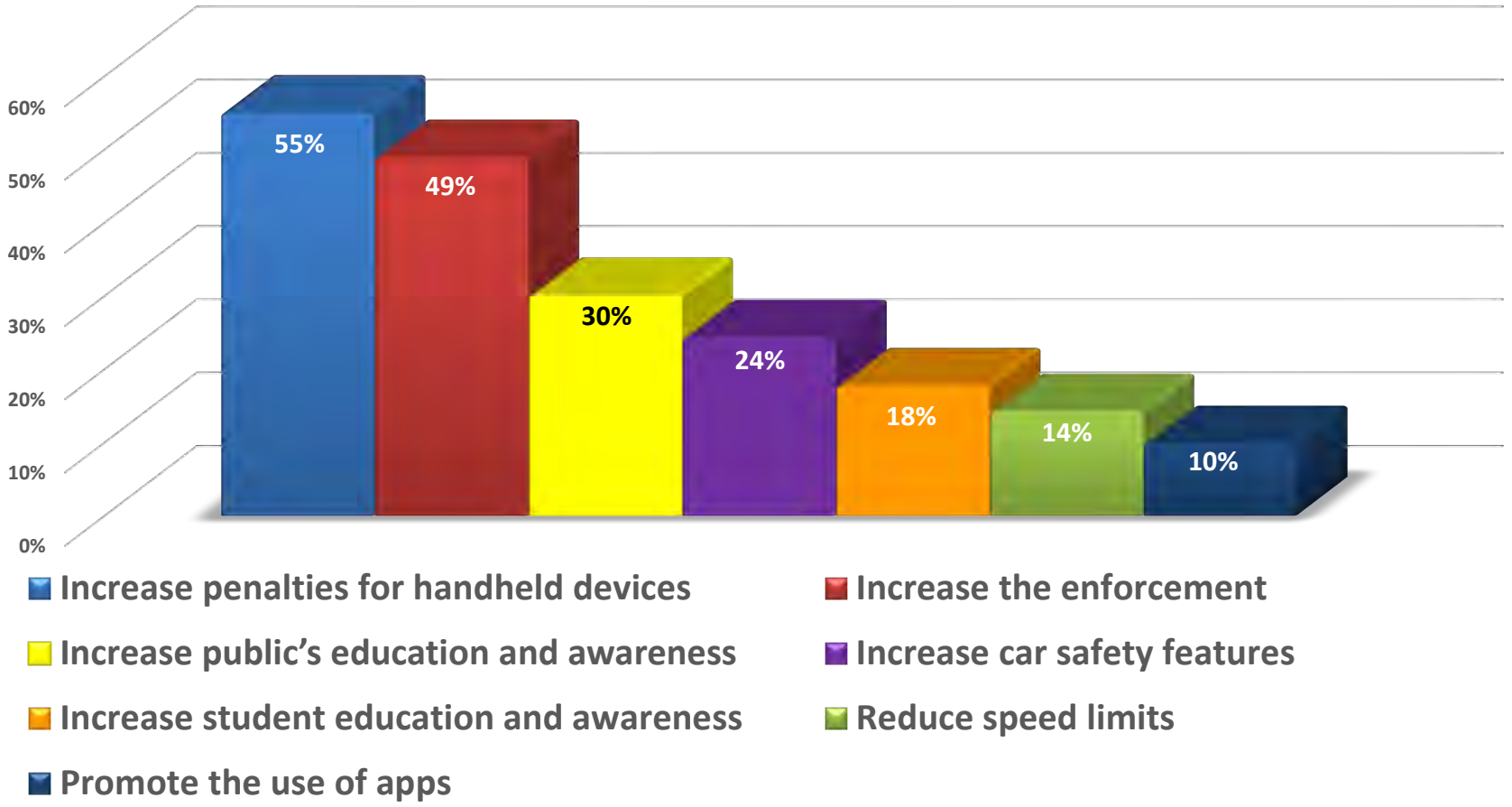
Survey Active March 30th to June 7th



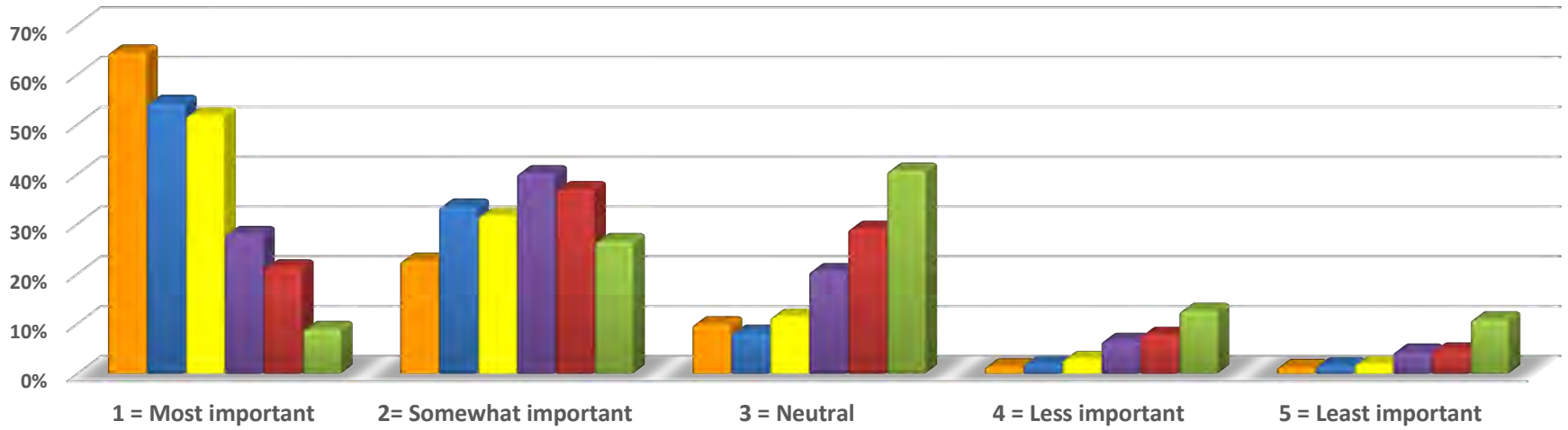
Safety is a priority for the River to Sea TPO and is important for people who walk and ride bicycles. Which of the following do you think will be most effective in improving bicycle and pedestrian safety? (choose 3)



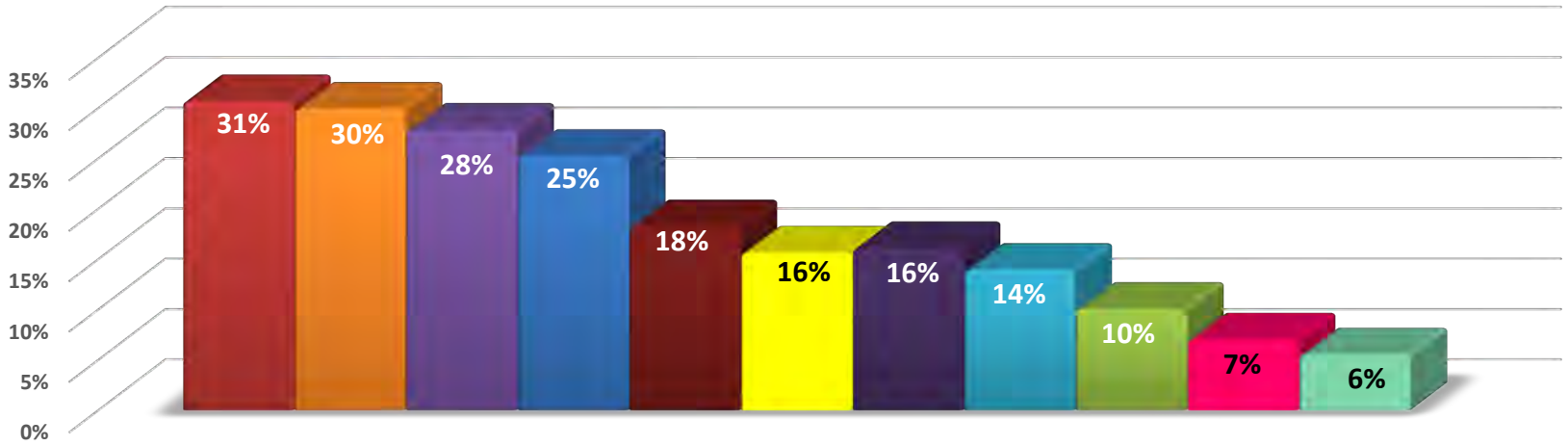
Roughly 7,075 crashes involving serious injuries and fatalities are reported each year in Volusia and Flagler Counties. Distracted driving, speeding and impaired driving account for almost 90% of these crashes. Select two ways to reduce crashes.



New transportation technology is important for which of the following?

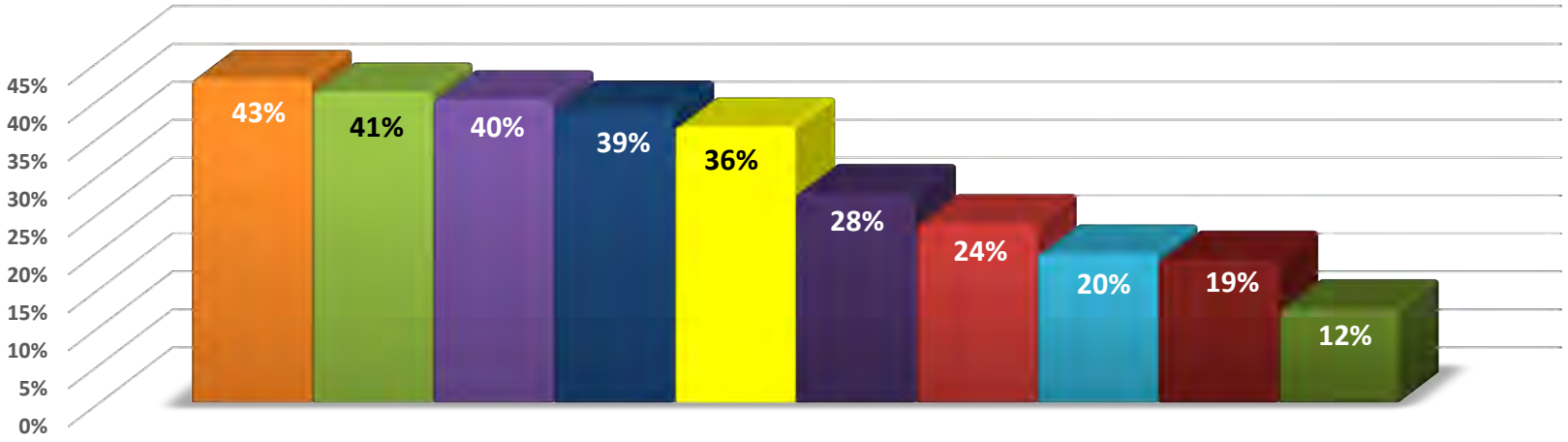


What transportation change/action is needed to improve quality of life in Volusia and Flagler Counties? (choose 2):



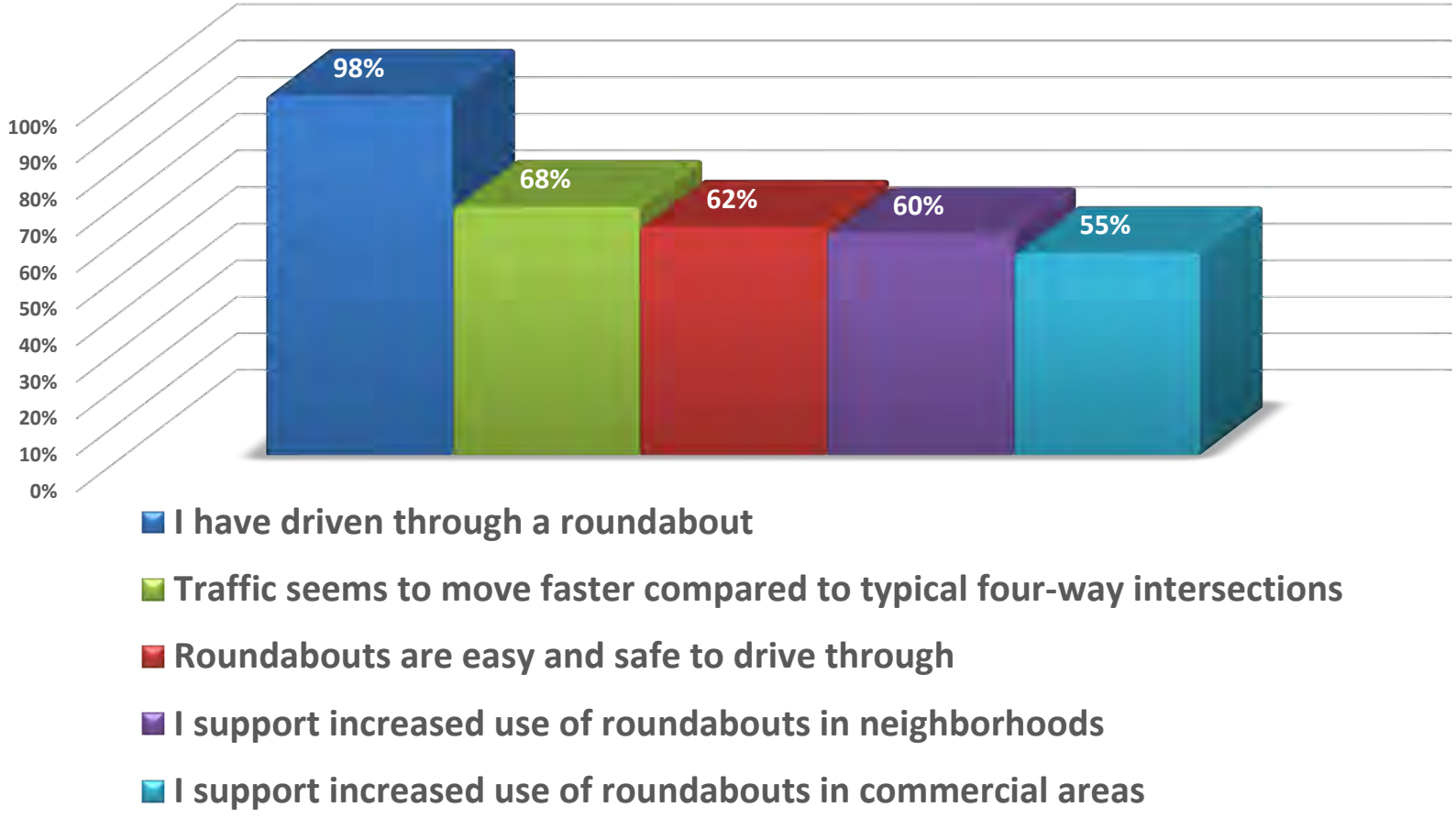
- Avoiding/preserving environment
- Reducing traffic congestion
- Reducing urban sprawl
- Complete streets
- Repairing and maintaining existing facilities
- Improving public transit
- Improving roadway safety
- Increasing focus on non-motorized travel
- Increasing funding for transportation
- Other (please specify)
- Planning for sea level rise

Transportation needs exceed the amount of funding available. Which types of transportation projects are your highest priorities to fund with our limited resources? (choose 3)

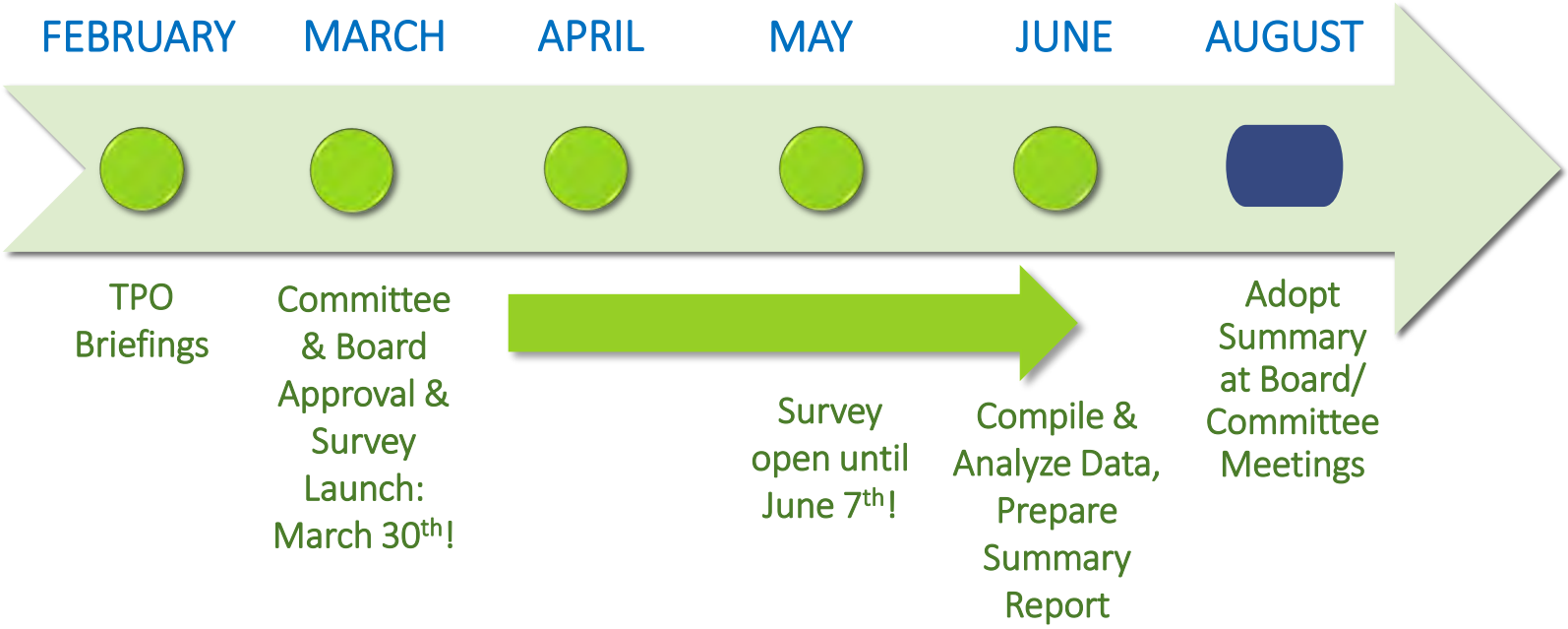


- Improve roadway safety
- Construct new bike lanes and trails/greenways
- Construct new sidewalks/improve connectivity
- Replace/upgrade aging facilities
- Improve transit service (bus and SunRail)
- Implement new transportation technologies
- Widen existing roadways
- Install bicycle/pedestrian-oriented signals
- Improve street appearance
- Build new streets and roadways

Roundabouts are used to improve the safety and efficiency of an intersection rather than a four-way stop or set of traffic signals. With regards to roundabouts, how much do you agree with the following?



Schedule and Next Steps



Committee Challenge Results

CAC – **194 responses**

TCC – **185 responses**

BPAC – **133 responses**

TDLCB – **22 responses**

CAC WINS!

194 responses

Ambassador Challenge Results

TPO Ambassadors	English	Spanish	Total
Vice Mayor Victor Ramos	**113**	**8**	**121**
Council Member Jeff Allebach	56		56
Mayor Karen Chasez	26		26
Councilwoman Christine Power	19		19
Total (All TPO Ambassadors)	231	8	239

Any Questions?

www.tellthetpo.com

RIVER TO SEA TPO
Transportation Planning Organization
VISION - PLAN - IMPLEMENT

TPO Project Manager: Pamela Blankenship

pblankenship@r2ctpo.org

Consultant Project Manager: Doug Robinson
drobinson@hwlochner.com

SUMMARY SHEET
TDLCB
JULY 8, 2020

IV. PRESENTATIONS AND DISCUSSION ITEMS

C. PRESENTATION AND DISCUSSION OF ON-TIME PERFORMANCE FOR PARATRANSIT SERVICE

BACKGROUND INFORMATION:

Votran's Transportation Disadvantaged Service Plan (TDSP) Goal #2 is to meet or exceed 90% on-time performance for both paratransit and fixed-route service. This includes paratransit service provided by subcontractors. Votran subcontracts with multiple taxicab companies that provide supplementary taxicab service throughout Volusia County on an "as required" basis to ambulatory and mobility impaired individuals. Staff will be available to answer questions regarding this presentation.

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB

On-Time Performance for Paratransit Service

TDLCB Meeting

July 8, 2020

Volusia County
Subcontractor Paratransit Service

To maximize resources and provide a safe and high-quality transit experience, multiple taxicab companies provide supplementary taxicab service throughout Volusia County on an "as required" basis to ambulatory and mobility impaired individuals.

Volusia County
Taxi Paratransit Service

- Subcontractors provide night paratransit taxi service and selected daytime paratransit taxi service for people in Volusia County who qualify to use the VOTRAN Gold paratransit service. Night service operates six (6) days a week from 7:00 p.m. to 12:30 a.m.
- Paratransit taxi service must accommodate disabled ambulatory passengers, including those traveling with service animals, and those who use mobility devices such as walkers or canes, in accordance with Americans with Disabilities Act (ADA) paratransit regulations.
- Votran and Subcontractors provide service to wheelchair passengers.

Volusia County
Subcontractor Paratransit Service

The following subcontractors provide paratransit services for Votran:

- All Volusia Transport, LLC
- Med One Shuttle, Inc.

Taxi Service is provided by:

- Yellow Cab (aka Kings Transportation Group)
- Alliance Taxi (small provider)

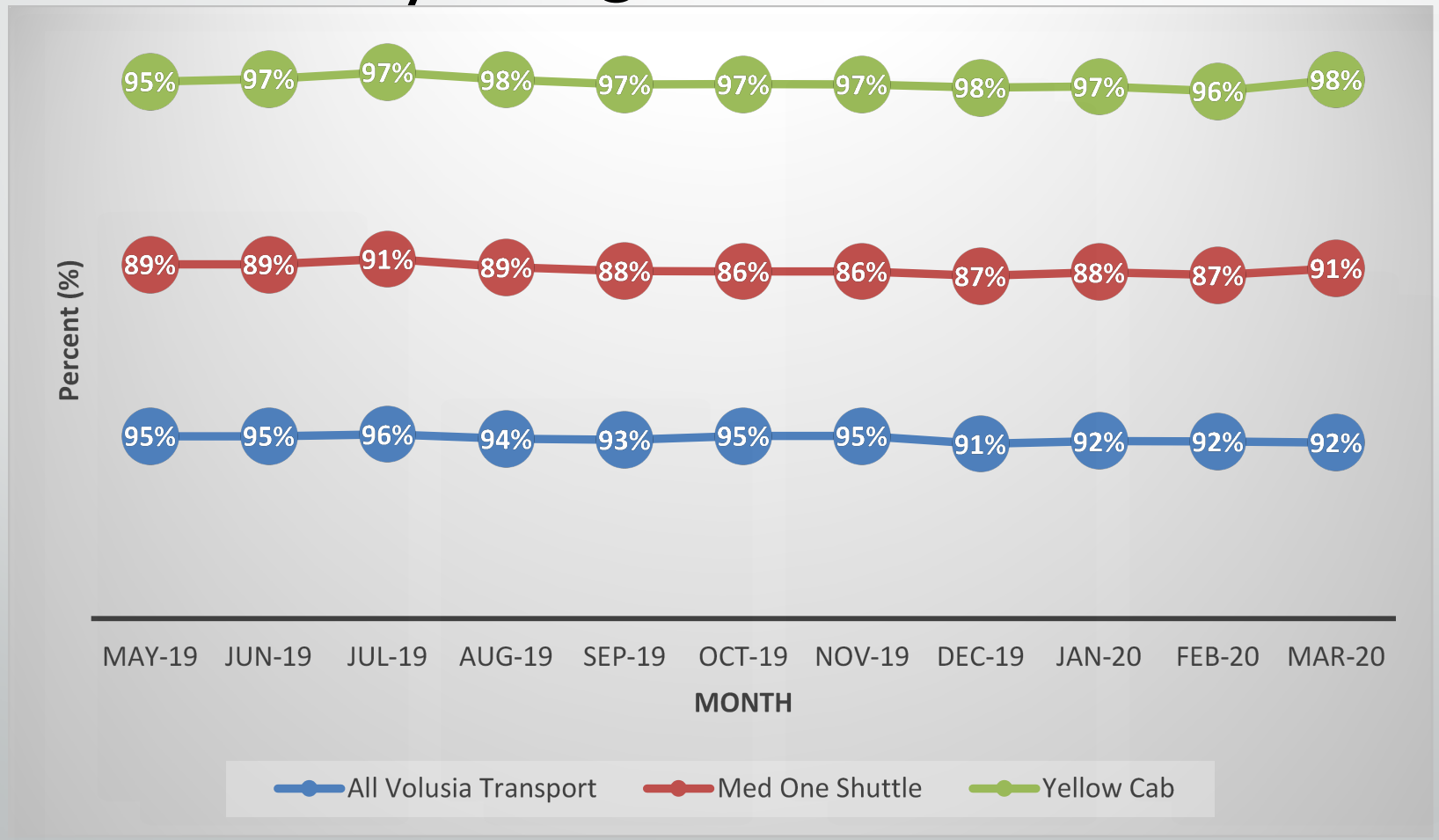
On-Time Performance Goal

Goal #2 in Votran's Transportation Disadvantaged Service Plan (TDSP) is to meet or exceed 90% on-time performance for both paratransit and fixed-route service, including paratransit service provided by subcontractors and taxi providers.

On-Time Performance Tracking

- Paratransit on-time performance reports are pulled from Votran's Trapeze Software System.
- Pick-up and drop-off time are recorded electronically in the system at the time of the trip.
- Both Votran trips and paratransit subcontractor trips are tracked for on-time performance and recorded the same way. Votran's subcontractors utilize tablets to document pick-up and drop-off times.
- If there are problems with electronic recording, trips are recorded manually and Votran staff input trip information into the Trapeze System.
- The Trapeze System flags errors related to time and miles. Votran staff investigate these errors to ensure the accuracy of information recorded manually.

On-Time Performance
May 2019 – March 2020



SUMMARY SHEET
TDLCB
JULY 8, 2020

V. STAFF COMMENTS

→ Introduction of Ms. Bobbie King, Operations Manager, V.C. Community Services
→ TDLCB Workshop on October 14, 2020
→ Update on Votran services during COVID-19 pandemic

VI. TDLCB MEMBER COMMENTS

VII. TDLCB CHAIRPERSON COMMENTS

VIII. INFORMATION ITEMS

→ River to Sea TPO Board Meeting Summary
→ River to Sea TPO Planning Grant Quarterly Progress Report
→ TDLCB Attendance Record
→ TDLCB Interest Form
→ TDLCB Membership List

IX. ADJOURNMENT

**** The next TDLCB meeting will be on October 14, 2020 ****

River to Sea TPO Board
Meeting Summary
June 24, 2020

Due to the COVID-19 virus, the June 24, 2020 TPO Board meeting was held electronically using GoToMeeting (as allowed by Executive Orders 20-69 and 20-114)

- Approved the Consent Agenda including approval of: May 27, 2020 meeting minutes; Executive Director's timesheet report; Resolution 2020-08 authorizing the execution of the Transportation Disadvantaged (TD) Trust Fund Agreement with the Commission for the Transportation Disadvantaged (CTD); Resolution 2020-13 authorizing the execution of the MPO Agreement for use of federal planning funds; Executive Director's contract and salary recommendation; and cancellation of July Executive Committee and TPO Board meetings
- Approved Resolution 2020-09 adopting the fiscal year (FY) 2020/21 to 2024/25 Transportation Improvement Program (TIP)
- Approved Resolution 2020-10 amending the FY 2019/20 to 2023/24 TIP
- Approved Resolution 2020-11 adopting the 2020 List of Priority Projects (LOPP)
- Approved an amendment to the R2CTPO's Public Participation Plan (PPP) to allow for video conference meetings when conditions require them
- Approved the FY 2020/21 R2CTPO Budget
- Approved Resolution 2020-12 adopting the Connected and Automated Vehicle (CAV) Readiness Study and Technology Transition Plan
- Approved the draft Connect 2045 Long Range Transportation Plan (LRTP) project list for public outreach
- Discussed the development of the 2045 Long Range Transportation Plan alternative funding scenarios
- Received a PowerPoint presentation of the Florida Transportation Plan (FTP) update and participated in a live survey
- Received a PowerPoint presentation of the 2020 "Tell the TPO" survey preliminary results and announced Vice Mayor Ramos as the TPO Board Challenge winner
- The FDOT report was provided in the agenda
- Received Executive Director's report on SU Funding/Work Program
- Received member comments regarding the proposed development of Avalon Park

The next River to Sea TPO Board meeting will be on Wednesday, August 26, 2020

Planning Grant Agreement Tasks
Quarterly Progress Report

Planning Agency	River to Sea Transportation Planning Organization	**County**	Volusia
		Invoice #	G1889 Q4
Reporting Period	04/01/2020 - 06/30/2020	**Grant #**	G1889

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 *Local Coordinating Board and Planning Agency Operating Guidelines*. (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. The May 13, 2020 and June 17, 2020 TDLCB meeting minutes 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)	No activity for the specified reporting period.
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 *Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)	Public notices of the TDLCB Meetings on May 13, 2020 and June 17, 2020 are 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 annual update to the Transportation Disadvantaged Service Plan (TDSP) was approved during the May 13, 2020 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 2019/20 third quarterly report was provided to the TDLCB at their May 13, 2020 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)	No activity for the specified reporting period.
C.	Attend at least one **CTD meeting** each year within budget/staff/schedule availability.	No activity for the specified reporting period.
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)	No activity for the specified reporting period.
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)	No activity for the specified reporting period.
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 *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (at a minimum using the modules	The annual CTC Evaluation was approved during the June 17, 2020 TDLCB Meeting.

	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.	Coordination contracts were reviewed during the annual CTC Evaluation.
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.

Stephan Harris
Representative

06/30/2020
Date

TDLCB Attendance Record 2020

Name	8-Jan	13-May	17-Jun	8-Jul	14-Oct	Notes
Barbara Girtman			x			Volusia County (appt 5/2020)
Carlos Colon	x	x	x			FDOT (appt. 07/16)
Alternate - Diane Poitras	abs	abs	abs			FDOT (alternate) (app 7/14)
Renee Cooke		abs	abs			Agency for Persons with Disabilities (appt 5/2020)
Alternate - Sylvia Bamburg		x	abs			Agency for Persons with Disabilities (appt 5/2020)
Julia Marshall	exc	abs	abs			DCF
Alternate - Evelyn Lynam	abs	abs	abs			DCF (alternate) (11/17)
Vacant	vac	vac	vac			Public Education Community (appt 9/18)
Alternate - Vacant		vac	vac			Public Education Community (alternate)
Cynthia Tucker	abs	abs	abs			Vocational Rehab Services (appt 7/17)
Alternate - Susan Pauley	exc	x	x			Vocational Rehab Services (alternate)(appt 11/18)
Robert Watson	x	abs	x			Veterans Services (5/19)
Alternate - Jason Althouse	abs	abs	abs			Veterans Services (alternate)
Judy Craig	abs	x	abs			Disabled Citizens
Alternate - Vacant	vac	vac	vac			Disabled Citizens
Jean Cerullo	x	x	abs			Citizens Advocate
Alternate -Renee Gahagan	exc	x	abs			Citizens Advocate (Appt 8/19)
Bev Johnson	x	abs	abs			Early Childcare (appt 8/17)
Alternate - DJ Lebo	abs	x	x			Early Childcare (alternate)
Gladys Lacen	exc	abs	abs			Elder Affairs (Council on Aging)(3/2020)
Alternate - Dementra McKinney	abs	abs	abs			Elder Affairs (alternate)(appt 3/2020)
Shelisha Coleman	x	x	x			Healthcare Administration
Alternate - Tamyika Young	abs	abs	abs			Healthcare Administration (alternate)(appt. 07/18)
Robin King	abs	abs	abs			Work Force Development Board
Alternate - Kathy Spencer	x	x	abs			Work Force Development Board - (alternate) (appt 1/19)
Patricia Boswell	abs	x	x			Medical Community (appt 8/17)
Alternate - Ethan Johnson	x	abs	x			Medical Community (appt 5/19)
Doug Hall	x	x	x			Citizens Advocate - System User (11/17)
Alternate - Marina Villena	x	x	x			Citizens Advocate - System User (alternate)(appt 1/19)
Patricia Lipovsky	x	x	x			Elderly Citizens (appt 1/19)
Alternate - Vacant	vac	vac	vac			Elderly Citizens (alternate)
Clayton Jackson	x	x	x			Assoc iation for Community Action (appt 12/17)
Alternate - Vacant	vac	vac	vac			Assoc iation for Community Action - Alternate
Steve Jack	x	x	x			Private for Profit (appt 01/11)
Alternate - Vacant	vac	vac	vac			
QUORUM	Y	Y	Y			

CODES

X = Present
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

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VACANT

ALT - ELDERLY CITIZENS

VACANT

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