

**Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Minutes
July 8, 2020**

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

TDLCB Members Present:

Clayton Jackson
Beverly Johnson
Jean Cerullo
Renee Gahagan
Doug Hall
Marina Villena
Patricia Lipovsky
Shelisha Coleman
Steve Jack
Barbara Girtman, Chairperson
Kathy Spencer

Representing:

Association of Community Action
Children at Risk
Citizens Advocate
Citizens Advocate - Alternate
Citizens Advocate, System User
Citizens Advocate, System User – Alternate
Elderly Citizens
Health Care Administration
Private for Profit
Volusia County Council, District 4
Workforce Development Board

TDLCB Members Absent:

Sylvia Bamburg
Julia Marshall
Judy Craig, Vice Chairperson
Carlos Colon
Gladys Lacen
Patricia Boswell
Robert Watson
Susan Pauly

Representing:

Agency for Persons with Disabilities
Department of Children and Families
Disabled Citizens
Florida Department of Transportation
Elder Affairs, Alternate
Medical Community
Veterans Services Group
Vocational Rehab Services

Others Present:

Debbie Stewart, Recording Secretary
Stephan Harris
Pam Blankenship
Don Apakama
Judy Pizzo
Bobbie King
Edie Biro
Frank Alvarez
John Cotton
Jake Lunceford
Glenn Scorza
Roger Wittenberg

Representing:

TPO Staff
TPO Staff
TPO Staff
All Volusia Transport
FDOT
Volusia County
Votran Staff
Votran Staff
Votran Staff
Votran Staff
Votran Staff
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, 20-114 and 20-150 which suspended the Florida Statutes that require a physical quorum to be present in person and allows the use of telephone and video conferencing. The roll was called and it was determined that a quorum was present virtually.

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of the June 17, 2020 TDLCB Meeting Minutes

MOTION: *A motion was made by Ms. Gahagan to approve the June 17, 2020 TDLCB meeting minutes. The motion was seconded by Ms. Cerullo and carried unanimously.*

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

Mr. Lunceford reviewed the wheelchair, fixed route and total boardings for April and May 2020; he compared the boardings to the April and May 2019 boardings. The 2020 April and May boardings decreased significantly over 2019 due to COVID-19 and reduced ridership.

Chairperson Girtman stated she understands the reduced ridership especially with the vulnerable population being advised to stay home. She asked how the reduced ridership affected the numbers financially and if there was a savings due to the reduced ridership.

Mr. Roger Wittenberg, Votran, replied there was a savings based on less fuel usage due to less trips as well as the associated vehicle costs. Some of the costs not incurred are funded by grants; there was a decrease in expenditures but there was also a decrease in revenues; the decreases in expenditures and revenues offset each other.

Ms. Gahagan asked if Votran staff has been affected and if there were any driver lay-offs.

Mr. Wittenberg replied there have been paratransit drivers furloughed; however, they are receiving pay under the CARES Act.

Ms. Gahagan asked if the furloughed drivers would be brought back once things return to normal.

Mr. Wittenberg replied yes, the hope is the number of trips will resume but based on the numbers presented today that is not happening yet. There is a savings because drivers are not working overtime.

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

C. Review and Approval of the FY 2019/20 Actual Expenditure Report (AER)

Mr. Harris stated the FY 2019/20 Actual Expenditure Report (AER) consists of the actual expenditures of direct federal and local government transportation funds for the period of July 1, 2019 through June 30, 2020. The prior FY 2018/19 AER was also provided in the agenda for reference purposes and covers the period of July 1, 2018 through June 30, 2019. The current FY 2019/20 AER expenditures were \$6.2 million with 320,000 trips; the prior FY 2018/19 AER expenditures were \$2.9 million with 305,355 trips.

Chairperson Girtman asked for an explanation for the significant difference in expenditures from one year to the other.

Mr. Wittenberg explained the prior year AER does not include any direct or indirect cost allocations; there was not a cost allocation plan in effect in 2019. Votran adopted a cost allocation plan in 2020 to allocate administrative overhead including non-vehicle maintenance costs and combined operating costs. This was used in the Annual Operating Report (AOR), the AER and the rate model in order to capture more reimbursements. They did this so they can request reimbursement for some of the costs that were not previously allocated for paratransit in the past.

MOTION: *A motion was made by Mr. Hall to approve the FY 2019/20 Actual Expenditure Report (AER). The motion was seconded by Mr. Jack and carried unanimously.*

D. Review and Approval of the TDLCB Bylaws

MOTION: *A motion was made by Ms. Lipovsky to approve the TDLCB Bylaws. The motion was seconded by Mr. Hall.*

Chairperson Girtman noted there have been no changes to the TDLCB Bylaws other than updating the Chairperson name and the dates.

The motion carried unanimously.

E. Review and Approval of the FY 2020/21 Federal Transit Administration (FTA) Section 5310 Grant Application

Mr. Harris stated Votran has requested Federal Transit Administration (FTA) Section 5310 grant funds for seven replacement paratransit vehicles totaling \$751,458. A portion of the grant application is included in the agenda. This grant is for FY 2020/21 which began July 1, 2020.

MOTION: *A motion was made by Mr. Hall to approve the FY 2020/21 Federal Transit Administration (FTA) Section 5310 grant application. The motion was seconded by Ms. Cerullo and carried unanimously.*

IV. Presentations and Discussion Items

A. Presentation and Discussion of the Florida Transportation Plan (FTP) Update: Regional/Local and State/Interregional Campaigns

Ms. Judy Pizzo, FDOT, gave a PowerPoint presentation of the update to the Florida Transportation Plan (FTP). The presentation given last year was on technology and resilience and this year's emphasis is on state, interregional, regional and local issues. The FTP provides policy guidance and a framework for allocating the state and federal transportation funds which flow through the five-year Work Program. She reviewed the elements of the FTP and the four cross-cutting topics included in the plan. She gave a survey QR code and weblink for members to participate in a live survey, went through the survey questions and received input. She noted she would record any verbal input for those participating via the phone.

Mr. Hall commented changes in technology could be a large concern.

Ms. Pizzo agreed and added as well as keeping up with the rapid rate of change. She continued with the live survey.

Ms. Gahagan referred to the gas tax and noted her concern is regarding electric vehicles. She asked what could be done to receive revenue from electric vehicles.

Ms. Pizzo replied that the gas tax has not been changed since the mid to late 1990's and there has been an increase in electric vehicles. Implementing a vehicle miles travelled (VMT) tax has been discussed for use of the road instead of the gas they are not buying. She continued with the live survey.

Mr. Hall commented that access to public transportation and expansion of service, both in terms of routes, the timing or frequency of pick-ups, and the area covered, especially in West Volusia, is a concern. However, the problem is funding.

Mr. Apakama replied Votran cannot expand routes if there is no demand; it would be a waste in terms of cost unless there is a huge demand. If there is growth in an area and there is demand it would be essential to open routes in that area to accommodate that demand. It is not cost effective otherwise.

Chairperson Girtman suggested discussing this issue off line as it needs to be addressed but now is not the time.

Ms. Pizzo agreed and continued with the survey.

Mr. Hall stated there needs to be coordination between systems to move between locations outside of Volusia County; much of the state cannot move from one county to another because there is no coordination between the service agencies.

Mr. Apakama commented if we are discussing increasing the statewide mobility transportation strategy we need to increase awareness by using outside public information such as paid ads or publish in trade magazines to show what the benefits can be.

Chairperson Girtman agreed and stated we have to work to change the culture of driving in your car with one person and create a seamless, more regional and statewide access and explain why it is beneficial. It needs to be seamless and user friendly.

Ms. Pizzo explained what will be done with the input received today and stated the information will be available on the website, www.floridatransportationplan.com. There are ways to provide further comments on the website. FDOT is drafting the policy plan and continues to gather information; it will go out for a 30-day public comment period in November and the plan is anticipated to be published in December 2020.

B. Presentation and Discussion of the 2020 "Tell the TPO" Survey Campaign

Ms. Blankenship gave a PowerPoint presentation of the 2020 "Tell the TPO" survey preliminary results. The survey ran from March 30, 2020 through June 7, 2020; it was extended by one week to receive more responses. Results were consistent with previous surveys; 1,344 total responses were received which is the second highest total received.

Chairperson Girtman asked why the 2018 "Tell the TPO" survey was more well received or what caused the significant increase of responses in 2018.

Ms. Blankenship replied in 2018, the TPO was able to have the survey available at all the public libraries and staff attended multiple public events to promote it. This year, due to COVID-19, the libraries were not open until the end of the survey; however, surveys were included in the libraries' curbside pickup. Also due to COVID-19 all events were cancelled. The hope is the 2022 survey will be better and more responses will be received. She reviewed the answers to the survey questions. She announced the CAC was the winner of the Ambassador Challenge and the winner of the TPO Board Ambassador Challenge was Vice Mayor Victor Ramos from Deltona.

C. Presentation and Discussion of On-Time Performance for Paratransit Service

Mr. Harris gave a PowerPoint presentation of Votran's on-time performance for paratransit service and stated to maximize resources and to provide a safe and high-quality transit experience, multiple taxicab companies provide supplementary service throughout Volusia County on an "as required" basis to ambulatory and mobility impaired individuals. He reviewed the service that subcontractors provide and noted they must accommodate disabled ambulatory passengers in accordance with the Americans with Disabilities Act (ADA). He reviewed the subcontractors used by Votran and stated the on-time performance goal is to meet or exceed 90% on-time performance for both paratransit and fixed route service including paratransit service provided by subcontractors and taxicab providers. He stated Votran uses a software system called "Trapeze" and explained the on-time performance reports are pulled from this software. He explained the software electronically records trips and errors; information can also be recorded manually. He reviewed the on-time performance records from May 2019 through March 2020 for the three subcontractors used by Votran; the average on-time performance is 90%. Representatives from each subcontractor were invited to attend the meeting; representatives from Med One Shuttle and All Volusia Transport are in attendance.

Mr. Jack, Med One Shuttle, stated their number one impact to on-time performance is passengers not being ready at their requested pick up time. There are also on-time performance impacts due to scheduling issues, additional passengers and weather delays. They have been working with Votran staff to increase their on-time performance and reached 96% for April and 98% for May.

Mr. Harris asked if the representative from All Volusia Transport had any comments.

Mr. Apakama, All Volusia Transport, stated they have the same issues as Med One Shuttle; will calls, passengers not being ready, or the occasional add-on passengers. They try to always meet or exceed the on-time performance goal of 90% as can be seen from their record.

V. Staff Comments

→ Introduction of Ms. Bobbie King, Operations Manager, Volusia County Community Services

Mr. Harris introduced Ms. Bobbie King, Operations Manager for Volusia County Community Services.

Ms. King stated she is the Operations Manager for Volusia County Community Services and has worked for Volusia County for 23 years in various departments. She recently came to Community Services to assist with Votran's needs as a county liaison as they transition for their current contractor to the new contractor, First Transit, scheduled to start August 16, 2020 pending Volusia County Council approval on July 21, 2020.

→ TDLCB Workshop on October 14, 2020

Mr. Harris announced the TDLCB Annual Workshop will be held October 14, 2020 immediately following the TDLCB meeting. It is an opportunity for comments to be received regarding any unmet needs in Volusia County. All TDLCB members are invited to participate.

→ Update on Votran services during COVID-19 pandemic

Mr. Lunceford stated since the June 17, 2020 TDLCB meeting, Votran has installed hand sanitizers at the front of each fixed route bus; each bus has hand sanitizer at the front and back doors. The paratransit vehicles have hand sanitizers at the front. On July 2, 2020 Votran began handing out prepackaged masks to customers; as of yesterday, Votran distributed 9,100 masks. The masks were provided to Votran by Volusia County Emergency Management. There are electronic signs at the transfer centers encouraging customers to wear masks, use hand sanitizer and to social distance when possible. Votran has sent out service alerts encouraging the same through Votran's website, the bus tracker as well as customers that have signed up for alerts. There is also paper signage on the buses that are changed out frequently. Votran employees are required to wear masks within six feet of another employee and in the common areas; bus operators are required to wear masks while on the bus. Votran is currently testing a bus with an operator shield; pending a successful test Votran will look into adding shields on other buses. It is now on display for employees to give comments regarding the design. They are working on a voice announcement for the fixed route buses to remind passengers to social distance themselves and wash their hands or use hand sanitizer. As of July 2, 2020, ridership is approximately 47% of normal for paratransit or a decline of 53%; there is a 37% decline of fixed route ridership.

Chairperson Girtman thanked Votran staff for their responsiveness to her questions, comments and concerns she has had.

Mr. Harris announced there will be an upcoming public webinar for the R2CTPO's 2045 Long Range Transportation Plan (LRTP); it will be used to gather public input for the final phase of the 2045 LRTP. It will be held Tuesday, July 21, 2020 from 10:00 am to 11:00 am. He encouraged members to register for the webinar at the link provided. The webinar will also be available for on-demand viewing from Wednesday, July 22, 2020 through Friday, July 31, 2020.

VI. TDLCB Member Comments

Ms. Gahagan welcomed Chairperson Girtman to the TDLCB and thanked her for a great meeting. She also thanked staff for keeping everyone updated as much as they do especially during these times.

VII. TDLCB Chairperson Comments

Chairperson Girtman stated she went on a tour of Votran two weeks ago and they discussed some of the things that are happening. She is glad to see Votran's responsiveness to her concerns. Her main concern is the lack of social distancing that is innate to bus travel. We need to do as much as we can to help to reduce the spread of COVID-19 because bus travel is not a choice but a requirement for some people.

VIII. Information Items

- River to Sea TPO Board Meeting Summaries
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record

- TDLCB Interest Form
- TDLCB Membership List

IX. Adjournment

The meeting was adjourned at 12:17 p.m.

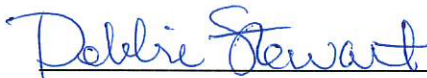
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



**VOLUSIA COUNTY COUNCIL MEMBER BARBARA GIRTMAN, CHAIRPERSON
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD**

CERTIFICATE:

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the July 8, 2020 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 14th day of October 2020.



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



COVID-19 SERVICE UPDATE

7/8/20



Wear a Mask



Wash/Sanitize Hands



Cover Coughs



Distance if Possible

Bus 2611 has a prototype bus operator barrier installed. The bus is currently on display for Bus Operators, Supervisors and Dispatchers to see as a Demo. Bus 2611 will be in testing on the Route 7 soon.





FOR IMMEDIATE RELEASE

Contact: Colleen Nicoulin
Phone: 386-226-0422 ext. 20417
Email: cnicoulin@r2ctpo.org
Website: www.r2ctpo.org
2045 LRTP Website: www.R2CTPOConnect2045.com

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO)
ANNOUNCES CONNECT 2045 PUBLIC OUTREACH WEBINAR**

DAYTONA BEACH, FL – Connect 2045 is the new Long Range Transportation Plan (LRTP) being developed to guide the transportation future of the River to Sea TPO. The plan is a 25-year projection to identify strategies that help satisfy the transportation needs of the TPO planning area.

As public involvement is an essential component of developing this plan, we are hosting a live webinar to gather public input on the final phase of the development of the Connect 2045 transportation plan. Please join us virtually on **Tuesday, July 21, 2020** from **10:00 a.m. – 11:00 a.m.** While we strongly encourage virtual participation, if you would prefer to attend in person, please contact us at PBLankenship@r2ctpo.org.

The webinar will also be available for “on-demand” viewing from Wednesday, July 22, 2020 through Friday, July 31, 2020. The on-demand webinar will present the same information as the live webinar, but can be accessed at your convenience anytime between July 22 – July 31, 2020 through the Connect 2045 website at www.r2ctpoconnect2045.com or the TPO website at www.r2ctpo.org.

To register for the live webinar on Tuesday, July 21, 2020, please use the following link:

<https://attendee.gotowebinar.com/register/7216884670542688269>

Additional information about Connect 2045, Your Community Transportation Plan, can be found at: www.R2CTPOConnect2045.com. This website provides project specific information to inform and engage the community throughout the development of the 2045 LRTP.

About the River to Sea TPO: The River to Sea TPO is the designated and constituted body responsible for carrying out the urban transportation planning and programming process for our designated Metropolitan Planning Area (MPA). The TPO’s metropolitan planning area includes all of Volusia County and the developed areas of eastern Flagler County, including Beverly Beach and Flagler Beach, as well as portions of the cities of Palm Coast and Bunnell.

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For additional information or media inquiries, contact Pamela Blankenship, River to Sea TPO Community Outreach Coordinator, at PBlankenship@r2ctpo.org or 386-226-0422 ext. 20416.



JOIN THE CONVERSATION...

About Your Community Transportation Plan

PUBLIC WEBINAR

**Tuesday, July 21, 2020
10:00 a.m. - 11:00 a.m.**

This webinar will be used to gather public input on the final phase of the development of the River to Sea TPO 2045 Long Range Transportation Plan (LRTP)

We want to hear from you,

Please register for the live webinar using the following link:

<https://attendee.gotowebinar.com/register/7216884670542688269>

The webinar will also be available for on demand viewing from Wednesday, July 22 through Friday, July 31 at www.r2ctpoConnect2045.com



For assistance with registering or to attend in person, please contact:

Pamela Blankenship
TPO Community Outreach Coordinator
Pblankenship@r2ctpo.org
386.226.0422 ext. 20416