



# MEETING AGENDA

## QUALITY ASSURANCE COMMITTEE (QAC)

Volusia County Council Vice Chair Matt Reinhart, TDLCB Chairperson

**DATE:** Wednesday, July 8, 2026  
**TIME:** 9:30 a.m.  
**PLACE:** VoTran Conference Room  
950 Big Tree Road  
South Daytona, FL 32119

### Microsoft Teams Information:

[Join the meeting now](#)

By phone: +1 561-484-5911 ID: 68087371#

### QAC AGENDA

#### 1. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE

#### 2. PUBLIC COMMENT/PARTICIPATION *(Length of time at the discretion of the Chairperson)*

Anyone wishing to make a public comment should fill out a speaker card and hand it to a TPO staff member or the Chairperson. You will be called on when the item is discussed. If you wish to speak on an item not on the agenda you will be called during public comment/participation.

#### 3. ACTION ITEMS

- A. Review and Approval of the January 14, 2026 QAC Meeting Minutes *(pgs.)*
- B. Review and Recommend Approval of the FY 2026-27 Transportation Disadvantaged Rate Model Worksheet *(pgs.)*
- C. Review and Recommend Approval of the 2026 TDLCB Bylaws *(pgs.)*

#### 4. STAFF COMMENTS

#### 5. QAC MEMBER COMMENTS

#### 6. ADJOURNMENT

**The next QAC meeting will be on October 14, 2026**

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

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia-Flagler TPO office, 1540 Cornerstone Boulevard, Suite 240, Daytona Beach, Florida 32117; (386) 271-0249, extension 1, at least five (5) working days before the meeting date.

The Volusia-Flagler 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.vftpo.org](http://www.vftpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-271-0249, extension 1, or [pblankenship@vftpo.org](mailto:pblankenship@vftpo.org).

Persons who require translation services, which are provided at no cost, should contact the Volusia-Flagler TPO at (386) 271-0249 or by email at [PBlankenship@vftpo.org](mailto:PBlankenship@vftpo.org) at least five (5) business days before the meeting.

**ACTION ITEM 3A**

Review and Approval of the January 14, 2026 QAC Meeting Minutes

Contact: Melanie Pruneau, [MPruneau@vftpo.org](mailto:MPruneau@vftpo.org)

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**SUMMARY BACKGROUND:**

Minutes are prepared for each meeting and must be approved by the QAC. The January 14, 2026 QAC meeting minutes are provided with this agenda packet for your review.

**RECOMMENDED ACTION:**

*MOTION* to approve the January 14, 2026 QAC Meeting Minutes.

**ATTACHMENT:**

January 14, 2026 QAC Meeting Minutes

**Volusia-Flagler Transportation Planning Organization  
Quality Assurance Committee  
Meeting Minutes  
January 14, 2026**

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

**QAC Members Physically Present:**

Council Vice Chair Matt Reinhart, Chairperson  
Mary Tyson, Vice Chairperson  
Doug Hall

**Representing:**

Volusia County  
Disabled Citizens - Alternate  
Citizens Advocate, System User

**QAC Members Absent:**

Carlos Colon (excused)

**Representing:**

FDOT

**Others Physically Present:**

Melanie Pruneau, Recording Secretary  
Pamela Blankenship  
Stephan Harris  
Jamie Ledgerwood  
Bobbie King  
Ralf Heseler  
Siva Persad  
Jacob Lunceford  
Asha Trivedi  
Scott Larson

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
Volusia County Transit Services Division  
Volusia County Transit Services Division  
Volusia County Transit Services Division  
Volusia County Transit Services Division  
Citizen  
Citizen

**Others Virtually Present:**

Colleen Nicoulin  
Christy Gillis

**Representing:**

TPO Staff  
TDLCB

**1. Call to Order / Roll Call / Determination of Quorum/Pledge of Allegiance**

The meeting of the Quality Assurance Committee (QAC) was called to order at 9:30 a.m. by QAC Chairperson Reinhart. The meeting was held in a hybrid format with three voting members physically present.

**2. Public Comment/Participation**

Citizen Scott Larson stated that he found the new VoTran app to be beneficial, but expressed some concerns regarding the disability features included. He stated that he could not figure out how to add the “white cane” feature.

Citizen Asha Trivedi stated that a VoTran driver was unaware that he was transportation disadvantaged due to the fact that he was not using a white cane. He congratulated VoTran on the transition and new app.

**3. Action Items**

**A. Review and Approval of the October 8, 2025 QAC Meeting Minutes**

**MOTION:** *A motion was made by Mr. Hall to approve the October 8, 2025 QAC meeting minutes. The motion was seconded by Ms. Tyson and carried unanimously.*

**B. Review and Recommend Approval of the VoAccess FY 2025/26 Evaluation**

**MOTION:** *Ms. Tyson made a motion to recommend approval of the VoAccess FY 2025/Evaluation. The motion was seconded by Mr. Hall and carried unanimously.*

**4. Staff Comments**

There were no staff comments.

**5. Chairperson Comments**

There were no Chairperson comments.

**6. Member Comments**

There were no member comments.

**7. Adjournment**

The meeting was adjourned at 9:35 a.m.

**VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION**

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**VOLUSIA COUNTY COUNCIL VICE CHAIR MATT REINHART, CHAIRPERSON  
QUALITY ASSURANCE COMMITTEE**

**CERTIFICATE:**

The undersigned, duly qualified and acting Recording Secretary of the Volusia-Flagler TPO certifies that the foregoing is a true and correct copy of the minutes of the January 14, 2026 regular meeting of the Quality Assurance Committee approved and duly signed this 8<sup>th</sup> day of July 2026.

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**MELANIE PRUNEAU, RECORDING SECRETARY  
VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION**

**\*\* A recording of the January 14, 2026 QAC meeting is available upon request.**

**ACTION ITEM 3B**

Review and Recommend Approval of the FY 2026-27 Transportation Disadvantaged Rate Model Worksheet

Contact: Stephan Harris, [SHarris@vftpo.org](mailto:SHarris@vftpo.org)

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**SUMMARY BACKGROUND:**

The FY 2026-27 Transportation Disadvantaged (TD) Rate Model Worksheet shows VoAccess current rates for transportation disadvantaged trust fund trips. All rates must be developed using the rate calculation model provided by the Florida Commission for the Transportation Disadvantaged. These calculated rates must be approved by the TDLCB before they can be submitted as part of the Trip and Equipment Grant for non-sponsored trips and/or capital equipment. Calculated rates for last year (FY 2025-26) are shown for reference purposes. The FY 2026-27 TD Rate Model Worksheet is included with this agenda packet for your review and approval.

**FY 2025-26 RATE CALCULATION FOR MULTIPLE SERVICES (reference)**

Projected Passenger Miles = 477,600 (393,912 Ambulatory + 83,688 Wheelchair)  
Rate per Passenger Mile = \$3.03 (Ambulatory), \$5.19 (Wheelchair)

Projected Passenger Trips = 29,268 (23,414 Ambulatory + 5,854 Wheelchair)  
Rate per Passenger Trip = \$48.60 (Ambulatory), \$83.32 (Wheelchair)

**FY 2026-27 RATE CALCULATION FOR MULTIPLE SERVICES**

Projected Passenger Miles = 486,750 (389,400 Ambulatory + 97,350 Wheelchair)  
Rate per Passenger Mile = \$2.91 (Ambulatory), \$4.98 (Wheelchair)

Projected Passenger Trips = 29,800 (23,840 Ambulatory + 5,960 Wheelchair)  
Rate per Passenger Trip = \$47.46 (Ambulatory), \$81.37 (Wheelchair)

**RECOMMENDED ACTION:**

*MOTION* to recommend approval of the FY 2026-27 TD Rate Model Worksheet

**ATTACHMENT:**

Draft FY 2026-27 TD Rate Model Worksheet

# Preliminary Information Worksheet

Version 1.4

**CTC Name:** Volusia County Votran  
**County** (Service Area): Volusia County  
**Contact Person:** Bobbie King  
**Phone #** 386-756-7496

## Check Applicable Characteristic:

### ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

### NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

***Once completed, proceed to the Worksheet entitled "Comprehensive Budget"***

# Comprehensive Budget Worksheet

Version 1.4

CTC: Volusia County Voltran  
County: Volusia County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's <b>ACTUALS</b> from Oct 1st of <b>2024</b> to Sept 30th of <b>2025</b>	Current Year's <b>APPROVED</b> Budget, as amended from Oct 1st of <b>2025</b> to Sept 30th of <b>2026</b>	Upcoming Year's <b>PROPOSED</b> Budget from Oct 1st of <b>2026</b> to Sept 30th of <b>2027</b>	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

## REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

### Local Non-Govt

Farebox	\$ 81,587	\$ 110,000	\$ 105,000	34.8%	-4.5%	Local Non-Govt FY Other Revenue includes bus advertisement and other miscellaneous revenue
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 28,322	\$ 29,706	\$ 43,149	4.9%	45.3%	
<b>Bus Pass Program Revenue</b>						

### Local Government

District School Board						2025 is required cash to match 5311 and TD, including farebox revenue as a partial match. 2026 and 2027 are cash needed to balance the budget
Compl. ADA Services						
County Cash	\$ 149,904	\$ 419,490	\$ 656,591	179.8%	56.5%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
<b>Bus Pass Program Revenue</b>						

### CTD

Non-Spons. Trip Program	\$ 1,263,956	\$ 1,296,282	\$ 1,282,032	2.6%	-1.1%	Other TD Revenue (\$450,000) is new - FY26 CTD Innovative Services Development Grant awarded in January 2026 for same day on demand services for TD eligible clients. Award ends June 30, 2026.
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)		\$ 450,000	\$ -		-100.0%	
<b>Bus Pass Program Revenue</b>						

### USDOT & FDOT

49 USC 5307	\$ 441,711	\$ 605,000	\$ 830,147	37.0%	37.2%	5307 consists of 100% of preventive maintenance and salary costs allocated to TD as well as 5307 3rd party contractors % of contractor trips performed for TD eligible clients. FY2024 5311 consists of rural ada and rural TD. Just revenue related to TD rural trips were reported here. ADA rural is not applicable to the TD rate model and is excluded. For FY26 and FY 27 5311 revenue funds are now being allocated to fixed route rural services with no revenue related to TD.
49 USC 5310						
49 USC 5311 (Operating)	\$ 47,016	\$ -	\$ -	-100.0%		
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
<b>Bus Pass Program Revenue</b>						

### AHCA

Medicaid						
Other AHCA (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### DOEA

Older Americans Act						
Community Care for Elderly						
Other DOEA (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### DCA

Community Services						
Other DCA (specify in explanation)						
<b>Bus Pass Admin. Revenue</b>						

# Comprehensive Budget Worksheet

Version 1.4

CTC: Volusia County Voltran  
County: Volusia County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2024 to Sept 30th of 2025	Current Year's APPROVED Budget, as amended from Oct 1st of 2025 to Sept 30th of 2026	Upcoming Year's PROPOSED Budget from Oct 1st of 2026 to Sept 30th of 2027	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

<b>APD</b>											
Office of Disability Determination											
Developmental Services											
Other APD (specify in explanation)											
<b>Bus Pass Program Revenue</b>											
<b>DJJ</b>											
(specify in explanation)											
<b>Bus Pass Program Revenue</b>											
<b>Other Fed or State</b>											
xxx											
xxx											
xxx											
<b>Bus Pass Program Revenue</b>											
<b>Other Revenues</b>											
Interest Earnings											
xxxx											
xxxx											
<b>Bus Pass Program Revenue</b>											
<b>Balancing Revenue to Prevent Deficit</b>											
Actual or Planned Use of Cash Reserve											
Balancing Revenue is Short By = <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td>None</td><td>None</td></tr></table>								None	None		
	None	None									
Total Revenues = <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>\$2,012,496</td><td>\$2,910,478</td><td>\$2,916,919</td><td>44.6%</td><td>0.2%</td></tr></table>							\$2,012,496	\$2,910,478	\$2,916,919	44.6%	0.2%
\$2,012,496	\$2,910,478	\$2,916,919	44.6%	0.2%							

<b>EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)</b>							
<b>Operating Expenditures</b>							
Labor	\$ 825,981			-100.0%		The allocated indirect costs are an allocation of administrative cost to support the TD function of Voltran. These administrative costs only support transit and are not an indirect costs allocation from county supporting services. 2025 change in Contracted Transportation Services expenditures is due to a change in structure for Voltran to a Third Party Operations/Maintenance Contract with RATPDEV beginning 8/15/25. For 2026 all Labor and Fringe expenditures are incurred by RATPDev and included in the Purchased Transportation Services Contract.	
Fringe Benefits	\$ -						
Services	\$ 66,143	\$ 63,741	\$ 88,574	-3.6%	39.0%		
Materials and Supplies	\$ 261,407	\$ 304,692	\$ 285,950	16.6%	-6.2%		
Utilities	\$ 9,035	\$ 17,279	\$ 4,419	91.2%	-74.4%		
Casualty and Liability	\$ 57,998	\$ 10,609	\$ 8,221	-81.7%	-22.5%		
Taxes							
Purchased Transportation:							
Purchased Bus Pass Expenses							
School Bus Utilization Expenses							
Contracted Transportation Services	\$ 693,677	\$ 2,440,920	\$ 2,459,658	251.9%	0.8%		
Other							
Miscellaneous							
Operating Debt Service - Principal & Interest							
Leases and Rentals							
Contrib. to Capital Equip. Replacement Fund							
In-Kind, Contributed Services	\$ -	\$ -	\$ -				
Allocated Indirect	\$ 185,261	\$ 73,237	\$ 70,097	-60.5%	-4.3%		
<b>Capital Expenditures</b>							
Equip. Purchases with Grant Funds							
Equip. Purchases with Local Revenue							
Equip. Purchases with Rate Generated Rev.							
Capital Debt Service - Principal & Interest							
<b>ACTUAL YEAR LOSS (\$87,006)</b>							
Total Expenditures =	\$2,099,502	\$2,910,478	\$2,916,919	38.6%	0.2%		
<b>See NOTES Below.</b>							

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

Actual year LOSSES are shown as Balancing Revenue or Local Non-Government revenue.





# Worksheet for Program-wide Rates

CTC: Volusia County Version 1.4  
 County: Volusia County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (**GREEN** cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	486,750
<b>Rate Per Passenger Mile = \$</b>	<b>3.32</b>
Total <u>Projected</u> Passenger Trips =	29,800
<b>Rate Per Passenger Trip = \$</b>	<b>54.24</b>

Fiscal Year

2026 - 2027

<b>Avg. Passenger Trip Length =</b>	<b>16.3 Miles</b>
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Rates If No Revenue Funds Were Identified As Subsidy Funds	
<b>Rate Per Passenger Mile = \$</b>	<b>6.17</b>
<b>Rate Per Passenger Trip = \$</b>	<b>100.80</b>

**Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"**

### Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

### Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

### Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

## Worksheet for Multiple Service Rates

CTC: Volusia County Version 1.4  
 County: Volusia County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

### SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

### SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Do Not Complete Section II for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?  
 How many of the total projected Passenger Miles relate to the contracted service?  
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank		

Effective Rate for Contracted Services:  
 per Passenger Mile =  
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above =  
 Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

**Worksheet for Multiple Service Rates**

CTC: Volusia County ' Version 1.4  
 County: Volusia County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

**SECTION III: Escort Service**

1. Do you want to charge all escorts a fee?.....

Yes  
 No

Skip #2 - 4 and Section IV and Go to Section V

2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR .....  
 per passenger mile?.....

Pass. Trip Leave Blank  
 Pass. Mile

3. If you answered Yes to # 1 and completed # 2, for how many of the projected  
 Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? [ ] Leave Blank

4. How much will you charge each escort?..... [ ] Leave Blank

**SECTION IV: Group Service Loading**

1. If the message "You Must Complete This Section" appears to the right, what is the projected total  
 number of Group Service Passenger Miles? (otherwise leave blank)..... [ ]

..... And what is the projected total number of Group Vehicle Revenue Miles? [ ] Loading Rate 0.00 to 1.00

Do NOT Complete Section IV

**SECTION V: Rate Calculations for Multiple Services:**

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
  - \* Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
  - \* Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2026 - 2027			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	486,750	389,400	97,350	Leave Blank	0
Rate per Passenger Mile =		\$2.91	\$4.98	\$0.00	\$0.00
		per passenger per group			

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	29,800	23,840	5,960	Leave Blank	Leave Blank
Rate per Passenger Trip =		\$47.46	\$81.37	\$0.00	\$0.00
		per passenger per group			

2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	Leave Blank
Rate per Passenger Mile for Balance =		\$2.91	\$4.98	\$0.00	\$0.00
		per passenger per group			

		Rates If No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$5.40	\$9.26	\$0.00	\$0.00
		per passenger per group			
Rate per Passenger Trip =		\$88.20	\$151.20	\$0.00	\$0.00
		per passenger per group			

Program These Rates Into Your Medicaid Encounter Data

**ACTION ITEM 3C**

Review and Recommend Approval of the 2026 TDLCB Bylaws

Contact: Stephan Harris, [SHarris@vftpo.org](mailto:SHarris@vftpo.org)

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**SUMMARY BACKGROUND:**

The annual review of the TDLCB Bylaws is a requirement of the TD Grant Program and an intrinsic part of program management. The 2026 draft TDLCB Bylaws are provided with this agenda packet for your review and approval. No major changes are proposed. Revised text is highlighted (additions) and stricken (deletions).

**RECOMMENDED ACTION:**

*MOTION* to recommend approval of the 2026 TDLCB Bylaws

**ATTACHMENT:**

Draft 2026 TDLCB Bylaws

**BYLAWS OF THE  
VOLUSIA-FLAGLER 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 Volusia-Flagler 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 Volusia-Flagler 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.

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: **Non-Voting Members (Technical Advisors).** Non-voting members (technical advisors) may be approved for the purpose of providing the TDLCB with technical advice upon a majority vote of a quorum of the TDLCB. The following agencies or individuals shall be represented on the TDLCB as non-voting members (technical advisors):

1. The Executive Director or designee of the Volusia-Flagler TPO
2. The Director or designee of the Volusia County Transit Services Division
3. The Votran Operations and Maintenance Contract Manager or designee
4. A representative from Volusia County Emergency Medical Services (EMS)

Section D: **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 E: **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 seven (7) calendar 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 six (6) voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. As used herein, the term “CMT” means Communications Media Technology, which includes telephone, Zoom, GoToMeeting, Microsoft Teams, or similar type of platform. Members of the TDLCB, or any TDLCB committee, may attend a meeting, on which the member serves, remotely using CMT, if there is a quorum of the TDLCB, or TDLCB committee, physically present at the meeting site; provided that the member(s) is subject to an “extraordinary circumstance” that justifies the remote attendance. Authority: Florida Attorney General Opinion (AGO) 2003-41. 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).

## **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). At least three (3) voting members of the Coordinating Board shall be appointed to the Quality Assurance Committee.

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. At least three (3) voting members of the Coordinating Board shall be appointed to the Grievance Committee.

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 ~~9<sup>th</sup>~~ 8<sup>th</sup> day of **July 2025 2026**.

\_\_\_\_\_  
**Volusia County Council Member Vice Chair Matt Reinhart, Chairperson  
Transportation Disadvantaged Local Coordinating Board (TDLCB)**

**ATTEST:**

\_\_\_\_\_  
**Melanie Pruneau, Recording Secretary  
Volusia-Flagler Transportation Planning Organization**