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 10, 2019

TIME: 11:00 A.M.

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

Volusia County Council Member Heather Post, Chairperson Presiding

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 MARCH 13, 2019 TDLCB MEETING MINUTES (Contact: Debbie Stewart) (Enclosure, pages 4-9)

B. REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR’S (CTC) MONTHLY PARATRANSIT REPORTS (Contact: Frank Alvarez, Votran) (Enclosure, pages 10-18)


D. REVIEW AND APPROVAL OF THE TDLCB BYLAWS (Contact: Stephan Harris) (Enclosure, pages 28-43)
III. ACTION ITEMS (continued)

E. APPOINTMENT OF MEMBERS TO THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) SUBCOMMITTEE (Contact: Colleen Nicoulin) (Enclosure, page 44)

F. REVIEW AND APPROVAL TO SETTLE A GRIEVANCE FILED BY MR. WILLIE SCALES (Contact: Stephan Harris) (Enclosure, pages 45-57)

IV. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF VOTRAN’S PACKAGE/PERSOAL BELONGINGS POLICY (Contact: Frank Alvarez, Votran) (Enclosure, pages 58-59)

V. STAFF COMMENTS (pages 60)

→ FY 2019/20 Innovation and Service Development Grant update
→ River to Sea TPO staff member update

VI. TDLCB MEMBER COMMENTS (page 60)

VII. TDLCB CHAIRPERSON COMMENTS (page 60)

VIII. INFORMATION ITEMS (Enclosure, pages 60-80)

→ River to Sea TPO Board Meeting Summaries
→ River to Sea TPO Federal Certification Review Comments
→ River to Sea TPO Outreach & Activities
→ Save the Date for Central Florida Mobility Week: Oct 25-Nov 1, 2019
→ TDLCB Attendance Record
→ TDLCB Meeting Summary May 8, 2019
→ TDLCB Membership List

IX. ADJOURNMENT (page 60)

**THE NEXT TDLCB MEETING WILL BE ON SEPTEMBER 11, 2019**
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.
III. ACTION ITEMS

A. REVIEW AND APPROVAL OF THE MARCH 13, 2019 MEETING MINUTES

BACKGROUND INFORMATION:

Minutes are prepared for each meeting and must be approved by the TDLCB. The March 13, 2019 TDLCB meeting minutes are provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION TO APPROVE THE MARCH 13, 2019 TDLCB MEETING MINUTES
I. Call to Order / Roll Call / Determination of Quorum/Pledge of Allegiance

TDLCB Chairperson Heather Post called the meeting of the River to Sea Transportation Planning Organization (TPO) Transportation Disadvantaged Local Coordinating Board (TDLCB) to order at 11:00 a.m.
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 January 9, 2019 TDLCB Meeting Minutes

MOTION: A motion was made by Ms. Boswell to approve the January 9, 2019 TDLCB meeting minutes. The motion was seconded by Mr. Hall and carried unanimously.

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

MOTION: A motion was made by Ms. Lipovsky to approve the Community Transportation Coordinator’s (CTC’s) Monthly Paratransit Report. The motion was seconded by Mr. Hall and carried unanimously.

C. Review and Approval of the 2019 Annual Update Amendment to the Transportation Disadvantaged Service Plan (TDSP) (Roll Call Vote Required)

MOTION: A motion was made by Mr. Hall to approve the 2019 annual update amendment to the Transportation Disadvantaged Service Plan (TDSP). The motion was seconded by Ms. Lipovsky. A roll call vote was taken and the motion passed unanimously.

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

Chairperson Post asked for a volunteer for the Quality Assurance Committee.

There were no volunteers.

The item was tabled until the next TDLCB meeting.

IV. Discussion Items and Presentations

A. Presentation and Discussion of FDOT’s reThink Your Commute Program

Mr. Harris introduced Ms. Courtney Reynolds, reThink Your Commute, to give the presentation.

Ms. Reynolds gave a PowerPoint presentation on the reThink Your Commute program and stated it is an FDOT program that serves the nine counties within District 5. The program was launched in 2010 and promotes smart transportation solutions for Central Florida’s
workforce; transit, carpools, vanpools, biking and walking along with compressed work weeks and telecommuting. She explained the vanpool partnership program with Votran; roadside assistance, insurance and all preventative maintenance is included with the lease. There is an emergency ride home program available for those that vanpool, carpool, bike or walk to work when a situation occurs and someone must stay late or leave early. Votran will reimburse for the cost of a taxi or rental car as many as four times a year up to $150.00 each time. She spoke about the benefits of biking to work and explained the Cycling Savvy course which is an in-depth, nine-hour course that instructs novice bicyclists on bicycle laws and provides safety information. She stated FDOT just wrapped up “Not So Noisy” Bike Week in partnership with the TPO, Embry-Riddle Aeronautical University, Daytona State College and Bethune-Cookman University. The TPO fit and distributed approximately 84 bicycle helmets. The event ended with a community bike ride escorted by the Daytona Beach Police Department.

B. **Presentation and Discussion of the TDLCB Bylaws**

Mr. Harris stated the TDLCB typically reviews the bylaws in July; this is for discussion purposes today. There has been an update to the Florida Administrative Code that requires the addition of a local representative for the persons with disabilities to this board. Another item to consider is how to handle situations when the TDLCB does not have a quorum; this happened in November and several action items had to be postponed until January. The TPO is looking for feedback on this. He explained if a quorum is not reached, the meeting cannot be called to order. One idea is to revise the bylaws so that voting members that are present be able to take action without a quorum. Currently, no action can be taken without a quorum only presentation items can be presented and discussed.

Chairperson Post commented that the communication regarding meetings should be reviewed and promote advocacy regarding the TDLCB.

Ms. Craig stated they bylaws state the nine voting members constitute a quorum; this was also discussed in November when there was not a quorum. The TDLCB only meets six times a year and it is possible it may change to quarterly meetings. As a result, communication is vital. We cannot just rely on email so perhaps a personal call from someone on the committee would be an idea.

Mr. Harris replied one idea is to go to quarterly meetings and revising the quorum requirement to seven or eight instead of nine voting members.

Mr. Hall asked and if it was reduced to seven or eight voting members if it would make it easier to reach a quorum and if there was a reason the quorum requirement was nine.

Chairperson Post asked if there was anything in the state statutes regarding this.

Mr. Hall replied that Robert’s Rules of Order state if the quorum requirement is not stated in the bylaws, it follows Robert’s Rules. He asked if it is a state requirement to have nine voting members for a quorum or if the TDLCB could set it as it needs to.
Chairperson Post stated staff will research it and if it is not a state requirement we may lower the quorum requirement to seven or eight.

Ms. Lipovsky commented something to consider is to allow telephonic participation for those members that cannot make it to the meeting.

Chairperson Post replied that is a great idea.

Mr. Colon asked if those members that would call in would be voting members; his understanding is voting members must be present. He thinks the quorum requirement can be changed.

Chairperson Post replied that will be looked into as well as voting members being able to call in.

Mr. Hall commented that something would need to be added into the bylaws regarding permitting participation by telephone.

Ms. Craig stated the bylaws state the TDLCB must meet at least quarterly; this was discussed in November versus meeting six times a year.

Chairperson Post asked members how they felt about quarterly meetings.

The committee members agreed they would support quarterly meetings.

Chairperson Post stated this will be discussed and any changes to the bylaws and attendance voted on at the next meeting.

V. Staff Comments

→ 2019 Transportation Disadvantaged Legislative Awareness Day

Mr. Harris announced the annual Transportation Disadvantaged (TD) Legislative Awareness Day will take place on March 20, 2019. Ms. Edie Biro, Votran, Mr. Mark Hart will be the driver, Ms. Judy Craig and Ms. Marina Villena and himself will be participating. They will depart from Votran on March 19, 2019 and participate in TD Day activities the next day including speaking with state legislators regarding the transportation disadvantaged community. He will provide an overview of the TD Day activities at the next TDLCB meeting.

Mr. Harris announced Mr. Jabari Hampton, TPO Transit Planner, has resigned his position; the TPO is actively advertising for a permanent replacement.

VI. TDLCB Member Comments

Ms. Craig stated she was looking forward to going to Tallahassee for TD Day next week.
VII. **TDLCB Chairperson Comments**

Chairperson Post encouraged members to review the information items in the agenda and stated staff will work on membership and attendance.

VIII. **Information Items**

→ River to Sea TPO Board Meeting Summaries  
→ TPO Outreach and Activities  
→ TDLCB Attendance Record  
→ TDLCB Membership List

IX. **Adjournment**

The meeting was adjourned at 11:39 p.m.

__River to Sea Transportation Planning Organization__

_______________________________________________  
**VOLUSIA COUNTY COUNCIL MEMBER HEATHER POST, 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 March 13, 2019 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 8th day of May 2019.

____________________________________  
**DEBBIE STEWART, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**
III. ACTION ITEMS

B. REVIEW AND APPROVAL OF THE COMMUNITY TRANSPORTATION COORDINATOR’S (CTC) MONTHLY PARATRANSPORT REPORTS

BACKGROUND INFORMATION:

The Community Transportation Coordinator’s (CTC) report provides statistical information every month on the transportation services provided by Votran and the contracted transportation providers. The reports for February through May 2019 are enclosed for your review. Staff will be available to answer questions regarding the reports.

ACTION REQUESTED:

MOTION TO APPROVE THE CTC MONTHLY PARATRANSPORT REPORTS
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## MONTHLY TRANSPORTATION DISADVANTAGED REPORT

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# Votran Summary of Transportation Disadvantaged Boardings

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## TOTAL BOARDINGS

| Fixed Route          | 261,191  | 258,067  | 1.2%       | 271,411  | 274,394  | -1.1%      |
| Paratransit          | 24,413   | 24,293   | 0.5%       | 25,397   | 26,209   | -3.1%      |
| New Smyrna Flex      | 1,708    | 1,902    | -10.2%     | 1,678    | 1,875    | -10.5%     |
| Paratransit and Flex | 26,121   | 26,195   | -0.3%      | 27,075   | 28,084   | -3.6%      |

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<th>Mar 2018</th>
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### Votran Summary of Transportation Disadvantaged Boardings

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<th>Difference</th>
<th>May 2019</th>
<th>May 2018</th>
<th>Difference</th>
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*2018 Ramp deployments on fixed route estimates*
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III. ACTION ITEMS

C. REVIEW AND APPROVAL OF THE FY 2019/20 RATE MODEL WORKSHEET

BACKGROUND INFORMATION:

As part of the grant application process, information is submitted to the Commission for the Transportation Disadvantaged (CTD) showing Votran’s current rates for Transportation Disadvantaged Trust Fund trips. All rates submitted must be developed using the Rate Calculation Model provided by the TD Commission. These calculated rates must be approved by the TDLCB before they can be submitted to the CTD as part of the Trip and Equipment Grant for Non-Sponsored Trips and/or Capital Equipment.

FY 2018/19 RATE CALCULATION FOR MULTIPLE SERVICES
Total Projected Passenger Miles = 683,009 (435,283 Ambulatory + 247,727 Wheelchair)
Rate Per Passenger Mile = $1.69 (Ambulatory) $2.90 (Wheelchair)

Total Projected Passenger Trips = 47,437 (25,461 Ambulatory + 21,976 Wheelchair)
Rate Per Passenger Trip = $23.01 (Ambulatory) $39.45 (Wheelchair)

FY 2019/20 RATE CALCULATION FOR MULTIPLE SERVICES
Total Projected Passenger Miles = 659,153 (461,407 Ambulatory + 197,746 Wheelchair)
Rate Per Passenger Mile = $1.78 (Ambulatory) $3.05 (Wheelchair)

Total Projected Passenger Trips = 67,986 (47,590 Ambulatory + 20,395 Wheelchair)
Rate Per Passenger Trip = $17.23 (Ambulatory) $29.54 (Wheelchair)

Staff will be available to answer questions regarding this item.

ACTION REQUESTED:

MOTION TO APPROVE THE FY 2019/20 RATE MODEL WORKSHEET
### Worksheet for Multiple Service Rates

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: Yes  
   - Wheelchair: Yes  
   - Stretcher: Yes  
   - Group: Yes

   Go to Section II for Ambulatory Service  
   Go to Section II for Wheelchair Service  
   Go to Section II 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: Yes  
   - Wheelchair: Yes  
   - Stretcher: Yes  
   - Group: Yes

   Answer # 2 for Ambulatory Service  
   Answer # 2 for Wheelchair Service  
   Answer # 2 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: Yes  
   - Wheelchair: Yes  
   - Stretcher: Yes  
   - Group: No

   Leave Blank and Go to Section III for Ambulatory Service  
   Leave Blank and Go to Section III for Wheelchair Service  
   Leave Blank and Go to Section III for Stretcher Service  
   Leave Blank and Go to Section III for Group Service

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?  
   - Ambulatory:  
   - Wheelchair:  
   - Stretcher:  
   - Group:  

   Leave Blank  
   Leave Blank  
   Leave Blank  
   Leave Blank

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)  
   - Ambulatory: Leave Blank  
   - Wheelchair: Leave Blank  
   - Stretcher: Leave Blank  
   - Group: Leave Blank

   Combination Trip and Mile Rate

5. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?  
   - Ambulatory:  
   - Wheelchair:  
   - Stretcher:  
   - Group:  

   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: No  
   - Wheelchair: No  
   - Stretcher: No  
   - Group: No

   Leave Blank  
   Leave Blank  
   Leave Blank  
   Leave Blank

6. Effective Rate for Contracted Services:  
   - Ambulatory:  
   - Wheelchair:  
   - Stretcher:  
   - Group:  

   Leave Blank  
   Leave Blank  
   Leave Blank  
   Leave Blank

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

7. Combination Trip and Mile Rate:  
   - Ambulatory: Leave Blank  
   - Wheelchair: Leave Blank  
   - Stretcher: Leave Blank  
   - Group: Leave Blank

   Combination Trip and Mile Rate
Worksheet for Multiple Service Rates

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? $\text{Yes}$ / $\text{No}$
   - If you answered Yes to #1, do you want to charge the fee per passenger trip OR per passenger mile?
     - Leave Blank
     - $\text{Pass. Trip}$
     - $\text{Pass. Mile}$

2. If you answered Yes to #1, do you want to charge the fee per passenger trip and Section M and Go to Section V

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?

4. How much will you charge each escort?

### 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) $\text{Loading Rate}$

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

1. *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

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<tr>
<td>Stretcher</td>
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<td>$0.00</td>
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<tr>
<td>Group</td>
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<td>$0.00</td>
</tr>
</tbody>
</table>

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

   ...INPUT the Desired Rate per Trip (but must be less than per trip rate above) = $1.78

   Rate per Passenger Mile for Balance = $1.78

---

Volusia 2019-20 Rate Model Approved.xls: Multiple Service Rates
CTC Name: Votran  
County (Service Area): Volusia  
Contact Person: Colby Stallings  
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:** Votran  
**County:** Volusia

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

<table>
<thead>
<tr>
<th>Cell</th>
<th>Prior Year's ACTUALS</th>
<th>Current Year's APPROVED Budget, as amended</th>
<th>Upcoming Year's PROPOSED Budget</th>
<th>% Change from Prior Year to Current Year</th>
<th>% Change from Current Year to Upcoming Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$193,728</td>
<td>$203,958</td>
<td>$203,958</td>
<td>2.2%</td>
<td>5.3%</td>
</tr>
</tbody>
</table>

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

**Local Non-Govt**

- Teacher
- Medicaid Co-Pay Received
- Donations/Contributions
- In-Kind/Contributed Services
- Other

**Bus Pass Program Revenue**

**Local Government**

- Volusia School Board
- Comp. ADA Services
- County Cash
- County In Kind, Contributed Services
- City Cash
- City In Kind, Contributed Services
- Other
- Other In Kind, Contributed Services

**Bus Pass Program Revenue**

**CTD**

- Non-Spons. Trip Program
- Non-Spons. Capital Equipment
- Rural Capital Equipment
- Other TD (specify in explanation)

**Bus Pass Program Revenue**

**USDOT & FDOT**

- 49 USC 5307
- 49 USC 5310
- 49 USC 5311 (Operating)
- 49 USC 5311 (Capital)
- Block Grant
- Service Development
- Commuter Assistance
- Other DOT (specify in explanation)

**Bus Pass Program Revenue**

**AHCA**

- Medicaid
- Other AHCA (specify in explanation)

**Bus Pass Program Revenue**

**DCF**

- Alcohol, Drug & Mental Health
- Family Safety & Preservation
- Comm. Care for Aging & Adult Serv.
- Other DCF (specify in explanation)

**Bus Pass Program Revenue**

**DOH**

- Children Medical Services
- County Public Health
- Other DOH (specify in explanation)

**Bus Pass Program Revenue**

**DOE (state)**

- Calif Perkins
- Inf. of Blind Services
- Vocational Rehabilitation
- Day Care Programs
- Other DOE (specify in explanation)

**Bus Pass Program Revenue**

**AWI**

- WAGES/Workforce Board
- Other AWI (specify in explanation)

**Bus Pass Program Revenue**

**DOEA**

- Older Americans Act
- Community Care for Elderly
- Other DOEA (specify in explanation)

**Bus Pass Program Revenue**

**DCA**

- Community Services
- Other DCA (specify in explanation)

**Bus Pass Admin. Revenue**

---

*Volusia 2019-20 Rate Model Approved.xls Comprehensive Budget*

*Page 4 of 8*
1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

<table>
<thead>
<tr>
<th>Prior Year's ACTUALS</th>
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<th>% Change from Prior Year to Current Year</th>
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<tbody>
<tr>
<td>$8,745</td>
<td>$9,950</td>
<td>$9,250</td>
<td>2.9%</td>
<td>2.8%</td>
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</tbody>
</table>

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

**APD**
- Office of Disability Determination
  - Developmental Services: $8,745, $9,950, $9,250, 2.9%, 2.8%
  - Other APD (specify in explanation)
  - Bus Pass Program Revenue

**DJJ**
- Other Fed or State
  - XXX
  - XXX
  - Bus Pass Program Revenue

**Other Revenues**
- Interest Earnings
  - XXX
  - XXX
  - Bus Pass Program Revenue

Balancing Revenue to Prevent Deficit
- Actual or Planned Use of Cash Reserve
  - Balancing Revenue is Short By = None
  - Total Revenues = $1,877,498, $1,901,625, $2,465,220, 1.3%, 29.6%

**EXPENDITURES** (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

**Operating Expenditures**
- Labor: $783,756, $789,300, $899,215, -0.7%, 7.7%
- Fringe Benefits: $434,474, $499,233, $548,897, 8.0%, 17.0%
- Supplies: $12,915, $17,455, $19,949, -14.0%, -8.8%
- Materials and Supplies: $295,908, $267,975, $283,319, -8.3%, -15.9%
- Utilities: $46,905, $60,016, $55,744, 19.2%, -0.9%
- Casualty and Liability: $74,522, $10,903, $19,337, 3.7%, -11.6%
- Taxes: $-

- Purchased Transportation:
  - Purchased Bus Pass Expenses
  - School Bus Utilization Expenses
  - Contracted Transportation Services
  - Other

- Miscellaneous
  - Operating Debt Service - Principal & Interest
  - Leases and Rentals
  - Cont'l to Capital Equip. Replacement Fund
  - Imputed Contributed Services
  - Allocated Indirect: $288,864, $272,476, $268,712, -5.0%, -1.9%

**Capital Expenditures**
- Equip. Purchases with Grant Funds: $435,067
- Equip. Purchases with Local Revenue
- Equip. Purchases with Rate Generated Rev.
- Capital Debt Service - Principal & Interest

**PROFIT**
- Total Expenditures = $1,877,498, $1,901,625, $2,465,220, 1.3%, 29.6%

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

### Version 1.4

CTC: Voltran

#### County: Volusia

1. Complete applicable GREEN cells in column 3. YELLOW and BLUE cells are automatically completed in column 3.

2. Complete applicable GOLD cells in column 5.

#### Upcoming Year's Budgeted Revenues

<table>
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<tr>
<th>Revenues (CTC/Operators ONLY)</th>
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<th>2020</th>
<th>2021</th>
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#### What amount of the budgeted revenue will be used as Local Match for these type of revenues?

<table>
<thead>
<tr>
<th>Revenues (CTC/Operators ONLY)</th>
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<th>2020</th>
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### Budgeted Rate Base Worksheet

**Version 1.4**  
**CTC:** Votran  
**County:** Volusia

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3.

2. Complete applicable **GOLD** cells in column 1 and 5.

**Upcoming Year's BUDGETED Revenues**  
From Oct 1st of 2019 to Sept 30th of 2020

<p>| | | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>What amount of the</td>
<td>Budgeted Rate</td>
<td>What amount of the</td>
</tr>
<tr>
<td></td>
<td>Budgeted Revenue</td>
<td>Subsidy Revenue</td>
<td>Subsidy Revenue</td>
</tr>
<tr>
<td></td>
<td>on unit determined</td>
<td>Excluded from</td>
<td>in Rate Base</td>
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<td>by the spreadsheet,</td>
<td>the Rate Base</td>
<td>for the purchase of</td>
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<td></td>
<td>OR used as local</td>
<td>OR will be used as match for these type of equipment?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>match for these type of revenue?</td>
<td></td>
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</tr>
</tbody>
</table>

#### EXPENDITURES (CTC/Operators ONLY)

**Operating Expenditures**

- Land: $692,219  
- Fringe Benefits: $340,067  
- Services: $13,134  
- Materials and Supplies: $393,375  
- Salaries: $58,741  
- Casualty and Liability: $15,519  
- Taxes: $5  
- Purchased Transportation:
  - Purchased Bus Pass Expenses: $5  
- School Bus Mileage Expenses: $5  
- Contracted Transportation Services: $5  
- Other: $5  
- Miscellaneous: $5  
- Operating Debt Service - Principal & Interest: $5  
- Leases and Rentals: $5  
- Scoll to Capital/Rent Replacement Fund: $5  
- Other Manufacturing Services: $5  
- Allocated Indirect: $266,712  

**Capital Expenditures**

- Equipment Purchases with Grant Funds: $435,963  
- Equipment Purchases with Local Revenue: $5  
- Equipment Purchases with Rate Generated Revenue: $5  
- Capital Debt Service - Principal & Interest: $5  

**Profit**

- Total Expenditures: $2,465,220  
- Budgeted Total Expenditure INCLUDED: $1,042,480  
- Rate Base: $1,422,740  
- Rate Base Adjustment: $1,422,740

### Rate Base Adjustment Cell

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective estimation area of the Comprehensive Budget tab.

### Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"
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

<table>
<thead>
<tr>
<th>Total Projected Passenger Miles</th>
<th>Rate Per Passenger Mile</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>659,153</td>
<td>$ 2.16</td>
<td>2019 - 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Projected Passenger Trips</th>
<th>Rate Per Passenger Trip</th>
<th>Avg. Passenger Trip Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>67,986</td>
<td>$ 20.93</td>
<td>9.7 Miles</td>
</tr>
</tbody>
</table>

**Rates If No Revenue Funds Were Identified As Subsidy Funds**

<table>
<thead>
<tr>
<th>Rate Per Passenger Mile</th>
<th>Rate Per Passenger Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 3.74</td>
<td>$ 36.26</td>
</tr>
</tbody>
</table>

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.
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 Quality Assurance Committee met prior to the TDLCB meeting to review the bylaws. Pursuant to approval by the TDLCB, the bylaws will be forwarded to the Commission for the Transportation Disadvantaged.

The draft TDLCB Bylaws (marked and unmarked versions) are enclosed for your review. In the marked version, revised text is underlined in green (additions) and stricken in red (deletions). Revisions to the draft TDLCB Bylaws include:

- Elimination of a local representative for Mass Transit or Public Transit System
- Addition of a local representative of the Agency for Persons with Disabilities
- Reduction of the quorum from nine (9) to seven (7) voting members
- In the absence of a quorum, granting the Presiding Chairperson the ability to recess the meeting until a quorum is present
- Establishing the Grievance Committee as a standing committee with separate duties from the Quality Assurance Committee

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). 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: **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.

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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). Members appointed to this committee shall be voting members of the Coordinating Board.

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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 day of July 2019.

Volusia County Council Member Heather Post, Chairperson  
Transportation Disadvantaged Local Coordinating Board (TDLCB)
ATTEST:

____________________________________
Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization
BYLAWS OF THE
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
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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 performs a dual role in that it serves as a mediator to process and investigate complaints from agencies, and users of the system in the designated service area and make recommendations to the Coordinating Board for improvement of service. The Committee also is responsible for the update of the TDLCB Bylaws and coordinates with Votran in reviewing and establishing standards to provide a more efficient system. Reviews include, but are not limited to, the Annual CTC Evaluation and the Annual Operating Report (AOR). 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.

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ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

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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 11th 10th day of July 2018 2019.
ATTEST:

Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization
III. ACTION ITEMS

E. APPOINTMENT OF MEMBERS TO THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) SUBCOMMITTEE

BACKGROUND INFORMATION:

The 2045 Long Range Transportation Plan (LRTP) Subcommittee is responsible for review of much of the technical data involved in the development of the plan and will be engaged in the review of products and at key decisions points during the development of the 2045 LRTP. The subcommittee will be composed of volunteers appointed from the River to Sea TPO’s Bicycle and Pedestrian Advisory Committee (BPAC), Citizens’ Advisory Committee (CAC), Technical Coordinating Committee (TCC) and Transportation Disadvantaged Local Coordinating Board (TDLCB). The subcommittee will meet monthly (or as needed) at dates and times to be determined throughout the duration of the development of the plan. The deadline for adoption of the 2045 LRTP is September 2020.

ACTION REQUESTED:

MOTION TO APPOINT MEMBERS TO THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) SUBCOMMITTEE
III. ACTION ITEMS

F. REVIEW AND APPROVAL TO SETTLE A GRIEVANCE FILED BY MR. WILLIE SCALES

BACKGROUND INFORMATION:

January 12, 2019: a Votran operator denies a request from Mr. Willie Scales to bring a cart onto a Votran Gold vehicle. The dimensions of the cart are: 39”L X 25.5”W X 41.5”H.

[Unknown Date]: Mr. Scales calls Votran to file a grievance.

January 23, 2019: Votran representatives Edie Biro and Frank Alvarez meet with Mr. Scales at his residence to examine the cart and explain Votran’s policy regarding personal belongings, packages, and bags.

March 8, 2019: Votran representative Heather Blanck sends a letter to Mr. Scales stating Votran’s policy on personal belongings and explaining the decision to exclude his cart from Votran vehicles.

April 2, 2019: Mr. Willie Scales appeals Votran’s decision to the TDLCB Grievance Committee.

April 3, 2019: River to Sea TPO representative Stephan Harris calls Mr. Scales to discuss the grievance and deadline for a written appeal to the TDLCB Grievance Committee.

April 30, 2019: Grievance is denied by Grievance Committee

May 6, 2019: Mr. Scales appeals the Grievance Committee’s decision to the TDLCB

The March 8, 2019 letter from Votran, grievance from Mr. Scales, pictures of the cart, and TDLCB Grievance Procedures are included in this agenda packet.

ACTION REQUESTED:

MOTION TO APPROVE SETTLEMENT OF A GRIEVANCE FILED BY MR. WILLIE SCALES
To whom it may concern,

My name is Willie Scales. I ride Votran Gold door to door service. I am completely blind and the reason I am writing you is to file aggrievance. When I first ordered a grocery cart from Amazon, it was a little small basket that folded up. It was very easy to get on the bus, but it did not hold a lot of groceries. I called Edi at Votran and I asked her what the width was on the lift on the Votran bus. She did not know, but what I did was that when the bus came and picked me up on my next trip, I had the bus driver to measure the door so I know what size cart that I can get that would fit on the bus without a problem. Once I knew the measurements and everything, that is when I got the cart to be able to haul my beep ball equipment back and forth, from home to the practice field, which is at spruce creek park. It was also so I could be able to carry my groceries that I purchase every week from Walmart. Once I received the cart, I put it together, and called Votran and scheduled a trip. When the bus driver got here, he thought it was a very nice cart and everything. He put it on the lift, tied it down, and we were on our way to Walmart, without any problems at all. I also used the cart to go to the spruce creek park for an event last year, where I had all of the beep ball equipment in the cart. It was easy putting it on the bus and easy to take off. I had been using that cart for about three months. All of a sudden one Votran driver comes to pick me up on a Saturday to take me to Walmart to get my groceries, and she put up such a fuss, and I told her that the cart fits on the bus, it shouldn’t be a problem. But she made calls to the main office and she said well they said to take me this time, but they are going to get it touch with me because they want to come out and see the cart. This is when they told me I couldn’t use the cart anymore to get my groceries. I talked to Heather and Edi and Votran trying to get my cart so I can put it on the bus. Edi came out with another supervisor to take pictures of my cart so they could send it to the county. The thing I understand is that I was told that the county didn’t say anything. They just agreed with Votran on what Votran said and that is where we stand today. But I have also had bus drivers from Votran to try to speak on my behalf because the cart is not a problem. A lot of the bus drivers don’t understand why I can’t use my cart. Some of the bus drivers have told me that they have wheelchairs bigger than my cart that they have to get on the bus. I have remembered times that I have got on the bus where I really had to squeeze around because the wheelchair was so big that I had a hard time getting down through the aisle. I just think that taking my cart away from me, not only take away my rights but takes away my independence. This is my only transportation I have, and I try to
do everything in the guidelines. This is the reason I called Edi so she can get the measurements of my cart to stay within the guidelines of bringing my cart on the bus without any problems. When I am picked up by Votran, I usually sit with one side of the bus where the seats are down, me and my daughter, and on the other side of the bus, all of the seats are up, so there is plenty of room to strap down my cart without any problems. This is what I have tried to talk to Votran about but they just wont listen to me. Now when I go and get my groceries, they will put some on the seat and I will be holding some of them. Then my daughter would hold some. The ones that nobody is holding, when they take a corner my groceries will fall on the floor. Then I would try to grab them, so they are not rolling everywhere. When I had my cart, they would put it on the lift, tie it down, and there were no problems. So, this is why I am fighting so hard to get my cart back to make sure I have everything I need to function like any normal person. This is my letter stating that I do want to have aggrievance to resolve the situation.

Sincerely Willie Scales
GRIEVANCE PROCEDURES
OF THE
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO)
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

ARTICLE I: PREAMBLE

SECTION 1: PREAMBLE

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

ARTICLE II: GRIEVANCE COMMITTEE NAME AND PURPOSE

SECTION 1: NAME

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

SECTION 2: PURPOSE

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

Transportation Disadvantaged Local Coordinating Board Grievance Procedures
July 11, 2018

48
ARTICLE III:  DEFINITIONS

SECTION 1:  DEFINITION OF COMPLAINT

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

SECTION 2:  DEFINITION OF FORMAL GRIEVANCE

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

ARTICLE IV:  FILING OF COMPLAINTS AND GRIEVANCES

SECTION 1:  PROCESS OF FILING A COMPLAINT

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

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

Such written complaint shall include the following:

1. the name and address of the complainant;

2. a statement of the grounds for the complaint made in a clear and concise manner, supplemented by supporting documentation;
   a. Exact date/time of incident;
   b. Exact location of incident;
   c. Any witnesses to incident (including name and address); and
   d. Vehicle unit number, license number, color and type.

3. an explanation of the relief desired by the complainant; and

4. if the complainant is unable to submit a formal written complaint, Votran shall have the responsibility of obtaining an advocate who will be available to assist those individuals. The ten (10) working days needed by the customer to submit their written complaint will not go into effect until the advocate has met with the customer.
A written complaint shall be addressed to:
Votran Bus System
Assistant General Manager
950 Big Tree Road
South Daytona, Fl. 32119

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

SECTION 2: FILING OF A GRIEVANCE

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

1. the name and address of the complainant;

2. a statement of the ground for the grievance made in a clear and concise manner, supplemented by supporting documentation;

3. demonstrate or establish a clear violation of a specific law, regulation, contractual arrangement, or circumstance thought to be unjust;

4. an explanation of the relief desired by the complainant;

5. specified areas of disagreement with the CTC decisions; and

6. if the complainant is unable to submit a formal written appeal to be filed, Votran shall have the responsibility of obtaining an advocate who will be available to assist those individuals. The ten (10) working days needed by the customer to submit a written appeal will not go into effect until the advocate has met with the customer.

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

The appeal must be addressed to:
River to Sea Transportation Planning Organization
Attn: Grievance Committee
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, Florida 32114
Once an appeal has been received, the Grievance Committee shall meet and render its recommendation within thirty (30) working days of the date the appeal was filed. The complainant shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the meeting.

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

Written recommendations will include the following information:

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

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

ARTICLE V: APPEAL TO THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

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

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

Once an appeal has been received, the TDLCB shall meet and render its recommendation within sixty (60) days of the date the appeal was filed. The aggrieved shall be notified in writing of the mutually agreed upon date, time and place where the appeal shall be heard. This written notice shall be mailed at least ten (10) working days in advance of the hearing.
A written copy of the TDLCB’s recommendation shall be forwarded to all parties involved within ten (10) working days from the date of the recommendation. A written recommendation shall include the following information:

1. a statement that a hearing was held in which the involved parties, their representatives and/or witnesses were given an opportunity to present their positions;

2. a statement that clearly defines the issues discussed; and

3. reasons for the recommendation Votran based on the information provided.

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

Florida Commission for the Transportation Disadvantaged
Attn: Ombudsman Program
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450

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

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

ARTICLE VII: SCHEDULED MEETINGS

SECTION 1: GENERAL

The Grievance Committee shall be comprised of a minimum of five (5) TDLCB board members. The CTC shall not serve on the Grievance Committee. Each member shall serve at the discretion of the TDLCB.
When a meeting of the Grievance Committee is necessary, staff to the TDLCB shall schedule the meeting of the Grievance Committee to hear appealed grievances.

ARTICLE VIII: AMENDMENTS

SECTION 1: GENERAL
The Transportation Disadvantaged Local Coordinating Board Grievance Procedures may be amended by a two-thirds (2/3) vote of members present, if a quorum exists, providing the proposed change(s) is/are mailed to all members at least seven (7) working days in advance of the meeting.

SECTION 2: QUORUM

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

ARTICLE IX: CERTIFICATION

The undersigned hereby certifies that he is the Chairman of the River to Sea TPO Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Local Coordinating Board as adopted by the River to Sea TPO Transportation Disadvantaged Local Coordinating Board the 11th day of July 2018.

[Signature]
Volusia County Council Member Billie Wheeler, Chairperson
Transportation Disadvantaged Local Coordinating Board (TDLCB)

ATTEST:

[Signature]
Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization

Transportation Disadvantaged Local Coordinating Board Grievance Procedures
July 11, 2018
This is willie scales. I am writing this letter to let the TTPO know that I am appealing the judgement that was handed down to me yesterday, April 30th 2019 at Votran office. I feel like that it needs to be more definite talking about the cart that I have and some of the people that was in the room that was talking about stuff that I am not trying to get the cart on. The women from the fixed route bus, I don’t know why she was there because I am not trying to put the cart on the fixed route bus. The guy that kept talking about that the cart was in the aisle, and talking about stuff flying out of the cart, what he was talking about was the way he was talking about it, he didn’t know what he was saying half of the time. The way that they were talking, they weren’t trying to come up with a resolution, they were just trying to saying what was bad about my cart the whole time. I am appealing this to the higher board for a better resolution.

Sincerely Willie Scales
Mr. Willie Scales  
3960 Oak Trail Run Bldg. 29 Apt. 1  
Port Orange, Fl. 32127

Dear Mr. Scales:

The purpose of this letter is to acknowledge and confirm the conversations that have taken place between members of our management team and yourself regarding an oversized cart you are requesting to be allowed on the Votran Gold buses. You asked for a review of our policy, concerning safe boarding and securement of personal belongings for our Gold Service vehicles.

The Votran Gold policy on personal belongings as defined in the Votran Gold Users Guide is: “Passenger property that can be safely carried by the passenger and/or the driver in one trip and can be safely stowed on the vehicle shall be allowed to be transported with the passenger. Personal belongings may not occupy any seat or floor space that blocks the boarding or deboarding of another passenger.” In addition the Florida Commission for the Transportation Disadvantaged has established rights and responsibilities for paratransit service in regard to courtesy. “Customers have the right to assistance with as many packages as can be safely carried by the passenger and the operator in one trip. Please limit packages to those that can be stored in your lap to avoid blocking aisles or other seats.”

After some discussions, Votran managers visited you to measure your cart. The measurements are 41 ½ inches tall, 39 inches long, 25 ½ inches wide. The cart is roughly similar to the size of a medium size grocery store cart measuring 42 inches tall, 41 inches long, and 23 inches wide.

The safety of our operators and passengers cannot be reasonably assured, if your cart, containing groceries or sports equipment, is loaded on our vehicle. Paratransit vehicles are designed for passenger transportation as a shared service. The dimensions of the cart poses an obstacle for the boarding of other gold service passengers, because it would be occupying the space of another wheelchair passenger. The cart cannot be safely transported as the vehicles are
not designed for the purpose of this type of cargo where proper securement can be assured.

Having reviewed your request with operations staff, customer service staff, and the county we find that unfortunately, Votran Gold Service cannot transport your cart.

When Edie Biro and I spoke with you on Monday, March 4, we offered to provide you a smaller rolling cart. You explained you had this type of cart before and did not want to use this type of cart for your purpose. In our discussions you expressed a concern that our refusal to allow the use of the oversized cart was an ADA civil rights violation. Please note that Votran is not discriminating against you, because the cart is not required as a disability aid and, for safety reasons, is not allowed on board our paratransit vehicles regardless of whether utilized by disabled or non-disabled individuals.

If you disagree with our decision, please know that you have the right to appeal it in writing within ten days of your receipt of this letter. That appeal must be in writing and addressed to the Transportation Disadvantaged Local Coordinating Board’s Grievance Committee. The appeal must be addressed to:

River to Sea Transportation Planning Organization
2570 W. International Speedway Blvd. Suite 100
Daytona Beach, Florida 32119-8145

Sincerely:

Heather Blanck
Assistant General Manager Administration

Cc; Rob Stephens, Votran General Manager
Elizabeth Suchsland, Assistant General Manager Operations
Cornell Mack, Operations Manager
Edie Biro, Customer Services Manager
Stephan Harris, Transportation Disadvantaged Local Coordinating Board
Cart almost takes up lift-close to 30’ by 48’. Does not fold up. Uses for groceries and beep ball equipment.
IV. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF VOTRAN’S PACKAGE/BELONGINGS POLICY

BACKGROUND INFORMATION:

Votran’s Package/Belongings Policy dated May 30, 2019 is included with this agenda packet. Votran staff will be available to answer questions regarding this item.

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDL CB
Votran Package/Personal Belongings Policy - May 30, 2019

VOTRAN is not responsible for loss or damage to your personal belongings, packages and/or bags.

Votran Gold: Customer property that can be carried by the passenger/and or driver in one trip and can be stowed and secured safely on the vehicle, will be allowed to be transported with the customer, subject to the size restrictions outlined herein. Passenger property limitations do not apply to wheelchairs, child seats, secured oxygen, personal assistive devices, or intravenous devices that are scheduled at the time you reserve your trip.

For both the Fixed Route and Gold Service: Packages are restricted to those that can be easily handled by the customer and carried aboard without delaying the vehicle. The packages must fit either on your lap or in front of your area. Votran is unable to permit large items such as bicycles, surfboards or any items that will block the aisle. Strollers must be folded before boarding and while on the bus. Any packages or objects belonging to a customer cannot block aisles or emergency exits. It is important to remember that Votran is a shared-ride system and cannot accommodate packages or items that significantly reduce passenger capacity or otherwise negatively impact the safety or comfort of other passengers.

Customers may use a personal grocery cart. Carts can be no larger than 30” high by 18” deep by 18” wide. However, the customer is required to maneuver his or her own cart. Fixed Route passengers in the courtesy seating area should give priority to the elderly or disabled. Hazardous materials are not permitted on the bus.

A Votran Gold trip must be reserved and approved with the cart, or the driver will be unable to transport the customer with his/her shopping cart.

Small animals in designed pet travel cases are permitted, as long as the customer is able to carry the pet travel case. Service animals are permitted, but must be under the handler’s control, housebroken, and not present a direct threat to others. Votran drivers and staff are not responsible for the care or supervision of service animals. Fixed Route passengers should refer to the schedule for additional information. Votran Gold passengers should refer to the Votran Gold User Guide for additional information.
V. STAFF COMMENTS

→ FY 2019/20 Innovation and Service Development Grant update
→ River to Sea TPO staff member update

VI. TDLCB MEMBER COMMENTS

VII. TDLCB CHAIRPERSON COMMENTS

VIII. INFORMATION ITEMS

→ River to Sea TPO Board Meeting Summaries
→ River to Sea TPO Federal Certification Review Comments
→ River to Sea TPO Outreach & Activities
→ Save the Date for Central Florida Mobility Week: Oct 25-Nov 1, 2019
→ TDLCB Attendance Record
→ TDLCB Meeting Summary May 8, 2019
→ TDLCB Membership List

IX. ADJOURNMENT

*** The next TDLCB meeting will be on September 11, 2019 ***
River to Sea TPO Board
Meeting Summary
May 22, 2019

- Approved the Consent Agenda including approval of the April 24, 2019 meeting minutes; the Selection Committee’s recommendation and authorization for Executive Director to negotiate and execute a contract for support services in developing the 2045 Long Range Transportation Plan (LRTP); Data Transfer Solutions (DTS) sole source recommendation and agreement for support with the TIP Tool; Resolution 2019-09 authorizing the executive of the Transportation Disadvantaged (TD) Trust Fund Grant agreement for FY 2019/20; and Resolution 2019-10 authorizing the filing and execution of a grant application with the Federal Transit Administration (FTA) for Section 5305(d) Funds

- Approved the following R2CTPO slate of officers for FY 2019/20:
  → Commissioner Rob Gilliland, Chairperson
  → Commissioner Jason McGuirk, 1st Vice Chairperson
  → Council Member Billie Wheeler, 2nd Vice Chairperson

- Approved the FY 2019/20 River to Sea TPO budget

- Approved a request from FDOT for additional funding for the SR 44 Adaptive Traffic Signal System (Airport Road to East 3rd Avenue)

- Approved a request from FDOT for additional funding for the SR 421 Adaptive Traffic Signal System (Summer Trees Road to SR 5/A1A)

- Approved Resolution 2019-11 adopting the 2019 Bicycle Suitability Map

- Received a staff presentation of the draft FY 2019/20 to 2023/24 Transportation Improvement Program (TIP)

- Received a PowerPoint presentation of the 2019 Stated Modified Joint Certification Review and announced a federal certification public meeting will be held June 11, 2019 at 3:00 pm for the public to provide comments on the TPO

- Received a staff presentation of the draft River to Sea TPO 2019 List of Prioritized Projects (LOPP)

- Received a staff presentation of the 2019 Regional List of Prioritized Projects (LOPP)
• Received a PowerPoint presentation of the US 17 Trail PD&E Study and announced a public meeting will be held May 30, 2019 from 5:30 pm to 7:30 pm at the Pierson Community Center

• Received a PowerPoint presentation of the East Central Florida Regional Resilience Action Plan (ECFRRAP)

• Received the FDOT report

• Received Transportation Disadvantaged Local Coordinating Board (TDLCB) update from Volusia County Council Member Heather Post, TDLCB Chairperson

• Received the Executive Director’s report including update on FDOT Local Agency Program (LAP) proposed policy; update on SU funding; the Roundtable of Volusia County Elected Officials and the sales tax referendum results; and an update on the draft Public Participation Plan (PPP) public review period

• Announced Ms. Aarti Sharma, TPO Database Manager, is relocating and has resigned from her position and introduced Ms. Crystal Mercedes, new TPO Transportation Planner

The next River to Sea TPO Board meeting will be on Wednesday, June 26, 2019
River to Sea TPO Board
Meeting Summary
June 26, 2019

- Approved the Consent Agenda including approval of: May 22, 2019 meeting minutes; the 2019 CFMPOA Regional List of Priority Projects; the 2018 State Modified Joint Certification Review; the Selection Committee’s recommendation and authorization for Executive Director to negotiate and execute a contract for Information Technology (IT) services support; and the cancellation of the July Executive Committee and TPO Board meetings

- Approved Resolution 2019-12 adopting the 2019 R2CTPO List of Priority Projects (LOPP)

- Approved Resolution 2019-13 adopting the FY 2019/20 to 2023/24 Transportation Improvement Program (TIP) with the incorporation of comments provided by FDOT

- Approved Resolution 2019-14 supporting the East Central Florida Regional Resilience Action Plan

- Approved Resolution 2019-15 expressing concerns regarding the Local Agency Program (LAP) policy proposed by FDOT

- Approved Resolution 2019-16 adopting the River to Sea TPO Public Participation Plan (PPP)

- Continued a presentation of the Voyage Auto Demonstration project in the Villages until the August 28, 2019 board meeting

- Received a PowerPoint presentation of the Step It Up!: Walkability Action Institute to Increase Walking

- Received a PowerPoint presentation of the development of a Community Safety Action Plan (CSAP)

- Received a PowerPoint presentation regarding the successful development of a Long Range Transportation Plan (LRTP)

- Received the FDOT report

- Received the Executive Director’s report including update on SU/ACSU/GFSU funding and announcing the completion of the Federal Certification Review site visit

The next River to Sea TPO Board meeting will be on Wednesday, August 28, 2019
GOOD OR BAD...
WE WANT TO HEAR IT ALL!

As part of its Federal Certification Review, the River to Sea Transportation Planning Organization (TPO) is seeking public input on our planning activities via our website: WWW.R2CTPO.ORG

Some areas you can comment on include:

✔️ THE RELATIONSHIP BETWEEN THE TPO AND THE COMMUNITY
✔️ OUR AVAILABILITY AND HELPFULNESS
✔️ HOW WELL WE REACH OUT AND ENGAGE THE COMMUNITY

The public has until July 11, 2019 to provide comments and/or input. Comments and questions may be provided at the public meeting or via:

EMAIL: Pblankenship@r2ctpo.org
PHONE: 386.226.0422 ext. 20416
WEBSITE: www.r2ctpo.org
MAIL: Attn: Pamela Blankenship, River to Sea TPO
       2570 W. International Speedway Blvd., Suite 100
       Daytona Beach, FL 32114

Comments may also be submitted to https://www.fhwa.dot.gov/fldiv/tma.cfm or the following contacts:

Teresa Parker, FHWA
Transportation Planning Specialist
407-867-6415
Teresa.Parker@dot.gov

Joseph Sullivan, FHWA
Environmental Specialist
850-553-2248
Joseph.Sullivan@dot.gov

Robert Sachnin, FTA
Community Planner
404-865-5606
robert.Sachnin@dot.gov
May 2019 TPO Outreach & Activities

1 **Oak Hill Community Festival Helmet Fitting**
   Date: Saturday, May 4, 2019
   Location: Mary Dewees Park, Oak Hill
   Description: TPO staff manned an information booth and fit and donated 45 bicycle helmets

2 **Taylor Road Intersection Improvements Public Hearing**
   Date: Thursday, May 9, 2019
   Location: Sanborn Center, DeLand
   Description: TPO staff attended the Taylor Road Intersection Improvements Public Hearing

3 **Career Day at Volusia Pines Elementary School**
   Date: Friday, May 17, 2019
   Location: Lake Helen
   Description: TPO staff participated in Career Day at Volusia Pines Elementary School to discuss transportation safety and planning

4 **Cycle de Mayo Bike to Work Day**
   Date: Friday, May 17, 2019
   Location: Palm Coast
   Description: TPO staff partnered with ReThink Your Commute to promote Cycle de Mayo – Bike to Work Day in Flagler County

5 **Central Florida MPO Alliance Meeting**
   Date: Friday, May 31, 2019
   Location: MetroPlan Orlando
   Description: TPO staff attended the Central Florida MPO Alliance meeting

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**River to Sea TPO Documents Available for Public Review**

The following draft documents are available for public review and comment on the TPO website at [www.R2CTPO.org](http://www.R2CTPO.org):

- FY 2019/20 – FY 2023/24 Transportation Improvement Program (TIP)
- 2019 List of Priority Projects (LOPP)
- Public Participation Plan (PPP)
May 2019 TPO Outreach & Activities

JUNE EVENTS:

June:  Summer School Safety Presentations & Bicycle Helmet Fittings:
       June 13:  Forest Lake Elementary
       June 25:  South Daytona Elementary
1:  Nat’l Trails Day Helmet Fitting, DeBary Hall
3:  PACE Center Community Breakfast, Daytona
3-5:  FPTA/FDOT/CUTR Transit Safety & Operations Summit, Tampa
11:  R2CTPO Federal Certification Review and Public Meeting, TPO office
18-19:  MPOAC Leadership Meeting, Tallahassee

OTHER UPCOMING EVENTS:

July:  Summer School Safety Presentations & Bicycle Helmet Fittings:
       July 9:  Pride Elementary
       July 18:  Spruce Creek Elementary
July 10-12:  Floridians for Better Transportation (FBT) Summer Camp, Bonita Springs
July 30:  MPOAC Meeting, Orlando
July 31:  CFTPG Meeting on Tourism, Orlando

ONGOING PROJECTS & STUDIES:

• Walkability Action Institute Grant Project
• 2019 Annual Call for Projects
• Development of TPO Bicycle Suitability Map
• Central Florida Visitors Study
• Development of the FY 2019/20 to 2023/24 TIP
• Update to the TPO Public Participation Plan
• Central Florida Regional Planning Model Update
• US 17/92 @ Dirksen Drive Feasibility Study
• Regional Resiliency Action Plan
• 2045 Long Range Transportation Plan (LRTP)
• Information Technology (IT) Services Support Request for Proposals
• Federal Certification Review and Public Meeting
• Development of Community Safety Action Plan
• Central Florida MPO Alliance (CFMPOA) Regional List of Priority Projects

River to Sea TPO Federal Certification Review Call for Input and Public Meeting

As part of its Federal Certification Review, the River to Sea TPO is seeking public input on our planning activities. Comments may be made at the Federal Certification Review Public Meeting that will be held on:

DATE:  Tuesday, June 11, 2019
TIME:  3:00 p.m.
LOCATION:  River to Sea TPO Conference Room

Comments may also be made via:

Website:  www.R2CTPO.org
Email:  PBlankenship@r2ctpo.org
Phone:  386.226.0422 ext. 20416
Mail:  River to Sea TPO/Attn: Pamela Blankenship
       2570 W. International Speedway Blvd., Suite 100
       Daytona Beach FL 32114
To become an agency partner in this year's Mobility Week, please email us at contact@mobilityweekcfl.com.

Join us in celebrating Mobility Week.

During Mobility Week, counties, cities and transportation agencies host events to promote safe and sustainable transportation choices. It’s also an opportunity for individuals to explore the various transportation choices available to them.

Looking Back at Central Florida Mobility Week 2018

35 EVENTS + 41 PARTNER AGENCIES

- 22,097 People Attended Various Events
- 3,527 Transit Passenger Giveaways
- 3,527 Promotional Items Distributed
- 2,513 Free Transit Rides
- 3,911 Shared Bike/Walk Safety Tips with Parents and Children
- 239 Bicyclists in Events
- 202 Pedestrians in Events
- 183 Fitted Bike Helmets for Children and Adults
- 140 Safety Pledges
- 124 Safety Surveys
- 11 Adults Carfitted
- 8 Workshops/Trainings

Stay tuned for more event details and information on how you can participate in this year’s events.

www.MobilityWeekcfl.com

To become an agency partner in this year’s Mobility Week, please email us at contact@mobilityweekcfl.com.
# TDLCB Attendance Record 2019

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<th>Name</th>
<th>9-Jan</th>
<th>13-Mar</th>
<th>8-May</th>
<th>10-Jul</th>
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<th>13-Nov</th>
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January - December 2019

68
Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Summary
May 8, 2019
Volusia County Mobility Management Center
950 Big Tree Road, South Daytona, FL 32119

TDLCB Members Present:
DJ Lebo
Doug Hall
Judy Craig, Vice Chairperson
Patricia Lipovsky
Carlos Colon
Tamyika Young
Patricia Boswell
Heather Post, Chairperson

Representing:
Children at Risk, Alternate
Disabled Citizens
Elderly Citizens
Florida Department of Transportation
Health Care Administration
Medical Community
Volusia County Council

TDLCB Members Absent:
Clayton Jackson (excused)
Jean Cerullo
Julia Marshall
Paula Cargile
Steve Jack
Glejuanda Davis
Jefferey Bumb
Susan Pauly
Robin King

Representing:
Association of Community Action
Citizens Advocate
Department of Children and Families
Elder Affairs, Alternate
Private for Profit
Public Education Community
Veterans Services Group
Vocational Rehab Services
Work Force Development Board

Others Present:
Debbie Stewart, Recording Secretary
Stephan Harris
Pam Blankenship
Lois Bollenback
Renee Gahagan
Shelisha Coleman
Mr. Big John
Heather Blanck
Edie Biro
Frank Alvarez
Marina Villena

Representing:
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Citizen
Healthcare Administration
Press
Votran Staff
Votran Staff
Citizens Advocate, System User – Alternate

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

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

There were no public comments.

III.  Action Items

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

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

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

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

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

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

There were no volunteers.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ms. Blanck replied Votran could do that also.

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

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

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

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

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

(Handout)

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

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

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

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

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

**V. Staff Comments**

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

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

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

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

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

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

VI. TDLCB Member Comments

(Handout)

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

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

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

Ms. Biro replied she would look into the incident.

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

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

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

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

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

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

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

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

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

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

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

Mr. Harris replied that is his understanding.

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

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

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

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

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

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

Discussion continued.

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

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

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

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

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

VIII. **Information Items**

→ Grievance Committee Meeting Summary
→ River to Sea TPO Board Meeting Summaries
→ TPO Outreach and Activities
→ TDLCB Attendance Record
→ TDLCB Membership List
# TDLCB Member Listing

## Members
### Volusia County

**Council Member** Heather Post  
123 W. Indiana Ave  
DeLand 32720  
*Chairperson*  
hpost@volusia.org  
386-747-9343

## Alternates
### Disabled Citizens

**Vice Chairperson**  
Judy Craig  
1835 Anchor Avenue  
DeLand, FL 32720  
386-738-5781  
judylesliecraig@aol.com

## Association of Community Action

**Clayton Jackson**  
123 W. Indiana Ave, Room 101  
DeLand, FL 32720  
386-736-5956 ext 12980  
cjackson@volusia.org

## Elderly Citizens

**Patricia Lipovsky**  
1129 Bradenton Road  
Daytona Beach, FL 32114  
386-255-0288  
plipovsky@cfl.rr.com

## FDOT

**Carlos M. Colon**  
133 S. Semoran Blvd.  
Orlando 32807  
Carlos.Colon@dot.state.fl.us

## Florida Department of Children & Families

**Julia Marshall**  
210 N. Palmetto Ave, Suite 430  
Daytona Beach 32114  
386-481-9369  
Julia.Marshall@myffamilies.com

## Alt - Association of Community Action

**Vacant**

## Alt - Elderly Citizens

**Vacant**

## Alt - FDOT

**Diane Poitras**  
133 South Semoran Blvd.  
Orlando 32807  
407-482-7887  
diane.poitras@dot.state.fl.us

## Alt - Florida Dept of Children & Families

**Evelyn Lynam**  
210 N. Palmetto Ave Suite 430  
Daytona Beach FL 32114  
386-562-0154  
evelyn.lynam@myfamilies.com
<table>
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<tr>
<th>MEMBERS</th>
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| LAUREN BLANTON | 1648 Hancock Blvd.  
Daytona Beach 32114  
386-258-4677 ext 50553  
Leblanto@volusia.k12.fl.us |

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| KIM HOUGHTON | Unit 11 A  
210 N. Palmetto Ave Suite 144  
Daytona Beach, FL 32114  
386-281-6862  
kim.houghton@vr.fldoe.org |

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| SUSAN PAULEY | Unit 11 A  
210 N. Palmetto Ave Suite 144  
Daytona Beach, FL 32114  
386-281-6762 |

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| CHARLY PONIATOWSKI | P.O. Box 671  
Daytona Beach, FL 32115  
386-253-4700 ext 208  
cponiatowski@coavolusia.org |

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| GLADYS LACEN/PAULA CARGILE | P.O. Box 671  
Daytona Beach, FL 32115  
386-253-4700 ext 204  
glacen@coavolusia.org  
paulac@coavolusia.org |

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<th>VETERANS SERVICES GROUP</th>
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| ROBERT WATSON | 123 W. Indiana Avenue, Room 100  
DeLand, FL 32720  
386-740-5102  
rbwatson@volusia.org |

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</thead>
</table>
| RAYMOND ALLEN | 123 W. Indiana Avenue, Room 100  
DeLand, FL 32720  
386-254-4646 EXT 14130  
rallen@volusia.org |

<table>
<thead>
<tr>
<th>PRIVATE-FOR-PROFIT</th>
<th></th>
</tr>
</thead>
</table>
| STEVE JACK | P.O. Box 730206  
Ormond Beach 32173  
386-255-8525  
medoneshuttle@bellsouth.net |

<table>
<thead>
<tr>
<th>ALT - PRIVATE-FOR-PROFIT</th>
<th></th>
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<tbody>
<tr>
<td>VACANT</td>
<td></td>
</tr>
<tr>
<td><strong>HEALTHCARE ADMINISTRATION</strong></td>
<td><strong>ALT - HEALTHCARE ADMINISTRATION</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td><strong>TAMYIKA YOUNG</strong></td>
<td><strong>CALVIN SMITH - PROGRAM ADMINISTRATOR</strong></td>
</tr>
<tr>
<td>400 West Robinson Street, Suite S309</td>
<td>400 West Robinson Street, Suite S309</td>
</tr>
<tr>
<td>Orlando 32801</td>
<td>Orlando, FL 32801</td>
</tr>
<tr>
<td>407-420-2482</td>
<td>407-420-2482</td>
</tr>
<tr>
<td><a href="mailto:tamyika.young@acha.myflorida.com">tamyika.young@acha.myflorida.com</a></td>
<td><a href="mailto:calvin.smith@acha.myflorida.com">calvin.smith@acha.myflorida.com</a></td>
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<tr>
<th><strong>MASS TRANSIT</strong></th>
<th><strong>ALT - MASS TRANSIT</strong></th>
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<thead>
<tr>
<th><strong>MEDICAL COMMUNITY</strong></th>
<th><strong>ALT - MEDICAL COMMUNITY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PATRICIA BOSWELL</strong></td>
<td><strong>ETHAN JOHNSON</strong></td>
</tr>
<tr>
<td>1845 Holsenback Drive</td>
<td>1845 Holsenback Drive</td>
</tr>
<tr>
<td>Daytona Beach, FL 32117</td>
<td>BIN: 126 Room 2005A</td>
</tr>
<tr>
<td>386-274-0799</td>
<td>Daytona Beach, FL 32117</td>
</tr>
<tr>
<td>386-274-0817 (Susan)</td>
<td>386-274-0605</td>
</tr>
<tr>
<td><a href="mailto:susan.monahan@flhealth.gov">susan.monahan@flhealth.gov</a></td>
<td>386-281-7909 (Cell)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ethan.johnson@flhealth.gov">ethan.johnson@flhealth.gov</a></td>
</tr>
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<table>
<thead>
<tr>
<th><strong>WORKFORCE DEVELOPMENT BOARD</strong></th>
<th><strong>ALT - WORKFORCE DEVELOPMENT BOARD</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>ROBIN KING</strong></td>
<td><strong>KATHY SPENCER</strong></td>
</tr>
<tr>
<td>359 Bill France Blvd</td>
<td>359 Bill France Blvd</td>
</tr>
<tr>
<td>Daytona Beach 32114</td>
<td>Daytona Beach 32114</td>
</tr>
<tr>
<td>386-323-7007</td>
<td>386-323-7007</td>
</tr>
<tr>
<td><a href="mailto:robinking@careersourcefv.com">robinking@careersourcefv.com</a></td>
<td><a href="mailto:kathyspencer@careersourcefv.com">kathyspencer@careersourcefv.com</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>DIABLED CITIZENS</strong></th>
<th><strong>ALT - DIABLED CITIZENS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUDY CRAIG</strong></td>
<td><strong>VACANT</strong></td>
</tr>
<tr>
<td>1835 Anchor Avenue</td>
<td>Vice Chairperson</td>
</tr>
<tr>
<td>DeLand, FL 32720</td>
<td></td>
</tr>
<tr>
<td>386-738-5781</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:judylesliecraig@aol.com">judylesliecraig@aol.com</a></td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>CITIZENS ADVOCATE - SYSTEMS USER</strong></th>
<th><strong>ALT - CITIZENS ADVOCATE - SYSTEMS USER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOUG HALL</strong></td>
<td><strong>MARINA VILLENA</strong></td>
</tr>
<tr>
<td>1405 Edgewater Road</td>
<td>Daytona Beach 32114</td>
</tr>
<tr>
<td>Daytona Beach 32114</td>
<td>415-699-0275</td>
</tr>
<tr>
<td>386-255-0377</td>
<td><a href="mailto:marina.villena@gmail.com">marina.villena@gmail.com</a></td>
</tr>
<tr>
<td>386-852-1285</td>
<td></td>
</tr>
</tbody>
</table>
# TDLCB Member Listing

## Citizens Advocate

<table>
<thead>
<tr>
<th><strong>Jean Cerullo</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Tropical Drive</td>
</tr>
<tr>
<td>Ormond Beach, FL 32176</td>
</tr>
<tr>
<td>386-689-5300</td>
</tr>
<tr>
<td><a href="mailto:jean.cerullo89@gmail.com">jean.cerullo89@gmail.com</a></td>
</tr>
</tbody>
</table>

## Alt - Citizens Advocate

<table>
<thead>
<tr>
<th><strong>Barbara Ludwig</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>386-689-2789</td>
</tr>
<tr>
<td><a href="mailto:bludwig9@me.com">bludwig9@me.com</a></td>
</tr>
</tbody>
</table>

## Council for Early Childhood Services

<table>
<thead>
<tr>
<th><strong>Beverly Johnson</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1219 Dunn Avenue</td>
</tr>
<tr>
<td>Daytona Beach 32114</td>
</tr>
<tr>
<td>386-255-4568</td>
</tr>
<tr>
<td><a href="mailto:bjohnson@esnecfl.org">bjohnson@esnecfl.org</a></td>
</tr>
</tbody>
</table>

## Alt - Council for Early Childhood Services

<table>
<thead>
<tr>
<th><strong>D.J. Lebo</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>135 Executive Circle, Suite 100</td>
</tr>
<tr>
<td>Daytona Beach 32114</td>
</tr>
<tr>
<td>386-323-2400 ext 196 386-801-9015 (cell)</td>
</tr>
<tr>
<td><a href="mailto:djlebo@elcfv.org">djlebo@elcfv.org</a></td>
</tr>
</tbody>
</table>

## Agency for Persons with Disabilities

<table>
<thead>
<tr>
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# TDLCB Staff Support

## Votran

<table>
<thead>
<tr>
<th><strong>Frank Alvarez</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>950 Big Tree Road</td>
</tr>
<tr>
<td>South Daytona</td>
</tr>
<tr>
<td>386-756-7496 ext. 4124</td>
</tr>
<tr>
<td><a href="mailto:falvarez@volusia.org">falvarez@volusia.org</a></td>
</tr>
</tbody>
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## Alt - Votran

<table>
<thead>
<tr>
<th><strong>Rob Stephens</strong></th>
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<tbody>
<tr>
<td>950 Big Tree Road</td>
</tr>
<tr>
<td>South Daytona</td>
</tr>
<tr>
<td>386-756-7496 ext. 4126</td>
</tr>
<tr>
<td><a href="mailto:rstephens@volusia.org">rstephens@volusia.org</a></td>
</tr>
</tbody>
</table>

## River to Sea TPO

<table>
<thead>
<tr>
<th><strong>Stephan Harris</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2570 W. International Speedway Blvd.</td>
</tr>
<tr>
<td>Suite 100</td>
</tr>
<tr>
<td>Daytona Beach</td>
</tr>
<tr>
<td>386-226-0422 ext. 20428</td>
</tr>
<tr>
<td><a href="mailto:sharris@r2ctpo.org">sharris@r2ctpo.org</a></td>
</tr>
</tbody>
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## Alt - River to Sea TPO

<table>
<thead>
<tr>
<th><strong>Debbie Stewart</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2570 W. International Speedway Blvd.</td>
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<tr>
<td>Suite 100</td>
</tr>
<tr>
<td>Daytona Beach</td>
</tr>
<tr>
<td>386-226-0422 ext. 20425</td>
</tr>
<tr>
<td><a href="mailto:dstewart@r2ctpo.org">dstewart@r2ctpo.org</a></td>
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</tbody>
</table>