



# River to Sea TPO QAC Meeting

**July 12, 2023**

**9:30 am**



**QAC Meeting  
July 12, 2023**

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





**QAC Meeting  
July 12, 2023**

## **II. Public Comment/Participation**



## **QAC Meeting July 12, 2023**

### **III. ACTION ITEMS**

**A. Review and Approval of the January 11, 2023 QAC  
Meeting Minutes**



**QAC Meeting  
July 12, 2023**

### **III. ACTION ITEMS**

**B. Review and Recommend Approval of the 2023  
Transportation Disadvantaged Service Plan (TDSP) Minor  
Update (Roll Call Vote Required)**



**QAC Meeting  
July 12, 2023**

**IV. STAFF COMMENTS**

**V. CHAIRPERSON COMMENTS**

**VI. QAC MEMBER COMMENTS**

**VII. ADJOURNMENT**



# River to Sea TPO TDLCB Meeting

**July 12, 2023**

**10:00 am**





**TDLCB Meeting  
July 12, 2023**

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





**TDLCB Meeting  
July 12, 2023**

## **II. Public Comment/Participation**



## **TDLCB Meeting July 12, 2023**

### **III. ACTION ITEMS**

**A. Review and Approval of the April 12, 2023 TDLCB Meeting Minutes**



**TDLCB Meeting  
July 12, 2023**

### **III. ACTION ITEMS**

**B. Review and Approval of Votran's Monthly Paratransit Reports**



**TDLCB Meeting  
July 12, 2023**

### **III. ACTION ITEMS**

**C. Review and Approval of the 2023 Transportation Disadvantaged Service Plan (TDSP) Minor Update (Roll Call Vote Required)**

## Preliminary Information Worksheet

Version 1.4

**CTC Name:** VOLUSIA COUNTY VOTRAN  
**County** (Service Area): VOLUSIA COUNTY  
**Contact Person:** Bobbie King  
**Phone #** 386-756-7496

Check Applicable Characteristic:

**ORGANIZATIONAL TYPE:**

- ☒ Governmental
- ☐ Private Non-Profit
- ☐ Private For Profit

**NETWORK TYPE:**

- ☐ Fully Brokered
- ☒ Partially Brokered
- ☐ Sole Source

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

# Comprehensive Budget Worksheet

Version 1.4

CTC: VOLUSIA COUNTY VOTRAN  
County: VOLUSIA COUNTY

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

	Prior Year's <b>ACTUALS</b> from Oct 1st of <b>2021</b> to Sept 30th of <b>2022</b>	Current Year's <b>APPROVED</b> Budget, as amended from Oct 1st of <b>2022</b> to Sept 30th of <b>2023</b>	Upcoming Year's <b>PROPOSED</b> Budget from Oct 1st of <b>2023</b> to Sept 30th of <b>2024</b>	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

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

### Local Non-Govt

Farebox	\$ 63,402	\$ 70,000	\$ 76,000	10.4%	8.6%	Other represents advertising reveune and other misc.
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 11,007	\$ 17,000	\$ 20,000	54.4%	17.6%	
<b>Bus Pass Program Revenue</b>						

### Local Government

District School Board						FY 22 county cash equals amount necessary to meet CTD match (10%)using farebox and adv revenue. FY 23 is the amount required to balance revenues and expenditures. No county match was needed for CTD or the 5307 grant recorded.. FY 24 cash is 50% match for 5311 and additional match required for CTD
Compl. ADA Services						
County Cash	\$ 6,000	\$ 349,247	\$ 241,669	5720.8%	-30.8%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
<b>Bus Pass Program Revenue</b>						

### CTD

Non-Spons. Trip Program	\$ 702,425	\$ 676,000	\$ 1,384,468	-3.8%	104.8%	Trip amount will increase due to less Federal Covid relief funding
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### USDOT & FDOT

49 USC 5307	\$ 624,366	\$ 420,000	\$ 435,000	-32.7%	3.6%	5307 includeds preventative maintenance and 3rd party contractor neither grant requires match. 5311 is 100% grant for FY 23 then for FY 24 it will go back to a 50/50 grant , which will need match. 5311 is a overall system generated reveune it is not based on a billed trips rate.
49 USC 5310						
49 USC 5311 (Operating)	\$ 715,910	\$ 715,000	\$ 180,000	-0.1%	-74.8%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

### AHCA

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

### DCF

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

### DOH

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

### DOE (state)

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

### AWI

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

### DOEA

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

### DCA

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



# Comprehensive Budget Worksheet

Version 1.4

CTC: VOLUSIA COUNTY VOTRAN  
County: VOLUSIA COUNTY

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

	Prior Year's <b>ACTUALS</b> from Oct 1st of <b>2021</b> to Sept 30th of <b>2022</b>	Current Year's <b>APPROVED</b> Budget, as amended from Oct 1st of <b>2022</b> to Sept 30th of <b>2023</b>	Upcoming Year's <b>PROPOSED</b> Budget from Oct 1st of <b>2023</b> to Sept 30th of <b>2024</b>	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

## APD

Office of Disability Determination  
Developmental Services  
Other APD (specify in explanation)  
**Bus Pass Program Revenue**

## DJJ

(specify in explanation)  
**Bus Pass Program Revenue**

## Other Fed or State

xxx  
xxx  
xxx  
**Bus Pass Program Revenue**

## Other Revenues

Interest Earnings  
xxxx  
xxxx  
**Bus Pass Program Revenue**

## Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve \$ - \$ -

Balancing Revenue is Short By =

None

None

Total Revenues =

\$2,123,110

\$2,247,247

\$2,337,137

5.8%

4.0%

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

### Operating Expenditures

Labor	\$ 570,268	\$ 606,599	\$ 630,863	6.4%	4.0%
Fringe Benefits	\$ 244,143	\$ 275,798	\$ 286,830	13.0%	4.0%
Services	\$ 629,542	\$ 558,152	\$ 580,478	-11.3%	4.0%
Materials and Supplies	\$ 475,575	\$ 530,818	\$ 552,051	11.6%	4.0%
Utilities	\$ 15,878	\$ 16,811	\$ 17,484	5.9%	4.0%
Casualty and Liability	\$ 25,904	\$ 27,986	\$ 29,105	8.0%	4.0%
Taxes					
Purchased Transportation:					
Purchased Bus Pass Expenses					
School Bus Utilization Expenses					
Contracted Transportation Services					
Other					
Miscellaneous					
Operating Debt Service - Principal & Interest					
Leases and Rentals					
Contrib. to Capital Equip. Replacement Fund					
In-Kind, Contributed Services	\$ -	\$ -	\$ -		
Allocated Indirect	\$ 268,387	\$ 231,083	\$ 240,326	-13.9%	4.0%

The amount included in "Allocated Indirect" represents a allocation of Votran direct administrative costs.

### Capital Expenditures

Equip. Purchases with Grant Funds					
Equip. Purchases with Local Revenue					
Equip. Purchases with Rate Generated Rev.					
Capital Debt Service - Principal & Interest					
		\$ -			

**ACTUAL YEAR LOSS**

(\$106,587)

Total Expenditures =

\$2,229,697

\$2,247,247

\$2,337,137

0.8%

4.0%

See NOTES Below.

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

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

# Budgeted Rate Base Worksheet

Version 1.4

CTC: VOLUSIA COUNTY VOTRAN

County: VOLUSIA COUNTY

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 and 5

	Upcoming Year's BUDGETED Revenues
	from
	Oct 1st of
	2023
	to
	Sept 30th of
	2024
1	2

What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue Excluded from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
3	4	5

## REVENUES (CTC/Operators ONLY)

### Local Non-Govt

Farebox	\$ 76,000
Medicaid Co-Pay Received	\$ -
Donations/ Contributions	\$ -
In-Kind, Contributed Services	\$ -
Other	\$ 20,000
<b>Bus Pass Program Revenue</b>	\$ -

### Local Government

District School Board	\$ -
Compl. ADA Services	\$ -
County Cash	\$ 241,669
County In-Kind, Contributed Services	\$ -
City Cash	\$ -
City In-Kind, Contributed Services	\$ -
Other Cash	\$ -
Other In-Kind, Contributed Services	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### CTD

Non-Spons. Trip Program	\$ 1,384,468
Non-Spons. Capital Equipment	\$ -
Rural Capital Equipment	\$ -
Other TD	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### USDOT & FDOT

49 USC 5307	\$ 435,000
49 USC 5310	\$ -
49 USC 5311 (Operating)	\$ 180,000
49 USC 5311(Capital)	\$ -
Block Grant	\$ -
Service Development	\$ -
Commuter Assistance	\$ -
Other DOT	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### AHCA

Medicaid	\$ -
Other AHCA	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DCF

Alcohol, Drug & Mental Health	\$ -
Family Safety & Preservation	\$ -
Comm. Care Dis./Aging & Adult Serv.	\$ -
Other DCF	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DOH

Children Medical Services	\$ -
County Public Health	\$ -
Other DOH	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DOE (state)

Carl Perkins	\$ -
Div of Blind Services	\$ -
Vocational Rehabilitation	\$ -
Day Care Programs	\$ -
Other DOE	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### AWI

WAGES/Workforce Board	\$ -
AWI	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DOEA

Older Americans Act	\$ -
Community Care for Elderly	\$ -
Other DOEA	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

### DCA

Community Services	\$ -
Other DCA	\$ -
<b>Bus Pass Program Revenue</b>	\$ -

\$ 76,000	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ 20,000	\$ -	
\$ -	\$ -	

\$ -	\$ -	
\$ -	\$ -	
\$ 36,669	\$ 205,000	\$ -
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\$ 1,384,468	\$ -	\$ -
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\$ -	\$ -	

YELLOW cells  
are **NEVER** Generated by Applying Authorized Rates

BLUE cells  
Should be funds generated by rates in this spreadsheet

GREEN cells  
**MAY BE** Revenue Generated by Applying  
Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be **GENERATED** through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are Earmarked as local match for Transportation Services and **NOT** Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

GOLD cells  
Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Capital Equipment. Also include the portion of Local Funds earmarked as Match related to the **Purchase of Capital Equipment** if a match amount is required by the Funding Source.



## Worksheet for Program-wide Rates

CTC: VOLUSIA COUNTY Version 1.4  
County: VOLUSIA COUNTY

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

Do **NOT** include trips or miles related to Coordination Contractors!

Do **NOT** include School Board trips or miles UNLESS.....

**INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!

Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..

Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!

Do **NOT** include fixed route bus program trips or passenger miles!

### PROGRAM-WIDE RATES

Total Projected Passenger Miles = 450,713

Rate Per Passenger Mile = \$ 3.60

Total Projected Passenger Trips = 28,575

Rate Per Passenger Trip = \$ 56.82

Fiscal Year

2023 - 2024

Avg. Passenger Trip Length = 15.8 Miles

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

Rate Per Passenger Mile = \$ 5.42

Rate Per Passenger Trip = \$ 85.52

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

#### Vehicle Miles

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

#### Vehicle Revenue Miles (VRM)

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

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

#### Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

## Worksheet for Multiple Service Rates

CTC: VOLUSIA COUN Version 1.4  
County: VOLUSIA COUNTY

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

### SECTION I: Services Provided

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

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

### SECTION II: Contracted Services

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

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service	Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Do Not Complete Section II for Group Service

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

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

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

Leave Blank	Leave Blank	Leave Blank	Leave Blank

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

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

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

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

Worksheet for Multiple Service Rates

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

CTC: VOLUSIA COUN Version 1.4  
County: VOLUSIA COUNTY

SECTION III: Escort Service

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

☒ No
- Skip #2 - 4 and Section IV and Go to Section V
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR ..... per passenger mile?.....
- ☒ Pass. Trip

☐ Pass. Mile
- Leave Blank
3. If you answered Yes to # 1 and completed # 2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? ..... Leave Blank
4. How much will you charge each escort?..... Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank).....
- ..... And what is the projected total number of Group Vehicle Revenue Miles? .....
- Do NOT Complete Section IV
- Loading Rate 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

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

		RATES FOR FY: 2023 - 2024			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =		450,713			
		363,846	86,867	Leave Blank	0
Rate per Passenger Mile =		\$3.17	\$5.43	\$0.00	\$0.00
				per passenger	per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =		28,575			
		21,919	6,656	Leave Blank	Leave Blank
Rate per Passenger Trip =		\$48.72	\$83.52	\$0.00	\$0.00
				per passenger	per group
2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,...		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	Leave Blank
Rate per Passenger Mile for Balance =		\$3.17	\$5.43	\$0.00	\$0.00
				per passenger	per group

Rate per Passenger Mile =

Rate per Passenger Trip =

Rates If No Revenue Funds Were Identified As Subsidy Funds				
Ambul	Wheel Chair	Stretcher	Group	
\$4.77	\$8.17	\$0.00	\$0.00	\$0.00
			per passenger	per group
Ambul	Wheel Chair	Stretcher	Group	
\$73.32	\$125.69	\$0.00	\$0.00	\$0.00
			per passenger	per group
Program These Rates Into Your Medicaid Encounter Data				



**TDLCB Meeting  
July 12, 2023**

### **III. ACTION ITEMS**

**D. Review and Approval of the 2023 TDLCB Bylaws**

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

**ARTICLE I: PREAMBLE**

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

**ARTICLE II: NAME AND PURPOSE**

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

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

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

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

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



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

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 seven (7) calendar days prior to the Board meeting and shall state the date, time, and the place of the meeting. Hard copies of notices and agendas shall be provided upon request.

Section D: **Quorum.** At all meetings of the Board, the presence in person of six (6) voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. As used herein, the term "CMT" means Communications Media Technology, which includes telephone, Zoom, GoToMeeting, Microsoft Teams, or similar type of platform. Members of the TDLCB, or any TDLCB committee, may attend a meeting, on which the member serves, remotely using CMT, if there is a quorum of the TDLCB, or TDLCB committee, physically present at the meeting site; provided that the member(s) is subject to an "extraordinary circumstance" that justifies the remote attendance. Authority: Florida Attorney General Opinion (AGO) 2003-41. In the absence of a quorum, the presiding Chairperson may recess the meeting until a quorum is present. At any meeting without a quorum, only discussion and or informational items may be transacted.

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

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

## **ARTICLE VI: STAFF**

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

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

## **ARTICLE VII: BOARD DUTIES**

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

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

## **ARTICLE VIII: STANDING COMMITTEES**

Section A: **Quality Assurance Committee.** This committee is responsible for the update of the TDLCB Bylaws and coordinates with Votran in reviewing and establishing standards to provide a more efficient system. Reviews include, but are not limited to, the Annual

CTC Evaluation and the Annual Operating Report (AOR). At least three (3) voting members of the Coordinating Board shall be appointed to the Quality Assurance Committee.

Section B: **Grievance Committee**. This committee serves as a mediator to process and investigate complaints from agencies, and users of the system in the designated service area and make recommendations to the Coordinating Board for improvement of service. At least three (3) voting members of the Coordinating Board shall be appointed to the Grievance Committee.

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

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

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

#### **ARTICLE X: AMENDMENTS**

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

#### **ARTICLE XI: CERTIFICATION**

The undersigned hereby certifies that he/she is the Vice 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 ~~13th~~ **12<sup>th</sup>** day of ~~July 2022~~ **2023**.

~~Ms. Patricia Lipovsky~~ **Volusia County Council Member Matt Reinhart,**  
**Chairperson**  
Transportation Disadvantaged Local Coordinating Board (TDLCB)

ATTEST:

~~Debbie Stewart~~ **Donna King**, Recording Secretary  
River to Sea Transportation Planning Organization



**TDLCB Meeting  
July 12, 2023**

## **IV. PRESENTATION ITEMS**

**A. Presentation and Discussion of the SunRail DeLand  
Station Groundbreaking**





# SunRail, DeLand Station Groundbreaking





# DELAND EXCITEMENT!

Successful groundbreaking ceremony was held this week

- Over 300 people attended
- Amazing local turnout and support
- New TOD announced

***Grand Opening Summer 2024!***

**YOU'RE INVITED**



DELAND STATION  
**GROUNDBREAKING**  
CEREMONY

MONDAY  
May 22, 2023

BOARDING TIME  
9:00 - 9:15 AM

DUE TO PARKING LIMITATIONS AT THE DELAND STATION, GUESTS ARE ASKED TO BOARD A SPECIAL NORTHBOUND TRAIN AT THE DEBARY SUNRAIL STATION.

DeBary SunRail Station



**EVENT PARKING**

Due to parking limitations at the DeLand Station, guests are asked to board a special northbound train at the DeBary SunRail Station.



**SUNRAIL DEPARTURE**

Credentials will be available at 8:30 AM. The train will begin boarding at 9:00 AM with a northbound departure time of 9:15 AM



**SUNRAIL DELAND STATION  
GROUNDBREAKING EVENT AGENDA**

Event Registration Begins	8:30 AM
SunRail Special Event Train Boarding	9:00 AM
SunRail Train Departs at DeBary Station	9:15 AM
SunRail Train Arrives at DeLand Station	9:30 AM
Station Welcome	9:35 AM
DeLand Groundbreaking Ceremony	10:00 AM
SunRail Train Departs for DeBary Station	10:45 AM





# DELAND GROUNDBREAKING







# DELAND GROUNDBREAKING







# DELAND GROUNDBREAKING







# DELAND GROUNDBREAKING







# DELAND GROUNDBREAKING







# DELAND UPDATES

Clearing and site work for the Deland Station is progressing







# DELAND UPDATES

Grade crossing improvements continue







# Fort Florida Road Grade Crossing Improvements







**TDLCB Meeting  
July 12, 2023**

## **IV. PRESENTATION ITEMS**

### **B. Discussion of TDLCB Meeting Attendance**



**TDLCB Meeting  
July 12, 2023**

## **V. STAFF COMMENTS**

## 2023 Meeting Schedule of the River to Sea TPO Board and Committees

	River to Sea TPO Board	Executive Committee	Technical Coordinating Committee (TCC)	Citizens Advisory Committee (CAC)	Bicycle/Pedestrian Advisory Committee (BPAC)	Trans. Disadvantaged Local Coordinating Board (TDLCB)
2023	4 <sup>th</sup> Wed. @9:00 a.m.	1 <sup>st</sup> Wed. @ 9:00 a.m.	3 <sup>rd</sup> Tues. @ 3:00 p.m.	3 <sup>rd</sup> Tues. @ 1:15 p.m.	2 <sup>nd</sup> Wed. @ 2:00 p.m.	2 <sup>nd</sup> Wed. the first month of every quarter @ 10:00 a.m. **
January	January 25, 2023	January 4, 2023	January 17, 2023	January 17, 2023	January 11, 2023	January 11, 2023
February	February 22, 2023	February 1, 2023	February 21, 2023	February 21, 2023	February 8, 2023	
March	March 22, 2023	March 1, 2023	March 21, 2023	March 21, 2023	March 8, 2023	
April	April 26, 2023	April 5, 2023	April 18, 2023	April 18, 2023	April 12, 2023	April 12, 2023
May	May 24, 2023	May 3, 2023	May 16, 2023	May 16, 2023	May 10, 2023	
June	June 28, 2023	June 7, 2023	June 20, 2023	June 20, 2023	June 14, 2023	
July	July 26, 2023*	July 5, 2023*	July 18, 2022*	July 18, 2022*	July 12, 2023*	July 12, 2023
August	August 23, 2023	August 2, 2023	August 15, 2023	August 15, 2023	August 9, 2023	
September	September 27, 2023	September 6, 2023	September 19, 2023	September 19, 2023	September 13, 2023	
October	October 25, 2023	October 4, 2023	October 17, 2023	October 17, 2023	October 11, 2023	October 18, 2023
November	November 22, 2023	November 1, 2023	November 21, 2023	November 21, 2023	November 8, 2023	
December	December 27, 2023*	December 6, 2023*	December 19, 2023*	December 19, 2023*	December 13, 2023*	

\* These meetings are typically cancelled

\*\* TDLCB Meetings are at Votran



**TDLCB Meeting  
July 12, 2023**

## **VI. TDLCB CHAIRPERSON COMMENTS**



**TDLCB Meeting  
July 12, 2023**

## **VII. TDLCB MEMBER COMMENTS**



## **TDLCB Meeting July 12, 2023**

### **VIII. INFORMATION ITEMS**

River to Sea TPO Board Meeting Summaries

River to Sea TPO Outreach & Activities

River to Sea TPO Planning Grant Quarterly Progress Report

TDLCB Attendance Record

TDLCB Interest Form

TDLCB Membership List



**TDLCB Meeting  
July 12, 2023**

## **IX. ADJOURNMENT**

**The next TDLCB meeting will be on October 18, 2023**