



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 12, 2023

TIME: 10:00 a.m.

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

**Microsoft Teams has been
established for remote
participation.**

Join the TDLCB Meeting on your computer or mobile app:

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 676252526# United States, West Palm Beach

Phone Conference ID: 676 252 526#

[Find a local number](#) | [Reset PIN](#)

Volusia County Council Member Matt Reinhart, Chairperson

AGENDA

I. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE

II. PUBLIC COMMENT/PARTICIPATION

(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)

III. ACTION ITEMS

A. REVIEW AND APPROVAL OF THE APRIL 12, 2023 TDLCB MEETING MINUTES *(Contact: Donna King) (Enclosure, pages 4-9)*

B. REVIEW AND APPROVAL OF VOTRAN'S MONTHLY PARATRANSIT REPORTS *(Contact: Stephan Harris and Ralf Heseler, Volusia County Transit Services Division) (Enclosure, pages 10-13)*

III. ACTION ITEMS *(continued)*

- C. REVIEW AND APPROVAL OF THE 2023 TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) MINOR UPDATE ROLL CALL VOTE REQUIRED** *(Contact: Stephan Harris and Ralf Heseler, Volusia County Transit Services Division) (Enclosure, page 14)*
- D. REVIEW AND APPROVAL OF THE 2023 TDLCB BYLAWS** *(Contact: Stephan Harris) (Enclosure, pages 15-21)*

IV. PRESENTATIONS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF THE SUNRAIL DELAND STATION GROUNDBREAKING** *(Contact: Stephan Harris) (Enclosure, pages 22-32)*
- B. DISCUSSION OF TDLCB MEETING ATTENDANCE** *(Contact: Stephan Harris) (Enclosure, page 33)*

V. STAFF COMMENTS *(pages 34-35)*

→ Revised 2023 TDLCB Meeting Schedule

VI. TDLCB CHAIRPERSON COMMENTS *(page 34)*

VII. TDLCB MEMBER COMMENTS *(page 34)*

VIII. INFORMATION ITEMS *(Enclosure, pages 34-48)*

- 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

IX. ADJOURNMENT *(pages 34)*

****THE NEXT TDLCB MEETING WILL BE ON OCTOBER 18, 2023****

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, 1 Deuce Court, Suite 100, Daytona Beach, Florida 32124; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

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

NOTE: The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.R2CTPO.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org.

**SUMMARY SHEET
TDLCB
JULY 12, 2023**

III. ACTION ITEMS

A. REVIEW AND APPROVAL OF THE APRIL 12, 2023 TDLCB MEETING MINUTES

BACKGROUND INFORMATION:

Minutes are prepared for each meeting and must be approved by the TDLCB. The April 12, 2023 TDLCB meeting minutes are provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION TO APPROVE THE APRIL 12, 2023 TDLCB MEETING MINUTES

**Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Minutes
April 12, 2023**

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

TDLCB Members Physically Present:

Robert Watson
Renee Gahagan
Mary Tyson
Beverly Johnson
Doug Hall
Cassandra Jessie
Matt Reinhart, Chairperson
Erin LeDuc

Representing:

Veterans Services Group
Citizens Advocate - Alternate
Disabled Citizens – Alternate
Children at Risk
Elderly Citizens
Elderly Citizens - Alternate
Volusia County Council District 2
Association of Community Action

TDLCB Members Virtually Present:

Sheryl Dick-Stanford
Christy Gillis
Judy Craig
Patricia Lipovsky, Vice Chairperson
Steve Jack

Representing:

Agency for Persons with Disabilities
Department of Children and Families
Disabled Citizens
Citizens Advocate, Systems User
Private for Profit

TDLCB Members Absent:

Carlos Colón (excused)
Jamie Kersey
Bill Hinkle, Jr.
Cynthia Tucker
Susan Pauley (excused)
Jean Cerullo (excused)
Ellen Labadie (excused)
Emilio Santiago
Victoria Anderson
Robin King
Kathy Spencer (excused)
Steven Civitelli (excused)
Ethan Johnson (excused)

Representing:

Florida Department of Transportation
Florida Department of Transportation
Public Education
Vocational Rehab Services
Vocational Rehab Services
Citizens Advocate
Elder Affairs
Health Care Administration
Health Care Administration
Work Force Development Board
Workforce Development Board - Alternate
Medical Community
Medical Community – Alternate

Others Physically Present:

Pamela Blankenship, Recording Secretary
Stephan Harris
Kelvin Miller
Ralf Heseler
Jacob Lunceford
Donna Graybill

Representing:

TPO Staff
TPO Staff
Votran Staff
Volusia County Transit Services Staff
Volusia County Transit Services Staff
Ghyabi Consulting

Others Virtually Present:

Colleen Nicoulin

Representing:

TPO Staff

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

TDLCB Chairperson Matt Reinhart called the meeting of the River to Sea Transportation Planning Organization (TPO) Transportation Disadvantaged Local Coordinating Board (TDLCB) to order at 10:00 a.m. The roll was called, and it was determined that a quorum was physically present. The meeting was held in a hybrid format with eight voting members physically present and five voting members virtually present.

MOTION: *A motion was made by Mr. Watson to allow TDLCB members attending virtually to participate and vote. The motion was seconded by Mr. Hall and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Action Items

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

MOTION: *A motion was made by Mr. Hall to approve the January 11, 2023 TDLCB meeting minutes. The motion was seconded by Ms. Tyson and carried unanimously.*

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

Mr. Heseler reviewed the CTC Monthly Paratransit Reports. Ridership has been up 10% over last year and Volusia County is going out for a request for proposal (RFP) for an additional provider to help carry the load. He stated that these reports are provided on a three-month basis, which takes time because the reports come from the vendors; the reports are not always of the quality they need to be. For this month's reports staff was scurrying to put the February report together. He requested that the reports be pushed back one month to give them time to compile them. For example, at the July meeting, the reports provided would be from February through April.

MOTION: *A motion was made by Mr. Watson to approve pushing the Community Transportation Coordinator's (CTC) Paratransit Reports back one month. The motion was seconded by Ms. Gahagan.*

Ms. Gahagan asked if the vendors were also making mistakes on the reports.

Mr. Heseler responded that communication was not occurring the way it should. The vendors use tablets to provide the information and when the electronic method doesn't work, they have to put it down on paper which Volusia County staff then has to enter the data as well as make sure the data is correct. There is only one person who does that, and it is very time-consuming.

The motion carried unanimously.

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

C. Review and Approval of Revisions to Votran Gold Service Paratransit Shared-Ride Application

Mr. Harris reviewed the changes to the Votran Gold Service Paratransit Shared-Ride Application.

Ms. Tyson asked about applicants living within .75 miles of a fixed route.

Mr. Kelvin Miller, Votran, explained that if you live within .75 miles you are not eligible for TD service; you would, however, be eligible for ADA service.

Discussion ensued on the changes to the application including the need to verify that people do not have cars and other access to transportation as well as how that is verified.

Mr. Hall stated that the JAWS reader doesn't tell him when something is highlighted or red; he asked if a separate document could be made stating what the changes are.

Discussion continued.

Mr. Harris stated he would make changes for the next agenda, and he would be in contact prior to the next meeting to ensure the documents could be read.

MOTION: *A motion was made by Mr. Hall to approve the revisions to the Votran Gold Service Paratransit Shared-Ride Application. The motion was seconded by Mr. Watson and carried unanimously.*

D. Review and Approval of the 2023 TDLCB Grievance Procedures

Ms. Lipovsky asked about the debate process and how that would work.

Chairperson Reinhart stated that the only changes to the Grievance Procedures were on dates, the address of the TPO, and the names on the last page.

Mr. Harris reviewed the changes to the Grievance Procedures.

MOTION: *A motion was made by Mr. Hall to approve the 2023 TDLCB Grievance Procedures. The motion was seconded by Ms. Lipovsky and carried unanimously.*

IV. Presentations and Discussion Items

A. Presentation and Discussion of 2023 Public Transportation Disadvantaged Awareness Day

Mr. Harris gave a PowerPoint presentation on the 2023 Transportation Disadvantaged Awareness Day which was held on March 16, 2023, and attended by Chairperson Reinhart, Mr. Hall, Ms. Jessie, and himself. Mr. Harris explained his role, the schedule, and the meetings with the elected officials and their legislative aides since many of the Representatives and Senators were in committee. Two of the people they met with were the legislative aides for Representative Eskamani, representing Orange County. The members wanted to meet with her because she is on the Transportation Modes Subcommittee, and she is a Democrat (whereas the Volusia Delegation is all Republican) and it is always helpful to have a dialogue with both parties. The attendees brought up the Commission and the Governor's legislative platform which asks for an additional \$10.1 million in budget authority for the TD Trust Fund.

The members that attended Public Transportation Disadvantaged Awareness Day shared thanks to Mr. Harris and expressed that the Legislative Aides and Representative Tramont listened to them, and they felt like they were heard.

Mr. Hall stated that the rapport that was developed was the most important aspect.

Ms. Tyson recommended that the members meet with the elected officials when they are in Volusia County and not in session.

Chairperson Reinhart stated that Mr. Harris would reach out and invite the elected officials to attend the TDLCB meetings as well as make appointments with them when they are in Volusia County. He added that he sent thank you cards to everyone they met with.

Ms. Gahagan asked if they had met with Representative Barnaby.

Chairperson Reinhart stated that he tried to meet with him twice separately from the group, but the first time Representative Barnaby was with a constituent, and the second time he was in committee.

Mr. Harris stated there was not enough time to meet with anyone else.

Mr. Harris suggested inviting the elected officials to the TDLCB workshop in October.

V. Staff Comments

→ 2023 TDLCB Meeting Schedule

Mr. Harris referred to the meeting schedule included in the agenda and noted that there were two more TDLCB meetings for the calendar year; July 12 and October 11.

Mr. Heseler stated that the TDLCB meeting scheduled for October 11 is the same day the American Public Transportation Association (APTA) and the Florida Public Transportation Association (FPTA) have their annual meeting. It is very important for transit staff to attend this meeting and he is asking the board to move the TDLCB meeting forward one week to October 18.

MOTION: *A motion was made by Ms. Tyson to move the October 11, 2023 TDLCB meeting to October 18, 2023. The motion was seconded by Mr. Hall and carried unanimously.*

Mr. Heseler stated that one month ago an organizational change was made at Votran and certain positions in planning and finance were absorbed by Volusia County under the newly created Transit Services Division as part of the Business Services Department. Ms. Bobbie King is the Interim Transit Service Division Director, and he and Mr. Jacob Lunceford work for her. Mr. Kelvin Miller oversees operations and maintenance for Votran. There are no changes for transit users; it is a managerial change.

Chairperson Reinhart added that this was a good change; the Volusia County Council approved the changes unanimously.

VI. TDLCB Chairperson Comments

There were no Chairperson comments.

VII. TDLCB Member Comments

Mr. Hall stated he is concerned about getting people to attend the TDLCB meetings. With the number of people on the board, there should not be a problem.

Discussion ensued on ways to get people to physically attend the meetings. In each agenda is a member list and the attendance record; TPO staff reaches out in advance of each meeting to determine a quorum. A discussion item will be placed on the next agenda to look at possible solutions. The positions on the board are determined by Florida Statute and cannot be changed. Mr. Harris will look into the possibility of appointing more than one alternate for each position.

Ms. Jessie commented that she was very appreciative of Votran; she asked if there was a way to be more certain about pick-up times. The call that tells her when she will be picked up is not always accurate.

Mr. Heseler responded that they are looking at the new abilities and technologies that are available. He noted that they are trying to get something in place that is more reliable and updates faster and then apply for funding through grants.

Ms. Tyson asked if it was possible to be notified if a ride was going to be substantially late. She gave an example of not being picked up when she was supposed to be, noting that it took her 40 minutes to get someone to answer the phone at Votran.

Mr. Heseler explained that they were trying to find a better process to alert customers sooner. They are in the process of a request for proposal to get another provider which will help with pick-ups and drop-offs.

Ms. Tyson added that about three weeks ago she had a pickup, and they did not have room for everyone, so they just left. She reported it and got no answer. No one told her they didn't have room.

Mr. Heseler apologized and said he would look into it.

Mr. Harris noted that there is a Customer Service meeting tomorrow and they will see if they can find out what happened.

Ms. Jessie explained that the other day she had a ride at 5:00 pm; the lady said she was in Port Orange and would be on her way. Ms. Jessie called at 5:45 pm and was informed that the driver had gone home; Votran had to send someone else to pick her up. She gave another example of an issue she had. She stated that she had spoken with Mr. Harris about the random checks on drivers. She recommended that they do random checks for the brokers as well as the cab drivers.

Mr. Harris stated that the driver and vehicle inspections are performed by TDLCB members and staff as part of an evaluation process. The last inspection was scheduled ahead of time, and he does not know if the driver was made aware of that in advance. He added that they would work on that for the next inspection.

Mr. Watson suggested sending a letter or email to the TDLCB members to explain the difficulties that are occurring in obtaining a quorum.

Ms. LeDuc suggested notifying the agencies when they do not have an alternate appointed; attach the notification to the email.

Ms. Jessie asked for a copy of the TDLCB Bylaws.

Mr. Harris responded that they were on the TPO's website and he would email them to her.

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
- 2023 R2CTPO Meeting Schedule

IX. Adjournment

The meeting was adjourned at 11:08 a.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

VOLUSIA COUNTY COUNCIL MEMBER MATT REINHART, 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 April 12, 2023 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 12th day of July 2023.

PAMELA BLANKENSHIP, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**SUMMARY SHEET
TDLCB
JULY 12, 2023**

III. ACTION ITEMS

B. REVIEW AND APPROVAL OF VOTRAN'S MONTHLY PARATRANSIT REPORTS

BACKGROUND INFORMATION:

Votran's monthly paratransit report provides statistical information every month on the transportation services provided by Votran and the contracted transportation providers. The reports for February 2022-2023, March 2022-2023, and April 2022-2023 are enclosed for your review. Staff will be available to answer questions regarding the reports.

ACTION REQUESTED:

MOTION TO APPROVE THE COMMUNITY TRANSPORTATION COORDINATOR'S MONTHLY PARATRANSIT REPORTS

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	FEB, 2023 VOTRAN	FEB, 2022 VOTRAN	FEB, 2023 CONTRACTED	FEB, 2022 CONTRACTED	FEB, 2023 TOTAL	FEB, 2022 TOTAL
TOTAL PASS TRIPS	10,786	10,637	7,611	6,086	18,397	16,723
TRIP PURPOSE						
Medical	3,495	4,319	2,953	2,454	6,448	6,773
Nutrition	1,114	528	106	54	1,220	582
Other	242	43	136	9	378	52
Education	3,038	2,594	1,632	1,133	4,670	3,727
Shopping	816	915	523	337	1,339	1,252
Work	2,081	2,238	2,261	2,099	4,342	4,337
PASSENGER TYPE						
Disabled	10,469	10,382	7,611	6,086	18,080	16,468
Elderly	317	255	0	0	317	255
Child	0	0	0	0	0	0
TRIP TYPE						
Ambulatory	8,463	8,034	5,700	4,796	14,163	12,830
Wheelchair	2,323	2,063	1,911	1,290	4,234	3,353
TOTAL COMPLAINTS	7	8	10	1	17	9
Discourtesy	0	0	0	0	0	0
Safety	0	0	1	0	1	0
Early	0	0	0	0	0	0
Late	5	5	5	1	10	6
Driver	0	0	0	0	0	0
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	2	3	4	0	6	3
TOTAL ACCIDENTS	0	0	0	0	0	0
CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
NON-CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
CANCELLATIONS	776	695	418	408	1,194	1,103
NO SHOWS	437	368	236	217	673	585
REVENUE MILES	102,443	106,064	54,647	42,859	157,090	148,923
REVENUE HOURS	5,647	5,672	3,922	2,904	9,569	8,576

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	MARCH, 2023 VOTRAN	MARCH, 2022 VOTRAN	MARCH, 2023 CONTRACTED	MARCH, 2022 CONTRACTED	MARCH, 2023 TOTAL	MARCH, 2022 TOTAL
TOTAL PASS TRIPS	11,869	12,660	8,755	6,559	20,624	19,219
TRIP PURPOSE						
Medical	4,269	5,513	3,451	2,604	7,720	8,117
Nutrition	1,235	685	141	71	1,376	756
Other	227	61	150	16	377	77
Education	2,929	2,919	1,780	1,234	4,709	4,153
Shopping	912	950	614	333	1,526	1,283
Work	2,297	2,532	2,619	2,301	4,916	4,833
PASSENGER TYPE						
Disabled	11,419	12,342	8,788	6,553	20,207	18,895
Elderly	451	318	0	6	451	324
Child	0	0	0	0	0	0
TRIP TYPE						
Ambulatory	9,273	9,551	6,689	5,199	15,962	14,750
Wheelchair	2,596	3,109	2,066	1,360	4,662	4,469
TOTAL COMPLAINTS	7	17	8	0	15	17
Missed	1	0	1	0	2	0
Safety	0	0	1	0	1	0
Early	0	0	1	0	1	0
Late	5	8	1	0	6	8
Driver	0	0	0	0	0	0
Schedule/Routes	0	0	0	0	0	0
Vehicle/Equipment	0	0	0	0	0	0
Other	1	9	4	0	5	9
TOTAL ACCIDENTS	0	0	0	0	0	0
CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
NON-CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
CANCELLATIONS	805	875	607	451	1,412	1,326
NO SHOWS	486	471	366	242	852	713
REVENUE MILES	113,102	123,394	66,476	47,777	179,578	171,171
REVENUE HOURS	6,264	6,937	4,521	3,155	10,785	10,092

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	APRIL, 2023 VOTRAN	APRIL, 2022 VOTRAN	APRIL, 2023 CONTRACTED	APRIL, 2022 CONTRACTED	APRIL, 2023 TOTAL	APRIL, 2022 TOTAL
TOTAL PASS TRIPS	11,284	13,197	7,705	5,857	18,989	19,054
TRIP PURPOSE						
Medical	4,057	5,516	2,868	2,239	6,925	7,755
Nutrition	1,011	710	140	68	1,151	778
Other	167	60	133	18	300	78
Education	2,986	3,276	1,615	1,271	4,601	4,547
Shopping	904	1,070	543	387	1,447	1,457
Work	2,159	2,565	2,406	1,874	4,565	4,439
PASSENGER TYPE						
Disabled	10,908	12,876	7,705	5,854	18,613	18,730
Elderly	376	321	0	3	376	324
Child	0	0	0	0	0	0
TRIP TYPE						
Ambulatory	8,617	9,868	6,042	4,713	14,659	14,581
Wheelchair	2,667	3,329	1,662	1,144	4,329	4,473
TOTAL COMPLAINTS	11	15	8	0	19	15
Discourtesy	0	0	0	0	0	0
Safety	0	0	1	0	1	0
Early	0	0	0	0	0	0
Late	4	7	1	0	5	7
Driver	0	0	0	0	0	0
Missed	6	0	6	0	12	0
Vehicle/Equipment	0	0	0	0	0	0
Other	1	8	0	0	1	8
TOTAL ACCIDENTS	0	0	0	0	0	0
CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
NON-CHARGEABLE:						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
CANCELLATIONS	702	1,052	487	263	1,189	1,315
NO SHOWS	508	551	353	138	861	689
REVENUE MILES	104,926	124,421	59,561	41,546	164,487	165,967
REVENUE HOURS	5,863	6,784	4,016	2,646	9,879	9,430

**SUMMARY SHEET
TDLCB
JULY 12, 2023**

III. ACTION ITEMS

C. REVIEW AND APPROVAL OF THE 2023 TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) MINOR UPDATE ROLL CALL VOTE REQUIRED

BACKGROUND INFORMATION:

The Transportation Disadvantaged Service Plan (TDSP) is a five-year planning document developed by Votran and reviewed by the River to Sea TPO. A major update of the TDSP occurs every five years. The last major update was completed in July 2021. Each year between major updates, minor updates of the TDSP report progress on Votran's goals, objectives, and implementation plan. The last minor update was completed in 2022.

The FY 2023/24 Transportation Disadvantaged Rate Model Worksheet, which includes Trust Fund Service Rates, is included in the TDSP, Appendix B. The draft 2023 TDSP minor update will be provided under separate cover.

ACTION REQUESTED:

MOTION TO APPROVE THE 2023 TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) MINOR UPDATE ROLL CALL VOTE REQUIRED

**SUMMARY SHEET
TDLCB
JULY 12, 2023**

III. ACTION ITEMS

D. REVIEW AND APPROVAL OF THE 2023 TDLCB BYLAWS

BACKGROUND INFORMATION:

The annual review of the TDLCB Bylaws is a requirement of the TD Grant Program and an intrinsic part of program management. The 2023 draft Bylaws are provided with this agenda packet for your review and approval. Revised text is highlighted and underlined (additions) or stricken (deletions).

ACTION REQUESTED:

MOTION TO APPROVE 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~~ **12th** 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

SUMMARY SHEET

TDLCB

JULY 12, 2023

IV. PRESENTATIONS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF THE SUNRAIL DELAND STATION GROUNDBREAKING

BACKGROUND INFORMATION:

SunRail is Central Florida's commuter rail system connecting the City of Orlando, Orange, Osceola, Seminole, and Volusia counties. The current system spans 49 miles and services 16 stations. The construction of the Phase 2 North expansion includes the addition of a new SunRail station adjacent to the current DeLand Amtrak Station situated on the existing Central Florida Rail Corridor. The project will add 12.2 miles to the SunRail corridor, expanding service from the DeBary SunRail Station to the new DeLand Station with a projected opening in the summer of 2024. The aesthetic appearance of the station will align with nearby historic DeLand, feature a unique center platform design and bring additional rail enhancements including six miles of double tracking for increased capacity.

The first six months of development will consist of design and construction teams surveying the current DeLand Amtrak Station as well as neighboring properties and relevant grade crossings. Information of upcoming construction schedules that impact public roads, traffic and private properties will be delivered through electronic and mailed notices as well as through the distribution of construction alert flyers. Maintaining a clear and consistent communication with the residents and businesses of Volusia county is a priority of FDOT.

A groundbreaking ceremony was held for the Phase 2 Northern Expansion on May 22, 2023. An estimated construction cost is \$42.8 Million.

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB



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



**SUMMARY SHEET
TDLCB
JULY 12, 2023**

IV. PRESENTATIONS AND DISCUSSION ITEMS

B. DISCUSSION OF TDLCB MEETING ATTENDANCE

BACKGROUND INFORMATION:

The topic of improving in-person attendance of members at regularly scheduled TDLCB meetings was raised at the April 12, 2023 TDLCB meeting. TPO staff will lead a discussion of current efforts to address in-person attendance and strategies to improve in-person attendance at future TDLCB meetings.

ACTION REQUESTED:

NO ACTION IS REQUIRED UNLESS OTHERWISE DIRECTED BY THE TDLCB

**SUMMARY SHEET
TDLCB
JULY 12, 2023**

V. STAFF COMMENTS

→ Revised 2023 TDLCB Meeting Schedule

VI. TDLCB CHAIRPERSON COMMENTS

VII. TDLCB MEMBER COMMENTS

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

IX. ADJOURNMENT

****THE NEXT TDLCB MEETING WILL BE ON OCTOBER 18, 2023****

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 th Wed. @9:00 a.m.	1 st Wed. @ 9:00 a.m.	3 rd Tues. @ 3:00 p.m.	3 rd Tues. @ 1:15 p.m.	2 nd Wed. @ 2:00 p.m.	2 nd 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



**River to Sea TPO Board
Meeting Summary
May 24, 2023**

- Approved the Consent Agenda including approval of the April 26, 2023 meeting minutes and the Executive Director Timesheet Review Report
- Approved Resolution 2023-07 amending the FY 2022/23 – 2026/27 Transportation Improvement Program (TIP) by roll call vote
- Approved Resolution 2023-08 amending the River to Sea TPO Metropolitan Planning Organization Agreement and FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP) by roll call vote
- Approved a motion allowing members attending virtually to participate and vote
- Approved Resolution 2023-09 adopting Targets for PM2 (Bridge and Pavement) and PM3 (System Performance and Freight Movement)
- Approved the 2022 Annual FDOT Joint Certification Report
- Approved the following slate of TPO Officers for FY 2023/24: Chairperson: Mayor Cloudman; 1st Vice Chairperson/Treasurer: Mayor Partington; 2nd Vice Chairperson/Secretary: Mayor Alfin
- Received a presentation on the draft Volusia and Flagler Functional Classification Maps
- Received a presentation on the draft FY 2023/24 to 2027/28 Transportation Improvement Program (TIP)
- Received a presentation on the draft 2023 List of Priority Projects
- Received a presentation on the draft FY 2023/24 River to Sea TPO Budget
- The FDOT report was provided in the agenda; announced the most up-to-date project information can be found at www.cflroads.com
- Received the Executive Director's report including a staffing update; announced the TPO will be undergoing a federal certification and announced a public meeting on June 14 from 5-6 pm at the Daytona Beach International Airport; an update on the Office of Inspector General Audit; announced Mr. Stephan Harris received AICP certification; provided members the buck slip that will be included in all Flagler County tag renewals
- Received member comments encouraging the education of cyclists on the laws as well as drivers

The next River to Sea TPO Board meeting will be on Wednesday, June 28, 2023, at 9:00 am

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	



**River to Sea TPO Board
Meeting Summary
June 28, 2023**

- Approved the Consent Agenda including approval of the May 24, 2023 meeting minutes; cancellation of the July Executive Committee and TPO Board meetings; the Selection Committee's recommendations for General Planning Consultant firms; the execution of the US DOT Safe Streets and Roads for All grant agreement; Resolution 2023-10 authorizing the filing and execution of the FY 2023/24 Transportation Disadvantaged (TD) Planning Grant Agreement with the Florida Commission for the Transportation Disadvantaged; and expenditure for the Votran Intermodal Transfer Facility Feasibility Study
- Approved Resolution 2023-11 adopting the 2023 List of Priority Projects (LOPP)
- Approved Resolution 2023-12 adopting the 2023/24 to FY 2027/28 Transportation Improvement Program (TIP) by roll call vote
- Approved the FY 2023/24 River to Sea Budget
- Received a PowerPoint presentation on the Neighborhood Center of West Volusia and directed TPO staff to email the Point in Time presentation to the TPO Board members
- Received a PowerPoint presentation and discussion on the 2020 Census impacts on the TPO boundary and Board apportionment
- The FDOT report was provided in the agenda; announced the most up-to-date project information can be found at www.cflroads.com
- Received the Executive Director's report explaining that comments for the Federal Certification would be accepted until July 14, 2023, and that an email would be sent with instructions on how to submit comments; an update on the Office of Inspector General (OIG) Audit; and introduced the TPO's new Administrative Assistant
- Received TPO Board member comments regarding antiquated traffic studies; interlocal agreements; and SB 102 on housing

The next River to Sea TPO Board meeting will be on Wednesday, August 23, 2023, at 9:00 am

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	



River to Sea TPO Outreach & Activities

www.R2CTPO.org

April/May 2023

May is National Bicycle Month

On May 1, 2023, the Florida Department of Transportation held a press conference to kick off National Bicycle Month to educate the media and the public about driving safely when bicyclists are present. The FDOT and Volusia County Sheriff's Office, along with the River to Sea TPO, Volusia County Public Works, and Parks Recreation and Culture, spoke at the press conference.

Every day countless individuals of all ages and abilities bicycle along our streets, sidewalks, and trails. We are all aware of the important role the bicycle plays in the lives of our residents and visitors by providing a means of transportation to work, school, and other short trips, as well as providing a form of exercise and recreation. In an effort to increase awareness about sharing the road safely with bicyclists at intersections, the FDOT District Five partnered with the Volusia County Sheriff's Office to develop a Public Service Announcement (PSA) (see below) that is being used to kick off National Bicycle Month, May 2023.

Volusia County Department of Health Family Fun Fair

On April 27, 2023, the River to Sea TPO partnered with reThink Your Commute, to provide bicycle/pedestrian/driver safety information to the attendees of the Deltona Family Fun Fair. This event was held at the Deltona Regional Library and sponsored by the Volusia County Department of Health. Great conversations were held regarding the proper fitting and use of bicycle helmets, distracted driving awareness and options that are available to Central Florida commuters.





River to Sea TPO Outreach & Activities

www.R2CTPO.org

April/May 2023

City of Palm Coast Distracted Driving Proclamation

On April 4, 2023, the City of Palm Coast issued a proclamation supporting the month of April as Distracted Driving Awareness Month. The proclamation expressed their commitment to establishing a strong culture of personal responsibility and a cultural norm of driving habits that increase the safety of all road users. The River to Sea TPO, along with the Florida DOT, accepted the proclamation in support of Distracted Driving Awareness Month.



Follow Us!



Ongoing Projects, Studies, & Activities

- Develop Non-motorized Traffic Count Program
- Regional Resiliency Action Plan Implementation
- Execution of Safe Streets and Roads for All (SS4A) Grant
- Priority Project Application Review and Ranking
- Develop 2023 Priority Project Lists
- Adoption of Performance Measures for PM2 & PM3
- Federal Functional Classification Review
- Develop FY 2023/24 to 2027/28 Transportation Improvement Program (TIP)
- Develop FY 2023/24 TPO Budget
- Develop FY 2022/23 and 2023/24 Unified Planning Work Program (UPWP) Amendment
- FDOT Annual Joint Certification Report

Do you want more River to Sea TPO news and information?

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River to Sea TPO Outreach & Activities

www.R2CTPO.org

May/June 2023

Federal Certification Review Public Meeting

At least once every four years, the U.S. Department of Transportation (DOT) must certify that a Metropolitan Planning Organization (MPO) serving a Transportation Management Area (TMA) – an urbanized area with a population over 200,000 – is carrying out the metropolitan transportation planning process in adherence with federal requirements. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly conduct this review, make a certification determination, and produce a report that may include compliance issues (corrective actions), areas for improvement (recommendations), and/or notable practices (commendations). Public comments are a vital element of the certification review, as they allow citizens to provide direct input on the transportation planning process for their TPO area. A public meeting will be held for the certification of the River to Sea TPO and the public is invited to attend and provide input.

Public Meeting Details:

Date: June 14, 2023

Time: 5:00 - 6:00 pm

Location: Airline Room, Daytona Beach International Airport
700 Catalina Dr

Daytona Beach FL 32114 (parking will be validated)
Can't attend the in-person meeting? Attend virtually via Microsoft Teams. Meeting information is available at www.R2CTPO.org

Written comments may be submitted to:

TPO Email: Staff@r2ctpo.org

Directly to FHWA:

Federal Highway Administration
Attn: Jean Parlow

400 W. Washington Street, Rm. 4200
Orlando, FL 32801

Email: jean.parlow@dot.gov

Website:

<https://www.fhwa.dot.gov/fldiv/tma.cfm>

Public comments must be received by close of business on July 14, 2023



River to Sea TPO Outreach & Activities

www.R2CTPO.org

May/June 2023

Mobility Week Bike Lane Design Contest

As part of Mobility Week 2022, the TPO partnered with FDOT, and McInnis and Wadsworth elementary schools to host a bike lane design art contest. The winners were selected and their designs were then installed on the sidewalks/bike paths near the schools. The winners and their designs are below:



Ongoing Projects, Studies, & Activities

- Develop Non-motorized Traffic Count Program
- Regional Resiliency Action Plan Implementation
- Execution of Safe Streets and Roads for All (SS4A) Grant
- Adopt 2023 Priority Project Lists
- Adopt Volusia and Flagler County Functional Classification Maps
- Adopt FY 2023/24 to 2027/28 Transportation Improvement Program (TIP)
- Approve FY 2023/24 TPO Budget
- Federal Certification Review
- General Planning Consultants (GPC) Request for Proposal (RFP)
- TPO Reapportionment

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Follow Us!



Planning Grant Agreement Tasks Quarterly Progress Report



Planning Agency	River to Sea Transportation Planning Organization	County	Volusia
		Invoice #	G2983 Q4
Reporting Period	04/01/2023 - 06/30/2023	Grant #	G2983

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity for the specified reporting period.
B.	Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	Appointment and reappointment of voting and non-voting members is conducted under the established Bylaws of the TDLCB.
C.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Agenda preparation and dissemination for the TDLCB meetings is consistent with Local Coordinating Board and Planning Agency Operating Guidelines.
D.	Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	Official minutes are prepared and records of all meetings are maintained for no less than five years in accordance with established Bylaws of the TDLCB. Minutes of the April 12, 2023 TDLCB Meeting are attached.
E.	Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity for the specified reporting period.
F.	Provide staff support for committees of the local coordinating board. (Task 3)	Staff support is provided for both the Quality Assurance and Grievance Committees.
G.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity for the specified reporting period.
H.	Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	Grievance Procedures adopted by the TDLCB at their April 12, 2023 meeting are attached.
I.	Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current TDLCB membership roster and mailing list are attached.

J.	Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice of the April 12, 2023 TDLCB Meeting is attached.
K.	Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	No activity for the specified reporting period.
L.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	No activity for the specified reporting period.

II.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity for the specified reporting period.
B.	Encourage integration of “transportation disadvantaged” issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	The TDLCB actively seeks opportunities to integrate "transportation disadvantaged" issues into local and regional comprehensive plans.
C.	Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	The local workforce development board (d.b.a. – CareerSource Flagler Volusia) has both a member and alternate assigned to the TDLCB. Clients of CareerSource are educated on the services provided by Votran.

III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A.	Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The FY 2022/23 third quarterly report was provided to the TDLCB at their April 12, 2023 meeting.
B.	Attend at least one Commission-sponsored training , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training. (Task 10)	No activity for the specified reporting period.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	No activity for the specified reporting period.
D.	Notify CTD staff of local TD concerns that may require special investigations.	No activity for the specified reporting period.
E.	Provide training for newly-appointed LCB members. (Task 3)	No activity for the specified reporting period.
F.	Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity for the specified reporting period.
G.	To the extent feasible, collect and review proposed funding applications involving “TD” funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity for the specified reporting period.
H.	Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission’s <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules	No activity for the specified reporting period.

	concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	
I.	Assist the CTD in joint reviews of the CTC.	No activity for the specified reporting period.
J.	Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	No activity for the specified reporting period.
K.	Implement recommendations identified in the CTD's QAPE reviews.	No activity for the specified reporting period.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

none

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Representative

07/12/2023

Date

DRAFT

TDLCB ATTENDANCE RECORD 2023

			Jan	Apr	Jul	Oct
TDLCB Member	Representing	Appointment Date				
Council Member	Volusia County	01/2023	E	P		
Carlos Colon	FDOT	07/2022	P	E		
Jamie Kersey	FDOT Alternate	07/2022		A		
Sheryl Dick-Stanford	Agency for Persons with Disabilities	01/2021	V	V		
Sylvia Bamburg	Agency for Persons with Disabilities-	05/2020				
Christy Gillis	DCF	10/2021	P	V		
Vacant	DCF-Alternate					
Bill Hinkle Jr.	Public Education Community	01/2021	A	A		
Vacant	Public Education Community-					
Cynthia Tucker	Vocational Rehab Svcs	02/2020	A	A		
Susan Pauley	Vocational Rehab Svcs-Alternate	02/2020	A	E		
Robert Watson	Veterans Services	05/2022	A	P		
Raymond Allen	Veterans Services-Alternate	05/2022	A			
Judy Craig	Disabled Citizens	01/2020	V	V		
Mary Tyson	Disabled Citizens-Alternate	06/2021	P	P		
Jean Cerullo	Citizens Advocate	09/2021	E	E		
Renee Gahagan	Citizens Advocate-Alternate	08/2022	P	P		
Bev Johnson	Early Childcare	08/2020	E	P		
DJ Lebo	Early Childcare-Alternate	02/2020	P	E		
Vacant	Elder Affairs					
Ellen Labadie	Elder Affairs-Alternate	03/2021	A	E		
Emilio Santiago	Healthcare Administration	06/2022	V	A		
Victoria Anderson	Healthcare Administration-Alternate	06/2021		A		
Robin King	Work Force Development Board	01/2022	A	A		
Kathy Spencer	Work Force Development Board-Alt	01/2022	E	E		
Stephen Civitelli	Medical Community	08/2022		E		
Ethan Johnson	Medical Community-Alternate	05/2022	P	E		
Patricia Lipovsky	Citizens Advocate-System User	12/2021	P	V		
Vacant	Citizens Advocate-System User-Alt					
Doug Hall	Elderly Citizens	11/2021	P	P		
Cassandra Jessie	Elderly Citizens-Alternate	06/2021	P	P		
Erin LeDuc	Association for Community Action	01/2023	P	E		
Carmen Hall	Association for Community Action-Alt	12/2020	P	A		
Steve Jack	Private-for-Profit	01/2020	A	A		
Vacant	Private-for-Profit-Alternate					
QUORUM			Y	Y		
Legend						
Present	P					
Virtually Present	V					
Excused	E					
Absent	A					

INTEREST FORM
FOR SERVICE ON THE
RIVER TO SEA TPO
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD

Last Name: _____ First Name: _____

Phone: _____ Email Address: _____

Mailing Address: _____

Vacancy Interested in Representing: _____

Please provide a brief description of why you want to join the Local Coordinating Board and how your skills and experience will help you represent the part of the community not currently represented due to a vacancy:

Thank you for your interest.

Please return form to:
Donna King
River to Sea TPO
1 Deuce Court, Suite 100
Daytona Beach, FL 32124
or email: dking@r2ctpo.org

TDLCB MEMBER LIST

Agency/Group	Name	Address	City	Zip Code	Phone Number	E-Mail Address	Notes/Appointment Date
Volusia County Association of Community Action	Council Member Matt Reinhart	123 W. Indiana Ave	DeLand	32720	386-943-7026 386-506-2961	mreinhart@volusia.org	Chairperson 01/2023
Elderly Citizens	Erin T. Leduc	123 W. Indiana Ave Rm 101	DeLand	32720	386-736-5956	etleduc@volusia.org	01/2023
FDOT	Doug Hall	1405 Edgewater Rd	Daytona Beach	32114	386-255-0377 386-852-1285 (cell)	fhalls@earthlink.net	12/2021
Florida Department of Children & Families	Carlos Colon	420 W. Landstreet Rd	Orlando	32824	321-319-8173	carlos.colon@dot.state.fl.us	07/2022
Public Education Community	Christy Gillis	210 N. Palmetto Ave Ste 430	Daytona Beach	32114	386-481-9182 386-214-8646 (cell)	christina.gillis@myflfamilies.com	10/2021
Florida Department of Education (Voc Rehab)	Bill Hinkle Jr.	3750 Olson Drive	Daytona Beach	32124	386-258-4677 ext 50516	wfhinkle@volusia.k12.fl.us	01/2021
Elder Affairs	Cynthia Tucker	210 N. Palmetto Ave Ste 144	Daytona Beach	32114	386-281-6764	cynthia.tucker@vr.fldoe.org	02/2020
Veteran Services Group	Ellen Labadie	420 Fentress Blvd	Daytona Beach	32114	386-253-4700 ext 248	mowscheduler@coavolusia.org	03/2021
Private for Profit Healthcare Administration	Robert Watson	123 W. Indiana Ave Rm 100	DeLand	32720	386-740-5102	rbwatson@volusia.org	05/2022
Medical Community Workforce Development Board	Steve Jack	P.O. Box 730206	Ormond Beach	32173	386-255-8525	medoneshuttle@bellsouth.net	01/2020
	Emilio Santiago	400 W. Robinson St Ste S309	Orlando	32801	407-420-2563	emilio.santiago@ahca.myflorida.com	06/2022
	Stephen Civitelli	1845 Holsonback Dr	Daytona Beach	32117	386-274-0799 386-274-0817 susan	stephen.civitelli@flhealth.gov	07/2022
	Robin King	329 Bill France Blvd	Daytona Beach	32114	386-323-7074	robinking@careersourcefv.com	01/2022
Disabled Citizens	Judy Craig	1835 Anchor Ave	DeLand	32720	386-738-5781	judylessliecraig@aol.com	01/2020
Citizens Advocate - Systems User	Patricia Lipovsky	1129 Bradenton Rd	Daytona Beach	32114	386-255-0288	plipovsky@cfl.rr.com	Vice Chairperson 12/2021
Citizens Advocate Council for Early Childhood Services	Jean Cerullo	19 Tropical Drive	Ormond Beach	32176	386-689-5300	cerulloy2029@gmail.com	09/2021
Agency for Persons with Disabilities	Beverly Johnson	1219 Dunn Ave	Daytona Beach	32114	386-255-4568	bjohnson@esneccfl.org	08/2020
	Sheryl Dick-Stanford	1621 NE Waldo Rd Bldg 1	Gainesville	32609	352-955-5768	sheryl.dick-stanford@apdcares.org	01/2021
TDLCB Alternates							
Association of Community Action	Carmen Hall	123 W. Indiana Ave Rm 101	DeLand	32720	386-736-5955	chall@volusia.org	12/2020
Elderly Citizens	Cassandra Jessie	315 Wilder Blvd Apt. 109	Daytona Beach	32114	386-254-3846	cassandra.jessie@db.fldoe.org	06/2021
FDOT	Jamie Kersey	420 W. Landstreet Rd	Orlando	32824	321-319-8174	jamie.kersey@dot.state.fl.us	07/2022
Florida Department of Children & Families	Todd Banks	210 N. Palmetto Ave Ste 430	Daytona Beach	32114	386-481-9182	todd.banks@myflfamilies.com	10/2021
Public Education Community	Vacant						

Agency/Group	Name	Address	City	Zip Code	Phone Number	E-Mail Address	Notes/Appointment Date
Florida Department of Education (Voc Rehab)	Susan Pauly	210 N. Palmetto St Ste 144	Daytona Beach	32114	386-281-6765	susan.pauly@vr.fl DOE.org	02/2020
Elder Affairs	Vacant						
Veteran Services Group	Raymond Allen	123 W. Indiana Ave Rm 100	DeLand	32720	386-254-4646	rallen@volusia.org	05/2022
Private for Profit Healthcare Administration	Vacant						
	Victoria Anderson	400 W. Robinson St Ste S309	Orlando	32801	407-420-2483	victoria.anderson@ahca.myflorida.com	06/2022
Medical Community Workforce Development Board	Ethan Johnson	1845 Holsonback Dr Bin 126 Room 2005A	Daytona Beach	32117	386-274-0605 386-281-7909 (cell)	ethan.johnson@flhealth.gov	05/2022
	Kathy Spencer	329 Bill France Blvd	Daytona Beach	32114	386-323-7074	kathyspencer@careersourcefv.com	01/2022
Disabled Citizens	Mary Tyson	291 Eddie Ave	Holly Hill	32117	386-212-9496	mtyson541@bellsouth.net	06/2021
Citizens Advocate - Systems User	Vacant						
Citizens Advocate Council for Early Childhood Services	Renee Gahagan	2204-B South Peninsula Dr	Daytona Beach	32118	386-235-6476	dioprez@aol.com	08/2022
	DJ Lebo	135 Executive Circle Ste 100	Daytona Beach	32114	386-323-2400 x196 386-801-9015 (cell)	djlebo@elcfv.org	02/2020
Agency for Persons with Disabilities	Sylvia Bamburg	1621 NE Waldo Rd Bldg 1	Gainesville	32609	352-955-6424	sylvia.bamburg@apdcares.org	05/2020
TDLCB STAFF SUPPORT							
Volusia County - Transit Services	Ralf Heseler	950 Big Tree Rd	South Daytona	32119	386-756-7496 ext. 4099	rheseler@volusia.org	
Services Division-Alternate	Jacob Lunceford	950 Big Tree Rd	South Daytona	32119	386-756-7496 ext. 4157	jlunceford@volusia.org	
River to Sea TPO	Stephan Harris	1 Deuce Court Ste 100	Daytona Beach	32124	386-226-0422 ext. 20428	sharris@r2ctpo.org	
River to Sea TPO	Donna King	1 Deuce Court Ste 100	Daytona Beach	32124	386-226-0422 ext. 20425	Dking@r2ctpo.org	