

**Quality Assurance Committee  
Meeting Minutes  
October 12, 2022**

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

**Quality Assurance Committee Members Physically Present:**

Doug Hall  
Mary Tyson  
Barbara Girtman, Chairperson

**Representing:**

Elderly Citizens  
Disabled Citizens - Alternate  
Volusia County Council Vice Chair

**Quality Assurance Committee Members Virtually Present**

Patricia Lipovsky  
Carlos Colón

**Representing:**

Citizens Advocate, System User  
FDOT

**Others Physically Present:**

Debbie Stewart, Recording Secretary  
Stephan Harris  
Ralf Heseler  
Jacob Lunceford

**Representing:**

TPO Staff  
TPO Staff  
Votran Staff  
Votran Staff

**Others Virtually Present:**

Pam Blankenship

**Representing:**

TPO Staff

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

The meeting of the Quality Assurance Committee (QAC) was called to order at 10:30 a.m. by Chairperson Barbara Girtman. Due to the COVID-19 virus, the meeting was held in a hybrid format with three voting members physically present and two voting members virtually present.

The Pledge of Allegiance was given.

**II. Public Comment/Participation**

There were no public comments.

**III. Action Items**

**A. Review and Provide Recommendation for the FY 2021/22 Annual Operating Report (AOR)**

Mr. Harris stated a link to the FY 2021/22 Annual Operating Report (AOR) was sent with the agenda which is required by the TDLCB bylaws to be distributed seven days prior to the meeting date. The issue was regarding how trips were coordinated; the Commission for the Transportation Disadvantaged (CTD) rejected the AOR as they wanted the trips reported differently. Over the last week, those report issues were resolved and an updated link to the revised AOR was sent via email to members yesterday. TPO staff is recommending approval of the revised report.

Ms. Tyson asked what the trip recording issue was and what was asked for that was not provided.

Mr. Harris replied there were just over 27,000 trips billed to the CTD but only 12,833 were reported in the AOR; county staff changed the figures to reflect that.

Mr. Heseler added that Votran billed 27,000 plus trips to the CTD but only reported the percentage of those trips paid with TD funds; however, the CTD wants the whole trips reported. The difference in the trips were reported but in a different category. After discussing with the CTD, all transit agencies in the state should report based on direction from the CTD to report whole or portions of all trips.

Chairperson asked if there was a policy change and will Votran know that going forward.

Mr. Heseler replied it was not a policy change; the instructions are ambiguous in how it is described on the form. It is not an easy form to navigate and can be confusing. Now that the CTD has provided language via email of what they want to see, that is how Votran reported the trips. It could change in future years but Votran will be consistent with what they want.

Chairperson Girtman asked if there was a specific policy that identifies how trips should be reported.

Mr. Heseler replied it is an interpretation of the form; Votran interpreted in one way based on financial understanding but the CTD wanted it reported differently.

Chairperson Girtman asked how often the trips are reported and if in prior years the trips reported in the same way.

Mr. Heseler replied it is done annually; currently, Votran does not have a Finance Manager and the person filling in for that position interpreted the form differently than the prior Finance Manager.

Mr. Harris stated that an explanation was also added to revised report in the revenue sources section explaining what is included in other non-government revenue; those revenues include advertising revenue, the sale of surplus and other miscellaneous revenues.

Chairperson Girtman asked if there is a narrative section to address those questions so that next year there will be a reference.

Mr. Heseler replied yes.

**MOTION:** *A motion was made by Mr. Hall to recommend approval of the FY 2021/22 Annual Operating Report (AOR). The motion was seconded by Ms. Tyson and carried unanimously.*

**MOTION:** *A motion was made by Mr. Hall to allow TDLCB members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Ms. Tyson and carried unanimously.*

#### **IV. Staff and Member Comments**

Mr. Harris announced staff will be recommending the start time of the TDLCB meeting move from 11:00 am to 10:00 am moving forward; if that is approved, the start time of the QAC and Grievance Committee will be 9:30 am.

Mr. Hall asked why the recommendation to change the start time of the meeting.

Mr. Harris replied so it will be easier for Votran's General Manager to attend the meetings. He will ask for approval to change the meeting time at the TDLCB meeting.

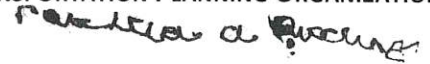
**V. Chairperson Comments**

There were no Chairperson comments.

**VI. Adjournment**

The meeting was adjourned at 10:42 a.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



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PATRICIA LIPOVSKY, VICE CHAIRPERSON  
QUALITY ASSURANCE COMMITTEE

**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 October 12, 2022 regular meeting of the Quality Assurance Committee approved and duly signed this 11<sup>th</sup> day of January 2023.



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DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION