

**Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Minutes
October 13, 2021**

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

TDLCB Members Physically Present:

Jean Cerullo
Doug Hall
Todd Banks
Mary Tyson
Patricia Lipovsky
Victoria Anderson
Ethan Johnson
Barbara Girtman, Chairperson

Representing:

Citizens Advocate
Citizens Advocate, System User
Department of Children and Families – Alternate
Disabled Citizens - Alternate
Elderly Citizens
Health Care Administration
Medical Community - Alternate
Volusia County Council, District 1

TDLCB Members Virtually Present:

Carlos Colón
Susan Pauley

Representing:

Florida Department of Transportation
Vocational Rehab Services

TDLCB Members Absent:

Clayton Jackson (excused)
Sheryl Dick-Stanford
Beverly Johnson
Renee Gahagan (excused)
Christy Gillis (excused)
Judy Craig, Vice Chairperson
Gladys Lacen
Steve Jack (excused)
Bill Hinkle, Jr.(excused)
Robert Watson
Kathy Spencer (excused)

Representing:

Association of Community Action
Agency for Persons with Disabilities
Children at Risk
Citizens Advocate - Alternate
Department of Children and Families
Disabled Citizens
Elder Affairs
Private for Profit
Public Education
Veterans Services Group
Workforce Development Board - Alternate

Others Physically Present:

Pam Blankenship, Recording Secretary
Stephan Harris
Anne Ruby
Ralf Heseler
Kelvin Miller
Glenn Scorza

Representing:

TPO Staff
TPO Staff
Citizen
Votran Staff
Votran Staff
Votran Staff

Others Virtually Present:

Colleen Nicoulin

Representing:

TPO staff

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

Due to the COVID-19 virus, the meeting was held in a hybrid format with eight voting members physically present and two voting members virtually present.

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. Lipovsky and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of the July 14, 2021 TDLCB Meeting Minutes

MOTION: *A motion was made by Ms. Lipovsky to approve the July 14, 2021 TDLCB meeting minutes. The motion was seconded by Mr. Hall and carried unanimously.*

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

Mr. Heseler reviewed the Community Transportation Coordinator's (CTC) monthly paratransit reports for June, July and August 2021 and provided comments that the reports reflect stability and a slight increase in ridership in both fixed route and paratransit services.

Chairperson Girtman asked how the current year compares to 2019.

Mr. Heseler replied they are getting closer to the 2019 numbers for both fixed route and paratransit service as each month goes by.

Mr. Miller added that the average daily ridership in 2019 was 1,100; it was approximately 900 both this week and last week.

C. Nomination and Election of TDLCB Vice Chairperson

Mr. Harris provided background on the duties of the TDLCB Vice Chairperson and asked for a nomination for a Vice Chair to begin serving a one-year term at the January 12, 2022 TDLCB meeting.

Ms. Lipovsky volunteered to serve as TDLCB Vice Chairperson.

MOTION: *A motion was made by Mr. Hall to nominate Ms. Patricia Lipovsky as TDLCB Vice Chairperson for 2022. The motion was seconded by Ms. Cerullo and carried unanimously.*

MOTION: *A motion was made by Mr. Hall to elect Ms. Patricia Lipovsky as TDLCB Vice Chairperson. The motion was seconded by Ms. Cerullo and carried unanimously.*

D. Review and Approval of the Memorandum of Agreement (MOA) for Votran's Re-Designation as the Community Transportation Coordinator (CTC)

Mr. Harris provided background information regarding the Memorandum of Agreement (MOA) for Votran's re-designation as the Community Transportation Coordinator (CTC) between Volusia County and the Florida Commission for the Transportation Disadvantaged (CTD). The new MOA will be effective July 1, 2022 through June 30, 2027.

Ms. Lipovsky asked if there were any major changes over the previous MOA.

Mr. Harris replied no; only the dates have changed.

MOTION: *A motion was made by Mr. Hall to approve the Memorandum of Agreement (MOU) for Votran's re-designation as the Community Transportation Coordinator (CTC). The motion was seconded by Ms. Cerullo and carried unanimously.*

E. Review and Approval of the FY 2020/21 Annual Operating Report (AOR)

Mr. Harris provided background information on the FY 2020/21 Annual Operating Report (AOR); it covers the period from July 1, 2020 through June 30, 2021. The draft AOR was revised after the agenda was sent so an updated AOR was emailed to members for review yesterday. He introduced Mr. Glenn Scorza, Votran, to provide further information regarding the AOR.

Mr. Scorza explained the revised AOR reflected a change to the methodology; the original report reflected only TD paratransit trips. The revised AOR reports on the entire paratransit service; both methods are acceptable to the CTD but this method will be used going forward.

MOTION: *A motion was made by Mr. Hall to approve the FY 2020/21 Annual Operating Report (AOR). The motion was seconded by Ms. Lipovsky and carried unanimously.*

F. Appointment/Reappointment of Quality Assurance Committee (QAC) Members

Mr. Hall, Mr. Colón, Ms. Lipovsky agreed to continue to serve and Ms. Tyson volunteered to serve.

MOTION: *A motion was made by Ms. Cerullo to re-appoint Mr. Hall, Mr. Colón, and Ms. Lipovsky and to appoint Ms. Tyson to the Quality Assurance Committee (QAC). The motion was seconded by Mr. Hall and carried unanimously.*

G. Appointment/Reappointment of Grievance Committee Members

Mr. Hall, Mr. Colón, Ms. Lipovsky agreed to continue to serve and Ms. Tyson volunteered to serve.

MOTION: *A motion was made by Ms. Cerullo to re-appoint Mr. Hall, Mr. Colón, and Ms. Lipovsky and to appoint Ms. Tyson to the Grievance Committee. The motion was seconded by Mr. Hall and carried unanimously.*

H. Review and Approval of the 2022 TDLCB Meeting Schedule

MOTION: *A motion was made by Mr. Hall to approve the 2022 TDLCB meeting schedule The motion was seconded by Ms. Lipovsky and carried unanimously.*

IV. Presentations and Discussion Items

A. Presentation and Discussion of the River to Sea TPO's Paratransit Service Analysis

Mr. Harris gave a PowerPoint presentation of the Paratransit Service Analysis and stated the analysis was initiated due to the growing demand for paratransit and transportation disadvantaged (TD) service at the local, state, and national levels. They wanted to identify what changes have occurred in the industry and how they have positively or negatively impacted service provisions and cost efficiencies and find opportunities to fix issues that were identified; she reviewed those changes.

Chairperson Girtman referred to the Bus Stop Implementation Plan for 2023 and asked if there are any details.

Mr. Harris replied that Votran has been working on a bus stop inventory study and noted that it is something that could be potentially federally funded if Votran desires to do so; the TPO can also contribute to some of the cost.

Discussion continued regarding the recommendations.

B. Presentation and Discussion of the FY 2020/21 R2CTPO Public Involvement Activities Summary

Ms. Blankenship gave a PowerPoint presentation of the draft FY 2020/21 Public Involvement Activities Summary. She explained how COVID-19 affected public outreach throughout the year and the events that were cancelled due to the pandemic. She reviewed the new ways the TPO conducted public outreach and the social media

outreach conducted through Facebook and Twitter. Promotional and informational items were distributed at the few in-person events that were held. She reviewed the upcoming outreach events and activities.

V. Staff Comments

→ FPTA/CTD Annual Conference + EXPO

Mr. Harris announced the FPTA/CTD Annual Conference and Expo will be held October 25, 2021 through October 27, 2021 at the Ocean Center in Daytona Beach.

Mr. Hall asked if a virtual option will be offered for this conference.

Mr. Harris replied he will find out and get back to him.

→ TDLCB Annual Public Hearing

Mr. Harris announced the annual TDLCB public hearing will held immediately following this meeting at 12:15 pm.

→ Update on Votran services during COVID-19 pandemic

Mr. Miller stated Votran is still implementing the mask mandate on all Votran buses and in all facilities; the mandate is set to expire in January 2022. As of this past Sunday, Votran has issued approximately 497,000 masks. He noted fixed route service is currently down 39% over 2021 and paratransit is down 38% over 2019. Regarding the 2020 numbers; fixed route is down approximately 27% and paratransit is down approximately 12%. Paratransit is seeing an increase over the last three months of about 40% over 2020/21 numbers.

VI. TDLCB Member Comments

There were no TDLCB member comments.

VII. TDLCB Chairperson Comments

Chairperson Girtman noted the Grievance Committee recently met to discuss a grievance and it was concluded that there are not grievance procedures for fixed route services; she asked if there is a reason for this since there are grievance procedures for Votran's Gold service. There does not seem to be a consistent policy in handling incidents on fixed route service.

Mr. Miller replied that Votran is working on this now; there were not previous grievance procedures for fixed route and he noted there is no agency overseeing fixed route service grievances other than Votran staff.

Ms. Lipvosky asked for an update on the Mobility on Demand (MOD) service.

Mr. Miller replied that the Volusia County Council approved Votran's consultant, Tindale Oliver, to conduct a study for MOD service on October 5, 2021.

Chairperson Girtman asked for an update on the bus stop inventory study.

Mr. Miller replied it was determined there were five locations to place bus benches and one for a shelter; Votran's contractor is currently searching for a sub-contractor to perform the work. Votran has also reached out to the county two weeks ago for this work and is still awaiting a response.

Mr. Johnson referred to the update on ridership and noted that the COVID-19 numbers from July and August did not seem to impact the ridership numbers.

Mr. Hall stated that each year at this time, we acknowledge White Cane Awareness Day; this year, the committee met and decided that instead of just crossing an intersection, they would like to do a series of public education outreach activities to various entities to make the public more aware of pedestrian safety.

Mr. Heseler referred back to the comments regarding the FPTA/CTD Conference and noted that at this time, there are no links available for the public to participate; he noted that the intent of this conference is geared toward the transit agencies and their employees.

VIII. Information Item)

- 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 meeting was adjourned at 12:01 p.m.

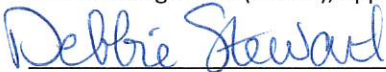
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



**VOLUSIA COUNTY COUNCIL MEMBER BARBARA GIRTMAN, 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 October 13, 2021 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 12th day of January 2022.



**DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**