

**Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Minutes
October 14, 2020**

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

TDLCB Members Present:

Jean Cerullo
Renee Gahagan
Doug Hall
Marina Villena
Julia Marshall
Judy Craig, Vice Chairperson
Patricia Lipovsky
Shelisha Coleman
Patricia Boswell
Steve Jack
Robert Watson
Susan Pauly
Barbara Girtman, Chairperson

Representing:

Citizens Advocate
Citizens Advocate - Alternate
Citizens Advocate, System User
Citizens Advocate, System User – Alternate
Department of Children and Families
Disabled Citizens
Elderly Citizens
Health Care Administration
Medical Community
Private for Profit
Veterans Services Group
Vocational Rehab Services
Volusia County Council, District 4

TDLCB Members Absent:

Sylvia Bamburg
Clayton Jackson (excused)
Beverly Johnson (excused)
Carlos Colon
Gladys Lacen
Kathy Spencer

Representing:

Agency for Persons with Disabilities
Association of Community Action
Children at Risk
Florida Department of Transportation
Elder Affairs, Alternate
Workforce Development Board

Others Present:

Debbie Stewart, Recording Secretary
Stephan Harris
Pam Blankenship
Bobbie King
Edie Biro
Frank Alvarez
Kelvin Miller
John Cotton
Jake Luncford
Glenn Scorza
Roger Wittenberg

Representing:

TPO Staff
TPO Staff
TPO Staff
Volusia County
Votran Staff
Votran Staff
Votran Staff
Votran Staff
Votran Staff
Votran Staff
Votran Staff

I. Call t/o Order / Roll Call / Determination of Quorum/Pledge of Allegiance

Due to the COVID-19 pandemic, the TDLCB meeting was held online and via teleconference pursuant to Florida Governor's Executive Orders 20-62, 20-114, 20-150, 20-179 and 20-246 which suspended the Florida Statutes that require a physical quorum to be present in person and allows the use of telephone and video conferencing. The roll was called and it was determined that a quorum was present virtually.

II. Public Comment/Participation

Mr. Big John, press, reminded members the annual TD Public Hearing will be held at noon today; it is the only public hearing for the entire year and it is very important. He attended last year and most TDLCB members left before the hearing began; he requested members stay for the hearing.

Chairperson Girtman replied the public hearing will be held at noon and she encouraged members who can stay to do so as the public deserves the opportunity to be heard. It will be held virtually and has been publicly noticed.

III. Action Items

A. Review and Approval of the July 8, 2020 TDLCB Meeting Minutes

MOTION: *A motion was made by Ms. Craig to approve the July 8, 2020 TDLCB meeting minutes. The motion was seconded by Ms. Cerullo and carried unanimously.*

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

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

C. Nomination and Election of 2021 TDLCB Vice Chairperson

Mr. Harris stated in accordance with the bylaws of the TDLCB, the nomination and election of a Vice Chairperson is held each year. The Vice Chairperson shall be elected by a majority vote of a quorum of TDLCB members present and voting at this meeting. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice Chairperson shall serve a term of one year starting with the January 13, 2021 meeting. The current Vice Chairperson is Ms. Judy Craig and according to the bylaws she is eligible for re-election.

Ms. Craig stated she is willing to accept the position again.

MOTION: *A motion was made by Ms. Craig to elect herself as 2021 TDLCB Vice Chairperson. The motion was seconded by Mr. Jack and carried unanimously.*

D. Review and Approval of the Transportation Disadvantaged Trip and Equipment Grant

Mr. Harris stated the Transportation Disadvantaged Trip and Equipment Grant program reimburses Votran for a portion of the cost of each passenger trip provided to eligible non-sponsored transportation disadvantaged individuals, or for equipment to be utilized in the designated service area. The application is provided in the agenda and Mr. Glenn Scorza from Votran staff is present to answer any questions.

Ms. Boswell asked for an explanation of the \$1.2 million for TD eligible trips.

Mr. Scorza replied when a TD applicant is approved by Votran and they make a trip request, it is logged in as a TD eligible trip; through the TD Trip and Equipment Grant agreement Votran bills the TD

Commission for those trips each month. This amount represents the total allotment for this fiscal year for TD eligible trips.

Ms. Boswell asked if the grant starts today.

Mr. Scorza replied this is actually an amendment to the original agreement; the amendment is for the three 25' cutaway buses. Votran does not believe it will use the full allotment and is allowed to use 25% of the allotted amount for buses. In order to expend the allotted funds this fiscal year, Votran would like to purchase these buses.

MOTION: *A motion was made by Ms. Cerullo to approve the Transportation Disadvantaged Trip and Equipment Grant. The motion was seconded by Mr. Jack and carried unanimously.*

E. Review and Approval of the FY 2019/20 Annual Operating Report (AOR)

Mr. Harris stated the FY 2019/20 Annual Operating Report (AOR) includes operating and financial data. The report is prepared by Votran and reviewed by TPO staff and the TDLCB. The AOR provides information for fiscal year July 1, 2019 through June 30, 2020 and is provided in the agenda for review. Mr. Roger Whittenberg, Votran staff, is present to answer any questions regarding the AOR.

MOTION: *A motion was made by Ms. Craig to approve the FY 2019/20 Annual Operating Report (AOR). The motion was seconded by Mr. Hall and carried unanimously.*

IV. Presentations and Discussion Items

A. Presentation and Discussion of Transit Safety Performance Measures

Mr. Harris gave a PowerPoint presentation of the Public Transportation Agency Safety Plan (PTASP) and update to the Transit Asset Management (TAM) Plan. The PTASP is required for certain operators of the public transportation system that receives Federal Transit Administration (FTA) funds; he noted SunRail and Flagler County Public Transportation are exempt. MPOs are required to establish annual transit safety targets for the planning area and incorporate transit safety into the transportation planning process. The transit safety targets include the number of fatalities, number of injuries, number of reportable safety events and system reliability. He reviewed the target dates and timelines for adoption of the safety targets. MPOs can establish transit safety targets by adopting the same targets as the transit operator (which the R2CTPO does); or they can establish different targets than the transit operator. He reviewed the 2020 performance target summary for Votran.

Mr. Harris explained the Transit Asset Management (TAM) Plan is a strategic, systematic process of operating and improving public capital assets throughout their life cycle. The goal of the TAM is to reach or maintain a "state of good repair" for the asset categories which include equipment, rolling stock, infrastructure and facilities. Votran is currently updating their TAM plan, SunRail's update is due in 2022, and FDOT is developing TAM plans for Tier 2 transit agencies including Flagler County Public Transportation. He reviewed each asset category and the performance measures for Votran.

Ms. Boswell referred to the safety targets table for FY 2020 and asked what "FR" and "DR" meant.

Mr. Harris replied "FR" is for fixed routes and "DR" is for demand routes.

Ms. Boswell commented she does not see bus stops measured for safety and asked if they should be part of the safety targets; for example, if there is a ramp or not, if an older stop is up to date or if the location of the stop is safe.

Mr. Harris replied the bus stops do not constitute a target; safety targets generally apply to service while the vehicles are in motion.

B. Presentation and Discussion of FY 2019/20 River to Sea TPO Public Involvement Activities Summary

Ms. Blankenship gave a PowerPoint presentation of the FY 2019/20 River to Sea TPO Public Activities Summary; COVID-19 had a big effect on the public outreach. The pandemic began in March 2020 and that is when the TPO pivoted to virtual meetings. To accommodate virtual meetings and outreach, the Public Participation Plan (PPP) and the Connect 2045 LRTP Public Involvement Plan (PIP) were both updated. Nine events were cancelled including the summer school helmet fittings and the TPO's annual retreat. The TPO implemented two new methods to reach the public including the bicycle and pedestrian light distribution program and social media advertisements; she explained each of these methods. She reviewed the community presentations given over FY 2019/20 which were both in-person and virtual. Another aspect of public outreach is distribution of materials; she reviewed the materials and promotional items distributed throughout the year. There was a 35% decrease in events due to COVID-19 restrictions. She reviewed the public workshops and outreach conducted regarding the Connect 2045 Long Range Transportation Plan (LTP). The 2020 "Tell the TPO" survey also occurred last fiscal year from March 30, 2020 through June 7, 2020; she reviewed the outreach connected with the survey. She reviewed the proposed outreach for FY 2020/21 and stated the TPO will continue to reach out virtually to the community as long as necessary.

Chairperson Girtman stated this was a great job at adapting during this trying time of COVID-19 and it will be great to have the virtual option going forward. Virtual options will change a lot of our access overall since COVID-19 will be with us for a while. She asked if the TPO uses text messaging as a way to do outreach.

Ms. Blankenship replied it has not been explored but she can look into it as it is an effective way to reach people.

V. Staff Comments

→ Introduction of Mr. Kelvin L. Miller, Votran General Manager

Mr. Harris introduced Votran's new General Manager, Mr. Kelvin L. Miller.

Mr. Miller stated he is glad to be here; he came to Volusia County from Montgomery, Alabama and has been here two months. He started in transit over 30 years ago as a bus driver and has done everything in the transit system but work on bus engines. He hopes to lead Votran on to bigger and better things.

Chairperson Girtman stated she has met with Mr. Miller virtually and thanked him for his responsiveness to her questions, concerns and comments. He is very down-to-earth and she is glad he has such broad experience in the system. He has seen the needs of customers and being part of administration, it is important to have someone with his broad view of the level of care, service and culture that she hopes to bring about with Votran.

→ Update on Votran services during COVID-19 pandemic

Mr. Lunceford stated Votran continues to operate regular service and masks are available on all buses; they have distributed over 188,000 masks as of October 2, 2020. In addition, Votran also has hand sanitizers available on the buses and continues to rotate signage regarding COVID-19 restrictions on the buses and at the transit centers to keep the messages fresh. Votran encourages riders to social distance and wear masks.

Chairperson Girtman thanked Votran staff for being responsive to her concerns during the COVID-19 pandemic. Votran is also working on an announcement system on the buses to be able to share critical messages for those who do not read the signs.

→ Central Florida Mobility Week Events

Ms. Blankenship stated Mobility Week is FDOT's statewide celebration of making smart, efficient and safe transportation choices. During Mobility Week, cities, counties and transportation agencies host events to promote transportation choices, highlight transportation achievements and roll out new initiatives or policies. It is also an opportunity for the public to explore the transportation choices available to them. This year, Mobility Week is being celebrated from Friday, October 30, 2020 through November 6, 2020 and will be virtual. FDOT is embracing technology in order to enable public engagement. There will be a virtual conference center for the public to attend live meetings as well as check out projects and programs across the state. The TPO will have some recently completed plans and projects on display; the website address for more information is www.mobilityweekfl.com.

Mr. Harris announced the Governor's executive order allowing for virtual meetings expires at the end of the month; therefore, the TPO is reviewing its bylaws for potential changes to allow us to continue virtual meetings or have a virtual aspect incorporated into the in-person meetings in case the executive order is not extended.

Chairperson Girtman commented that is a great idea because there are members that will not be comfortable attending in person.

VI. TDLCB Member Comments

Ms. Boswell referred to the CTC reports and the significant decline in ridership that she assumes is attributed to COVID-19; she asked if Votran has seen if the trend is going up or if there is still a decline.

Mr. Miller replied the trend for ridership is currently holding steady.

Chairperson Girtman asked what the percentage was.

Mr. Miller replied 75% of normal ridership for fixed route and 64% of normal ridership for paratransit.

Ms. Craig stated the West Volusia Hospital Authority has a new clinic on Plymouth Avenue and she is concerned about transportation for patients to the new clinics. The bus stop on each side of Plymouth Avenue at the bottom of the hill and there are concerns about the safety of patients. The second clinic site is at Justin Square which is 840 Deltona Boulevard and the stop there has a nice, covered bench; it is a comfortable place for the patients to wait. The third new clinic will be in Pierson and she asked if there is a fixed route there.

Mr. Lunceford replied yes, there is. Route 24 runs three times per day; once in the morning, midday and again in the evening, Monday through Saturday.

Mr. Cotton asked for the address of the clinic.

Ms. Craig replied she does not have that yet; the clinic will not open until 2021 and a date has not yet been set. She spoke with Mr. Harris last week about this and requested information as well as bus maps for patients so they understand how to use the bus system. She asked to have a discussion item placed on the January TDLCB agenda regarding safety measures for the 844 Plymouth Avenue clinic.

MOTION: *A motion was made by Ms. Cerullo to add a discussion item regarding bus stop safety measures for the new West Volusia Hospital Authority clinic at 844 Plymouth Avenue. The motion was seconded by Ms. Boswell and carried unanimously.*

Ms. Biro reminded members that Votran is free to ride for anyone going to the polls on election day, November 3, 2020. Fixed route riders will need to show their voter registration card and voter identification and paratransit riders will need to schedule their ride the prior day.

Chairperson Girtman asked how that information is being communicated to the public.

Ms. Biro replied there are overhead signs on the buses and they are sending email blasts to customers.

Ms. King stated the Volusia County Community Information Department is getting the word out through their channels as well.

Chairperson Girtman commented her concern is that riders may not all have email; she thinks a different type of outreach into the community should be done such as at churches and community centers. She knows the Community Information Department has started to collect information on local leaders of 501(c)3 organizations and where people naturally go for information.

Mr. Lunceford replied Votran will look into putting out service alerts and signage on both fixed route and paratransit vehicles.

Chairperson Girtman commented it will be helpful for the county to communicate this information through their programs and the radio program as well.

Mr. Cotton stated a press release was issued by the county that goes to all the media outlets.

Chairperson Girtman replied that will be helpful. She asked if Votran coordinates with other Central Florida Transit agencies such as Lynx.

Mr. Miller replied that has not been done in the past.

Mr. Hall suggested getting the word out on Channel 13 news, the radio and for consumer groups to encourage them to tell their friends and family.

VII. TDLCB Chairperson Comments

There were no further Chairperson 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
- 2021 R2CTPO Meeting Schedule

IX. Adjournment

The meeting was adjourned at 11:51 a.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 14, 2020 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 14th day of April 2021.



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