

**Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Minutes
November 13, 2019**

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

TDLCB Members Present:

Clayton Jackson
DJ Lebo
Doug Hall
Marina Villena
Renee Gahagan
Julia Marshall
Judy Craig, Vice Chairperson
Gladys Lacen
Patricia Lipovsky
Carlos Colon
Tamyika Young
Patricia Boswell
Steve Jack
Robert Watson
Heather Post, Chairperson
Robin King
Kathy Spencer

Representing:

Association of Community Action
Children at Risk
Citizens Advocate, System User
Citizens Advocate, System User – Alternate
Citizen's Advocate - Alternate
Department of Children and Families
Disabled Citizens
Elder Affairs, Alternate
Elderly Citizens
Florida Department of Transportation
Health Care Administration
Medical Community
Private for Profit
Veterans Services Group
Volusia County Council, District 4
Work Force Development Board
Work Force Development Board Alternate

TDLCB Members Absent:

Jean Cerullo (excused)
Susan Pauly (excused)

Representing:

Citizens Advocate
Vocational Rehab Services

Others Present:

Debbie Stewart, Recording Secretary
Stephan Harris
Pamela Blankenship
Nancy Burgess-Hall
Billie Jo Sikes
Dementra McKinney
Janell Smith
Big John
Phillip Hughes
Rob Stephens
Edie Biro
Frank Alvarez

Representing:

TPO Staff
TPO Staff
TPO Staff
Citizen
Citizen
Council on Aging/Elder Affairs
FDOT
Press
Volusia County Parks and Recreation
Votran Staff
Votran Staff
Votran Staff

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

The roll was called and it was determined that a quorum was present.

The Pledge of Allegiance was given and Chairperson Post recognized Veteran's Day was Monday, November 11, 2019.

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of the September 11, 2019 TDLCB Meeting Minutes

MOTION: *A motion was made by Ms. Lipovsky to approve the September 11, 2019 TDLCB meeting minutes. The motion was seconded by Mr. Hall and carried unanimously.*

B. Nomination and Election of 2020 TDLCB Vice Chairperson

Chairperson Post stated Ms. Judy Craig is the current TDLCB Vice Chairperson. She asked for a motion to nominate a 2020 TDLCB Vice Chairperson.

MOTION: *A motion was made by Mr. Jack to re-elect Ms. Judy Craig as 2020 TDLCB Vice Chairperson. The motion was seconded by Mr. Hall and carried unanimously.*

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

Mr. Alvarez, Votran Senior Planner, reviewed the monthly paratransit reports from August and September 2019 which represent wheelchair, fixed route and paratransit total boardings. For September 2019 there was a decrease of 2.3% in total boardings from September 2018. The decrease in ridership is mostly like due to service interruptions caused by Hurricane Dorian. He announced Votran has been conducting public outreach activities at the public libraries, health departments and hotels to increase ridership.

MOTION: *A motion was made by Mr. Hall to approve the Community Transportation Coordinator's (CTC's) reports from August and September 2019. The motion was seconded by Ms. Lipovsky and carried unanimously.*

Mr. Jack referred to the "no-show" count and asked if the 1,000 "no-shows" for August 2019 was accurate; it seems excessive.

Mr. Alvarez replied there was an increase but he will have to go back and review it to ensure it is accurate.

Chairperson Post requested he provide an update at the next meeting or via email.

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

Mr. Alvarez requested a review and approval to the Transportation Disadvantaged (TD) Trip and Equipment Grant which reimburses the CTC a portion of the cost for paratransit trips and for equipment to be utilized in the designated service area. The service must be provided and the equipment procured prior to seeking reimbursement.

Ms. Boswell asked what the TD eligible trips for \$929,473 was for under the Capital Equipment request.

Mr. Alvarez replied those are trips provided for the Commission of the Transportation Disadvantaged (CTD).

Ms. Boswell asked what Votran is acquiring for \$929,473.

Mr. Alvarez replied those are the trips provided that are being reimbursed; Votran must communicate to the CTD to ensure the trips are eligible and meet the criteria.

Ms. Boswell asked why the trips were under Capital Equipment request.

Mr. Stephens replied the request is for both the eligible trips provided in the CTD area and for equipment. Votran is amending the grant application to include the purchase of buses and to continue providing those eligible trips.

Ms. Lipovsky asked what the total amount of the grant is.

Mr. Alvarez replied \$1.3 million.

Ms. Boswell asked if this is a recurring grant and if so how it compares to last year's allocation.

Mr. Alvarez replied yes, it is a recurring grant and he believes it is the same allocation as last year.

Chairperson Post asked Mr. Alvarez to provide last year's amount with the update on the CTC report.

Ms. Craig stated the Council on Aging (COA) provides bus passes to their clients; they receive 90 passes per year at no cost. She asked if those passes came from this grant.

Mr. Stephens replied Votran has a bus pass program similar to the COA's but the bus pass program they are requesting for the TD program is new. Votran will engage in a rider training program to teach people about the entire system hoping to create additional connectivity throughout the region. It is a new program that they have discussed with the TD Commission.

Ms. Craig asked if they could add Sunday bus service to the west side of Volusia County.

Mr. Stephens replied they are not currently asking for additional services; this is included in the current service profile but that is a consideration for future requests.

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

IV. Discussion Items and Presentations

A. Presentation and Discussion of Careersource Flagler Volusia

Chairperson Post introduced Ms. Robin King, Careersouce Flagler/Volusia, to provide the presentation.

Ms. King gave a PowerPoint presentation and stated she appreciates the opportunity to show the services Careersource has available. She recently met Mr. David Darm, Executive Director of Florida Commission for the Transportation Disadvantaged, and learned that low income and age brackets play into the TD program. We invest a lot of money to educate people and get them into the work force but do not have transportation available after training to get to the employment. Perhaps getting people to jobs that Careersource has trained them for could be part of the grant application that was just approved. The goal of Careersource Flagler/Volusia is to increase the prosperity of workers and employers and to provide access for everyone. Transportation is one of the largest barriers for potential workers. The workforce today is at 51% which means that only 51% of people between ages 16 to 64 are working or looking for work; 49% are not and she believes transportation is one of the barriers as to why they are not participating. Careersource Flagler/Volusia is one of 21 boards in Florida that provide these services and they are funded primarily through the Federal Workforce Innovation and Opportunity Act. They have three locations; Palm Coast, Daytona Beach and Orange City. They selected the location in Orange City primarily because it is on the Votran transfer hub. However, they have had complaints from clients that there is no shelter from inclement weather and they do not use Votran because of that. She explained they have nine career links for those individuals that cannot physically get to their locations such as Pierson or Oak Hill where they can access online services. In addition, they have gone to the libraries and trained library staff to assist job seekers. They have also done this with the Division of Blind Services and Vocational Rehab Services. They have staff that go out into the field and agreements with entities in New Smyrna Beach and the Volusia County Health Department. She has worked with Ms. Boswell on how to help people access their services through the Health Department.

Ms. Spencer continued the presentation and stated the Careersource website has a section for job seekers as well as for businesses. The website explains the services they offer; the online training hub is for those individuals that cannot physically come into their centers. The online training workshop consists of resumes, interview skills, and how to navigate job fairs.

Ms. King stated the online training has doubled the number of people using their services. There is no eligibility for the online training; it is universal.

Chairperson Post asked for the website address.

Ms. Spencer replied it is www.careersourcefv.com. Careersource received grants that allows them to work with those that have disabilities. They have partnered with Walgreens in Daytona Beach and are training individuals for retail associates. She explained the training process. The training does not guarantee them employment but it does make them eligible for employment. They have had 19 clients go through the program and some have gained employment with Walgreens. Graduates also receive a certificate to use on their resume. The Orange City location partnered with Mr. Clay Jackson, Volusia County Human Services, to provide general education diploma (GED) classes for their customers; the classes are on site. In addition to the disability grant they received, they also received a grant for senior technology training which provides computer training for those 55 years of age and older. There is also a class on the east side of the county held at the Goodwill on International Speedway Boulevard. They received a grant for fiberglass; it was designed to assist the boat manufacturers who had a need for employees. They partnered with Daytona State College for classes and with the Daytona Housing Authority who assisted in providing transportation to the training; Careersource provided the tuition cost. They can assist the disabled individuals they work with on transportation in the form of a bus pass or gas card.

Ms. King stated these are just some of the solutions they have come up with in getting more of their services out to the community and with the website training they are able to offer services 24/7. They also work with churches, community centers and food pantries; they just signed an agreement to conduct training at Derbyshire Place. They can provide training any place that has a computer. They just signed an agreement to do the same type program with CVS as Walgreens; they can work with any retailer in the two counties. They are looking to expand their services to low income individuals, seniors and those with disabilities.

Ms. Gahagan asked if they would be forming a partnership with the new homeless shelter.

Ms. King replied she has not yet met the new director but they would like to work with them; they are currently working with Catholic Charities on what types of services they can provide.

Ms. Gahagan asked if she was available to speak to other groups about their program.

Ms. King replied yes, definitely.

Chairperson Post thanked Ms. King for her presentation and stated that Careersource does a lot in our community and it is important the TDLCB members know about the partnerships we can nurture to provide services to people who need them.

Ms. Lipovsky asked if Careersource has software on their computers for the visually impaired and also about accessibility to their programs. She asked if assistance would be provided to the visually impaired in their offices if needed.

Ms. King replied yes, software has been installed on a designated computer in all three locations and their staff has been trained; the Division of Blind Services has also done staff training at the Orange City location. The other disadvantaged citizens they work diligently to assist are ex-offenders.

Chairperson Post stated it is her hope and focus that this committee will work over the next year to get the message out about the groups in the community that provide assistance to the disadvantaged and what they do.

Mr. Alvarez thanked Ms. King and Ms. Spencer and commented their services are great for the community; there are opportunities for competitive grants that they could take advantage of in the future.

Chairperson Post stated grants are very involved and any assistance members can provide would be helpful.

B. Presentation and Discussion of the Draft R2CTPO FY 2018/19 Public Involvement Activities Summary

Ms. Blankenship gave a PowerPoint presentation of the draft R2CTPO FY 2018/19 Public Involvement Activities Summary. At the end of each fiscal year the TPO reviews the public outreach and develops a summary and public outreach matrix. She reviewed the social media outreach, explained the public involvement contact logs kept by each TPO staff member, and the public meetings held including the Federal Certification Review which occurs every four years. She gave an overview of the community and business presentations given and the safety and informational materials distributed. The TPO participated in 42 community events and fit and donated 855 bicycle helmets. She announced the TPO

participated in White Cane Awareness Day on October 29, 2019 at the intersection of Wilder Boulevard and Ridgewood Avenue from 10:00 am to 12:00 pm; Ms. Stewart and Ms. Biro participated and navigated the intersection blindfolded. She continued to review the outreach activities the TPO participated in and explained the transportation and civil engineering (TRAC) program that is ongoing at Mainland High School. A big part of public outreach this coming year will have to do with the 2045 Long Range Transportation Plan (LRTP).

Ms. Gahagan stated she realizes these activities and events are staff driven and asked if committee members could participate at any of these events.

Ms. Blankenship replied absolutely; the TPO welcomes volunteers.

Chairperson Post asked if this PowerPoint presentation could be provided to the members as well as the Careersource PowerPoint presentation. She referred to the TRAC program and commented she recently attended quarterly economic development breakfast and the number of certifications and degrees in engineering was only 22 total for our area; she felt that number shows the TRAC program is needed.

Ms. Blankenship replied hopefully the TRAC program will increase; she is working to get it into Flagler County schools next year.

Chairperson Post asked what the TPO's Twitter account is.

Ms. Blankenship replied it is @TelltheTPO.

C. Presentation and Discussion of the Revised FY 2018/19 Annual Operating Report (AOR)

Chairperson Post stated the original version of the FY 2018/19 Annual Operating Report (AOR) was approved September 11, 2019; staff will provide an update on the changes.

Mr. Alvarez stated the AOR includes operating and financial data; it is prepared by Votran, reviewed by TPO staff and includes information for FY July 1, 2018 to June 30, 2019. The AOR was submitted a month ago and is still in review. Votran is in constant contact with the CTD to answer any questions and respond to any comments they may have. The reason for the revision of the AOR is to get a more accurate true allocated direct and indirect cost of the service provided. The revenue and expense section has been updated; everything else remains the same.

MOTION: *A motion was made by Ms. Gahagan to approve the revised FY 2018/19 Annual Operating Report (AOR). The motion was seconded by Mr. Hall and carried unanimously.*

V. Staff Comments

→ 2020 River to Sea TPO Board and Committee Meeting Schedule

Mr. Harris stated the meeting schedule for 2020 is provided on page 54 of the agenda; as it was decided earlier this year, TDLCB meetings will be held quarterly starting in January 2020. The meetings will be held the second Wednesday of the first month of each quarter; the meeting start time remains the same at 11:00 am. Any Grievance Committee or Quality Assurance Committee

meetings will continue to take place at 10:30 am prior to the TDLCB meeting; he expects to schedule one of those meetings on every date of the TDLCB meeting.

Ms. Lipovsky asked if it was decided if TDLCB members will be allowed to call into a meeting if they cannot be present; it was discussed but she is not sure if a decision was made.

Mr. Harris replied it could be arranged for a member to call into the meeting but the issue is with the Action Items; he does not think members can act on Action Items if they are not physically present.

Ms. Blankenship explained they can act on Action Items as long as there is a quorum; however, they cannot be the person that makes the quorum. There must be a quorum already in place.

→ 2020 Public Transportation & TD Legislative Awareness Day

Mr. Harris announced 2020 TD Legislative Awareness Day will take place on February 11, 2020; it is earlier next year because the legislature is convening earlier. He reviewed the tentative schedule provided in the agenda. Earlier this year, in March, Ms. Villena, Ms. Biro, Votran driver and himself attended the 2019 TD Legislative Awareness Day. He showed photographs from the trip. They spoke with Senator Wright, another Senator and two House Representatives; Senator Wright is not up for re-election until 2022 but all the others are up for re-election in 2020 so they will be listening to what we have to say. He asked for volunteers to attend. They will leave the day before for Tallahassee.

Chairperson Post stated the TDLCB meets on January 8, 2020 and she will provide members with any transportation disadvantaged legislation being considered so members are aware and support or oppose it. She was unable to attend last year but is planning on attending this year.

Mr. Harris stated Votran provides the transportation and the TPO pays for the hotel and reimburses for meals.

Ms. Craig stated she is interested in the legislation and volunteered to go.

Ms. Lipovsky asked if she could call Mr. Harris if she decides to go.

Chairperson Post asked if there was a deadline.

Mr. Harris replied there is not a specific deadline but he hopes to finalize who will be going in January; by the January 8, 2020 TDLCB meeting.

VI. TDLCB Member Comments

Mr. Alvarez thanked the TPO and everyone that participated in Mobility Week; Ms. Biro participated in White Cane Awareness Day and at the Halifax Art Festival.

Mr. Hall stated he and Ms. Burgess-Hall were unable to participate at the White Cane Awareness Day but it did receive coverage on television and in the newspaper. It is a great opportunity for education. They plan to do another event in May and he will provide more information as it gets closer. The Lions Club is collecting plastic bottle caps and making them into benches; he is trying to get more information regarding what type of benches to see if they are for bus stops.

Ms. Marshall asked if any type of ride share was being considered like Lyft or Uber for transportation disadvantaged persons.

Mr. Alvarez replied not at this time but that is a good point and there are opportunities in the near future.

Ms. Gahagan asked if there was an orientation meeting for TDLCB members; she would like to tour Votran's facilities and know more about what we are doing here.

Mr. Harris replied training and orientation for TDLCB members will occur at the January 8, 2020 TDLCB meeting.

Ms. Gahagan asked if the training was just for staff.

Mr. Harris replied no; it is for all TDLCB members and the public.

Chairperson Post commented Ms. Gahagan made a good point; we will have the orientation but she hopes by the end of next year to have a TDLCB member manual detailing the duties of the committee.

Ms. Gahagan stated she used to conduct board orientations for the United Way and would be happy to assist with that.

Ms. Craig asked if the TDLCB Bylaws would be available at the January 8, 2020 TDLCB meeting.

Mr. Harris replied yes.

Ms. Gahagan stated she would also like to have a list of the directors and phone numbers; she was surprised when Ms. Lipovsky asked if members could call in because she thought that was why the members have alternates; she is an alternate to Ms. Cerullo. She asked how many alternates there are.

Chairperson Post replied hopefully there will not be a need for members to call in but she knows there are members who are very involved but sometimes cannot attend and may want to call in.

Ms. Craig thanked members for electing her as Vice Chairperson again this year; she intends to make the best of the position. She feels our community is represented well but we need more; there is an application provided in the agenda which members could give to others who may be interested in becoming a part of the group.

VII. TDLCB Chairperson Comments

Chairperson Post referred to the membership and stated Ms. Blankenship and Ms. King both mentioned a number of events in the community; we need to work on getting those events broadcast more. The more we get the information broadcast about the organizations that are involved with the transportation disadvantaged citizens, the more it will assist the TDLCB. She asked members to broadcast events they know about or are holding and to ask the TPO for assistance in that.

Chairperson Post stated there have been a number of discussions regarding the bus stops in Volusia County. She attended a community meeting at Derbyshire Place regarding the bus stops along Derbyshire Road; they are nothing but the pole with the bus stop sign; no benches, no pads, etc. Even for a younger person who is healthy it is difficult to walk a mile to a bus stop and not have a safe place to wait on the bus. She has asked Mr. Stephens and Mr. Alvarez to do some research regarding the bus stops around the county. She has also spoken to the Mayor of Daytona Beach and several city commissioners who also attended that community meeting. The reason there are no benches or pads is because of ADA compliance and also because of ADA lawsuits that all the bus stops have to be ADA compliant which is a cost to government. The governments response, especially in Daytona Beach, was to pull the benches and just leave the pole. If it is just the pole it does not have to be ADA compliant but it does with a bench or a pad. Votran staff is doing research to find out how many stops are like this and where they are located and come up with a solution. She is going to take that collaboration to the cities and Volusia County and hopes it can be discussed at the Roundtable of Volusia County Elected Officials. Pads are expensive ranging from \$4,000 to \$8,000 each. The typical way to fund benches and pads is to advertise on the bench but the problem is in the lower income areas where the benches and pads are needed businesses do not want to advertise there. This situation is not acceptable and we need to figure out a way to handle it. There has been discussion about extending bus service but it is important to look at the service currently being provided and ensure it is adequate; these stops are not adequate.

Mr. Stephens replied one of his focuses at Votran since he arrived two years ago has been bus stop compliance. Volusia County is a large county with 1,400 square miles, sixteen cities and 2,700 bus stops. The cost for just a bus stop pad, depending on right-of-way issues or issues with swale, can be between \$4,000 to \$8,000; this does not include the cost of the bench. Votran is completing making the bus stops in the unincorporated areas of the county ADA compliant; Mr. John Cotton is leading that effort and they are about to complete the last ADA compliant bust stop in the Pierson area. Common questions he gets asked is why a bus stop is where it is, can it be moved, why there are not amenities, etc. Votran is working on it but it takes time; they have made some progress. They are working with partners throughout the county to make sure the stops are ADA compliant and have adequate amenities. There is massive growth in the area and with that growth comes challenges with transportation. They have a maintenance agreement with New Smyrna Beach for the stops on SR 44, a maintenance agreement with Edgewater and agreements with private entities as to who will take care of the bus stops. Chairperson Post has been very significant in the push to move this forward county-wide. There are a couple of study areas in Daytona Beach that are in low income areas; one along the Derbyshire Road corridor where there are approximately 23 bus stops in various conditions and 89 stops in the other study. He is putting the research together to develop a plan. He showed photographs of the different bus stop configurations around the county.

Chairperson Post referred to the photograph of the stop on SR 44 at Wallace Road that is just the utility strip without a bench; the cost was \$4,000. The bus stop at Shang-Ri-La and Fleming Road is just the pad and was \$8,000. Derbyshire Road and 8th Street was \$8,000 for just the pad. There are so many requirements for transportation in government and a long process to go through to get things done. Just to have a bus stop ADA compliant without a bench is expensive.

Mr. Stephens gave an overview of the types of bus stops and the conditions they have to work with; sometimes there are good conditions and sometimes there are not. There are 2,700 bus stops county-wide and they are trying to find ways to fund improvements and maintain them.

Ms. Lipovsky asked if they get different bids for the bus stop work.

Mr. Stephens replied Votran works with the county's primary contractor who is fully vetted to the procurement process and helps to engineer and build the bus stops.

Chairperson Post asked Mr. Stephens to explain the disparity in the cost of the bus stops; why one is \$4,000 and another is \$8,300.

Mr. Stephens replied it depends on the right-of-way and the existing conditions; if there is an existing sidewalk at a bus stop the ADA pad has to be 8' x 5' and will use a portion of the sidewalk. The concrete and installing it was at minimal cost of \$4,300. He explained the \$8,300 bus stop had to be an elevated pad because there was no curb and there was right-of-way acquisition. It depends on the area and the different components to put in place to build a bus stop. These costs are just for the pad; if a bench is wanted there has to be additional concrete; if a bench or shelter is placed on the pad itself it renders the stop non-compliant.

Chairperson Post stated the bottom line is we need to know where we are with this; Mr. Stephens is working on compiling the information to better present it to the county and the cities to gain some momentum.

Ms. Lipovsky asked if the individual municipalities are responsible for the benches or Votran.

Mr. Stephens replied the focus has been on making the stops ADA compliant; the amenities are hopefully something to be negotiated and they can find a funding source.

Chairperson Post stated within the cities it is the city's responsibility to provide the bus benches but then the argument between the city and the county is who will maintain it; that is a big factor and good agreements need to be made with each of the cities.

Ms. Craig referred to one of the photographs of a bus stop pad that is at a 45-degree angle and asked how it was ADA compliant.

Mr. Stephens assured her if Votran built it, it is ADA compliant. Mr. Cotton goes out with a measure and a level to ensure the stops are ADA compliant.

VIII. Information Items

- River to Sea TPO Board Meeting Summaries
- River to Sea TPO Outreach and Activities
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record
- TDLCB Interest Form
- TDLCB Membership List
- TDLCB Newsletter

IX. Adjournment

The meeting was adjourned at 12:35 p.m.

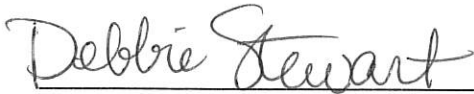
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



**VOLUSIA COUNTY COUNCIL MEMBER HEATHER POST, 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 November 13, 2019 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 8th day of January 2020.



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