North Central Florida Regional Planning Council

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

December 3, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, December 10, 2018 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida. All Board members are encouraged to attend this meeting.

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

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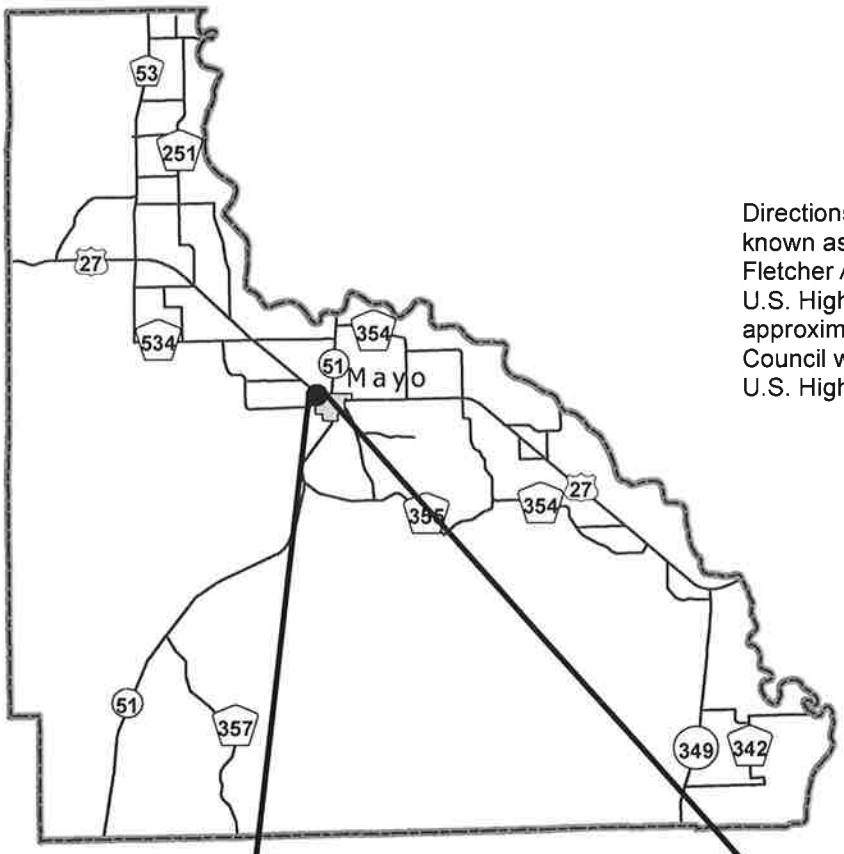
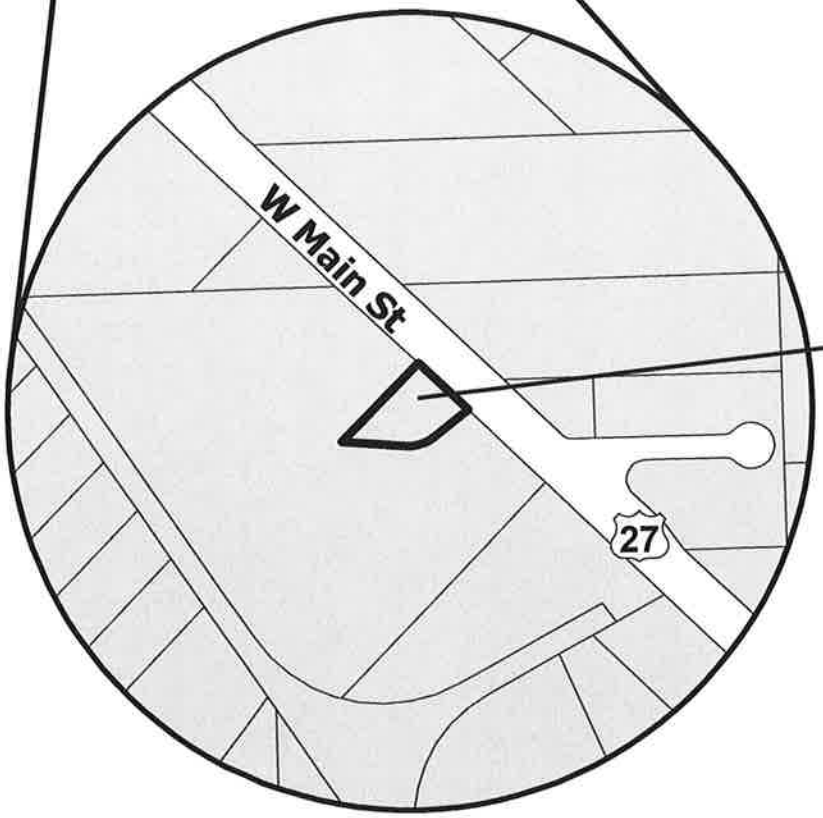
Suwannee River Economic Council
114 SW Community Circle
Mayo, FL 32066



Directions: From the intersection U.S. Highway 27 (also known as Main Street) and State Road 51 (also known as Fletcher Avenue) in the Town of Mayo, turn West onto U.S. Highway 27 (also known as Main Street), travel approximately 0.5 miles and the Suwannee River Economic Council will be on the left, on the Southwestern side of U.S. Highway 27 (also known as Main Street).



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1 inch = 500 feet

Suwannee River Economic Council

North Central Florida Regional Planning Council

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LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEETING ANNOUNCEMENT AND AGENDA

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
December 10, 2018
2:00 p.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

C. Introductions

D. Approval of the Meeting Agenda — **ACTION REQUIRED**

E. Approval of the September 10, 2018 Minutes — **Page 7** — **ACTION REQUIRED**

II. NEW BUSINESS

A. Bylaws — **Page 11** — **ACTION REQUIRED**

The Board needs to review and approve an amendment to the Bylaws

B. 2017/18 Lafayette County — **Page 43** — **NO ACTION REQUIRED**
Annual Operations Report
The Board needs to review the 2017/18 Lafayette County Annual Operations Report

C. Suwannee River Economic Council Operations Reports — **Page 61** — **NO ACTION REQUIRED**

III. OTHER BUSINESS

A. Comments

IV. FUTURE MEETING DATES

A. March 11, 2019 at 2:00 p.m.
B. June 10, 2019 at 2:00 p.m.
C. September 9, 2019 at 2:00 p.m.
D. November 11, 2019 at 2:00 p.m.

* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the enclosed materials, please do not hesitate to contact me at 1-800-226-0690, extension 110.

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LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Lisa Walker Local Elected Official/Chair	Not Applicable
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Amanda Bryant Florida Department of Children and Families
Bonnie Burgess Florida Department of Education	Vacant Florida Department of Education
Eva K. Bolton Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Vacant Florida Agency for Persons with Disabilities	Vacant Florida Agency for Persons with Disabilities
Diane Head Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Joey Pearson Public Education	Vacant Public Education
Ellis A. Gray, III Veterans Term ending June 30, 2020	Vacant Veterans Term ending June 30, 2020
Vacant Citizen Advocate Term ending June 30, 2021	Vacant Citizen Advocate Term ending June 30, 2021
Vacant Citizen Advocate - User Term ending June 30, 2021	Vacant Citizen Advocate - User Term ending June 30, 2021
Vacant Persons with Disabilities Term ending June 30, 2021	Vacant Persons with Disabilities Term ending June 30, 2021
Vacant Elderly Term ending June 30, 2020	Vacant Elderly Term ending June 30, 2020
Risa Clayton Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Colleen Cody Children at Risk Grievance Committee Member Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.

LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEETING MINUTES

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
September 10, 2018
2:00 p.m.

VOTING MEMBERS PRESENT

Eva Bolton, Florida Department of Elder Affairs
Bonnie Burgess, Florida Department of Education
Colleen Cody, Children at Risk Representative
Sandra Collins, Florida Department of Transportation Representative
Anthony Jennings representing Diane Head, Workforce Development Board Representative

VOTING MEMBERS ABSENT

Risa Clayton, Medical Community Representative
Ellis A. Gray, III, Veterans Representative
Deweece Ogden, Florida Agency for Health Care Administration Medicaid Representative
Commissioner Lisa Walker, Chair
Joey Pearson, Public Education Representative
Kay Tice, Florida Department of Children and Families Representative

OTHERS PRESENT

Matthew Pearson, Suwannee River Economic Council
Melissa Capps, Florida Department of Corrections

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. CALL TO ORDER

Vice-Chair Collins called the meeting to order at 2:00 p.m.

A. Invocation

Matthew Pearson gave the invocation.

B. Pledge of Allegiance

Vice-Chair Collins led the Board in reciting the Pledge of Allegiance.

C. Introductions

Vice-Chair Collins asked everyone to introduced themselves.

D. Approval of the Meeting Agenda

ACTION: **Eva Bolton moved to approve the meeting agenda. Anthony Jennings seconded; motion passed unanimously.**

E. Approval of the June 4, 2018 Meeting Minutes

ACTION: **Colleen Cody moved to approve the June 4, 2018 meeting minutes. Anthony Jennings seconded; motion passed unanimously.**

II. NEW BUSINESS

A. Bylaws

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually.

ACTION: Libby Murphy moved to approve the Bylaws. Deweece Ogden seconded; motion passed unanimously.

B. Grievance Procedures

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Grievance Procedures annually.

ACTION: Libby Murphy moved to approve the Grievance Procedures. Deweece Ogden seconded; motion passed unanimously.

C. Elect Vice-Chair

ACTION: Deweece Ogden moved to re-elect Sandra Collins as Vice-Chair. Frederick Johnson seconded; motion passed unanimously.

D. Fiscal Year 2018/19 Trip & Equipment Grant Agreement Amendment

Mr. Mathew Pearson, Suwannee River Economic Council Executive Director, stated that Suwannee River Economic Council will not be able to spend all of the Trip & Equipment Grant funds on trips during the 2018/19 Fiscal Year. He said twenty five percent of the total grant budget may be used for capital expenditures. He said Suwannee River Economic Council, Inc. is requesting an amendment to the Fiscal Year 2018/19 Trip & Equipment Grant agreement to purchase one vehicle. He said all capital equipment purchases must be reviewed and approved by the Board and the Florida Commission for the Transportation Disadvantaged.

ACTION: Bill McGill moved to approve an amendment to the Fiscal Year 2018/19 Trip & Equipment Grant Agreement to purchase one vehicle. Libby Murphy seconded; motion passed unanimously.

E. Suwannee River Economic Council Operations Reports

Mr. Pearson discussed the operations reports. He stated that this may be the last year Union County receives additional Transportation Disadvantaged Trust Funds. He explained that two years ago, rural counties were awarded additional Transportation Disadvantaged Trust Funds due to larger urban areas not spending all of their allocations. He said he wants the Board to be aware of possible funding changes in Fiscal Year 2019/20.

E. Suwannee River Economic Council Operations Reports

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports.

III. OTHER BUSINESS

A. Comments

There were no comments.

IV. FUTURE MEETING DATES

Acting Chair Jennings announced that the next meeting of the Board will be held September 10, 2018 at 2:00 p.m.

ADJOURNMENT

The meeting adjourned at 2:45 p.m.

_____ _____

Chair Date

North Central Florida Regional Planning Council

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

December 3, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Lafayette County Transportation Disadvantaged Coordinating Board Bylaws Amendment

RECOMMENDATION

Approve an amendment to the Board's Bylaws.

BACKGROUND

Rule 41-2.011 of the Florida Administrative Code has been amended to add a local Florida Agency for Persons with Disabilities Representative to the Board. Attached are the Bylaws with an amendment to Section E. Membership adding a Florida Agency for Persons with Disabilities Representative to the Board. Also, attached is Rule 41.2 of the Florida Administrative Code as amended.

If you have any questions concerning the proposed amendment to the Bylaws, please contact me at extension 110.

Attachments

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Bylaws

September 10, 2018

Lafayette County Transportation Disadvantaged Coordinating Board

Bylaws

Approved by the

Lafayette County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

_____

Lisa Walker, Chair

with Assistance from

North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

September 10, 2018
Amended December 10, 2018

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Chapter I: Lafayette County Transportation Disadvantaged Coordinating Board Bylaws

A. Preamble

The following sets forth the bylaws which shall serve to guide the proper functioning of the Lafayette County Transportation Disadvantaged 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, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

B. Agency Description

The Lafayette County Transportation Disadvantaged Coordinating Board is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Name and Purpose

(1) The name of the Coordinating Board shall be the Lafayette County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.

(2) The purpose of the Board is to identify local service needs and provide information, advice and direction to the Community Transportation Coordinator on the provision of services to the transportation disadvantaged within the designated service area. In general, the Board is considered an advisory body (Section 427.0157, Florida Statutes).

E. Membership

(1) Voting Members. In accordance with Section 427.0157, Florida Statutes, all voting members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Lafayette County is the North Central Florida Regional Planning Council.

(a) An elected official from the service area which the Board serves shall be appointed to the Board.

(b) A local representative of the Florida Department of Transportation;

(c) A local representative of the Florida Department of Children and Family Services;

(d) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible;

(e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;

(f) A person recommended by the local Veterans Service Office representing the veterans of the service area;

(g) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the service area;

(h) A person over age sixty (60) representing the elderly in the service area;

(i) A person with a disability representing the disabled in the service area;

(j) Two citizen advocate representatives in the service area; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;

(k) A local representative for children at risk;

(l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;

(m) A local representative of the Florida Department of Elder Affairs;

(n) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non profit representative shall be appointed, except where said representative is also the Community Transportation Coordinator;

(o) A local representative of the Florida Agency for Health Care Administration;

(p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and

(q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

(r) A local representative of the Florida Agency for Persons with Disabilities.

(rs) No employee of a Community Transportation Coordinator shall serve as a voting member of the Coordinating Board in an area where the Community Transportation Coordinator serves. However, an elected official serving as a member of the Community Transportation Coordinator's Board of Directors, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator, shall not be precluded from serving as voting members of the Coordinating Board.

It is the intent of the Florida Commission for the Transportation Disadvantaged for the membership of the Board to represent to the maximum extent possible a cross section of their local community.

(2) Alternate Members. The North Central Florida Regional Planning Council may appoint one alternate member to represent appointed voting members in their absence. Alternate members may vote only in the absence of the voting member on a one-vote-per-member basis. Alternate members must be a representative of the same interest as the primary member.

(3) Terms of Appointment. Except for the Chair, non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. There are no limits to the number of terms served by any member of the Board.

(4) Termination of Membership. Any member of the Board may resign at any time. 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.

F. Officers

(1) Chair. The North Central Florida Regional Planning Council shall appoint an official Chair for all Board meetings. The appointed Chair shall be an elected official from the designated service area that the Board serves (41-2.012(1), Florida Administrative Code). The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The Chair shall preside at all meetings.

(2) Vice-Chair. The Board shall elect a Vice-Chair (41-2.012(2) Florida Administrative Code). The Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board. The Vice-Chair shall serve a term of one year starting with the first meeting after their election. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chair and conduct the meeting. The Vice-Chair may serve more than one term.

G. Meetings

(1) Regular Meetings. The Board shall meet at least quarterly. The Board may meet as often as necessary to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. Business meetings of the Board may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda. The Board shall conduct business using parliamentary procedures according to Roberts Rules of Order.

(2) Emergency Meetings. The Board may hold emergency meetings in order to transact business necessary to ensure the continuation of services to the transportation disadvantaged population. Special meetings may be called by the Chair or by 1/3 of the Board's voting membership.

North Central Florida Regional Planning Council staff shall give the Florida Commission for the Transportation Disadvantaged, Board members and all interested parties one week notice, if possible, of the date, time, location and proposed agenda for the emergency meeting. Meeting materials shall be provided as early as possible. Emergency meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

(3) Special Meetings. Special meetings of the Board may be called for any appropriate purpose by the Chair or by written request of at least seven (7) voting members of the Board. Special meetings of the Board may be rescheduled, postponed or cancelled for any appropriate purpose by the Chair.

(4) Public Workshop. The Board shall hold a public workshop annually. Public workshops may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair.

(5) Notice of Regular and Special Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Board members and other interested parties at least two weeks prior to each Board meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.

The North Central Florida Regional Planning Council shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, Board members and all other interested parties prior to the meeting. The agenda shall include a public participation opportunity.

(6) Quorum. At all meetings of the Board, the presence in person of 40 percent of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called. In the absence of a quorum, the members present may also elect to either:

a) Cancel and reschedule the meeting; or

b) Continue to meet and discuss agenda items for informational purposes only. Agenda items that require formal action shall be presented at a future meeting where a quorum is present.

Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on agenda items that require formal action.

(7) 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. As required by Section 286.012, Florida Statutes, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board except when there appears to be a possible conflict of interest with a member or members of the Board.

(8) Voting Conflicts. In accordance with Chapter 112.3143(2)(a), Florida Statutes, "A state public officer may not vote on any matter that the officer knows would inure to his or her special private gain or loss. Any state public officer who abstains from voting in an official capacity upon any measure that the officer knows would inure to the officer's special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained other than an agency as defined in s. 112.312(2); or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the state public officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote."

(9) Proxy Voting. Proxy voting is not permitted.

(10) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.

(11) Attendance. The North Central Florida Regional Planning Council shall review, and consider rescinding, the appointment of any voting member of the Board who fails to attend three consecutive meetings. The North Central Florida Regional Planning Council shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings. The North Central Florida Regional Planning Council must maintain an attendance roster for each meeting. Board members can participate (and vote) at meetings via conference call, however, a physical quorum must be present to vote on action items.

H. Administration

(1) Staff Support. The North Central Florida Regional Planning Council shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Section 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 other necessary administrative duties as required by the Board within the limits of the resources available.

(2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the Board. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval.

I. Duties

(1) Board Duties. The following Board duties are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Florida Commission for the Transportation Disadvantaged.

(b) Review and approve the Memorandum of Agreement and Transportation Disadvantaged Service Plan.

(c) Annually evaluate the Community Transportation Coordinator's performance in general and relative to Florida Commission for the Transportation Disadvantaged and local standards as referenced in Rule 41-2.006, Florida Administrative Code, and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Community Transportation Coordinator's performance, the Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is being utilized, the Board shall set an annual percentage of the number of trips to be provided on public transit. The Florida Commission for the Transportation Disadvantaged shall provide evaluation criteria for the Board to use relative to the performance of the Community Transportation Coordinator. This evaluation shall be submitted to the Florida Commission for the Transportation Disadvantaged upon approval by the Board.

(d) In cooperation with the Community Transportation Coordinator, review all applications for local, state or federal funds relating to transportation of the transportation disadvantaged in the service area to ensure that any expenditures within the county are provided in the most cost effective and efficient manner.

(e) Review coordination strategies for service provision to the transportation disadvantaged in the service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent counties when it is appropriate and cost effective to do so.

(f) Working with the Community Transportation Coordinator, jointly develop applications for funds that may become available.

(g) Assist the Community Transportation Coordinator in establishing eligibility guidelines and trip priorities for trips that are purchased with Transportation Disadvantaged Trust Funds.

(h) Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available.

(i) Annually review all transportation operator contracts as to the effectiveness and efficiency of the transportation operator and recommend approval or disapproval of such contracts to the Community Transportation Coordinator.

(j) Annually hold a public workshop for the purpose of receiving input regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program in Lafayette County.

(k) Annually review the Annual Operations Report.

J. Committees

The Chair subject to approval by the Board shall appoint a Grievance Committee to process and investigate complaints from agencies, users, transportation operators and potential users of the system in the designated service area. The Grievance Committee shall make recommendations to the Board or to the Florida Commission for the Transportation Disadvantaged for improvement of service. The Board shall establish a process and procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged's Transportation Disadvantaged Helpline service when local resolution has not occurred. When requested, all materials shall be made available in accessible format. Members appointed to the Grievance Committee shall be voting members of the Board. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance.

Additional committees shall be appointed by the Chair, subject to approval by the Board, as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

K. Amendments

These Bylaws may be amended by a majority vote of members present at regular meetings.

L. Certification

The undersigned hereby certifies that he/she is the Chair of the Lafayette County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Lafayette County Transportation Disadvantaged Coordinating Board the 10th day of September 2018.

Lisa Walker, Chair
Lafayette County Transportation Disadvantaged Coordinating Board

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Lafayette County Transportation Disadvantaged Coordinating Board

Bylaws Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility

Use the QR Reader App
on your smart phone to
visit our website!

Lafayette County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place, Gainesville, FL 32653-1603

www.ncfrpc.org/td

CHAPTER 41-2
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

41-2.001 Purpose (Repealed)
41-2.002 Definitions
41-2.003 Commission Organization and Personnel (Repealed)
41-2.005 Member Department Responsibilities (Repealed)
41-2.006 Insurance, Safety Requirements and Standards
41-2.007 Reporting Requirements
41-2.008 Contractual Arrangements
41-2.009 Designated Official Planning Agency
41-2.010 Selection of Community Transportation Coordinator
41-2.011 Community Transportation Coordinator Powers and Duties
41-2.012 Coordinating Board Structure and Duties
41-2.013 Transportation Disadvantaged Trust Fund
41-2.014 Grants Program
41-2.015 Expenditure of Local Government, State, and Federal Funds for the Transportation Disadvantaged
41-2.016 Accessibility (Repealed)
41-2.0161 Program Monitoring of Performance (Repealed)
41-2.0162 Chronological Listing of Report Dates
41-2.018 Public Comment

41-2.001 Purpose.

Rulemaking Authority 427.013(9) FS. Law Implemented 120.53(1), 427.011-427.017 FS. History–New 5-2-90, Amended 6-17-92, 7-11-95, Repealed 7-15-12.

41-2.002 Definitions.

For purposes of this rule chapter, the following definitions will apply:

(1) "Americans with Disabilities Act" is a federal law, P.L. 101-336, signed by the President of the United States on July 26, 1990.

(2) "Coordination Contract" means a written contract between the Community Transportation Coordinator and an agency who receives transportation disadvantaged funds and performs some, if not all, of its own transportation services, as well as transportation services to others, when shown to be more effective and more efficient from a total system perspective. The contract reflects the specific terms and conditions that will apply to those agencies who perform their own transportation, as well as joint utilization and cost provisions for transportation services to and from the community transportation coordinator.

(3) "Designated Official Planning Agency" means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

(4) "Designated Service Area" means a geographical area recommended by a designated official planning agency, subject to approval by the Commission, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

(5) "Emergency" means any occurrence, or threat thereof, whether accidental, natural or caused by man, in war or in peace, which results or may result in substantial denial of transportation services to a designated service area for the transportation disadvantaged population.

(6) "Emergency Fund" means transportation disadvantaged trust fund monies set aside to address emergency situations and which can be utilized by direct contract, without competitive bidding, between the Commission and an entity to handle transportation services during a time of emergency.

(7) "Florida Coordinated Transportation System" (FCTS) means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in chapter 427, F.S.

(8) "Local Government" means an elected and/or appointed public body existing to coordinate, govern, plan, fund and administer public services within a designated, limited geographic area within the state.

(9) "Local Government Comprehensive Plan" means a plan that meets the requirements of sections 163.3177 and 163.3178, F.S.

(10) "Memorandum of Agreement" is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Commission and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

(11) "Public Transit" means the transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be governmentally or privately owned. Public transit specifically includes those forms of transportation commonly known as "paratransit."

(12) "Regional Planning Council (RPC)" means the organization created under the provisions of section 186.504, F.S.

(13) "Reserve Fund" means transportation disadvantaged trust fund monies set aside each budget year to insure adequate cash is available for incoming reimbursement requests when estimated revenues do not materialize.

(14) "State Fiscal Year" means the period from July 1 through June 30 of the following year.

(15) "Transportation Disadvantaged Service Plan" means an annually updated plan jointly developed by the designated official planning agency and the Community Transportation Coordinator which contains a development plan, service plan, and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

(16) "Transportation Operator" means one or more public, private for profit or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated transportation development plan.

(17) "Transportation Operator Contract" means a written contract between the Community Transportation Coordinator and the Transportation Operators, as approved by the Commission, that outlines the terms and conditions for any services to be performed.

(18) "Trust Fund" means the Transportation Disadvantaged Trust Fund authorized in section 427.0159, F.S., and administered by the Commission.

Rulemaking Authority 427.013(10) FS. Law Implemented 427.011-427.017 FS. History–New 5-2-90, Amended 6-17-92, 1-4-94, 7-11-95, 5-1-96, 10-1-96, 3-10-98, 8-10-09.

41-2.003 Commission Organization and Personnel.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.012 FS. History–New 5-2-90, Amended 6-17-92, 3-10-98, Repealed 7-15-12.

41-2.005 Member Department Responsibilities.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0135 FS. History–New 5-2-90, Amended 6-17-92, 6-15-93, 7-11-95, 3-10-98, Repealed 1-7-16.

41-2.006 Insurance, Safety Requirements and Standards.

(1) The Community Transportation Coordinator, shall ensure compliance with the minimum liability insurance requirement of $200,000 per person and $300,000 per incident, which are comparable to section 768.28(5), F.S., limits, for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. The Community Transportation Coordinator will indemnify and hold harmless the Local, State, and Federal governments and their entities, departments, and the Commission from any liabilities arising out of or due to an accident or negligence on the part of the Community Transportation Coordinator and all Transportation Operators under contract to them.

(2) Each Community Transportation Coordinator, and any Transportation Operators from whom transportation service is purchased with local government, state or federal transportation disadvantaged funds, shall ensure the purchaser that their operations and services are in compliance with the safety requirements as specified in section 341.061(2)(a), F.S. and chapter 14-90, F.A.C.

(3) Each Community Transportation Coordinator, and any Transportation Operators from whom service is purchased or funded by local government, state or federal transportation disadvantaged funds shall assure the purchaser of their continuing compliance

with the applicable state or federal laws relating to drug testing.

(4) The Community Transportation Coordinator and any Transportation Operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Commission approved standards. These standards include:

(a) Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration;

(b) An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Transportation Disadvantaged Service Plan;

(c) Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan;

(d) Passenger property that can be carried by the passenger and/or driver in one trip and can safely be stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices;

(e) Vehicle transfer points shall provide shelter, security, and safety of passengers;

(f) A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The TD Helpline phone number 1(800)983-2435 shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) will include the TD Helpline phone number;

(g) Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips;

(h) Interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger;

(i) Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within 7 working days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with section 287.0585, F.S.;

(j) Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system;

(k) Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time;

(l) Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle;

(m) The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheel chair securement devices, storage of mobility assistive devices, and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver;

(n) Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the

local Transportation Disadvantaged Service Plan;

(o) The Community Transportation Coordinator and the local Coordinating Board shall jointly develop a policy on passenger no-shows. Assessing fines to passengers for no-shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan;

(p) All vehicles providing service within the coordinated system, shall be equipped with two-way communications in good working order and audible to the driver at all times to the base;

(q) All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible;

(r) First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan;

(s) Cardiopulmonary Resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan;

(t) Driver background screening shall be determined locally, dependent upon purchasing agencies' requirements, and provided in the local Transportation Disadvantaged Service Plan;

(u) In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the Local Coordinating Board (LCB) a percentage of total trips that will be placed on the fixed route system;

(v) The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers;

(w) The Community Transportation Coordinator and the LCB should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies, and passengers. This measure should also be included as a part of the Community Transportation Coordinator's evaluation of its contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(x) The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers;

(y) The Community Transportation Coordinator and the LCB should jointly establish and address in the service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(z) The Community Transportation Coordinator and the LCB should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(aa) This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the LCB should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the LCB's evaluation of the Community Transportation Coordinator;

(bb) The Community Transportation Coordinator and the LCB should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator.

Rulemaking Authority 427.013(9) FS. Law Implemented 287.0585, 427.011(11), 427.013, 427.0155, 427.0157, 768.28 FS. History–New 5-2-90, Amended 6-17-92, 5-1-96, 10-1-96, 3-10-98, 6-3-01, 7-3-03, 9-3-18.

41-2.007 Reporting Requirements.

(1) Each state agency shall, by September 15 of each year, provide the Commission with an accounting of the actual amount of funds expended and the total number of trips purchased during the previous fiscal year.

(2) Each Designated Official Planning Agency shall provide to the Commission prior to each state fiscal year, an estimate of all transportation disadvantaged funds anticipated to be available for the upcoming state fiscal year budget. The estimate shall include the following information:

(a) Each local government agency within jurisdiction of the Official Planning Agency shall report an estimate of the direct federal funds and local government transportation disadvantaged funds anticipated to be available through the coordinated system for the upcoming state fiscal year to the Official Planning Agency, and

(b) The Official Planning Agency shall request from each federal government agency within its jurisdiction, an estimate of the direct federal transportation disadvantaged funds anticipated to be available through the coordinated system for the upcoming state fiscal year.

(3) The estimate mentioned in subsection (2), above, shall include the following information identified by county:

(a) A brief description of the project or program;

(b) The dollar amount of transportation disadvantaged funds reported by categories of Coordinated, Non-Coordinated, Transportation Alternatives, or Other if applicable; and

(c) The estimated number of one-way passenger trips to be provided reported by categories of Coordinated, Non-Coordinated, Transportation Alternatives, or Other if applicable.

(4) Each Metropolitan Planning Organization or designated official planning agency shall annually compile a report accounting for all local government and direct federal funds for transportation for the disadvantaged expended in its jurisdiction, and forward this report by September 15 to the Commission.

(5) Upon receipt of the state agency and Official Planning Agency combined annual budget estimates, the Commission shall develop and distribute a statewide report outlining the expected expenditures for all transportation disadvantaged services through the coordinated system for the state fiscal year.

(6) Each Community Transportation Coordinator shall by September 15 of each year report required operating statistics to the Commission. The operational statistics will be compiled into a report by the Commission and utilized as a part of the analysis of the Community Transportation Coordinator's performance evaluation and the trip and equipment grant distribution. The Community Transportation Coordinator's report shall be reviewed by the Coordinating Board with a copy provided to the Metropolitan Planning Organization or Designated Official Planning Agency.

(7) Each Community Transportation Coordinator shall utilize the Chart of Accounts defined in the American Association of State Highway and Transportation Officials, Inc., Comprehensive Financial Management Guidelines For Rural and Small Urban Public Transportation Providers, dated September 1992, incorporated herein by reference, for its financial management. A copy of this document may be obtained from the Commission office located at 2740 Centerview Drive, Suite 1A, Tallahassee, Florida 32301. A copy of the document may also be viewed at Comprehensive Financial Management Guidelines on the Commission's website at www.dot.state.fl.us/ctd/, Community Transportation Coordinators with existing and equivalent accounting systems will not be required to adopt this Chart of Accounts but will be required to prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

(8) The Commission shall make an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year. The report will contain a summary of the Commission's accomplishments for the preceding state fiscal year, the most current operational statistics for transportation disadvantaged services, identified unmet needs and a financial status of the Transportation Disadvantaged Trust Fund. Copies of the report will also be made available to member departments, Metropolitan Planning Organizations, Designated Official Planning Agencies and Community Transportation Coordinators, and others upon request.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.012(8), 427.013(3), (7), (8), (9), (12), (13), (16), 427.0135(1), 427.015(1) FS. History–New 5-2-90, Amended 6-17-92, 11-17-92, 1-4-94, 7-11-95, 5-1-96, 3-10-98, 12-6-09, 3-5-13.

41-2.008 Contractual Arrangements.

The following contractual arrangements will be required of the Community Transportation Coordinator:

(1) A Memorandum of Agreement will be required and shall be a binding contract between the Commission and a Community Transportation Coordinator. It shall be utilized as the contract recognizing the Community Transportation Coordinator as a State contract vendor for a designated service area. The format of the Memorandum of Agreement will contain the Commission's

minimum requirements and shall be utilized by the Community Transportation Coordinator. The Coordinating Board shall approve the Memorandum of Agreement prior to submittal to the Commission.

(2) Transportation Operator Contract. The Community Transportation Coordinator shall enter into a standard contract, as approved by the Commission, with each Transportation Operator as to specific terms and conditions that apply to each Transportation Operator for services to be performed. The contract shall include the minimum requirements contained in the Memorandum of Agreement and other local requirements for local service delivery. The Community Transportation Coordinator will be responsible for monitoring the terms of the contract.

(3) Coordination Contract. The Community Transportation Coordinator shall enter into a Coordination Contract to show the specific terms and conditions, as outlined in the Memorandum of Agreement with those agencies who receive transportation disadvantaged funds and who, from a total system approach, can perform more effectively and more efficiently their own transportation under those conditions not covered in rule 41-2.015, F.A.C., herein. The contract shall include the requirements of reporting, insurance, safety, and other terms that apply equally to any transportation operator. The contract also shall include any relative information regarding joint utilization and cost arrangements for the provision of transportation services to and from the coordinator. The Community Transportation Coordinator will be responsible for monitoring the terms of the contract. The contract shall be approved by the Coordinating Board and shall be reviewed annually to determine whether the continuation of said contract arrangement is the most cost effective and efficient utilization that is possible.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(10), (15), 427.015(2), 427.0155(7), 427.0157(1) FS. History–New 5-2-90, Amended 6-17-92, 7-11-95, 10-1-96, 3-10-98.

41-2.009 Designated Official Planning Agency.

(1) Metropolitan Planning Organizations shall serve as the designated official planning agency in urbanized areas. In areas not covered by a Metropolitan Planning Organization, agencies eligible for selection as Designated Official Planning Agencies include County or City governments, Regional Planning Councils, Metropolitan Planning Organizations from other areas, or Local Planning Organizations who are currently performing planning activities in designated service areas. Eligibility for continued designation by the Commission will be conditioned on the agency's resources, capabilities and actual performance in implementing the responsibilities and requirements of chapter 427, F.S.

(2) Metropolitan Planning Organizations and Designated Official Planning Agencies shall include a Transportation Disadvantaged element in their Transportation Improvement Program (TIP). Such element shall include a project and program description, the planned costs and anticipated revenues for the services, identification of the year the project or services are to be undertaken and implemented, and assurances that there has been coordination with local public transit and local government comprehensive planning bodies, including input into the mass transit or other elements of local and regional comprehensive planning activities. Areas not required to develop a federally-required TIP shall report equivalent information in the Transportation Disadvantaged Service Plan.

(3) Each Designated Official Planning Agency shall provide each Coordinating Board with sufficient staff support and resources to enable the Coordinating Board to fulfill its responsibilities. In areas where a Metropolitan Planning Organization or Designated Official Planning Agency serves as the Community Transportation Coordinator and desires to utilize the same staff for the Coordinating Board, such agency shall abstain from any official actions that represent a conflict of interest, specifically in the evaluation process of the Community Transportation Coordinator.

(4) In consultation with the Community Transportation Coordinator and Coordinating Board, each Metropolitan Planning Organization or Designated Official Planning Agency shall develop and annually update, a Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan shall be developed in a manner which assures that local planning agencies, responsible for preparing comprehensive plans, have the opportunity to review and comment on it, and shall not be inconsistent with applicable local government comprehensive plans, MPO long range comprehensive plans, transit development plans, and other local, regional, and state transportation plans. The Transportation Disadvantaged Service Plan shall be reviewed for final disposition by the Coordinating Board and the Commission.

(5) Consolidate the annual budget estimates of local and directly funded federal government transportation disadvantaged funds and forward to the Commission no later than the beginning of each state fiscal year.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(21), 427.015 FS. History–New 5-2-90, Amended 6-17-92, 1-4-94, 3-10-98.

41-2.010 Selection of Community Transportation Coordinator.

(1) Designation, selection, or revocation of designation of any Community Transportation Coordinator shall be subject to the approval of the Commission.

(2) Selection of agencies as Community Transportation Coordinators or Transportation Operators may be negotiated without competitive acquisition, upon the recommendation of the Metropolitan Planning Organization or Designated Official Planning Agency that it is in the best interest of the transportation disadvantaged. This includes circumstances such as emergencies, or insufficient competition availability.

(3) Selection of the Community Transportation Coordinator will be accomplished through public competitive bidding or proposals in accordance with applicable laws and rules.

(4) In cases where selection is accomplished by a request for proposal (RFP), the RFP shall, at a minimum, identify the following information:

(a) The scope and nature of the services and coordination required, and a request for the proposer's plan to provide same.

(b) A request that the proposer identify the resources, and accounting system techniques to be used in their audit trail for all services.

(c) A request that the proposer identify their organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant.

(d) A request that the proposer demonstrate the ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.

(e) A request that the proposer identify specific means by which it plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.

(f) A demonstration by the proposer of plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.

(g) A demonstration by the proposer of plans to comply with safety requirements as specified in section 341.061, F.S.

(h) An indication by the proposer of plans to comply with any state, federal, or local laws relating to drug testing.

(i) A sample Memorandum of Agreement for review by the respondent.

(j) A statement advising proposers of any local resources that exist or are planned that should be recognized in the bidders proposal.

(5) The announcement of the request for proposal shall be published in at least the largest general circulation newspaper in the designated service area and in the Florida Administrative Register. The advertised announcement shall include the time, date and place of a public meeting to provide information and answer questions about the request for proposal.

(6) Upon evaluation of the proposals, each Metropolitan Planning Organization or Designated Official Planning Agency, upon consultation with the Coordinating Board, shall recommend to the Commission a Community Transportation Coordinator.

(7) Upon resignation or termination of any Community Transportation Coordinator, the Metropolitan Planning Organization or Designated Official Planning Agency shall complete the recommendation process for a new Community Transportation Coordinator within 90 days after termination date for non-bid Community Transportation Coordinators and within 150 days after termination date for bid/RFP Community Transportation Coordinators. In the absence of these circumstances, the requirements of subsection 41-2.010(8), F.A.C., below shall apply.

(8) In cases of termination of the Community Transportation Coordinator, or in unforeseen emergencies, the Commission shall work with the Metropolitan Planning Organization or Designed Official Planning Agency and the Coordinating Board in an expeditious manner to provide for the continuation of services to the transportation disadvantaged in the designated service area, by providing or arranging the necessary technical assistance.

(9) The utilization of firms defined as minority business enterprises shall be encouraged to the extent possible utilizing the most recent certified minority business listing published by the Florida Department of Management Services.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(10), (15), 427.015(2), 427.0155(7), 427.0157 FS. History–New 5-2-90, Amended 6-17-92, 7-11-95, 10-1-96, 3-10-98, 4-8-01, 1-29-18.

41-2.011 Community Transportation Coordinator Powers and Duties.

(1) Each Community Transportation Coordinator shall be responsible for the short-range operational planning, administration, monitoring, coordination, arrangement, and delivery of transportation disadvantaged services originating within their designated service area on a full-time basis. Local management personnel with day-to-day decision making authority must be physically located in each designated service area, unless otherwise authorized by the Commission.

(2) Where cost effective and efficient, the Community Transportation Coordinator shall subcontract or broker transportation services to Transportation Operators. The Coordinating Board is authorized to recommend approval or disapproval of such contracts to the Community Transportation Coordinator, providing the basis for its recommendation. Within 30 days of its receipt of the Coordinating Board's recommendation, the Community Transportation Coordinator shall accept or reject the recommendation, providing written reasons for its rejection. All Transportation Operator contracts shall be reviewed annually by the Community Transportation Coordinator and the Coordinating Board as to the effectiveness and efficiency of the Transportation Operator or the renewal of any Coordination Contracts previously approved. Each Community Transportation Coordinator will ensure the terms set forth for monitoring said Transportation Operators and Coordination Contractors are in compliance with standards pursuant to rule 41-2.006, F.A.C.

(3) Pursuant to the conditions set forth in the Memorandum of Agreement, the Community Transportation Coordinator shall develop, implement, and monitor an approved Transportation Disadvantaged Service Plan. This plan shall be approved by the Coordinating Board and forwarded to the Commission for review and final disposition.

(4) Each Community Transportation Coordinator shall submit a report on operational statistics by September 15, each year to the Commission. A copy should also be provided to the Metropolitan Planning Organization or Designated Official Planning Agency.

(5) The Community Transportation Coordinator shall maximize the utilization of school bus and public transit services in accordance with section 427.0158, F.S. Any utilization data shall be included in operational statistics provided to the coordinated system.

(6) In cooperation with the local Coordinating Board, the Community Transportation Coordinator shall review all applications for local government, federal and state transportation disadvantaged funds submitted from or planned for use in their designated service area. If funds are recommended for approval, the Community Transportation Coordinator, in cooperation with the Coordinating Board, will develop and implement cost-effective coordination strategies for their use and integration into the coordinated system.

(7) Funding to support the Community Transportation Coordinator's functions associated with documented coordination activities may be obtained from a coordination fee as part of each trip arranged, from subsidies received or both and upon approval by the Coordinating Board.

(8) Each Community Transportation Coordinator shall be aware of all of the transportation disadvantaged resources available or planned in their designated service area in order to plan, coordinate, and implement the most cost effective transportation disadvantaged transportation system possible under the conditions that exist in the designated service area.

(9) Contractual administration of Community Transportation Coordinators shall be accomplished through a Memorandum of Agreement between the Commission and the Community Transportation Coordinator in accordance with the procedures of the Commission. Transportation services purchased from or arranged by the Community Transportation Coordinator will be billed to purchasing agencies by the Community Transportation Coordinator at the rates identified in the approved Transportation Disadvantaged Service Plan or Coordination Contract and recognize any special conditions as specified by the purchasing agency. Payment for services will be made directly to the Community Transportation Coordinator unless otherwise agreed upon, in writing, by the purchaser and the Community Transportation Coordinator. Other contractual arrangements shall be followed as specified in this rule chapter.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0155 FS. History–New 5-2-90, Amended 6-17-92, 6-15-93, 7-11-95, 5-1-96, 10-1-96, 3-10-98.

41-2.012 Coordinating Board Structure and Duties.

The purpose of the Coordinating Board is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System (FCTS). Each Coordinating Board is recognized as an advisory body to the

Commission in its service area. The members of the Coordinating Board shall be appointed by the Metropolitan Planning Organization or the Designated Official Planning Agency. A Coordinating Board shall be appointed in each county. However, when agreed upon in writing, by all Boards of County Commissions in each county to be covered in the service area, multi-county Coordinating Boards may be appointed. The structure and duties of the Coordinating Board shall be as follows:

(1) The Metropolitan Planning Organization or Designated Official Planning Agency shall appoint one elected official to serve as the official chairperson for all Coordinating Board meetings. The appointed chairperson shall be an elected official from the county that the Coordinating Board serves. For a multi-county Coordinating Board, the elected official appointed to serve as Chairperson shall be from one of the counties involved.

(2) The Coordinating 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 Coordinating Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

(3) In addition to the Chairperson, except for multi-county Coordinating Boards which shall have as a representative an elected official from each county, including the Chairperson, one of whom shall be elected Vice-Chairperson, the following agencies or groups shall be represented on the Coordinating Board, in every county as voting members:

(a) A local representative of the Florida Department of Transportation;

(b) A local representative of the Florida Department of Children and Family Services;

(c) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;

(d) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;

(e) A person recommended by the local Veterans Service Office representing the veterans of the county;

(f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;

(g) A person over sixty representing the elderly in the county;

(h) A person with a disability representing the disabled in the county;

(i) Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;

(j) A local representative for children at risk;

(k) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;

(l) A local representative of the Florida Department of Elderly Affairs;

(m) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;

(n) A local representative of the Florida Agency for Health Care Administration;

(o) A local representative of the Agency for Persons with Disabilities;

(p) A representative of the Regional Workforce Development Board established in chapter 445, F.S.; and

(q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

(4) Except for the Chairperson, the non-agency members of the Board shall be appointed for three year staggered terms with initial membership being appointed equally for one, two, and three years. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the Designated Official Planning Agency. No employee of a community transportation coordinator shall serve as a voting member of the coordinating board in an area where the community transportation coordinator serves. However, community transportation coordinators and their employees are not prohibited from serving on a coordinating board in an area where they are not the coordinator. However, an elected official serving as Chairperson of the coordinating board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the community transportation coordinator shall not be precluded from serving as voting members of the coordinating board.

(5) The Board shall meet at least quarterly and shall perform the following duties in addition to those duties specifically listed in section 427.0157, F.S.:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.

(b) Annually, provide the Metropolitan Planning Organization or Designated Official Planning Agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Coordinator's performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the local Coordinating Board to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission upon approval by the local coordinating board.

(c) Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The Coordinating Board shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the Coordinating Board.

(d) All coordinating board members should be trained on and comply with the requirements of section 112.3143, F.S., concerning voting conflicts of interest.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0157 FS. History–New 5-2-90, Amended 6-17-92, 11-16-93, 1-4-94, 7-11-95, 5-1-96, 10-1-96, 3-10-98, 4-8-01, 12-17-02, 7-3-03, 6-14-18.

41-2.013 Transportation Disadvantaged Trust Fund.

The Commission shall annually evaluate and determine each year's distribution of the Transportation Disadvantaged Trust Fund. Funds available through the Transportation Disadvantaged Trust Fund for non-sponsored transportation services and planning activities shall be applied only after all other potential funding sources have been used and eliminated. Grant funds shall not be used to supplant or replace funding of transportation disadvantaged services which are currently funded to a recipient by any federal, state, or local governmental agency. Monitoring of this mandate will be accomplished as needed by the Commission and all agencies funding transportation disadvantaged services. The use of minority-owned businesses is encouraged, utilizing the most recent certified companies published by the Department of Management Services. Funds deposited and appropriated into the Trust Fund will be utilized for:

(1) Commission administrative and operating expenses, including financial assistance, through a grant agreement, to designated official planning agencies to assist the Commission in implementing the program in each local area.

(2) A Grants Program to provide for the funding of non-sponsored trips, including the purchase of capital equipment.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013, 427.0159, 427.016 FS. History–New 5-2-90, Amended 6-17-92, 1-5-93, 6-26-94, 7-11-95, 3-10-98, 2-20-13.

41-2.014 Grants Program.

(1) Eligible Applicants. Grant funds will be allocated annually to the following entities:

(a) Community Transportation Coordinators who have an executed Memorandum of Agreement.

(b) Metropolitan Planning Organizations or Designated Official Planning Agencies approved by the Commission.

(2) Types of Grants.

(a) Trip and Equipment Related. Trip and equipment related grant funds may be used for the provision of non-sponsored transportation disadvantaged services and for the purchase of capital equipment to be used for services provided to the transportation disadvantaged. Capital equipment expenditures will be limited to no more than 25% of the Commission participation and the required match.

(b) Planning Related. Planning related grant funds may be used by an eligible Metropolitan Planning Organization or Designated Official Planning Agency to assist the Commission in their responsibilities at the local level as identified in chapter 427, F.S., including support to the local Coordinating Board.

(c) Innovation and Service Development. Innovation and service development related grant funds may be awarded competitively to support projects that:

1. Enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, public services, and recreation;

2. Assist in the development, improvement, and use of transportation systems in non-urbanized areas;

3. Promote the efficient coordination of services;

4. Encourage private transportation provider participation.

(3) Match Requirement. Eligible grant recipients for the trip and equipment grants only, must provide at least 10% of the total project cost as a local match. The match must be cash generated from local sources. Voluntary dollar collections do not require a match.

(4) Distribution of Grant Funds. On or about December 15 of each year, the Commission shall allocate a portion identified as the Grants Program of the Transportation Disadvantaged Trust Fund in the following manner:

(a) An annual amount of $1,372,060 of the Grants Program shall be designated for planning grants to assist the Commission with implementation and maintenance of the program at the local level. Beginning with the 2002/2003 grant cycle, the annual cap will be adjusted by the same percentage increase equivalent to state employees as set by the Legislature.

(b) The voluntary dollar collections will be returned to the county where said funds were collected. The voluntary dollar collections shall be designated for additional trips at the local level.

(c) The remaining portion of funds, except as specified in paragraph 41-2.014(4)(b), F.A.C., will be appropriated for the Grants Program and designated for trip and equipment related grants, subject to limitations of paragraphs 41-2.014(1)(a) and (2)(a), F.A.C.

(5) Distribution of Trip and Equipment Related Grant Funds. Each eligible applicant's allocation will be determined for the county or counties within the designated service area for which the applicant provides coordinated transportation disadvantaged services.

(a) In order to maintain system and service stability, the Commission's Fiscal Year 99/00 Allocation of Trip and Equipment Grant Funds, dated 02/99, incorporated herein by reference, shall be the base allocation for each subsequent year's distribution for trip and equipment related grant funds. No county shall receive less than the base allocation unless the Commission's five year cash-flow forecast falls below the Fiscal Year 99/00 levels allocated to the trip and equipment grant related program.

(b) If the level of funding available for distribution to the trip and equipment grant program falls below the base as stated in paragraph 41-2.014(5)(a), F.A.C., a proportionate adjustment to the base allocation will be made. Such adjustment will be based on the five year cash-flow forecast of the Commission, and each county's share of the Fiscal Year 99/00 trip and equipment related grant allocation.

(c) Allocation of additional trip and equipment grant funds above the amount used in the base allocation will be allocated to eligible applicants based on a comparative ranking of all eligible applicants in each of the following four categories:

1. The applicant's total county area in square miles as a percentage of the total square miles of all eligible applicants.

2. Total system passenger trips provided as a percentage of all eligible applicant trips reported.

3. Total system vehicle miles traveled as a percentage of all eligible applicants vehicle miles traveled and reported.

4. Total county population as a percentage of the total population of all eligible applicants.

(d) Each category will represent one fourth of the trip related grant funds.

(e) The latest required operational statistics report which is submitted by September 15 of each year will be used for obtaining the applicant's coordinated vehicle miles and coordinated passenger trips data. For purpose of this section, coordinated vehicle miles or passenger trips shall not include those services provided through an approved transportation alternative.

(6) Distribution of Planning Related Grants. Planning related grant funds will be apportioned for distribution to the planning agencies as follows:

(a) 25% of the planning allocation shall be divided into shares equal to the percentage of population each county has relative to the total state population, with each planning agency receiving a share for each county within its jurisdiction;

(b) 75% of the planning allocation shall be divided into shares equal to the number of counties throughout the state, with each planning agency receiving no more than one share for each county within its jurisdiction. Eligible applicants not requiring the total

amount of funding available may recommend to the Coordinating Board that any excess funds be allocated to the Community Transportation Coordinator for additional non-sponsored trip needs. The Commission shall reallocate any eligible excess funds to that particular county or service area's normal allocation. A local cash match of at least 10% shall be required to obtain this additional allocation.

(7) Distribution of Innovation and Service Development Grant Funds. Innovation and service development related grant funds will be awarded competitively to support such projects based upon available funding identified by the Commission.

(8) All grant applicants will provide their request for funds to the Commission no later than October 1 each year, unless otherwise approved by the Commission.

(9) Prioritization of Non-sponsored Transportation Services. The Community Transportation Coordinator, with approval of the Coordinating Board, shall have the authority to prioritize trips for non-sponsored transportation disadvantaged services which are purchased with Transportation Disadvantaged Trust Funds. Any prioritization of trips or eligibility criteria which is developed shall consider all of the following criteria:

(a) Cost Effectiveness and Efficiency.

(b) Purpose of Trip.

(c) Unmet Needs.

(d) Available Resources.

Rulemaking Authority 427.013(9), 427.013(10) FS. Law Implemented 427.013, 427.0159, 427.016 FS. History–New 5-2-90, Amended 6-17-92, 7-21-93, 6-26-94, 10-1-96, 3-10-98, 1-13-04, 8-5-18.

41-2.015 Expenditure of Local Government, State, and Federal Funds for the Transportation Disadvantaged.

(1) Any agency purchasing transportation services or providing transportation funding for the transportation disadvantaged with transportation disadvantaged funds shall expend all transportation disadvantaged funds through a contractual arrangement with the community transportation coordinator or an approved coordination provider except as provided in subsections (2) and (3), below.

(2) When it is better suited to the unique and diverse needs of a transportation disadvantaged person, the sponsoring agency may purchase or provide transportation by utilizing the following alternatives:

(a) Privately owned vehicle of an agency volunteer or employee;

(b) State owned vehicles;

(c) Privately owned vehicle of a family member or custodian;

(d) Common carriers, such as commercial airlines or bus; and

(e) Emergency medical vehicles.

(3) The sponsoring agency may utilize other modes of transportation when the community transportation coordinator determines it is unable to provide or arrange the required service. Information pertaining to these denials for service shall be reported by the community transportation coordinator on a quarterly basis or more frequently as specified by the local coordinating board.

(4) All agency applications for transportation disadvantaged operating and capital assistance funds beyond those identified in the normal state legislative budget process shall be made available to the Coordinating Board for such review.

(5) The Commission shall request all funding requests containing a transportation disadvantaged fund component from the Florida State Clearinghouse. Said funding request shall be reviewed by the Commission. The Commission will respond when there are funding requests that conflict with the intent and provisions of chapter 427, F.S., and the rules thereof.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(16), 427.016 FS. History–New 5-2-90, Amended 6-17-92, 7-11-95, 3-10-98.

41-2.016 Accessibility.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(4) FS. History–New 5-2-90, Amended 6-17-92, Repealed 7-15-12.

41-2.0161 Program Monitoring of Performance.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013 FS. History–New 6-17-92, Amended 5-1-96, Repealed 1-7-16.

41-2.0162 Chronological Listing of Report Dates.

The following reports are listed in chronological order by due date and the recipient of the report:

(1) January 1 – Commission Annual Report due to Governor and Legislature.

(2) September 15 – Annual Operating Report of Community Transportation Coordinator due to Commission.

(3) September 15 – Transportation Improvement Programs in urbanized areas due to Commission.

(4) September 15 – Annual report of the actual amount of funds expended and trips purchased due from each state agency.

(5) September 15 – Annual report accounting for all local government and direct federal funds for transportation for the disadvantaged expended in its jurisdiction due from each designated official planning agency or metropolitan planning organization.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013, 427.0135, 427.015, 427.0155, 427.016 FS. History–New 6-17-92, Amended 6-15-93, 1-4-94, 7-11-95, 5-1-96, 3-10-98, 8-10-09.

41-2.018 Public Comment.

The Commission for the Transportation Disadvantaged invites and encourages all members of the public to provide comment on matters or propositions before the Commission or a committee of the Commission. The opportunity to provide comment shall be subject to the following:

(1) Members of the public will be given an opportunity to provide comment on subject matters before the Commission after an agenda item is introduced at a properly noticed Commission meeting.

(2) Members of the public shall be limited to five (5) minutes to provide comment. This time shall not include time spent by the presenter responding to questions posed by Commission members, staff or Commission counsel. The chair of the Commission may extend the time to provide comment if time permits.

(3) Members of the public shall notify Commission staff in writing of his or her interest to be heard on a proposition or matter before the Commission. The notification shall identify the person or entity, indicate its support, opposition, or neutrality, and identify who will speak on behalf of a group or faction of persons.

Rulemaking Authority 286.0114 FS. Law Implemented 286.0114 FS. History–New 2-13-14.

North Central Florida Regional Planning Council

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December 3, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2017-2018 Annual Operations Report

RECOMMENDATION

Review the 2017/2018 Annual Operations Report.

BACKGROUND

Suwannee River Economic Council is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is the Fiscal Year 2017-2018 Annual Operations Report for Lafayette County.

If you have any questions concerning the attached report, please contact me at extension 110.

Attachment

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FLCTD
Annual Operations Report
Section I: Face Sheet

County: **Lafayette**	Fiscal Year: **July 1, 2017 - June 30, 2018**
Status: Submitted to FLCTD	
Report Date:	08/06/2018
Period Covered:	July 1, 2017 - June 30, 2018
Coordinator's Name:	Suwannee River Economic Council, Inc.
Address:	P.O. Box 70
City:	Live Oak
Zip Code:	32064
Service Area:	Lafayette
Contact Person:	Matt Pearson
Title:	Executive Director
Phone:	(386) 362 - 4115
Fax:	(386) 362 - 4078
Email:	mpearson@suwanneeec.net
Network Type:	Partial Brokerage
Organization Type:	Private Non-Profit

CTC Certification:

I, Matt Pearson, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature)

_____

LCB Statement:

I, Commissioner Lisa Walker, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Signature

_____

FLCTD
Annual Operations Report
Section II: General Info

County: **Lafayette** Fiscal Year: **July 1, 2017 - June 30, 2018**

Status: Submitted to FLCTD

Section II: Coordinated System General Information

1. Provider Listing (include the CTC, if the CTC provides transportation services)

Number of Private Non-Profits:	1
Number of Private For-Profits:	0
Public Entities:	
School Board:	0
Municipality:	0
County:	0
Transit Authority:	0
Other:	0
Total:	1

2. How many of the providers listed in 1 are coordination contractors?

0

FLCTD
Annual Operations Report
Section III: Passenger Trip Info

County: **Lafayette**	Fiscal Year: **July 1, 2017 - June 30, 2018**		
Status: Submitted to FLCTD			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	**Service Area**		
Fixed Route/Fixed Schedule	**Within**	**Outside**	**Total**
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
Deviated Fixed Route Service	0	0	0
Paratransit			
Ambulatory	1896	1768	3664
Non-Ambulatory	202	408	610
Stretcher	0	0	0
Other Services			
School Board Trips	0	0	0
Total Trips	2098	2176	4274
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			0
1c. How many of the total trips were provided by coordination contractors?			4274
2. One-Way Trips by Funding Source			
Agency for Health Care Administration			311
Agency for Persons with Disabilities			0
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			3402
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			560
Department of Health			0

Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	0
Local Non-Government	1
Other Federal Programs	0
Total:	4274
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	yes
Elderly	
Low Income:	1986
Disabled:	395
Low Income and Disabled:	196
Other:	0
Children	
Low Income:	287
Disabled:	45
Low Income and Disabled:	43
Other:	0
Other	
Low Income:	1101
Disabled:	38
Low Income and Disabled:	12
Other:	171
Total:	4274
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	no
Medical Purpose	1306
Employment Purpose	0
Education/Training/Daycare Purpose	770
Nutritional Purpose	1836
Life-Sustaining/Other Purpose	362
Total:	4274
5. Unduplicated Passenger Head Count	
5a. Paratransit/Deviated Fixed Route/ School Brd	187

5b. Fixed Route	0
Total:	187
6. Number of Unmet Trip Requests	0
Unmet Trip Requests by Type of Trip	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	0
Reason Trip was Denied (Optional)	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
7.) Number of Passenger No-shows	926
Passenger No-Shows by Funding Source (optional)	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
8. Complaints	
Complaints by Service	0
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	0
Complaint Total:	0
9. Commendations	
Commendations by CTC	0

Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
Total Commendations:	0

FLCTD
Annual Operations Report
Section IV: Vehicle Info

County: **Lafayette**			Fiscal Year: **July 1, 2017 - June 30, 2018**
Status: Submitted to FLCTD			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		**Revenue Miles**
CTC:	58012		51506
Transportation Providers:	0		0
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
Total:	58012		51506
2. Roadcalls	0		
3. Accidents			
	Chargeable		**Non-Chargeable**
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		0
Total Accidents Person & Vehicle:	0		0
Total Accidents:	0		0
Grand Total:	0		
4. Total Number of Vehicles	4		
		Count	**Percentage**
a. Total vehicles that are wheelchair accessible:		4	100.00%
b. Total vehicles that are stretcher equipped:		0	0.00%

FLCTD
Annual Operations Report
Section V: Employee Info

County: **Lafayette**		Fiscal Year: **July 1, 2017 - June 30, 2018**	
Status: Submitted to FLCTD			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	1		2168
Part-Time Drivers	3		2594
Volunteer Drivers	0		0
		Total Hours:	4762
Maintenance Employees	0		
Dispatchers	1		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	0		
			Hours
Other Volunteers	0		0
Administrative Support	0		
Management Employees	2		
Total	7		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	0		0
Part-Time Drivers	0		0
Volunteer Drivers	0		0
		Total Hours:	0
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		

Other Operations Employees	0		
			Hours
Other Volunteers	0		0
Administrative Support	0		
Management Employees	0		
Total	0		
		TOTAL HOURS:	4762

FLCTD
Annual Operations Report
Section VI: Revenue Sources

County: **Lafayette**		Fiscal Year: **July 1, 2017 - June 30, 2018**	
Status: Submitted to FLCTD			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	**CTC and Transportation Providers**	**Coordination Contractors**	**TOTAL REVENUES**
Agency for Health Care Administration			
Medicaid Non-Emergency	$19,582.00	$0.00	$19,582.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	$0.00	$0.00	$0.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	$0.00	$0.00	$0.00
Developmental Services	$0.00	$0.00	$0.00
Other (specify)	$0.00	$0.00	$0.00
Agency for Workforce Innovation			
WAGES/Workforce Board	$0.00	$0.00	$0.00
Other (specify)	$0.00	$0.00	$0.00
Commission for the Transportation Disadvantaged			
Non-Sponsored Trip Program	$140,110.00	$0.00	$140,110.00
Non-Sponsored Cap. Equip.	$0.00	$0.00	$0.00
Rural Capital Equip.	$69,822.00	$0.00	$69,822.00
TD Other (specify)	$0.00	$0.00	$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	$0.00	$0.00	$0.00
Family Safety & Preservation	$0.00	$0.00	$0.00
Other (specify)	$0.00	$0.00	$0.00
Department of Community Affairs			
Community Services	$0.00	$0.00	$0.00
Other (specify)	$0.00	$0.00	$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	$0.00	$0.00	$0.00
Division of Blind Services	$0.00	$0.00	$0.00

Vocational Rehabilitation	$0.00	$0.00	$0.00
Day Care Programs	$0.00	$0.00	$0.00
Other (specify)	$0.00	$0.00	$0.00
Department of Elder Affairs			
Older Americans Act	$4,480.00	$0.00	$4,480.00
Community Care for the Elderly	$0.00	$0.00	$0.00
Other (specify)	$0.00	$0.00	$0.00
Department of Health			
Children's Medical Services	$0.00	$0.00	$0.00
Office of Disability Deter.	$0.00	$0.00	$0.00
County Public Health Unit	$0.00	$0.00	$0.00
Other (specify)	$0.00	$0.00	$0.00
Department of Juvenile Justice			
(specify)	$0.00	$0.00	$0.00
Department of Transportation			
49 USC 5307 (Section 9)	$0.00	$0.00	$0.00
49 USC 5310 (Section 16)	$0.00	$0.00	$0.00
49 USC 5311 (Section 18)	$40,317.00	$0.00	$40,317.00
490USC 5311(f) (Section 18i)	$0.00	$0.00	$0.00
Block Grant	$0.00	$0.00	$0.00
Service Development	$0.00	$0.00	$0.00
Commuter Assistance Program	$0.00	$0.00	$0.00
Other DOT (Specify)	$0.00	$0.00	$0.00
Local Government			
School Board Service	$0.00	$0.00	$0.00
Complementary ADA Service	$0.00	$0.00	$0.00
County Cash	$0.00	$0.00	$0.00
County In-Kind	$0.00	$0.00	$0.00
City Cash	$0.00	$0.00	$0.00
City In-Kind	$0.00	$0.00	$0.00
Other Cash (specify)	$0.00	$0.00	$0.00
Other In-Kind (specify)	$0.00	$0.00	$0.00
Local Non-Government			
Farebox	$0.00	$0.00	$0.00
Donations, Contributions	$0.00	$0.00	$0.00
In-Kind Services	$0.00	$0.00	$0.00
Other Non-Government	$16,280.00	$0.00	$16,280.00
Other Federal or State Programs			

(specify)	$0.00	$0.00	$0.00
(specify)	$0.00	$0.00	$0.00
(specify)	$0.00	$0.00	$0.00
GRAND TOTAL:	$290,591.00	$0.00	$290,591.00

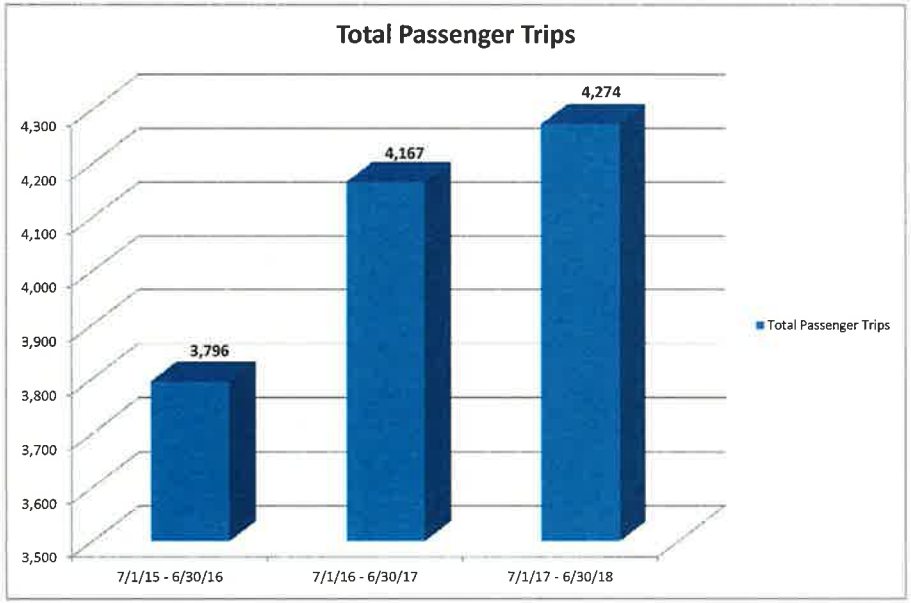
FLCTD
Annual Operations Report
Section VII: Expense Sources

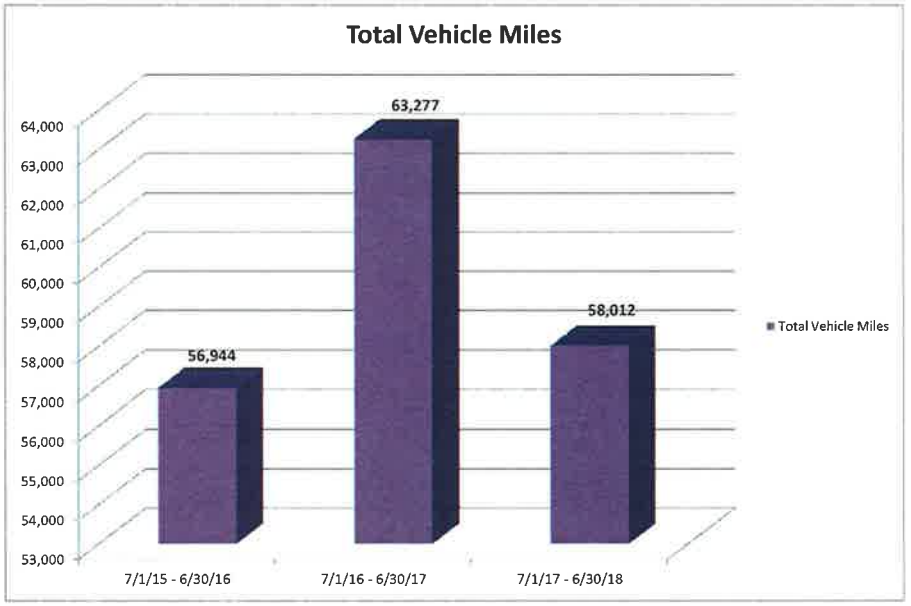
County: **Lafayette**		Fiscal Year: **July 1, 2017 - June 30, 2018**	
Status: Submitted to FLCTD			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	**Community Transportation Coordinator**	**Coordination Contractor**	**TOTAL EXPENSES**
Labor (501):	$69,593.00	$0.00	$69,593.00
Fringe Benefits (502):	$34,287.00	$0.00	$34,287.00
Services (503):	$7,454.00	$0.00	$7,454.00
Materials and Supplies Cons. (504):	$93,111.00	$0.00	$93,111.00
Utilities (505):	$6,211.00	$0.00	$6,211.00
Casualty and Liability (506):	$9,862.00	$0.00	$9,862.00
Taxes (507):	$133.00	$0.00	$133.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	$0.00	$0.00	$0.00
School Bus Expenses:	$0.00	$0.00	$0.00
Other:	$0.00	$0.00	$0.00
Miscellaneous (509):	$1,114.00	$0.00	$1,114.00
Interest (511):	$0.00	$0.00	$0.00
Leases and Rentals (512):	$0.00	$0.00	$0.00
Annual Depreciation (513):	$4,053.00	$0.00	$4,053.00
Contributed Services (530):	$15,567.00	$0.00	$15,567.00
Allocated Indirect Expenses:	$0.00	$0.00	$0.00
GRAND TOTAL:	$241,385.00	$0.00	$241,385.00

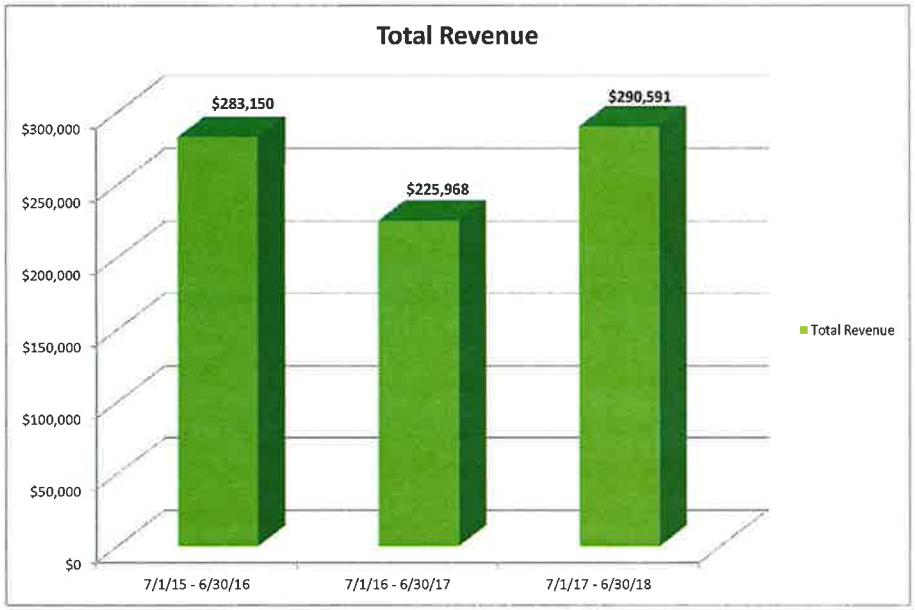
PERFORMANCE TRENDS - SUWANNEE RIVER ECONOMIC COUNCIL
LAFAYETTE COUNTY

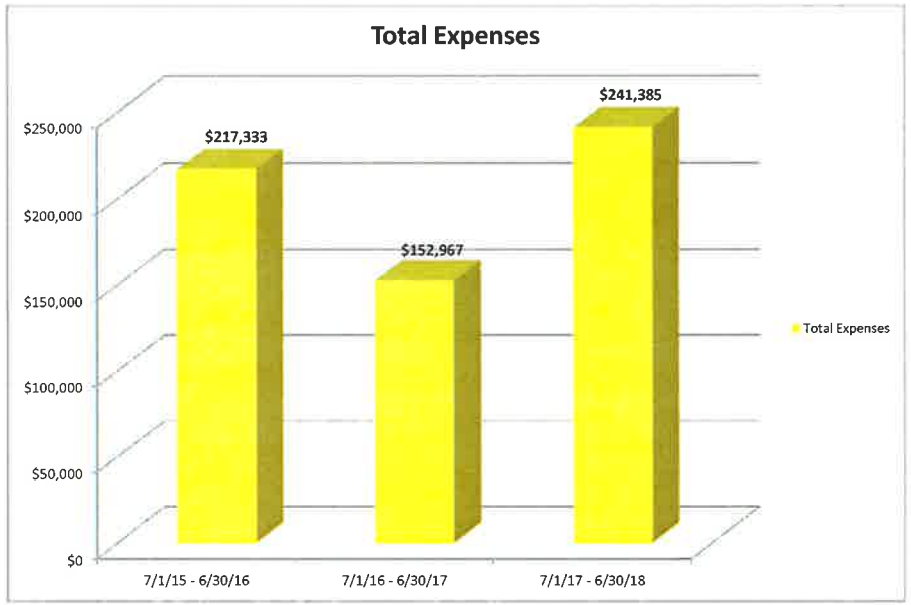
PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/15 - 6/30/16	Fiscal Year 7/1/16 - 6/30/17	Fiscal Year 7/1/17 - 6/30/18	Percent Change 2016/17 - 2017/18
TOTAL SERVICE	Total Passenger Trips	3,796	4,167	4,274	3%
	Total Revenue Vehicle Miles	43,399	53,212	51,506	-3%
	Total Vehicle Miles	56,944	63,277	58,012	-9%
	Total Driver Hours	3,182	4,617	4,762	3%
SERVICE EFFECTIVENESS	Passenger Trips/Revenue Vehicle Mile	0.09	0.08	0.08	6%
	Passenger Trips/Vehicle Mile	0.07	0.07	0.07	11%
	Average Miles/Trip	15	15	14	-12%
	Passenger Trips/Driver Hour	1.2	0.9	0.9	-1%
COST EFFECTIVENESS & EFFICIENCY	Total Revenue	$283,150	$225,968	$290,591	22%
	Total Expenses	$217,333	$152,967	$241,385	37%
	Cost/Passenger Trip	$57.25	$36.71	$56.48	35%
	Cost/Vehicle Mile	$3.82	$2.42	$4.16	42%
	Cost/Revenue Vehicle Mile	$5.01	$2.87	$4.69	39%
	Cost/Vehicle	$72,444	$50,989	$60,346	16%
	Cost/Driver Hour	$68.30	$33.13	$50.69	35%
VEHICLE UTILIZATION	Total Vehicles	3	3	4	25%
	Passenger Trips/Vehicles	1,265	1,389	1,069	-30%
	Vehicle Miles/Vehicle	18,981	21,092	14,503	-45%
	Revenue Vehicle Miles/Vehicle	14,466	17,737	12,877	-38%
SAFETY	Total Number of Accidents	0	1	0	#DIV/0!
	Accidents/100,000 Miles	0	1	0	#DIV/0!
SERVICE AVAILABILITY	Average Vehicle Miles Between Roadcalls	56,944	63,277	58,012	-9%
	Roadcalls	1	0	0	#DIV/0!
	Passenger No-Shows	10	11	926	99%
	Number of Trip Denials	10	9	0	#DIV/0!

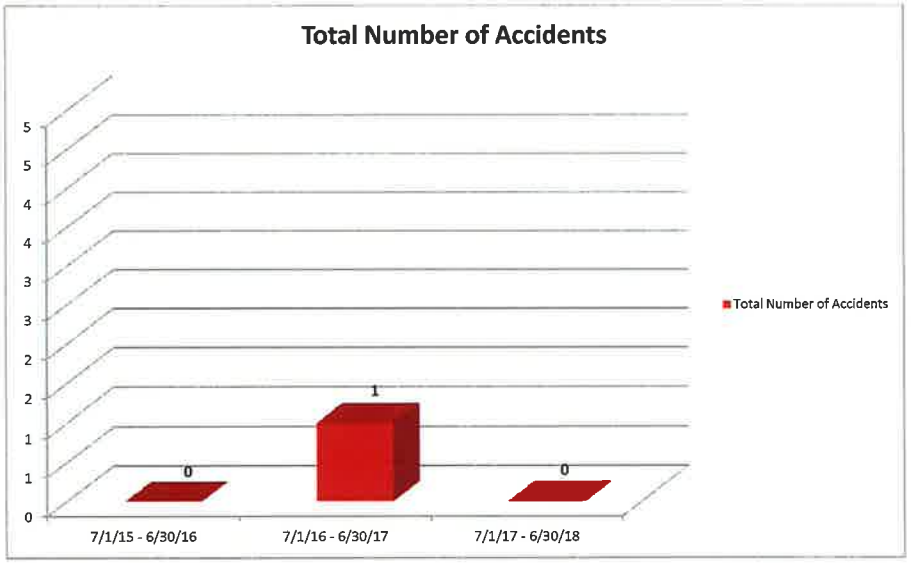
Source: Annual Operations Reports

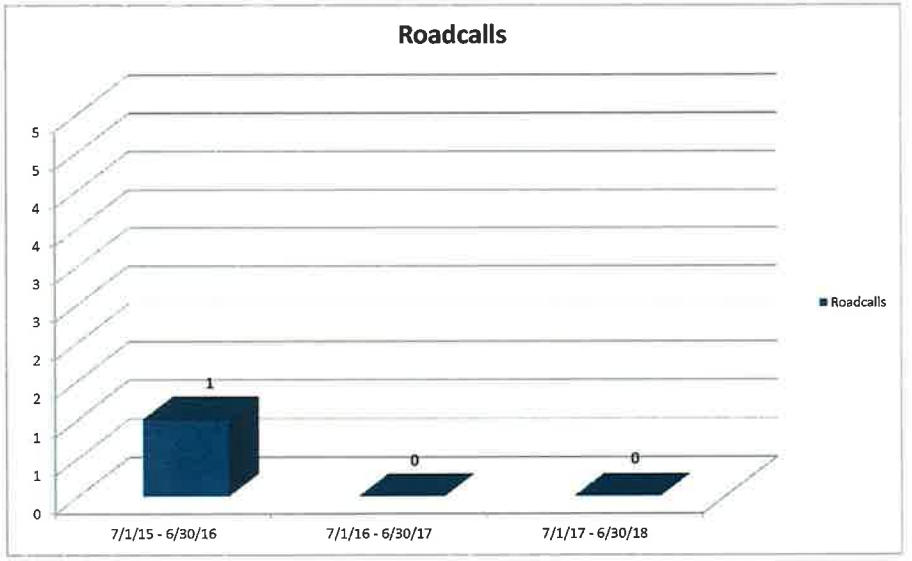

Total Passenger Trips
4,300
4,200
4,100
4,000
3,900
3,800
3,700
3,600
3,500
3,796
4,167
4,274
7/1/15 - 6/30/16
7/1/16 - 6/30/17
7/1/17 - 6/30/18
Total Passenger Trips


Total Vehicle Miles
64,000
63,000
62,000
61,000
60,000
59,000
58,000
57,000
56,000
55,000
54,000
53,000
56,944
63,277
58,012
7/1/15 - 6/30/16
7/1/16 - 6/30/17
7/1/17 - 6/30/18
Total Vehicle Miles


Total Revenue
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$0
$283,150
$225,968
$290,591
7/1/15 - 6/30/16
7/1/16 - 6/30/17
7/1/17 - 6/30/18
Total Revenue


Total Expenses
$250,000
$200,000
$150,000
$100,000
$50,000
$0
$217,333
$152,967
$241,385
7/1/15 - 6/30/16
7/1/16 - 6/30/17
7/1/17 - 6/30/18
Total Expenses


Total Number of Accidents
5
5
4
4
3
3
2
2
1
1
0
0
1
0
7/1/15 - 6/30/16
7/1/16 - 6/30/17
7/1/17 - 6/30/18
Total Number of Accidents


Roadcalls
5
5
4
4
3
3
2
2
1
0
1
0
0
7/1/15 - 6/30/16
7/1/16 - 6/30/17
7/1/17 - 6/30/18
Roadcalls

North Central Florida Regional Planning Council

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

December 3, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Attached are the following reports for the Board's review:

1. Operations Report July - September 2018;
2. Fiscal Year 2018/19 Transportation Disadvantaged Trust Fund Status Report;
3. Complaint/Commendation Report July - September 2018; and
4. Trip Denial Report July - September 2018.

If you have any questions regarding the attached reports, please do not hesitate to contact me.

Attachments

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QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
JULY - SEPTEMBER 2018

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	**1,802**
Florida Managed Medical Assistance Program	34
Florida Transportation Disadvantaged Program	1,639
S.R.E.C. - Title III-B Meal Site	129
TOTAL VEHICLE MILES	**45,929**
TOTAL REVENUE VEHICLE MILES	**40,659**
TOTAL DOLLARS INVOICED	**$108,360.02**
Florida Managed Medical Assistance Program	$1,849.00
Transportation Disadvantaged Program	$105,479.02
S.R.E.C. - Title III-B Meal Site	$1,032.00
AVERAGE COST PER TRIP	**$60.13**
Florida Managed Medical Assistance Program	**$54.38**
Transportation Disadvantaged Program	**$64.36**
S.R.E.C. - Title III-B Meal Site	**$8.00**
AVERAGE COST PER VEHICLE MILE	**$2.36**
AVERAGE COST PER REVENUE VEHICLE MILE	**$2.67**
TRIP PURPOSE*	
Medical	319
Employment	0
Education/Training	918
Shopping	60
Meal Site	451
Recreation	49
Other	5
NUMBER OF TRIPS DENIED	**0**
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	**30**
PERCENT OF SINGLE PASSENGER TRIPS	**2%**
NUMBER OF ACCIDENTS	**0**
NUMBER OF VEHICLES	**5**
NUMBER OF ROADCALLS	**0**
MILES BETWEEN ROADCALLS	**45,929**

QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
JULY - SEPTEMBER 2017

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	**905**
Florida Managed Medical Assistance Program	**111**
Florida Transportation Disadvantaged Program	**673**
S.R.E.C. - Title III-B Meal Site	**121**
TOTAL VEHICLE MILES	**11,680**
TOTAL REVENUE VEHICLE MILES	**10,696**
TOTAL DOLLARS INVOICED	**$32,012.23**
Florida Managed Medical Assistance Program	**$8,768.75**
Transportation Disadvantaged Program	**$22,275.48**
S.R.E.C. - Title III-B Meal Site	**$968.00**
AVERAGE COST PER TRIP	**$35.37**
Florida Managed Medical Assistance Program	**$79.00**
Transportation Disadvantaged Program	**$33.10**
S.R.E.C. - Title III-B Meal Site	**$8.00**
AVERAGE COST PER VEHICLE MILE	**$2.74**
AVERAGE COST PER REVENUE VEHICLE MILE	**$2.99**
TRIP PURPOSE*	
Medical	**784**
Employment	**0**
Education/Training	**0**
Shopping	**0**
Meal Site	**121**
Recreation	**0**
Other	**0**
NUMBER OF TRIPS DENIED	**0**
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	**32**
PERCENT OF SINGLE PASSENGER TRIPS	**4%**
NUMBER OF ACCIDENTS	**0**
NUMBER OF VEHICLES	**3**
NUMBER OF ROADCALLS	**0**
MILES BETWEEN ROADCALLS	**11,680**

Source: Suwannee River Economic Council, Inc.

2018-2019 TRIP/EQUIPMENT GRANT SUMMARY
LAFAYETTE COUNTY

CONTRACT AMOUNT: $195,907.00

MONTH/ YEAR	TOTAL DOLLARS SPENT	TRUST FUND (90%)	LOCAL MATCH (10%)	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-18	$13,827.93	$12,445.14	$1,382.79	$182,079.07	232	$59.60
Aug-18	$45,043.66	$40,539.29	$4,504.37	$137,035.41	668	$67.43
Sep-18	$46,607.43	$41,946.69	$4,660.74	$90,427.98	739	$63.07
Oct-18				$90,427.98		#DIV/0!
Nov-18				$90,427.98		#DIV/0!
Dec-18				$90,427.98		#DIV/0!
Jan-19				$90,427.98		#DIV/0!
Feb-19				$90,427.98		#DIV/0!
Mar-19				$90,427.98		#DIV/0!
Apr-19				$90,427.98		#DIV/0!
May-19				$90,427.98		#DIV/0!
Jun-19				$90,427.98		#DIV/0!

Source: Suwannee River Economic Council

LAFAYETTE COUNTY

SERVICE COMPLAINTS/COMMENDATIONS
JULY - SEPTEMBER 2018

TYPE OF COMPLAINT	TOTAL	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
TOTALS	**0**	-
COMMENDATIONS	**0**	-

Source: Suwannee River Economic Council

LAFAYETTE COUNTY
UNMET TRANSPORTATION NEEDS
JULY - SEPTEMBER 2018

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other	0
TOTALS	**0**

Source: Suwannee River Economic Council, Inc.

ATTENDANCE RECORD

LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	11/13/17	3/12/18	6/4/18	9/10/18
Chair	Commissioner Lisa Walker		P	A	A
Florida Department of Transportation	Sandra Collins	P	A	A	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	P	P	P	A
Alternate Member	Amanda Bryant	A	A	A	A
Florida Agency for Health Care Administration	Deweece Ogden	A	A	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Bonnie Burgess				P
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Eva K. Bolton		P	P	P
Alternate Member	(Vacant)				
Florida Agency for Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Joey Pearson	P	P	P	A
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	Rhoda Pate	A	A	A	A
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Ellis A. Gray, III	A	A	A	A
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Children at Risk	Colleen Cody	A	A	P	P
Alternate Member	(Vacant)				
Local Medical Community	Risa Clayton	A	A	A	A
Alternate Member	(Vacant)				
Regional Workforce Board	Diane Head	P	P	A	A
Alternate Member	Anthony Jennings	A	A	P	P

LEGEND KEY: P-Present A-Absent - Not Applicable (newly appointed member)

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."