MEMORANDUM

January 25, 2019

TO: 
Bay County Transportation Disadvantaged Coordinating Board and Interested Parties

FROM: 
Commissioner Pamn Henderson, Chair

SUBJECT: 
February 6, 2019 Transportation Disadvantaged Board Meeting

The Bay County Transportation Disadvantaged Coordinating Board will meet Wednesday, February 6, 2019 at 10:30 am, at the Bay County Government Center, Room 1030, 840 West 11th St. Panama City, FL. If there are any questions, please contact Howard Vanselow, Transportation Planner at 1-800-226-8914, extension 231 or by email at howard.vanselow@wfrpc.org.

Board members will introduce themselves and the agency or position they represent. Visitors are asked to introduce themselves to be welcomed by the Board.

BOARD AGENDA

I. Call to order and approval of the December12, 2018 Board Meeting minutes.
   A. Approval of Minutes
      For Action Presentation: Chair (Item I-A)

II. Old Business:

III. New Business:
   A. Community Transportation Coordinator Visit
      For Information Presentation: TPO Staff (Agenda Item III-A)
   B. Community Transportation Coordinator (CTC) Report
      For Information Presentation: CTC Staff (Agenda Item III-B)
C. Regional Planning Council Quarterly Report  
   For Information  Presentation: TPO Staff  (Agenda Item III-C)  

D. Annual Rider Survey (Demand Response/Paratransit)  
   For Information  Presentation: TPO Staff  (Agenda Item III-D)  

E. Commission for the Transportation Disadvantage Correspondence  
   For Information  Presentation: TPO Staff  (Agenda Item III-E)  

F. Grant Review  
   For Information  Presentation: CTC Staff  (Agenda Item III-F)  

IV. Other Business  

A. Annual Board Training  
   For Information  Presentation: TPO Staff  (Agenda Item IV-A)  

V. Public Comments: Any individual who wishes to address the Board is requested to fill out a Speaker Request Form obtained from TPO staff.  

VI. Adjourn  

The next coordinating board meeting and public hearing is scheduled for Wednesday, May 8, 2019 at 10:30 am.  

VISIT OUR WEB SITE AT: http://www.wfrpc.org/programs/bay-county-td  
FOR FULL AGENDA PACKETS  
AND ADDITIONAL TRANSPORTATION PLANNING INFORMATION  

The West Florida Regional Planning Council (RPC) adheres to the Americans with Disabilities Act and will make reasonable modifications for access and language for this meeting upon request. Please call Ms. Dorothy McKenzie Toll Free at 1-800-226-8914, extension 230. Requests must be made at least 48 hours in advance of the meeting in order to allow the RPC time to provide the requested services.  

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in: Public Participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Persons believing they have been discriminated against on these conditions please contact Brittany Ellers, 800-226-8914 x220 or brittany.ellers@wfrpc.org.  
FL Relay System: 1-800-955-8770 Voice; 1-800-955-8771 TTY.
AGENDA ITEM I-A

SUBJECT: Approval of minutes

BACKGROUND: The minutes from the December 12, 2018 Board meeting will be reviewed and approved by the local coordinating board.

REQUESTED ACTION: A motion and vote to approve the December 12, 2018 Board meeting minutes.
## BAY COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEETING MINUTES – 12/12/18

**West Florida Regional Planning Council**  
(Designated Staff)  
**Callaway Arts & Conference Center**  
500 Callaway Parkway  
Callaway, FL

<table>
<thead>
<tr>
<th>Agency</th>
<th>Date of Meeting</th>
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<td>Department of Education Brandi Boyer Rutherford/Alt Roderick Pearson</td>
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<td>Elected Official-Chair Pamn Henderson/Alt Bryan Taylor</td>
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<td>Private Transportation Industry Jared Schnader/Alt Vacant</td>
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<td>Workforce Development Board Jennifer German/Alt Lee Elzey</td>
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**OTHERS PRESENT:** Howard Vanselow, Dorothy McKenzie, Angela Bradley, Trey Kolmetz, Zachary Balassone Lamar Hobbs

**Quorum Present**
I. Call to order and approval of the August 8, 2018 Board Meeting minutes.

   A. Approval of Minutes
   Chairperson Henderson called for approval of the minutes.

   Action: Mr. Volpi moved to approve the August 8, 2018 board meeting minutes. Mr. Haight seconded the motion and it was passed unanimously.

II. Old Business:

   A. Proviso and Shirley Conroy follow-up
   Mr. Vanselow said there were two separate items. The funding was given to the County and CTC, and they changed it. It wasn’t approved because the budget wasn’t approved. The Proviso funds was a conflict statewide. People were getting additional funds because the state had extra dollars, and they were giving it over time through the counties. The funding was to be given to rural counties. The state relooked at it and came up with a new ruling before it went into act. Whoever was receiving 5307, they did not give them that money. Even though Bay County was getting it, they changed it and Bay County lost the funding. When it was relooked at, because of the rule and intent, the legislation was to give it to operating communities that were more rural in nature.

   Mr. Vanselow said the board had approved the Shirley Conroy grant. Normally, it is a separate grant every year, that is competitive. Bay County submitted the grant; they were told they were going to get the grant. However, during the budget process all the Transportation Disadvantaged funds were put into one pot of money. The Shirley Conroy grants were taken away from everybody within the state. Instead, they all received a little bump to their trip and equipment grant. The Shirley Conroy money was divided amongst the counties.

III. New Business:

   A. CTC Visit
   Mr. Vanselow asked for volunteers to visit the CTC on January 11, 2019. Performance measures will be reviewed. Also, volunteers were requested for a ride along of the service.

   Chairperson Henderson, Ms. Flowers, and Mr. Schnader volunteered for the CTC visit. Mr. Volpi and Mr. Forbus volunteered for the ride along. Mr. Haight expressed interest in the CTC visit.

   Action: Mr. Forbus made a motion to approve; Ms. Flowers seconded the motion and it was passed unanimously.

   B. Annual Operating Report
   Mr. Vanselow stated that a three-year comparison was in the agenda package. The majority of trips for 2018 were ambulatory. There was a total of 114,165 trips for the year. The majority of trips by funding source were for APD. He continued to review the report.

   One of the board members asked why unmet trip requests had increased dramatically. Ms. Bradley stated that the unmet trip requests were due to lack of funding. Mr. Haight noted that the no shows had improved.
Mr. Haight said the table that are unused locally. He asked if the table is in a format from some source. Mr. Vanselow said the format is the same format used by everyone in the state.

Mr. Haight referred to the category school board service. He asked if there is something that the agencies go to provide service to schools. Mr. Vanselow said they were not allowed to provide service. Mr. Vanselow said the school is funded to transport students.

Mr. Haight said locally there are 3,800 students that are homeless. He asked if those students are eligible through the paratransit system. Mr. Vanselow said they would be eligible for what the age requirement is. Mr. Haight said they cannot ride alone without an adult under a certain age. Mr. Vanselow said they would be eligible if they fill out an application and they are transportation disadvantaged. He said they would not be eligible to go to the school if they do not have a home location to be picked up at. The school is responsible to pick them up from a designated area. They could be transported to places such as medical appointments by paratransit. Mr. Haight said this was an emergency situation that will take 20 years to resolve. Mr. Haight if there were grant funds available for that specific category. Mr. Vanselow said there are other funding sources to help the displaced. The federal government has funding that is available for displaced individuals.

Ms. Bradley said they are pretty well sustaining service presently.

Mr. Haight said he was asking to investigate if there is more money for this specific purpose.

Mr. Vanselow asked Ms. Bradley if they spoke with the federal government about funding trips. Ms. Bradley said there hasn't been anything specific. Mr. Vanselow said they talked about additional funds for those displaced and that they could contract with the CTC. They were trying to see what resources they had in place. Ms. Bradley said there was just discussion; no funding was provided. She said if they go through a FEMA resource, they have to front the money for a while, and funding may not be received. Mr. Vanselow said at some point it is all going to go through the state. Ms. Bradley said they would see what they can do; however, they have to consider how many vehicles they have currently. She said they are still assessing all the damages they have to make sure that they are sustaining the current trips. Mr. Vanselow said they are looking at what resources are currently in place that can be used.

Mr. Haight said the definition transportation disadvantaged changed October 10, 2018. He said there were approximately 10,000 people that lost their cars and everything they had. He asked if in the next couple years if they could reclassify the definition of transportation disadvantaged.

Mr. Vanselow said the board and the county can look at the application. He said currently the definition is broad: no other means of transportation. Mr. Hobbs said those qualifying can be 60 or over, fall in the poverty guidelines, or be disabled. Mr. Vanselow thought for those people that have nothing, they would meet the requirements of the transportation disadvantaged program. Mr. Haight said they would need more funding because there is going to be a greater demand for trips.

Mr. Haight said he has family in southwest Florida and they experienced three hurricanes. He asked if there was a counterpart in those areas that could be asked how the post disaster response for transportation disadvantaged was handled. Mr. Vanselow said he spoke with the state, i.e. the Commission for the Transportation Disadvantaged. He said he received calls from other counties stating that they had Bay County residents and asked if they could get money from Bay County to pay for the other counties. Mr. Vanselow called the CTD relating the unique circumstances and asked if funds could be shifted from one area to another. The CTC’s answer was that "you have what you have." He said they have under some emergency
circumstances received vehicles for some areas; however, those items are being worked in
different ways. The CTD trust fund is not going to provide any additional dollars. Programs
such as FEMA may assist; however, nothing has been established to assist.

Mr. Hobbs said he is waiting for funding for things they provided during Irma. He sent an invoice
on November 17, 2017 and has not received any indication that they are ready to pay.

Mr. Haight asked about county cash in the amount of $100,000. He asked if that was money
that the county is paying straight out. Ms. Bradley said that is part of their contribution. Mr.
Haight asked if there was any accommodation for that. Mr. Vanselow said the county for years
did not want to contribute to transit. Mr. Haight asked if that was in kind. Ms. Bradley said it
was cash.

Action: Mr. Haight moved to approve. Mr. Forbus seconded the motion and it was
passed unanimously.

C. Community Transportation Coordinator (CTC) Report and Information

Mr. Kolmetz reviewed the CTC report. There were 20,983 trips provided during the quarter.
There was 160 unmet trip requests for the quarter, which was a decrease from the prior
quarter. They were 97.90% on time. No shows had decreased considerably relative to the
year prior.

Mr. Kolmetz reviewed the commendations and complaints. There was a complaint that a
driver displayed road rage by using his horn unnecessarily. The video was reviewed. The
driver honked backed at a vehicle that initiated the honking. The driver was coached.

Mr. Kolmetz said there was a complaint that a trip was refused due to maximum capacity.
There were no incidents during the quarter and there was two accidents.

Action: Information Only

D. Transportation Planning Organization Quarterly Report

Mr. Vanselow said the report is submitted to the Commission for the Transportation
Disadvantaged. He said the annual bylaws and grievance procedures were approved at
the last meeting.

Action: Information Only

E. Commission for the Transportation Disadvantaged Correspondence

Mr. Vanselow said the next business meeting is scheduled for March 19, 2019. The Public
Transportation and Transportation Disadvantaged Legislative Awareness Day will be on
March 20, 2019. A meeting will be at the capital and other agencies will review the fixed
route and paratransit. There will also be the Development Disability and Awareness Day
with the ARC.

Action: Information Only

F. Grant Review

Mr. Vanselow said the FDOT Grant Workshop will be held January 9, 2019. The workshop
will review the grant funds that are received by the fixed route and the CTC for operations
and vehicles. The application time has been extended until mid February 2019.
Mr. Hobbs provided an update relative to Hurricane Michael. He said Mr. Schnader’s company assisted in providing trips. There were damaged vehicles and many employees were relocated and resigned their positions. Approximately 60% of their staff left due to the storm. Before the hurricane they mostly transported medical patients. Calls were received from hospitals to transport clients to and from shelters. A considerable number of dialysis trips were provided.

Mr. Hobbs said 95% of their fleet was damaged by the hurricane. They had eight vehicles and four were demand response vehicles. Four of the vehicles still need repairs. They are bringing in vehicles for other parts of the state. The facilities also were damaged. All of the fencing was destroyed as well as the security systems. Serv Pro was contracted with to clean up the facilities. Staff operated out of a 40’ x 40’ tent in the transit yard. They also contracted for two triple-wide trailers. They are in the processing of finalizing buildings for Bay County staff and transit staff to work out of within a week.

Mr. Hobbs stated that the Florida Department of Transportation from the district office called after the hurricane to send help. FDOT sent consultants from CUTR to assist in assessing the storm damage. Transportation needs of the public were assessed. Mr. Hobbs and Ms. Bradley staffed the EOC for a week. Mr. Vanselow also assisted at the EOC for a week. Ms. Henderson assisted at the EOC as well as other persons.

Mr. Warner asked if transportation was provided to and from the shelter. Mr. Hobbs said they did provide transportation to and from the shelter. Within a month they were providing full service on all their routes. Demand response trips were provided when communication was established.

Mr. Hobbs said they provided trips to Ft. Walton and Destin to allow people to relocate. First responders were transported to various locations. They are still receiving storm related requests for transportation service.

Mr. Haight asked if anyone has offered to pay for the extra services provided. Mr. Haight said the Federal Transit Administration (FTA) has communicated regarding emergency relief funds; Congress must approve that funding. FTA has reviewed the damage in person. The estimate of damages is $9-10 million which includes vehicles, buildings, and extra services. FDOT is assisting in working through insurance company negotiations.

Chairperson Henderson commended everyone in their efforts relative to the hurricane.

Action: Information Only

III. Other Business:

Chairperson Henderson advised the next meeting will be held February 6, 2019 at 10:30 a.m.

IV. Adjourn – There being no further business the meeting was adjourned.
AGENDA ITEM III-A

SUBJECT: Community Transportation Coordinator Visit

BACKGROUND: The planning agency and the local coordinating board conducted the annual Visit of the Community Transportation Coordinator (CTC). The TDSP was also part of the review process.

The CTC Evaluation was conducted on January 30, 2019.

REQUESTED ACTION: For Information
AGENDA ITEM III-B

SUBJECT: Community Transportation Coordinator (CTC) Report and Information

BACKGROUND: The Local Coordinating Board shall evaluate services provided by the CTC and seek innovative ways to improve cost-effectiveness, efficiency, and safety. In order to fulfill this requirement, the board has requested that the CTC provide a quarterly summary of coordination activities and a financial report of sponsored and non-sponsored trip costs in Bay County.

The current report has been changed to provide more consistency in reporting data.

CTC staff may also provide any additional information in an effort to keep the Local Coordinating Board informed of the progress being made to the Demand Response System.

The Quarterly Report will be handed out at the meeting

REQUESTED ACTION: For Information.
AGENDA ITEM III-C

SUBJECT: Transportation Planning Organization Report

BACKGROUND: West Florida Regional Planning Council as designated staff to the Bay County Transportation Planning Organization (TPO) submits a quarterly report to the Commission for the Transportation Disadvantaged on planning grant tasks. The second quarter report is enclosed for board review.

REQUESTED ACTION: For information.
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<thead>
<tr>
<th>I</th>
<th>PROGRAM MANAGEMENT</th>
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<tbody>
<tr>
<td>A.</td>
<td>Develop and maintain a process for the <strong>appointment and reappointment of voting and non-voting members</strong> to the local coordinating board. (41-2.012, FAC)</td>
<td>No activity to report: The process is in place and a current roster is sent with each invoice. The annual membership certification is scheduled for May 2019.</td>
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<td>B.</td>
<td>Prepare <strong>agendas</strong> for local coordinating board meetings consistent with the Local Coordinating Board and Planning Agency Operating Guidelines. <em>(Task 2)</em></td>
<td>The agenda for the December LCB meeting was prepared and was consistent with the Guidelines.</td>
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<td>C.</td>
<td>Prepare official <strong>minutes</strong> of local coordinating board meetings regardless of a quorum and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. <em>(Task 2)</em></td>
<td>The approved minutes of the August 2018 LCB, and the draft minutes of the December 2018 LCB meetings are included with the invoice.</td>
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<td>D.</td>
<td>Provide at least one <strong>public workshop</strong> annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). <em>(Task 3)</em></td>
<td>No activity to report: The Public Workshop is scheduled for May 2019.</td>
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<td>E.</td>
<td>Provide staff support for <strong>committees</strong> of the local coordinating board. <em>(Task 2)</em></td>
<td>No activity to report: Staff supports committees and assist with the TDSP development when needed.</td>
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<td>F.</td>
<td>Develop and update annually <strong>by-laws</strong> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. <em>(Task 4)</em></td>
<td>Annual by-laws were approved at August 2018 LCB meeting and are included in the invoice. <strong>TASK COMPLETE</strong></td>
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<td>G.</td>
<td>Develop, annually update, and implement local coordinating board <strong>grievance procedures</strong> in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission’s Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. <em>(Task 5)</em></td>
<td>Local coordinating board grievance procedures were approved at August 2018 LCB meeting and are included in the invoice. <strong>TASK COMPLETE</strong></td>
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<td>H.</td>
<td>Provide the Commission with a current <strong>membership roster and mailing list</strong> of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. <em>(Task 2)</em></td>
<td>The current roster and mailing list are included with the invoice. The annual LCB certification is scheduled for May 2018.</td>
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<td>I.</td>
<td>Provide <strong>public notice</strong> of local coordinating board meetings and local public workshops in accordance with the Coordinating Board and Planning Agency Operating Guidelines. <em>(Task 2)</em></td>
<td>Public notice was given in the local paper and on the WFPRC webpage. A copy of the advertisement for the meeting is included with the invoice.</td>
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<td>J.</td>
<td>Review and comment on the <strong>Annual Operating Report</strong> for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. <em>(Task 6)</em></td>
<td>The Annual Operating Report was reviewed and approved for signature at the December 2018 LCB. <strong>TASK COMPLETE</strong></td>
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<td>K.</td>
<td>Report the <strong>actual expenditures</strong> (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. <em>(Task 7)</em></td>
<td>The Actual Expenditures Report was submitted to the CTD on Sept 14, 2018. <strong>TASK COMPLETE</strong></td>
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## II. SERVICE DEVELOPMENT

### A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)

- No activity to report: The annual TDSP update is scheduled for May 2018 LCB meeting.

### B. Encourage integration of “transportation disadvantaged” issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)

- The Transportation Disadvantaged program is included in the Bay County TPO Public Transportation Priorities.

### C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)

- No activity to report: The regional Workforce Board is represented on the LCB.

## III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION

### A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 8)

- The quarterly report was included in the December 2018 Agenda.

### B. Attend at least one Commission-sponsored training, including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training. (Task 9)

- No activity to report.

### C. Attend at least one CTD meeting each year within budget/staff/schedule availability.

- No activity to report.

### D. Notify CTD staff of local TD concerns that may require special investigations.

- No activity to report.

### E. Provide training for newly-appointed LCB members. (Task 2)

- No activity to report: Annual board training is scheduled at the Feb 2019 LCB meeting and is also provided as needed.

### F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.

- No activity to report.

### G. To the extent feasible, collect and review proposed funding applications involving “TD” funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)

- No activity to report.

### H. Assist the CTD in joint reviews of the CTC.

- No activity to report.

### I. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.

- Coordination contracts are reviewed as needed.

### J. Implement recommendations identified in the CTD’s QAPE reviews.

- No activity to report.

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**Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:**

No activity to report.

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Representative – Howard K. Vanselow

18 Jan 2019

Date
AGENDA ITEM III-D

SUBJECT: Annual Rider Survey (Demand Response/Paratransit)

BACKGROUND: In an effort to monitor the services provided to the transportation disadvantaged by the CTC, an annual survey of the riders is conducted. The data is used to identify areas where the CTC is achieving its goals and objectives and areas where they are not.

Please share the Rider Survey with clients, agencies and riders.

The survey is available online at:

www.wfrpc.org/TDSurvey

REQUESTED ACTION: For Information.
Your Opinion Counts!

Your local transportation disadvantaged board and community transportation provider would like to know about your transportation experiences.

Please fill out the survey card provided and return via mail by March 22, 2019.

The survey is available online at: www.wfrpc.org/TDSurvey

We appreciate your comments and thank you for continuing to use your local community transportation!
Please circle the letter that best describes your experience using the paratransit services of **Bay County** Community Transportation (Bay Area Transportation) during the past year.

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**Dependability** – Able to schedule a trip for the time period I need.

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Service runs the times when I need it.

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Easy to arrange trips.

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It is convenient to change scheduled trips when necessary.

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<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

**Comfort/Cleanliness** – The vehicles are clean and well maintained.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

The driver provides a safe and comfortable ride.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

**Waiting Time** – The vehicle picks me up within 30 minutes of my scheduled time.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

I arrived at my destination at the scheduled time.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

**Cost** – Amount I pay for my trip is reasonable.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

The reservationist is pleasant.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

The drivers are courteous and helpful.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

**Overall Courtesy of Employees**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

**Overall Satisfaction of Service**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
</table>

Where are you going on your trip? (Please ✓ only your **FINAL** destination for this trip)?

- a. ___ Medical/Dental
- b. ___ School/Work
- c. ___ Grocery/Shopping
- d. ___ Recreation/ Errands
- e. ___ Other ____________________

On average, how often do you use Community Transportation monthly? (Please ✓ only ONE)

- a. ___ Rarely: only a few times a year
- b. ___ 1-2 days per month
- c. ___ 3-4 days per month
- d. ___ 5-10 days per month
- e. ___ 11 or more days per month

How would you make this trip, if not by Community Transportation? (Please ✓ only ONE)

- a. ___ Drive
- b. ___ Would not make trip
- c. ___ Ride with someone else
- d. ___ Other ________________
- e. ___ Fixed-route/ transit bus service

**ADDITIONAL COMMENTS or SUGGESTIONS:**

Thank you for completing the survey. Please mail the card at your convenience OR return it to the driver. No postage is necessary.

**PLEASE RETURN BY MARCH 22nd 2019**

Available online at: [www.wfrpc.org/TDSurvey](http://www.wfrpc.org/TDSurvey)
AGENDA ITEM III-E

SUBJECT: Commission for Transportation Disadvantaged Correspondence

BACKGROUND: In order to keep the Board informed, selected information available from the Commission for Transportation Disadvantaged (CTD) is enclosed for Board review.

2019 Scheduled Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Dial-In Number &amp; Conference Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-19-2019</td>
<td>TBA</td>
<td>Business Meeting</td>
<td>Tallahassee, FL</td>
<td></td>
</tr>
<tr>
<td><strong>Save the Date</strong></td>
<td><strong>3-20-2019</strong></td>
<td><strong>9 AM - 3 PM</strong></td>
<td><strong>TD Day</strong></td>
<td><strong>Capitol Courtyard</strong> <strong>Tallahassee, FL</strong></td>
</tr>
<tr>
<td>6-5-2019</td>
<td>TBA</td>
<td>Business Meeting</td>
<td>Tallahassee, FL</td>
<td></td>
</tr>
<tr>
<td>9-17-2019</td>
<td>TBA</td>
<td>Business Meeting</td>
<td>Omni Champions Gate Orlando, FL</td>
<td></td>
</tr>
<tr>
<td>9-15-2019</td>
<td>TBA</td>
<td>FPTA-CTD Training Workshop</td>
<td>Omni Champions Gate Orlando, FL</td>
<td></td>
</tr>
<tr>
<td>9-18-2019</td>
<td>TBA</td>
<td>FPTA-CTD Training Workshop</td>
<td>Omni Champions Gate Orlando, FL</td>
<td></td>
</tr>
<tr>
<td>12-2019</td>
<td>TBA</td>
<td>Business Meeting</td>
<td>Tallahassee, FL</td>
<td></td>
</tr>
</tbody>
</table>

Public Transportation and Transportation Disadvantaged Legislative Awareness Day

Will be held on **Wednesday, March 20th, 2019 (9 AM - 3 PM)**
This year's event will be extra special as we get to share the day with Florida Public Transportation Association (FPTA) (who will be sponsoring the event for us), Development Disabilities Awareness Day and The Arc of Florida!

This is an opportunity for you to show support for Public Transportation and the Transportation Disadvantaged Program. We expect hundreds of individuals, businesses and advocates, and we welcome your attendance.

Should you have any questions, comments, or concerns on Legislative Awareness Day contact Florida Public Transportation Association (850) 878-0855
Florida Commission for the Transportation Disadvantaged 1 (800) 983-2435

Email: LisaBacot@floridatransit.org Email: CTDombudsman@dot.state.fl.us

REQUESTED ACTION: For Information.
AGENDA ITEM III-F

SUBJECT: Grant Review

BACKGROUND: Any grants for TD funds may be reviewed by the LCB. Any grant application received will be presented to the Board for review and comment.

REQUESTED ACTION: For information.
AGENDA ITEM IV-A

SUBJECT: Annual Local Coordinating Board Training

BACKGROUND: The planning agency contract with the Commission for Transportation Disadvantaged requires annual board training on the coordinated transportation system and Florida Ethics Laws and Sunshine Amendment. This board training will be conducted as part of the quarterly board meeting.

REQUESTED ACTION: For Information
What is Florida Community Transportation?

Statute and Rule

- In Florida, transportation is provided for “transportation disadvantaged” individuals in accordance with Florida Statute 427 and Rule 41-2, Florida Administrative Code.
- The statute created the Commission for Transportation Disadvantaged to “accomplish the coordination of transportation services provided to the transportation disadvantaged.”
- The statute and rule provide for a designated Community Transportation Coordinator (CTC), a designated planning agency and a local coordinating board to advise the CTC.

Florida Statute 427

- Review and approve Service Plan
- Evaluate services provided
- Review funding applications
- Establish trip priorities
- Review coordination strategies and regional transportation opportunities
- Work collaboratively with Workforce Development Boards

Rule 41-2, Florida Administrative Code

- Meet at least quarterly
- Maintain minutes of actions taken
- Evaluate the CTC
- Appoint a Grievance Committee
- Comply with Florida Statutes regarding voting conflict of interest

Where does the funding come from?

Funding Sources

- Federal
- State
- Federal/State
- Local Government
- Fares/Copay
- Other
What is the role of the LCB?

- Advise the CTC
- Develop Plan for Service
- Improve Efficiency-Bang for the Buck
- Determine Level of Service
- Feed back to CTC-Eyes and ears
- Advocate-For rider, agencies, CTC
- Other???

Florida Sunshine and Public Meetings

Public Meetings (Section 286 F. S.)

- Florida Statutes 286.011, Public Meetings and Records
- All meetings at which official action is taken are open to the public
- The board must provide reasonable notice of all such meetings
- Violations are a misdemeanor of the second degree

Code of Ethics (Section 112 F. S.)

Prohibited acts:
- Solicitation and Acceptance of Gifts
- Unauthorized Compensation
- Misuse of Public Position
- Disclosure of Certain Information
- Conflicting Employment or Contractual Relationship

Voting Conflict of Interest

- Disclose conflict of interest
- File disclosure form with meeting’s recording officer
- Incorporate in meeting minutes

Questions?

Commission for Transportation Disadvantaged
www.dot.state.fl.us/ctd/
850-410-5700
TD Help Line 1-800-983-2435

West Florida Regional Planning Council
www.wfrpc.org
1-800-226-8914 or 850-332-7976