AGENDA
Thursday, August 9, 2018 @ 9:30 a.m. CST
Okaloosa County Board Chambers
1250 N. Eglin Parkway, Shalimar, FL 32579

I. CALL TO ORDER – Chairperson Carolyn Ketchel

II. APPROVAL OF AGENDA

III. CONSENT AGENDA
1. Approval of the Attached May 24, 2018 Meeting Minutes

IV. ANNOUNCEMENTS
1. For those wishing to speak, please fill out a speaker request form and indicate the agenda item(s) you would like to address. You will be called by the Chairperson at the appropriate time. If you would like to address an item not on the agenda, there will be an opportunity at the end of the meeting to speak.

V. ACTION ITEMS
1. ENCLOSURE A-Consideration of Crestview Sister Cities Shuttle Service Request - Mr. Robert Mahan, WFRPC

2. ENCLOSURE B-Consideration of Support for the County to Use Prior-Year Unobligated FTA funds to Construct a Transfer Center - Ms. Janet Ann Willis, Okaloosa County

3. ENCLOSURE C-Consideration of Designating a Co-op Member to attend the 2018 FPTA/CTD Annual Conference & EXPO - Mr. Robert Mahan, WFRPC

4. ENCLOSURE D-Consideration of Mullet Festival Shuttle Request - Ms. JoAnn Hofstad, Okaloosa County
VI. INFORMATION ITEMS
   1. EC Rider Updates - Mr. Robert Berkstresser, Okaloosa County
   2. Maruti Updates - Mr. Ron “Mack” McElhose, Maruti Fleet and Management
   3. Draft RFP for Contract Operator / Selection Committee - Mr. Greg Kisela, Okaloosa County Deputy County Administrator

VII. OTHER BUSINESS
   1. The next Okaloosa Transit Cooperative meeting is scheduled for Thursday, September 27, 2018 at 9:30 a.m. in the Okaloosa County Board Chambers – 1250 N. Eglin Parkway, Shalimar, Florida.

VIII. PUBLIC FORUM
   1. Public – For those wishing to speak, please fill out a speaker request form.
   2. Any additional items for discussion – Co-Op, Okaloosa County Staff, Maruti, WFRPC Staff

IX. ADJOURNMENT

EC Rider website: ecrider.org

Okaloosa Transit Cooperative information can be found on the WFRPC website at: http://www.wfrpc.org/programs/okaloosa-transit-cooperative

Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Reasonable accommodations for access will be made in accordance with the Americans with Disabilities Act and for languages other than English. Please notify the West Florida Regional Planning Council (WFRPC) at 1-800-226-8914 at least 48 hours in advance if accommodations are needed.

Introduzca la participación del público se solicita, sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado familiar. La OPC hará arreglos razonables para el acceso a esta reunión de acuerdo con el Americans with Disabilities Act, y para los requisitos de idioma que no sean inglés. Notifique a la Sr. Dan Deanda (dan.deanda@wfrpc.org) de los requisitos de acceso o el idioma en el 850-332-7976 ext 227 al menos 48 horas de antelación.
OKALOOSA TRANSIT COOPERATIVE MEETING MINUTES
West Florida Regional Planning Council (Designated staff)
Okaloosa County Board Chambers 1250 N. Eglin Parkway, Shalimar, FL 32579
May 24, 2018

Members attending:
Carolyn Ketchel Okaloosa County Commissioner
Dick Rynearson Fort Walton Beach Mayor
Jean Hood Cinco Bayou Mayor
Skip Overdier Destin City Councilman

Others attending:
Bob Berkstresser Okaloosa County
JoAnn Hofstad Okaloosa County
Janet Willis Okaloosa County
Elliot Kampert Okaloosa County
Ron McElhose Maruti
Rob Mahan WFRPC Staff
Annie Walthall WFRPC Staff
Jo Anne Donatella WFRPC Staff
Kellie White WFRPC Staff

I. CALL TO ORDER
Commissioner Ketchel called the meeting to order and offered the invocation. Mayor Rynearson led the Pledge of Allegiance.

II. APPROVAL OF AGENDA
Commissioner Ketchel stated that Board Member Elizabeth Roy was unable to attend the meeting but had given her “yes” votes to the two action items on the agenda. The agenda was unanimously approved.

III. CONSENT AGENDA
Mayor Hood motioned to approve the March 22, 2018 minutes. Mayor Rynearson seconded the motion, and the motion was unanimously passed.

IV. ANNOUNCEMENTS

1. For those wishing to speak, please fill out a speaker request form and indicate the agenda item(s) you would like to address. You will be called by the Chairperson at the appropriate time. If you would like to address an item not on the agenda, there will be an opportunity at the end of the meeting to speak.

V. ACTION ITEM

1. ENCLOSURE A – Consideration of Billy Bowlegs Pirate Festival Shuttle Service Request.
   Ms. JoAnn Hofstad, Okaloosa County
Ms. Hofstad presented a request from Greater Fort Walton Beach Chamber of Commerce Billy Bowlegs Pirate Festival to use the county’s shuttle services for the festival June 1-2, 2018.

Mr. Elliott Kampert, Okaloosa County, approached the podium and stated that this would be the last year free transportation would be provided and the regular fare (or some form of day pass) would be charged to ride the shuttle at next year’s event. He stated that the shuttle provides good public relations and great publicity to let the public know about the services.

**Councilman Overdier moved to approve the Greater Fort Walton Beach Chamber of Commerce Billy Bowlegs Pirate Festival Request to Provide Transportation. Mayor Hood seconded the motion.**

There was discussion regarding charging a fare for future shuttle service. While the shuttle service cannot operate as a charter, there are options that can be explored to recoup fees. Mayor Rynearson said that promoting the use of the transit system would be no problem due to the lack of parking at the festival. Mayor Hood agreed that it was important to make the public aware of the services that are available. She wondered if perhaps the fare could be set at $2 per round trip. Councilman Overdier suggested the possibility of riders purchasing a day/event pass that would be valid for the duration of the day or event. Mayor Rynearson had concern about the logistics of a round trip ticket and a day pass as opposed to simply charging riders $1 each way. Mr. Berkstresser said that special “multiple use” passes do exist and could be customized to a specific event. If a rider did not have a valid pass, $1 fare tickets would still be available to purchase.

**Mayor Rynearson moved to amend the previous motion to approve the Greater Fort Walton Beach Chamber of Commerce Billy Bowlegs Pirate Festival Request to Provide Transportation for June 1-2, 2018. Future events will require riders to use paid passes. Councilman Overdier seconded the motion, and it was approved.**

2. **ENCLOSURE B – Consideration of Destin Seafood Festival Shuttle Service Request.**

Ms. JoAnn Hofstad, Okaloosa County

Ms. Hofstad presented a request from the Destin Seafood Festival to use the county’s shuttle services in October 2018.

New fares will be charged for this event.

Commissioner Ketchel asked whether someone (or some entity) could underwrite the use of the shuttles during these types of events. Ms. Janet Willis, Okaloosa County, clarified that private entities could be used/solicited as partners. A partner could purchase passes and distribute them to tourists/event-goers, etc. Mayor Hood said that the riders must be able to produce the pass at the bus or pay the $1 fare.

**Councilman Overdier moved to request approval of the Destin Seafood Festival Shuttle Service Request to Provide Transportation at the standard rate of $1/rider; Mayor Rynearson seconded the motion, and it was unanimously approved.**

VI. INFORMATION ITEMS
1. **EC Rider Updates – Mr. Robert Berkstresser, Okaloosa County**

   Mr. Berkstresser reported that the EC Rider fixed routes now include advertising on the buses. Additional customer usage created $3,700/month in revenue; and advertising produced $44,000 revenue for the transit system. Commissioner Ketchel requested that Mr. Berkstresser reach out to Allegiant Airlines for further advertising opportunities.

   Bus shelters for the facility (county building) and Destin arrived, and installation status will be updated. Commissioner Ketchel stated that the bus shelters can also be used for advertising.

2. **Maruti Updates – Mr. Ron “Mack” McElhose, Maruti Fleet and Management, LLC.**

   Mr. McElhose said that the double map feature is now active and can be used to track where each bus is in the system at any given time (see doublemap.com). New maps are being designed which will include the Destin-Walton County route and transfer point. Commissioner Ketchel asked how riders are getting the app information. Mr. McElhose responded that flyers are on buses and staff members are distributing them in the area.

   There were 82 route deviations in April 2018. A deviation occurs when a bus leaves the route to pick up a rider(s).

   Regarding employee turnover, Mr. McElhose said that Maruti loses a couple of employees per month. For every 6-8 hired, only 3-4 get through training due to various reasons. He said Maruti would be fully staffed with 65 drivers in May.

3. **Bus shelter location discussion – Mr. Rob Mahan, WFRPC**

   Mr. Mahan presented a map which showed where most of the current bus shelters are located. He said that Uptown Station shelter would need to be moved to the northeast corner of Iowa & Hospital Drives. Commissioner Ketchel inquired whether there are any shelters placed at grocery stores to aid those riders that have been shopping and must get to the bus. Mr. Mahan said that most shelters are put on the rights of way; otherwise the location would need approval from the business owner.

VII. OTHER BUSINESS

1. The next Okaloosa Transit Cooperative meeting is scheduled for **Thursday, July 26, 2018 at 9:30 a.m.**, in the Okaloosa County Board Chambers – 1250 N. Eglin Parkway, Shalimar, Florida.

VIII. PUBLIC FORUM

1. Public – For those wishing to speak, please fill out a speaker request form.

2. Any additional items for discussion – Co-op, Okaloosa County Staff, Maruti, WFRPC Staff **Tuesday, May 30, 2018, 1:30 p.m. Okaloosa County Commission Transit Workshop**. Commissioner Ketchel recommended the board attend this meeting as it will focus on transit. WFRPC attendance was requested.
IX. ADJOURNMENT 10:10 a.m.

Approved by Okaloosa Transit Cooperative

DATE: _______

SIGNED: ___________________
ENCLOSURE A
Rob Mahan

From: Roy, Elizabeth <elizabethroy@cityofcrestview.org>
Sent: Friday, June 22, 2018 3:23 PM
To: Rob Mahan
Subject: FW: Transit Bus

Not sure if they will be able to do this, but we are requesting a transit bus as shown below for the Crestview Sister City program.

From: Whitten, J.B.
Sent: Friday, June 22, 2018 3:13 PM
To: Roy, Elizabeth <elizabethroy@cityofcrestview.org>
Subject: Transit Bus

Betsy,

Per our discussion about a bus for the Sister Cities group. They are talking about the 29th of Oct., with the 30th as a back-up, for approximately 30 people, to transit between Crestview High School and Eglin and back; most likely the whole day, from 8AM until 4PM. The Point of Contact for this trip is Joe Coffield at 682-8437.

JB Whitten

Crestview City Council President
Looks like the request will be for all day on 10/29/18 and if possible we will need the driver to have Eglin Access. Otherwise will have to send in their form prior.
15. CHARTER BUS

PURPOSE OF THIS REVIEW AREA
Recipients are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community based charter services excepted under the regulations.

QUESTIONS TO BE EXAMINED
1. Does the recipient operate or maintain charter bus service outside of a statutory exemption or exception?

2. If the recipient operates charter bus service under an authorized exception, does it maintain notices and records and has it reported charter bus service to the Federal Transit Administration (FTA) on time?

3. Does the recipient ensure subrecipient, contractor, or lessee compliance with charter bus service and records requirements?

INFORMATION NEEDED FROM RECIPIENT
Recipient Information Request
- Charter service log, along with a clear statement identifying which exception the recipient relied upon when it provided charter service
- List of assets used in charter bus operations for:
  1. recipients
  2. subrecipients
  3. contractors
- Listing of subrecipients, contractors, and lessees that operate charter service

CB1. Does the recipient operate or maintain charter bus service outside of a statutory exemption or exception?

BASIC REQUIREMENT
Except under limited exceptions, recipients may not use FTA assistance to operate or maintain charter bus service.

APPLICABILITY
All recipients that provide bus service

EXPLANATION
The regulations define charter service as follows:

(1) Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristics of charter service:
   - A third party pays a negotiated price for the group.
   - Any fares charged to individual members of the group are collected by a third party.
   - The service is not part of the regularly scheduled service, or is offered for a limited period of time.
   - A third party determines the origin and destination of the trip as well as scheduling.

(2) Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration and:
A premium fare is charged that is greater than the usual or customary fixed-route fare, or
The service is paid for in whole or in part by a third party.

Examples of services that do not meet the definition of charter service and, therefore, are not considered charter service by FTA are:

- Service requested by a third party that is irregular or on a limited basis for an exclusive group of individuals and the recipient does not charge a premium fare for the service and there is no third party paying for the service in whole or in part.
- Shuttle service for a one-time event if the service is open to the public, the itinerary is determined by the recipient, the recipient charges its customary fixed-route fare and there is no third-party involvement.
- When a university pays the recipient a fixed charge to allow all faculty, staff, and students to ride the transit system for free so long as the recipient provides the service on a regular basis along a fixed route and the service is open to the public.
- When the recipient sees a need, and wants to provide service for a limited duration at the customary fixed-route fare.

The charter regulations include exemptions and exceptions.

Exemptions, which are not considered charter service, require no notification to registered charter providers, record-keeping, quarterly reporting, or other requirements. The charter service regulation exempts the following services:

<table>
<thead>
<tr>
<th>CHARTER SERVICE EXEMPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transportation of Employees, Contractors, and Government Officials: Recipients are allowed to transport their employees, other transit systems' employees, transit management officials, transit contractors and bidders, government officials and their contractors, and official guests to or from transit facilities or projects within its geographic service area or proposed geographic service area for the purpose of conducting oversight functions such as inspection, evaluation, or review.</td>
</tr>
<tr>
<td>2. Private Charter Operators: The prohibitions do not apply to private charter operators that receive, directly or indirectly, Federal financial assistance under the over-the-road bus accessibility program or to non-FTA-funded activities of private charter operators that receive, directly or indirectly, FTA financial assistance.</td>
</tr>
<tr>
<td>3. Emergency Preparedness Planning and Operation: Recipients are allowed to transport their employees, other transit systems' employees, transit management officials, transit contractors and bidders, government officials and their contractors, and official guests for emergency preparedness planning and operations.</td>
</tr>
<tr>
<td>4. Section 5310, 5311, 5316 and 5317 Recipients: The prohibitions do not apply to recipients that use Federal financial assistance from FTA for program purposes, that is, transportation that serves the needs of either human service agencies or targeted populations (elderly, individuals with disabilities) under Section 5310, 5311, 5316, or 5317. “Program purposes” does not include exclusive service for other groups formed for purposes unrelated to the special needs of the identified targeted populations.</td>
</tr>
<tr>
<td>5. Emergency Response: Recipients are allowed to provide service for up to 45 days for actions directly responding to an emergency declared by the president, governor, or mayor or in an emergency requiring immediate action prior to a formal declaration.</td>
</tr>
</tbody>
</table>
ENCLOSURE B
### OKALOOSA COUNTY SPLIT ALLOCATION vs. OBLIGATED CAPITAL FUNDS

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Split Allocation</th>
<th>Obligated Grant</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FYE13</strong></td>
<td>$2,400,000</td>
<td>$(1,168,777)</td>
<td>$1,231,223</td>
</tr>
<tr>
<td><strong>FYE14</strong></td>
<td>$2,510,000</td>
<td>$(1,451,246)</td>
<td>$1,058,754</td>
</tr>
<tr>
<td><strong>FYE15</strong></td>
<td>$2,419,072</td>
<td>$(726,725)</td>
<td>$1,692,347</td>
</tr>
<tr>
<td><strong>FYE16</strong></td>
<td>$2,666,183</td>
<td>$(2,116,366)</td>
<td>$549,817</td>
</tr>
<tr>
<td><strong>FYE17</strong></td>
<td>$2,784,969</td>
<td>$(1,608,000)</td>
<td>$1,176,969</td>
</tr>
<tr>
<td><strong>FYE18</strong></td>
<td>$2,784,969</td>
<td>$(1,200,648)</td>
<td>$1,584,321</td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED UNOBLIGATED CAPITAL FUNDS FY13 - FY18** $7,293,431
ENCLOSURE C
2018 FPTA/CTD Annual Conference & EXPO

Join us from October 14-17, 2018 at the Hilton Daytona Beach Oceanfront Resort.

Registration
For all participants - FPTA, CTD, vendors, and sponsors

EXPO Hall/Sponsors
Visit our EXPO page for all Exhibitor/Sponsorship pricing.

Schedule

Hotel
Special rate available until sell out on Sept. 24

FPTA/CTD Awards
FPTA nominations click below. CTD click here.
<table>
<thead>
<tr>
<th>Package</th>
<th>Cost</th>
<th>Dates</th>
<th>Includes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Conference</td>
<td>$500</td>
<td>October 14-17</td>
<td>Optional Leisure Activities, All Scheduled Meals/Breaks, Opening Welcome Reception, All Business Sessions Oct. 15-17, FPTA Awards Banquet, Exhibit Hall &amp; EXPO Party, CTD Awards Banquet</td>
</tr>
<tr>
<td>FPTA Only</td>
<td>$275</td>
<td>October 14-16</td>
<td>Optional Leisure Activities, All Scheduled Meals/Breaks, Opening Welcome Reception, All Business Sessions Oct. 15-16, FPTA Awards Banquet, Exhibit Hall &amp; EXPO Party</td>
</tr>
<tr>
<td>CTD Only</td>
<td>$250</td>
<td>October 16-17</td>
<td>All Scheduled Meals/Breaks, All Business Sessions Oct. 16-17, Exhibit Hall &amp; EXPO Party, CTD Awards Banquet</td>
</tr>
</tbody>
</table>

**Single Day Registration - $150**

- Available for:
  - Monday, October 15th
  - Tuesday, October 16th
  - Wednesday, October 17th

Includes all programs/events scheduled on the selected date.

**Spouse/Guest Registration - $125**

*For family members or non-business related guests*

Includes all programs/events matching the primary registrant.

[https://floridatransit.org/annual-conference](https://floridatransit.org/annual-conference)
ENCLOSURE D
EMERALD COAST (ec) RIDER
Shuttle Service Policy

General

It is the policy of ecRider to provide service to the greatest number of riders possible in the most efficient and equitable manner possible as allowed by federal, state, and local regulations and which does not conflict with regular service. Therefore, it is in the best interests of ecRider and the general public to adhere to a uniform set of policies against which requests for temporary service will be consistently evaluated and acted upon.

Policies

1. All requests for temporary shuttle service must be made through a member organization of the Okaloosa County Transit Cooperative using the accompanying Shuttle Request Form.

2. All requests shall be presented to the Transit Cooperative no less than 30 days prior to the date for which service is requested.

3. All requests must be submitted using the Shuttle Service Request Form and must include all the requested information.

4. No Transit Cooperative member organization may sponsor more than four (4) temporary shuttle service requests within a single calendar year unless another member organization cedes a request.

5. If the date service is requested to begin is before the date of the next Transit Cooperative meeting staff will poll the Board members electronically (E-Mail).
EMERALD COAST (ec) RIDER
Shuttle Service Request Form

1. Name of Organization Requesting Temporary Shuttle Service: **Boggy Bayou Mullet Festival**
2. Requesting Organization Contact: **Lannie Corbin**
   
3. Email: **CORBIN@JIMCITY.ORG**
4. Telephone: **850-585-5264**
5. Name, Title, & Signature of Transit Cooperative Sponsor: **Lannie Corbin**
   
6. Name of Event for Which Service is Requested: **Boggy Bayou Mullet Festival**
7. Date Service Requested to Begin: **OCT 19-2018** Date Requested Service to End: **OCT 21-2018**
8. Please attach all of the following:
   - event itinerary and proposed hours of service and frequency of runs (ecRider will have final decision).
   - a transportation advertising plan to ensure the public is aware of the availability of shuttle service.
   - proposed route(s) including pick up (park and ride) and drop off (stop) areas and a signage plan (including event notification) for identifying pick up and drop off areas, routes, and directing vehicle and pedestrian flow.
   - traffic control plan that identifies who is responsible (ecRider will not be responsible for traffic control), which takes into consideration and identifies the resources needed to provide security, traffic flow, pedestrian flow, vehicle and pedestrian staging, tight traffic areas, and a means to communicate in real time when issues arise during the event.

Office Use Only

Date Shuttle Service Request Received: 
Request: Approved or Denied (circle one) 
By (Print Name): 
Signature: Date: 