OKALOOSA TRANSIT COOPERATIVE

Mailing:  P.O. Box 11399, Pensacola, FL 32524-1399
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Web Site: www.wfrpc.org

Carolyn Ketchel  
Chairperson

Dick Rynearson  
Vice-Chairperson

AGENDA
Thursday, March 28, 2019 @ 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 January 24, 2019 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 Artwork for Bus Wrap-Mr. Tyrone Parker, Okaloosa County
     The Department of Health wishes rewrap three buses and renew their advertising.

  2. Consideration of Discounted Passes for Non-Profits - Mr. Tyrone Parker, Okaloosa County
     Mr. Parker will present more details of a discounted pass program for the Co-op’s consideration. The Co-op may make a recommendation to the County if desired.

  3. Consideration of Fare Increase - Mr. Tyrone Parker, Okaloosa County
     Mr. Parker will present proposed fare increase(s). The Co-op may make a recommendation to the County if desired.

VI. INFORMATION ITEMS
  1. EC Rider Updates- Mr. Tyrone Parker, Okaloosa County
     a) Ft. Walton transfer center
     b) Crestview circulator

  2. MV Transportation Updates- Mr. Dennis Franklin, General Manager
VII. OTHER BUSINESS
   1. The next Okaloosa Transit Cooperative meeting is scheduled for Thursday, May 23, 2019 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, MV Transportation, 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

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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.
The OKALOOSA TRANSIT COOPERATIVE MEETING MINUTES
West Florida Regional Planning Council (Designated staff)
Okaloosa County Board Chambers 1250 N. Eglin Parkway, Shalimar, FL 32579
January 24, 2019

Members attending:
Dick Rynearson Fort Walton Beach Mayor
Jean Hood Cinco Bayou Mayor
Elizabeth Roy Crestview City Clerk
William Schaetzle Niceville Councilman

Others attending:
Greg Kisela Okaloosa County
Booker Tyrone Parker Okaloosa County
Dennis Franklin MV Transportation
Howard Vanselow WFRPC Staff
Mary Beth Washnock WFRPC Staff
Rob Mahan WFRPC Staff
Annie Walthall WFRPC Staff
Jo Anne Donatella WFRPC Staff

I. CALL TO ORDER
Mayor Rynearson called the meeting to order in Commissioner Ketchel’s absence.

II. APPROVAL OF AGENDA
Mayor Hood moved to approve the agenda. Councilman Schaetzle seconded the motion and it was unanimously approved.

III. CONSENT AGENDA
1. Approval of the Attached November 29, 2018 Meeting Minutes
Mayor Hood moved to approve the November 29, 2018 minutes; Ms. Roy seconded the motion and it was unanimously approved.

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.

V. ACTION ITEM
1. ENCLOSURE A-Consideration of Discounted Passes for Non-Profits - Mr. Tyrone Parker, Okaloosa County
The Co-op has discussed offering bus passes at a discounted price to community support agencies, such as Catholic Charities. At the November meeting, Mr. Tyrone Parker, Transit Manager, offered to present a list of agencies and criteria for eligibility for the discount at the January meeting. The Co-op may make a recommendation to the County if desired.
Mr. Parker shared a list of agencies and agency criteria for discounted passes (attached to official minutes). He said the list was based on agencies which had contacted the county or acquired passes over the past six months or had indicated interest in purchasing them. Prior to the new contract operator coming on board on January 1, former operator Maruti had been responsible for selling the passes through the drivers. With the transition to MV Transportation, the focus has shifted to safety. The county will now take over responsibility for selling the passes. Mr. Parker said the challenge has been implementing a payment program for the agencies, whether it be a purchase order or voucher program. Mr. Parker will bring more detailed information to the next scheduled meeting.

Ms. Roy asked if the single ride fare had been increased (which had been discussed at the last meeting). Mr. Parker said with the transition to the new operator, the fares have remained at the current rate ($1.50 per ride for fixed route). Mr. Parker will have more information at the next meeting regarding potential increase in fares and when they might be implemented. Ms. Roy suggested possible reduced fare schedules based on the number of passes being purchased i.e., 10% discount for purchase of 10 passes. Or, if fares are to be increased, an agency may opt to purchase at current prices before the price increase goes into effect. i.e., purchase $1.50/ride passes and the passes would be honored even when/if the price increases to $2.00. Even though it would be an initial cost of up front, the purchaser would benefit in the long run.

Ms. Roy suggested that no passes be sold to any agencies without payment up front or a purchase order in place. Mayor Hood said she was in favor of distributing discounted passes to One Hopeful Place and other homeless shelters in the winter, since the shelters are off the main thoroughfares and not easy to get to without the shuttle.

Councilman Schaetzle asked the county to bring back the proposed rate increases, and a proposed discount schedule for the non-profit agencies at the next meeting.

VI. INFORMATION ITEMS
1. EC Rider Updates — Mr. Tyrone Parker, Okaloosa County
Mr. Parker updated the board on the status of the 5 Ford Explorers that were acquired prior to the last meeting. Three of the Explorers have been reassigned to other county functions (airport, IT, Public Safety). Two have been kept as in-house service vehicles that staff can use, but they are not considered revenue vehicles.

Councilman Schaetzle asked if the 3 Ford Explorers that were transferred to other county departments were going to be replaced with other vehicles that will be ADA compliant for transit operation. Mr. Parker said the funds will be returned to the transit department and transit will be looking to purchase an ADA compliant fixed route vehicle. Mr. Parker explained that the Alexander Dennis bus that was on display a few months ago, is now accepted by FDOT on state contract. He said that if the board voted to purchase that style vehicle, the price would be between $225-275,000. Alternatively, the county is also looking at new Ford cutaways like the models that are currently in the fleet.

Mr. Parker gave a brief update about the Fort Walton Beach transfer station relocation. Mr. Parker said there are potential route changes/additions as well as transfer stations
being explored. The changes are still in the preliminary stages. More information will be available at the next meeting.

2. **MV Transportation Updates** – *Mr. Dennis Franklin, General Manager*

MV Transportation officially took over transit operations January 1. Mr. Franklin said that MV Transportation was able to retain 99% of Maruti staff during the transition. Ridership has increased per hour to between 1.59 – 1.6. On time performance has dropped a bit but will be one of the main focuses going forward. Mr. Franklin said that MV is looking at the fixed route side of operations. Getting people to transfer from demand response to fixed route has been a challenge, especially in the Crestview area. Many riders in Crestview cannot get to the bus stops due to its rural geography. MV Transportation will be researching increasing the number/frequency of Crestview-Ft. Walton bus routes. MV would like to put a circulator in Crestview that would pick up people and take them to a transfer point to get to Ft. Walton and alleviate demand response trips. The circulator should be up and running by the end of March. Mr. Franklin said he is looking at adding time to Route 14 early morning and late afternoon by the end of February.

Ms. Roy asked Mr. Franklin to meet with her regarding a route map that is available for the City of Crestview. The route hits all the main Crestview businesses, library, jail, and is about 30 minutes in duration and does not have any left turns across traffic.

Mr. Franklin did reach out to some dialysis centers to encourage scheduling patients that are near each other to maximize transportation efficiency and eliminate numerous trips to the same areas. Mr. Franklin said many patients/passengers prefer to ride alone, and it will be a process to educate them that the demand response system is a shared ride service. Some riders are opting to switch themselves to the fixed route and this needs to be encouraged. Riders that can use the fixed route system need to be identified and transferred from demand response system.

VII. **OTHER BUSINESS**

1. The next Okaloosa Transit Cooperative meeting is scheduled for *Thursday, March 28, 2019 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, MV Transportation, WFRPC Staff

IX. **ADJOURNMENT** 10:02 a.m.
Approved by Okaloosa Transit Cooperative

DATE: _____

SIGNED: ____________________
From: JoAnn T. Hofstad <jthofstad@myokaloosa.com>
Sent: Wednesday, March 6, 2019 8:17 AM
To: Rob Mahan
Subject: FW: Request for Quote confirmation of 3 Kong Bus Wrap advertising for FY19-20
Attachments: Okaloosa BOCC EC Rider Pricing FY 19-20.pdf; Artwork design buswrap_2.png; Artwork design buswrap_back1.png

Good morning Rob,

Can you please review and prepare for the Transit Co-op meeting on the 28th?

Thank you,

JoAnn Hofstad
Transit Specialist
Okaloosa County
600 Transit Way
Fort Walton Beach, FL 32547
Phone: 850/609-7004
Fax: 850/833-9286
jthofstad@myokaloosa.com

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From: Quitugua, Sandra A [mailto:Sandra.Quitugua@flhealth.gov]
Sent: Monday, February 25, 2019 10:52 AM
To: Robert Berkstresser <rberkstresser@myokaloosa.com>; JoAnn T. Hofstad <jthofstad@myokaloosa.com>; JoAnn T. Hofstad <jthofstad@myokaloosa.com>
Subject: FW: Request for Quote confirmation of 3 Kong Bus Wrap advertising for FY19-20

Hi all: So please advise if we can begin the process or renewing the current 3 Kong bus wraps in April to continue on with new art design work which we are having A World of Signs remove and re install. I need to prepare this information for budget purposes to ensure that we have things in place prior to the transition from the current design to the new design work on the same three buses. Please advise. Thank you so much. I’m looking to confirm the quote for the monthly fees for the 3 buses from May to June as well as from July through next year 30 June 2020. Thank you so much. I’ve attached the draft of what we used last year for your convenience. Thanks so much.

Sandra Quitugua, FCCM
Administrative Assistant II
Medical Services

Email: Sandra.Quitugua@FLHealth.gov
Florida Department of Health
From: Quitugua, Sandra A  
Sent: Thursday, February 21, 2019 11:14 AM  
To: Robert Berkstresser <rberkstresser@myokaloosa.com>; JoAnn T. Hofstad <jthofstad@myokaloosa.com>; JoAnn Hofstad <jthofstad@co.okaloosa.fl.us> 
Subject: Request for Quote confirmation of 3 Kong Bus Wrap advertising for FY19-20

Hi all: I’m starting to work on the purchase orders for the continuation of use of the 3 Kong Buses we have currently .. this for Fiscal Year 19-20 (1 July 2019 through 30 June 2020). Can you confirm or requote the pricing. I’ve attached a draft if you wish to confirm it that way.

I assume that everything is still the same i.e. Vendor is still Okaloosa County BOCC / and invoicing done monthly as we are now. Once I get this quote, I can proceed with some preliminary approvals. I will also submit to you for formal authorization and approval the intended NEW BUS WRAP message and design we are doing. This design will be utilized by World of Signs (to not only remove the current bus wrap vinyl, but to re install the new bus wrap vinyl design on the same buses).

Please advise if all is on track as we have previously discussed. Thanks so much.

I believe the plan is to de-install the current bus wraps end of April, and begin the new wraps for a cycle to start in May – June 2019 (the last two months would be added to our current Purchase orders that end 30 APRIL 2019) we would extend 2 months on that Purchase Order. And also issue out a NEW purchase order with a beginning date of 1 July 2019 to run through 30 June 2020.

Sandra Quitugua, FCCM  
Administrative Assistant II  
Medical Services  

Email: Sandra.Quitugua@FLHealth.gov  
Florida Department of Health  
Okaloosa County  
221 Hospital Dr NE  
Ft Walton Beach, FL 32548  
Office 850/344-0603  
Fax 850/833-7494  

www.HealthyOkaloosa.com  
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ENCLOSURE A
Okaloosa County BOCC / EC Rider Quote for Buses with Bus Wrap advertising - 12 month
Date: 02/21/2019

## KONG

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*All rates listed on a monthly basis

Creestview route - Full Bus Wrap for “KONG” size bus- Exterior advertising for 1 month (30 day bill cycle) = $225. Run time: One (1) Bus for 12 months from PO approval (July 2019 - June 2020) = $225 x 12 months = $2700

Fort Walton Beach route - Full Bus Wrap for “KONG” size bus- Exterior advertising for 1 month (30 day bill cycle) = $475. Run time: Two (2) buses for 12 months from PO approval (July 2019 - April 2020) = $950 x 12 months = $11,400

Total - $14,100
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