AGENDA
Thursday, November 29, 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 September 27, 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 Meeting Schedule for 2019 - Mr. Robert Mahan, WFRPC
VI. INFORMATION ITEMS
1. EC Rider Updates- Mr. Tyrone Parker, Okaloosa County
   a. FDOT's intent to award Medium-Duty bus contract
   b. FDOT's draft Preventive Maintenance Minimum Standards Manual
   c. Transit's new vehicle acquisition – 2019 Ford Explorer (5 vehicles)
   d. SEON camera system installation and training
   e. EC Rider Building (600 Transit Way) Security Door Access System

2. Maruti Updates- Mr. Ron "Mack" McElhose, Maruti Fleet and Management

VII. OTHER BUSINESS
1. The next Okaloosa Transit Cooperative meeting is scheduled for Thursday, January 25, 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
September 27, 2018

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

Others attending:
Bob Berksesser Okaloosa County
JoAnn Hofstad Okaloosa County
Janet Willis Okaloosa County
Elliot Kampert Okaloosa County
Greg Kisela Okaloosa County
Booker Tyrone Parker Okaloosa County
Crystal Myers Maruti
Joel Paul, Jr. Tri County Council
Cory Wilkinson HDR
Lashurdha Washington Catholic Charities
Jennifer Safken Catholic Charities
Sarah Yelverton Homelessness & Housing Alliance
Howard Vanselow WFRPC
Rob Mahan WFRPC Staff
Annie Walthall WFRPC Staff
Jo Anne Donatella WFRPC Staff

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

II. APPROVAL OF AGENDA
Mayor Hood moved to approve the agenda. Councilman Schaeztle seconded and the motion was carried.

III. CONSENT AGENDA
1. Approval of the Attached August 9, 2018 Meeting Minutes
   Mayor Hood moved to approve the August 9, 2018 Meeting Minutes. Councilman Schaeztle 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 to speak.
Greg Kisela-Okaloosa County Deputy County Administrator
Mr. Kisela introduced the new transit manager for the county, Tyrone Parker. Mr. Parker comes to the county from Mobile, Alabama. Mr. Kisela said the county is looking forward to a successful transition over the next several months. Mr. Parker gave a brief overview of his 25 years’ experience working in public transit in Jackson, Mississippi and Mobile, Alabama.

V. ACTION ITEM

1. ENCLOSURE A – Consideration of Crestview Sister Cities Shuttle Service Request - Mr. Rob Mahan, WFRPC
At the last transit meeting there was a request received from Ms. Roy for shuttle service for Crestview Sister Cities. Ms. Roy informed the board that government officials and their guests would be included on the trip, meaning this would not in fact be designated as a charter. Crestview Sister Cities (which is a committee of the City of Crestview) and Councilman Whitten along with the mayor would be taking their guests on the trip and would be an exception to the charter rule. After verifying this exception to the charter rules, Mr. Mahan asked the board to vote on this recommendation.

Mayor Hood moved to approve Crestview Sister Cities Shuttle Service Request for October 29, 2018. Councilman Schaetzle seconded the motion and it was unanimously approved.

VI. INFORMATION ITEMS

1. EC Rider Updates – Mr. Robert Berkstresser, Okaloosa County
Mr. Berkstresser provided a TAG update – TAG is the advisory group that provides guidance and establishes goals and objectives for transportation on the Hwy 98 corridor. Mr. Berkstresser said published minutes have been sent to the state for the awarding of a grant. No dollar value was available, but he said it would be less than $300,000.

Mr. Berkstresser described a new medium-duty vehicle on the state contract. The vehicle was parked outside for board members to tour after the meeting. The new vehicle offers significant improvement for buses that have ramps. The new bus has an easy-to-deploy wheelchair ramp leading to a wide entrance vestibule which allows wheelchair-bound clients independent access. The security system can secure the client in the bus automatically without driver assistance. The transit system’s current vehicles must employ the driver to lower the ramps for wheelchairs, and the drivers must assist clients and secure them. The newer system is not adaptable to the transit system’s current vehicles. The new bus costs more than $350,000. It is a 7-year bus which is a much longer life than the current fleet. There are several routes that could support the volume: Crestview, Hwy 98, and FWB Route 1. Mr. Berkstresser will have more information on recommendations and ordering options at the next meeting. He said that there would be a 12-14-month process between ordering and delivery. However, with a letter of intent, a VIN number could be obtained which would recognize the county in advance to possibly get something 12-14 months from now rather than 12-14 months from date of order.
Upcoming special events: Seafood Festival and Mullet Festival transportation will be supported with 4 vehicles later this month.

Transfer location update. The transfer station previously located at Uptown Station has moved to Elder Services/Hospital area. A bus shelter has been installed and there have been no complaints.

Update on transit facility: wiring is being installed to electronically secure the doors at the facility.

Community support agencies (such as Catholic Services) have asked if Okaloosa Transit could provide bus passes to them to distribute to some of their clients. These clients are some of the neediest in the community. Okaloosa Transit currently sells discounted passes to elderly and those with disabilities, as required by the Federal Transit Administration (FTA). This requires an application process. The community support agencies would like to purchase passes at the discounted rate. Most of the clients that these groups serve are already riding the transit service. Mr. Berkstresser was not sure how to calculate the financial impact of selling discounted passes to community support agencies, but most of their clients are already riding the transit buses. He will provide a comprehensive list of the agencies that would be offered the discounted passes.

Ms. Roy asked if special reduced rate passes are designed in a way to be able to track them to verify they are being used by the designated groups. Mr. Berkstresser said that all passes are serialized and could be tracked down to the groups they were sold to, but not to an individual rider.

Mr. Schaetzle would also like to see what the financial effect would be with the different types of passes offered. Mr. Bertkstresser said it would be hard to determine the differential, but if a client was riding the paratransit and change to a fixed route, the county would save money because the cost of a paratransit ride is more than the cost of the fixed route ride.

Mayor Hood asked if the system could include low income riders (in addition to elderly and disabled). Anyone that can be served by these agencies would be authorized to use the passes.

Mayor Rynearson agreed with the concept but suggested a need to approve the list of agencies and establish criteria. Mr. Berkstresser said staff will reach out to the agencies to make them aware this option is available. Staff will look at cost, agencies' criteria, document the process for approval and have it on the agenda for next meeting.

Mayor Rynearson asked about the status of the Fort Walton Beach transfer station and possibly locating it near the dollar store in Uptown Station. Mr. Kisela will follow up and give a report at next meeting.

On behalf of riders and staff at the transit facility, the Co-op thanked Mr. Elliot Kampert for everything he did to keep public transportation operating for the citizens of Okaloosa County.
2. **Maruti Updates** – *Ms. Crystal Myers, Maruti Fleet and Management, LLC.*
   Driver status is 48 with 6 in the training process.
   Special event service for Seafood Festival and Mullet Festival – standing ready.

3. **Update on Invitation to Negotiate (ITN) Scope of Services** – *Mr. Greg Kisela, Okaloosa County Deputy County Administrator*
   Mr. Kisela reported the board made some refinements to the criteria. The performance bond was lowered to $500,000; the scoring matrix was changed to 100 points. Mr. Kisela said that the management team would be identified when negotiations begin. He reminded the board that the cone of silence was in effect. Any contact from vendors/providers should be referred to Jeffrey Hyde, Purchasing Department. Important dates: non-mandatory pre-bid meeting with the providers will be October 10; any questions they may have will be due October 13; responses from the county will be due October 18. Proposals come in October 24 and will be distributed to the board. A review meeting will be November 8 at 2 p.m. This will be to short list those vendors that will move forward with in negotiations. On November 29, after the normal OTC meeting, the final selection meeting will take place. The selection will be presented to the BOCC on December 18. The new provider could be providing services by January 21 depending on negotiations.

VII. **OTHER BUSINESS**

1. The next Okaloosa Transit Cooperative meeting is scheduled for **Thursday, November 29, 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.

   *Jennifer Safken and LaShurda Washington, Catholic Charities*
   Ms. Safken introduced their organization and shared some of the services they provide in the community. Catholic Charities provides services not only to those with disabilities but also those with low income. They also offer food assistance, adoption services, immigration services, shelter homes and are branching out in the community. Ms. Safken thanked OTC for partnering with Catholic Charities and hoped to develop more relationships in the community.

2. Any additional items for discussion – Co-op, Okaloosa County Staff, Maruti, WFRPC Staff

IX. **ADJOURNMENT 10:37 a.m.**
Approved by Okaloosa Transit Cooperative

DATE: ______

SIGNED: __________________________
ENCLOSURE A
Public meetings of the Okaloosa Transit Cooperative are held at 9:30 a.m. CT on C.T. on the 4th Thursday of each month at the Okaloosa County Commission Chambers, 1250 N. Eglin Parkway, Shalimar, Florida.

**THURSDAY - JANUARY 24, 2019**

**THURSDAY - JULY 25, 2019**

**THURSDAY - MARCH 28, 2019**

**THURSDAY - SEPTEMBER 26, 2019**

**THURSDAY - MAY 23, 2019**

**THURSDAY - NOVEMBER 22, 2019**

Meeting schedule is subject to change. For agendas and updates, please visit www.wfrpc.org, call 800-226-8914, or email robert.mahan@wfrpc.org.

The Okaloosa Transit Cooperative is staffed by the West Florida Regional Planning Council, a not-for-profit organization providing professional planning, coordinating, and advisory services to local governments, state, and federal agencies to preserve and enhance the quality of life in northwest Florida.
INTENT TO AWARD

October 30, 2018

David Morris
Nations Bus
555 Outlet Mall Blvd.
St. Augustine, FL 32084

Dear David,

Thank you for your submittal in response to the Florida Department of Transportation (FDOT) request for proposals invitation # TRIPS-17-MD-RFP. The Evaluation Committee has thoroughly reviewed all proposals submitted under this solicitation and evaluated the materials utilizing the methodology described in the Request For Proposal, part 1, sections 1.3 through 1.7.

I am pleased to announce FDOT’s intent to award Nations Bus a purchasing agreement to deliver Alexander Dennis medium duty buses under the above stated contract. We would like to meet with you to finalize an integrated bilateral contract document that will incorporate the final negotiated terms and conditions; including price, specifications, warranty provisions, and other commitments agreed upon during the negotiation phase of this procurement action.

A meeting will be scheduled promptly with starting date, time, and location to be determined. We will work within your schedule to designate a mutually agreeable date for this process.

Upon completion of the final contract document, you will have the opportunity to sign and return the Offer and Acceptance form. This form will be submitted to the FDOT Office of Freight, Logistics and Passenger Operations for their approval and award of the final contract. Orders placed under this contract cannot be processed until final award date has been issued. If you have any questions or concerns, please contact me at wmayer@cutr.usf.edu or 813-974-2646.

Sincerely,

[Signature]

William “Bill” Mayer
TRIPS Program Manager