



TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

Ellen Higinbotham, *FDC&F Representative*
George Millar, *Public Education Representative*
Carolyn Geck, *FDOT Representative*
Dr. Harry Hurst, *Citizen's Advocate*
Toni Teresi, *Senior Community Representative*
William Parden, *Disabled Community Representative*

Barbara Patten, *FACA Representative*
Joel Herman, *VA Representative*
Ann Viens, *FDEA Representative*
Cindy Barnes, *FAHCA Representative*
Catherine Viggiano, *FDVR Representative*
James Granse, *Citizen's Advocate*

BCC Representative, Chairman

AGENDA

The Transportation Disadvantaged Local Coordinating Board will meet at 10:00AM on Thursday, November 20, 2008, Conference Room A1-102 (Main Hallway in Building A, across from the Commission Chambers), County Administration Building A, 1801 27th St., Vero Beach, FL.

1. Call to Order
2. Approval of minutes of the August 28, 2008 meeting

Unfinished Business

3. None

New Business

4. TDLCB Chairman's Report
5. Planning Status Report
6. Community Transportation Coordinator Status Report
7. Annual CTC Evaluation Report
8. Review of Progress Report and Reimbursement Invoice #1 for the 2008 Planning Grant
9. Other New Business
10. Adjournment

Note: The next meeting of the Transportation Disadvantaged Local Coordinating Board, will be held on February 26, 2009 at 10:00 AM, Conference Room B1-501, County Administration Building B, 1800 27th St., Vero Beach, FL.

ANYONE WHO NEEDS A SPECIAL ACCOMMODATION FOR THIS MEETING MAY CONTACT THE COUNTY'S ADA COORDINATOR AT 567-8000, EXT. 223 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING.

ANYONE WHO MAY WISH TO APPEAL ANY DECISION WHICH MAY BE MADE AT THIS MEETING WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL WILL BE BASED.

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

TDLCB MINUTES

Thursday, August 28, 2008

Building B, conference Room B1-501

1800 27th Street

Vero Beach, FL 32960-3365

MEMBERS PRESENT:

Joel Herman	Veteran's Service Office, Vice Chairman
Cathy Viggiano	FL Dept. of Education, Div. Voc. Rehab.
William Lundy Parden	Rep. for the Handicapped, Vice Chair
Dr. Harry Hurst	Citizen Advocate Representative
Jim Granse	Citizen Advocate Representative
Cindy Barnes	FL Agency for Health Care Administration
Toni Purvis Teresi	Representative for Seniors
Al Davis (Alternate for George Millar)	Public Education Representative
Barbara Patten	Economic Opportunity Council

MEMBERS NOT PRESENT:

Ann Viens	FL Dept. of Elder Affairs
Sandra L. Bowden	IRC Commissioner, Chairman
Carolyn Geck	FL Dept. of Transportation

OTHERS PRESENT:

Phil Matson, IRC MPO Director; Karen Deigl, SRA Executive Director; Karen Wood, SRA Transportation Coordinator; Ryan Suarez, TOA and Beth Casano, Recording Secretary/Commissioner Assistant District 5.

(NOTE: The following is a summary with emphasis on motions and decisions requiring action. An audio recording of this meeting can be heard at www.irc.gov/Boards/TDLCB/2008.htm .)

1. CALL TO ORDER

The meeting was called to order by Vice-Chairman Parden at 10:00 a.m.

Draft

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2. APPROVAL OF MINUTES OF THE May 22, 2008 MEETING

ON MOTION BY Mr. Hurst and **SECONDED** by Ms. Patten the Board voted unanimously to approve the minutes

UNFINISHED BUSINESS

None

NEW BUSINESS

3. TDLCB Chairman's Report

None

4. Planning Status Report

Phil handed out interesting information called a RETURN ON INVESTMENT STUDY commissioned by the State of Florida in conjunction with the Florida Business School at Florida State University. It was an economic cost analysis with research showing how society benefits from a TDLCB. According to the study, there is a \$7-\$8 return for each dollar spent with TDLCB's.

5. Community Transportation Coordinator Status Report

SRA CEO, Karen Deigl reported: door to door service decreased by 25% and GoLine increased by 14%, GoLine route in Fellsmere showed consistent improvement in numbers and it is believed that the spike in June is related to students going to North County School. Ms. Deigl discussed the effects of higher gasoline prices, budgetary concerns and proposed reductions. Mr. Matson stated that the reductions were only approx. 2% of their net service and would actually make routes more efficient. Ms. Teresi inquired about cost increases and funding alternatives which led to a discussion about charging fares. Mr. Matson pointed out some of the adversities, such as: the dangers inherent to drivers carrying money, the diminishing cost of return when adding equipment, handling, and time loss.

6. Consideration of FDOT Regional Transit Efficiency Study

Draft

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Ryan Suarez, TOA, gave information derived from a DOT sponsored, four county study on how best to handle our transit and how efficient we can be working with adjacent counties. Mr. Suarez presented a PowerPoint which included background work, completed assessments and recommended improvements for IRC, St. Lucie, Martin and Palm Beach counties. Mr. Suarez emphasized that the most important parts of the study are transit market assessment and transit efficiency. Mr. Suarez explained that the study identified where the market is located and if there is a system available to them. The study found that Indian River and Palm Beach Counties were providing the best transit for market "hotspots." Mr. Suarez said that they were pleased to have observed a lot of communication between the counties and that everyone is pursuing grants. All counties had branding except for St. Lucie. He said that the study's service recommendation for the region would include offering commuter express, limited stops, expanded local fixed routes, new regional fixed routes, regional transit hubs, and park and rides. After some discussion, Mr. Matson said they would feel out the regional transit suggestion but will be servicing core riders, first.

7. Review of the Draft Annual Operating Report

Ms. Deigl provided highlights of the report.

ON MOTION BY Ms. Patten and **SECONDED** by Ms. Teresi, the Board voted unanimously to approve the Annual Operating Report.

8. Review of Draft Annual Actual Budget Expenditures Report

Ms. Deigl reviewed total expenditures.

ON MOTION BY Mr. Hurst and **SECONDED** by Ms. Patten, the Board voted unanimously to approve the Annual Actual Budget Expenditures Report.

9. Review of Progress Report and Reimbursement Invoice #4 for the 2008 Planning Grant

Mr. Matson informed the board of action taken, re: that the invoice reflected administrative costs for running the board and that they normally take about half the money and give it back into the system in order to provide more trips while other counties just pay for a full time person.

As there was no further business, the meeting was adjourned 10:48 a.m.

2009

Transportation Disadvantaged Local Coordinating Board (TDLCB) Quarterly— 4th Thursday (Except Nov.) - 10 AM, Conference Room B1-501

January

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TDLCB REPORT FOR JULY - AUGUST - SEPTEMBER 2008

Community Coach Door to Door service provided approx 11,736 one way trips in the reporting quarter this is a 12% decrease from the last reporting quarter as reduction of service is included in this reporting quarter.

GoLineIRT Public Transportation provided approx 143,560 one way trips in the reporting quarter this is a 21% increase from the last reporting quarter.

GoLine Route# 10 (Fellsmere to Sebastian) had rider ship counts of 10,779 for this reporting quarter compared to 5,829 for the previous quarter. This is an 85% increase. Fellsmere is still booming!

Route# 11 Barefoot Bay to Pocahontas Park had ridership counts of 4,072 for this reporting quarter compared to 2,884 for the previous reporting quarter. This is a 41% increase. Barefoot Bay trips are steadily increasing!

New FDOT grant has been written and we hope to get approval for a new GoLine Route# 12 from the Muller Center, Indian River Mall, and the Outlet Mall then onto the College Main Campus in Ft. Pierce for July of 2009.

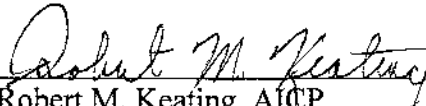
The Transportation Department wishes all of the TDLCB a Happy, Healthy and Safe Thanksgiving and Christmas Holiday Season!


INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board Members

DIVISION HEAD CONCURRENCE


Robert M. Keating, AICP
Community Development Director

FROM: Phil Matson 
MPO Staff Director

DATE: November 7, 2008

RE: COMMUNITY TRANSPORTATION COORDINATOR (CTC) ANNUAL
EVALUATION REPORT (FY 2007-2008)

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of November 20, 2008.

DESCRIPTION AND CONDITIONS

One requirement of the county's transportation disadvantaged service plan is that "the Transportation Disadvantaged Local Coordinating Board (TDLCB) shall evaluate the performance of the Community Transportation Coordinator and provide a recommendation to the Designated Official Planning Agency (DOPA) for continuation or replacement of the Community Transportation Coordinator". To facilitate this evaluation process, the TDLCB developed a set of criteria for the coordinator evaluation. On September 11, 1992, the Board of County Commissioners, acting as the county's Designated Official Planning Agency (DOPA), approved the CTC's evaluation procedures and standards.

To conduct this year's CTC evaluation, the Transportation Disadvantaged Local Coordinating Board (TDLCB) established a subcommittee whose purpose was to meet with the coordinator and evaluate the coordinator's performance. Using the criteria established by the TDLCB as well as the Commission for the Transportation Disadvantaged's required evaluation criteria, the subcommittee assessed the performance of the Community Transportation Coordinator and prepared a report addressing the coordinator's performance in relation to each of the evaluation criteria. A copy of that report is attached.

ANALYSIS

The Indian River County Council on Aging was designated the County's Community Transportation Coordinator (CTC) in October 1990. Since then, the Transportation Disadvantaged Local Coordinating Board (TDLCB) has reviewed the CTC performance each year and has consistently recommended that the DOPA retain the Council on Aging as the county's CTC.

This year, evaluation of the CTC was performed by an evaluation subcommittee appointed by the Local Coordinating Board. This evaluation was conducted according to the CTC's evaluation criteria, and the CTC evaluation procedures and criteria approved by the TDLCB and the DOPA. Based upon its assessment, the committee gave good marks to the Indian River County Council on Aging, the county's CTC, and recommends that the Council on Aging be retained as the county's CTC.

The Transportation Disadvantaged Local Coordinating Board (TDLCB) has the following alternatives. The first alternative is to approve the CTC annual evaluation report and to recommend that the MPO/DOPA retain the Council on Aging as the county's CTC. A second alternative is to reject the CTC annual evaluation report and direct the evaluation sub-committee to re-evaluate the coordinator.

RECOMMENDATION

The evaluation sub-committee and staff recommend that the TDLCB approve the attached CTC annual evaluation report, recommend that the MPO/DOPA retain the Council on Aging as the county's CTC, and direct staff to forward the report to the MPO/DOPA for its approval prior to submittal of the report to the state CTD.

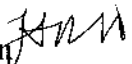
Attachment

1. Community Transportation Coordinator's (CTC) Annual Evaluation Report 2007-2008

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board

FROM: Harry Hurst, Chairperson 
Community Transportation Coordinator Evaluation Sub-Committee

DATE: November 6, 2008

SUBJECT: COMMUNITY TRANSPORTATION COORDINATOR EVALUATION (FY 2007-2008)

The CTC sub-committee evaluation of the county's Transportation Disadvantaged Community Transportation Coordinator was conducted on August 28, 2008. The committee was comprised of Dr. Harry Hurst, Cathy Viggiano, William Lundy Parden and Carolyn Geck. To aid in the completion of their evaluation, the committee members were given copies of the MPO's Evaluation Procedures and Standards for Community Transportation Coordinators and the CTC's Evaluation Workbook from the Florida Commission for the Transportation Disadvantaged.

The Evaluation Criteria were divided into four sections; (1) Coordination/Planning, (2) Operation, (3) Cost/Financial Management, (4) Utilization Review. Karen Deigl, Chief Executive Officer of the Senior Resources Association was asked questions from all four evaluation areas. The committee members ranked the performance of the SRA as excellent, good, average, or poor, based on supporting documents provided and Ms. Deigl's responses. The last part of the evaluation process consisted of on-board bus observations. Beth Casano, BCC Assistant for District 5, volunteered to ride-along on a medical trip and document her experience.

The committee members were extremely impressed with the efficiency and excellence of the SRA's performance. They were also very appreciative of the efforts of Karen Wood, Karen Deigl, Executive Director and the entire SRA transportation staff. The CTC evaluation sub-committee recommends that the TDLCB approve the attached CTC annual evaluation report and to recommend that the MPO/DOPA retain the Senior Resource Associations as the county's CTC.

**EVALUATION PROCEDURES AND STANDARDS
FOR COMMUNITY TRANSPORTATION COORDINATOR
INDIAN RIVER COUNTY**

Florida Rule Chapter 41-2, implementing the provisions of Chapter 427, Florida Statutes, places upon the Community Transportation Coordinator (CTC) the responsibility for the overall planning, administration, monitoring, coordination, arrangement and delivery of transportation disadvantaged (TD) services within its designated service area. This rule also requires that the Local Coordinating Board (LCB) on a continuous basis evaluate the services provided by the County Transportation Coordinator and provide an evaluation of the Coordinator's performance in general and relative to Transportation Disadvantaged Commission's standards. The state is requiring that the following modules from the CTD's evaluation workbook be used as part of CTC performance evaluation.

- Competition
- Cost effectiveness
- Availability of Services

RESPONSIBILITIES AND TIMEFRAME

The Transportation Disadvantaged Local Coordinating Board (TDLCB) must evaluate the performance of the Community Transportation Coordinator (CTC) on an annual basis and provide a recommendation to the Designated Official Planning Agency (DOPA) for continuation or replacement of the Community Transportation Coordinator.

EVALUATION SUBCOMMITTEE

The TDLCB shall designate an Evaluation Subcommittee on an annual basis consisting of three voting members of the TDLCB to evaluate the previous year's (July 1 - June 30) performance of the Community Transportation Coordinator and to provide a written report to the TDLCB.

TIMEFRAME

- a) The evaluation report must cover the period from July 1 to June 30, corresponding to the timeframe of the Annual Operating Report (AOR). The evaluation subcommittee's report must be submitted for the TDLCB's consideration at the August meeting of the TDLCB.
- b) One additional evaluation report per year may be requested by the TDLCB members. The request for additional evaluation reports must be approved by the majority vote of the TDLCB members.

EVALUATION CRITERIA

The following evaluation standards have been developed to allow the Local Coordinating Board to assess the performance of the Coordinator using locally developed criteria, which incorporate those performance criteria provided by the Transportation Disadvantaged Commission. These standards address four areas: coordination/planning, operation, costs/financial management, and utilization. Attached also is a copy of the state evaluation modules for competition, cost effectiveness and efficiency, and availability of services.

COORDINATION/PLANNING

Coordination is defined by Chapter 427, Florida Statutes, as "the arrangement for the provision of transportation service to the transportation disadvantaged in a manner that is cost effective, efficient, and reduces fragmentation and duplication of services". These standards are intended to measure how well the County Transportation Coordinator (CTC) manages to bring together operators and consumers to ensure quality transportation for transportation disadvantaged persons at a reasonable cost.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's work toward implementation of the County's Transportation Disadvantaged Service plan	XXXX				
2) CTC's effort toward expansion of the coordinated system (signing additional contract with providers)	XXXX				The CTC works with the MPO to identify funding opportunities which would enable the CTC to expand services
3) CTC's effort to make the most effective use of existing TD services	XXXX				
4) CTC's effort for obtaining additional funding	XXXX				CTC obtains grant funding. The CTC will start selling advertising space on their buses.
5) CTC's reservation and scheduling system	XXXX				
6) CTC's promotional and	XXXX				The CTC provided bus

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
marketing campaign					information in English and Spanish for the Fellsmere routes. Information about the Fellsmere route was included in potential riders' water bills.
7) CTC's effort to coordinate participation in inter-county trips	XXXX				The CTC worked with Brevard County to initiate service to Barefoot Bay. The CTC also collaborated with St Lucie County on grant for inter-county service.
8) Others (please specify)					

Reporting Period: July 1, 2007 - June 30, 2008 Date: 08/28/08

CTC evaluation sub-committee's chairman initials: JWN

OPERATION

Operation involves the actual delivery of services to the transportation disadvantaged. It is considered to be the aspect of the overall evaluation most indicative of the coordinator's performance. The standards in this area measure what service is available to the TD public and how well it is provided. Many of the standards in this section are specific requirements required within Rule Chapter 41-2.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's safety plan as measured annually by a declining number of no fault accidents per mile	XXXX				Less than 1 per 100,000 miles
2) CTC's effort to provide services on a 24 hours per day, seven days per week basis	XXXX				Medical
3) CTC's available insurance	XXXX				
4) CTC's accessibility (how easy it is to contact CTC)					
5) CTC's method of recording, resolving complaints and reporting to the TDLCB	XXXX				
6) CTC's system to ensure that all equipment used complies with federal, state, TD Commission and local policies	XXXX				Most equipment is purchased through the State contract. Recently reviewed by the Feds
7) CTC's system to ensure that contractors' performance meets required specifications	XXXX				Annual monitoring – yearly reviews performed by CTC
8) CTC's system of performing client satisfaction surveys and reporting to the TDLCB	XXXX				
9) CTC's effort on reducing	XXXX				The CTC uses

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
the clients waiting time consistent with the plan					floating drives.
10) CTC's on time performance record	XXXX				The CTC uses floating drives.
11) CTC's effort to avoid missing scheduled trips	XXXX				Double checked
12) CTC's system of recording all refusals caused by system limitation and reporting to the TDLCB	XXXX				
13) CTC's employee training program	XXXX				Drivers receive complete retraining every 2 years.
14) CTC's system to ensure that service is provided on a non-discriminatory basis	XXXX				1 st come, 1 st served policy, priority medical
15) CTC's effort to prioritize trips	XXXX				
16) CTC's data base regarding routes, schedules, facilities, vehicles, locations, and number of clients	XXXX				A master file w/ all data, vehicles and employees is maintained electronically by the CTC
17) CTC's effort to identify unmet needs	XXXX				The CTC works with the MPO to conduct surveys
18) CTC's vehicle inventory and maintenance system	XXXX				Detailed files are kept. Recently reviewed by Feds.
19) CTC's record for submittal of the MOA to the CDT on time	XXXX				Always on time
20) Others (please specify)					CTC makes good use of technology

Reporting period: July 1, 2007 - June 30, 2008 Date: 08/28/08

CTC evaluation sub-committee's chairman initials: AKA

COST/FINANCIAL MANAGEMENT

Costs and Financial Management standards reflect requirements for proper methods of calculating, recording and reporting of service costs. Standards contained in this section reflect guidance contained in Rule Chapter 41-2.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's fully allocated one-way passenger trip cost compared to the previous year	XXXX				Standardized process
2) CTC's system of cost/revenue allocation and reporting to the TDLCB	XXXX				TD provides a rate template
3) CTC's account system concurrence with a uniform accounting system for rural and specialized transportation providers	-				
4) CTC's effort to raise local funds	XXXX				Working with Fellsmere
5) CTC's effort to develop an equitable fare structure and solicit client contributions as appropriate	XXXX				No one denied if they can't pay, - \$1.00 fare for door-to-door (free fixed route service)
6) CTC's effort to utilize all federal, state, and local funds	XXXX				
7) CTC's effort to reduce one-way passenger trip cost	XXXX				The CTC purchases off of state contract and constantly monitors the cost of gasoline for the cheapest rate.
8) Others (please specify)					

Reporting period: July 1, 2007 - June 30, 2008 Date: 08/28/08

CTC evaluation sub-committee's chairman initials: *JRN*

UTILIZATION REVIEW

Utilization, like Operation, represents the practical aspect of the Coordinator's responsibilities. These standards are intended to measure the degree to which the Coordinator has provided coordinated transportation services, which include the greatest possible involvement of local agencies and the most effective use of resources and funding.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's system to ensure provision of most effective and efficient service	XXXX				
2) CTC's effort to utilize volunteers' time and vehicles	XXXX				N/A Volunteers not used because of liability issues.
3) CTC's effort to utilize the vehicles of all non-profit organizations	XXXX				
4) CTC's system of matching clients with appropriate vehicles	XXXX				All vehicles have lifts
5) CTC's flexibility to rotate vehicles based on the number of reservations and the clients' origins and the destinations	XXXX				
6) CTC's system for regular review of its organization and equipment	XXXX				The County conducts a yearly inventory of CTC equipment. The CTC just completed their Federal Tri-annual Review
7) CTC's efforts to utilize school buses	-				N/A
8) Others (please specify)					Excellent overall effort

Reporting Period: July 1, 2007 - June 30, 2008 Date: 08/28/08

CTC evaluation sub-committee's chairman initials: AMX

ON-SITE OBSERVATION OF THE SYSTEM

RIDE A VEHICLE WITHIN THE COORDINATED SYSTEM.
REQUEST A COPY OF THE MANIFEST PAGE THAT CONTAINS THIS TRIP.

Date of Observation: August 28, 2008

Please list any special guests that were present:

Location: Indian River County, mostly within 32960 area code, see manifest. Door to Door.

Number of Passengers picked up/dropped off: 7

Ambulatory
Non-Ambulatory

All

Was the driver on time? Yes No, how many minutes late/early?

Did the driver provide any passenger assistance? Yes No

Was the driver wearing any identification? Yes: Uniform Name Tag ID Badge
 No

Did the driver render an appropriate greeting?
 Yes No Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted?
 Yes No

Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects?
 Yes No

Is there a sign posted on the interior of the vehicle with a local phone number for comments/complaints/commendations?
 Yes No

Does the vehicle have working heat and air conditioning? Yes No

Does the vehicle have two-way communications in good working order? Yes No

If used, was the lift in good working order? Yes No

Was there safe and appropriate seating for all passengers? Yes No

Did the driver properly use the lift and secure the passenger? Yes No

If no, please explain: All riders were ambulatory. When the driver brought me to my final destination, we were a few minutes ahead of schedule and I asked if he would demonstrate the lift equipment. The equipment was functional and he was very knowledgeable about assisting and securing passengers.

 11

Senior Resource Association

Trip #193 Trip Schedule for : Thursday, August 28, 2008

Legend: v = Rode NS = No Show RC = Rider Cancel AC = Admn Cancel NR = Not

Driver Robert Sims Veh # *193 Begin Time 08:00 Begin Odom 50175 1st Rider On Time 8:30 Odometer 50179

Last Rider Off Time _____ Odom _____ Trip End Time 16:30 Trip End Odo _____ Start Waittime _____ End Waittime _____

Trainee _____ Trainee Start Time _____ Trainee End Time _____ Escort _____ EscortStartTime _____ EscortEndTime _____

TR/Fluid Coolant Oil PS/Fluid Br/Fluid Fuel Gallons _____ Fuel Cost _____ Odometer _____ Accident Odom _____ Br/Down Odom _____

Code	Rider	Code SA	Origination	Sch P/U Time	Act P/U Time	Rider Begin Odom	Destination	Sch D/O Time	Act D/O Time	Rider End Odom	Non Amb	Zone Rate	Esc Fare	Acct
1	2377 Barbara Thompson Off 12 -Down the street from Luthern Church; Has seeing eye dog;	<input checked="" type="checkbox"/> BL	1015 41 Ave	08:30	<u>8:30</u>	<u>50179</u>	Health Dept-1900 27 Street	09:00	<u>8:45</u>	<u>50182</u>	0.00	PD	1.00	TD2
2	5997 Richard Malone Merrill Gardens; owes \$2 8/26/08	<input checked="" type="checkbox"/> WK	2425 20 Street #235	09:15	<u>9:15</u>	<u>50185</u>	Deonarine -1285 36th St Ste 200	09:45	<u>9:30</u>	<u>50188</u>	0.00	owes	1.00	TD2
3	2986 A C Cannon actual hse Address is 4616 in the 4600 blk of 33 Ave across from a white church; \$2.00	<input checked="" type="checkbox"/>	4526 33 Avenue	10:15	<u>10:10</u>	<u>50200</u>	Mc Carran-777 37th St C-102	10:45	<u>10:20</u>	<u>50203</u>	0.00	owes	1.00	HRS2
														assist into dr office; family or dr off needs to make appts.; owes
4	3412 Earnest Dinsmore Merrill Gardens;	<input checked="" type="checkbox"/> WK	2425 20 Street #20	11:00	<u>11:00</u>	<u>50208</u>	Merchant-1880 37 St, Ste 1	11:30	<u>11:10</u>	<u>50211</u>	0.00	PD	1.00	TD2
5	1716 Emma Fellman St. Francis Manor she will be waiting at the end of F-9 building;	<input checked="" type="checkbox"/>	1750 20 Avenue F9	11:30	<u>11:45</u>	<u>50220</u>	Vero Radiology-3725 11 Circle	12:00	<u>12:00</u>	<u>50223</u>	0.00	PD	1.00	TD2
6	2783 Jeanne Woods GARDINIA APTS	<input checked="" type="checkbox"/> CN	655 14th St #228	12:30	<u>12:30</u>	<u>50227</u>	Demar -1406 16th Street	13:00	<u>12:40</u>	<u>50228</u>	0.00	PD	1.00	TD2
7	5090 Marian Miller has prosthesis on right foot; use double driveway on right of green house; \$48 credit 8/26/08		1695 20 Avenue	13:30			Wein-3375 20 St, #140	14:00			0.00	CR	1.00	HRS2
5	1716 Emma Fellman St. Francis Manor she will be waiting at the end of F-9 building;	<input checked="" type="checkbox"/>	Vero Radiology-3725 11	23:30	<u>12:50</u>	<u>50232</u>	1750 20 Avenue F9	23:59	<u>1:10</u>	<u>50235</u>	0.00	PD	1.00	TD2
4	3412 Earnest Dinsmore Merrill Gardens;	<input checked="" type="checkbox"/> WK	Merchant-1880 37 St, Ste 1	23:30	<u>11:30</u>	<u>50217</u>	2425 20 Street #20	23:59	<u>11:45</u>	<u>50219</u>	0.00	PD	1.00	TD2
2	2783 Jeanne Woods GARDINIA APTS		Demar -1406 16th Street	23:30			655 14th St #228	23:59			0.00	PD	1.00	TD2
3	2986 A C Cannon actual hse Address is 4616 in the 4600 blk of 33 Ave across from a white church; \$2.00	<input checked="" type="checkbox"/>	Mc Carran-777 37th St C-102	23:30	<u>11:15</u>	<u>50212</u>	4526 33 Avenue	23:59	<u>11:25</u>	<u>50215</u>	0.00	owes	1.00	HRS2
														assist into dr office; family or dr off needs to make appts.; owes
7	5090 Marian Miller has prosthesis on right foot; use double driveway on right of green house; \$48 credit 8/26/08		Wein-3375 20 St, #140	23:30			1695 20 Avenue	23:59			0.00	CR	1.00	HRS2
1	2377 Barbara Thompson Off 12 -Down the street from Luthern Church; Has seeing eye dog;	<input checked="" type="checkbox"/> BL	Health Dept-1900 27 Street	23:30	<u>9:45</u>	<u>50192</u>	1015 41 Ave	23:59	<u>10:00</u>	<u>50195</u>	0.00	PD	1.00	TD2

Date & Time Printed: 8/27/2008 1:58 PM

2 5997 Richard Malone
Merrill Gardens; owes \$2 8/26/08

✓ WK

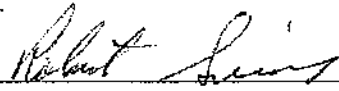
Deonarine -1285 36th St Ste
200

23:30 10:30 50203 2425 20 Street #235

23:59 10:45 50287 0.00 ~~over~~ 9:00 TD2

Total Fares to Collect \$ 14.00

I, Robert Sims hereby certify that the above trip information is complete and accurate.




Driver's Signature

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board Members

FROM: Phillip J. Matson 
MPO Staff Director

DATE: November 7, 2008

SUBJECT: REVIEW OF PROGRESS REPORT & REIMBURSEMENT INVOICE #1
FOR 2008/09 PLANNING GRANT

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of November 20, 2008.

DESCRIPTION AND CONDITIONS:

It is required, as part of the Transportation Disadvantaged (TD) Planning Grant contract between the Indian River County Metropolitan Planning Organization (MPO) as the Designated Official Planning Agency (DOPA) and the State of Florida Commission for the Transportation Disadvantaged (CTD), that periodic progress reports and reimbursement invoices be submitted. To comply with the CTD's requirements, staff has prepared a progress report and invoice for the period from July 1, 2008 to September 30, 2008.

The attached invoice and progress report represent the first quarter of the 2008/09 planning grant period. This progress report and applicable finished products, such as the Local Coordinating Board (LCB) meeting agenda items, CTC reports, etc., are required to accompany all reimbursement invoices.

Attached is a copy of draft invoice #1 and the quarterly progress report. This report, along with the appropriate supporting documents, will be submitted to the CTD upon Metropolitan Planning Organization/DOPA approval.

RECOMMENDATION:

The staff recommends that the TDLCB approve the Planning Grant Progress Report and Invoice #1, and direct staff to forward the report and invoice to the MPO/DOPA for its concurrence prior to submittal to the state CTD.

ATTACHMENTS:

1. Progress Report and Reimbursement Invoice #1, 2008/09 Planning Grant.

PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT

IRC Metropolitan Planning Organization
(Agency Name)

Invoice # 1

FDOTFM # 23704021401

Indian River County
(County)

Contract # AP620

Reporting Period: 07/01/2007 to 09/30/2008

I. Program Management

- A. Where necessary and in cooperation with the Local Coordinating Board, solicit and recommend a community transportation coordinator, in conformity with Chapter 287 and 427, Florida Statutes.

N/A

- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the Local Coordinating Board (LCB).

Reporting Period and Year to Date:

Consistent with the requirements of Rule 41-2, F.A.C. the county maintained its TDLCB appointment and reappointment process.

- C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as standard agenda item.

Reporting Period:

In this period, staff prepared the agenda and agenda items for the August 28, 2008 TDLCB meeting.

Year to Date:

In this period, staff prepared the agenda and agenda items for the August 28, 2008 TDLCB meeting.

- D. Prepare official minutes of Local Coordinating Board meetings. 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 three years.

Reporting Period:

Official minutes for the August 28, 2008 TDLCB meeting were prepared.

Year to Date:

Official minutes for the August 28, 2008 TDLCB meetings were prepared.

- E. Provide at least one public hearing annually by each Local Coordinating Board, and assist the Commission, as requested, in co-sponsoring public hearings.

Reporting Period and Year to Date:

NA

- F. Provide staff support for committees of the Local Coordinating Board.

Reporting Period and Year to Date:

Staff support was provided as needed. Staff closely worked with and supported the CTC evaluation sub-committee.

- G. Annually develop and update by-laws for Local Coordinating Board approval.

Reporting Period and Year to Date:

N/A

- H. Develop, annually update, and implement Local Coordinating Board grievance procedures in accordance with the Commission guidelines, which includes a step within the local complaint and/or grievance procedure that advises a dissatisfied

person about the Commission's Ombudsman Program.

Reporting Period and year to date:

N/A

- I. Maintain a current membership roster and mailing list of local coordinating board members.

Reporting Period:

TDLCB membership list was updated as needed.

Year to Date:

The TDLCB membership list was updated as needed.

- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*.

Reporting Period:

Public notices were provided. For this period, the TDLCB meeting date was published in the local newspaper in August 2008.

Year to Date:

Public notice was published in the local newspaper (TC Palm) in August 2008.

- K. Review and comment on the Annual Operating Report for submittal to the Local Coordinating Board, and forward comments/concerns to the Commission for the Transportation Disadvantaged.

Reporting Period and Year to Date:

The Community Transportation Coordinator Annual Operation Report was submitted for approval at the TDLCB meeting of August 28, 2008.

- L. Review the Transportation Disadvantaged Service Plan (TDSP), and recommend

action to the Local Coordinating Board.

Reporting Period and Year to Date:

N/A

- M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th.

Reporting Period and Year to Date:

Report of actual expenditures was prepared and submitted to the CTD during the reporting period.

- N. Report the annual budget estimates of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th and as required by Chapter 427, Florida Statutes.

Reporting Period and Year to Date:

Annual budget estimates were reported to the CTD during the reporting period.

II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the Community Transportation Coordinator and the Local Coordinating Board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines.

Reporting Period and Year to Date:

N/A

- 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.

Reporting Period and Year to Date:

Staff ensured integration of “transportation disadvantaged” issues into planning documents. Staff also ensured activities of the TDLCB and the CTC were consistent with local and state comprehensive planning activities.

- C. Encourage the local Community Transportation Coordinator to work cooperatively with local WAGES coalitions established in Chapter 414, Florida Statutes, and provide assistance in the development of innovative transportation services for WAGES participants.

Staff encouraged the CTC to work with local WAGES coalition.

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the Local Coordinating Board, and shall assist the Local Coordinating Board in monitoring and evaluating the Community Transportation Coordinator.

- A. Provide the Local Coordinating Board with quarterly reports of Transportation Disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement or any other activities related to the Transportation Disadvantaged program including but not limited to, consultant contracts, special studies, and marketing efforts.

Reporting Period:

The LCB was provided with quarterly reports of TD planning accomplishments and activities.

Year to Date:

The LCB was provided with quarterly reports of TD planning accomplishments and activities.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, and the Commission's annual training workshop, or other sponsored training.

Reporting Period and Year to Date:

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.

Reporting Period and Year to Date:

Staff attended a quarterly CTD Meeting May 21, 2008.

- D. Notify Commission staff of local Transportation Disadvantaged concerns that may require special investigations.

Reporting Period and Year to Date:

Planning Staff coordinated with the CTD staff as needed.

- E. Provide training for newly-appointed Local Coordinating Board members.

Reporting Period and Year to Date:

N/A

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

Reporting Period and Year to Date:

Planning staff coordinated with the CTC on a regular basis and provided technical assistance as needed.

- G. To the extent feasible, collect and review proposed funding applications involving "Transportation Disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2 of the Florida Administrative Code, and provide recommendation to the Local Coordinating Board.

Reporting Period and Year to Date:

Applicable TD funding applications completed and submitted to the appropriate agencies.

- H. Ensure the Local Coordinating Board conducts, at a minimum, an annual evaluation of the Community Transportation Coordinator. The Local Coordinating Board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (at a minimum, using the modules concerning Competition in Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan.

Reporting Period and Year to Date:

The TDLCB designated a CTC Evaluation Subcommittee at its February 28, 2008 meeting. The CTC evaluation subcommittee met on August 28, 2008 and conducted a review of the CTC's performance during FY 2007/08.

- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the Community Transportation Coordinator.

Reporting Period:

N/A

Year to Date:

N/A

- J. Ensure the Local Coordinating Board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.

Reporting period and Year to Date:

Coordination contracts have been reviewed by the TDLCB as needed.

K. Implement recommendations identified in the Commission's QAPE reviews.

Reporting period and Year to Date:

N/A

IV. Special Consideration by Planning Agency:

V. Special Consideration by Commission:

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

Signature of Individual Submitting Report

11/7/2008
Date

Phillip J. Matson
Typed name of Individual Submitting Report

INVOICE

Indian River County Metropolitan Planning Organization
 1801 27th Street
 Vero Beach, FL 32960-3365
 (772) 226-1237

BILL TO:

Commission for the Transportation Disadvantaged
 605 Suwannee Street, MS 49
 Tallahassee, FL 32399-0450

Invoice Number: _____ 1

Invoice Date: 11/7/2008

Vendor FEID Number: 23704021401

Dates of Services	Contract #	Project #	Grant Execution Date	CSFA #	Grant Termination Date
07/01/08 - 09/30/08	AP620			55.002	6/30/2009

Type of Budgeted Expenditure	Budget Amount	Year to Date Total	This Billing
1. Direct Costs			
Personnel (salaries)	\$ 6,790.00	\$ 2,404.97	\$ 2,404.97
Fringe Benefits	\$ 3,051.00	\$ 830.56	\$ 830.56
Contractual	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
One Day Travel/Meals	\$ -	\$ -	\$ -
Other Travel	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
2. Indirect Costs	\$ -	\$ -	\$ -
3. In Kind	\$ -	\$ -	\$ -

Total Project Cost	\$ 3,235.53
Less: Amount over Exhibit "B" of Contract	
Subtotal	\$ 3,235.53
Add: Justification or explanation	
TOTAL	\$ 3,235.53

Remit To: Indian River County
 1801 27th Street
 Vero Beach, FL 32960
 Phone: (772) 226-1237

TDP MPO Cost Summary

Quarterly Total (7/1/08 - 9/30/2008)

Salaries & Benefits	\$3,235.43
Direct	\$0.00
Consultant	\$0.00
Total	\$3,235.43

PERSONNEL	INS	DEPT	TASK	PP END	PP END	PP END	PP END	PP END	PP END	PP END	TOTAL	BENEFITS:				LIFE	HEALTH	TOTAL	TOT SALARY	17%	TOTAL			
				07/10	07/24	08/07	08/21	09/04	09/18	09/30	HOURS	SALARY	SOC	SEC	RETIRE	W.C.	MEDICARE	INSUR	INSUR			BENES	& BENEFITS	
PHIL MATSON		124-204										0.062	0.0985	0.0038	0.0145	0.0042	4.707692308							
	D			4.1	1.50	5.00	0.00	3.00	5.50	3.00	1.50	19.50	842.01	52.2	82.94	3.2	12.21	3.54	91.8	245.89	1,087.90	143.14	1,231.04	
PAY SCALE/TOTALS				43.18	43.18	43.18	43.18	43.18	43.18	43.18	43.18													
SHARON SCHALM		124-204										0.062	0.0985	0.0038	0.0145	0.0042	4.707692308							
	D			4.1		39.00	7.50	8.00	10.00	7.50	5.00	77.00	1213.52	75.24	119.53	4.61	17.60	5.10	362.49	584.57	1,798.09	206.3	2,004.39	
PAY SCALE/TOTALS				15.76	15.76	15.76	15.76	15.76	15.76	15.76	15.76													

Grand Total 3,235.43