



TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

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

Jackye Jennings, *FACA Representative*
Joel Herman, *VA Representative*
Hylan Bryan, *FDEA Representative*
Cindy Barnes, *FAHCA Representative*
Catherine Viggiano, *FDVR Representative*
Vacant, *Citizen's Advocate*

Bob Solari, Chairman

AGENDA

The Transportation Disadvantaged Local Coordinating Board will meet at 10:00AM on Thursday, August 27, 2009, Conference Room B1-501, County Administration Building B, 1800 27th St., Vero Beach, FL.

1. Call to Order
2. Approval of minutes of the May 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. Review of Progress Report and Reimbursement Invoice #4 for the 2008/09 Planning Grant
8. Review of the Draft Annual Operating Report (to be supplied at meeting)
9. Review of Draft Annual Actual Expenditures Report
10. Other New Business
11. Adjournment

Note: The next meeting of the Transportation Disadvantaged Local Coordinating Board, will be held on November 19, 2009 at 10:00 AM, Conference Room B1-501, County Administration Building B, 1800 27th St., Vero Beach, F.

**To view the TDLCB Agenda packet on-line please go to the following link:
<http://www.iregov.com/Boards/TDLCB/2009/agendas/TDLCB082709A.pdf>**

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, May 28, 2009

Building B, conference Room B1-501

1800 27th Street

Vero Beach, FL 32960-3365

MEMBERS PRESENT:

Joel Herman	Veteran's Service Office
William Lundy Parden	Rep. for the Handicapped, Vice Chair
Cindy Barnes	FL Agency for Health Care Administration
Ellen Higinbotham	Department of Children and Families
Toni Purvis Teresi	Representative for Seniors
George Millar	Public Education Representative
Tracy Dean	FL Dept. of Transportation
Jephete Lindor	Early Childhood Services
Catherine Viggiano	FL Dept. of Education, Div. Voc. Rehab.
Bob Solari	IRC Commissioner District 5
Ann Viens	FL Dept. of elder Affairs

MEMBERS NOT PRESENT:

Barbara Patten	FL Association of Community Action
Dr. Harry Hurst	Citizen Advocate Representative

OTHERS PRESENT:

Phil Matson	IRC Metropolitan Planning Organization
Brian Freeman	Senior Planner
Karen Deigl	Senior Resource Association
Karen Wood	Senior Resource Association
Beth Casano	Recording Secretary

(NOTE: The following is a summary with emphasis on motions and decisions requiring action. An audio recording of the meeting can be heard at www.irc.gov/Boards/TDLCB/2009.htm.)

REGULAR SCHEDULED MEETING

1. Call to Order

Chairman Solari called the meeting to order at 10 a.m.

2. Approval of Minutes

ON MOTION BY Ms. Barnes and **SECONDED BY** Mr. Millar the Board unanimously voted to approve the minutes of February 26, 2009.

3. Unfinished Business

None

4. TDLCB Chairman's Report

Chairman Solari reported that the Florida Tax Watch organization recognized the Florida Commission for the Transportation Disadvantaged with the "State Agency of the Year" Award. According to the Press Release, this award recognizes state agencies whose work significantly and measurably increased productivity, promoted innovation to improve the delivery of state services, and saved money for Florida taxpayers and businesses.

5. Planning Status Report

Legislative update given by Mr. Matson reported a conforming bill had been filed that provides for an annual transfer of 5 million to the TD trust fund beginning July 1, 2011 with the bottom line being that for the moment, on the public transportation side of things, they were doing okay and not all agencies could say that.

6. CTC Status Report

In comparing this quarter with the same reporting quarter as last year, Ms. Wood, provided the following information: Community Coach down 13% in one way trips; GoLine up 62% in one way trips; GoLine Route #10 (Fellsmere to Sebastian) has increased ridership by 363%; GoLine Route #11 (Barefoot Bay to Pocahontas) has increased ridership by 142%; GoLine Routes #12 (North County hub) and #13 (I.R. Mall, Outlet Mall and I.R. State College Main Campus in Ft. Pierce) will begin operation sometime this summer.

Ms. Teresi asked if SRA had the demographics of particular routes and if GoLine was target marketing toward specific demographics. Ms. Deigl replied that they hadn't carried out documented demographic surveys of the specific route riders although they were aware that Route 10 definitely carried more women and children than the others. Ms. Deigl also noted that GoLine is designed to be made available to the general public as a whole and thus they did not do target marketing.

Mr. Herman asked if Ms. Deigl believed ridership would continue to increase and she replied that if routes weren't being added it would level off and that restructuring is what tends to make the numbers jump.

7. Review of Progress Report and Reimbursement Invoice #3 for 2008/09 Planning Grant

ON MOTION BY Ms. Teresi and **SECONDED** by Ms. Barnes the Board voted unanimously to approve the Reimbursement Invoice #3 for the 2008/09 Planning Grant.

8. Consideration of Indian River County's Transportation Disadvantaged Service Plan (TDSP) for FY 2009/10

Mr. Freeman gave a PowerPoint presentation (on file/BCC Office Sharedrive) that offered the Board a comprehensive overview of the Plan's 4 major parts: development, service, quality assurance and the financial element. Ms. Wood gave additional detail about the quality assurance aspect of the report with specifics on driver background checks, driving/ability testing, and training that includes: defensive driving, sensitivity, CPR, blood pathogen, drug/alcohol, and "homeland" type security.

Ms. Teresi asked what their turnover rate is for drivers and Ms. Wood said that it was very low noting that they presently have over 200 applications on file for driver positions.

ON MOTION BY Ms. Barnes and **SECONDED** by Ms. Higinbotham the Board voted unanimously to approve Indian River County' TDSP for Fiscal Year 2009/10.

9. Consideration of the Indian River County Metropolitan Planning Organization's Draft Fiscal Year 2009/10-2013/14 Transportation Improvement Plan (TIP)

Mr. Matson reviewed the plan noting that it is a 5 year program of which the lions share for TD funding comes from the Department of Transportation.

Chairman Solari asked for clarification concerning the funding source for the Florida Turnpike and Mr. Matson explained that DOT is made up of 7 districts in the State plus the Turnpike Enterprise which is self funding and that includes the "guardrail funding" for Indian River County which has a very short stretch of turnpike that enters and exits the County twice. Mr. Matson also noted that approx. 10 years ago it was decided that 90% of the Turnpike Enterprise funds be spent where they are raised.

ON MOTION BY Ms. Viggiano and **SECONDED BY** Mr. Millar the Board unanimously voted to recommend that the Metropolitan Planning Organization approve the Transportation Improvement Program.

10. Other New Business – Bus Stop Shelters

Ms. Deigl presented the new shelter program that the Senior Resource Association (SRA) is working on. She stated that during last year's review of the Transit Development Plan, one observation was the nonexistence of bus stop shelters. Two volunteers, Judy Orcutt and Amy Thoma have been assisting the SRA in looking at shelter options, system logos and surrounding architecture in the County and municipalities in order to determine viability. Based on their combined research, Ms. Deigl presented the board with the following three options:

Option 1: Perforated aluminum structure; powder coated in a versatile green; backless bench with center rail in seat to deter horizontal resting; waste disposal containers; optional bike rack and solar powered lighting on a roof. Ms. Deigl stated that, she felt this type shelter would give the protection, safety and comfort necessary for the county residents while being able to blend well with surrounding environments.

Option 2: A single bench with no back to avoid damage from skateboarders.

Option 3: A solar lighted sign that indicates the bus stop area.

Discussion ensued resulting in the following information: SRA has touched base with all municipality planning departments and are committed to bus stop meeting all compliance rules; cost per each stop (per option 1) is estimated at about 10 thousand dollars; ; agreement by all that the color and architectural elements(of option 1) have a low profile that would work well for IRC; agreement by all that structure should not have any commercial advertising; determination that locations would have to be prioritized by highest usage along with the space to accommodate handicapped riders; clean by municipalities with SRA maintaining structure which shouldn't be too much of a burden.

Ms. Deigl than discussed with board members the various methods they were researching for funding such as: private sponsorships w/plaques, match dollars and grant opportunities.

11. The meeting was adjourned at 10:51 a.m

TDLCB REPORT FOR APRIL - MAY - JUNE 2009

Community Coach Door to Door service provided approx 11,169 one way trips in this reporting quarter this is a 16% decrease from the same reporting quarter as last year which includes the reduction of service in 2008.

GoLine Public Transportation provided approx 149,484 one way trips in this reporting quarter this is a 30% increase from the same reporting quarter as last year.

4 – New Chevy 5500 31' buses were ordered on August 14th, 2009. These buses will replace 3 – 25' buses in the fleet and one will be used for new route# 12 in the Sebastian area.

SRA was notified in that Goline Route# 13 (IR Mall to IRSC) which was to be funded by FDOT in July 2009 would not be available until the earliest July 2010. In early August we were again notified by FDOT that funding for route 13 had been made available and we are now waiting for the executed JPA to begin work on this project.

The new transportation facility is gearing up as the RFQ will be sent out in August 2009. We are getting closer to the construction stage of the new building located on 43rd Avenue (between Elections and the new Church). This new facility will allow the transportation dept the much needed room for growth.

A new position was added to transportation in August 2009. Paul Klubek was hired as Transportation Coordinator to enhance the amount and level of service we provide to Indian River County.

My many thanks to all the Community Coach and GoLine drivers as they work in 95-100 degree weather each day to assure that those who need transport get where they are going. Our drivers do a great job!

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board Members

FROM: Phillip J. Matson; MPO Staff Director

DATE: August 10, 2009

**SUBJECT: REVIEW OF PROGRESS REPORT & REIMBURSEMENT INVOICE #4
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 August 27, 2009.

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 April 1, 2009 to June 30, 2009.

The attached invoice and progress report represent the fourth 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 invoice #4 and the quarterly progress report. In order to comply with CTD deadlines, this report, along with the appropriate supporting documents, was submitted to the CTD on August 7, 2009.

In accordance with MPO Resolution 99-02, the MPO Staff Director may approve minor plans, reports, and documents when such action is needed to obtain final state or federal approval of those documents, provided that the director reports the action taken to the MPO and its advisory committees. This is that report.

RECOMMENDATION:

This is an information item; no recommendation is necessary.

ATTACHMENTS:

1. Progress Report and Reimbursement Invoice #4, 2008/09 Planning Grant.



Indian River County

**INDIAN RIVER
COUNTY
METROPOLITAN
PLANNING
ORGANIZATION**

County Administration
Building A
1801 27th Street
Vero Beach, FL
32960

Phone: 772-226-1237
Fax: 772-978-1806
Suncom: 224-1237
Email:
pmatson@ircgov.com

Voting Members:

- City of Fellsmere
- Indian River County
- Town of Indian River Shores
- City of Sebastian
- City of Vero Beach
- Indian River County School District

Non-Voting Members:

- Town of Orchid
- Florida Department of Transportation

Staff Director
Phillip J. Matson

August 7, 2009

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

**RE: Progress Report And Reimbursement Invoice #4 For 2009
Planning Grant, FM # 23704021401, Contract # AP620**

Dear Ms. Somerset:

As part of the Transportation Disadvantaged Planning Grant contract between the Indian River County Metropolitan Planning Organization (MPO) and the State of Florida Commission for the Transportation Disadvantaged (CTD), enclosed please find three copies of the county's reimbursement invoices and progress reports for the period April 1, 2009 to June 30, 2009, along with a copy of the necessary support documentation.

Should you have any questions, or need additional information, please contact me at (772) 226-1990.

Sincerely

Brian Freeman, AICP
Senior Planner

Cc: Robert M. Keating, AICP, Community Development Director
Ed Halsey, Finance
Commissioner Bob Solari, TDL/CB Chairman
Peter O'Bryan, MPO/DOPA Chairman

F:\Community Development\Users\WPO\TD\Progress Reports\Invoices 2009\Invoice 2\Somerset Cover Letter.doc

TDP MPO Cost Summary

Quarterly Total (4/1/09 - 6/30/2009)

Salaries & Benefits	\$2,613.09
Direct	\$0.00
Consultant	\$0.00
Total	\$2,613.09

PERSONNEL	INS.	DEPT	TASK	PP END	PP END	PP END	PP END	PP END	PP END	PP END	PP END	TOTAL	BENEFITS:				LIFE	HEALTH	TOTAL	TOT SALARY	TOTAL		
				04/02	04/16	04/30	05/14	05/28	06/11	06/25	06/30	HOURS	SALARY	SOC SEC	RETIRE.	W.C.	MEDICARE	INSUR.	INSUR.	BENES		& BENEFITS	17%
PAY SCALE/TOTALS				15.76	15.76	15.76	15.76	15.76	15.76	16.55	16.55			0.062	0.0985	0.0038	0.0145	0.0042	4.70769231				
BRIAN FREEMAN		124-204																					
D			4.1				32.50	10.00	7.50	2.50		52.50	1748.67	108.42	172.24	6.64	25.36	7.34	247.15	567.15	2,315.82	297.27	2,613.09
PAY SCALE/TOTALS				33.3080	33.3080	33.3080	33.3080	33.3080	33.3080	33.3080	33.3080	33.3080	33.3080										
Total																				2,613.09			

PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT

IRC Metropolitan Planning Organization
(Agency Name)

Invoice # 4

FDOTFM # 23704021401

Indian River County
(County)

Contract # AP620

Reporting Period: 04/01/2009 to 06/30/2009

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 May 28, 2009 TDLCB meeting.

Year to Date:

For the year to date, staff prepared the agenda and agenda items for the August 28, 2008, November 20, 2008, February 26, 2009, and May 28, 2009 TDLCB meetings.

- 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 May 28, 2009 TDLCB meeting were prepared.

Year to Date:

Official minutes for the August 28, 2008, November 20, 2008, February 26, 2009, and May 28, 2009 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:

A public hearing was held at the November 20, 2008 TDLCB meeting.

- 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 May 2009.

Year to Date:

Public notice was published in the local newspaper (*Press-Journal*) in August 2008, November 2008, February 2009, and May 2009.

- 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:

The Transportation Disadvantaged Service Plan was reviewed and recommended for approval at the May 28, 2009 meeting.

- 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:

Staff attended the business meeting and planning workshop in June 18, 2009.

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

Reporting Period and Year to Date:

Staff attended the business meeting and planning workshop in June 18, 2009.

- 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:

Training provided to newly-appointed LCB members.

- 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:

At its November 20, 2008 meeting, the TDLCB approved the subcommittee's FY 2007/08CTC evaluation and recommended that the CTC be retained. At its February 28, 2008 meeting, the TDLCB designated a CTC Evaluation Subcommittee for FY 2008/09.

- 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

8/7/2009
Date

Brian Freeman
Typed name of Individual Submitting Report

ACTUAL EXPENDITURE REPORT FORM
 (One form for each county Do not report funds from state agency sources)

COUNTY: Indian River County
 DUE: September 15, 2009

Coordinated Transportation					
ACTUAL PRIOR YEAR					
Local Funding			Direct Federal Funding		
Expenditures	# of One Way Trips		Expenditures	# of One Way Trips	
\$153,792.28	11,660				

Transportation Alternatives					
ACTUAL PRIOR YEAR					
Local Funding			Direct Federal Funding		
Expenditures	# of One Way Trips		Expenditures	# of One Way Trips	

Other					
ACTUAL PRIOR YEAR					
Local Funding			Direct Federal Funding		
Expenditures	# of One Way Trips		Expenditures	# of One Way Trips	