



## TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

Melissa McInturff, *FDC&F Representative*  
George Millar, *Public Education Representative*  
Jayne Pietrowski, *FDOT Representative*  
Dr. Harry Hurst, *Citizen's Advocate*  
Toni Teresi, *Senior Community Representative*  
William Parden, *Disabled Community Representative*  
Laurie Sang, *CCECS Representative*

Sue Rux, *FACA Representative*  
Joel Herman, *VA Representative*  
Dalia Dillon, *FDEA Representative*  
Cindy Barnes, *FAHCA Representative*  
Catherine Viggiano, *FDVR Representative*  
Kathleen Geyer, *Citizen's Advocate*

**Bob Solari, Chairman**

### AGENDA

**The Transportation Disadvantaged Local Coordinating Board will meet at 10:00AM on Thursday, May 26, 2011, in Conference Room B1-501, County Administration Building B, 1800 27<sup>th</sup> St., Vero Beach, FL.**

1. Call to Order
2. Approval of minutes of the February 24, 2011 meeting

#### Unfinished Business

None

#### New Business

3. TDLCB Chairman's Report
4. Planning Status Report
5. Community Transportation Coordinator Status Report
6. Review of Progress Report and Reimbursement Invoice #3 for the 2010/11 Planning Grant
7. Review of Indian River County Transportation Disadvantaged Service Plan for FY 2011/12
8. Review of the Indian River County MPO Transportation Improvement Program

#### Other New Business

9. Adjournment

**Note: The next meeting of the Transportation Disadvantaged Local Coordinating Board, will be held on Thursday, August 25, 2011 at 10:00 AM, Conference Room B1-501, County Administration Building B, 1800 27<sup>th</sup> St., Vero Beach, FL.**

**To view the TDLCB Agenda packet on-line please go to the following link:**

**<http://www.ircgov.com/Boards/TDLCB/2011/agendas/TDLCB052611A.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**

The Indian River County (IRC) Transportation Disadvantaged Local Coordinating Board (TDLCB) met at 10:00 a.m. on Thursday, February 24, 2010 in the Building A Conference Room "A1-102" of the County Administration Building, 1801 26th Street, Vero Beach, Florida.

Present were Chairman **Bob Solari**, IRC Commissioner; **Joel Herman**, Florida Department of Veterans' Affairs Representative, IRC; **Melissa McInturff**, Florida Department of Children and Families (FDC&F) Representative; **Dr. Harry Hurst**, Citizen Advocate Representative; **Cindy Barnes**, Florida Agency for Health Care Administration (FAHCA) Representative; **Kathleen "Cookie" Geyer**, Citizen Advocate Representative; **George Millar**, Public Education Representative; **Jayne Pietrowski**, Florida Department of Transportation (FDOT) Representative; **Sue Rux**, Florida Association for Community Action (FACA)/Economic Opportunities Council (EOC) Representative; **Dalia Dillon**, Florida Department of Economic Affairs (FDEA) Representative (arrived at 10:08 a.m); and **William Lundy Parden**, Handicapped Representative.

Absent were **Cathy Viggiano**, Florida Department of Education (FDE) Representative (excused) and **Toni Teresi**, Seniors Representative; and **Laurie Sang**, State Coordinating Council of Early Childhood Services (CCECS) (unexcused).

Present was: Karen Wood, Senior Resource Association (SRA).

Also present were IRC staff: Phil Matson, Metropolitan Planning Organization (MPO) Staff Director; Brian Freeman, MPO Senior Planner; Sharon Schalm, MPO Staff Assistant III; and Misty L. Pursel, Commissioner Assistant, District 1.

### **Call to Order**

Chairman Solari called the meeting to order at 10:00 a.m. He introduced Melissa McInturff representing FDC&F as the newest member of TDLCB.

### **Approval of Minutes of the November 18, 2010 Meeting**

Mr. Hurst wished the minutes be corrected to include Ms. Wood's response on page 7, under "Other Matters", first paragraph, ending the paragraph with, "Ms. Wood responded she had personally made site visits on a regular basis and had been working with law enforcement regarding the hub."

**ON MOTION BY Ms. Barnes, SECONDED BY Mr. Herman, the Board voted unanimously (10-0) to approve the minutes of November 18, 2010 as amended.**

### **Election of Vice-Chair**

On nomination by Dr. Hurst, the Board voted unanimously (10-0) to elect Mr. William Lundy Parden as Vice Chairman for 2011.

### **Unfinished Business**

Dr. Hurst requested the matter of the Hub be brought back to the agenda. Mr. Phil Matson, MPO Staff Director, agreed to mention the Hub under "Planning Status Report".

### **New Business**

#### **TDLCB Chairman's Report:**

There was not a report for this meeting; however, Chairman Solari mentioned the grand opening for the bus station shelter in Fellsmere was a great affair and was enjoyed by many.

#### **Planning Status Report: *No action required.***

Mr. Matson referred to the agenda packet information entitled "2011 Legislative Platform" from the Florida Commission for the Transportation Disadvantaged (TD Commission) regarding Medicaid Non-Emergency Transportation (NET), which is on file in the Commission Office.

Ms. Karen Wood, Senior Resource Association (SRA) opined it would be more advantageous to the TD Commission to keep the contract. She advised of receiving an email from the TD Commission informing the matter had gone through the Senate and the Senate had struck it out, however, it had not gone through the House of Representatives (House). She further advised should the House concur, it would be a done deal; we would basically lose the money and the transport.

Ms. Dillion arrived at 10:08 a.m.

Ms. Wood offered to provide the email from the TD Commission explaining the platform, with a copy of the actual Bill, showing strike out changes.

Commissioner Solari questioned whether to attempt to get this in the legislation a small county exclusion was a possibility. He informed the Board he was going to Tallahassee on March 23<sup>rd</sup> and requested a one-page fact sheet with recommendations/talking points to share with Senators and Representatives.

**ON MOTION BY Chairman Solari, SECONDED BY Dr. Hurst, to approve Chairman Solari to initiate dialog with Legislative Delegates regarding the advantages for the TD Commission to keep the Medicaid Non-Emergency Transportation contract.**

**UNDER DISCUSSION,** Ms. Kathleen "Cookie" Geyer, Citizen Advocate Representative inquired about any care facilities in Indian River County who may provide transportation. Ms. Wood answered she was sure; however, she knew of a few of the managed care facilities in Indian River County had given up transporting due to the cost. She commented with fuel costs continuing on the rise, there would be more and more facilities giving up transportation.

Ms. Wood agreed with Dr. Hurst that this would be one of those times to look past the cost and look at the need: ensuring those patients (children included) get to their medical appointments/treatment safely and promptly.

Ms. Jayne Pietrowski, Florida Department of Transportation (FDOT) Representative offered her opinion that the Governor was talking about Medicaid reform, which means there would be Medicaid HMOs or provider service networks in all the different counties and with those Medicaid HMOs they would be contracting out to providers to provide the transportation. She opined it was more cost effective being within the Community Transportation Coordinator (CTC) because a TD rider, an American Disabilities Act (ADA) rider and Medicaid rider on the same bus per se, combining trips saves money.

Mr. Herman questioned how it would affect Senior Resource Association (SRA) if the \$300,000 were lost. Ms. Wood responded in essence, if SRA was not doing the transport, there would be no cost; there is no money being made on Medicaid. She further explained other funded dollars would be pulled from other programs to do Medicaid transports.

**THE CHAIRMAN CALLED FOR THE QUESTION**, and the Board voted unanimously (11-0) for Chairman Solari, while in Tallahassee, to bring a request for a small county exclusion to the legislative delegates.

Mr. Matson reported the Transportation Disadvantaged Services Plan was a 200 page document which comes before the Board one a year, in May. He stated there were four (4) items which required yearly updates: Coordination and Planning, Operations, Costs and Financial Management, and Utilization. He advised a request had been made to the State of Florida Commission for the Transportation Disadvantaged (CTD), as an administrative efficiency, whether the plan could be completed on a two-year basis and their response was pending; with the CTD questioning what, if anything, would the proposed changes impact.

### CTC Evaluation Process

Mr. Matson advised another pending request included the CTC evaluation process which included designating members to a subcommittee to evaluate the CTC, currently performed annually; changing the evaluation to a two-year basis.

### The Hub

Mr. Matson reported the City Council of the City of Vero Beach was much more amenable to relocating the hub to a place of the County's liking. He reminded the Board the hub was temporarily in the County's parking lot; however, a review for a permanent hub was bordered by the eastbound Twin Pairs to the south to westbound Twin Pairs to the north, and the Florida East Coast railroad to the east. He told the Board discussions had been pursued with the Department of Transportation (DOT) about the DOT constructing the hub for the County, given it would be very close to DOT right-of-ways on three sides and intermodal projects having DOT construction and backing were done on 100% basis with no cost locally.

Mr. Brian Freeman, MPO Senior Transportation Planner, added the Public Works Department was close to having the plan completed showing how the hub would work at that site.

## Community Transportation Coordinator Status Report

Ms. Wood recapped her report, which is on file in the Commission Office. Highlights were as follows:

- Community Coach door-to-door services provided approximately 9,643 one way trips in this reporting quarter; a 15% decrease from the same reporting quarter as last year.
- GoLine public transportation provided approximately 216,345 one way trips in the 4<sup>th</sup> quarter of this year; a 25% increase from the same reporting quarter as last year.
- 8 new bus shelters installed, located at Parc 24 on Indian River Blvd.; two at each side of the 777 Kurtell Bldg., one at Indian River Medical Center, two at Kyles Run Apartments, two at SR 512 & New Hope/Treasure Coast Medical Center.
- 9 holidays Community Coach did not run; however, GoLine did; excluding Thanksgiving, Christmas and New Years.
- Expanding 14 GoLine routes for the retail workers.

## Review of Progress Report and Reimbursement of Invoice #2 for the 2010/11 Planning Grant

Mr. Brian Freeman, MPO Senior Planner, summarized his memorandum dated February 16, 2011, regarding the last quarter of 2010's invoice for staff activities associated with the local coordinating board, a copy of which is on file in the Commission Office.

**ON MOTION BY Dr. Hurst, SECONDED BY Mr. Herman, the members voted unanimously (11-0) to approve the submitted progress report and Invoice #2 for the 2010/11 Planning Grant.**

## Designation of Community Transportation Coordinator (CTC) Evaluation Sub-Committee

Mr. Freeman summarized the evaluation procedures and standards explained in the Memorandum dated February 15, 2011, a copy of which is on file in the Commission Office. He stated the template used in the evaluation was created by the State Commission and consisted of four areas of review: coordination/planning, operation, costs/financial management and utilization.

Discussion ensued regarding designation of volunteers for the subcommittee.

Mr. Matson explained in the past the subcommittee would meet on the same day, either before or after the TDLCB meeting.

Ms. Cookie Geyer volunteered to go on a vehicle to observe and evaluate the service delivery. A copy of the evaluation form is on file in the Commission Office.

**ON MOTION BY, Mr. Millar, SECONDED BY Ms. Rux the members voted unanimously (11-0) to designate Mr. Hurst, Ms. Geyer, Ms. Dillon, Ms. Barnes and Ms. Viggiano as members of the subcommittee.**

**Other New Business**

Mr. Hurst inquired whether it was possible to request the City of Vero Beach to bill the Board for the donated free parking, write it off as a gift, so the gift could be utilized as in-kind federal grant money. Mr. Matson said he would examine how, if possible, the gift could be considered as an active ongoing match to be used to build the hub.

A short discussion ensued regarding promoting the availability of transit by bus and the bus routes.

Mr. Matson announced Fellsmere's 100<sup>th</sup> Anniversary was April 2, 2011.

The meeting adjourned at 10:40 a.m.



***TDLCB REPORT FOR JANUARY – FEBRUARY – MARCH  
2011***

**Community Coach** door to door service provided 8,555 one way trips in first quarter of 2011 compared to 12,926 in the first quarter of 2010 showing a 34% decrease.

**GoLine Public Transportation** provided 216,527 one way trips in first quarter of 2011 compared to 167,535 in the first quarter of 2010 showing a 29 % increase.

**General Transportation**

Goline now has 8 bus shelters installed. Twelve new locations are now being worked on throughout Indian River County. Installation should begin in August 2011.

Transportation is involved with a program called IM4Transit headed by the Florida Public Transportation Association that will benefit Public Transit systems in Florida now and in the future. This program shows the need for the service now available and the vital need for additional transit service in the future. Each and every registration posted to GoLine helps to show Indian River County's support of our Public Transit System. Please go to: [IM4Transit.org](http://IM4Transit.org) (web site) and register as a supporter of Public Transportation. Thank you for your support!

Proposals have gone out again for a general contractor to build the new transit facility as there were unforeseen problems with the original proposal. The proposal will back in late May and a contractor should be in place by the middle of June.

Things Are Warming Up Here In The Sunshine State - Keep Cool!

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

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**TO:** Transportation Disadvantaged Local Coordinating Board Members

**THROUGH:** Phillip J. Matson, AICP; MPO Staff Director *em*

**FROM:** Brian Freeman, AICP; Senior Transportation Planner *BF*

**DATE:** May 10, 2011

**SUBJECT: REVIEW OF PROGRESS REPORT & REIMBURSEMENT INVOICE #3  
FOR 2010/11 PLANNING GRANT**

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It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of May 26, 2011.

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 January 1, 2011 to March 31, 2011.

The attached invoice and progress report represent the third quarter of the 2010/11 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 #3 and the quarterly progress report. This report, along with the appropriate supporting documents, will be submitted to the CTD upon MPO/DOPA approval.

RECOMMENDATION:

The staff recommends that the TDLCB approve the Planning Grant Progress Report and Invoice #3, 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 #3, 2010/11 Planning Grant.



## TDP MPO Cost Summary

Quarterly Total (1/1/11 - 3/31/2011)

Salaries & Benefits	\$5,193.10
Direct	\$0.00
Consultant	\$0.00
<b>Total</b>	<b>\$5,193.10</b>

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	15.5925%	TOTAL.	
				01/13	01/27	02/10	02/24	03/10	03/24	03/31	HOURS	SALARY	SOC	SEC	RETIRE.	W.C.	MEDICARE	INSUR	INSUR			BENEF
PHIL MATSON		124-204										0.062	0.1077	0.002	0.0145	0.0029	4.523076923					
	D																					
			4.1	5.00	5.00	5.00	5.00	4.00			24.00	1036.32	61.25	111.61	2.07	15.03	2.98	108.55	304.49	1,340.81	161.59	1,502.40
			PAY SCALE/TOTALS		43.18	43.18	43.18	43.18	43.18	43.18	43.18											
SHARON SCHALM		124-204										0.062	0.1077	0.002	0.0145	0.0029	4.523076923					
	D																					
			4.1	4.00	15.50	12.00	7.00	10.50	30.50	12.00	71.50	1183.33	71.37	127.44	2.37	17.16	3.41	323.40	547.15	1,730.48	184.51	1,914.99
			PAY SCALE/TOTALS		16.55	16.55	16.55	16.55	16.55	16.55	16.55											
BRIAN FREEMAN		124-204										0.062	0.1077	0.002	0.0145	0.0029	4.523076923					
	D																					
			4.1				36.00				36.00	1199.16	71.35	129.15	2.40	17.39	3.45	162.83	389.57	1,588.73	186.98	1,775.71
			PAY SCALE/TOTALS		33.31	33.31	33.31	33.31	33.31	33.31	33.31											
<b>Total</b>																				<b>5,183.10</b>		

PLANNING RELATED GRANT AGREEMENT TASKS  
QUARTERLY PROGRESS REPORT

IRC Metropolitan Planning Organization  
(Agency Name)

Invoice # 3

FDOI FM # 23704021401

Indian River County  
(County)

Contract # AQ040

Reporting Period: 01/01/2011 to 03/31/2011

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 February 24, 2011 TDLCB meeting.**

**Year to Date:**

**In this period, staff prepared the agenda and agenda items for the August 26, 2010, November 18, 2010, and February 24, 2011 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 February 24, 2011 TDLCB meeting were prepared.**

**Year to Date:**

**Official minutes for the August 26, 2010, November 18, 2010, and February 24, 2011 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 18, 2010 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 Fate:**

N/A

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

**Reporting Period and 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 February 2011.**

**Year to Date:**

**Public notice was published in the local newspaper (*Press-Journal*) in August 2010, November 2010, and February 2011.**

- 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 26, 2010.**

- 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 15<sup>th</sup> 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:**

**In coordination with the CTC, staff prepared the annual update to the TDSP. The annual update to the TDSP will be reviewed at the May 26, 2011 meeting.**

- 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 February 22, 2011 regional meeting.**

- 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 July 2010.**

- 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 CTC evaluation subcommittee met on August 26, 2010 and conducted a review of the CTC's performance during FY 2009/10. At its November 18, 2010 meeting, the TDLCB approved the subcommittee's CTC evaluation for 2009/10 and recommended that the CTC be retained. For 2010/11, the TDLCB designated a CTC Evaluation Subcommittee at its February 24, 2011 meeting.**

- 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.

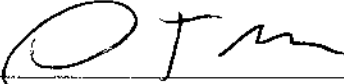
**Reporting period and Year to Date:**

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

5/10/2011  
Date

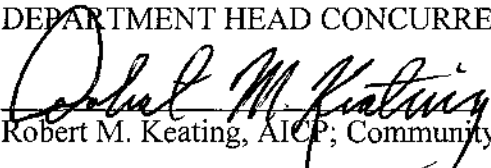
Phillip J. Matson  
Typed name of Individual Submitting Report

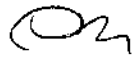
INDIAN RIVER COUNTY, FLORIDA


MEMORANDUM

**TO:** Transportation Disadvantaged Local Coordinating Board Members

DEPARTMENT HEAD CONCURRENCE:

  
Robert M. Keating, AICP; Community Development Director

**THROUGH:** Phil Matson, AICP; MPO Staff Director 

**FROM:** Brian Freeman, AICP; Senior Transportation Planner 

**DATE:** May 16, 2011

**SUBJECT:** Consideration of the FY 2011/12 Annual Update to the Indian River County Transportation Disadvantaged Service Plan (TDSP)

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of May 26, 2011.

**DESCRIPTION AND CONDITIONS**

On May 8, 1990, the Board of County Commissioners (BCC) approved the transmittal of the county's application to the state to become the local Designated Official Planning Agency (DOPA) for the provision of transportation disadvantaged services in the area. To partially subsidize the county's transportation disadvantaged planning activities, the state Commission for the Transportation Disadvantaged (CTD) each year awards planning grants to the county.

As part of its initial planning grant responsibilities, the county was charged with development of a Coordinated Transportation Disadvantaged Development Plan for a five year planning horizon. On March 19, 1992, the Transportation Disadvantaged Local Coordinating Board (TDLCB) reviewed and approved the Indian River County Coordinated Transportation Disadvantaged Development Plan. The Board of County Commissioners approved the county's plan on April 17, 1992. That plan expired in 1997.

Prior to FY 1997/98, the county was required to prepare an updated Coordinated Transportation Disadvantaged Development Plan each year, while the Senior Resource Association (formerly known as the Council On Aging), as the county's Community Transportation Coordinator (CTC), had to prepare a Service Plan and a Memorandum of Agreement each year. The CTC's service plan then had to be approved by the TDLCB and submitted to the CTD.

In FY 1997/98, state requirements changed, requiring the Coordinated Transportation Disadvantaged Development Plan and the CTC's service plan to be combined into one document, the Transportation Disadvantaged Service Plan (TDSP). On an annual basis since then, the county and the CTC have jointly prepared the TDSP. For each fiscal year, the TDLCB has approved the county's TDSP, and the plans have been submitted to the CTD. As required by the CTD, the county's TDSP also contains the TDLCB By-Laws and Grievance Procedures that must be reviewed by the TDLCB on an annual basis.

## ANALYSIS

A complete update of the Transportation Disadvantaged Service Plan is required every five years, after completion of the CTC selection process. In Indian River County, this last occurred in 2008. During intervening years, the state Commission for the Transportation Disadvantaged requires that only certain sections be updated, as appropriate. These sections are: Needs Assessment; Goals, Objectives, and Strategies; Implementation Plan; and Cost/Revenue Allocation and Rate Structure Justification.

For FY 2011/12, the annual update to the Transportation Disadvantaged Service Plan must be submitted to the Commission for the Transportation Disadvantaged prior to July 1, 2011, the date on which the existing service plan will expire.

Recently, the county and the county's CTC, the Senior Resource Association, updated the Transportation Disadvantaged Service Plan for FY 2011/12. With this update, the following changes have been made to the four sections that are to be reviewed annually:

- Needs Assessment: *No changes.*
- Goals, Objectives, and Strategies: *No changes.*
- Implementation Plan: *Updated the 3-year capital improvement plan by removing the current fiscal year (FY 2010/11) and by adding a new third fiscal year (FY 2013/14). The changes made were based on the county's Transit Development Plan.*
- Cost/Revenue Allocation and Rate Structure Justification: *Updated to include information from the most recently completed fiscal year (FY 2009/10).*

In addition, the TDLCB membership list on pg. vi has been updated to reflect the current members of the TDLCB.

Attachment #1 contains the pages of the TDSP that have been revised. A copy of the entire Transportation Disadvantaged Service Plan is available on the county's website at the following address: <http://www.ircgov.com/Boards/TDLCB/index.htm>.

The TDLCB has several alternatives with respect to the update. The TDLCB can approve the updated plan as submitted, approve the updated plan with revisions, or not approve the updated plan. Staff feels that the updated plan adequately identifies and addresses the County's transportation disadvantaged service needs and should be approved and transmitted to the CTD.

## **RECOMMENDATION**

Staff recommends that the TDLCB approve the updated Transportation Disadvantaged Service Plan for FY 2011/12 and direct staff to transmit the updated plan to the state Commission for the Transportation Disadvantaged.

## **Attachment**

1. Updated Pages to the Indian River County Transportation Disadvantaged Service Plan for FY 2011/12



The Transportation Disadvantaged Local Coordinating ~~Coordination~~ Board hereby certifies that an annual evaluation of ~~the~~ this Community Transportation Coordinator was conducted consistent with the policies of the Commission for the Transportation Disadvantaged and all recommendations of that evaluation have been incorporated in this Service Plan. The Board further certifies that the rates contained herein have been thoroughly reviewed, evaluated and approved. This Transportation Disadvantaged Service Plan was reviewed in its entirety and approved by this Board at an official meeting held on:

5/27/10 5/26/11  
Date:

\_\_\_\_\_  
Coordinating Board Chairman  
Commissioner Bob Solari

Approved by the Commission for the Transportation Disadvantaged

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Executive Director

### Transportation Disadvantaged Local Coordinating Board Members

Agency	Representative	Vote For or Against
Department of Children and Families	<u>Melissa McInturff</u> <del>Ellen Higinbotham</del>	
Division of Vocational Rehabilitation	Cathy Viggiano	
Florida Department of Veteran's Affairs	Joel Herman	
Florida Department of Transportation	<u>Jayne Pietrowski</u> <del>Jaelyn Meli</del>	
Florida Association of Community Action - Economic Opportunities Council	Sue Rux	
Public Education Community	George Millar	
Elderly Representative	Toni Teresi	
Citizen Advocate Representative	Dr. Harry Hurst	
Citizen Advocate & User Representative	<u>Kathleen Geyer</u> <del>Vacant</del>	
Chairman-Representative of Designated Official Planning Agency (DOPA)	Commissioner Bob Solari	
Disabled Community Representative	William Lundy Parden	
Florida Department of Elder Affairs	<u>Dalia Dillon</u> <del>Hylan Bryan</del>	
State Coordinating Council on Early Childhood Services	Laurie Sang	
Florida Agency for Health Care Administration	Cindy Barnes	
Private Transportation Industry	Vacant	
Mass/Public Transit Industry	Not Applicable	

one's race, color, creed, age, sex, national origin, religion, familial status, handicap or marital status.

- Strategy 19. The Designated Official Planning Agency (DOPA), in coordination with the community transportation coordinator (CTC), will coordinate with private providers to encourage inducement of additional private funds to the transportation disadvantaged system.
- Strategy 20. The CTC shall implement CTD's customer eligibility criteria.
- Strategy 21. The CTC shall coordinate more effectively with transportation providers to meet recreational needs when vehicles are not fully scheduled
- Strategy 22. The CTC will pursue Coordination Contracts with transportation providers not currently under contract (Indian River Volunteer Ambulance Squad and American Cancer Society).
- Strategy 23. The CTC will pursue Purchase of Service contracts with private agencies for sponsored trips.

## **E. Implementation Plan**

### **1. 3-Year Transportation Disadvantaged Improvement Program**

For the next three years (~~FY 2011/12, FY 2012/13, and FY 2013/14~~ FY 2010-11, FY 2011-12, and FY 2012-13), the Community Transportation Coordinator does not intend to utilize the TD trip/equipment funds for any capital improvements. All of the TD trip/equipment funds will be used for providing trips to the non-sponsored TD population.

#### Proposed Vehicle Purchases:

<u>Proposed Vehicle Purchases Capital Items</u>	<u>Funding Source</u>
<u>FY 2010-11</u>	
3 - 25' cutaway buses	Sec. 5307
2 - high top modified vans	Sec. 5307 and Sec 5310
6 - vans	Rural Capital Grant
<u>FY 2011/12</u> <del><u>FY 2011-12</u></del>	
3 - 25' cutaway buses	Sec. 5307
9 - high top modified vans	Sec. 5307 and Sec. 5310
<u>FY 2012/13</u> <del><u>FY 2012-13</u></del>	
3 - 31' buses	Sec. 5307
2 - 25' cutaway buses	Sec. 5307

6 - high top modified vans	Sec. 5307 and Sec. 5310
4 – minivans	Sec. 5307

FY 2013/14

2 – 31’ buses	Sec. 5307
2 - 25' cutaway buses	Sec. 5307
3 - high top modified vans	Sec. 5307 and Sec 5310

**2. Implementation Schedule**

An important part of any plan is its implementation. Implementation involves execution of the plan’s policies and strategies. It involves taking actions and achieving results. For the transportation Disadvantaged Service Plan, implementation involves various activities. While some of these actions will be ongoing, others are activities that will be taken by certain points in time. For each strategy in this plan, Table 14 identifies the type of action required, the responsible entity for taking the action, and the timing.

To implement the Transportation Disadvantaged Service Plan, several different types of actions must be taken. These include: coordinating with all TD providers, applying for funding, providing services to the TD population, preparing evaluation and monitoring reports, and others.

Overall plan implementation responsibility will rest with the DOPA and the Community Transportation Coordinator.

Vehicles are purchased through Section 5310 and Section 5307. The TD funds will be used solely for operations. Computer software updates will be purchased with Section 5307 funds and have been budgeted in the Section 5310 grant application and Shirley Conroy Grant.

A system is in place with daily input for operational and maintenance purposes on all vehicles. This system appears to be completely adequate at this time. No update is planned at present.

Contracted operators are responsible to keep records on their own and are monitored by the CTC.

EVALUATION & MONITORING PROCEDURES OF THE TDSP

To be effective, a plan must not only provide a means for implementation; it must also provide a mechanism for assessing the plan’s effectiveness. Generally a plan’s effectiveness can be judged by the degree to which the plan’s objectives have been met. Since objectives are structured, as much as possible, to be measurable and to have specific timeframes, the plan’s objectives are the benchmarks used as a basis to evaluate the plan.

Table 15 identifies each of the objectives of the Transportation Disadvantaged Service Plan. It also identified the measures to be used to evaluate progress in achieving these objectives. Most of these measures are quantitative. Besides providing evaluation measures, Table 15 also identifies timeframes associated with meeting the objectives.

#### IV. FINANCIAL ELEMENT

Financial element's of the plan contains a cost/revenue allocation and fare structure justification sheet is attached. Summarized below are expenses and trip rates for the most recent fiscal year (FY 2009/10).

**Table 19**  
**Indian River County Senior Resource Association, Inc.**  
**Cost/Revenue Allocation and Fare Structure Justification**

Calculation of unit cost -

	Total Expense	Evaluation Period <u>7/09-6/10</u> <u>7/06-6/07</u>			Average Cost/Mile
		Total Trips	Total Miles	Cost per Trip	
CTC totals per worksheet 7 and worksheet 8a	\$1,637,594	60,800	774,284	\$26.95	\$2.12
	\$1,608,683	54,336	384,192	\$13.11	\$2.14

**Table 20**  
**Community Coach**  
**Rate Calculations for FY 09/10**

CTC Rate Justification	Trip Rate	Mileage Rate
Ambulatory Trip	\$17.50 \$15.21	\$1.31 \$1.07
Wheelchair Trip	\$30.01 \$26.07	\$2.25 \$1.84
Stretcher Trip	\$62.52 \$54.32	\$4.68 \$3.84
Group Trip – per passenger	\$7.66 \$6.46	\$0.57 \$0.46
Group Trip – per group	\$47.47 \$41.74	\$3.55 \$2.95

CTC Rate Justification (Contracted Rates)	Indian River County Senior Resource Association	Abilities Resource Center
Group Trip (same as SRA rate)	\$6.77	\$6.77
Individual Medical Trip (same as SRA rate)	\$14.81	\$14.81
Wheelchair Trip (same as SRA rate)	\$58.45	\$58.45
Stretcher Per Mile	\$8.61	
Stretcher Per Hour (attendant)	\$12.00	
Medical Per Mile	\$2.41	
Medical Per Hour (attendant)	\$12.00	

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

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**TO:** Transportation Disadvantaged Local Coordinating Board Members

**THROUGH:** Robert M. Keating, AICP *RMK*  
Community Development Director

Phillip J. Matson, AICP *Om*  
MPO Staff Director

**FROM:** Brian Freeman, AICP *BF*  
Senior Transportation Planner

**DATE:** May 16, 2011

**SUBJECT:** Consideration of the Indian River County Metropolitan Planning Organization's Transportation Improvement Program (TIP) for FY 2011/12 – 2015/16

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It is requested that the information presented herein be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its meeting of May 26, 2011.

**DESCRIPTION AND CONDITIONS**

The Indian River County Metropolitan Planning Organization (MPO), the County's regional transportation planning agency, is required to submit a Transportation Improvement Program (TIP) to the Florida Department of Transportation (FDOT) annually. By definition, a TIP is a staged, multiyear program of transportation improvements for an MPO area. The purpose of the TIP is to implement the MPO's Long Range Transportation Plan. Included in the TIP are projects for roadway construction, roadway maintenance, bikepaths/sidewalks, public transportation, and airports. Funding for the county's transportation disadvantaged program is also included.

The MPO's FY 2011/12 - 2015/16 TIP includes all state and federally funded projects in the MPO area for the next five fiscal years. Included in the draft TIP is a narrative which addresses various federal requirements as well as a listing of specific local, state and federally funded transportation improvement projects programmed for the MPO area. The project listing is provided in two parts. Part I addresses state and federally funded projects programmed for the five-year period. Part II, while not a required component of the TIP, is included to address locally funded projects. Those locally funded projects were taken from the County Public Works Department's updated five-year capital improvements program.

Part I, which is divided into highway and public transportation sections, includes funding for the county's transportation disadvantaged program in a subsection of the public transportation section. This subsection is included as Attachment 1. Consistent with the overall format of the TIP, the transportation disadvantaged section project listings contain the amount and source(s) of funding programmed for each of the five fiscal years covered by the TIP.

### **ANALYSIS**

According to Florida Commission for the Transportation Disadvantaged (CTD) requirements, the TDLCB should review the transportation disadvantaged section of the TIP in advance of final approval by the MPO. The MPO will consider the TIP at its June 8, 2011 meeting. Once approved by the MPO, the TIP must be submitted to the CTD, FDOT, and the Federal Highway Administration for final review and approval.

As required by state and federal law, the TIP is consistent with all local comprehensive plans. It is FDOT's position that, due to limited flexibility in the reallocation of committed funds and project schedules, the MPO and the TDLCB have limited discretion in revising the TIP. Because the TIP is based on FDOT's work program, which was developed in consideration of the MPO's priority projects, the TIP is consistent with both the work program and with the MPO's previously identified transportation priorities.

### **RECOMMENDATION**

Staff recommends that the TDLCB review the Transportation Disadvantaged Section of the MPO's FY 2011/12 - 2015/16 Transportation Improvement Program and recommend that the MPO approve the TIP.

### **ATTACHMENT**

1. Draft FY 2011/12 - 2015/16 MPO Transportation Improvement Program -- Transit and Transportation Disadvantaged Subsection.

INDIAN RIVER COUNTY MPO

TRANSPORTATION IMPROVEMENT PROGRAM FY 2011/12 - 2015/16

PROJECT NAME FINANCIAL MGMT. NO.	WORK DESCRIPTION PROJECT LIMITS	PROJ. LENGTH (MI.) FEDERAL (YES/NO)	PHASE	FUND CODE	FUNDING AMOUNT BY FISCAL YEAR (\$)				
					2011/12	2012/13	2013/14	2014/15	2015/16
<b>C. TRANSIT AND TRANSPORTATION DISADVANTAGED PROJECTS</b>									
INDIAN RIVER CO. 2370401	TD COMMISSION - CAPITAL TD COMMISSION TRIP AND EQUIPMENT GRANT	0.0 NO	<b>5-YEAR PROJECT COST:</b>					\$1,501,705	
			OPS	TDTF	239,119	245,649	229,050	254,849	254,849
			OPS	LF	28,243	30,087	31,145	31,109	31,109
			OPS	TDDR	25,968	25,132	25,132	25,132	25,132
INDIAN RIVER CO. 2370402	TD COMMISSION - CAPITAL LCB ASSISTANCE COMMISSION TD	0.0 NO	<b>5-YEAR PROJECT COST:</b>					\$103,374	
			PLN	TDTF	21,208	21,208	21,208	19,875	19,875
INDIAN RIVER 2370403	TD COMMISSION - CAPITAL VOLUNTARY DOLLAR COMMISSION TD	0.0 NO	<b>5-YEAR PROJECT COST:</b>					\$78	
			OPS	TDTF	78	0	0	0	0
INDIAN RIVER COUNTY 4071821	OPERATING/ADMIN. ASSISTANCE SECTION 5311, SMALL URBAN /RURAL	0.0 YES	<b>5-YEAR PROJECT COST:</b>					\$505,276	
			OPS	DU	80,139	84,146	88,353	0	0
			OPS	LF	80,139	84,146	88,353	0	0
INDIAN RIVER COUNTY 4071822	OPERATING/ADMIN. ASSISTANCE SECTION 5311 SMALL URBAN/RURAL	0.0 YES	<b>5-YEAR PROJECT COST:</b>					\$380,360	
			OPS	DU	0	0	0	92,771	97,409
			OPS	LF	0	0	0	92,771	97,409
INDIAN RIVER COUNTY 4071901	OPERATING/ADMIN. ASSISTANCE BLOCK GRANT & 5307 GA OPERATING ASSISTANCE	0.0 YES	<b>5-YEAR PROJECT COST:</b>					\$4,569,716	
			OPS	LF	323,166	342,957	343,735	0	0
			OPS	DPTO	323,166	342,957	343,735	0	0
			OPS	FTA	800,000	850,000	900,000	0	0
INDIAN RIVER 4071902	PURCHASE VEHICLES/EQUIPMENT SECTION 5307 CAPITAL ASSISTANCE	0.0 YES	<b>5-YEAR PROJECT COST:</b>					\$4,775,000	
			CAP	FTA	900,000	925,000	950,000	1,000,000	1,000,000
INDIAN RIVER COUNTY 4071904	OPERATING/ADMIN. ASSISTANCE BLOCK GRANT & 5307 GA OPERATING ASSISTANCE	0.0 YES	<b>5-YEAR PROJECT COST:</b>					\$3,202,946	
			OPS	FTA	0	0	0	900,000	900,000
			OPS	LF	0	0	0	346,847	354,626
			OPS	DPTO	0	0	0	346,847	354,626



**INDIAN RIVER COUNTY MPO**

**TRANSPORTATION IMPROVEMENT PROGRAM FY 2011/12 - 2015/16**

PROJECT NAME FINANCIAL MGMT. NO.	WORK DESCRIPTION PROJECT LIMITS	PROJ. LENGTH (MI.) FEDERAL (YES/NO)	PHASE	FUND CODE	FUNDING AMOUNT BY FISCAL YEAR (\$)					
					2011/12	2012/13	2013/14	2014/15	2015/16	
INDIAN RIVER MPO 4137311	PTO STUDIES SECTION 5303 TRANSIT PLANNING	0.0 YES	<b>5-YEAR PROJECT COST: \$291,750</b>							
			PLN	DPTO	7,301	7,301	7,301	7,301	0	
			PLN	DU	58,403	58,403	58,403	58,403	0	
			PLN	LF	7,301	7,301	7,031	7,301	0	
INDIAN RIVER MPO 4137312	PTO STUDIES SECTION 5303 TRANSIT PLANNING	0.0 YES	<b>5-YEAR PROJECT COST: \$73,005</b>							
			PLN	LF	0	0	0	0	7,301	
			PLN	DPTO	0	0	0	0	7,301	
			PLN	DU	0	0	0	0	58,403	
INDIAN RIVER TRANSIT 4251381	TRANSIT IMPROVEMENT CORRIDOR FOR NEW TRANSIT ROUTE	0.0 NO	<b>5-YEAR PROJECT COST: \$157,200</b>							
			OPS	DPTO	157,200	0	0	0	0	
INDIAN RIVER MPO 4303041	OPERATING FOR FIXED ROUTE SERVICE DEVELOPMENT	0.0 NO	<b>5-YEAR PROJECT COST: \$1,800,000</b>							
			OPS	DPTO	900,000	0	0	0	0	
			OPS	LF	900,000	0	0	0	0	
<b>D. BICYCLE, PEDESTRIAN, TRAILS, AND ENHANCEMENT PROJECTS</b>										
INDIAN RIVER CO 4228691	SIDEWALK PED/SIDEWALK BOX	0.0 NO	<b>5-YEAR PROJECT COST: \$100,000</b>							
			CST	DS	0	0	0	100,000	0	
OLD DIXIE HIGHWAY 4257101	SAFETY PROJECT (SIDEWALKS) FROM 8TH STREET TO 20TH STREET	2.1 YES	<b>5-YEAR PROJECT COST: \$953,075</b>							
			CST	SR2E	18,700	0	0	0	0	
			CST	SR2S	934,375	0	0	0	0	
US-1/SR-5 4257751	SIDEWALK FROM 37TH PLACE TO 45TH STREET	0.8 NO	<b>5-YEAR PROJECT COST: \$104,347</b>							
			CST	DIH	15,715	0	0	0	0	
			CST	DS	88,632	0	0	0	0	
THOMPSON MAGNET 4276151	SAFETY PROJECT (SIDEWALKS) ELEMENTARY SCHOOL	0.4 YES	<b>5-YEAR PROJECT COST: \$251,967</b>							
			CST	SR2E	0	0	5,000	0	0	
			CST	SR2S	0	0	246,967	0	0	