TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

Donna Mihok, 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 Representative
Laurie Sang, CCECS Representative

Vacant, 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 10:00 AM on Thursday, February 28, 2013, in Conference Room B1-501, County Administration Building B, 1800 27th St., Vero Beach, FL.

1. Call to Order
2. Approval of minutes of the November 15, 2012 meeting
3. Election of Vice-Chair

Unfinished Business
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 #2 for the 2012/13 Planning Grant
8. Review of TDLCB Bylaws for FY 2012/13
10. Review of Shirley Conroy Rural Area Capital Assistance Program Grant

Other New Business

11. Adjournment

Note: The next meeting of the Transportation Disadvantaged Local Coordinating Board, will be held on Monday, April 8, 2013 at 10:00 AM, Conference Room B1-501, County Administration Building B, 1800 27th St., Vero Beach, FL.

To view the TDLCB Agenda packet on-line please go to the following link:
If you have any questions concerning the items on this agenda, please contact MPO staff at (772) 226-1455. 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 proceeding is made, which includes the testimony and evidence on which the appeal is based. Anyone who needs a special accommodation for this meeting must contact the County's Americans with Disabilities Act (ADA) Coordinator at 772 226-1223 at least 48 hours in advance of the meeting.

For complaints, questions or concerns about civil rights or nondiscrimination; or for special requests under the American with Disabilities Act, please contact: Phil Matson, Title VI Coordinator at (772) 226-1455 or pmatson@ircgov.com.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Phil Matson at (772) 226-1455 or pmatson@ircgov.com at least seven days prior to the meeting.
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

The Indian River County (IRC) Transportation Disadvantaged Local Coordinating Board (TDLCB) met at 10:00 a.m. on Thursday, November 15, 2012 in Building B, Second Floor, Fire Prevention Conference Room of the County Administration Complex, 1800 27th Street, Vero Beach, Florida.

Present were Chairman Bob Solari, IRC Commissioner; William Lundy Parden, Handicapped Representative; Joel Herman, Florida Department of Veterans’ Affairs Representative, IRC; Cathy Viggiano, Florida Department of Education (FDE) Representative; Cindy Barnes, Florida Agency for Health Care Administration (FAHCA) Representative; Jaclyn Meli, Florida Department of Transportation (FDOT) Representative; Sue Rux, Florida Association for Community Action (FACA) / Economic Opportunities Council (EOC) Representative; Kathleen “Cookie” Geyer, Citizen Advocate Representative; Toni Teresi, Seniors Representative; Dalia Dillon, Florida Department of Elderly Affairs (FDEA) Representative and Dr. Harry Hurst, Citizen Advocate Representative.

Absent were George Millar, Public Education Representative; Donna Mihok, Florida Department of Children and Families (FDC&F) Representative; Laurie Sang, State Coordinating Council of Early Childhood Services (CCECS); and Toni Teresi, Seniors Representative (all unexcused).

Present was Ralf Heseler, Transportation Director, May Lee and Christina Reneau, Senior Resource Association (SRA); John Irvine, Coordinator and Liaison from the State Office of the Commission for the Transportation for the Disadvantaged (CTD).

Also present were IRC staff: Phil Matson, Metropolitan Planning Organization (MPO) Staff Director; Brian Freeman, MPO Senior Planner; and Misty L. Pursel, Commissioner Assistant, Districts 1 and 5.

Call to Order

Chairman Bob Solari called the meeting to order at 10:10 a.m. and a quorum was noted. He apologized for the change of venue; however, it appeared the conference room originally scheduled was overbooked.
Approval of Minutes of the August 23, 2012 Meeting

ON MOTION BY Mr. Herman, SECONDED BY Mrs. Barnes, the Board voted unanimously (11-0) to approve the minutes of August 23, 2012.

Unfinished Business

None.

New Business

TDLCB Chairman’s Report

Mr. Phil Matson, Staff Director, Metropolitan Planning Organization (MPO), asked if the Community Transportation Coordinator Status Report could present before the Planning Status Report, as he hooked up the projector to present a PowerPoint.

Community Transportation Coordinator Status Report No action required

Mr. Ralf Heseler summarized the TDLCB Quarterly report with graphs, a copy of which is on file in the Commission Office. Highlights were as follows:

- Community Coach door-to-door services provided approximately 8,212 one-way trips in the current reporting quarter; a 24.8% decrease from the same reporting quarter as last year.
- GoLine public transportation provided approximately 268,995 one-way trips in the third quarter of this year; a 6% increase from the same reporting quarter as last year.
- GoLine Shelter Program Phase III for 10 shelters was in permitting stage and Invitation for Bids were distributed with anticipated installation in 4th quarter of 2012.
- Four new vehicles for GoLine service were ordered with expected delivery in December was still on schedule.
- 45 paratransit eligibility assessments performed, no travel training, and no appeals during the period.
Review of Progress Report and Reimbursement of Invoice #1 for the 2012/13 Planning Grant  Action required

Mr. Matson summarized Mr. Freeman's memorandum dated November 5, 2012, regarding the invoice and progress report representing the planning grant period for the period from July 1, 2012 to September 30, 2012, a copy of which is on file in the Commission Office.

ON MOTION BY Ms. Rux, SECONDED BY Mrs. Barnes, the Board voted unanimously (11-0) to approve the Planning Grant Progress Report and Invoice #1, directing staff to forward the report and invoice to the Metropolitan Planning Organization Designated Official Planning Agency for its concurrence prior to submittal to the state Community Transportation Coordinator for reimbursement.

Review of Progress Transportation Disadvantaged Annual Operating Report for FY 2011/  Action required

Mr. Matson summarized Mr. Freeman's Memorandum dated November 2, 2012, with the actual Annual Operations Report. A copy of the report is on file in the Commission Office.

ON MOTION BY Mr. Hurst, SECONDED BY Ms. Geyer, the Board voted unanimously (11-0) to approve the Annual Operating Report and directed staff to forward the final report to the Commission for the Transportation Disadvantaged.

Chairman Solari adjourned the Board meeting at 10:20 a.m. and called the Annual Public Hearing to order at 10:25 a.m.

TDLCB Chairman's Introductory Remarks and Welcome

Chairman Solari voiced his thanks to those who participated in the public hearing, stating that it is a well run group which performed a good public service and anyone in the community would realize the bus systems were running very well and with more and more people utilizing the buses.
Mr. Matson introduced Mr. John Irvine, from the State Commission for the Transportation Disadvantaged. He said in addition to providing funding for planning and guidance on how to run the operation, Mr. Irvine provided transportation disadvantaged operating support.

Mr. Irvine reported Florida was unique to have a trust fund available to those who did not qualify for other human service programs. He thanked the Board for services in volunteering for this Board, saying the Board’s work was key to a successful program for the State.

Mr. Irvine told the Board, the Commission’s number one job was to coordinate the transportation needs of each community, while ensuring the taxpayers received the most for their money. He mentioned another part of the Commission’s program was to oversee the Transportation Disadvantaged Trust Fund, a state funding source which receives proceeds from the sale of car tags.

Mr. Irvine described how Medicaid had become a big and expensive program and the Legislature wanted to move everything, through reform, to a Health Management Organization (HMO). He explained that, going forward, the HMOs would have the responsibility of transportation and that it was not known at this time whom the State would contract with to divide those services in each county.

Mr. Irvine announced the reform had not completely gone through yet; as there were some federal waiver approvals needed to be received before it was done. He continued that the move to HMOs would take effect in 2014. Mr. Irvine related the first group under the managed care would be the long-term care part of Medicaid, which was a smaller portion.

Mr. Matson commented that he would like to participate in the public comment process; on the rule making, and requested that he be kept appraised of when any type of notifications/deliberations was coming up on the legislative level.

Mr. Irvine mentioned the Annual Legislative Day in Tallahassee was scheduled for March 21, 2013 and encouraged advocates and riders to come to Tallahassee and meet their legislators to about the importance of what the Transportation Disadvantaged program and how the program enables people, as well as stimulates the economy.
Designated Official Planning Agency Staff Presentation  No action required


Ms. Jayne Pietrowski mentioned a transportation summit was scheduled for December 14, 2012 in Palm Beach County. She relayed the summit was an opportunity to share ideas regarding problem solving, management practices and discuss process improvements.

Ms. Pietrowski advised the conference that parking was free and there was an email invitation, which included an RSVP link to register for the conference, as well as order lunch. Mr. Matson said his assistant, Sharon Schalm, would send out the invitation to the Board members.

Open Discussion/Public Input

There was none.

Annual Public Hearing Adjournment

There being no further business, the meeting adjourned at 10:35 a.m.

The TDLCB meeting resumed.

Chairman Solari mentioned Mr. Matson had done a great job opening a two-mile stretch of the TransFlorida Trail, an off-road trail which begins roughly around the intersection of County Road 510 and County Road 512 and goes along the North County Aquatic Center.

Chairman Solari announced a soft opening, the first two phases of three phases of the Flynn Tract Trail, was scheduled for November 16, 2012 at noon. He said the Flynn Tract Trail was a public/private partnership between IRC and the Indian River Land Trust. He said the entrance of the trail was near the intersection of 8th Street and Indian River Boulevard.

Adjournment

There being no further business, the meeting adjourned at 10:58 a.m.
### 2013 Transportation Disadvantaged Duties and Deadlines Matrix
#### Indian River County

<table>
<thead>
<tr>
<th>TASK</th>
<th>REFERENCE</th>
<th>2013 DEADLINE</th>
<th>RESPONSIBILITY FOR PREPARATION OF REPORT/DOCUMENT</th>
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<td>Annual Budget Estimates</td>
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<td>CTC Evaluation</td>
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<td>CTC Selection</td>
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<td>Annual Operating Report (AOR)</td>
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<td>TD Service Plan</td>
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<td>Quarterly Report</td>
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<td>Dec. 2013</td>
<td>May 3</td>
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<td>Annually (November)</td>
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<td>*By-Laws</td>
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<td>Annually</td>
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<td>*Membership List</td>
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<td>*Grievance Comm.</td>
<td>41-2.012(5)(c)</td>
<td>Annually</td>
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<td>*Meeting Minutes</td>
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<td>*CTC Evaluation Sub-Committees Appointments</td>
<td>41-2.012(5)(b)</td>
<td>Annually</td>
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<td>Trip/Equipment Grant Application -- capital grants only</td>
<td>41-2.014(2)(a)</td>
<td>Annually</td>
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<tr>
<td>Planning Grant Application</td>
<td>41-2.014(2)(b)</td>
<td>Annually</td>
<td>MPO Staff</td>
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<td>41-2.012(2)</td>
<td>Annually (Feb.)</td>
<td>MPO Staff</td>
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<tr>
<td>LCB Schedule calendar of yearly meetings</td>
<td>41-2.012(2)</td>
<td>Annually (Feb.)</td>
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<td>Ongoing</td>
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<td>CTC Selection</td>
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* CTD = State Commission for the Transportation Disadvantaged. Deadlines as outlined in Rule 41-2 F.A.C.
** DOPA = Designated Official Planning Agency (Indian River County Metropolitan Planning Organization)
*** TDLCB = Transportation Disadvantaged Local Coordinating Board

TDLCB confirmed meetings: February 24, 2013; May 26, 2013; August 25, 2013; and November 17, 2013, at 10:00 a.m., in Conference Room B1-501, County Administration Building B, 1800 27th Street, Vero Beach, FL 32960.
Quarterly Ridership Comparison

Community Coach
2011 - 10,429
2012 - 8,052 See Charts
Decrease - 22.79%

GoLine
2011 – 273,906
2012 – 277,713
Increase – 1.39%

Transit Update

GoLine Shelter Program
Phase III for 13 shelters permitting stage is complete and construction should begin within the next two weeks. The shelters will be placed throughout Vero Beach and Sebastian.

Vehicle Purchases
The four new vehicles for GoLine service that were ordered were delivered on the 7th of February; the three new Gillig buses are scheduled to be delivered in April of 2013.

Paratransit Eligibility Assessments
49 assessments performed, no travel training, and no appeals during the period.
4th Qtr 2012 Community Coach Trips

<table>
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<th>Medicaid In County</th>
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4th Qtr 2012 Medical/Casual Trip Comparison

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<th>TD Medical</th>
<th>TD Casual</th>
<th>CC Medical</th>
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<td>914</td>
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<td>359</td>
<td>113</td>
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<td>November</td>
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<td>December</td>
<td>52</td>
<td>15</td>
<td>557</td>
<td>364</td>
<td>129</td>
<td>50</td>
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ADA = Americans with Disabilities Act
TD = Transportation Disadvantaged
CC = Non ADA/TD - funded by 5307 Grant, FDOT Block Grant and County Local Match
Casual = Non Medical i.e. shopping or leisure
TO: Transportation Disadvantaged Local Coordinating Board Members

THROUGH: Robert M. Keating, AICP
Community Development Director

Phillip J. Matson, AICP
MPO Staff Director

FROM: Brian Freeman, AICP
Senior Transportation Planner

DATE: February 15, 2013

SUBJECT: REVIEW OF PROGRESS REPORT & REIMBURSEMENT INVOICE #2
FOR THE 2012/13 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 February 28, 2013.

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 October 1, 2012 to December 31, 2012.

The attached invoice and progress report represent the second quarter of the 2012/13 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 #2 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 #2, 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 #2, 2012/13 Planning Grant.

F:\Community Development\Users\MPO\Meetings\TDLCB\2013\2-28-13\Progress Staff Report.doc
PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT

Designate Official Planning Agency: Indian River County MPO
County: Indian River County
Invoice #: 2
Contract #: AQP41

Reporting Period: 10/01/2012 to 12/31/2012

I. Program Management

A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee. (Task 2)

During the Reporting Period, staff issued a Request for Letters of Interest (RLI) for Community Transportation Coordinator within Indian River County.

B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

Consistent with the requirements of Rule 41-2, FAC, 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 a standard agenda item. (Task 3)

During the Reporting Period, staff prepared the agenda and agenda items for the November 15, 2012 TDLCB meeting.

D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit an approved copy along with the quarterly report to the Commission. 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 five years. (Task 3)

For the Reporting Period, official minutes for the November 15, 2012 TDLCB meeting 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. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)

A public hearing was conducted as part of the November 15, 2012 TDLCB meeting.
F. Provide staff support for committees of the local coordinating board. (Task 3)

Staff support was provided as needed.

G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)

No Activity During the Reporting Period

H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission’s Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)

No Activity During the Reporting Period

I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)

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. (Task 3)

Public notices were provided. For the Reporting Period, the TDLCB meeting date was published in the local newspaper in November 2012.

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. (Task 7)

The TDLCB reviewed and approved Annual Operating Report at its November 15, 2012 meeting.

L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)

No Activity During the Reporting Period

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. (Task 8)

Report of actual expenditures was prepared and submitted to the CTD during the previous 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. (Task 1)

No Activity During the Reporting Period

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.

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 regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

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 and any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

For the Reporting Period, the TDLCB 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, the Commission's annual training workshop, or other sponsored training. (Task 10)

No Activity During the Reporting Period

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

No Activity During the Reporting Period

D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.

Planning Staff coordinated with the CTD staff as needed.

10/03/2012
E. Provide training for newly-appointed local coordinating board members. (Task 3)

No Activity During the Reporting Period

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.

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, Florida Administrative Code, and provide recommendation to the local coordinating board.

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. (Task 2)

No Activity During the Reporting Period

I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

No Activity During the Reporting Period

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.

Coordination contracts have been reviewed by the TDLCB as needed.

K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

No Activity During the Reporting Period

IV Special Considerations by Planning Agency:

N/A

V. Special Considerations by Commission:

10/03/2012
Brian Freeman, AICP
Typed name of Individual Submitting Report

N/A
Signature of Individual Submitting Report

2-15-13
Date
TO: Transportation Disadvantaged Local Coordinating Board (TDLCB) Members

THROUGH: Robert M. Keating, AICP
Community Development Director

Phillip J. Matson, AICP
MPO Staff Director

FROM: Brian Freeman, AICP
Senior Transportation Planner

DATE: February 12, 2013

SUBJECT: REVIEW OF THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD BYLAWS FOR 2012/13

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of February 28, 2013.

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 Florida Commission for the Transportation Disadvantaged (CTD), that the TDLCB review its bylaws on an annual basis.

Prior to last year, the bylaws were reviewed in conjunction with the Transportation Disadvantaged Service Plan (TDSP) annual update. Because of changes to the CTD’s administrative procedures that were implemented last year, the TDLCB is now required to review its bylaws as a separate item.

Attached are the bylaws of the TDLCB. For FY 2012/13, staff is proposing one change to the bylaws. The proposed change is the elimination of the TDLCB Technical Advisory Committee. The TDLCB Technical Advisory Committee is a five-member subcommittee of the TDLCB. The membership of the subcommittee has never been appointed, and this subcommittee has never conducted any meetings.

RECOMMENDATION:

The staff recommends that the TDLCB review its bylaws, recommend any changes or modifications, and approve its bylaws for FY 2012/13.
ATTACHMENTS:

1. By-Laws for the Indian River County Transportation Disadvantaged Local Coordinating Board (TDLCB).
By-Laws for the Indian River County
Transportation Disadvantaged Local Coordinating Board (TDLCB)
Updated 2/28/2013

Section 101 Short Title
This chapter, the terms and provisions contained herein, shall be known as the "By-laws for the Transportation Disadvantaged Local Coordinating Board (TDLCB)" of Indian River County, Florida.

Section 102 Authority
(1) These by-laws are adopted pursuant to the authority contained in Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code.

(2) Whenever any provision of these by-laws refer to or cite a section of Chapter 427, Florida Statutes or Rule Chapter 41-2, Florida Administrative Codes it shall be deemed to refer to those sections, as amended.

Section 103 Jurisdiction
These by-laws shall be effective throughout Indian River County. Indian River County includes the unincorporated area as well as the municipalities.

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
Section 104 Effective Date

The provisions in this chapter were adopted on February 21, 1991 and became effective on same.

Section 105 Preamble

The Local Coordinating Board has been created pursuant to Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code. The following sets forth the by-laws, policies and procedures which shall serve to guide the proper functioning of the Local Coordinating Board (TDLCB). The intent is to provide guidance for the operation of the TDLCB to ensure the accomplishment of transportation disadvantaged planning and development of tasks to create an efficient and safe public transportation system.

Section 106 Purpose and Functions

(1) The citizens of the area shall be involved in the transportation disadvantaged planning process by the establishment of a Local Coordinating Board. The purpose of the TDLCB shall be to identify local service needs and to provide information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged population.

(2) The Board shall meet at least quarterly and shall perform the following duties:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official action and provide a copy of same to the State Commission for the Transportation Disadvantaged and the Chairperson of the Designated Official Planning Agency (DOPA).

(b) Review and approve the Memorandum of Agreement including the Transportation Disadvantaged Service Plan.

(c) On a continuing basis, evaluate services provided under the designated service plan. Annually, prior to the Coordinator's annual evaluation, provide the Metropolitan Planning Organization (MPO) or Designated Official Planning Agency (DOPA) with an evaluation of the Coordinator's performance in general and relative to the State Transportation Disadvantaged Commission standards and the completion of the annual service plan. Recommendations relative to performance and the renewal of the Coordinator's contract shall be included in the report.

(d) In cooperation with the CTC, review and provide recommendations to the Commission and the MPO or DOPA on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner.

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
(e) Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation or adjacent designated service areas when it is appropriate and cost effective to do so.

(f) Appoint a Grievance Subcommittee as outlined in the TDS Plan to process, investigate and resolve complaints and make recommendations to the Local Coordinating Board for improvement of service from agencies, users or potential users of the system in the designated service area. The TDLCB shall establish procedures to provide regular opportunities for issues to be brought before such subcommittee and to resolve them in a timely manner.

(g) In coordination with the CTC, jointly develop applications for funds that may become available.

(h) Review and approve the Coordinator’s Annual Operating Report, outlining the accomplishments and activities or other areas of interest to the Commission and the MPO or DOPA for the most recent operating year period.

(i) Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the Board Annual Report to the Commission.

Section 107 Membership

(1) TDLCB voting membership may be attained in the following ways:

(a) An elected official may be chosen by his peers to serve as Chair;

(b) A representative may be selected by a state or local agencies and be recommended to the Designated Official Planning Agency to serve on the Board.

(2) The TDLCB membership shall include the following voting members:

(a) Chairperson - Representative of the Designated Official Planning Agency (DOPA);
(b) A representative of the Florida Department of Transportation (FDO T);
(c) A representative of the Florida Department of Children and Families (FDC&F);
(d) A representative of the Public Education Community;
(e) A representative of the Florida Department of Labor and Employment Security (FDLES);

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
(f) A person who is recognized by the Florida Department of Veterans Affairs, representing the veterans in the county;

(g) A person who is recognized by the Florida Association for Community Action, representing the economically disadvantaged in the county;

(h) A person over sixty, representing the elderly in the county;

(i) A handicapped person, representing the handicapped in the county;

(j) Two citizen advocate representatives in the county; one who must be a user of the system;

(k) A representative of the Florida Department of Elder Affairs (FDEA);

(l) A representative of the State Coordinating Council of Early Childhood Services (CCECS);

(m) A representative of the Florida Agency for Health Care Administration (FAHCA);

(n) A representative of the Private Transportation Industry; and

(o) A representative of the Mass/Public Transit industry if applicable.

(3) Additionally, the DOPA may appoint persons who apply for non-voting membership appointments. Should the county have a public mass transit operator he or she shall be appointed as a non-voting member by the DOPA.

(4) Non-voting members shall sit with same rights and privileges as other members, except that non-voting members shall not have the right to present motions or second same, or to vote upon any motion of the TDLCB.

Section 108 Appointment, Qualifications and Terms of Office

(1) The TDLCB shall encourage affected state/local agencies, the DOPA and interested citizens in Indian River County to nominate representatives to serve as voting members on the TDLCB.

(2) Each TDLCB member is expected to demonstrate his or her interest in the TDLCB activities through regular attendance at scheduled TDLCB meetings. If any voting member misses three (3) consecutive meetings for unexcused reasons, the TDLCB Chairman shall review and determine if a recommendation for removal should be provided to the DOPA. If that voting member is an agency representative rather than a citizen member, the DOPA shall send written communication to the agency head to report the three consecutive un-excused absences, and request a recommendation for a replacement to be appointed by that agency.

(3) In the event a member resigns, such member shall submit his/her resignation in writing to the DOPA. The resignation shall take effect upon receipt of the letter.

(4) TDLCB members shall be appointed to terms as follows:

(a) Except for the Chair, and state agency representatives, the members of the Board shall be appointed for three (3) year staggered terms with initial membership...
being appointed equally for one, two and three years. The Chair shall serve until replaced by the DOPA.

(5) Vacancies shall be filled in the same manner as the initial appointment.

(6) The DOPA shall recommend that alternates be nominated by the agency representatives to serve in their place should they be absent.

(7) Each member of the TDLCB may request that the DOPA recognize one designated alternate who may vote in the absence of that member on a one-vote-per-member basis.

Section 109 Officers and Duties

(1) The TDLCB voting membership shall hold an organizational meeting as part of their first meeting of each year for the purpose of electing a Vice Chair from its voting membership. The TDLCB will also confirm the yearly calendar of meetings at the January meeting.

(2) The Chair shall accept nominations either in written or verbal form at the meeting specified in Section (1) above.

(3) If a quorum (one-half of the total membership, plus one) is in attendance, Vice Chair shall be elected by a majority of the members present at the organizational meeting and shall serve a term of one year.

(4) The Chair shall preside at all meetings. In the event of his or her absence, or at his or her direction, the Vice Chair shall preside.

(5) In the event of the permanent incapacitation or removal from the TDLCB of the Chair or Vice Chair, a new Chair will be chosen from his or her peers of elected officials and named by the DOPA, or a new Vice Chair elected from the membership at the next scheduled meeting.

(6) The Chair shall sign all appropriate forms and letters.

Section 110 Regular TDLCB Meetings

(1) TDLCB meetings shall be held at least quarterly or on an as-needed basis at a date, time and place to be designated by the Chair. Regular meeting dates and times may be changed by the Chair or Vice Chair to accommodate holidays or for other reasons.

(2) In the event that the Chair or Vice Chair wishes to cancel or change the meeting time and/or date of a regular meeting, advance notice of such cancellation or change shall be given at least seven (7) working days before such meeting was to have taken place.

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
(3) No less than fourteen (14) working days prior to a regular TDLCB meeting, notice and tentative agendas shall be sent to the members of the TDLCB and local media services.

Section 111 Special TDLCB Meetings

(1) A special meeting of the TDLCB may be called by the Chair or a majority of the voting members by a phone vote. Each voting and non-voting member of the TDLCB will receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.

(2) No less than forty-eight (48) hours before such special meeting, the TDLCB shall give notice of the date, hour and place of the special meeting including a statement of the subject matter to be considered and public notice provided to the print media (press box at the Board of County Commissioners office) and posted at the site of the special meeting.

Section 112 Emergency TDLCB Meetings

(1) An emergency meeting of the TDLCB may be called by the Chair when, in his or her opinion, an emergency exists which requires immediate action by the TDLCB. When such a meeting is called, each TDLCB member will be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. Every attempt shall be made to give a twenty-four (24) hour advance notice of such emergency meeting before the meeting is held.

(2) If, after reasonable diligence, it becomes impossible to give notice to each member, such failure shall not affect the legality of the emergency meeting if a quorum (one-half of the voting membership, plus one) is present. The minutes of each emergency meeting shall show that proper notice was given to each member of the TDLCB, or shall show a waiver of notice.

Section 113 Public Hearings and Workshops

(1) Public hearings and workshops may be called by the TDLCB and may be scheduled before or after regular meetings at the same meeting place or may be scheduled at other times and places, provided:

(a) The TDLCB shall give notice of the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered no less than ten (10) working days (or as required by Federal and State Regulations) before the event; and

(b) No formal business, for which notice has not been given, shall be transacted at such workshops or hearings.

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
Section 114  TDLCB Meeting Agenda

(1) There shall be an official agenda for every meeting of the TDLCB, which shall determine the order of business conducted at the meeting.

(2) Requests for agenda changes to any TDLCB meeting may be presented to the Chair at the meeting.

(3) The TDLCB shall not take action upon any matter, proposal or item of business not listed on the official agenda, unless a majority of the voting members present shall have first consented to the presentation thereof for consideration and action; however, the Chair may add new business to the agenda under other business, or reports.

(4) No agenda item listed on the agenda for public hearings or vote thereon may be deferred until a later time unless a majority of the voting members present shall vote in favor of such deferral.

(5) The agenda shall be prepared by the County staff, except for special or emergency meetings.

Section 115  TDLCB Motions

(1) All actions of the TDLCB shall be by motion. These actions may include but are not limited to:

(a) Endorsement of transportation disadvantaged plans and programs and amendments thereto;
(b) Endorsement of goals and objectives;
(c) Endorsement of policy directives;
(d) Approval of administrative matters including directives or authorizations of the Chairman, TDLCB Subcommittees, or the technical staff;
(e) Amendments to the TDLCB By-laws, subject to the approval of the DOPA; and
(f) Any other matters deemed by the TDLCB to be of sufficient importance to require a motion.

(2) All official and formal motions of the TDLCB shall be recorded in the minutes and kept in the MPO’s permanent files.

Section 116  Conduct of TDLCB Meetings

(1) All TDLCB meetings will be open to the public and members of the press.

(2) The procedures of Indian River County’s Board of County Commissioners shall be used at all TDLCB meetings as set forth in Chapter 102 of the Indian River County Code.

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
(3) One-half of the total membership, plus one, of the TDLCB shall constitute a quorum. No official action shall be taken without a quorum. No motion shall be adopted by the TDLCB except upon the affirmative vote of a simple majority of the voting members present.

(4) Should no quorum attend within fifteen (15) minutes after the hour appointed for the meeting of the TDLCB, the Chair or Vice Chair may adjourn the meeting. In that event, those members present may, by unanimous agreement, select another hour or day with provision of adequate notice. The names of the members present and their action at such meeting shall be recorded in the minutes.

(5) All meetings of the TDLCB shall be conducted in accordance with the following:

(a) The Chair shall preside at all meetings at which he or she is present;
(b) In the absence of the Chair, the Vice Chair shall preside. If both the chair and the vice-chair are absent, the person designated by the chair shall preside;
(c) The Chair shall state every question coming before the TDLCB and announce the position of the TDLCB on all matters coming before it;
(d) A simple majority vote of the voting members present shall govern and conclusively determine all questions of order not otherwise covered. Individual dissent shall be recorded and represented as such;
(e) No individual member shall represent an individual opinion to the press, State, Federal or local officials or any other party as being the consensus/findings of the TDLCB unless previous discussion and a majority vote was taken at TDLCB meeting;
(f) The Chair shall call the TDLCB meeting to order at the appointed hour;
(g) In the absence of the Chair and Vice Chair, the County staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chair. The temporary Chair shall preside at the meeting and relinquish the chair upon conclusion of the meeting;
(h) Any TDLCB member who must be absent from any TDLCB meeting shall notify the TDLCB secretary of the absence as soon as convenient;
(i) Any TDLCB member who is presented with a voting conflict of interest under Section 112.3143, Florida Statutes must file a "Form 8B Memorandum of Voting Conflict for County, Municipal and other Local Public Officers" and comply with the instructions contained therein. A voting conflict occurs when the measure to be voted on could inure to the TDLCB members special private gain or to the special gain of a principal (other than a governmental agency) by whom the Board member is retained. The secretary of the Board shall provide any member with form 8B upon request.
(j) Any TDLCB member who has disagreement with Committee or Board policies shall state same in a letter to the TDLCB Chair and the DOPA chair prior to seeking a resolution;
(k) The vote upon any resolution, motion or other matter shall be a voice vote, unless the Chair or any member requests that a roll call be taken;

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
(l) Upon every roll call vote, the TDLCB secretary shall call the roll, tabulate the votes, and announce the results;

(m) The minutes of prior meetings may be approved by a majority of the voting members present, and upon approval shall become the official minutes;

(n) Any citizen who is not a member of the TDLCB can be placed on an agenda upon prior written request of a regular meeting of the TDLCB and be heard concerning any matter within the scope of the jurisdiction of the TDLCB;

(o) Any citizen who is not a member of the TDLCB shall not be permitted to address the TDLCB on any matter not appearing on the agenda, unless the TDLCB shall first grant permission to be heard by a majority of the voting members present;

(p) Any citizen who is not a member of the TDLCB shall not be entitled as a matter of right to address the TDLCB on any matter listed on the official agenda which is not scheduled for public hearing, discussion or debate, unless the TDLCB shall first grant permission to be heard by the majority of the voting members present at the meeting.

(q) Each person, other than the TDLCB members and County staff members who address the TDLCB shall give the following information for the minutes:
1. Name;
2. Address;
3. Representing;
4. Whether or not he or she is being compensated by the person(s) for whom he or she speaks; and whether he or she, or any member of his or her immediate family, has a personal financial interest in the pending matter.

(r) Unless further time is granted by the TDLCB, each person shall limit his or her address to five (5) minutes; and

(s) All remarks shall be addressed to the TDLCB as a body and not to any member thereof. No person, other than TDLCB members and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the presiding officer. No question shall be asked of a TDLCB member except through the presiding Chair.

Section 117 Subcommittees

(1) TDLCB Subcommittees shall be designated by the TDLCB as necessary to investigate and report on specific subject areas of interest to the TDLCB. These subcommittees shall include, but are not limited to:

(a) Paratransit, Intercounty travel and future public transportation development;
(b) Fare structure and service area needs assessment; and
(c) Directions for future growth and funding sources

(2) TDLCB Subcommittees may be designated as necessary to deal with administrative and legislative procedures. These subcommittees may include, but are not limited to:

(a) Administrative matters (CTC evaluation, etc.);
(b) By-law amendments, and

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
Section 118  Administration

(1) The MPO staff director, or designee, shall be the direct liaison between the TDLCB Chair and the DOPA.

(2) MPO staff, Community Development Department staff, BCC office staff, and Legal Department staff shall serve as the support staff of the TDLCB.

(3) MPO staff is responsible for the minutes of all meetings and all notices and agendas for future meetings.

(4) MPO staff shall furnish recording capability for all meetings.

(5) MPO staff will assist the Chair in the preparation, duplication and distribution of all printed materials necessary for meetings.

(6) All official actions of the TDLCB are to be recorded and kept in permanent minute files by MPO staff. These files shall be open to public inspection during regular office hours of the County staff office located at 1840 25th Street in Vero Beach, Florida.

Section 119  Technical Advisory Committee

(1) Purpose

The purpose of the Transportation Disadvantaged Technical Advisory Committee is to:

(a) review technical merits of work activities; and

(b) when requested by the TDLCB, provide comment, advice and direction to be incorporated in the decision making process of the Transportation Disadvantaged Coordinating Board.

(2) Definition

An entity composed of representatives appointed by the Transportation Disadvantaged Local Coordinating Board may review technical merits of the County Transportation Disadvantaged Program, provide information, clarification, advice and recommend actions for the TDLCB to consider.

(3) Membership

All members of the Indian River County Transportation Disadvantaged Technical Advisory Committee shall be approved by the Transportation Disadvantaged Local Coordinating Board.

Membership shall be limited to a maximum of five (5) members. Members will be approved at the discretion of the Transportation Disadvantaged Local Coordinating Board.

Note: Proposed text is underlined. Text to be deleted is indicated by strike-through.
Any public or private transportation provider, Transportation Disadvantaged Local Coordinating Board member, funding agency, governmental agency or user of the paratransit system may request membership status.

(a) Voting Members
Each approved member or his/her Alternate has voting privileges.

(b) Voting
A quorum shall be necessary for a vote to be taken. Members or their Alternates must be present to cast a vote. A roll call shall be made upon request of a member. All votes, whether pro or con, or a tie, shall be forwarded (with comment if requested by Technical Advisory Committee member) to the Transportation Disadvantaged Local Coordinating Board.

(c) Alternates
Members may designate in writing an Alternate to be approved by the Transportation Disadvantaged Local Coordinating Board. The Alternate shall vote only in the absence of that member on a one vote per member basis.

(d) Quorum
A quorum will be required for an official meeting. A majority of the total voting membership shall constitute a quorum. Authorized Alternates shall be counted as members present. Majority is defined as one half plus one members of the total Transportation Disadvantaged Technical Advisory Committee members.

(4) Officers
(a) Chairperson
At its first meeting, the Transportation Disadvantaged Technical Advisory Committee shall elect one of its voting members to serve as the official Chairperson to preside at all Transportation Disadvantaged Technical Advisory Committee meetings for the year. The Chairperson shall be elected by a majority vote of a quorum of the Technical Advisory Committee members.

(b) Vice-Chairperson
The Transportation Disadvantaged Technical Advisory Committee shall elect one of its voting members to serve as the official Vice-Chairperson. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

(c) Executive Secretary
The Planning staff shall serve the TAC in an administrative and coordinating capacity. The TDLCB secretary shall serve the TAC in a secretarial capacity.

(5) Terms Of Tenure

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
The Chairperson and Vice-Chairperson are elected by the Transportation Disadvantaged Technical Advisory Committee at its first meeting. The tenure of the Chairperson and the Vice-Chairperson shall be for a period of one year.

(6) Attendance
The Board shall review and consider rescinding the appointment of any member of the Technical Advisory Committee who fails to attend or send an alternate to three (3) consecutive meetings.

(7) Administration

(a) Staff Support
The MPO and/or the Community Development Department shall provide the Transportation Disadvantaged Technical Advisory Committee with sufficient staff support and resources to enable the Transportation Disadvantaged Technical Advisory Committee to fulfill its responsibilities. These responsibilities include providing sufficient staff:

1. To manage and oversee the operations of the Technical Advisory Committee; and
2. To assist in the scheduling of meetings, preparing meeting agendas and agenda packages, and other administrative duties.

(b) Meetings
The Transportation Disadvantaged Technical Advisory Committee meetings shall be called at the discretion of the Transportation Disadvantaged Technical Advisory Committee Chairperson.

All meetings are opened to the public. Any individuals will be given an opportunity to address the TAC members and request their comments be forwarded to the TDLCB.

(c) Meeting Notices
Planning staff shall give all Transportation Disadvantaged Technical Advisory Committee members and interested parties approximately seven days advance notice and a copy of the agenda for scheduled monthly meetings.

(d) Agenda and Minutes
Planning staff shall prepare the agenda for each TAC meeting. The TDLCB secretary shall maintain an official set of minutes for each Transportation Disadvantaged Technical Advisory Committee meeting. The minutes shall include an attendance roster and reflect official recommendations by the Transportation Disadvantaged Technical Advisory Committee. Copies of all minutes shall be sent to the Transportation Disadvantaged Coordinating Board Chairperson.

Any individual, profit or not-for-profit business or governmental unit may initiate a request for consideration of an item to be placed on the agenda. Such request is to be submitted to the Planning Department in written form at least fourteen days prior to the
next regularly scheduled Transportation Disadvantaged Technical Advisory Committee meeting.

Duties

The Transportation Disadvantaged Technical Advisory Committee has the following duties:

(a) Review the Transportation Disadvantaged Service Plan and make recommendations to the Transportation Disadvantaged Local Coordinating Board.

(b) Review the Memorandum of Agreement and make recommendations to the Transportation Disadvantaged Local Coordinating Board.

(e) Review and evaluate services provided by the CTC in meeting the approved Service Plan.

(d) Review the Overall Transportation Disadvantaged Program annually and submit comments to the Transportation Disadvantaged Local Coordinating Board for their consideration.

(e) In cooperation with the Planning Department staff, review and provide recommendations to the Commission for the Transportation Disadvantaged (CTD) on funding applications affecting the transportation.

(f) Review coordination strategies with adjacent counties as well as service provision to the transportation-disadvantaged in the designated Indian River County service area.

(g) Evaluate multi-county or regional opportunities for provision of transportation disadvantaged services.

(h) Review and evaluate inter-county and intra-county agreements to improve coordination amongst transportation disadvantaged providers as a way to reduce costs for service delivery, maintenance, insurance, and/or other identified strategies.

(i) Review and evaluate involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.

(j) Review by September 1 each year, an Annual Operation Report (AOR) prepared by the CTC outlining the accomplishments and activities, or other areas of interest to the Commission for the Transportation Disadvantaged (CTD), for the most recent operating year period.

(k) Periodically review the CTC's vehicle inventory and utilization plan for those vehicles purchased with Transportation Disadvantaged funds.

(l) Review Monthly Operating report of the Community Transportation Coordinator (CTC).

(m) Review complaints or recommendations brought forth to the Transportation Disadvantaged Technical Advisory Committee for improvement of services from agencies, users, or potential users of the system in the designated service area.


Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board (TDLCB) Members

THROUGH: Robert M. Keating, AICP
Community Development Director

Phillip J. Matson, AICP
MPO Staff Director

FROM: Brian Freeman, AICP
Senior Transportation Planner

DATE: February 14, 2013

SUBJECT: REVIEW OF THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD GRIEVANCE PROCEDURES FOR 2012/13

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of February 28, 2013.

DESCRIPTION AND CONDITIONS:

One of the roles of the Transportation Disadvantaged Local Coordinating Board is to hear grievances regarding the operation or administration of transportation disadvantaged services in the county. To provide for a local process for reviewing grievances, Rule 41-2.012(5)(c), FAC requires local coordinating boards to establish a Grievance Committee to process and investigate such complaints.

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 Florida Commission for the Transportation Disadvantaged (CTD), the TDLCB is required to review its grievance procedures on an annual basis. Prior to last year, the grievance procedures were reviewed in conjunction with the Transportation Disadvantaged Service Plan (TDSP) annual update. Because of changes to the CTD's administrative procedures that were implemented last year, the TDLCB is now required to review its grievance procedures separate from the TDSP.

Attached are the grievance procedures of the TDLCB. Staff is proposing one minor change to the grievance procedures regarding the composition of the Grievance Committee. Currently, the Grievance Committee consists of the following five members of the TDLCB:

1. A veterans' representative, recognized by the Florida Department of Veterans' Affairs;
2. A Florida Department of Transportation representative;
3. A public education community representative;
4. A citizen over 60 representing the elderly; and
5. A citizen advocate representative and user of the system.

The proposed change would allow the fourth member of the Grievance Committee to be a representative of the disabled or the elderly. As a result of this change, the revised composition of the Grievance Committee would be as follows:
1. A veterans' representative, recognized by the Florida Department of Veterans' Affairs;
2. A Florida Department of Transportation representative;
3. A public education community representative;
4. A disabled person representing the disabled in the County or a person citizen over 60 representing the elderly in the County; and
5. A citizen advocate representative and user of the system.

RECOMMENDATION:

The staff recommends that the TDLCB review its grievance procedures, recommend any changes or modifications, and approve its grievance procedures for FY 2012/13.

ATTACHMENTS:

1. Grievance Procedures for the Indian River County Transportation Disadvantaged Local Coordinating Board (TDLCB).
The Indian River County Transportation Disadvantaged Local Coordinating Board has adopted the following grievance procedures. The purpose for this framework is to have complaints resolved in an expedient and fair procedure.

The creation of a procedure for formal resolution by a grievance committee is mandated by law under Chapter 427, Florida Statutes, and Rule 41, Florida Administrative Code. Membership of the Grievance Committee is appointed by the Transportation Disadvantaged Local Coordinating Board. The Grievance Committee is composed of the following five Board members:

1. A veterans' representative, recognized by the Florida Department of Veterans' Affairs;
2. A Florida Department of Transportation representative;
3. A public education community representative;
4. A disabled person representing the disabled in the County or a person citizen over 60 representing the elderly in the County; and
5. A citizen advocate representative and user of the system.

The Grievance Committee meets as often as is required to resolve complaints but only after the first line of the resolution process has been completed and the grievance pursues the formal procedures.

Grievance Procedures

<table>
<thead>
<tr>
<th>TIME FRAME</th>
<th>STEPS</th>
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<tbody>
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<td>(work days)</td>
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First line of resolution process (informal)

1. Complainant notifies the Community Transportation Coordinator of the grievance and any documentation related to the matter. This may be in the verbal or written form, preferably written.

2. Coordinator creates a standard file on the grievance which includes all available information, dates, history, etc. for reviewing grievance.

3. Coordinator meets with appropriate parties to discuss grievance.

4. Coordinator documents their decision on the resolution of the grievance and forwards copy of document to complainant, Chairperson of the Transportation Disadvantaged Local Coordinating Board and Metropolitan....}

Note: Proposed text is underlined. Text to be deleted is indicated by strikethrough.
Planning Organization Director. The written decision will include a statement of the complainant's rights to file a formal grievance with the Grievance Committee.

Second line of resolution process (formal)

5 days

5. Upon receipt of the Coordinator's decision for resolution of the grievance, the Complainant has five working days to decide if the proposed resolution is agreeable. If not, the Complainant may submit a written request for a formal Grievance Committee review of the complaint. This request should be addressed to the Coordinator with a copy to the Transportation Disadvantaged Local Coordinating Board Chairperson and the Metropolitan Planning Organization Director. The written complaint must include the following:
   1) Name and address of the Complainant;
   2) A statement of the grounds for the grievance and supplemented by supporting documentation, made in a clear and concise manner; and
   3) An explanation by the Complainant of the improvements needed to address the complaint.

Up to 15

6. Upon receipt of the Complainant's formal request, the Coordinator will have up to fifteen (15) working days to set up a Grievance Committee meeting. The meeting must be scheduled within fifteen (15) working days from the date the Coordinator receives the request. The Coordinator will contact the appropriate persons to participate in the meeting and make available all documents to the Grievance Committee members at least three (3) working days before the scheduled meeting.

5 days

7. The Grievance Committee shall meet with the Coordinator and Complainant. There shall be a minimum of three Committee members present. The Committee shall consider the issues.

8. The Grievance Committee will have five (5) working days to reach a majority recommendation for resolution of the grievance. A written decision will be forwarded to the Complainant, the full Transportation Disadvantaged Local Coordinating Board, the Metropolitan Planning Organization Director, and the Community Transportation Coordinator. The decision shall also include a statement of the Complainant's rights to file a grievance with the State Commission for the Transportation Disadvantaged Grievance Committee.

Final line of resolution (formal)

9. If the Complainant is still not satisfied with the action of the Grievance Committee, they may file a formal complaint with the State's Commission.
for the Transportation Disadvantaged Ombudsman Program. Contact information for the Ombudsman Program is listed below.

By Telephone: (800) 983-2435

By Mail: Florida Commission for the Transportation Disadvantaged
605 Suwannee St., MS-49
Tallahassee, FL 32399-0450

All records of the grievance, including the Coordinator's and Grievance Committee reports, will be maintained by the Coordinator and made available upon request by the Commission for the Transportation Disadvantaged Ombudsman.
INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board (TDLCB) Members

THROUGH: Robert M. Keating, AICP
Community Development Director

Phillip J. Matson, AICP
MPO Staff Director

FROM: Brian Freeman, AICP
Senior Transportation Planner

DATE: February 18, 2013

SUBJECT: REVIEW OF SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE PROGRAM 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 February 28, 2013.

DESCRIPTION AND CONDITIONS:

One of the roles of the Transportation Disadvantaged Local Coordinating Board is to review applications for funding through the Shirley Conroy Rural Area Capital Assistance grant program.

The purpose of the Shirley Conroy grant program, which is administered by the state Commission for the Transportation Disadvantaged (CTD), is to provide additional funding for capital needs in rural areas of the state. Funding for the Shirley Conroy grant program comes from the state’s Transportation Disadvantaged Trust Fund. For FY 2012/13, approximately $1.4 million has been made available for rural capital needs throughout the state of Florida.

As Indian River County’s Community Transportation Coordinator (CTC), the Senior Resource Association (SRA) has submitted an application through the Shirley Conroy grant program to provide funding for the installation of video surveillance systems in 27 Community Coach vehicles (a copy of the grant application is attached). These vehicles are used to provide paratransit service throughout Indian River County, including rural areas. The proposed video surveillance equipment will enhance security on Community Coach vehicles while also providing a quality assurance monitoring tool. The project cost is $77,868.

For eligible projects, the Shirley Conroy grant program will provide 90% funding, with the
remaining 10% coming from local sources. With regard to SRA’s grant application, SRA would receive $70,081.20 in Shirley Conroy funds. Required matching funds in the amount of $7,786.80 would come from the County’s normal transit allocation.

RECOMMENDATION:

The staff recommends that the TDLCB review and approve the application for funding through the Shirley Conroy Rural Area Capital Assistance grant program.

ATTACHMENTS:

1. Shirley Conroy Rural Area Capital Assistance grant program application.
EXHIBIT A

Commission for the Transportation Disadvantaged Grant Application Information Form for the Shirley Conroy Rural Area Capital Equipment Support Grant

1. DATE SUBMITTED: September 24, 2012

2. LEGAL NAME OF APPLICANT: Senior Resource Association

3. FEDERAL IDENTIFICATION NUMBER: 59-1539957

4. REMITTANCE ADDRESS: 694 14th Street

5. CITY AND STATE: Vero Beach, Florida ZIP CODE: 32960

6. CONTACT PERSON FOR THIS GRANT: Ralf Heseler, Transportation Director

7. PHONE NUMBER: 772-569-0903 x203 FAX NUMBER: 772-569-8469

8. E-MAIL ADDRESS: rheseler@sraramail.org

9. PROJECT LOCATION [County(ies)]: Indian River

10. PROPOSED START DATE: January 2013 ENDING DATE: June 2013

11. ESTIMATED PROJECT FUNDING REQUESTED:
   Grant Funds $ 70,081.20
   Local $ 7,786.80
   TOTAL $ 77,868.00
12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

Karen B. Rose Deigl, President/CEO Senior Resource Association

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

September, 24, 2012

DATE

13. **Local Coordinating Board Approval (must be prior to grant execution)**

I hereby certify that this grant has been reviewed in its entirety by the

__________________________________________ County Coordinating Board.

__________________________________________ COORDINATING BOARD CHAIRPERSON'S SIGNATURE

__________________________________________ DATE
EXHIBIT B

PROPOSED PROJECT FUNDING

I. Project Description and Cost

   Capital equipment - Prioritize based on need.
   If vehicle, specify type of vehicle and fuel type
   (gas, diesel, alternative)
   1. Interior Video Surveillance Systems
      $77,868.00

   2. $_______

   3. $_______

   Total Project Cost $77,868.00

II. Funding Participation

   A. Transportation Disadvantaged
      Trust Funds
      (90%) $70,081.20

   B. Local Match
      (10%) $7,786.80

   C. Total Project Cost
      $77,868.00
EXHIBIT C

SCOPE

Who:
Senior Resource Association's Paratransit Service, aka Community Coach, the CTC for Indian River County, Florida

What:
To install mobile video surveillance systems in all Paratransit vehicles serving the rural areas of Indian River County as a security measure and quality assurance monitoring tool to serve and protect the clients and employees of the system

Where:
All current 27 Paratransit vehicles used to provide service

When:
Installation to begin in January 2013 and conclude in June 2013

How:
To procure the services of a mobile video surveillance system contractor to provide, install and service a complete video surveillance system in each vehicle including a Digital Video Recorder (DVR), 4 internal cameras (3 infrared, 1 audio), mounting hardware and software

Why:
To promote, support and further the efforts of the company to provide safe, efficient and effective service to Paratransit clients through performance monitoring, loss mitigation, safety training and review and client comfort and assurance
EXHIBIT D
AUTHORIZING RESOLUTION

A RESOLUTION of the BOARD OF DIRECTORS of the Senior Resource Association (Applicant), hereinafter BOARD, hereby authorizes the filing of a Shirley Conroy Rural Area Capital Assistance Support Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to file this grant application.

2. The BOARD authorizes CEO/President or designee to file and execute the application on behalf of the Senior Resource Association with the Florida Commission for the Transportation Disadvantaged.

3. The BOARD'S Registered Agent in Florida is Senior Resource Association.

4. The BOARD authorizes CEO/President or designee to sign any and all agreements or contracts which are required in connection with the application.

5. The BOARD authorizes CEO/President or designee to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS 26th DAY OF September, 2012

BOARD OF Directors, Senior Resource Association

Typed name of Chairperson

Signature of Chairperson

ATTEST: 

Signature

Shirley Conroy Rural Area Capital Assistance Support Grant Application
Rev. 7/27/2011
EXHIBIT E

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

(1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.

(2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.

(3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.

(4) The recipient intends to accomplish all tasks as identified in this grant application.

(5) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.

(6) Capital equipment purchased through this grant meets or exceeds the criteria set forth in the Florida Department of Transportation's equipment specifications, "Guidelines for Acquiring Vehicles" dated October 1993 (or as updated), "Part 1, Bid Documents," dated July 1995 (or as updated), and "Part 2, Specification Guidelines for Specialized Vehicles," dated July 1993 (or as updated), or criteria set forth by any other federal, state, or local government agency.

(7) Capital equipment purchased through this grant comply with the competitive procurement requirements of Chapter 287 and Chapter 427, Florida Statutes.

(8) If capital equipment is purchased through this grant, the demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

(a) response time,
(b) fares,
(c) geographic service area,
(d) hours and days of service,
(e) restrictions on trip purpose,
(f) availability of information and reservation capability, and
(g) contracts on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand response systems for the
general public which receive financial assistance under 49 U.S.C. 5310 or 5311 of the Federal
Transit Administration (FTA) have filed a certification with the appropriate state program office
before procuring any inaccessible vehicle. Such public entities not receiving FTA funds have
also filed a certification with the appropriate program office. Such public entities receiving FTA
funds under any other section of the FTA have filed a certification with the appropriate FTA
regional office.

This certification is valid for no longer than the contract period for which the grant application
is filed.

Date: __________________ Signature: __________________

Name: __________________ Karen B. Rose Deigl __________________

Title: __________________ President/CEO Senior Resource Association __________________
EXHIBIT F

CURRENT VEHICLE AND OTHER TRANSPORTATION EQUIPMENT INVENTORY FORM

Name of CTC: Senior Resource Association

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<th>Year</th>
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NOTE: Identify the Vehicle(s) that would be replaced with this or other grants by placing * next to the model year.

# To include computers, copiers, printers, communication systems, etc., computerized in-house inventory is acceptable.