



**AGENDA**  
**October 24, 2016**  
**LOCAL COORDINATING BOARD FOR**  
**TRANSPORTATION DISADVANTAGED SERVICES**



**FLORIDA ROOM**  
**BUILDING C, 3<sup>RD</sup> FLOOR**  
**2725 JUDGE FRAN JAMIESON WAY**  
**VIERA, FLORIDA 32940**  
**10:15 A.M. CALL TO ORDER**

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- I. INTRODUCTION OF MEMBERS (P. 5)
  - II. APPROVAL OF MEETING MINUTES, JUNE 27, 2016 (P. 11)
  - III. REPORTS
    - A. COMMUNITY TRANSPORTATION COORDINATOR'S REPORT (P. 19)
    - B. TD PLANNING GRANT REPORT (P. 31)
    - C. SCAT TD PERFORMANCE REPORT CARD (P. 37)
    - D. VOLUNTEERS IN MOTION REPORT (P. 43)
  - IV. OLD BUSINESS
    - A. MOBILITY ENHANCEMENT GRANT UPDATE (P.
    - B. PERFORMANCE MEASURES FOR CTC (P.
  - V. NEW BUSINESS
    - A. APPROVAL OF ANNUAL OPERATING REPORT (P.
    - B. 2015-16 COMPLIANCE MONITORING REPORT (P.
    - C. ANNUAL APPROVAL OF BY-LAWS (P.
    - D. ANNUAL APPROVAL OF GRIEVANCE PROCEDURES (P.
  - VI. MEMBER REPORTS (P.
  - VII. PUBLIC HEARING (P.
  - VIII. ADJOURNMENT
- 

**For recording purposes, please remember to speak directly into the microphone.**

Public comments will be heard on items that do not appear on the agenda of this meeting. Please note that State Law and Administrative Rules prevent the Coordinating Board from taking any formal action on such items as discussed at this time. The Local Coordinating Board (LCB) may schedule such items as act upon them in the future. The Chairperson is authorized to limit discussion, as necessary, with each commentary limited to three (3) minutes.

Notice: If a person desires to appeal any decision made by the LCB with respect to any matter considered at this meeting, he or she will need a record of the proceedings and that, for such purposes, he or she may need to ensure that a verbatim record of this proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. Persons seeking to preserve a verbatim transcript of the record must make those arrangements at their own expense.

The needs of hearing or visually impaired persons shall be met if the Transit Services Department is contacted at 635-7815 at least 48 hours prior to the public meeting by any person wishing assistance.

## LISTING OF ACRONYMS

<u>Acronym</u>	<u>Title</u>
AASHTO	American Association of State Highway and Transportation Officials
ADA	American with Disabilities Act
AOR	Annual Operating Report
BOCC	Board of County Commissioners
BPAC	Bicycle and Pedestrian Advisory Committee
CAC	Citizen Advisory Council
CBD	Central Business District
CFR	Code of Federal Regulations
CMAQ	Congestion Management and Air Quality
CTC	Community Transportation Coordinator
CTD	Commission for Transportation Disadvantaged
DCA	Department of Community Affairs
DEP	Department of Environmental Protection
DOPA	Designated Official Planning Agency
DRI	Development of Regional Impacts
EPA	Environmental Protection Agency
F.A.C.	Florida Administrative Code
FAW	Florida Administrative Weekly
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FHWA	Florida Highway Administration
FR	Federal Register
FTA	Federal Transit Administration
FTP	Federal Transportation Plan
FVS	First Vehicle Services, Space Coast Area Transit's vehicle maintenance contractor
GIS	Geographic Information System
GPS	Global Positioning System
HOV	High Occupancy Vehicle
HUD	Housing and Urban Development
IU	Indiana University, Jewel of the Midwest
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LOS	Level of Service
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
MNET	Medicaid Non-Emergency Transportation
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NTD	National Transit Database
O&M	Operating and Maintenance
PD&E	Project Development and Environment
PIO	Public Information Office
PMP	Program Management Plan
RPC	Regional Planning Council
SAFETEA-LU	Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users
SCAT	Space Coast Area Transit
SHS	State Highway System
Space Coast TPO	The transportation planning organization in Brevard County.
SR	State Road
STIP	State Transportation Improvement Program

STTF	State Transportation Trust Fund
TAC	Technical Advisory Committee
TDTF	Transportation Disadvantaged Trust Fund
TDP	Transportation Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMS	TMS of Brevard, Inc., the Medicaid Non-Emergency Transportation contractor
TOA	Tindale-Oliver and Associates, Inc.
TPO	Transportation Planning Organization
UA	Urbanized Area
UPWP	Unified Planning Work Program
USDOT	U.S. Department of Transportation
VDA	Volunteer Driver Agreement (for VPSI, Inc.)
VIM	Volunteers In Motion
VMT	Vehicle Miles Traveled
VPSI	VPSI, Inc., Space Coast Area Transit's vanpool management contractor
vRide	vRide, Inc., Space Coast Area Transit's vanpool management contractor



LCB AGENDA ITEM
10/24/2016
I

**TITLE:**

Introduction of Members

**DISCUSSION:**

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

Updated Membership Listing

**BREVARD COUNTY  
LOCAL COORDINATING BOARD FOR  
TRANSPORTATION DISADVANTAGED PROGRAM  
2016**

COMMUNITY TRANSPORTATION COORDINATOR (CTC)	DESIGNATED OFFICIAL PLANNING AGENCY (DOPA)	STATE MEDICAID OPERATOR
<b>James Liesenfelt, Director</b> Transit Services Department Space Coast Area Transit 401 S. Varr Ave. Cocoa, FL 32922 Phone – (321) 635-7815 Fax - (321) 633-1905 E-mail- Jim.Liesenfelt@brevardfl.gov	<b>Sarah Kraum</b> Multi-Modal Program Specialist Space Coast Transportation Plng Org 2725 Judge Fran Jamieson Wy Bld A Melbourne, FL 32940 Phone - (321) 690-6890 Fax - (321) 690-6827 E-mail – Sarah.Kraum@brevardfl.gov	
LCB ATTORNEY	COMMISSION FOR TRANS. DISADVANTAGED	
<b>Diana Yuan</b> Assistant County Attorney 2725 Judge Fran Jamieson Way Bldg. C Melbourne, FL 32940 Phone - (321) 633-2090 Fax - (321) 633-2096 E-mail Diana.Yuan@brevardfl.gov	<b>Bill Hearndon</b> Area 4 Project Manager 605 Suwannee St., MS-49 Tallahassee, FL 32399-0450 Phone - (850) 410-5713 Fax - (850) 410-5752 TDD 1-800-983-2435 E-mail – Bill.Hearndon@dot.state.fl.us	

Name and Address	Representing	*Term	LCB Status
<b>Martha Long, Councilwoman</b> City of Titusville 555 S. Washington Ave Titusville, FL 32796 Phone – (321) 268-2265 Fax – (321) Email – Martha.Long@titusville.com	<b>Chair</b>	<b>Indefinite</b>	<b>Chair</b>
<b>Diane Poitras</b> Florida Department of Transportation 133 S. Semoran Blvd Orlando, FL 32807-3203 Phone - (407) 482-7860 Fax - (407) 275-4188 E-mail – Diane.Poitras@DOT.state.fl.us	<b>Florida Dept. of Transportation</b>	<b>Indefinite</b>	
<b>VACANT</b>	<b>Florida Dept of Children &amp; Families</b>	<b>Indefinite</b>	
<b>William Crane, Exceptional Education Spct</b> Transportation Department Brevard County School Board 2901 W. King St. Cocoa, FL 32926 Phone - (321) 633-3680 x14006 Fax - (321) 633-3693 E-mail – Crane.William@brevardschools.org	<b>Public Education Community</b>	<b>Indefinite</b>	

Name and Address	Representing	*Term	LCB Status
<b>Almetia Britton</b> Vocational Rehabilitation 1970 Michigan Ave, Bldg A Cocoa, FL 32926 Phone – (321) 690-3280 Fax - (321) 690-3279 E-mail – Almetia.britton@vr.fldoe.org	<b>Florida Dept. of Education</b>	<b>Indefinite</b>	
<b>Dennis Vannorsdall</b> Veteran Services Office 2725 Judge Fran Jamieson Way Bldg. B Viera, FL 32940 Phone - (321) 633-2012 Fax - (321) 637-5432 E-mail – dennis.vannorsdall@brevardfl.gov	<b>Florida Dept. of Veteran’s Affairs</b>	<b>Indefinite</b>	
<b>VACANT</b>	<b>Florida Assoc. of Community Action Agencies rep. Economically Disadvantaged</b>	<b>Indefinite</b>	
<b>Rocky Randels</b> 308 East Central Blvd Cape Canaveral, FL 32920-2610 Phone – (321) 784-5694 E-mail – rockyrandels1@gmail.com	<b>Persons over Sixty Rep. Elderly of the County</b>	<b>Expires 08/19</b>	
<b>David Ryan</b> 442 Fourth Avenue Indialantic, FL 32903 Phone – (321) 258-7017 E-mail ryand97@gmail.com	<b>Disabled Representative</b>	<b>Expires 05/17</b>	
<b>Linda Howard</b> 946 Golden Beach Blvd. Indian Harbor Beach, FL 32937 Phone - (321) 773-2691 E-mail – lhoward@specialgatherings.com	<b>Citizen Advocate</b>	<b>Expires 11/18</b>	<b>Vice-Chair</b>
<b>Sara Ann Conkling</b> 1305 South Lakemont Dr Cocoa, FL 32922 Phone – (321) 307-2210 FAX – (321) E-mail – saraann7@gmail.com	<b>Citizen Advocate/user</b>	<b>Expires 11/18</b>	
<b>VACANT</b>	<b>State Coordinating Council for Early Childhood Services Children at Risk</b>	<b>Indefinite</b>	
<b>Randy Hunt</b> Senior Resource Alliance 988 Woodcock Road, Suite 200 Orlando, FL 32803 Phone – (407) 514-1802 Fax - (407) 228-1835 E-mail huntr@sraflorida.org	<b>Florida Dept. of Elder Affairs</b>	<b>Indefinite</b>	
<b>VACANT</b>	<b>Private For Profit or Non-Profit Trans. Industry</b>	<b>Indefinite</b>	
<b>Milagros Chervoni</b> Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32801 Phone - (407) 420-2486 FAX - (407) 245-0847 E-mail – Milagros.Chervoni@ahca.myflorida.com	<b>Florida Agency for Health Care Administration</b>	<b>Indefinite</b>	

Name and Address	Representing	*Term	LCB Status
<b>VACANT</b>	Regional Workforce Board	Indefinite	
<b>VACANT</b>	Representative Local Medical Community	Indefinite	

### Alternates

Name and Address	Representing	*Term	LCB Status
<b>Carlos M. Colón</b> Florida Department of Transportation 133 S. Semoran Blvd Orlando, FL 32807-3203 Phone - (407) 482-7860 Fax - (407) 275-4188 E-mail - Carlos.Colon@DOT.state.fl.us	Florida Dept. of Transportation	Indefinite	
<b>VACANT</b> Fl. Dept. of Children & Families 400 W. Robinson St., S-430 Orlando, FL 32801 Phone - (407) 245-0440 x602 Fax - (407) 245-0575	Florida Dept. of Children & Families	Indefinite	
<b>VACANT</b>	Public Education Community	Indefinite	
<b>Jack Giordano</b> Division of Blind Services 1970 Michigan Ave, A-2 Cocoa, FL 32926 Phone - (321) 634-3680 E-mail - Jack.Giordano@dbs.fldoe.org	Vocational Rehabilitation or Division of Blind Services	Indefinite	
<b>VACANT</b>	Florida Dept. of Veteran Affairs Rep. Veterans	Indefinite	
<b>VACANT</b>	Florida Assoc. of Community Action Agencies rep. Economically Disadvantaged	Indefinite	
<b>James C. Tapp, Jr.</b> 132 Kyle Court NE Palm Bay, FL 32907 Phone - (321) 724-4851 (321) 693-5516 E-mail - tappsdream@att.net	Persons over Sixty rep. Elderly of the County	Expires 05/17	
<b>Larry Fowler</b> Space Coast Center for Independent Living 571 Haverty Court Rockledge, FL 32955 Phone - (321) 633-6011 E-mail - lfowler@sccil.net	Disabled Representative	Expires 05/17	
<b>VACANT</b>	Citizen Advocate	Expires	
<b>Felicia Wilson</b> 1418 Brook Drive Titusville, FL 32780 Phone - (321) 269-4624 E-mail - FRW263@aol.com	Citizen Advocate/System User	Expires 05/17	

Name and Address	Representing	*Term	LCB Status
<b>VACANT</b>	<b>Local Representative for Children at Risk</b>	<b>Indefinite</b>	
<b>Sarah Lightell</b> Senior Resource Alliance 988 Woodcock Rd., Suite 200 Orlando, Fl. 32803 Phone – (407) 514-1816 Fax - (407) 228-1800 E-mail – lightells@sraflorida.org	<b>Florida Dept. of Elder Affairs</b>	<b>Indefinite</b>	
<b>VACANT</b>	<b>Private for Profit or Non-Profit Trans. Industry</b>	<b>Indefinite</b>	
<b>Charlotte Keller</b> Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32806 Phone - (407) 420-2496 FAX - (407) 245-0847 E-mail – Charlotte.Keller@ahca.myflorida.com	<b>Designee Agency for Health Care Admin.</b>	<b>Indefinite</b>	
<b>VACANT</b>	<b>Regional Workforce Board</b>	<b>Indefinite</b>	
<b>VACANT</b>	<b>Representative Local Medical Community</b>	<b>Indefinite</b>	

08/01/2016





LCB AGENDA ITEM
10/24/2016
II

**TITLE:**

Approval of Meeting Minutes for June 27, 2016

**DISCUSSION:**

**REQUESTED ACTION:**

Approve the Meeting Minutes for June 27, 2016

**ATTACHMENTS:**

Draft Meeting Minutes, June 27, 2016



**MINUTES OF  
JUNE 27, 2016  
LOCAL COORDINATING BOARD FOR  
TRANSPORTATION DISADVANTAGED SERVICES**



**FLORIDA ROOM  
BUILDING C, 3<sup>RD</sup> FLOOR  
2725 JUDGE FRAN JAMIESON WAY  
VIERA, FLORIDA 32940  
10:15 A.M. CALL TO ORDER**

DRAFT

**INTRODUCTION OF MEMBERS**

Member	Representing	11/16/15		4/25/16		6/27/16	
		Present	Absent	Present	Absent	Present	Absent
Councilwoman Martha Long, Chair	Elected Official	-	-	X		X	
Vacant	FL Dept of Children & Families	-	-	-	-	-	-
Diane Poitras	FL Dept of Transportation	X		X			X
William Crane	Public Education Community		X	X		X	
Almetia Britton	FL Dept of Education	X		X			X
Dennis Vannorsdall	FL Dept of Veteran's Affairs	X		X			X
Vacant	FL Assoc of Comm Action Agencies	-	-	-	-	-	-
Vacant	Persons over 60 Representative					-	-
David Ryan	Disabled Representative		X	X		X	
Linda Howard Vice-Chair	Citizen Advocate	X		X			X
Vacant	State Services - Children at Risk	-	-	-	-	-	-
Randy Hunt	FL Dept of Elder Affairs		X	X		X	
Milagros Chervoni	FL Agency for Health Care Admin	-	-	X		X	
Sara Ann Conkling	Citizen Advocate / User	X		X		X	
Vacant	Private Trans. Industry	-	-	-	-	-	-
<b>Alternates</b>		Present	Absent	Present	Absent	Present	Absent
Samuel Weekley	FL Dept of Transportation		X		X		X
James Tapp, Jr.	Persons over 60 Representative		X		X		X
Jack Giordano	FL Dept of Education	X			X		X

Vacant	Citizen Advocate	-	-	-	-	-	-
Sarah Lightell	FL Dept of Elders Affairs		X		X		X
Charlotte Keller	Agency for Health Care Admin.	X			X		X
Felicia Wilson	Citizen Advocate / User	X		X		X	
Larry Fowler	Disable Representative	X			X	X	

Matthew Soss, Assistant County Attorney  
 Jim Liesenfelt, CTC /Space Coast Area Transit Director  
 Rocky Randel, Transit One  
 Steve Bostel, Space Coast TPO  
 Georgina Gillette, Space Coast TPO  
 Lisa Hickman, Space Coast TPO  
 Pat Ryan, Space Coast Area Transit  
 Joe Lammon, Space Coast Area Transit  
 Colby Stallings, Space Coast Area Transit  
 Gennaro Saliceto, Space Coast Area Transit  
 Scott Nelson, Space Coast Area Transit  
 Cathy Lively, Space Coast Area Transit

**APPROVAL OF MEETING MINUTES, APRIL 25, 2016**

Spell correction for McNaulty to Naulty  
 Add “Long” to Councilwoman

***Motion to accept submitted minutes with discussed changes by Felicia Wilson, seconded by Millie Chervoni. Motion passed unanimously.***

**PUBLIC COMMENT**

No Public Comment

**REPORTS - COMMUNITY TRANSPORTATION COORDINATOR’S REPORT, Jim Liesenfelt**

CTC Report is at their desk

- Fixed Route Service
- Transportation Disadvantaged Service
- Budget – 5,7,1 additional hours (+60)
- Bus Stops
- Transit One

Sara Ann Conkling – She believes, during her advocacy with the County Commissioners, we have enough votes to receive an increase in the budget for improving public transit increase. Please keep your eye on the County Agenda to attend the meetings to help support an increase in Public Transit funding.

David Ryan – Bus stop installation for existing stops is there modification to the stops for accessibility reasons? *Jim Liesenfelt – Yes, as new shelters go in they will be accessible, as far as existing stops, as we get the construction contractors on contract we will work on bringing up accessibility to the current bus stops.*

David Ryan - Is there any discussion about putting in bus shelters at any new bus stops? *Jim Liesenfelt – Yes, an RFP will be going out to contract with a company to install bus shelters in the incorporated areas of Brevard. Titusville is working on their shelters and the City of Satellite Beach is working with FDOT to put bus stops pads. Palm Bay has which will be added 12 shelters and 10 benches and those will be accessible. Commissioner Smith is working on receiving donated money and having the Sherriff's department install some shelters.*

Councilwoman Long – In Titusville, Hopkins is slated for Complete Streets; the city when working with SCTPO and doing the road work, should they put in a request for pads? *Jim Liesenfelt - Yes please, depending on who is doing the work. Georgiana Gillette - Kevin Cook is now designing the Titusville, and now would be a good time to add the shelter pads.*

Councilwoman Long – I will speak with the City Manager regarding working with the SCTPO and Transit to discuss shelters. Is there an action that this board could make? *Jim Liesenfelt - other than send a request to the TPO to speak with Transit staff during design phase.*

Discussion ensued regarding accessibility and responsibility.

Jim Liesenfelt - If want to do a workshop, to give staff appropriate time, it would be at least 9 to 10 months out. The workshop could include drive way design, overhangs, over and beyond accessibly. We could include the private entities along with Cities and County Staff. This could be included in the next procurement for a Consulting firm, something like to develop transit accessibly training 101 per say.

***First action would be write a letter to the Space Coast TPO requesting that they write a letter to each of the Cities and Brevard County with what is need with regard to bus stop accessibility. Motion by Sara Ann Conklin. Seconded by Millie Chervoni. Motion passed unanimously.***

***Second action is to do a preliminary search on scope and funding source for the transit accessibility workshop. Motion by Randy Hunt. Seconded by Sara Ann Conkling. Passed unanimously.***

## **TD PLANNING GRANT REPORT**

No Action

## **SCAT TD PERFORMANCE REPORT CARD**

No Action

## **VOLUNTEERS IN MOTION REPORT**

No Action

### **OLD BUSINESS - APPROVAL OF REVISED CANCELLATION AND NO-SHOW POLICY, Jim Liesenfelt**

As per discussed at the last LCB meeting, the change was made by adding “there is no monetary”.

***Motion to approve the revised Cancellation and No Show Policy by Rocky Randel and seconded by Randy Hunt. Motion approved unanimously.***

### **OLD BUSINESS - DRAFT ADVOCACY LETTER TO SCTPO, Jim Liesenfelt**

Sara Ann Conkling – I would like to recommend two changes:

- Change first sentence
- Add Appendix to include graph that includes the per capita with Brevard against Volusia and Lee

***Motion by Sara Ann Conkling to approved the Advocacy letter with the recommended changes. Seconded by Dennis Vannorsdall. Motion passed unanimously.***

### **NEW BUSINESS - TRANSPORTATION DISADVANTAGED RATE MODEL APPROVAL, Jim Liesenfelt**

Jim Liesenfelt outlined the Rate Model Worksheets that were included in the packages. Staff needs board to approve it.

***Motion to approve the Rate Model as submitted Sara Ann Conkling and seconded by David Ryan. Motion passed unanimously.***

### **NEW BUSINESS - MEMBERSHIP APPLICATION PROCESS, Jim Liesenfelt**

These are seats that must be approved by the TPO. No Action needed at this time.

### **NEW BUSINESS - MOBILITY ENHANCEMENT GRANT UPDATE, Jim Liesenfelt**

Two local agencies applied, SCCIL and Aging Matters. They did not get approved for funding. They were looking for more collaboration.

Staff is looking at our department and getting with the two other agencies to discuss revised grants.

Sara Ann Conkling – Brevard Health Alliance to they have to contact you or can they approach them directly. *Jim Liesenfelt – we as the CTC must submit the application on their behalf.* Sara Ann Conkling - will make a connection.

## **MEMBER REPORTS**

David Ryan – No report

Dennis Vannorsdall – No report

Randy Hunt – No Report

Sara Ann Conkling – Please join me at the Board meetings. We speak as public comments. July 14, 2016

Millie – No Report

Rocky Randels – No Report

Jim Liesenfelt – Coast to Coast connector along Indian River drive, there is an issue with new striping. Kevin Cook got on and is taking action to correct it.

Matthew Soss – no Report.

## **ADJOURNMENT**



LCB AGENDA ITEM
10/24/2016
III.A.

**TITLE:**

Community Transportation Coordinator's (CTC) Report

**DISCUSSION:**

Jim Liesenfelt or designee will present written and verbal information at the meeting.

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

CTC Report

# CTC REPORT

## Fixed Route Service

Final numbers for the fiscal year are still being compiled, but we can project a decrease of about 5.5% for the year, the first time we've ever experienced a decrease in Fixed Route ridership. A ridership estimate for the year is about 2,250,000 passenger trips, down from 2,374,000 in Fiscal Year 2015-16.

The drop in ridership is the same as describe before, it is due to three reasons: (1) the number of students using the EFSC Class Pass is down this year. Both EFSC and our drivers have been active in enforcing the pass to ensure only EFSC students are using the pass, (2) we had an issue with the supply of electronic passes in January, therefore we were unable to count a large number of transfers in January and (3) fuel costs. The lower gasoline prices have allowed some riders to be able to afford to drive more often.

## Budget

The budget for the Transit Services for Fiscal Year 2016-2017 was approved by the Board on September 27<sup>th</sup>. The budget included increases in bus service for the following service areas:

### Saturday service on the following fixed routes:

- Route 5 (Mims/Titusville)
- Route 7 (Rockledge/Viera)
- Route 8 (West Cocoa)
- Reduce headways from two hours to one hours on Route 1 (Titusville/Melbourne)

### Weekday Service

- Extend Route 1 service to provide an additional transfer at the Viera Government Center at 7 PM.
- Additional service on Route 8

### Expanded Paratransit Service on Evenings and Saturdays

#### Additional non-driving staff

- Transit Planner
- Intelligent Transportation Systems Program Manager

The additional service will begin operation on December 3, 2016.



## **Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities**

Section 5310 is a Federal Transit Administration funding program administered by the Florida Department of Transportation. Grant applications are normally due in early January 2016 and staff will work with Brevard County agencies to submit applications. Agencies that have received funding in the past include:

- Brevard Achievement Center
- Brevard Alzheimer's Foundation
- Promise in Brevard
- Easter Seals of East Central Florida

If you know of a Human Service Agency that provides transportation service to elderly and/or disabled please contact our office so that we can get them on the FDOT contact list for the grant solicitation for this year.

### **reThink Your Commute Day**

Our annual reThink Your Commute Day event is getting a new name for 2017; it will now be called The Business of Transit and will be held on January 27, 2017 at the Courtyard by Marriott in Cocoa Beach. The focus will be on Tourism and transit. Local Coordinating Board members will receive an invitation to the event.

### **Bus Stops**

Bus Shelters have been completed in West Melbourne along Minton Road and Palm Bay Road. The current project is to build 10 shelters in Titusville. The engineering for the bus stops is underway.

That's it! We may have some updates at the meeting.



LCB AGENDA ITEM
10/24/2016
III.B.

**TITLE:**

Transportation Disadvantaged Planning Grant Report

**DISCUSSION:**

The attached report is for the LCB member's information and review.

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

TD Planning Grant Report



LCB AGENDA ITEM
10/24/2016
III.C.

**TITLE:**

Space Coast Area Transit Transportation Disadvantaged Performance Report Card

**DISCUSSION:**

The attached report is for the LCB member's information and review.

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

Transportation Disadvantaged Performance Report Card



LCB AGENDA ITEM
10/24/2016
III.D.

**TITLE:**

Volunteers in Motion Report

**DISCUSSION:**

Attached is the quarterly report is for LCB member's information and review.

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

Volunteers in Motion Quarterly Report



**Title:** Volunteers in Motion (VIM)

This report is an update for the Volunteers in Motion Program.

**Program Developments:**

**Recruitment:**

Opportunities exist within the Volunteers in Motion program for Vehicle Operators and Staff Support for both the north and south offices. Contact: Lori Hamilton, Coordinator, at 321-635-7999 or 321-506-7041 for more information.

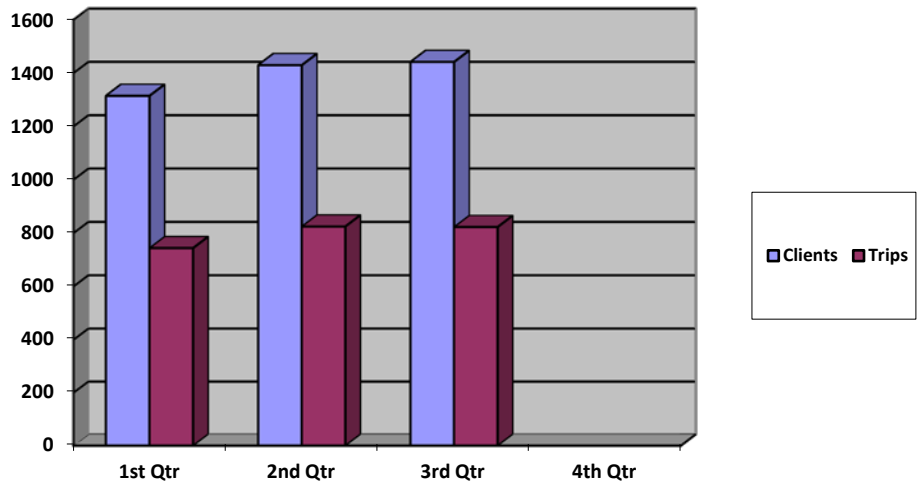
**Active Volunteers: 29**

**New Volunteers: 0**

**General:**

The 17<sup>th</sup> annual TRIAD Senior Fest will be held Thursday, October 20, 2016 and will be held at the Melbourne Hilton, 200 Rialto Place, Melbourne, FL. This event gives the community an opportunity to stay better informed about the different senior services available. Space Coast Area Transit and Volunteers in Motion will be attending.

**Successes FY 2016:**





<b>LCB AGENDA ITEM</b>
<b>10/24/2016</b>
<b>IV.A.</b>

**TITLE:**

Mobility Enhancement Grant Update

**DISCUSSION:**

The Commission for the Transportation Disadvantaged was allocated \$1.75 million in the State's 2016-17 Fiscal Year for the solicitation of Transportation Disadvantaged programs to be funded on a one time basis. The Commission for the Transportation Disadvantaged called this program Mobility Enhancement Grants. Space Coast Area Transit submitted two applications to support "beyond the ADA" paratransit service provided by the Space Coast Center for Independent Living and Aging Matters. Neither grant application was awarded funding.

The Commission for the Transportation Disadvantaged only awarded about \$750,000 earlier this year. The Commission has recently opened up the grant program for a second time. Attached are two new grant submittals approved by the Brevard County Board of County Commissioners. The first grant application is a rewrite and resubmittal of Space Coast Center for Independent Living's paratransit service and the second is a proposal to fund fixed route bus passes for Human Service Agencies that purchase bus passes for their Transportation Disadvantaged clients.

Staff will provide an overview of the grant applications and the process of award.

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

Grant Applications



<b>LCB AGENDA ITEM</b>
<b>10/24/2016</b>
<b>IV.B.</b>

**TITLE:**

Performance Measures for the Community Transportation Coordinator

**DISCUSSION:**

The Legislature passed House Bill 5001 in the recent session and one of the new requirements is that Community Transportation Coordinators shall:

Develop and implement performance measures which, at a minimum, shall address:

1. Timing of advance scheduling requests
2. On time passenger pick up
3. Improved routing to minimize passenger wait times
4. Error rates for passenger pick up and drop off
5. Collection and public posting of passenger satisfaction survey ratings

By September 30, 2016, each CTC must provide information to the Florida Department of Transportation which details the adopted performance measures and the methods used to evaluate performance.

The deadline has been met and the submittal is attached.

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

Letter to Florida Department of Transportation dated September 16, 2016



<b>LCB AGENDA ITEM</b>
<b>10/24/2016</b>
<b>V.A.</b>

**TITLE:**

Approval of Annual Operating Report

**DISCUSSION:**

Each Community Transportation Coordinator (CTC) is required to submit an Annual Operating Report (AOR) to the Commission for the Transportation Disadvantaged. The Commission for the Transportation Disadvantaged compiles all the reports into a statewide operations report and utilizes the data to assess the CTC performance. The data in this report is also used to determine a portion of the yearly Trip and Equipment Grant distribution. Of these total grant allocation formulas, 25% is related to total system passenger trips and 25% system vehicle miles traveled.

Staff will provide a presentation at the meeting on this year's AOR.

**REQUESTED ACTION:**

LCB to certify the Annual Operating Report

**ATTACHMENTS:**

Draft Annual Operating Report





<b>LCB AGENDA ITEM</b>
<b>10/24/2016</b>
<b>V.B.</b>

**TITLE:**

2015-16 Compliance Monitoring Report by the Florida Commission for the Transportation Disadvantaged

**DISCUSSION:**

The Florida Commission for the Transportation Disadvantaged approves a Community Transportation Coordinator for each County under a Memorandum of Agreement (Understanding). As such, the Florida Commission for the Transportation Disadvantaged must review each Community Transportation Coordinator's performance in following the requirements of the MOA and Florida Statue 427.

The Commission for the Transportation Disadvantaged staff was in town on September 29<sup>th</sup> and 30<sup>th</sup> to complete the compliance monitoring and before that staff had to prepare a number of documents and answered a number of questions for a desk review before the onsite review.

Attached is the draft Compliance Monitoring Report from the auditors hired by the Commission for the Transportation Disadvantaged. Due to Hurricane Matthew, a final report was not completed before the mailing of the LCB Meeting Package.

The findings and suggestions were:

**Findings:**

1. Develop formal procedures for the completion and review of invoices to insure that billing is correct and consistent.
2. Develop formal procedures to document and maintain evidence of passenger eligibility for Transportation Disadvantaged services. Basically, we need to have a formal application process for Transportation Disadvantaged service.

**Suggestions:**

1. Update procedures for the completion of the Rate Calculation Model and AOR.
2. Changing the Rate Model year end date to September 30<sup>th</sup>.
3. Implementing a formal whistle blower policy.

**REQUESTED ACTION:**

None required, staff will follow LCB direction.

**ATTACHMENTS:**

Draft 2015-16 Compliance Monitoring Report



<b>LCB AGENDA ITEM</b>
<b>10/24/2016</b>
<b>V.C.</b>

**TITLE:**

Annual Approval of By-Laws

**DISCUSSION:**

The By-Laws of the Brevard County Local Coordinating Board for the Transportation Disadvantaged is required to be updated and approved by the LCB every year. Currently, there are no changes to the existing By-Laws

**REQUESTED ACTION:**

Approval of the By-Laws for the Local Coordinating Board. If the LCB wishes to make significant changes, the By-Laws will be brought back to the next LCB Meeting.

**ATTACHMENTS:**

Draft By-Laws of the Brevard County Local Coordinating Board for the Transportation Disadvantaged



<b>LCB AGENDA ITEM</b>
<b>10/24/2016</b>
<b>V.D.</b>

**TITLE:**

Annual Approval of Grievance Procedures

**DISCUSSION:**

The Grievance Procedures of the Brevard County Local Coordinating Board for the Transportation Disadvantaged is required to be updated and approved by the LCB every year. Currently, there are no changes to the existing Grievance Procedures.

**REQUESTED ACTION:**

Approval of the Grievance Procedures for the Local Coordinating Board. If the LCB wishes to make significant changes, the Grievance Procedures will be brought back to the next LCB Meeting.

**ATTACHMENTS:**

Draft Grievance Procedures of the Brevard County Local Coordinating Board for the Transportation Disadvantaged



<b>LCB AGENDA ITEM</b>
<b>10/24/2016</b>
<b>VI.</b>

**TITLE:**

Member Reports

**DISCUSSION:**

If any LCB member would like to make an announcement or ask if the LCB would address an item at the next meeting.

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

None



<b>LCB AGENDA ITEM</b>
<b>10/24/2016</b>
<b>VIII.</b>

**TITLE:**

Public Hearing

**DISCUSSION:**

Even though the Board takes public comment at each LCB meeting and publicizes each LCB meeting. The Commission for the Transportation Disadvantaged requires that we hold a Public Hearing once per year.

**REQUESTED ACTION:**

The LCB must adjourn the regular meeting and then open the Public Hearing

**ATTACHMENTS:**

None