

Agenda

Local Coordinating Board for Transportation Disadvantaged Services

2725 Judge Fran Jamieson Way Viera, Florida 32940
Florida Room, Building C, Third Floor – May 24, 2021 10:15 A.M. Call to Order

Item I. Introduction of Members

Item II. Meeting Minutes

Item III. Reports

Section 3.01 Community Transportation Coordinator's Report

Section 3.02 Transportation Disadvantaged Planning Grant Report

Section 3.03 Brevard County Transit Services Transportation Disadvantaged
Performance Report Card

Section 3.04 Volunteers in Motion Report

Item IV. New Business

Section 4.01 Transportation Disadvantaged Rate Model Approval

Section 4.02 Community Transportation Coordinator Memorandum of Agreement

Item V. Member Reports

Item VI. Public Comment

Item VII. 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 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 Local Coordinating Board 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 321-635-7815 at least 48 hours prior to the public meeting by any person wishing assistance.

Local Coordinating Board Agenda Item

May 24, 2021

Item I. Introduction of Members

Discussion:

Requested Action:

No Action Required

Attachments:

Membership Listing

Brevard County Local Coordinating Board for Transportation Disadvantaged Program 2021

Community Transportation Coordinator	Terry Jordan, Interim Director Transit Services Department Space Coast Area Transit 401 South Varr Avenue, Cocoa FL 32922 Phone: (321) 635-7815 Fax: (321) 633-1905 Terry.Jordan@BrevardFL.gov
Designated Official Planning Agency	Sarah Kraum, Multi-Modal Program Specialist Space Coast Transportation Planning Organization 2725 Judge Fran Jamieson Way, Building A, Melbourne FL 32940 Phone: (321) 690-6890 Fax: (321) 690-6827 Sarah.Kraum@BrevardFL.gov
State Medicaid Operator	Vacant
Local Coordinating Board Attorney	Robin Rogers, Esq. Assistant County Attorney 2725 Judge Fran Jamieson Way, Building C, Melbourne FL 32940 Phone: (321) 633-2090 Fax: (321) 633-2096 Robin.Rogers@BrevardFL.gov
Commission for Transportation Disadvantaged	Kyle Mills Area 4 Project Manager 605 Suwannee Street MS-49, Tallahassee FL 32399-0450 Phone: (850) 410-5713 Fax: (850) 410-5752 T.D.D. 711 Kyle.Mills@Dot.State.FL.US
Brevard County Transit Services	Terry Jordan, Planner Transit Services Department Space Coast Area Transit 401 South Varr Avenue, Cocoa FL 32922 Phone: (321) 635-7815 Fax: (321) 633-1905 Terry.Jordan@BrevardFL.gov

Members

Name and Address	Representing	Term	Status
Andrea Young City of West Melbourne Council Member 2240 Minton Road West Melbourne, FL 32904 Phone – (321) 480-2770 E-mail – Ayoung@westmelbourne.org	Chair	Indefinite	Chair
Diane Poitras Florida Department of Transportation 420 W. Landstreet Rd Orlando, FL 32824 Phone - (407) 319-8174 E-mail – Diane.Poitras@DOT.state.fl.us	Florida Department of Transportation	Indefinite	Member
Vacant	Florida Department of Children & Families	Indefinite	-
Vacant	Public Education Community	Indefinite	-
Almetia Britton 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	Florida Department of Education	Indefinite	Member
Dennis Vannorsdall Veteran Services Office 2725 Judge Fran Jamieson Way Bldg. B Viera, FL 32940 Phone - (321) 633-2012 Fax – (321) 637-5432 Dennis.Vannorsdall@brevardfl.gov	Florida Department of Veteran's Affairs	Indefinite	Member
Vacant	Florida Association of Community Action Agencies representing Economically Disadvantaged	Indefinite	-
Rocky Randels Mayor Emeritus City of Cape Canaveral PO Box 308 Cape Canaveral FL 32920 Phone – (321) 784-5694 R.Randels@cityofcapecanaveral.org	Persons over Sixty Representing Elderly of the County	Expires 02/24	Member

Name and Address	Representing	Term	Status
Camille Tate 2945 Kembblewick Dr, Apt 308 Melbourne, FL 32935 Phone – (321) 372-4899 E-mail – ctate2076@att.net	Disabled Representative	Expires 02/24	Member
Linda Howard 946 Golden Beach Blvd. Indian Harbor Beach, FL 32937 Phone - (321) 773-2691 LHoward@specialgatherings.com	Citizen Advocate	Expires 07/23	Vice-Chair
Jennifer Cleveland 2100 Hallwood Place Melbourne, FL 32901 Phone – (321) 302-3989 E-mail – 33jencl@gmail.com	Citizen Advocate	Expires 07/23	Member
Vacant	State Coordinating Council for Early Childhood Services – Children at Risk	Indefinite	-
Karla Radka Senior Resource Alliance 988 Woodcock Road, Suite 200 Orlando, FL 32803 Phone – (407) 514-1802 Fax – (407) 228-1835 E-mail karla.radka@sraflorida.org	Florida Department of Elder Affairs	Indefinite	Member
Vacant	Private for Profit or Non- Profit Transportation Industry	Indefinite	-
Vacant	Florida Agency for Health Care Administration	Indefinite	-
Vacant	Regional Workforce Board	Indefinite	-
Vacant	Representative Local Medical Community	Indefinite	-

Alternates

Name and Address	Representing	Term	Status
Carlos M. Colón Florida Department of Transportation 420 W. Landstreet Dr Orlando, FL 32824 Phone - (407) 319-8174 E-mail – Carlos.Colon@DOT.state.fl.us	Florida Department of Transportation	Indefinite	Alternate
Vacant	Florida Department of Children & Families	Indefinite	-

Name and Address	Representing	Term	Status
Vacant	Public Education Community	Indefinite	-
Audrey Turner Division of Blind Services 1970 Michigan Ave, A-2 Cocoa, FL 32926 Phone – (321) 634-3680 E-mail – Audrey.Turner@dbs.fldoe.org	Vocational Rehabilitation or Division of Blind Services	Indefinite	Alternate
Vacant	Florida Department of Veteran's Affairs	Indefinite	-
Vacant	Florida Association of Community Action Agencies representing Economically Disadvantaged	Indefinite	-
Arlene Naulty 3924 Southwind Drive West Melbourne FL 32904 Phone – (321) 768-9500 Cell – (321) 890-2839 Email – Amnaulty@aol.com	Persons over Sixty Representing Elderly of the County	Expires 02/24	Alternate
Felicia Wilson 1418 Brook Dr Titusville, FL 32780 Phone – (321) 593-6605 E-mail – FRW263@aol.com	Disabled Representative	Expires 02/24	Alternate
James Springer 20 Sutton Street Rockledge FL 32955 Phone – (321) 863-8365 Email – FRW263@aol.com	Citizen Advocate	Expires 02/24	Alternate
Vacant	Citizen Advocate/ System User	Expires	-
Vacant	Local Representative for Children at Risk	Indefinite	-
Vacant	Florida Department of Elder Affairs	Indefinite	-
Vacant	Private for Profit or Non- Profit Transportation Industry	Indefinite	-
Tamyika Young (Calvin Smith) Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32806 Phone – (407) 420-2496 Fax – (407) Tamyika.Young@ahca.myflorida.com	Designee Agency for Health Care Administration	Indefinite	Alternate

Name and Address	Representing	Term	Status
Vacant	Regional Workforce Board	Indefinite	-
Vacant	Representative Local Medical Community	Indefinite	-

05/12/2021

Local Coordinating Board Agenda Item

May 24, 2021

Item II. Meeting Minutes

Discussion:

Requested Action:

Approve the Meeting Minutes for March 22, 2021

Attachments:

Draft Meeting Minutes, March 22, 2021

Meeting Minutes

Local Coordinating Board for Transportation Disadvantaged Services

2725 Judge Fran Jamieson Way Viera, Florida 32940

Florida Room, Building C, Third Floor - March 22, 2021 2:30 P.M. Call to Order

Item I. Introduction of Members

Member	Representing	01/27/2020	11/16/2020	03/02/2021
Andrea Young, Chair	Elected Official	Present	Present	Present
Vacant	Florida Department of Children & Families	Vacant	Vacant	Vacant
Diane Poitras	Florida Department of Transportation	Present	Present	Absent
Vacant	Public Education Community	Vacant	Vacant	Vacant
Almetia Britton	Florida Department of Education	Absent	Present	Absent
Dennis Vannorsdall	Florida Department of Veteran's Affairs	Absent	Present	Absent
Vacant	Florida Association of Commission Action Agencies	Vacant	Vacant	Vacant
Rocky Randels	Persons over 60 Representative	Not Applicable	Not Applicable	Present
Camille Tate	Disabled Representative	Present	Present	Present
Linda Howard Vice – Chair	Citizen Advocate	Present	Present	Present
Vacant	State Services – Children at Risk	Vacant	Vacant	Vacant
Karla Radka	Florida Department of Elder Affairs	Absent	Absent	Absent
Vacant	Florida Agency for Healthcare Administration	Present	Present (Zoom)	Absent
Jennifer Cleveland	Citizen Advocate System User	Absent	Present	Present
Vacant	Private Transportation Industry	Vacant	Vacant	Vacant

Alternates	Representing	01/27/2020	11/16/2020	03/02/2021
Carlos Colon	Florida Department of Transportation	Absent	Absent	Absent
Audrey Turner	Vocational Rehabilitation or Division of Blind Services	Absent	Absent	Absent
Arlene Naulty	Persons over 60 Representative	Not Applicable	Not Applicable	Present
Felicia Wilson	Disabled Representative	Present	Present (Zoom)	Present
James Springer	Citizen Advocate	Not Applicable	Present	Absent
Sarah Lightell	Florida Department of Elder Affairs	Absent	Absent	Absent
Tamyika Young	Florida Agency for Healthcare Administration	Absent	Absent	Absent

Others Present	Representing
Terry Jordan	Brevard County Transit Services
Robin Rogers	Assistant County Attorney
Sarah Kraum	Space Coast Transportation Planning Organization
Lance Parker	Brevard County Transit Services
Carmen Baez	Brevard County Transit Services
Catherine Lively	Brevard County Transit Services
Melisa Barrett	Brevard County Transit Services
Don McMurphy	Brevard County Transit Services
Joe Lammon	Brevard County Transit Services
Israel Rodriguez	Brevard County Transit Services

Item II. Meeting Minutes

Motion to approve minutes as presented: Linda Howard

Second: Sarah Kraum

Minutes approved at 2:33 pm

Item III. Reports

Section 3.01 Community Transportation Coordinator's Report- Carmen Baez

Outreach within the County is limited due to Covid. The majority of what we are doing is drive through or via Teams.

- Homeschool Field Trips are for children ages 4-12 who are Homeschooled. They learn about Public Transportation and then we take them on a bus ride.
- Elves for Elders is a program coordinated through District 5, every County Department selects a name or two and will provide holiday gifts for seniors in need. Space Coast Area Transit sends a bus to collect gifts for distribution.

Section 3.02 Transportation Disadvantaged Planning Grant Report

Section 3.03 Brevard County Transit Services Transportation Disadvantaged Performance Report Card

Section 3.04 Volunteers in Motion Report

Terry Jordan: All reports are in the file. If you have any questions, please let us know.

No discussion on reports.

Item IV. New Business

Section 4.01 Government in the Sunshine – Robin Rogers

This is good refresher and for new board members.

The Sunshine Law affects everything we do in open meetings. It provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There is also a constitutionally guaranteed right of access.

There are three requirements of the Sunshine Law:

- **Meetings must be open to the public.** It does not matter where the location of the meeting occurs; even a golf course outside of the board room. Two or more members may NOT take any action or engage in private discussion of committee business. If you would like papers distributed, please request a staff member to do so.

- **There must be reasonable notice of such meetings.** Notice must disclose the time and place of the meeting and, if available, the agenda.
- **Minutes must be taken at the meeting.** Verbatim transcript is not required, summary of events is sufficient.

Social Events: Two or more members of the same public board can socialize outside of the meetings but not discuss committee information or any item that may come before the committee.

Public Records: Chapter 119 of the Florida Statutes definition of what is public records. All papers, letters, maps, books, tapes, photographs, films, sound recordings, made or received in connection with the transaction of official business by any agency. Recent case includes messages on Facebook. All correspondence or email made or received by board or committee member. There is no unfinished business exemption. Drafts are considered public.

No questions regarding the Sunshine Law.

Section 4.02 Route Presentation – Terry Jordan

April 3, Space Coast Area Transit will implement three new routes:

- **Route 10 – Central Titusville:** Monday – Friday 7:00 A.M. – 7:55 P.M., Saturday from 8:00 A.M. until 5:55 P.M. Primary area served: DeLeon Ave, Publix, Parrish Medical Center, Colonial Coast Crossing with connections at Titus Landing. One-hour frequency.
- **Route 11 – Port St John:** Monday – Friday 7:07 A.M. – 8:04 P.M., Saturday from 8:07 A.M. – 6:04 P.M. Primary are served: Publix at Indiavista Center, Port St. John Plaza and Brevard Health Alliance with connections at Cocoa Commons. One-hour frequency.
- **Route 30 – South Beach Connector:** Monday – Friday 7:00 A.M. – 7:55 P.M., Saturdays from 8:00 A.M. to 5:55 P.M. Separates existing Route 26 into two segments to provide a shorter overall trip for beachside passengers. Primary area served: Orlando-Melbourne International Airport, Downtown Melbourne, Melbourne Beach, Canova Beach and Eau Gallie Art District. Connections with Route 21, Route 24, Route 25, Route 26, and Route 29. One-hour frequency.

Additional Changes:

- **Route 26 – South Beach:** Monday – Friday 7:30 A.M. – 6:30 P.M., Saturdays from 8:30 A.M. – 6:25 P.M. Primary area served: Canova Beach Park to 13th Street in Cocoa Beach with connections to Route 9 and Route 30. One-hour frequency.

- Route 6 – Cocoa Rockledge: Expanded weekend service operating on a 30-minute frequency Saturday and hourly on Sunday.

Multiple questions were presented:

- There are a lot of stops on these routes; will they be able to service them on a one-hour schedule?
 - Terry Jordan plotted on software; Lance Parker and his team worked to verify times.
- Will there be shelters?
 - Lance Parker worked with Parks and Recreation to set up Transfer Point for Route 26, 30 at Canova Beach Park. This includes shade and restrooms. Will eventually utilize north side for expansion.
- Connections?
 - All new routes connect with existing service. Passengers are still able to connect to other locations in Brevard.
- Any opportunity to go north of 528?
 - Not at this time, there is not currently a lot of development past that point, nor is there a large ridership base. Our development plan looks out 10 years and allows us to grow with the community development.
 - Currently we are focused on adding service to established routes, with our goal focusing on getting times down and doing better with what we have rather than expanding further.
- How much money did we get from the Federal Grants?
 - We received 17.8 million from the Cares Act. It is being utilized for compensation and benefits, preventive maintenance, sanitary bus seat covers, temporary barriers on the buses, and partitions in the offices to help maintain social distancing. With the savings we have, we were able to use some of the current finding we have in place to expand our routes.
- When can we expect an update of the Transportation Disadvantaged Service Plan?
 - Our next 10-year plan is due this year, we are working with Sarah Kraum and the Transportation Planning Organization to align with the long-range transportation plan.
- Will there be any routes that service the Amazon Distribution Center going in on 524? How about a bus shelter?
 - Route 10 will provide service.
 - Will run route for a year to gather ridership data.

Section 4.03 Token Transit Presentation – Terry Jordan

In an effort to reduce cash handling for passengers and staff, Space Coast Area Transit has partnered with Token Transit; an instant mobile ticketing app for iOS and Android that allows passengers to pay fares with their phone. No additional equipment is needed, passengers simply show their active pass to the driver as they board. Each activated pass includes the current date, countdown timer and a rotating circle to help drivers quickly and easily recognize active passes.

Currently mobile passes are available for all fixed route passes. We are planning to add paratransit in next phase. If fares are suspended again we will be able to quickly get the information out to passengers.

Section 4.04 Request by Jennifer Cleveland

Ms. Cleveland received an email from Emma, a visually impaired client, who was having difficulties getting approved for paratransit services. The Space Coast Area Transit Customer Service Representative Emma first spoke with expressed that simply being visually impaired does not qualify her for services. After multiple attempts to qualify, Emma contacted Ms. Cleveland who reached out to Carmen Baez where the situation was resolved immediately.

Ms. Cleveland: If you are visually impaired, you are state and federally recognized as having a disability, does that automatically qualify you to ride the paratransit?

Carmen Baez: Yes

Ms. Cleveland: So why are the operators continuing to tell people that they don't qualify because they are visually impaired?

Carmen Baez: Unfortunately, Emma was not able to recall the name of the operator she initially spoke with as it had been so long ago. All of our calls are recorded; however, without knowing who she spoke with and when, we were unable to pull the recording.

Ms. Cleveland further discussed issues with a specific customer service operator who is no longer with the organization. She is hoping this will resolve many complaints that she has been receiving since 2011. Carmen Baez explained they have stepped up additional training with their customer service team and have received multiple compliments lately. They hope this is a trend that continues.

Rocky Randels offered to bridge any gap with Space Coast Area Transit and LYNX; Carmen Baez explained that our operator failed to tell the client exactly what was needed. It is a program through transit agencies around the world share approval to

help clients, especially those who do not appear to have a disability, continue services while their local approval is being vetted.

Secondary conversation ensued regarding employment. Space Coast Area Transit is short 20 drivers and 2 customer service representatives. Locally, the School Board is down 38 drivers. Ms. Cleveland inquired if it would be possible for a customer service representative to work from home; however due to program constraints that is not feasible. Carmen Baez will contact Ms. Cleveland once the customer service positions are opened.

Item V. Member Reports

Sarah Kraum: The Space Coast Transportation Planning Organization will be holding A.D.A. bus stop planning/training. It is targeted toward Public Works and Planning staff but everyone is welcome to attend. In person with limited people on 4/21/2021, virtual session will be held on 5/5/2021. Info is on our Facebook and went out in our newsletter. I will send Melisa Barrett fliers and she can send it off to anyone who requests one. The training is to help staff members looking at plans and understanding what it takes to make a bus stop A.D.A. compliant. The session is free and the virtual session will be held on GotoMeeting. It will also be recorded and published on YouTube and the Space Coast Transportation Planning Organization website.

Camille Tate: The Melbourne Chapter of the National Federation of the Blind will be holding its sixth annual car and bike show 10/9/2021.

Chair Andrea Young: Please note time change on calendar, the remaining Local Coordinating Board meetings for this year will be held at 10:15 A.M.

Item VI. Public Comment

No public comment.

Item VII. Adjournment

Meeting adjourned 3:32 P.M.

Local Coordinating Board Agenda Item

May 24, 2021

Item III. Reports

Section 3.01 Community Transportation Coordinator's Report

Discussion:

Carmen Baez, Space Coast Area Transit Mobility Manager will present

Requested Action:

No Action Requested

Attachments:

Community Transportation Coordinator's Report

Community Transportation Coordinator Report

May 24, 2021

Home School Kids – January 9, 2020

Citizen Academy – January 23, 2020 Cocoa Transit Center

Talking Books – January 29, 2020 Cocoa Library

Home School Kids – January 31, 2020

Employee Training with Robert Carrow – February 8, 2020 Melbourne Transit Center

Touch a Truck – February 22, 2020

Touch a Truck – February 29, 2020

Senior Life Expo – September 4, 2020 Drive Thru with Volunteers in Motion

Senior Life Expo – November 6, 2020 Drive Thru with Volunteers in Motion

Elves for Elders – December 9, 2020

Senior Life Expo – March 19, 2021 Drive Thru with Volunteers in Motion

Citizen Academy – April 1, 2021 Cocoa Transit Center

Access to Care – April 12, 2021 Parrish Hospital

Federation of the Blind – April 21, 2021 Melbourne Transit Center

Resource Center for Disability Solutions – May 4, 2021 Cocoa Transit Center

Employee Quarterly Meetings May 18 and May 26, 2021 Brevard County Transit Services

12th Annual Brevard County World Elder Abuse Awareness Day – Friday June 11, 2021 at the Melbourne Auditorium. Volunteers in Motion and Brevard County Transit Services will be represented.

Local Coordinating Board Agenda Item

May 24, 2021

Item III. Reports

Section 3.02 Transportation Disadvantaged Planning Grant Report

Discussion:

The attached report is for the Local Coordinating Board Member's information

Requested Action:

No Action Required

Attachments:

Transportation Disadvantaged Grant Report

PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

Designate Official Planning Agency: Space Coast Area Transit

Invoice #: 1

County: Brevard

Contract #:G1N11

Reporting Period: July 1, 2020 to September 30, 2020

PROGRAM MANAGEMENT

A. When necessary and in cooperation with the Local Coordinating Board, solicit and recommend a Community Transportation Coordinator. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)

B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. - 41-2.012, Florida Administrative Code

C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. - Task 3

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

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

F. Provide staff support for committees of the local coordinating board. - Task 3

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

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

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

A membership and mailing list of the Local Coordinating Board Members was provided to Florida Commission for the Transportation Disadvantaged.

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

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

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

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

SERVICE DEVELOPMENT

A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan, by preparing the planning section following Commission guidelines. – Task 1

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.

Space Coast Area transit works with the Space Coast Transportation Planning Organization in the update of local and regional comprehensive plans.

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 participants in the welfare transition program, Florida Statutes 427.0157.

Space Coast Area Transit works with the Career Source Brevard to provide transportation services.

TECHNICAL ASSISTANCE, TRAINING AND EVALUATION

A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the grant agreement and any other activities related to the transportation disadvantaged program. – Task 9

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

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

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

Space Coast Area Transit regularly contacts Commission for the Transportation Disadvantaged staff over local concerns.

E. Provide training for newly-appointed local coordinating board members. – Task 3

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.

As the Community Transportation Coordinator, we meet with local agencies and organizations on a regular basis to seek areas of service improvements.

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.

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

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

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.

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

Other items of Development and Update in accordance with Laws, Rules, and Commission Policy:

PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

Designate Official Planning Agency: Space Coast Area Transit

Invoice #: 2

County: Brevard

Contract #:G1N11

Reporting Period: October 1, 2020 to December 31, 2020

PROGRAM MANAGEMENT

A. When necessary and in cooperation with the Local Coordinating Board, solicit and recommend a Community Transportation Coordinator. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)

B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. - 41-2.012, Florida Administrative Code

C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. - Task 3

Agenda was prepared for the November 16, 2020 Board 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

Minutes were prepared from the November 16, 2020 Board Meeting.

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

Public Workshop was held on November 16, 2020.

F. Provide staff support for committees of the local coordinating board. - Task 3

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

Annual By-Laws were approved at the November 16, 2020 Board Meeting.

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

Annual Grievance Procedures were approved at the November 16, 2020 Board Meeting.

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

A membership and mailing list of the Local Coordinating Board Members was provided to Florida Commission for the Transportation Disadvantaged.

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 published in the Florida Today for the Board Meeting, Public Workshop and request for Membership Applications.

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

Annual Operating Report was certified at the November 16, 2020 Board Meeting.

M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. – Task 8

SERVICE DEVELOPMENT

A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan, by preparing the planning section following Commission guidelines. – Task 1

The Transportation Disadvantaged Service Plan update was approved at the November 16, 2020 Board Meeting.

B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan.

Space Coast Area Transit works with the Space Coast Transportation Planning Organization in the update of local and regional comprehensive plans.

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 participants in the welfare transition program, Florida Statutes 427.0157.

Space Coast Area Transit works with the Career Source Brevard to provide transportation services.

TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION

A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the grant agreement and any other activities related to the transportation disadvantaged program.
– Task 9

Reports were presented to the Local Coordinating Board at the November 16, 2020 Board Meeting.

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

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

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

Space Coast Area Transit regularly contacts Commission for the Transportation Disadvantaged staff over local concerns.

E. Provide training for newly-appointed local coordinating board members. – Task 3

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.

As the Community Transportation Coordinator, we meet with local agencies and organizations on a regular basis to seek areas of service improvements.

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.

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

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

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.

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

Other items of Development and Update in accordance with Laws, Rules, and Commission Policy:

PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

Designate Official Planning Agency: Space Coast Area Transit

Invoice #: 3

County: Brevard

Contract #:G1N11

Reporting Period: January 1, 2021 to March 30, 2021

PROGRAM MANAGEMENT

A. When necessary and in cooperation with the Local Coordinating Board, solicit and recommend a Community Transportation Coordinator. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)

B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. - 41-2.012, Florida Administrative Code

C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. - Task 3

Agenda was prepared for the March 22, 2021 Board 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

Minutes were prepared from the March 22, 2021 Board Meeting.

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

Public Workshop was held on November 16, 2020.

F. Provide staff support for committees of the local coordinating board. - Task 3

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

Annual By-Laws were approved at the November 16, 2020 Board Meeting.

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

Annual Grievance Procedures were approved at the November 16, 2020 Board Meeting.

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

A membership and mailing list of the Local Coordinating Board Members was provided to Florida Commission for the Transportation Disadvantaged.

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 Notice was published in the Florida Today for the Board Meeting.

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

Annual Operating Report was certified at the November 16, 2020 Board Meeting.

M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. – Task 8

SERVICE DEVELOPMENT

A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan, by preparing the planning section following Commission guidelines. – Task 1

The Transportation Disadvantaged Service Plan update was approved at the November 16, 2020 Board Meeting.

B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan.

Space Coast Area Transit works with the Space Coast Transportation Planning Organization in the update of local and regional comprehensive plans.

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 participants in the welfare transition program, Florida Statutes 427.0157.

Space Coast Area Transit works with the Career Source Brevard to provide transportation services.

TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION

A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the grant agreement and any other activities related to the transportation disadvantaged program.
– Task 9

Reports were presented to the Local Coordinating Board at the March 22, 2021 Board Meeting.

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

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

Staff attended the Florida Transportation Disadvantaged Virtual Legislative Day on March 29, 2021.

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

Space Coast Area Transit regularly contacts Commission for the Transportation Disadvantaged staff over local concerns.

E. Provide training for newly-appointed local coordinating board members. – Task 3

Training for newly appointed Local Coordinating Board members was held on March 22, 2021.

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.

As the Community Transportation Coordinator, we meet with local agencies and organizations on a regular basis to seek areas of service improvements.

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.

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

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

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.

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

Other items of Development and Update in accordance with Laws, Rules, and Commission Policy:

Local Coordinating Board Agenda Item

May 24, 2021

Item III. Reports

Section 3.03 Brevard County Transit Services Transportation Disadvantaged
Performance Report Card

Discussion:

The attached report is for the Local Coordinating Board Member's information and review

Requested Action:

No Action Required

Attachments:

Transportation Disadvantaged Performance Report Card

Transportation Disadvantaged Performance Report Card

Includes Transportation Disadvantaged, Contract Routes and Self Pay Passengers

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Totals
Total Trips	4023	3927	5175	5298	-	-	-	-	-	-	-	-	18423
% within window	56.9%	41.8%	43.3%	50.2%	-	-	-	-	-	-	-	-	47.9%
% early	25.9%	38.2%	40.6%	35.9%	-	-	-	-	-	-	-	-	35.5%
% late 1-15 minutes	14.9%	19.0%	15.5%	13.4%	-	-	-	-	-	-	-	-	15.5%
% late 16-30 minutes	2.0%	0.4%	0.3%	0.4%	-	-	-	-	-	-	-	-	0.7%
% late >30 minutes	0.4%	0.6%	0.3%	0.2%	-	-	-	-	-	-	-	-	0.4%
% late	17.3%	20.0%	16.1%	14.0%	-	-	-	-	-	-	-	-	16.6%
Total Reservations	4972	4866	5921	6273	-	-	-	-	-	-	-	-	22032
% of cancels	11.0%	12.0%	6.1%	9.3%	-	-	-	-	-	-	-	-	9.4%
% of no-shows	8.1%	7.3%	6.5%	6.2%	-	-	-	-	-	-	-	-	6.9%
% of stand-by trips	0.05%	0.00%	0.08%	0.08%	-	-	-	-	-	-	-	-	0.1%
% of trips denied	0.00%	0.00%	0.00%	0.00%	-	-	-	-	-	-	-	-	0.0%
% of reservations fulfilled	80.9%	80.7%	87.4%	84.5%	-	-	-	-	-	-	-	-	83.6%

Purpose of Trips

Purpose of Trips	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Totals
Medical	11.8%	12.8%	12.5%	14.8%	-	-	-	-	-	-	-	-	13.1%
Medical Dialysis	27.8%	27.6%	28.8%	28.1%	-	-	-	-	-	-	-	-	28.1%
Medical Prescription	0.0%	0.3%	0.2%	0.2%	-	-	-	-	-	-	-	-	0.2%
Medical Therapy	1.1%	0.2%	0.2%	0.2%	-	-	-	-	-	-	-	-	0.4%
Food Shopping	1.2%	1.1%	0.8%	0.7%	-	-	-	-	-	-	-	-	0.9%
Shopping for Other	2.6%	3.4%	5.8%	3.0%	-	-	-	-	-	-	-	-	3.8%
Meetings	4.6%	3.4%	2.9%	3.2%	-	-	-	-	-	-	-	-	3.4%
Recreational	0.0%	0.1%	0.2%	0.0%	-	-	-	-	-	-	-	-	0.1%
School	1.9%	2.7%	2.3%	2.6%	-	-	-	-	-	-	-	-	2.4%
Social Services	0.0%	0.1%	0.1%	0.1%	-	-	-	-	-	-	-	-	0.1%
Center Clients	33.7%	32.0%	27.6%	21.0%	-	-	-	-	-	-	-	-	28.0%
Hurricane	0.0%	0.0%	0.0%	0.0%	-	-	-	-	-	-	-	-	0.0%
Work	12.8%	13.6%	15.8%	15.5%	-	-	-	-	-	-	-	-	14.6%
Other	2.5%	2.9%	2.9%	10.6%	-	-	-	-	-	-	-	-	5.0%
Total	100%	100%	100%	100%	-	-	-	-	-	-	-	-	100%

Local Coordinating Board Agenda Item

May 24, 2021

Item III. Reports

Section 3.04 Volunteers in Motion Report

Discussion:

Attached is the quarterly report for the Local Coordinating Board Member's information and review

Requested Action:

No Action Required

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 Support Staff for both the north and south offices.

Contact: Lori Hamilton, Volunteers in Motion Coordinator, at 321-635-7999 or 321-506-7041 for more information.

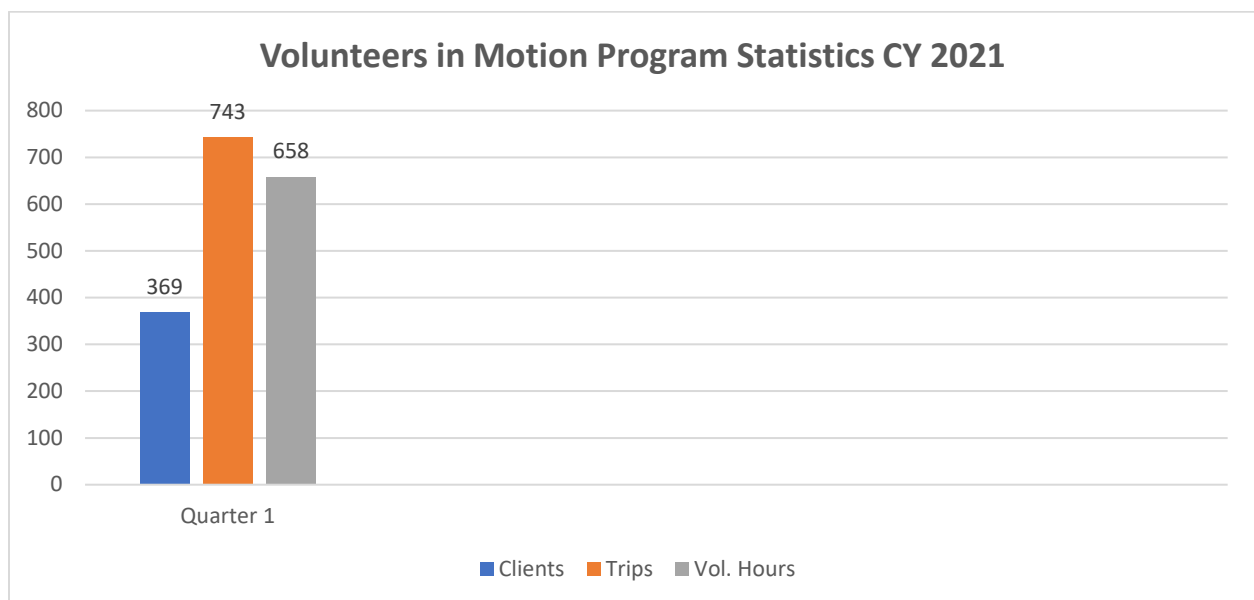
Active Volunteers: 14

New Volunteers: 1 (pending – Susan Stoll of Cocoa)

General:

Volunteers in Motion had another successful Drive-Thru Senior Expo on March 19, 2021 at The Avenue in Viera. Volunteers in Motion was a water sponsor for the event and met over 200 participants.

Volunteers in Motion supervisor, Lori Hamilton, will be on light duty for about four weeks while recovering from knee surgery. In addition to administrative responsibilities, Lori would support the program by driving when volunteer resources were not available. This won't be happening for about a month. Susan Darville (Staff Assistant) will be filling in and our volunteers have stepped up and will be driving an extra day to pick up any slack.



*Figure 1*Volunteers in Motion Program Statistics County Year 2021

Local Coordinating Board Agenda Item

May 24, 2021

Item IV. New Business

Section 4.01 Transportation Disadvantaged Rate Model Approval

Discussion:

Space Coast Area Transit is reimbursed by the Florida Commission for the Transportation Disadvantaged on a per unit basis for transportation provided to Transportation Disadvantaged eligible individuals. Every year, each Community Transportation Coordinator must determine the unit rate using the Transportation Disadvantaged Commissioner supplied spreadsheet.

Staff inputs the required paratransit related data into the spreadsheet to determine the billing rate for the Transportation Disadvantaged Trip and Equipment Grant. Staff has is coordinating with the Transportation Disadvantaged staff and will submit the spreadsheet to the Local Coordinating Board at the meeting. The Local Coordinating Board must approve the billing rate before the new State Fiscal Year begins on July 1st. The proposed billing rate for Fiscal Year 2021-2022 is listed below in the requested action.

Requested Action:

Approval of the Transportation Disadvantaged Bill Rate for Fiscal Year 2021

\$1.85 per Ambulatory Passenger Mile

\$3.17 per Wheelchair Passenger Mile

Attachments:

Transportation Disadvantaged Rate Calculation Spreadsheet

Worksheet for Multiple Service Rates

Community Transportation Coordinator: Space Coast Area Transit

County: Brevard

Version 1.4

Worksheet has been modified to conform to Section 508 Standards

SECTION I: Services Provided

1. Will the Community Transportation Coordinator be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?

- Ambulatory: Yes
- Wheelchair: Yes
- Stretcher: Yes
- Group: No

SECTION II: Contracted Services

1. Will the Community Transportation Coordinator be contracting out any of these Services **totally** in the upcoming budget year?

- Ambulatory: Yes
- Wheelchair: Yes
- Stretcher: Yes
- Group: No

2. If you answered **yes** to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?

- Ambulatory: No
- Wheelchair: No
- Stretcher: No
- Group: No

3. If you answered **yes** to #1 & #2 above, how much is the proposed contract amount for the service? Not Applicable

4. If you answered # 3 & want a Combined Rate per Trip **plus** a per Mile add-on for 1 or more Combination Trip and Mile Rate services, **input** the Desired per Trip Rate, but must be less than per trip rate in #3 above = Not Applicable

Rate per Passenger Mile for Balance = Not Applicable

SECTION III: Escort Service

1. Do you want to charge all escorts a fee? No

2. If you answered yes to #1, do you want to charge the fee per passenger trip OR per passenger mile? Not Applicable.

3."If you answered yes to # 1 and completed # 2, for how many of the Passenger Trips or Passenger Miles will a passenger be accompanied by an escort? Not Applicable.

4. How much will you charge each escort? Not Applicable

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? Not Applicable

Local Coordinating Board Agenda Item

May 24, 2021

Item IV. New Business

Section 4.02 Community Transportation Coordinator Memorandum of Agreement

Discussion:

Recommendation for Space Coast Area Transit to continue to operate as the Community Transportation Coordinator for Brevard County, pursuant to Chapter 427, Florida Statutes, and approval of the Memorandum of Agreement.

In every county an entity serves as the Community Transportation Coordinator, or C.T.C. for the local area, and for that entity to enter into a Memorandum of Agreement with the Florida Commission for the Transportation Disadvantaged to receive funds and provide services. In Brevard County, the County government has served as the C.T.C. as far back as 1979.

Every five years, the C.T.C. designation is reviewed by the Local Coordinating Board and the Transportation Planning Organization, and a recommendation is made to the Florida Commission for the Transportation Disadvantaged. Brevard County's C.T.C. designation is due for renewal in July 2021.

The Brevard County Board of County Commissioners has approved the continuance of Space Coast Area Transit to serve as the C.T.C for Brevard County at their May 5, 2021 Board Meeting. The Space Coast Transportation Planning Organization is presenting a resolution for approval at their May 13, 2021 Governing Board Meeting.

Requested Action:

Recommendation for Space Coast Area Transit to continue to serve as the Community Transportation Coordinator for Brevard County and approval of the Memorandum of Agreement.

Attachments:

Memorandum of Agreement

SECTION V: Rate Calculations for Multiple Services:

RATES FOR FISCAL YEAR: 2021-2022

Projected Passenger Miles, excluding totally contracted services addressed in Section II
= 950,000

- Ambulatory = 831,000, Rate per Passenger Mile = \$1.85
- Wheel Chair = 119,000, Rate per Passenger Mile = \$3.17
- Stretcher = 0, Rate per Passenger Mile = 0
- Group = 0, Rate per Passenger Mile = 0

Projected Passenger Trips, excluding totally contracted services addressed in Section II
= 67,000

- Ambulatory = 67,000, Rate per Passenger Trip = \$25.84
- Wheel Chair = 10,000, Rate per Passenger Trip = \$44.31
- Stretcher = 0, Rate per Passenger Trip = 0
- Group = 0, Rate per Passenger Trip = 0

2. If you answered # 1 above and want a **combined** Rate per Trip **plus** a per Mile add-on for one or more services input the Desired Rate per Trip, but must be less than per trip rate above = Not Applicable

Rates If No Revenue Funds Were Identified As Subsidy Funds

- Ambulatory Rate per Passenger Mile = \$7.67
- Wheel Chair Rate per Passenger Mile = \$13.15
- Stretcher Rate per Passenger Mile = 0
- Group Rate per Passenger Mile = 0
- Ambulatory Rate per Passenger Trip = \$107.09
- Wheel Chair Rate per Passenger Trip = \$183.58
- Stretcher Rate per Passenger Trip = 0
- Group Rate per Passenger Trip = 0

Contract # TD2170

Effective: 7/1/21 to 6/30/26

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Brevard County Board of County Commissioners d/b/a Space Coast Area Transit, 401 South Varr Avenue, Cocoa, FL 32922 the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Brevard county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

- I. The Coordinator Shall:
 - A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
 - B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
 - C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
 - D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan, within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission, for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
5. Submitting to the Commission an Annual Operating Report detailing demographic, operational, and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission and according to the instructions of said forms.

F. Comply with Audit and Record Keeping Requirements by:

1. Utilizing the Commission recognized Chart of Accounts defined in the *Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers* (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Community Transportation Coordinators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

2. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- I. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission as an additional **named insured** to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

- J. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
- K. Protect Civil Rights by:
1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator gives this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so requested by the Commission.
 2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Coordinator agrees that the Commission may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.
- L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local Coordinating Board in the approved Transportation Disadvantaged Service Plan, shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 4. All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
4. Provide shelter, security, and safety of passengers at vehicle transfer points.
5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
7. Keep interior of all vehicles free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.
8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.
- C. Termination Conditions:
 1. Termination at Will - This Agreement may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
 2. Termination for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Terry Jordan, Transit Director, 401 South Varr Avenue, Cocoa, FL 32922

In the event that either party designates different representatives after execution of this Agreement, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on _____.

Coordinating Board Chairperson

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Agency Name

Printed Name of Authorized Individual

Printed Name of Authorized Individual

Signature: _____

Signature: _____

Title: Executive Director

Title: _____

Local Coordinating Board Agenda Item

May 24, 2021

Item V. Member Reports

Discussion:

If any Local Coordinating Board Member would like to make an announcement, or ask if the Local Coordinating Board would address an item at the next meeting.

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

May 24, 2021

Item VI. Public Comment

Discussion:

Discussion open for comments from the public

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

May 24, 2021

Item VII. Adjournment

Discussion:

Requested Action:

Attachments:

None