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August 31, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board will hold a regular business meeting September 7, 2016 at 10:00 a.m. in the meeting room of the **Suwannee County Historical Museum** located at 208 North Ohio Avenue, Live Oak, Florida (location map attached). This is an important meeting of the Board. All Board members are encouraged to attend.

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

**Please contact Suwannee Valley Transit Authority at 386.362.5332 if you need transportation to and from the meeting.**

#### Attachments

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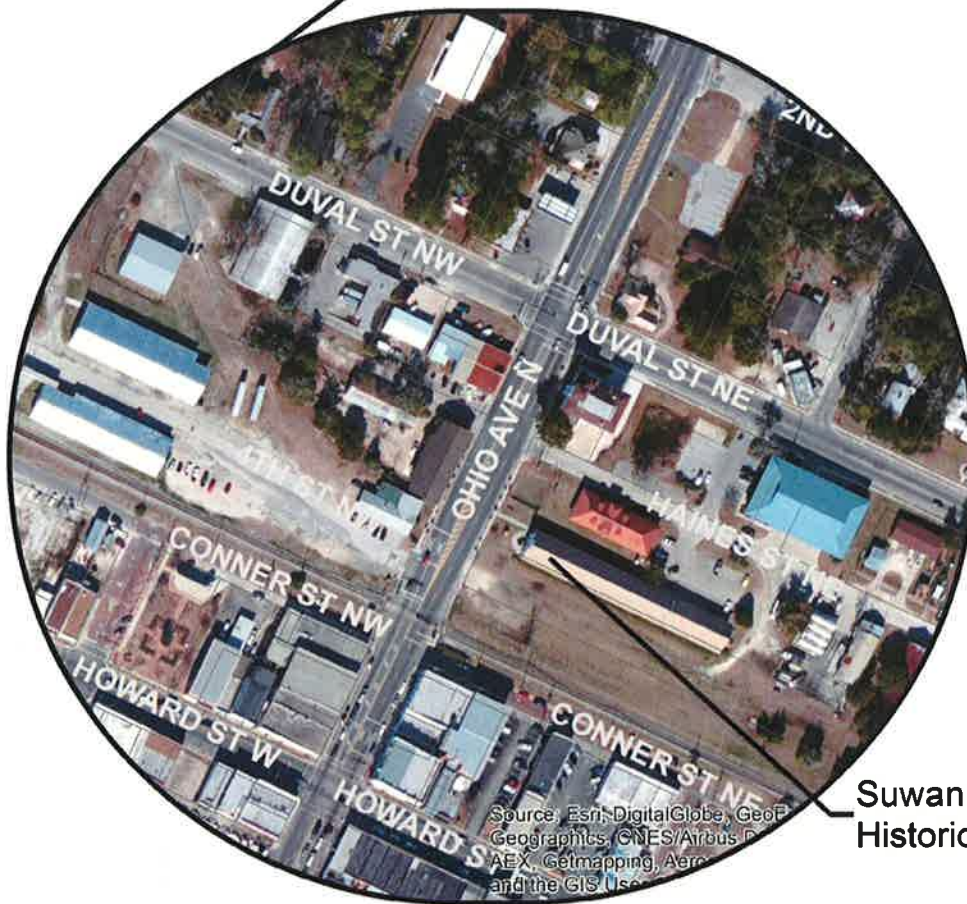
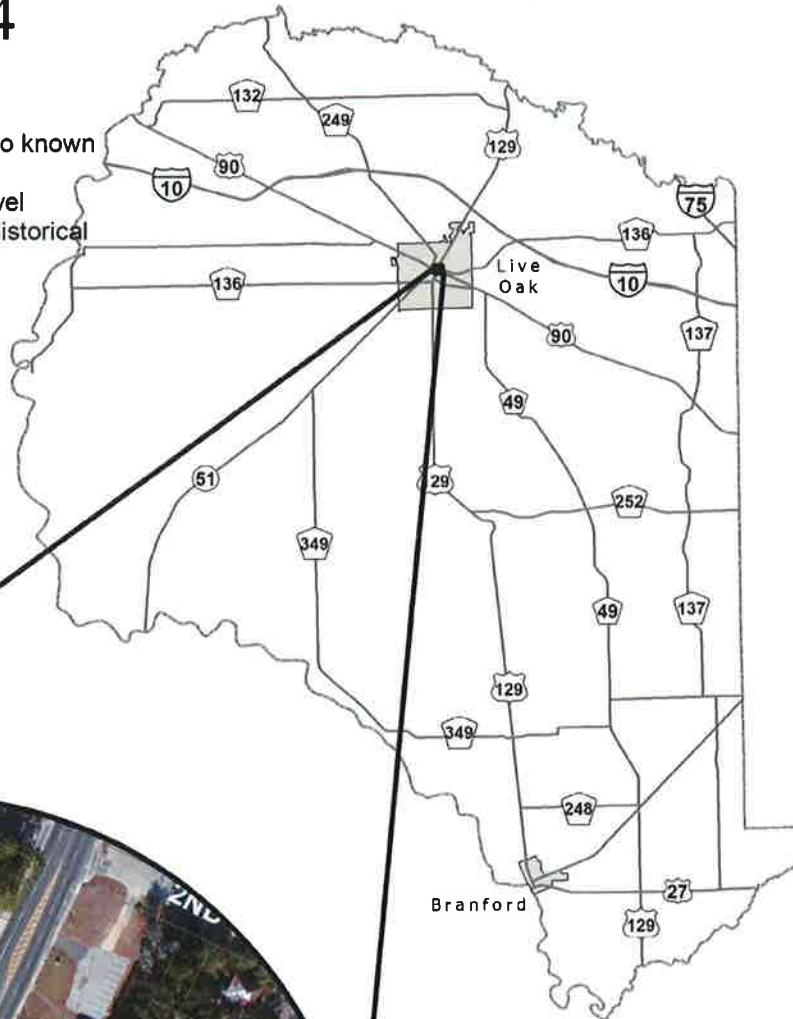
Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Suwannee County Historical Museum

## 208 North Ohio Ave

### Live Oak, Florida 32064

Directions: From the intersection of U.S. Highway 90 (also known as Howard St) and U.S. Highway 129 (also known as Ohio Ave) in the City of Live Oak, head North onto U.S. Highway 129 (also known as North Ohio Ave) travel approximately 0.08 miles and the Suwannee County Historical Museum will be on the right, on the Eastern side of U.S. Highway 129 (also known as North Ohio Ave).



1 inch = 250 feet

Suwannee County  
Historical Museum



Source: Esri, DigitalGlobe, GeoP  
Geographics, CNES/Airbus D  
AEX, Getmapping, Aero  
and the GIS User



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**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
MEETING ANNOUNCEMENT AND AGENDA**

**Suwannee County Historical Museum**  
**Meeting Room**  
**208 N. Ohio Avenue**  
**Live Oak, Florida**

Wednesday  
**September 7, 2016**  
10:00 a.m.

**I. Business Meeting – Call To Order**

- A. Invocation**
- B. Pledge of Allegiance**

**II. Consent Agenda**

- A. Approval of the Meeting Agenda**
- B. Approval of the June 15, 2016 Minutes      Page 7      ACTION REQUIRED**

**III. Comments and Concerns**

- A. Members**
- B. Citizens**

**IV. General Business**

- A. New Business**
  - 1. Recommend Chair (Lynn Godfrey)      Page 17      ACTION REQUIRED**
  - 2. Elect Vice-Chair (Lynn Godfrey)      Page 19      ACTION REQUIRED**

- |           |   |                |                           |
|-----------|---|----------------|---------------------------|
| <b>3.</b> | <b>Bylaws<br/>(Lynn Godfrey)</b>  | <b>Page 21</b> | <b>ACTION REQUIRED</b>    |
| <b>4.</b> | <b>Grievance Procedures<br/>(Lynn Godfrey)</b>  | <b>Page 41</b> | <b>ACTION REQUIRED</b>    |
| <b>5.</b> | <b>Rural Area Capital Assistance<br/>Program Grant Application<br/>(Larry Sessions)</b> | <b>Page 59</b> | <b>ACTION REQUIRED</b>    |
| <b>6.</b> | <b>Operations Reports<br/>(Larry Sessions)</b>  | <b>Page 85</b> | <b>NO ACTION REQUIRED</b> |

**B. Other Business**

- 1. Board Members**
- 2. Members**
- 3. Staff**

**C. Future Meeting Dates**

- 1. November 16, 2016 at 10:00 a.m. in Jasper, Florida**
- 2. February 15, 2017 at 10:00 a.m. in Lake City, Florida**
- 3. May 17, 2017 at 10:00 a.m. in Live Oak, Florida**

If you have any questions concerning the enclosed materials, please do not hesitate to contact Lynn Godfrey, Senior Planner, at 1.800.226.0690, extension 110.

**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Jason Bashaw Local Elected Official/Chair	Not Applicable
Commissioner Beth Burnam - Vice-Chair Local Elected Official	Not Applicable
Commissioner Bucky Nash Local Elected Official Grievance Committee Chair	Not Applicable
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families	Jaime Sanchez-Bianchi Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Allison Gill Florida Department of Education
Bruce Evans Florida Department of Elder Affairs	Dwight Law Florida Department of Elder Affairs
Dewece Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Rehberg Regional Workforce Board	Jeannie Carr Regional Workforce Board
Matthew Pearson Florida Association for Community Action Term ending June 30, 2017 Grievance Committee Member	Vacant Florida Association for Community Action Term ending June 30, 2017
Daniel Taylor Public Education	Vacant Public Education
Bo Beauchemin Veterans Term ending June 30, 2017	Ellis A. Gray, III Veterans Term ending June 30, 2017
Sandra Pauwels Citizen Advocate Term ending June 30, 2018	Louie Goodin Citizen Advocate Term ending June 30, 2018
Richard Bryant Citizen Advocate - User Term ending June 30, 2018	LJ Two Spirits Johnson Citizen Advocate - User Term ending June 30, 2018
Ralph Kitchens Persons with Disabilities Term ending June 30, 2018 Grievance Committee Member	Denise Morgan Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Sandra Buck-Camp Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Colleen Cody Children at Risk Term ending June 30, 2016	Audre J. Washington Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.



**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Suwannee/Santa Fe Meeting Room  
Florida Department of Transportation Lake City Operations Center  
710 NW Lake Jeffery Road  
Lake City, Florida

Wednesday  
June 15, 2016  
10:00 a.m.

**VOTING MEMBERS PRESENT**

Commissioner Jason Bashaw, Suwannee County Local Elected Official  
Jeff Aboumrad, Florida Department of Education Representative  
Bo Beauchemin, Veterans Representative  
Richard Bryant, Citizen Advocate-User  
Sandra Buck-Camp, Medical Community Representative  
Commissioner Beth Burnam, Hamilton County Local Elected Official  
Sandra Collins, Florida Department of Transportation Representative  
Dwight Law representing Bruce Evans, Florida Department of Elder Affairs Representative  
Ralph Kitchens, Persons with Disabilities Representative  
Commissioner Bucky Nash, Chairman  
Dewece Ogden, Florida Agency for Health Care Administration Representative  
Matthew Pearson, Florida Association for Community Action Representative  
Sheryl Rehberg, Workforce Development Board Representative  
Daniel Taylor, Public Education Representative  
Audre' Washington representing Colleen Cody, Children at Risk Representative

**VOTING MEMBERS ABSENT**

Sandra Pauwels, Citizen Advocate  
Kay Tice, Florida Department of Children and Families Representative

**ALTERNATE MEMBERS PRESENT**

Jeannie Carr, Workforce Development Board Representative  
LJ Two Spirits Johnson, Citizen Advocate-User

**OTHERS PRESENT**

Teresa Fortner, Suwannee Valley Transit Authority  
John Irvine, Florida Commission for the Transportation Disadvantaged  
Barbara Lemley  
Stew Lilker, Columbia County Observer  
Ana Mendoza, Career Source Florida Crown

Larry Sessions, Suwannee Valley Transit Authority

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. Business Meeting Call To Order**

Chairman Bashaw called the business meeting to order at 10:00 a.m.

**II. Consent Agenda**

**ACTION: Sandra Buck-Camp moved to approve the consent agenda. Matthew Pearson seconded; motion passed unanimously.**

**III. General Business**

**A. New Business**

**1. 2016/17 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Chapter 427, Florida Statutes requires Suwannee Valley Transit Authority to prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the local Coordinating Board's approval. She said the Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

The Board reviewed the 2016/17 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan.

Mr. John Irvine, Florida Commission for the Transportation Disadvantaged Project Manager, suggested clarifying the Transportation Disadvantaged Program eligibility criteria by adding the following language on page 44 of the Plan:

“The following criteria will be used to determine Transportation Disadvantaged Program eligibility:



- Unable to obtain transportation: Individual does not have an operational vehicle in the household; or the ability to operate a vehicle; or the ability to obtain transportation from other sources due to physical or mental disability, income status, or age.
- Unable to transport themselves: Individual is not sponsored by any agency or organization for their transportation needs or have the ability to operate a vehicle due to physical or mental disability, income status, or age.”

**ACTION:** **Ralph Kitchens moved to add the eligibility criteria language suggested by Mr. Irvine. Sandra Buck Camp seconded;**

The Board discussed the motion on the floor.

**motion failed.**

**ACTION:** **Matthew Pearson moved to approve the Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan. Audre' Washington seconded; motion passed unanimously.**

**2. Fiscal Year 2016/17 Transportation Disadvantaged Program Rate Calculation Model and Service Rates**

Mr. Larry Sessions, Suwannee Valley Transit Authority Administrator, discussed Suwannee Valley Transit Authority's proposed rates for Fiscal Year 2016/17. He said the proposed rates are less than the current rates.

The Board reviewed the rate calculation model and proposed rates.

**ACTION:** **Sandra Buck-Camp moved to approve Suwannee Valley Transit Authority's Fiscal Year 2016/17 Rate Calculation Model and service rates. Daniel Taylor seconded; motion passed unanimously.**

**3. Memorandum of Agreement**

Ms. Godfrey stated that the Memorandum of Agreement is a binding contract between the Florida Commission for the Transportation Disadvantaged and Suwannee Valley Transit Authority. She said the Memorandum of Agreement recognizes Suwannee Valley Transit Authority the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties. She stated that the Memorandum of Agreement is effective July 1, 2016 through June 30, 2021.

Ms. Godfrey said the Board is required to approve the Memorandum of Agreement.

**ACTION: Ralph Kitchens moved to approve the Memorandum of Agreement. Sandra Buck-Camp seconded; motion passed unanimously.**

**4. 2016 Florida Legislative Session**

Ms. Godfrey stated that the Florida Legislature authorized an increase in Transportation Disadvantaged Trust Funds in Fiscal Year 2016-17. She said the additional funds will be used to provide additional transportation services in rural and for competitive grants.

**B. Other Business**

**1. Board Members**

Sandra Buck-Camp stated that a fixed route bus system is needed in Lake City.

Jeannie Carr asked who would be responsible for starting the planning process for a fixed route bus system.

Chair Bashaw stated that Suwannee Valley Transit Authority would need to work with the Florida Department of Transportation, Lake City and Columbia County to plan and develop a fixed route bus system.

Larry Sessions discussed some of the difficulties involved in establishing a fixed route bus system.

Sandra Collins stated that she appreciates the work Suwannee Valley Transit Authority and the Board are doing.

Audre' Washington asked if Suwannee Valley Transit Authority could assist with providing transportation to disadvantaged children this Summer.

Bo Beauchemin discussed his knowledge of developing and starting a fixed route bus system. He said a study would be needed and a possible funding source is the local gas tax.

Daniel Taylor discussed safety concerns with buses stopping in vehicle lanes.

LJ Two Spirits Johnson suggested all Suwannee Valley Transit Authority employees have a background screening conducted on them. He also suggested a code of conduct for Suwannee Valley Transit Authority employees.

Sandra Buck-Camp questioned why the North Central Florida Regional Planning Council receives the same amount of planning funds to staff one Board as when they staffed three Boards.

**2. Citizens**

Ms. Barbara Lemley suggested Suwannee Valley Transit Authority provide on-demand service.

**3. Staff**

There were no comments.

**C. Future Meeting Dates**

Chair Bashaw announced the next meeting will be held August 10, 2016 at 10:00 a.m. in Live Oak, Florida.

**ADJOURNMENT**

The meeting adjourned at 11:15 a.m.

\_\_\_\_\_  
Commissioner Jason Bashaw, Chair  
Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

\_\_\_\_\_  
Date



**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**PUBLIC HEARING MINUTES**

Suwannee/Santa Fe Meeting Room  
Florida Department of Transportation Lake City Operations Center  
710 NW Lake Jeffery Road  
Lake City, Florida

Wednesday  
June 15, 2016  
10:00 a.m.

**VOTING MEMBERS PRESENT**

Commissioner Jason Bashaw, Suwannee County Local Elected Official  
Jeff Aboumrad, Florida Department of Education Representative  
Bo Beauchemin, Veterans Representative  
Richard Bryant, Citizen Advocate-User  
Sandra Buck-Camp, Medical Community Representative  
Commissioner Beth Burnam, Hamilton County Local Elected Official  
Sandra Collins, Florida Department of Transportation Representative  
Dwight Law representing Bruce Evans, Florida Department of Elder Affairs Representative  
Ralph Kitchens, Persons with Disabilities Representative  
Commissioner Bucky Nash, Chairman  
Dewece Ogden, Florida Agency for Health Care Administration Representative  
Matthew Pearson, Florida Association for Community Action Representative  
Sheryl Rehberg, Workforce Development Board Representative  
Daniel Taylor, Public Education Representative  
Audre' Washington representing Colleen Cody, Children at Risk Representative

**VOTING MEMBERS ABSENT**

Sandra Pauwels, Citizen Advocate  
Kay Tice, Florida Department of Children and Families Representative

**ALTERNATE MEMBERS PRESENT**

Jeannie Carr, Workforce Development Board Representative  
LJ Two Spirits Johnson, Citizen Advocate-User

**OTHERS PRESENT**

Teresa Fortner, Suwannee Valley Transit Authority  
John Irvine, Florida Commission for the Transportation Disadvantaged  
Barbara Lemley  
Stew Lilker, Columbia County Observer  
Ana Mendoza, Career Source Florida Crown  
Larry Sessions, Suwannee Valley Transit Authority

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. PUBLIC HEARING CALL TO ORDER**

Chairman Bashaw called the public hearing to order at 10:00 a.m.

**A. Invocation**

Chair Bashaw gave the invocation.

**B. Pledge of Allegiance**

Chair Bashaw led the Board in reciting the Pledge of Allegiance.

**C. Introductions**

Chair Bashaw asked new Board members and visitors to introduce themselves.

**D. Receive Public Testimony**

Chair Bashaw asked if anyone wanted to provide input to the Board regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program for Columbia, Hamilton and Suwannee Counties.

Ms. Barbara Lemley questioned the legality of the public hearing legal notice. She also suggested that Suwannee Valley Transit Authority provide on demand service with small vehicles rather than operating the large buses that she sees only transporting a few passengers.

Mr. LJ Two Spirits Johnson stated that all Suwannee Valley Transit Authority job applicants should be required to have a background screening conducted before they are hired.

Mr. Stew Lilker questioned the legality of the legal notice used to advertise the public hearing. He submitted his concerns in writing to staff for the record.

Mr. Ralph Kitchens said the general public needs access to public transportation services as well as the transportation disadvantaged population. He said he would like Lake City to establish a mass transit system.

Mr. Larry Sessions, Suwannee Valley Transit Authority Administrator, discussed the difficulties with establishing a fixed route transit system in Lake City. He said Suwannee Valley Transit Authority has attempted to establish routes in the past which were unsuccessful. He said he believes Suwannee Valley Transit Authority is doing a good job providing public transportation services with the resources they have.

Mr. Richard Bryant stated that Suwannee Valley Transit Authority is doing a good job transporting people. He said he uses their services and the buses are oftentimes full.

**E. Close Public Hearing**

Chair Bashaw closed the public hearing at 10:20 a.m.







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August 31, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
 FROM: Lynn Godfrey, AICP, Senior Planner  
 SUBJECT: Recommend Chair

RECOMMENDATION

**Recommend a local elected official representing Columbia, Hamilton or Suwannee Counties as the Board’s Chair.**

BACKGROUND

Chapter I. F. (1) of the Board’s Bylaws requires the North Central Florida Regional Planning Council appoint the Chair for all Board meetings. The appointed Chair shall be an elected official from one of the counties in the designated service area.

According to the Board’s Bylaws, the Board shall annually recommend a Chair to the North Central Florida Regional Planning Council. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The Chair shall preside at all meetings.

If you have any questions concerning this matter, please contact me at extension 110.

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August 31, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Elect Vice-Chair

RECOMMENDATION

**Elect one of the Local Elected Official members representing Columbia, Hamilton or Suwannee Counties as the Board's Vice-Chair.**

BACKGROUND

Chapter I. F. (2) of the Board's Bylaws requires the Board to elect a Vice-Chair annually. The Vice-Chair shall be one of the Local Elected Official Representatives from Columbia, Hamilton or Suwannee Counties. Commissioner Beth Burnam is currently serving as the Board's Vice-Chair.

If you have any questions concerning this matter, please contact me at extension 110.

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August 31, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws

RECOMMENDATION

**Approve the Board's Bylaws.**

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Bylaws annually. Attached are the Board's Bylaws for review and approval.

If you have any questions concerning the Bylaws, please contact me at extension 110.

**Attachment**

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Dedicated to improving the quality of life of the Region's citizens,  
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 promoting economic development and providing technical services to local governments.



# Bylaws

September 7, 2016

## Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board







# Bylaws

Approved by the  
Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

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**Jason Bashaw, Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

September 7, 2016

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# **Chapter I: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws**

## **A. Preamble**

The following sets forth the bylaws which shall serve to guide the proper functioning of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

## **B. Agency Description**

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

## **C. Definitions**

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

## **D. Name and Purpose**

- (1) The name of the Coordinating Board shall be the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.
- (2) The purpose of the Board is to identify local service needs and provide information, advice and direction to the Community Transportation Coordinator on the provision of services to the transportation disadvantaged within the designated service area. In general, the Board is considered an advisory body (Section 427.0157, Florida Statutes).

## **E. Membership**

- (1) Voting Members. In accordance with Section 427.0157, Florida Statutes, all voting members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Columbia, Hamilton and Suwannee is the North Central Florida Regional Planning Council.
  - (a) An elected official from each county of the multi-county service area shall be appointed to the Board.
  - (b) A local representative of the Florida Department of Transportation;
  - (c) A local representative of the Florida Department of Children and Family Services;

- (d) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible;
- (e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (f) A person recommended by the local Veterans Service Office representing the veterans of the service area;
- (g) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the service area;
- (h) A person over age sixty (60) representing the elderly in the service area;
- (i) A person with a disability representing the disabled in the service area;
- (j) Two citizen advocate representatives in the service area; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (k) A local representative for children at risk;
- (l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (m) A local representative of the Florida Department of Elder Affairs;
- (n) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non profit representative shall be appointed, except where said representative is also the Community Transportation Coordinator;
- (o) A local representative of the Florida Agency for Health Care Administration;
- (p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.
- (r) No employee of a Community Transportation Coordinator shall serve as a voting member of the Coordinating Board in an area where the Community Transportation Coordinator serves. However, an elected official serving as a member of the Community Transportation Coordinator's Board of Directors, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator, shall not be precluded from serving as voting members of the Coordinating Board. It is the intent of the Florida Commission for the Transportation Disadvantaged for the membership of the Board to represent to the maximum extent possible a cross section of their local community.

- (2) Alternate Members. The North Central Florida Regional Planning Council may appoint one alternate member to represent appointed voting members in their absence. Alternate members may vote only in the absence of the voting member on a one-vote-per-member basis. Alternate members must be a representative of the same interest as the primary member.
- (3) Terms of Appointment. Except for the Chair, non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. There are no limits to the number of terms served by any member of the Board.
- (4) Termination of Membership. Any member of the Board may resign at any time. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend.

## **F. Officers**

- (1) Officers shall be the Chair, Vice-Chair and Grievance Committee Chair.

(a) The Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties. The Chair shall preside at all meetings.

(b) The Vice-Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chair.

(c) Grievance Committee Chair. The Grievance Committee Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties who is not serving as Chair or Vice-Chair of the Board. In the event the local elected official not serving as Chair or Vice-Chair of the Board does not wish to serve as Chair of the Grievance Committee, the Vice-Chair shall serve as Chair of the Grievance Committee.

- (2) Officers shall be appointed as follows:

Chair. On or before the third Wednesday of May each year, the Board shall recommend a Chair to the North Central Florida Regional Planning Council. The North Central Florida Regional Planning Council shall appoint the Chair for a one-year term beginning July 1 and ending June 30. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The appointed Chair shall not be eligible to serve a one year successive term of appointment.

Vice-Chair. On or before the third Wednesday of May each year, the Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board present. The Vice-Chair shall serve a one-year term beginning July 1 and ending June 30. The Vice-Chair shall not be eligible to serve a one-year successive term of appointment.



- (1) ~~Chair. The North Central Florida Regional Planning Council shall appoint the Chair for a one-year term. The Chair shall be a local elected official appointed from one of the counties in the designated service area. The Board shall hold an organizational meeting each year for the purpose of recommending a Chair to the North Central Florida Regional Planning Council. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The appointed Chair shall not be eligible to serve a one-year successive term of appointment. The Chair shall preside at all meetings.~~
- (2) ~~Vice Chair. The Vice Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties. The Vice Chair shall be elected by a majority vote of a quorum of the members of the Board present each year. The Vice Chair shall serve a term of one year starting with the next meeting. In the event of the Chair's absence, the Vice Chair shall assume the duties of the Chairperson and conduct the meeting. The Vice Chair shall not be eligible to serve a one-year successive term.~~
- (3) ~~Grievance Committee Chair. The Grievance Committee Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties who is not serving as Chair or Vice Chair of the Board. In the event the local elected official not serving as Chair or Vice Chair of the Board does not wish to serve as Chair of the Grievance Committee, the Vice Chair shall serve as Chair of the Grievance Committee.~~

## **G. Meetings**

- (1) Business Meetings. The Board shall meet at least quarterly. The Board may meet as often as necessary to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. Business meetings of the Board may be called, **rescheduled, postponed or cancelled** for any appropriate purpose by the Chair. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda. The Board shall conduct business using parliamentary procedures according to Roberts Rules of Order. Audio recordings shall be made of all Board meetings.
- (2) Emergency Meetings. The Board may hold emergency meetings in order to transact business necessary to ensure the continuation of services to the transportation disadvantaged population. Emergency meetings may be called by the Chair or by writing by 1/3 of the Board's voting membership. North Central Florida Regional Planning Council staff shall give the Florida Commission for the Transportation Disadvantaged, Board members and all interested parties one week notice, if possible, of the date, time, location and proposed agenda for the emergency meeting. Meeting materials shall be provided as early as possible. Emergency meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.
- (3) Special Meetings. Special meetings of the Board may be called for any appropriate purpose by the Chair or by written request of at least seven (7) voting members of the Board. **Special meetings of the Board may be rescheduled, postponed or cancelled for any appropriate purpose by the Chair.**

- (4) **Public Workshop.** The Board shall hold a public workshop annually for the purpose of receiving input regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program in Columbia, Hamilton and Suwannee Counties. The public workshop may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair.
- (45) **Notice of Regular and Special Meetings.** All meetings, public hearings, committee meetings, etc. shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting. Meeting notices shall include the date, time and location, general nature/subject of the meeting a contact person and phone number to call for additional information and to request accessible meeting material formats.

The North Central Florida Regional Planning Council shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, Board members and all other interested parties prior to the meeting. The agenda shall include a public participation opportunity.

- (56) **Quorum.** At all meetings of the Board, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called. In the absence of a quorum, the members present may also elect to either:
- a) Cancel and reschedule the meeting; or
  - b) Continue to meet and discuss agenda items for informational purposes only. Agenda items that require formal action shall be presented at a future meeting where a quorum is present.

Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on agenda items that require formal action.

- (67) **Voting.** At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present. As required by Section 286.012, Florida Statutes, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board except when there appears to be a possible conflict of interest with a member or members of the Board.
- (78) **Conflict of Interest.** In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."
- (89) **Proxy Voting.** Proxy voting is not permitted.

- (910) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.
- (1011) Attendance. The North Central Florida Regional Planning Council shall review, and consider rescinding, the appointment of any voting member of the Board who fails to attend three consecutive meetings. The North Central Florida Regional Planning Council shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings. The North Central Florida Regional Planning Council must maintain an attendance roster for each meeting. Board members can participate (and vote) at meetings via conference call, however, a physical quorum must be present to vote on action items.

## **H. Administration**

- (1) Staff Support. The North Central Florida Regional Planning Council shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets and other necessary administrative duties as required by the Board within the limits of the resources available.
- (2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the Board. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval.

## **I. Duties**

- (1) Board Duties. The following Board duties are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.
- (a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Florida Commission for the Transportation Disadvantaged.
- (b) Review and approve the Memorandum of Agreement and Transportation Disadvantaged Service Plan.



- (c) Annually evaluate the Community Transportation Coordinator's performance in general and relative to Florida Commission for the Transportation Disadvantaged and local standards as referenced in Rule 41-2.006, Florida Administrative Code, and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Community Transportation Coordinator's performance, the Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is being utilized, the Board shall set an annual percentage of the number of trips to be provided on public transit. The Florida Commission for the Transportation Disadvantaged shall provide evaluation criteria for the Board to use relative to the performance of the Community Transportation Coordinator. This evaluation shall be submitted to the Florida Commission for the Transportation Disadvantaged upon approval by the Board.
- (d) In cooperation with the Community Transportation Coordinator, review all applications for local, state or federal funds relating to transportation of the transportation disadvantaged in the service area to ensure that any expenditures within the county are provided in the most cost effective and efficient manner.
- (e) Review coordination strategies for service provision to the transportation disadvantaged in the service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent counties when it is appropriate and cost effective to do so.
- (f) Working with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- (g) Assist the Community Transportation Coordinator in establishing trip priorities for trips that are purchased with Transportation Disadvantaged Trust Funds.
- (h) Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available.
- (i) Annually review all transportation operator contracts as to the effectiveness and efficiency of the transportation operator and recommend approval or disapproval of such contracts to the Community Transportation Coordinator.
- (j) Annually hold a public hearing workshop for the purpose of receiving input regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program in Columbia, Hamilton and Suwannee Counties.
- (k) Annually review the Annual Operations Report.

## **J. Committees**

The Chair subject to approval by the Board shall appoint a Grievance Committee to process and investigate complaints from agencies, users, transportation operators and potential users of the system in the designated service area. The Grievance Committee shall make recommendations to the Board or to the Florida Commission for the Transportation Disadvantaged for improvement of service. The Board shall establish a process and procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged's Transportation Disadvantaged Helpline service when local resolution has not occurred. When requested, all materials shall be made available in accessible format. Members appointed to the Grievance Committee shall be voting members of the Board. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance.

Additional committees shall be appointed by the Chair, subject to approval by the Board, as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

## **K. Amendments**

These Bylaws may be amended by a majority vote of members present at regular meetings.

## **L. Certification**

The undersigned hereby certifies that he/she is the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board the 7th day of September 2016.

---

Jason Bashaw, Chair  
Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

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# Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

## *Bylaws Team*

Scott R. Koons, AICP, Executive Director

\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility



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## Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

August 31, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
Grievance Procedures

RECOMMENDATION

**Approve the Board's Grievance Procedures.**

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Grievance Procedures annually. Attached are the Board's Grievance Procedures for review and approval.

If you have any questions concerning the Grievance Procedures, please contact me at extension 110.

Attachment

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# Transportation Disadvantaged Grievance Procedures

September 7, 2016

Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board





# Transportation Disadvantaged Grievance Procedures

Approved by the

Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

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**Jason Bashaw, Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

September 7, 2016

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# **Chapter I: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Grievance Procedures**

## **A. Preamble**

The following sets forth the procedures for the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

## **B. Agency Description**

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

## **C. Definitions**

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

## **D. Purpose**

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

## **E. Membership**

- (1) The Chair, subject to approval by the Board, shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee may coincide with term limits on the Board.

## **F. Officers**

- (1) Chair. The Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties who is not serving as Chair or Vice-Chair of the Board. In the event the local elected official not serving as Chair or Vice-Chair of the Board does not wish to serve as Chair of the Grievance Committee, the Vice-Chair shall serve as Chair of the Grievance Committee. The Grievance Committee shall elect a Vice-Chair.

## **G. Meetings**

- (1) The Grievance Committee may meet as often as necessary to fulfill their responsibilities. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair as long as the procedure requirements stated in Section J. (9) and (10) are met. The Grievance Committee may meet following Board meetings to hear complaints. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.

- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.
- (5) Conflict of Interest. In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuses themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.
- (6) Proxy Voting. Proxy voting is not permitted.
- (7) Parliamentary Procedures. The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

## **H. Administration**

- (1) Staff Support. The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

## **I. Duties**

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

## **J. Procedures**

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.
- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:  
  
Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
Grievance Committee  
2009 N.W. 67th Place  
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
  - a. the name, address and telephone number of the Complainant;
  - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
  - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.

- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.
- (12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.
- (13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
- (14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

## **K. Appeals**

- (1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
2009 N.W. 67th Place  
Gainesville, FL 32653-1603

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.
- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, FL 32399-0450

- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."
- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

## **L. Suspension Reconsideration**

- (1) If a rider has been issued a notice of suspension by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.
- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The suspended rider will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the suspended rider requesting the reconsideration.

## **M. Prohibition Against Retaliation**

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

## **N. Alternative Recourse**

Apart from these grievance processes, aggrieved parties with proper standing, may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

## **O. Certification**

The undersigned hereby certifies that he/she is the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board the 7th day of September 2016.

---

Jason Bashaw, Chair  
Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board



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# Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

## *Grievance Procedures Team*

Scott R. Koons, AICP, Executive Director

\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility



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## Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

August 31, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

**The Board needs to review Suwannee Valley Transit Authority's application for Rural Area Capital Assistance Program Grant funds.**

BACKGROUND

The Rural Area Capital Assistance Program is administered by the Florida Commission for the Transportation Disadvantaged. Grant funds awarded by this program can be used to address capital transportation needs in rural areas of the State. Eligible applicants are designated Community Transportation Coordinators.

Enclosed is Suwannee Valley Transit Authority's Rural Area Capital Assistance Program Grant application. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

t:\lynn\td2016\colhamsuw\memos\racap.docx

Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.



**SUWANNEE VALLEY TRANSIT AUTHORITY**  
**1907 VOYLES STREET**  
**LIVE OAK, FL 32064**  
**(386) 362-5332**  
**1-800-258-7267**

August 11, 2016

Bill Hearndon  
Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS 49  
Tallahassee, FL 32399-0450

RE: FY 2017 Shirley Conroy Grant Application

Dear Bill:

Please find enclosed Suwannee Valley Transit Authority's application for the Shirley Conroy Rural Area Capital Assistance Program Grant for 2016/2017. We appreciate your consideration of our Agency for this grant because the funds will be used to purchase equipment that the Agency could not afford to purchase without grant funds.

If there are any questions concerning the grant, feel free to contact me at (386) 362-5332 extension 6321 or Felonzie Raggins at (386) 362-5332 extension 6324.

Sincerely,

  
Larry Sessions  
Administrator

LS/fpr  
Enclosure

Copies: Shirley Conroy 2016/2017 Grant File





EXHIBIT A

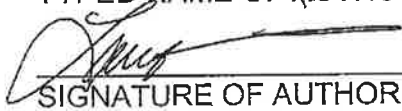
Commission for the Transportation Disadvantaged  
Grant Application Form for  
the Shirley Conroy Rural Area  
Capital Assistance Program Grant

1. DATE SUBMITTED: August 11, 2016
2. LEGAL NAME OF APPLICANT: Suwannee Valley Transit Authority
3. FEDERAL IDENTIFICATION NUMBER: 59-1684116
4. REMITTANCE ADDRESS: 1907 Voyles Street
5. CITY AND STATE: Live Oak, FL ZIP CODE: 32060
6. CONTACT PERSON FOR THIS GRANT: Larry Sessions
7. PHONE NUMBER: 386-362-5332 FAX NUMBER: 386-219-0157
8. E-MAIL ADDRESS: larry.sessions@ridesvta.com
9. PROJECT LOCATION [County(ies)]: Columbia, Hamilton, Suwannee
10. PROPOSED START DATE: October 1, 2016 ENDING DATE: June 30, 2017
11. ESTIMATED PROJECT FUNDING REQUESTED:  
Grant Funds \$ 105,001.00  
Local \$ **REDI Match** \_\_\_\_\_  
**TOTAL \$** 105,001.00

12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

Larry Sessions, Administrator

\_\_\_\_\_  
TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE



\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

8/11/2016

\_\_\_\_\_  
DATE

13. **Local Coordinating Board Approval**

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

Columbia, Hamilton, and Suwannee County Coordinating Board.

\_\_\_\_\_  
COORDINATING BOARD CHAIRPERSON'S SIGNATURE

\_\_\_\_\_  
DATE



**EXHIBIT B**

**PROPOSED PROJECT FUNDING**

I. Project Description and Cost – Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

Capital equipment - **Prioritize based on need.**

If vehicle, specify type of vehicle and fuel type  
(gas, diesel, alternative)

1.2017 24 Foot Gasoline Cutaway w/wheelchair lift	\$81,901.00
2.2017 Dodge Caravan	\$23,100.00
3.	\$

**Total Project Cost** \$105,001.00

II. Funding Participation

A. Transportation Disadvantaged Trust Funds	(90%) * \$105,001.00
B. Local Match	(10%) * \$0.00 REDI
C. <b>Total Project Cost</b>	<b>\$105,001.00</b>

\* If REDI, include 100% of the total project cost on the Transportation Disadvantaged Trust Funds line and "REDI" on the Local Match line.

**DD\_Felonzie Raggins@RideSVTA.com**

---

**From:** ronobert@alliancebusgroup.com  
**Sent:** Wednesday, July 06, 2016 4:17 PM  
**To:** Larry Sessions; Teresa.Fortner@RideSVTA.com; DD\_Felonzie Raggins@RideSVTA.com  
**Subject:** RE: Shirley Conroy Grant

The new order form is not yet available. If you need to submit a cost I suggest sending in the old form with a line item at the bottom adding 3%.

Thank you, Ron



Ron Obert | Government Fleet Sales | [RonObert@AllianceBusGroup.com](mailto:RonObert@AllianceBusGroup.com) | Direct: 407.581.7182 -Cell 321-438-9610 - Fax: 201.636.8482

*Along for the Whole Ride*

Georgia | Florida | Louisiana | Mississippi | New England | New York-New Jersey | Texas

---

**From:** "DD\_Felonzie Raggins@RideSVTA.com" [mailto:Felonzie.Raggins@RideSVTA.com]  
**Sent:** Wednesday, July 06, 2016  
**To:** "ronobert@alliancebusgroup.com" , "Larry Sessions" , "Teresa.Fortner@RideSVTA.com"  
**Subject:** RE: Shirley Conroy Grant

Do you have the new order form available? We usually send it to the TD Commission with our application.

---

**From:** ronobert@alliancebusgroup.com [mailto:ronobert@alliancebusgroup.com]  
**Sent:** Wednesday, July 06, 2016 2:56 PM  
**To:** Larry Sessions <larry.sessions@RideSVTA.com>; Teresa.Fortner@RideSVTA.com; DD\_Felonzie Raggins@RideSVTA.com <Felonzie.Raggins@RideSVTA.com>  
**Subject:** RE: Shirley Conroy Grant

The current pricing is no longer available. The chassis will be a 2017 model year under the new TRIPS-15-CA contract. The will be an increase but the exact amount is not known right now. If you need a number to submit to TD I would add 3% to the previous cost.

Thank you, Ron



Ron Obert | Government Fleet Sales | [RonObert@AllianceBusGroup.com](mailto:RonObert@AllianceBusGroup.com) | Direct: 407.581.7182 -Cell 321-438-9610 - Fax: 201.636.8482

*Along for the Whole Ride*

Georgia | Florida | Louisiana | Mississippi | New England | New York-New Jersey | Texas

---

**From:** "DD\_Felonzie [Raggins@RideSVTA.com](mailto:Raggins@RideSVTA.com)" [<mailto:Felonzie.Raggins@RideSVTA.com>]  
**Sent:** Wednesday, July 06, 2016  
**To:** "[ronobert@alliancebusgroup.com](mailto:ronobert@alliancebusgroup.com)" ; "Larry Sessions" , "[Teresa.Fortner@RideSVTA.com](mailto:Teresa.Fortner@RideSVTA.com)"  
**Subject:** Shirley Conroy Grant

The new applications for the 2016-2017 Shirley Conroy Grants came out yesterday. Larry has decided that he wants to order another ambulatory minivan and a 24 foot cutaway. Has the price changed from the amount we purchased both at on the order this year? The minivan cost \$22,249.45 from Jim Browne Tampa Chrysler Jeep Dodge, Inc. We purchased the 24 foot cutaway for \$79,394.00 under the state contract. Please let me know as soon as possible. Grant Applications are due to the TD Commission by July 29, 2016. Thanks in advance for your help.

Felonzie P. Raggins

Deputy Finance Manager

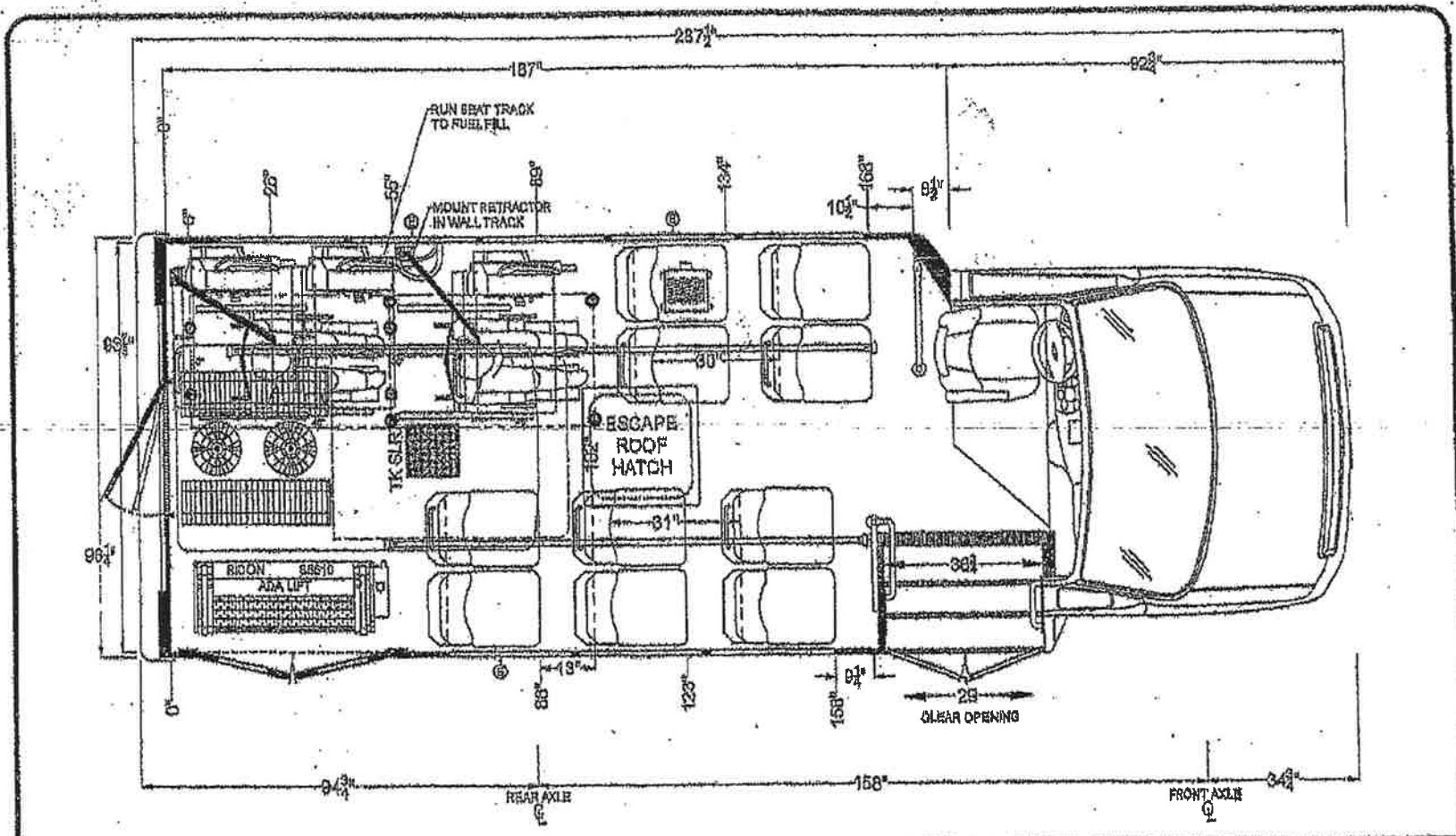
Suwannee Valley Transit Authority

1907 Voyles Street

Live Oak, FL 32064

Phone (386) 362-5332 extension 6324

Fax (386) 219-0157



**NOTES**

140B18-D1\_PD29\_RLD\_10 F-W SEATS\_3 DBL FOLD AWAY SEAT\_2 W-C LOCATIONS

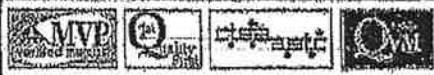
CONTACT TURTLE TOP AT 800-233-8122 FOR AVAILABILITY OF THIS FLOOR LAYOUT IF DRAWING DATE HAS EXPIRED IN DAYS 09/16/2014

DRIVER SIDE: 2/13/20/2/2-3-4-5/10.5/9.5  
 WINDOW SEATING:  STANDARD  VISTA HEIGHT  ELITE  TOP T<sup>SM</sup> SLIDERS  
 PASSENGER SIDE: 2/2.5/5/1.75/1.25/20/2/2-3/12.75/16.75

"THIS DRAWING AND THE INFORMATION CONTAINED THEREIN ARE THE SOLE PROPERTY OF TURTLE TOP AND SHALL NOT BE COPIED OR DUPLICATED IN ANY MANNER WITHOUT OUR WRITTEN CONSENT."

DRAFTSMAN NOTE:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TURTLE TOP**  
*"To furnish the customer the best mid-sized bus in the industry in both quality of material and workmanship."*



	FOR SEAT BOOK MODEL <b>ODYSSEY</b>	OVERALL LENGTH <b>28' 10.5"</b>	MODEL YEAR <b>2014</b>	CHASSIS TYPE <b>FORD E-450</b>	PUPIN TO VIN # <b>100357</b>
DEG. ORG. DNS	DIMENSIONING TOLERANCE = +/- .8"	WHEELBASE <b>157"</b>	SEATING TYPE <b>6.8L GAS</b>	WEIGHT <b>14,500 lbs</b>	ORDER NUMBER <b>ORDER</b>

ORDER FORM - PAGE ONE

CONTRACT #TRIPS-11-CA-FCGSC

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

AGENCY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PURCHASE ORDER NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
(Name, Telephone Number and Email Address)

April, 2014

Updated May 16, 2014

Item	Unit Cost	Quantity	Total Cost
<b>Base Vehicle Type</b>			
Ford 11500 GVWR 21' 6.4 Gas	\$58,879		
22' Option add	\$2,360		
Chevrolet 12300 GVWR 21' 6.0 Gas	\$61,476		
23' Option add	\$4,050		
Ford 12500 GVWR 21' 6.4 Gas	\$63,025		
23' Option add	\$2,060		
Chevrolet 14200 GVWR 23' 8.0 Gas	\$63,975	1	
24' Option add	\$2,280		
25' Option add	\$2,950		
Ford 14500 GVWR 23' 6.8 V10 Gas	\$83,255		67,500
24' Option add	\$2,250		2,250
25' Option add	\$2,950		
Ford 16500 GVWR 28' 6.8 V10 Gas	\$82,193		
29' Option add	\$8,090		
31' Option add	\$5,988		
34' Option add	\$7,440		
Freightliner 21000 GVWR 31' 6.7 ISB Diesel	\$121,358		
Freightliner 26000 GVWR 34' 6.7 ISB Diesel	\$123,429		
36' Option add	\$2,440		
38' Option add	\$4,200		
39' Option add	\$6,515		
<b>Paint Scheme Choices</b>			
Scheme #1	\$300		
Scheme #2	\$470		
Scheme #3	\$495		
<b>Base Seating (Freedman)</b>			
Standard Seat (per person)	\$260	10	2,600
Foldaway Seat (per person)	\$415	6	2,490
Children's Seat (per person)	\$340		
<b>Securement Systems</b>			
Q'Strakt QRTMAX securement (per position)	\$530	2	1,060
Sure-Lok Titan securement (per position)	\$830		
Seat belt extensions (2-seats standard)	\$25	2	50.00
<b>PAGE ONE SUB-TOTAL</b>			

ORDER FORM -- PAGE TWO

CONTRACT #TRIPS-11-GA-FCCSC

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

Updated May 16, 2014

April, 2014

Item	Unit Cost	Qty	Total Cost
<b>Side Wheelchair Lift Choices</b>			
Braun Model NCL891B-2 (or latest)	\$3,400		
Braun Model NCL9541E3454-2 1000 lb Lift	\$3,400	1	3400
Ricon Model S8810 (or latest)	\$3,200		
Ricon Model S-8510 Titanium 1000 lb Lift	\$3,550		
<b>Rear Wheelchair Lift Choices</b>			
Ricon Klear-View lift (prior approval from FDOT required)	\$3,200		
Braun model NVL9171B lift (prior approval from FDOT required)	\$3,400		
<b>Optional Engines</b>			
Diesel engine meeting current EPA requirements			
12000 Chevy diesel option 6.6 Duramax	\$10,229		
14200 Chevy diesel option 6.6 Duramax	\$12,148		
10800 Ford diesel option 6.7 Power Stroke	\$9,516		
5.4 Liter Gas V8 option (changes chassis to 14,050 lb.)	Deduct \$500		
Engine Prep: Gascoils fuel deliver	\$315		
Compressed Natural Gas (CNG) or Propane Engine meeting current EPA requirements; pricing for Alternate Fuel Vehicles include upcharge for delivery.			
Ford 14,500 GVWR Chassis 3 Tank CNG (290GE) by GAS	\$24,000		
Ford 14,500 GVWR Chassis 4 Tank CNG (380GE) by GAS	\$27,000		
Ford 14,500 GVWR Chassis 2 Tank Propane (410GE) Rough	\$15,900		
Chevrolet 14,200 GVWR Chassis 3 Tank CNG (290GE) by GAS	\$24,000		
Chevrolet 14,200 GVWR Chassis 4 Tank CNG (380GE) by GAS	\$26,000		
Ford F Series 10,500 GVWR Chassis 4 Tank CNG (540GE) by GAS	\$31,000		
Aluminum wheels (Excluding Chevrolet)	See Item		
Freightliner =(\$1,365); 19,500=(Standard); All Others= (\$1,000)			
Stainless steel wheel liners / inserts, front and rear wheels (Except Freightliner = \$385)	\$200		200
<b>Seating</b>			
Freedman Featherweight High Back standard seats (per seat)	\$280		
Dimensions vinyl fire of coated transit bus seating fabric with antimicrobial Nanocide	\$8		
Upgrade interior side wall panels with Nanocide Van Terra Terra Transport=(\$200); Odyssey=(\$310); Odyssey XL=(\$1,030)	See Item		
USSC Evolution G2E with pedestal	\$1,410		
Freedman Sport Driver seat with Relaxor	\$680		
Stretcher Securement System	\$5,100		
Replacement Stretcher bed (only)	\$4,000		
<b>PAGE TWO SUB-TOTAL</b>			<b>3710</b>

Updated May 16, 2014

ORDER FORM - PAGE THREE

CONTRACT #TRIPS-11-CA-FCCSC

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

April, 2014

Item	Unit Cost	Qty	Total Cost
<b>Fire Suppression</b>			
Amerox Small Vehicle System automatic fire suppression powder system	Add \$15.00		
Kidde Automatic Fire Detection and Suppression System	Add \$215.00		
<b>Route/Head Signs</b>			
Transign manually operated roller curtain type sign	\$1,815		
TwinVision "Elyse" software electronic destination system	\$6,000		
TwinVision "Mobi.Lite" electronic destination sign	\$3,840		
Transign "Vista Star" electronic destination sign	\$4,400		
Transign LLC 2-digit Block / Run Number box unit	\$450		
Transign LLC 3-digit Block / Run Number box unit	\$450		
Transign LLC passenger "STOP REQUESTED" sign	\$965		
<b>Camera Systems</b>			
SEON 2 camera security system	\$1,840		
REI 2 camera security system	\$1,410		1410
Gatekeeper 2 camera security system	\$2,250		
AngelTrax 2 camera security system	\$1,950		
Apollo 2 camera security system	\$3,695		
247 2 camera security system	\$1,750		
Price for single replacement camera	\$400		
<b>Other Options Available</b>			
Altra Transfer slip resistant vinyl flooring Van Terra/Terra Transport-(\$300); Odyssey-(\$520); Odyssey XL-(\$630)	See Item		
Driver Safety Partition	\$215		
Bentco Powder-Coated handrails and stanchions (provide standard colors)	\$310		
Exterior remote controlled mirrors Van Terra/Terra Transport-(\$250); All Others-(\$150)	\$400		
Romeo film HELP rear bumper	\$680	1	680
HawKeye Reverse Assistance System	\$720		
PAGE THREE SUB-TOTAL			2090



Updated May 16, 2014

ORDER FORM - PAGE FOUR

CONTRACT #TRIPS-11-CA-FCGSC

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS GOACH SALES LLC

April, 2014

Reverse camera and monitor backing system: Manufacturer Wejtex	\$470	1	470.
Air purification system	\$3,400		
"Monitor Ranger" in vehicle computer	\$4,975		
RFI Public Address System	\$250		
Upgrade the standard vehicle AM/FM Radio	\$230		
Power Pedestal for both the Ford E350/E450 & Chevy 3500/4500 chassis- Includes Adnk 6-way power slides w/RH switch, Seat Belt Bracket, Driver's Bess Pedestal, and Vinyl Skirt	\$750		
Aveil MDT -- Includes Para Transit Kit #FC-2012 -- Driver Interface, Communications, Interface Expansion Box (IEB), Emergency Alarm, and Navigation Assistance Unit	\$14,940		
Driver's side running board-diamond plate	\$95	1	95. X
Mobile View Camera System -- Includes MV 3608 8 channel DVR, one forward facing camera, two mid dome IR cameras, two mid dome IR cameras, per TRIPS specifications	\$7,498		
Thermostating roof mount SLR AC systems upgrade			
Vt 166" & 178" Floor: TK SLR75 TM-21	\$4,800		
Ody 174" & 187" Floor: TK SLR75 TM-12	\$4,800		
Ody XL 219" & 231" F550: TK Dual SLR65 TM-21	\$7,500		
Ody XL 255" F550: TK Dual SLR65 TM-21	\$7,500		
Ody XL 265" FM2: TK Dual SLR65 TM-21	\$7,500		
Ody XL 285" F550: TK Dual SLR65 TM-21	\$7,200		
Ody XL 285" & 311" & 330" & 349" FM2: TK Dual SLR75 TM-21	\$8,500		
PAGE FOUR SUB-TOTAL (sub-total of fourth page)	—	—	515
PAGE THREE SUB-TOTAL (sub-total of third page)	—	—	2090
PAGE TWO SUB-TOTAL (sub-total of second page)	—	—	370
PAGE ONE SUB-TOTAL (sub-total of first page)	—	—	7309
GRAND TOTAL (sum of pages 1, 2, 3, and 4 sub-totals)	—	—	\$17,394

+ 3% INCREASE  
\$ 81,775.82

+ 125.00 TAG  
\$ 81,900.82



Updated May 16, 2014

**CHOICES FORM**

**CONTRACT #TRIPS-11-CA-FCCSC**

**TURTLE TOP CUTAWAY TRANSIT VEHICLES**

**ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC**

**SEATING AND FLOORING CHOICES**

Seating Colors: (circle one) Blue Gray Beige  
Flooring Colors: (circle one) Gray Beige Black  
Paint Scheme: (circle one) #2 #3 Other

**Paint Schemes Note:** If an agency requires a paint and lettering scheme that is NOT GENERALLY covered by one of those listed above, they may make separate arrangements either with the manufacturer or a local vendor to provide these services. Agencies will select colors (2) for background and stripes when orders are placed. All paint scheme pricing shall reflect white base coat.

***Upholstery Information-Vinyl Colors Available:***

**BLUE CMI VINYL** - Center insert of seat to be MEDALLION KEOPS AZUL BLUE INSERT, style VP-MEDLI-KEAZU; outside wrap and back of seat to be solid MEDALLION MORRENO TROPICAN AZUL, style VP-MEDMO-TRAZU.

**BEIGE CMI VINYL** - Center insert of seat to be MEDALLION KEOPS VERDE TAN INSERT, style VP-MEDLI-KEVER; outside wrap and back of seat to be solid, MEDALLION DOCCA SAND BEIGE, style VP-MEDLI-DOSNB.

**GREY CMI VINYL** - Center insert of seat to be MEDALLION KEOPS VERDE TAN INSERT, style VP-MEDLI-KEVER; outside wrap and back of seat to be solid, MEDALLION MORRENO TROPICAN GREY, style VP-MEDMO-TRGRY.

**WHEELCHAIR LIFT CHOICE**

Wheelchair Lift: (circle one) Braun Ricon Maxon

**SECUREMENT RETRACTOR CHOICE**

W/C Securement: (circle one) Sure-Lok Titan Q'Straint QRTMAX

**DD\_Felonzie Raggins@RideSVTA.com**

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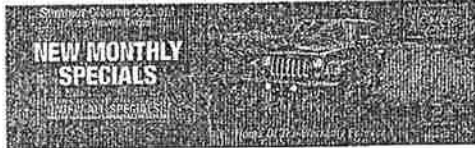
**From:** Larry Sessions  
**Sent:** Wednesday, July 20, 2016 7:03 AM  
**To:** DD\_Felonzie Raggins@RideSVTA.com  
**Subject:** Fw: Dodge Caravan

fyi

---

**From:** David Clemmons <dclmmonsntcjd@aol.com>  
**Sent:** Tuesday, July 19, 2016 11:16 AM  
**To:** Larry Sessions  
**Subject:** Fwd: Dodge Caravan

David Clemmons  
Fleet Leasing and Internet Director  
Jim Browne Chrysler Jeep Dodge Ram  
352-424-1205  
[www.tampachryslerjeepdodge.com](http://www.tampachryslerjeepdodge.com)



Jim Browne Chrysler Jeep Dodge Ram of Tampa Bay

[www.tampachryslerjeepdodge.com](http://www.tampachryslerjeepdodge.com)

Visit Jim Browne Chrysler Jeep Dodge Ram of Tampa Bay for a variety of new RAM, Jeep, Dodge, Chrysler & used cars for sale in Tampa, Florida. We serve St. Petersburg ...

---

-----Original Message-----  
**From:** David Clemmons at North Tampa Chrysler Jeep Dodge <d.clemmons.northtampacjd@contactdealer.com>  
**To:** dclmmonsntcjd <dclmmonsntcjd@aol.com>  
**Sent:** Tue, Jul 19, 2016 11:15 am  
**Subject:** FWD: FWD: Dodge Caravan

*David Clemmons*  
Fleet Internet Leasing Director  
352-424-1205  
[www.tampachryslerjeepdodge.com](http://www.tampachryslerjeepdodge.com)  
"Home of the Warranty Forever"

--- original message ---

From: "David Clemmons at North Tampa Chrysler Jeep Dodge"  
Sent: 7/19/2016 9:45 AM  
To: [larry.sessions@ridesvta.com](mailto:larry.sessions@ridesvta.com);  
Subject: FWD: Dodge Caravan

**David Clemmons**  
Fleet Internet Leasing Director  
352-424-1205  
[www.tampachryslerjeepdodge.com](http://www.tampachryslerjeepdodge.com)  
"Home of the Warranty Forever"

--- original message ---

From: "David Clemmons at North Tampa Chrysler Jeep Dodge"  
Sent: 7/11/2016 6:03 PM  
To: [larry.sessions@ridesvta.com](mailto:larry.sessions@ridesvta.com);  
Subject: Dodge Caravan

Hi Larry thank you for the call today. If I were to mirror the van we got prior and we go to a 2017 we would be looking at 22950 said and done. We did order a 29E because the 29D did not give us a few things that we needed. Please let me know how I can assist you moving forward.

**David Clemmons**  
Fleet Internet Leasing Director  
352-424-1205  
[www.tampachryslerjeepdodge.com](http://www.tampachryslerjeepdodge.com)  
"Home of the Warranty Forever"

\$ 22,950.00	
150.00	tag & title
\$ 23,100.00	

## EXHIBIT C

### SCOPE

#### **Who:**

The Suwannee Valley Transit Authority will utilize the equipment requested in this application to maintain transportation operations in its service to the following clients: transportation disadvantaged, elderly, disabled, frail elderly, Medicaid transportation eligible, veterans, persons who need a payer of last resort, and the general public on a space available basis in the rural areas of the three counties in the inter-local agreement (Columbia, Hamilton, and Suwannee). Columbia County is 801 square miles with a population of 67,543 people. Hamilton County is 519 square miles and has a population of 14,354 people. Suwannee County is 692 square miles and has a population of 43,734 people.

#### **What:**

Suwannee Valley Transit Authority does well with an aging fleet. Our goal is to replace vehicles that have more than 150,000 miles through the grant process such as the Shirley Conroy Grant. Our need is not only for the larger vehicles. The agency has slowly been replacing smaller vehicles in our fleet to meet the demand for the three rural counties that we serve.

The first priority on our request this year is a twenty-four (24) foot Gasoline Cutaway with wheelchair lift. A review of our current inventory list will show the Committee that we still have cutaways with many miles on them. We have been able to replace some of the cutaways through the grant process for the Shirley Conroy Grant, FDOT 5310 Grant, FDOT 5339 Grant, and the Transportation Disadvantaged program. We are very thankful for these grants because in the past year we have needed a lot of repairs on our aged cutaways. Hopefully within this next grant cycle for the 2016-2017 year, we will have met our goal and will not have to worry about vehicles breaking down with passengers on board.

The second priority on our list this year is a 2017 Dodge Caravan. Suwannee Valley Transit Authority currently has one minivan and three MV1's that are used when we transport small groups. Adding one more minivan to our fleet would complete our need for the smaller vehicles.

#### **Where:**

Suwannee Valley Transit Authority is designated as the Community Transportation Coordinator for Columbia, Hamilton, and Suwannee Counties. We contract with the Commission to transport clients under the Transportation Disadvantaged Trust Fund. The cutaway and the minivan would be used in our service to these three counties. As previously stated, Suwannee Valley Transit Authority covers a total of 2,012 square miles and a population of 125,631 people are served between the three counties.

#### **When:**

Orders for all equipment awarded under this grant will be placed by the Administrator as soon as the grant agreement between the agency and the Florida Commission for the Transportation Disadvantaged is executed. All equipment will be in the agency's possession on or before June 30, 2016.

**How:**

The cutaway will be purchased through Alliance Bus Group using the state procurement system. We have an application with a mark-up based on the information that we received from Alliance Bus Group about how the price will have changed by the time we place this order.

The van will be purchased from David Clemmons at North Tampa Chrysler, Jeep and Dodge using the state procurement system.

**Why:**

Suwannee Valley Transit Authority is the CTC for Columbia, Hamilton, and Suwannee Counties. We transport the transportation disadvantaged under the Transportation Disadvantaged Grant Agreement. We transport patients to various appointments such as dialysis and to the doctor's office. We also do shopping trips. Suwannee Valley Transit Authority is a vital part of the three communities that we serve because we provide residents with life sustaining transportation they would otherwise not have. Suwannee Valley Transit Authority was formed in 1976. During the forty (40) years that we have been in service, we have served many citizens of our three counties.

Without grants, Suwannee Valley Transit Authority would not be able to replace the aging fleet. We have an excellent maintenance team that keeps our vehicles going in spite of the high number of miles on our fleet. The team at Suwannee Valley Transit Authority does everything within our control to ensure that passengers get to their appointments on time and safely. We would like to take advantage of every opportunity that we can to replace aged vehicles. We know that we have the citizens of our three counties at heart when we go about our daily operations at Suwannee Valley Transit Authority.

**Status of 2014/2015 and 2015/2016 Grants:**

Through the Shirley Conroy Grant in the 2014/2015 year, Suwannee Valley Transit Authority was able to purchase twelve camera units for vehicles that did not have cameras installed. Having the cameras in the vehicles help with training and documenting incidents and accidents. We can review our drivers while they are transporting clients to see where and what training should be implemented next. It is our goal to improve the service that we offer our clients so we review the videos often for feedback. If an incident or accident occurs, we have the video so that the instance is properly documented.

Through the Shirley Conroy Grant for 2015/2016, Suwannee Valley Transit Authority was able to replace two aged vehicles with a twenty-four (24) foot cutaway and a minivan. Both vehicles were right on time. We use the minivan to transport smaller trips that require more room than we have on the MV1. The cutaway is in service with our Jasper Meal Site. Both vehicles allow us get our clients where they need to be in a safe and timely manner. We do not have to worry about breakdowns as much as our aging fleet is replaced.

**EXHIBIT D**

**2016-007 AUTHORIZING RESOLUTION**

A RESOLUTION of the BOARD OF DIRECTORS of the Suwannee Valley Transit Authority (Applicant), hereinafter BOARD, hereby authorizes the filing of a Shirley Conroy Rural Area Capital Assistance Program Grant Application with the Florida Commission for the Transportation Disadvantaged.

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

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

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes Larry Sessions to file and execute the application on behalf of the Suwannee Valley Transit Authority  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is Larry Sessions
4. The BOARD authorizes Larry Sessions to sign any and all agreements or contracts which are required in connection with the application.
5. The BOARD authorizes Larry Sessions to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS 9th DAY OF August 2016

BOARD OF Suwannee Valley Transit Authority

Beth Burnam

Typed name of Chairperson

\_\_\_\_\_  
Signature of Chairperson

ATTEST: Eric Musgrove, Board Secretary

Signature \_\_\_\_\_

**EXHIBIT E**  
**STANDARD ASSURANCES**

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) The recipient is aware that the Shirley Conroy Rural Area Capital Assistance Program Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation such as the vendor's invoice preferably reflecting a zero balance due or a copy of the cancelled check along with the vendor's invoice. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the first lienholder is also required.
- (6) The recipient is aware that the approved project must be complete by June 30, 2017, which means the equipment must be received by that date or reimbursement will not be approved.
- (7) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
- (8) All project equipment or vehicles shall meet or exceed the applicable criteria set forth in the Florida Department of Transportation's Guidelines for Acquiring Vehicles on file with the Commission on July 1, 2016, or criteria set forth by any other federal, state, or local government agency.
- (9) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

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

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

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

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

Date: 8/11/2016

Signature: \_\_\_\_\_



Name: Larry Sessions

Title: Administrator



Fleet #	Date of MFT y/x/xx	Make	Model	Usage Status, Re-down Retired	NTD Veh Type	Vehicle Length	Engine	VIN #	FDOT Control Number	Tag	Lift/Ramp/St / NA	W/C Cap.	W/C Jump Seat	Seats lost per W/C	PPV Fee (est) \$/Year	Fuel Type / Cap.	Insurance	Other Equipment (Caltrans, MADD)	Source Funded By	Passes Title?	Category	FDOT Suggested Max Mileage	FDOT Max Age (years)	Current Vehicle Age
01	2016	Dodge	Caravan		MV	16.3	3.6	2CARDG9G6SR237907	NA	Y1201	NA	0	0	0	6	Gas 20	CAD085011711	NA	S Conroy Cap	No	Category I	200,000	5	0 Yrs. 3 Mos.
2	2008	Ford	Truck		TK	18	5.4	1FTNF20578EC08564	NA	TAB873	NA	0	0	0	1	Gas 35	CAD085011711	NA	S Conroy Cap	Yes	Category II	200,000	5	8 Yrs. 3 Mos.
03	2015	Ford	E-450		CU	23.91	6.8	1FDFE4F59FDA35290	NA	TF0569	lift	2	3	4	16	Gas 35	CAD085011711	C-T	S Conroy Cap	NO	Category I	200,000	5	1 Yrs. 3 Mos.
5	2003	Thomas	Trolley		CU	33	1125B	1T023081331130870	166	73231	lift	2	2	3	32	Diesel 100	CAD085011711	C-T	FDOT 5310	Yes	Category I	200,000	5	13 Yrs. 3 Mos.
10	2012	Ford	E550		CU	27.5	8.8	1F0GPF5GYDCB97504	NA	TS45654	lift	2	0	0	16	Gas 40	CAD085011711	C-T	S Conroy Cap	No	Category I	200,000	5	4 Yrs. 3 Mos.
14	2011	Chevy	GMT-610		CU	21	6.0	1GB3G28G2B1174794	NA	YF032	lift	2	0	0	8	Gas 35	CAD085011711	C-T	S Conroy Cap	No	Category II	200,000	5	5 Yrs. 3 Mos.
15	2009	Chevy	Goshan		CU	21	6.0	1GBJG31KX81232570	NA	TB6062	lift	2	0	0	8	Gas 35	CAD085011711	C-T	S Conroy Cap	No	Category II	150,000	5	7 Yrs. 3 Mos.
17	2009	Chevy	3500		CU	21	6.0	1GBJG31K791107936	80206	X26916	lift	2	3	2	9	Gas 35	CAD085011711	C-T	ARRA 5311 C	No	Category II	150,000	5	7 Yrs. 3 Mos.
18	2013	Ford	E550		CU	27.5	6.7	1FDGPF5GT2DEB00405	91214	YG390	lift	2	0	0	16	Diesel 30	CAD085011711	C-T	FDOT 5310	No	Category I	200,000	7	3 Yrs. 3 Mos.
1020	2010	Dodge	Mini-Van		MV	16.3	3.3	2D4RN4DEXAR455096	80254	TB7326	ramp	1	2	2	7	Gas 20	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category II	200,000	5	5 Yrs. 10 Mos.
1122	2011	Champion	Bus		BU	33	ISB-6.7	4UZAB00T0ACAT2710	80252	TC4288	lift	2	3	2	29	Diesel 100	CAD085011711	C	FTA-ARRA 5311 C	No	Category I	200,000	5	5 Yrs. 3 Mos.
1123	2011	Champion	Bus		BU	33	ISB-6.7	4UZAB00T2ACAT2711	80251	TC4287	lift	2	3	2	29	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	200,000	5	5 Yrs. 3 Mos.
1124	2011	Champion	Bus		BU	33	ISB-6.7	4UZAB00T4ACAT2712	80250	TC4289	lift	2	3	2	29	Diesel 100	CAD085011711	C	FTA-ARRA 5311 C	No	Category I	200,000	5	5 Yrs. 3 Mos.
25	2001	SI BIRD	Bus		BU	26	ISB-5.9	1BAGBCPA42F202651	52	YH249	lift	2	0	0	24	Diesel 85	CAD085011711	C	FDOT 5310	Yes	Category I	250,000	7	15 Yrs. 2 Mos.
1028	2010	Eldorado	Bus		BU	32	ISB-6.7	1N9MNA65ACD84275	80241	TB7889	ramp	2	2	3	31	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	350,000	10	6 Yrs. 3 Mos.
1029	2010	Eldorado	Bus		BU	32	ISB-6.7	1N9MNA65ACD84276	80242	TB7890	ramp	2	2	3	31	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	350,000	10	6 Yrs. 3 Mos.
1030	2010	Eldorado	Bus		BU	32	ISB-6.7	1N9MNA65ACD84277	80243	TB7891	ramp	2	2	3	31	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	350,000	10	6 Yrs. 3 Mos.
1031	2010	Eldorado	Bus		BU	32	ISB-6.7	1N9MNA65ACD84278	80248	TB7806	ramp	2	2	3	31	Diesel 100	CAD085011711	C-T	FTA-ARRA 5311 C	No	Category I	350,000	10	6 Yrs. 3 Mos.
32	2009	Ford	E150		VN	18	4.5	1FMNE11W9DA87861	90262	X52320	NA	0	0	0	7	Gas 20	CAD085011711	C-T	FDOT 5310	No	Category II	100,000	4	7 Yrs. 0 Mos.
33	2006	Ford	E350		CU	21	6.8	1FDWE35S16DA62172	NA	YH252	lift	3	4	3	10	Gas 40	CAD085011711	C-T	Donation - JTA	Yes	Category II	150,000	5	10 Yrs. 3 Mos.
34	2007	Chevy	3500		CU	21	6.0	1GBJG31U371248959	NA	38669	lift	3	4	3	10	Gas 35	CAD085011711	C-T	Donation - JTA	Yes	Category II	150,000	5	9 Yrs. 0 Mos.
35	2007	Chevy	3500		CU	21	6.0	1GBJG31U371245712	NA	38667	lift	3	4	3	10	Gas 35	CAD085011711	C-T	Donation - JTA	Yes	Category II	150,000	5	9 Yrs. 0 Mos.
36	2007	Chevy	3500		CU	21	6.0	1GBJG31U71246803	NA	YH247	lift	3	4	3	10	Gas 35	CAD085011711	NA	Donation - JTA	Yes	Category II	150,000	5	9 Yrs. 0 Mos.
39	2006	Chevy	4500		CU	23	6.6	1GBE4V1237F404364	NA	38665	lift	5	7	2	14	Diesel 40	CAD085011711	NA	Donation - JTA	Yes	Category I	150,000	5	10 Yrs. 0 Mos.
41	2006	Chevy	4500		CU	23	6.6	1GBE4V1237F404364	NA	38668	lift	5	7	2	14	Diesel 40	CAD085011711	C-T	Donation - JTA	Yes	Category I	150,000	5	10 Yrs. 0 Mos.
42	2006	Chevy	4500		CU	23	6.6	1GBE4V1256F427322	NA	YH253	lift	5	7	2	14	Diesel 40	CAD085011711	C-T	Donation - JTA	Yes	Category I	150,000	5	10 Yrs. 0 Mos.
43	2012	VPG	MV1		MV	17	4.6	523MF1A61CM101614	51322	YH626	ramp	1	1	1	4	Gas 24	CAD085011711	C-T	FDOT 5310	No	Category II	200,000	4	4 Yrs. 1 Mos.
44	2012	VPG	MV1		MV	17	4.6	523MF1A61CM101596	91223	YH627	ramp	1	1	1	4	Gas 24	CAD085011711	C-T	FDOT 5310	No	Category II	200,000	4	4 Yrs. 1 Mos.
45	2014	VPG	MV1		MV	17	4.6	57WMD1A6XEM100942	91239	YH630	ramp	1	1	1	4	Gas 24	CAD085011711	C-T	FDOT 5310	No	Category II	200,000	4	2 Yrs. 1 Mos.
46	2015	Ford	E450		CU	23	6.8	1FDW3FL0FDA28053	NA	Y1024	lift	2	3	3	9	Gas 55	CAD085011711	C-T	S Conroy Cap	No	Category I	200,000	5	1 Yrs. 1 Mos.

R Indicate Buses In Need Of Repair 8 Vehicles      Indicates Vt Buses Under Repair 2 Vehicles      Indicates Buses In Good Running Condition 19 Vehicles      Indicates pulled from service\*For Sale\* 1 Vehicle

29 Vehicles (Plus Shop Truck)

10/10/2015 10:00 AM



**United States Code Section 5311 Grant Program**

<b>Applicant</b>	<b>Project</b>	<b>Project Year</b>	<b>Areas Affected By Project</b>	<b>Project Cost</b>	<b>Funding Source</b>
Suwannee Valley Transit Authority	Transportation Operations	2016/17	Columbia County	\$210,970.50	United States Code Section 5311
				\$210,970.50	Suwannee Valley Transit Authority
Suwannee Valley Transit Authority	Transportation Operations	2016/17	Hamilton County	\$42,975.50	United States Code Section 5311
				\$42,975.50	Suwannee Valley Transit Authority
Suwannee Valley Transit Authority	Transportation Operations	2016/17	Suwannee County	\$136,740	United States Code Section 5311
				\$136,740	Suwannee Valley Transit Authority

**United States Code Section 5339 Grant Program**

<b>Applicant</b>	<b>Project</b>	<b>Project Year</b>	<b>Areas Affected By Project</b>	<b>Project Cost</b>	<b>Funding Source</b>
Suwannee Valley Transit Authority	Purchase one replacement vehicle.	2016/17	Columbia County Hamilton County Suwannee County	\$63,515.00	United States Code Section 5339
				\$15,879.00	Florida Department of Transportation
The ARC of North Florida, Inc.	Purchase 7 passenger van.	2015/16	Suwannee County	\$27,677	United States Code. Section 5339

**Rural Capital Equipment Support Grant**

<b>Applicant</b>	<b>Project</b>	<b>Project Year</b>	<b>Areas Affected By Project</b>	<b>Project Cost</b>	<b>Funding Source</b>
Suwannee Valley Transit Authority	Purchase two replacement vehicles.	2016/17	Columbia County Hamilton County Suwannee County	\$105,001.00	Rural Area Capital Equipment Support Grant





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August 31, 2016

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
 FROM: Lynn Godfrey, AICP, Senior Planner  
 SUBJECT: Suwannee Valley Transit Authority Operations Reports

RECOMMENDATION

**No action required. This agenda item is for information only.**

BACKGROUND

Attached are the following reports:

1. Suwannee Valley Transit Authority Operations Report April - June 2016;
2. Fiscal Year 2015/16 Transportation Disadvantaged Trust Fund Status Report;
3. Commendation/Complaint Reports; and
4. Unmet Transportation Needs Report.

If you have any questions regarding the attached information, please contact me.

Attachments



SVTA QUARTERLY OPERATING REPORT  
COLUMBIA HAMILTON SUWANNEE  
APRIL MAY JUNE 2016

OPERATING DATA	OPERATOR								TOTAL
	APRIL	MAY	JUNE						
TOTAL TRIPS	2,823	3,198	3,140	0	0	0	0	0	9,161
Arc of N FL	564	577	587	0	0	0	0	0	1,728
TD Trust Fund	2,086	2,418	2,342	0	0	0	0	0	6,846
Vocational Rehabilitation	0	0	0	0	0	0	0	0	0
Disability Determination	0	0	0	0	0	0	0	0	0
Ryan White	0	0	0	0	0	0	0	0	0
Access 2 Care	17	23	24	0	0	0	0	0	64
Other	156	180	187	0	0	0	0	0	523
								VERIFIED	9,161
TOTAL DOLLARS INVOICED	64,486	70,348	72,968	0	0	0	0	0	\$207,802.03
Arc of N FL	6,774	6,954	6,986	0	0	0	0	0	\$20,714.50
TD Trust Fund	56,887	62,650	65,204	0	0	0	0	0	\$184,740.43
Vocational Rehabilitation	0	0	0	0	0	0	0	0	\$0.00
Disability Determination	0	0	0	0	0	0	0	0	\$0.00
Ryan White	0	0	0	0	0	0	0	0	\$0.00
Access 2 Care	825	745	778	0	0	0	0	0	\$2,347.10
Other	0	0	0	0	0	0	0	0	\$0.00
								VERIFIED	\$207,802.03
TRIP PURPOSE	-	-	-	-	-	-	-	-	-
Church	18	0	0	0	0	0	0	0	18
Day Treatment	25	28	30	0	0	0	0	0	83
Dialysis	682	809	836	0	0	0	0	0	2,327
Education/Training	818	812	829	0	0	0	0	0	2,459
Event	0	0	2	0	0	0	0	0	2
Medical/Life Sustaining	711	863	775	0	0	0	0	0	2,349
Nutrition	259	265	279	0	0	0	0	0	803
Other	61	94	72	0	0	0	0	0	227
Pharmacy	10	17	6	0	0	0	0	0	33
School	36	25	24	0	0	0	0	0	85
Shopping	127	166	152	0	0	0	0	0	445
Social	61	79	65	0	0	0	0	0	205
Substance Abuse Treatment	0	0	2	0	0	0	0	0	2
Volunteer	12	19	20	0	0	0	0	0	51
Work	3	21	48	0	0	0	0	0	72
	2,823	3,198	3,140					verified	9,157
NUMBER OF TRIPS DENIED		0	0	0	0	0	0	0	0

FUNDS BY COUNTY APRIL-JUNE 2016

COLUMBIA	AMOUNT BILLED TO CTD	HAMILTON	AMOUNT BILLED TO CTD	SUWANNEE	AMOUNT BILLED TO CTD
<b>APRIL 2016</b>		<b>APRIL 2016</b>		<b>APRIL 2016</b>	
AMBULATORY	\$16,363.31	AMBULATORY	\$13,477.22	AMBULATORY	\$15,400.96
WC	\$8,959.32	WC	\$8,228.97	WC	\$777.64
<b>TOTAL BILLED TO CTD</b>	<b>\$25,322.63</b>	<b>TOTAL BILLED TO CTD</b>	<b>\$21,706.19</b>	<b>TOTAL BILLED TO CTD</b>	<b>\$16,178.60</b>
<b>MAY 2016</b>		<b>MAY 2016</b>		<b>MAY 2016</b>	
AMBULATORY	\$17,471.29	AMBULATORY	\$11,577.96	AMBULATORY	\$20,482.05
WC	\$10,150.91	WC	\$1,145.00	WC	\$8,717.15
<b>TOTAL BILLED TO CTD</b>	<b>\$27,622.20</b>	<b>TOTAL BILLED TO CTD</b>	<b>\$12,722.96</b>	<b>TOTAL BILLED TO CTD</b>	<b>\$29,199.20</b>
<b>JUNE 2016</b>		<b>JUNE 2016</b>		<b>JUNE 2016</b>	
AMBULATORY	\$17,001.79	AMBULATORY	\$13,753.03	AMBULATORY	\$19,610.13
WC	\$10,425.08	WC	\$7,192.92	WC	\$7,094.37
<b>TOTAL BILLED TO CTD</b>	<b>\$27,426.87</b>	<b>TOTAL BILLED TO CTD</b>	<b>\$20,945.95</b>	<b>TOTAL BILLED TO CTD</b>	<b>\$26,704.50</b>
<b>TOTAL BILLED TO CTD FOR APRIL MAY AND JUNE</b>	<b>\$80,371.70</b>	<b>TOTAL BILLED TO CTD FOR APRIL MAY AND JUNE</b>	<b>\$55,375.10</b>	<b>TOTAL BILLED TO CTD FOR APRIL MAY AND JUNE</b>	<b>\$72,082.30</b>



<b>COMMENDATION #</b>	2016_04
<b>DATE OF COMMENDATION</b>	<i>We had a TD exhibit for Senior Day at the Capitol yesterday. It was a well-attended event and the weather was incredible.</i>
<b>RIDER NAME</b>	Lisa Pollard from Live Oak stopped by our booth and once she found out who we are and what we did, she was very complimentary of Suwannee Valley Transit Authority and the service you all provide to her.
<b>COMMENDATION MADE BY</b>	LYNN GODFREY NFRPC VIA FCTD I wanted to share our appreciation for the good work you all doing in your community.
<b>RIDER'S COUNTY OF RESIDENCE</b>	SUWANNEE
<b>COMMENDATION TAKEN BY</b>	CTD STAFF
<b>COMMENDATION</b>	<i>Lisa Pollard from Live Oak stopped by our booth and once she found out who we are and what we did, she was very complimentary of Suwannee Valley Transit Authority and the service you all provide to her. She says the whole team at SVTA are very nice and helpful. She was especially complimentary of the driver who often transports her, Pat Prescott. She said that Pat has excellent customer service skills. She is very patient and kind. A good driver and is always on time. Lisa is extremely happy with the service she receives from SVTA.</i>
	<i>Marvin Wallace, another SVTA rider from Live Oak visited our booth and he too had only the highest compliments for the service he receives from SVTA.</i>
	<i>Please share this email with your team!</i>
<b>EMPLOYEE NAME/#</b>	Karen
<b>COMMENDATION #</b>	2016_5
<b>DATE OF COMMENDATION</b>	4/6/2016
<b>TIME OF COMMENDATION</b>	1:36PM
<b>RIDER NAME</b>	Donna Cameron
<b>COMMENDATION MADE BY</b>	self
<b>CONTACT #</b>	(386) 755-3320
<b>RIDER'S COUNTY OF RESIDENCE</b>	Columbia
<b>COMMENDATION TAKEN BY</b>	Teresa
<b>COMMENDATION</b>	Has been riding for 5 years. Karen has been scheduling her trips and is very efficient, caring, so kind and always calls Ms. C back with her confirmation # if she is busy at the time of the call. She has glaucoma and cannot drive and she is very grateful for our service. Otherwise, she doesn't know how she could get to her appts. She is also thankful that we are picking her up at home and that she does not have to transfer vehicles.
<b>EMPLOYEE NAME/#</b>	Pat

<b>COMMENDATION #</b>	2016_6
<b>DATE OF COMMENDATION</b>	4/6/2016
<b>TIME OF COMMENDATION</b>	1:36PM
<b>RIDER NAME</b>	Donna Cameron
<b>COMMENDATION MADE BY</b>	self
<b>CONTACT #</b>	(386) 755-3320
<b>RIDER'S COUNTY OF RESIDENCE</b>	Columbia
<b>COMMENDATION TAKEN BY</b>	Teresa
<b>COMMENDATION</b>	Has been using our service for 5 years. Pat is very efficient, kind, very nice, wonderful manners and friendly to everyone. She is an excellent driver and keeps her mind on the road and does not get distracted. She is very cautious when securing wheelchairs. Ms. C is very grateful for our services and she doesn't know how she could get to her appts without it.
<b>EMPLOYEE NAME/#</b>	Don #146
<b>COMMENDATION #</b>	2016_7
<b>DATE OF COMMENDATION</b>	4/11/2016
<b>TIME OF COMMENDATION</b>	11:47a
<b>RIDER NAME</b>	Cindy Khalsa
<b>COMMENDATION MADE BY</b>	self
<b>CONTACT #</b>	(386) 658-1901
<b>RIDER'S COUNTY OF RESIDENCE</b>	Suwannee
<b>COMMENDATION TAKEN BY</b>	Karen
<b>COMMENDATION</b>	Wanted SVTA to know that he was a good driver.
<b>EMPLOYEE NAME/#</b>	Stacie #122
<b>COMMENDATION #</b>	2016_8
<b>DATE OF COMMENDATION</b>	4/21/2016
<b>TIME OF COMMENDATION</b>	1:15p
<b>RIDER NAME</b>	David Ward
<b>COMMENDATION MADE BY</b>	self
<b>CONTACT #</b>	386-205-2770
<b>RIDER'S COUNTY OF</b>	Suwannee

<b>RESIDENCE</b>	
<b>COMMENDATION TAKEN BY</b>	Teresa
<b>COMMENDATION</b>	April 20 was his first experience riding with SVTA. He was very impressed with the driver. He enjoyed his trip to Lake City and back. Driver was very friendly, very professional and knows her job very well. He will be scheduling 45 additional trips and asked if she would be the one picking him up each time.
<b>EMPLOYEE NAME/#</b>	Multiple
<b>COMMENDATION #</b>	2016_9
<b>DATE OF COMMENDATION</b>	5/9/2016 & again on 5/12/2016
<b>TIME OF COMMENDATION</b>	12:19p & 1:00am
<b>RIDER NAME</b>	Sharon Kelley
<b>COMMENDATION MADE BY</b>	self
<b>CONTACT #</b>	386-288-9950
<b>RIDER'S COUNTY OF RESIDENCE</b>	Columbia
<b>COMMENDATION TAKEN BY</b>	Chris
<b>COMMENDATION</b>	Caller said she enjoys riding with SVTA and that all the drivers are really nice. We have a wonderful group of drivers and every driver she has ridden with is very compassionate and goes above and beyond to help the riders. She was especially complimentary toward Pat #120. She said she does a wonderful job driving to Gainesville. She makes sure that everyone gets to their appointment on time. She is very conscientious and keeps her mind on the road.

<b>COMPLAINT #</b>	2016_05
<b>DATE OF COMPLAINT</b>	4/21/2016
<b>TIME OF COMPLAINT</b>	
<b>COMPLAINANT'S NAME</b>	Earnest @ Suwannee County Public Works
<b>COMPLAINT'S POC</b>	386-590-0732
<b>COMPLAINT'S ISSUE</b>	Stated that at approximately 1:30pm a SVTA vehicle hit a road grader. The driver got out of the vehicle, stated that there was no damage and left. County employee could not identify the driver or vehicle number to us.
<b>SVTA'S ACTION TAKEN</b>	We had no drivers report such an incident, and after reviewing the Mobile Data Terminal devices on the buses, that we had no vehicles in that area at that time.
<b>RESOLUTION</b>	Called Earnest back to let him know this was not an SVTA vehicle.
<b>COMPLAINT #</b>	2016_06
<b>DATE OF COMPLAINT</b>	5/11/2016
<b>TIME OF COMPLAINT</b>	
<b>COMPLAINANT'S NAME</b>	Ouida Hardwick
<b>COMPLAINT'S POC</b>	
<b>COMPLAINT'S ISSUE</b>	Ms. Hardwick called to say that two weeks ago, she had to wait several hours before she was picked up from her doctor's office.
<b>SVTA'S ACTION TAKEN</b>	Administrator had records pulled from two weeks ago. Records show that our driver was notified at 11:24a that the rider was ready to be picked up. Rider had second appt at pharmacy that was cancelled in the system at 12:18. Records then show that the return trip back home was cancelled due to rider being a no show and had gone home.
<b>RESOLUTION</b>	

<b>UNMET NEEDS</b>	<b>APRIL 2016</b>		
<b>DATE</b>	<b>PICK UP</b>	<b>DESTINATION</b>	<b>DENIAL REASON</b>
<b>THERE WERE NO UNMET NEEDS IN APRIL 2016</b>			

<b>UNMET NEEDS</b>	<b>MAY 2016</b>		
<b>DATE</b>	<b>PICK UP</b>	<b>DESTINATION</b>	<b>DENIAL REASON</b>
<b>THERE WERE NO UNMET NEEDS IN MAY 2016</b>			

<b>UNMET NEEDS</b>	<b>JUNE 2016</b>		
<b>DATE</b>	<b>PICK UP</b>	<b>DESTINATION</b>	<b>DENIAL REASON</b>
6/14/2016	HAMILTON COUNTY	DOCTOR'S OFFICE, LAKE CITY	ROUTE FULL
6/14/2016	SUWANNEE COUNTY	DOCTOR'S OFFICE, LAKE CITY	ROUTE FULL
6/17/2016	HAMILTON COUNTY	DOCTOR'S OFFICE, LAKE CITY	ROUTE FULL, LAST MINUTE REQUEST
6/18/2016	SUWANNEE COUNTY	LIBRARY, LIVE OAK	ROUTE FULL
6/21/2016	SUWANNEE COUNTY	DOCTOR'S OFFICE, GAINESVILLE	ROUTE FULL
6/23/2016	SUWANNEE COUNTY	DOCTOR'S OFFICE, LAKE CITY	ROUTE FULL
6/23/2016	SUWANNEE COUNTY	DOCTOR'S OFFICE, LAKE CITY	ROUTE FULL
6/24/2016	SUWANNEE COUNTY	DOCTOR'S OFFICE, LAKE CITY	ROUTE FULL
6/24/2016	SUWANNEE COUNTY	DOCTOR'S OFFICE, GAINESVILLE	ROUTE FULL
6/28/2016	COLUMBIA COUNTY	DOCTOR'S OFFICE, GAINESVILLE	ROUTE FULL
6/29/2016	COLUMBIA COUNTY	DOCTOR'S OFFICE, LAKE CITY	ROUTE FULL



**ATTENDANCE RECORD**

**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	8/12/15	11/18/15	2/17/16	6/15/16
Chair	Commissioner Jason Bashaw	P	P	P	P
Hamilton County Elected Official	Commissioner Beth Burnam	P	P	P	P
Columbia County Elected Official	Commissioner Bucky Nash	P	P	P	P
Florida Department of Transportation	Sandra Collins	P	A	A	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	A	P	A	A
Alternate Member	Jaime Sanchez-Bianchi	P	A	A	A
Florida Agency for Health Care Administration	Deweese Ogden	P	P	A	P
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Jeffrey Aboumrad	P	A	A	P
Alternate Member	Allison Gill	A	P	A	A
Public Education	Daniel Taylor		P	P	P
Alternate Member	Vacant				
Florida Department of Elder Affairs	Bruce Evans	A	P	A	A
Alternate Member	Dwight Law	P	P	P	P
Citizen Advocate	Sandra Pauwels	P	A	A	A
Alternate Member	Louie Goodin	A	A	A	A
Citizen Advocate - User	Richard Bryant	A	P	P	P
Alternate Member	LJ Two Spirits Johnson	P	P	P	P
Elderly	Vacant				
Alternate Member	Vacant				
Veterans	Bo Beauchemin	P	P	P	P
Alternate Member	Ellis Gray, III	A	A	A	A
Persons with Disabilities	Ralph P. Kitchens Jr.	P	P	P	P
Alternate Member	Denise Morgan				P
Florida Association of Community Action	Matthew Pearson	P	P	P	P
Alternate Member	Vacant				
Children at Risk	Colleen Cody	A	P	P	A
Alternate Member	Audre J. Washington	A	A	A	P
Private Transit	Vacant				
Alternate Member	Vacant				
Regional Workforce Board	Sheryl Rehberg	A	A	A	P
Alternate Member	Jeannie Carr	P	A	A	P
Medical Community	Sandra Buck-Camp	P	P	P	P
Alternate Member	Vacant				

LEGEND KEY: P-Present A-Absent -Not Applicable (newly appointed member)

ATTENDANCE POLICY: The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings.

