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

October 3, 2017

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Bradford County Transportation Disadvantaged Coordinating Board will meet **Tuesday, October 10, 2017 at 9:30 a.m.** in the **Andrews Center Conference Room in Santa Fe College located at 209 West Call Street in the City of Starke.** This is an important meeting of the Board. The Board needs to approve Suwannee River Economic Council's annual performance evaluation. All Board members are encouraged to attend this meeting.

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

Attachments

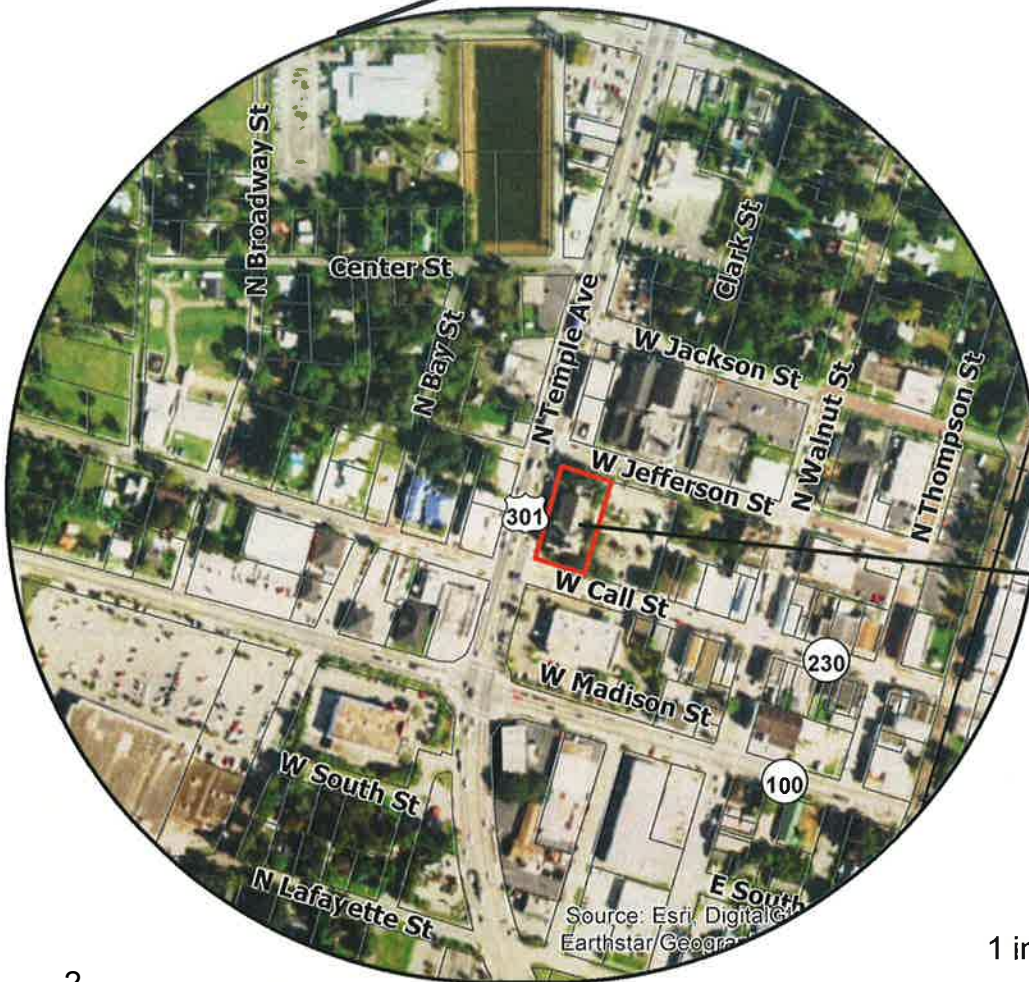
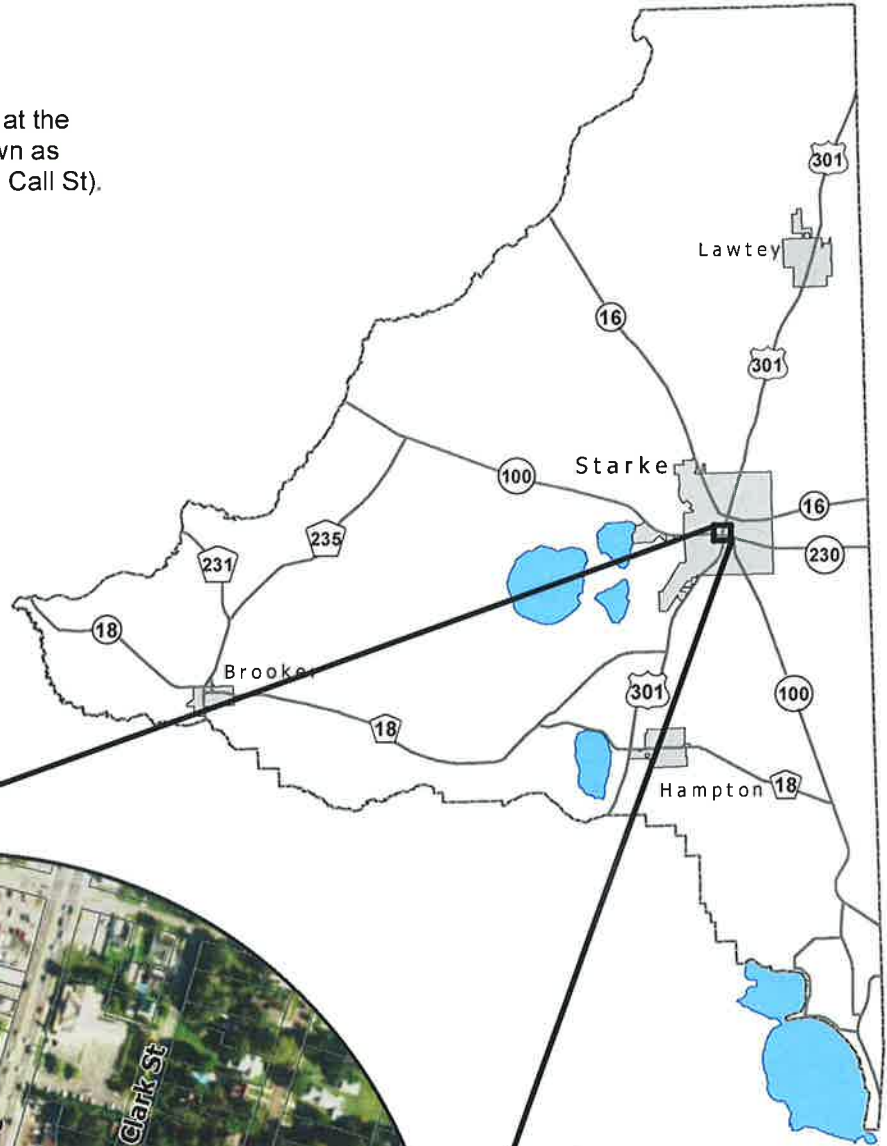
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# Santa Fe College Andrews Center

## 209 West Call Street

### Starke, Florida 32091

Directions: Santa Fe College Andrews Center is at the Northeast corner of U.S. Highway 301 (also known as Temple Ave) and State Road 230 (also known as Call St).



Santa Fe College  
Andrews Center



1 inch = 417 feet

Source: Esri, DigitalGlobe, Earthstar Geographics



**BRADFORD COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING ANNOUNCEMENT AND AGENDA**

**Andrews Center Conference Room**  
**Santa Fe College**  
**209 West Call Street**  
Starke, Florida

Tuesday  
October 10, 2017  
9:30 a.m.

**I. BUSINESS MEETING – CALL TO ORDER**

**A. Introductions**

**B. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**C. Approval of the July 11, 2017  
Minutes**

**Page 7**

**ACTION REQUIRED**

**II. NEW BUSINESS**

**A. Annual Performance Evaluation**

**Page 11**

**ACTION REQUIRED**

The Board needs to review and approve Suwannee River Economic Council, Inc.'s annual performance evaluation

**B. 2016/17 Annual Operations Report**

**Page 59**

**NO ACTION REQUIRED**

The Board needs to review the 2016/17 Annual Operations Report

**C. Rural Area Capital Assistance Program  
Grant Application**

**Page 77**

**ACTION REQUIRED**

The Board needs to review and approve Suwannee River Economic Council's 2017/18 Rural Area Capital Assistance Program Grant application

**D. Elect Vice-Chair**

**Page 79**

**ACTION REQUIRED**

The Board needs to re-elect Steve Futch as Vice-Chair or elect a new Vice-Chair

**E. Suwannee River Economic Council  
Operations Reports**

**Page 81 NO ACTION REQUIRED**

**III. OTHER BUSINESS**

**A. Comments**

**IV. FUTURE MEETING DATES**

- A. January 9, 2018 at 9:30 a.m.**
- B. April 10, 2018 at 9:30 a.m.**
- C. July 10, 2018 at 9:30 a.m.**
- D. October 9, 2018 at 9:30 a.m.**

\* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the enclosed materials, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**BRADFORD COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Danny Riddick Local Elected Official/Chair	Commissioner Tommy Chastain Local Elected Official
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Rhiannon Griggs Florida Department of Children and Families Grievance Committee Member	Nakiesha Thompson Florida Department of Children and Families
Jeffrey Aboumrad Florida Department of Education Grievance Committee Member	Vacant Florida Department of Education
Libby Murphy Florida Department of Elder Affairs	James P. Mitzel Florida Department of Elder Affairs
Dewece Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Vacant Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Vacant Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2020	Vacant Veterans Term ending June 30, 2020
Vacant Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Sherry Ruskowski Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2020	Vacant Elderly Term ending June 30, 2020
Vacant Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Vacant Children at Risk Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Steve Futch - Vice -Chair Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

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



**BRADFORD COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Andrews Center Conference Room  
Santa Fe College  
209 West Call Street  
Starke, Florida

Tuesday  
July 11, 2017  
9:30 a.m.

**VOTING MEMBERS PRESENT**

Sandra Collins, Florida Department of Transportation Representative  
Barbara Fischer, Veterans Representative  
Rhiannon Griggs, Florida Department of Children and Families Representative  
Libby Murphy, Florida Department of Elder Affairs  
Deweece Ogden, Florida Agency for Health Care Administration Representative  
Sherry Ruskowski, Persons with Disabilities Representative

**VOTING MEMBERS ABSENT**

Jeffrey Aboumrad, Florida Department of Education Representative  
Commissioner Danny Riddick, Chair  
Steve Futch, Private Transit Representative, Vice-Chair

**ALTERNATE MEMBERS PRESENT**

James P. Mitzel, Florida Department of Elder Affairs

**OTHERS PRESENT**

Matthew Pearson, Suwannee River Economic Council  
Shannon Rowe, CISTO

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. BUSINESS MEETING CALL TO ORDER**

Due to the absence of Chair Riddick and Vice-Chair Futch, the Board nominated Sandra Collins Acting Chair. Acting Chair Collins called the meeting to order at 9:30 a.m.

**A. Introductions**

Acting Chair Collins asked everyone to introduce themselves.

**B. Approval of the Meeting Agenda**

**ACTION: Barbara Fischer moved to approve the meeting agenda. Sherry Ruskowski seconded; motion passed unanimously.**

**C. Approval of the April 11, 2017 Minutes**

**ACTION: Sherry Ruskowski moved to approve the April 11, 2017 meeting minutes. Deweece Ogden seconded; motion passed unanimously.**

**II. NEW BUSINESS**

**A. 2017/18 Bradford County Transportation Disadvantaged Service Plan Amendments**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Suwannee River Economic Council was awarded Mobility Enhancement Grant Program funds for a second year. She said the Board needs to approve amendments to the 2017/18 Bradford County Transportation Disadvantaged Service Plan incorporating the services provided under the Mobility Enhancement Grant Program.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the transportation services that will be provided under this grant program.

**ACTION: Barbara Fischer moved to approve the amendments to the 2017/18 Bradford County Transportation Disadvantaged Service Plan incorporating the services provided under the Mobility Enhancement Grant Program. Deweece Ogden seconded; motion passed unanimously.**

**B. Bylaws**

Ms. Godfrey stated that the Board needs to review and approve the Bylaws annually. She said staff is not recommending any changes to the Bylaws.

**ACTION: Barbara Fischer moved to approve the Board's Bylaws. Sherry Ruskowski seconded; motion passed unanimously.**



**C. Grievance Procedures**

Ms. Godfrey stated that the Board is required to review and approve the Grievance Procedures annually. She said staff is not recommending any changes to the Grievance Procedures.

**ACTION: Barbara Fischer moved to approve the Grievance Procedures. Sherry Ruskowski seconded; motion passed unanimously.**

**D. Suwannee River Economic Council Operations Reports**

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports. He noted that Bradford County will receive an increase of approximately \$90,000 in Transportation Disadvantaged Trust Funds beginning July 1, 2017. He said Suwannee River Economic Council plans to hire more drivers and operate more routes with the additional funding. He said this should reduce the amount of travel time to Jacksonville and Gainesville.

**E. 2017 Florida Commission for the Transportation Disadvantaged Awards**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged is seeking nominations for their 2017 awards. She said award nominations are due July 21, 2017. She offered to assist any Board member who would like to submit a nomination.

**III. OTHER BUSINESS**

**A. Comments**

**1. Members**

Acting Chair Collins thanked Suwannee River Economic Council for their patience with the Florida Department of Transportation grant process.

**IV. FUTURE MEETING DATES**

Acting Chair Collins stated that the next meeting of the Board will be held Tuesday, October 10, 2017 at 9:30 a.m.

**ADJOURNMENT**

The meeting adjourned at 10:30 a.m.

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Coordinating Board Chair

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Date



October 3, 2017

TO: Bradford County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2016/17 Annual Performance Evaluation

RECOMMENDATION

**Approve the Suwannee River Economic Council's 2016/17 annual performance evaluation.**

BACKGROUND

The Board is required to annually evaluate the transportation services provided by Suwannee River Economic Council. Attached is Suwannee River Economic Council's draft 2016/17 annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

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# COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



## Transportation Disadvantaged

Community Transportation Coordinator: Suwannee River Economic Council

County: Bradford

Address: P.O. Box 70, Live Oak, FL 32060

Contact: Matthew Pearson, Executive Director Phone: 386-362-4115

Review period: July 1, 2016 - June 30, 2017



# 2016/17 Community Transportation Coordinator Annual Performance Evaluation

Approved by the  
Bradford County  
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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**Danny Riddick, 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

October 10, 2017

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Level of Competition \_\_\_\_\_ 39

Level of Coordination \_\_\_\_\_ 40



## I. FINDINGS AND RECOMMENDATIONS

### A. General Information

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### B. Chapter 427, Florida Statutes

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### C. Rule 41-2, Florida Administrative Code

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### D. Bus/Van Ride

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### E. Surveys

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

## GENERAL QUESTIONS

1. What was the designation date of the Community Transportation Coordinator?  
7/01/13
2. What is the complaint process?  
See attached complaint process.
3. Does the community transportation coordinator have a complaint form?  
√ Yes (attached)       No
4. Does the form have a section for resolution of the complaint?  
√ Yes     No
5. Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?  
√ Yes     No
6. When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?  
  
If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Helpline.
7. When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?  
√ Yes     No
8. Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?  
√ Yes (attached)       No
9. Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?  
√ Yes     No
10. Does the rider/ beneficiary information or brochure list the complaint procedure?  
√ Yes     No
11. What is the eligibility process for Transportation Disadvantaged sponsored riders?  
Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).
13. Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?  
 Yes    √ No
14. What innovative ideas have you implemented in your coordinated system?  
Awarded Mobility Enhancement Grant funds to implement on demand transportation service within the City of Starke and Bradford County.

15. Are there any areas where coordination can be improved?  
Transportation services purchased with local, state or federal funds should be purchased through Florida's Transportation Disadvantaged Program including services provided through Florida's Managed Medical Care Program.
16. What barriers are there to the coordinated system?  
The ability of agencies to purchase transportation outside of Florida's Coordinated Transportation System.
17. Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?  
No
18. What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated system?  
Florida Agency for Health Care Administration and CareerSource Florida.
19. How are you marketing the voluntary dollar?  
No marketing system in place.

## Complaint Process

All complaints received either written or verbal should be forwarded to the Director of Transportation. This includes complaints that have already been resolved by the dispatcher or driver.

Complaint form (attached) will be completed and resolution of complaint documented.

Complaints are files and kept to ensure proper tracking of complaints.

Complaints will be sent quarterly by County to the NCFPRC for reporting to the Local Coordinating Boards. Complaint totals will be submitted in the Annual Operating Report.

If resolution of complaint cannot be made by the Director of Transportation, the TD Helpline information should be shared with the rider.

# SREC Transportation Complaint Form

Client Name: \_\_\_\_\_

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

Description of Incident:

Complaint Resolution:

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

Director of Transportation Signature: \_\_\_\_\_



# SUWANNEE RIVER ECONOMIC COUNCIL INC.



[HOME](#)

[PROGRAMS](#)

[SERVICE AREAS](#)

[LOCATIONS](#)

[MEAL SITE LOCATIONS](#)

## BRADFORD COUNTY

### CLIENT SENIOR/SERVICE CENTER

1210 Andrews Circle  
Starke, FL 32091

### AGING PROGRAMS

#### ALZHEIMER'S DISEASE INITIATIVE (ADI):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Respite/Case Management

#### COMMUNITY CARE FOR THE ELDERLY (CCE):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Case Management, Emergency Alert Response, Homemaker, Home Delivered Meals, Personal Care and Respite.

#### EMERGENCY HOME ENERGY ASSISTANCE PROGRAM (EHEAP):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Assistance with utility bills, supply blankets, heaters and fans.

#### HOME CARE FOR THE ELDERLY (HCE):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Case Management, Basic Subsidy, (Caregiver Allowance), Special Subsidy.

#### TITLE III-B, C-1, C-2, IIIIE:



**Funding:** Older Americans Act, Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Congregate Meal Sites, Health Support, Homemaker, Home Delivered Meals, Intake, Nutrition Education, Outreach, Respite, Screening, Telephone Reassurance, and Transportation.

## ENERGY ASSISTANCE/EMERGENCY ASSISTANCE/SELF SUFFICIENCY

### CARE TO SHARE PROGRAM:

**Funding:** Florida Power & Light

**Services:** Assist with utilities.

### COMMUNITY SERVICES BLOCK GRANT (CSBG):

**Funding:** Florida Department of Economic Opportunity

**Services:** Information & Referral; Family Self-Sufficiency; Case Management, Support Services; Application Assistance to other Social Service Agencies.

### EMERGENCY FOOD & SHELTER PROGRAM (EFSP):

**Funding:** Emergency Food & Shelter National Board Program/United Way

**Services:** Emergency assistance for food and housing.

### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP):

**Funding:** Florida Department of Economic Opportunity

**Services:** Assistance with utility bills and utility crisis resolution.

### PROJECT SHARE:

**Funding:** Clay Electric Cooperative

**Services:** Assistance with utility bills.

### SALVATION ARMY:

**Funding:** Salvation Army

**Services:** Assistance with utilities, rent/mortgage, food, medication, and temporary housing.

## HOUSING

### WEATHERIZATION PROGRAMS:

**Funding:** Florida Department of Economic Opportunity

**Services:** Minor home repairs to reduce infiltration of air and energy consumption.

## **TRANSPORTATION**

### **TRANSPORTATION PROGRAMS:**

**Funding:** Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged and Agency for Health Care Administration.

**Services:** Public Transportation

Transport elderly and disadvantaged to the doctor, medical facilities, meal sites and shopping.

For reservations, scheduling, complaints/commendations and/or questions call (904) 964-6696, extension 25 (800) 824-5308, extension 3.

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, extension 241.

For Program information or complaints/commendations call TD Helpline at (800) 983-2435.

**Funding:** Medicaid Broker Services

Access2Care

LogistiCare Solutions, LLC

Medical Transportation Management, Inc.

**Services:** Transport Medicaid eligible clients to the doctor, medical facilities, meal sites and shopping.

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, extension 241.

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**EXHIBIT A  
TRANSPORTATION DISADVANTAGED PROGRAM  
ELIGIBILITY CERTIFICATION APPLICATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Middle Initial \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_  
Zip Code \_\_\_\_\_ County \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Emergency Contact Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

1. How many people reside in your household Including parents, caregivers, relatives or others Involved in your living functions?  
\_\_\_\_\_

2. Does your household have an operational vehicle(s)?  
 Yes (a) Are you or another household member able to operate the vehicle(s)?  Yes  No  
| (b) Can you afford to operate the vehicle(s)?  Yes  No  
 No

3. Are you enrolled in any assistance programs:  
 Managed Medical Care Program (Medicaid)  
 Aging Program  
 Other \_\_\_\_\_



4. What other means of transportation are available for you to use?  
 \_\_\_\_\_

5. Do you have a physical or mental disability as outlined in the Americans With Disabilities Act of 1990?  
 Yes  
 No

6. Is your disability permanent?  
 Yes  
 No

Please check or list any special needs, services or modes of transportation you require:

<input type="checkbox"/> Powered Wheelchair	<input type="checkbox"/> Manual Wheelchair	<input type="checkbox"/> Powered Scooter/Cart
<input type="checkbox"/> Stretcher	<input type="checkbox"/> Walker	<input type="checkbox"/> Leg Braces
<input type="checkbox"/> Cane	<input type="checkbox"/> Respirator	<input type="checkbox"/> Oxygen CO2
<input type="checkbox"/> Personal Care Attendant/Escort		<input type="checkbox"/> Service Animal

Other:  
 \_\_\_\_\_

**CERTIFICATION AND ACKNOWLEDGEMENT**  
 I understand and affirm that the information provided in this application will be used to determine if I am eligible for non-emergency transportation services sponsored by Florida's Transportation Disadvantaged Program. I understand that the information contained in this application is confidential and will be shared only with professionals involved in evaluating and determining eligibility for transportation services provided under Florida's Transportation Disadvantaged Program. I certify that, to the best of my knowledge, the information in this application is true, correct, complete and made in good faith and any material omissions, falsifications, misstatements or misrepresentations in the above information could disqualify me from receiving services under Florida's Transportation Disadvantaged Program.

**APPLICANT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Suwannee River Economic Council will notify you whether your application has been approved or denied within 15 business days. If your application is denied, you may file an appeal with Suwannee River Economic Council within 15 working days.**



**APPLICATION PROCESSED BY:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_



## COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. Are the Community Transportation Coordinator subcontracts uniform?  
 Yes  No  Not applicable.
  2. Is the Florida Commission for the Transportation Disadvantaged standard contract utilized?  
 Yes  No  Not applicable.
  3. Do the contracts include performance standards for the transportation operators?  
 Yes  No  Not applicable.
  4. Do the contracts include the proper language concerning payment to subcontractors?  
 Yes  No  Not applicable.
  5. Were the following items submitted on time?  
  
Annual Operating Report  
 Yes  No  
  
Memorandum of Agreement  
 Yes  No  
  
Transportation Disadvantaged Service Plan  
 Yes  No  
  
Transportation Disadvantaged Trust Fund Grant Application  
 Yes  No  
  
Other grant applications  
 Yes  No
  6. Does the Community Transportation Coordinator monitor its subcontractors and how often is monitoring conducted?  
 Yes  No  Not applicable
  7. Is a written report issued to the operator?  
 Yes  No  Not applicable
  8. What type of monitoring does the Community Transportation Coordinator perform on its coordination contractors and how often is it conducted?  
Not applicable
-

Effective: July 1, 2015 – June 30, 2016

STATE OF FLORIDA  
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
STANDARD COORDINATION/OPERATOR CONTRACT

**THIS CONTRACT** is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, Suwannee River Economic Council, Inc., designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Bradford and Union counties, and hereinafter referred to as the "Coordinator" and Bradford ARC, dba Sunshine Industries, hereinafter referred to as the "Agency/Operator". The terms and conditions of this Contract are effective July 1, 2015 and will continue through June 30, 2016.

WHEREAS, the Coordinator is required, under Rule 41-2, F.A.C., Contractual Arrangements, to provide and/or enter into where cost effective and efficient; to enter into subcontract(s) or to broker transportation services to transportation operators; and

WHEREAS, transportation disadvantaged funds includes any local government, state or federal funds that are for the transportation of transportation disadvantaged; and

WHEREAS, the Coordinator desires to contract with the Agency/Operator for the provision of transportation services for the transportation disadvantaged; and

WHEREAS, the Coordinator believes it to be in the public interest to provide such transportation services through the Agency/Operator for the residents of the service area who are clients of the Agency/Operator; and

WHEREAS, the Agency/Operator will provide the Coordinator the opportunity to develop a proposal for any new transportation services needed; and

WHEREAS, the Agency/Operator, in an effort to coordinate available resources, will make available transportation services to the Coordinator.

WHEREAS, this Contract allows for the provisions of transportation services be provided by the Agency/Operator, in accordance with Chapter 427, F.S., Rule 41-2, F.A.C., and the most current Community Transportation Coordinator policies.

NOW, THEREFORE, in consideration of the mutual covenants, promises and

COMMUNITY TRANSPORTATION COORDINATOR

*Page 7 of 10*

representations herein, the parties agree as follows:

THE AGENCY/OPERATOR SHALL:

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Submit to the Coordinator Annual Operating Report data detailing demographic, operational and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by the Commission for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. Comply with audit and record keeping requirements by :
  1. Utilizing the Commission recognized Chart of Accounts defined in the Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers (uniform accounting system) for all transportation disadvantaged accounting and reporting purposes. Agencies/Operators with existing and equivalent accounting systems are not required to adopt the Chart of Accounts in lieu of their existing Chart of Accounts but shall prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.
  2. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
  3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.
- E. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a period of five (5) years after termination of this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of the five (5) years, the records shall be retained until resolution of the audit findings. The Agency/Operator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by



persons duly authorized by the Coordinator or Commission or this Agreement. The Commission and the Coordinator shall have full access to and the right to examine any of the records and documents during the retention period.

- F. Comply with Safety Requirements by:
  - 1. Complying with Section 341.061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
  - 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
  - 3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.
  
- G. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$200,000 for any one person and \$300,000 per occurrence at all times during the existence of this Contract. Upon the execution of this Contract, the Agency/Operator shall add the Coordinator as an additional named insured to all insurance policies covering vehicles transporting the transportation disadvantaged. In the event of any cancellation or changes in the limits of liability in the insurance policy, the insurance agent or broker shall notify the Coordinator. The Agency/Operator shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41-2.006(1), FAC..
  
- H. Safeguard information by not using or disclosing any information concerning a user of services under this Agreement for any purpose not in conformity with the local, state and federal regulations, including but not limited to 45 CFR, Part 205.50, except upon order of a court of competent jurisdiction, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
  
- I. Protect Civil Rights by:
  - 1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Agency/Operator gives this assurance in consideration of and for the purpose of obtaining federal grants.

loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance and agreeing to complete a Civil Rights Compliance Questionnaire if so required by the Coordinator. Agency/Operator shall also assure compliance with:

- a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
  - b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
  - c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
  - d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
  - e. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
  - f. All regulations, guidelines, and standards lawfully adopted under the above statutes.
  - g. The Americans with Disabilities Act of 1990, as it may be amended from time to time.
2. Agreeing that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the Agency/Operator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assuring that operators, subcontractors, subgrantees, or others with whom the Coordinator arranges to provide services or benefits to participants or employees in connection with any of its programs and

activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Agency/Operator agrees that the Coordinator may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

- J. Agency/Operator's obligation to indemnify, defend, and pay for the defense or at the Coordinator's option, to participate and associate with the Coordinator in the defense and trial of any claim and any related settlement negotiations, shall be triggered by the Coordinator's notice of claim for indemnification to the Agency/Operator. Agency/Operator's inability to evaluate liability or its evaluation of liability shall not excuse the Agency/Operator's duty to defend and indemnify within seven days after such notice by the Coordinator is given by registered mail. Only an adjudication or judgement after the highest appeal is exhausted specifically finding the Coordinator solely negligent shall excuse performance of this provision by the Agency/Operator. Agency/Operator shall pay all costs and fees related to this obligation and its enforcement by the Coordinator. The Coordinator's failure to notify Agency/Operator of a claim shall not release Agency/Operator of the above duty to defend.
  
- K. Comply with all standards and performance requirements of the:
  - 1. The Commission for the Transportation Disadvantaged (Attachment II);
  - 2. The local Coordinating Board approved Transportation Disadvantaged Service Plan and;
  - 3. Any entities that purchase service.Failure to meet the requirements or obligations set forth in this Contract, and performance requirements established and monitored by the Coordinating Board in the approved Transportation Disadvantaged Service Plan shall be due cause for non-payment of reimbursement invoices until such deficiencies have been addressed or corrected to the satisfaction of the Coordinator.
  
- L. Provide Corrective Action. A corrective action notice is a written notice to the Agency/Operator that the Agency/Operator is in breach of certain provisions of this Contract and that correction is required. Any corrective action notice will specify a reasonable time for corrective action to be completed. The Agency/Operator agrees to implement the Corrective Action specified in the notice and provide written documentation to substantiate the implementation of the Corrective Action.

- M. All contracts, subcontracts, coordination contracts will be reviewed annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Contract.
- N. Return to the Coordinator any overpayments due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to the Agency/Operator by the Coordinator. The Agency/Operator shall return any overpayment within thirty (30) calendar days after either discovery by the Agency/Operator, or notification of the Agency/Operator by the Coordinator or entity purchasing transportation, whichever is earlier. In the event that the Coordinator first discovers an overpayment has been made, the Coordinator will notify the Agency/Operator by letter of such a finding. Should repayment not be made in a timely manner, the Coordinator or purchasing entity will charge interest after thirty (30) calendar days after the date of notification or discovery, or the Coordinator will deduct said amount from future invoices.
- O. In performing this Contract, the Agency/Operator shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency/Operator shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Contract, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in subcontracts relating to the performance of this Contract, except subcontracts for standard commercial supplies or raw materials. The Agency/Operator shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.
- P. By execution of this Contract, the Agency/Operator represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder. Funds disbursed to the Agency/Operator under this Contract shall not be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

THE COORDINATOR SHALL:

- A. Recognize the Agency/Operator as described in Chapter 427, F.S., and Rule 41-2, F.A.C.

- B. Insure that entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the coordinated system.
- C. At a minimum, annually monitor the Agency/Operator for insurance, safety and reporting requirements, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The information contained in the Annual Operating Report must be collected, at a minimum, quarterly from the Agency/Operator.

THE OPERATOR AND COORDINATOR FURTHER AGREE:

- A. Nothing in the Contract shall require the Coordinator to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law. If any provision of the Contract is found by a court of law to violate any applicable state law, the purchasing entity will at once notify the Coordinator in writing in order that appropriate changes and modification may be made by the Coordinator and the Agency/Operator to the end that the Agency/Operator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Contract is held invalid, the remainder of this Contract shall be binding on the parties hereto.
- C. Termination Conditions:
  1. Termination at Will - This Contract may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt required, or in person with proof of delivery.
  2. Termination due to Lack of Designation - In the event that the Coordinator so designated by the local Coordinating Board and approved by the Commission, loses its designation, this contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  3. Termination due to Disapproval of Memorandum of Agreement - In the event that the Commission does not accept and approve any contracted transportation rates listed within the Memorandum of Agreement, this Contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective

upon receipt.

4. Termination due to Lack of Funds - In the event funds to finance this contract become unavailable, the Coordinator may terminate the contract with no less than twenty-four (24) hours written notice to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt. The Coordinator shall be the final authority as to the availability of funds.
  5. Termination for Breach - Unless the Agency/Operator's breach is waived by the Coordinator in writing, the Coordinator may, by written notice to the Agency/Operator, terminate this Contract upon no less than twenty-four (24) hours notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Coordinator of breach of any provision of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract, and shall not act as a waiver or estoppel to enforcement of any provision of this Contract. The provisions herein do not limit the Coordinator's right to remedies at law or to damages.
  6. Upon receipt of a notice of termination of this Contract for any reason, the Agency/Operator shall cease service and prepare all final reports and documents required by the terms of this Contract. A final invoice shall be sent to the Coordinator within thirty (30) days after the termination of this Contract.
- D. Renegotiations or Modifications of this Contract shall only be valid when they have been reduced to writing, duly approved by the Coordinator, and signed by both parties hereto.
- E. Agency/Operator shall assign no portion of this Contract without the prior written consent of the Coordinator.
- F. This Contract is the entire agreement between the parties.
- G. Attachments I and II are an integral part of the Contract and are hereby incorporated by reference into this Contract. All subsequent attachments are of an optional nature.
- H. Notice and Contact:

The name and address of the contract manager for the Coordinator for this Contract

is:

Matt Pearson, Executive Director  
Suwannee River Economic Council, Inc.  
P.O. Box 70  
Live Oak FL 32064

The representative/position of the Agency/Operator responsible for administration of the program under this contract is :

Sherry Ruszkowski, Executive Director  
Bradford ARC dba Sunshine Industries  
P.O. Box 509  
Starke FL 32091

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

This contract and its attachments contain all the terms and conditions agreed upon by the parties hereto.

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

AGENCY/OPERATOR:

COMMUNITY TRANSPORTATION  
COORDINATOR

Bradford ARC dba Sunshine Industries  
Sherry Ruszkowski, Executive Director

Suwannee River Economic Council  
Matt Pearson, Executive Director

Typed Name of Authorized Individual

Typed Name of Authorized Individual

Signature: Sherry Ruszkowski

Signature: Matt

Title: EXECUTIVE DIRECTOR

Title: Executive Director

ATTACHMENT I  
AGENCY/OPERATOR CONTRACT

SERVICE DESCRIPTION

1. The Agency/Operator will be able to provide:  
Ambulatory, Wheelchair
  
  2. The Agency/Operator will be available to provide transportation :  
6:00 AM – 6:00 PM, Monday – Friday  
Days Agency/Operator will not be able to provide services:  
Holidays and Sundays
  
  3. Vehicles Agency/Operator will use to transport all passengers:  
Vehicle Inventory attached
  
  4. Vehicle/Equipment Standards:  
Functioning air conditions/heating, grab rails, stanchions, first aid kits, fire extinguishers, adequate communication equipment
  
  5. Driver Requirements:  
Current valid license, FDOT physical, working knowledge of Coordinator's SSPP, pre-hire and random drug tests.
  
  6. Training  
Annual driver training is required.
-



7. Agency/Operator' fare structure

\$1.50 per mile when providing services for Coordinator.

8. Billing/Invoicing and Reimbursement procedure for Agency/Operator.

Submit invoice (if any) and reports monthly.

9. Reporting Requirements

Total miles, revenue miles, trips, total drivers, total vehicles, accidents, driver hours, total transportation revenues, total expenses.

## ATTACHMENT II

### The Commission for the Transportation Disadvantaged Standards and Performance Requirements

Pursuant to Rule 41-2.006, Florida Administrative Code, the Community Transportation Coordinator and any Transportation Operator/Agency from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Commission approved standards. These standards shall include:

- (a) Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration;
- (b) An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Transportation Disadvantaged Service Plan;
- (c) Child restraint devices shall be determined locally as to their use, responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan;
- (d) Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices;
- (e) Vehicle transfer points shall provide shelter, security, and safety of passengers;
- (f) A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board;
- (g) Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips;
- (h) Interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger;

- (l) Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within 15 calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, except in instances where the Community Transportation Coordinator is a non-governmental entity;
- (j) Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system;
- (k) Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time;
- (l) Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle;
- (m) The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheel chair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver;
- (n) All vehicles ordered or put into service after adoption of this section of the Rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall

have two years to be in compliance after the adoption date of this section of the Rule;

- (o) All vehicles ordered or put into service after the adoption of this section of the Rule, and providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall have two years to be in compliance after the adoption date of this section of the Rule;
- (r) First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan; and
- (s) Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

LIST OF OPTIONAL ADDITIONAL ATTACHMENTS

- Coordinator's Memorandum of Agreement, including Transportation Disadvantaged Service Plan (Attachment III)
- Coordinator's and Local Coordinating Board's Grievance Procedures (Attachment IV)
- Coordinator's Safety System Plan (Attachment V)
- Annual Operating Report Instructions/Forms (Attachment VI)
- Any Entities Purchasing Transportation's Standards (Attachment VII)
- Any Reporting Forms (Quarterly Reports to Local Coordinating Board or Coordinator) (Attachment VIII)
- Any Billing/Invoicing Forms (Attachment IX)
- Current Coordinator Policies (Attachment X)

**CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (a)**

Name of Applicant: The Arc of Bradford County      Date of Inventory: 08/28/15

Vehicles to be replaced	Model Yr. (b)	Make/size/type	FDOT control # or VIN (d)	Ramp or lift (specify)	Seats & W:	Avg. miles/Yr.	Current Mileage	Expected retirement date	Other equipment (e)	Funding source (f)
	2003	Ford	FDOT 99269 1FDXF45F13HB36966	Lift	12 + 2	12,019	145,140	N/A	N/A	FDOT
	2005	Ford	FDOT 99295 1FDWE35L35HB24834	Lift	6 + 2	5,733	88,643	N/A	N/A	FDOT
	2006	Chevy	FDOT 90233 1GBJG31U061264670	Lift	8 + 2	11,200	124,913	N/A	N/A	FDOT
	2007	Chevy	FDOT 90241 1GBJG31U371167254	Lift	8 + 2	3,253	82,380	N/A	N/A	FDOT
	2010	Chevy	FDOT 90271 1GB9G5AG4A1143352	Lift	12 + 2	18,430	91,290	N/A	N/A	FDOT
	2011	Ford	FDOT 90291 1FTNE2ELXBDB14203	N/A	9	7,112	23,429	N/A	N/A	FDOT
	2013	Dodge	FDOT 92371 2C4RDGBG5CR369784	Ramp	5 + 1	10,585	24,837	N/A	N/A	FDOT
	2006	Ford	1FBSS31L56DA35555	N/A	11	23,000	119,948	N/A	N/A	ARC

(a) Applicants must use this form.  
 (b) Identify vehicles to be replaced with this or other grant by placing an asterisk (\*) next to the model year. In Exhibit B of the application, provide the name of the lessee or contractor, if applicable.  
 (c) For example, Ford 22' bus; Dodge converted van.  
 (d) Show FDOT control number AND VIN if bought with grant through FDOT. If bought through other funding, list the complete VIN.  
 (e) Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.  
 (f) Identify the grant or other funding source used for purchasing the vehicle/equipment.  
**NOTE:** Applicants may add additional lines to the form. Those requesting replacement vehicles, please identify the year the vehicle(s) were purchased.



Contract Extension

Between Agency and Provider


Hereby extends the Standard Coordination Contract between Suwannee River Economic Council, Inc. P.O. Box 70, Live Oak, Florida 32064 and

Coordinator Name Bradford ARC dba Sunshine Industries  
1351 South Water Street  
Starke, Florida 32091

Until 6/30/18. All conditions remain the same as in original contract.



Extension approval

  
\_\_\_\_\_  
Sherry Ruszkowski, Executive Director  
Bradford ARC dba Sunshine Industries

  
\_\_\_\_\_  
Matt Pearson, Executive Director  
Suwannee River Economic Council, Inc.

6/12/17  
Date

6/15/17  
Date

## COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

1. How is the Community Transportation Coordinator using school buses in the coordinated system?  
Suwannee River Economic Council does not have a contract with the Bradford County School Board to use their vehicles.
2. How is the Community Transportation Coordinator using public transportation services in the coordinated system?  
Not applicable
3. Is there a goal for transferring passengers from paratransit to transit?  
 Yes  No  Not applicable
4. What are the minimum liability insurance requirements? \$100,00/\$300,000
5. What are the minimum liability insurance requirements in the operator and coordination contracts? \$100,000/\$300,000
6. Do the minimum liability insurance requirements exceed \$1 million per incident?  
 Yes  No

Standards	Comments
Local toll free phone number must be posted in all vehicles.	Suwannee River Economic Council posts local toll free phone number in all vehicles.
Vehicle Cleanliness	Suwannee River Economic Council cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	Suwannee River Economic Council maintains a passenger database.
Adequate seating	Suwannee River Economic Council provides adequate seating for all passengers.
Driver Identification	Suwannee River Economic Council requires drivers to identify themselves in a manner that is conducive to communications with specific passengers.
Passenger Assistance	Suwannee River Economic Council requires drivers to provide passengers with boarding and exiting assistance.
Smoking, Eating and Drinking	Smoking is prohibited in any vehicle. Eating and drinking on board vehicles is not permitted unless medically necessary.
Two-way Communications	All vehicles are equipped with two-way communications.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	Suwannee River Economic Council complies with Section 287.0585, Florida Statutes.
Transport of Escorts and dependent children policy	Suwannee River Economic Council requires children under the age of 16 to be accompanied by and escort. Escorts must be provided by the passenger and able to provide necessary assistance to the passenger. Escorts are transported at the rates described in the established rate structure.
Use, Responsibility, and cost of child restraint devices	Suwannee River Economic Council requires all passengers under the age of 4 and or 50 pounds to use a child restrain device. Child restraint devices must be provided by the passenger.



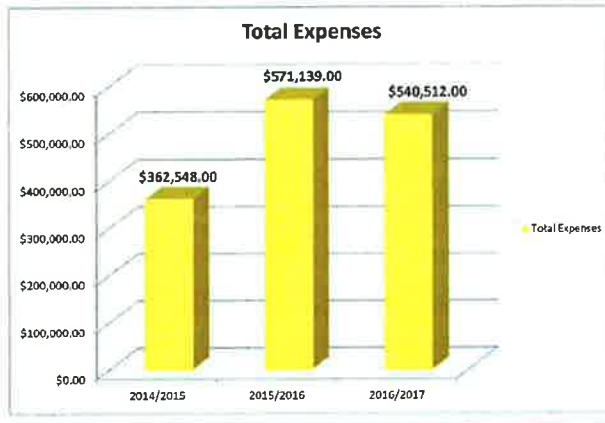
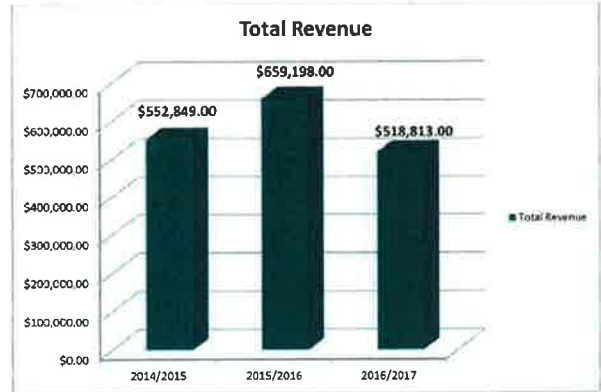
Out-of-Service Area trips	Suwannee River Economic Council may require medical provider verification for any out of county transportation.
CPR/1st Aid	Suwannee River Economic Council does not require drivers to be trained in CPR. Suwannee River Economic Council requires that all vehicles be equipped with biohazard kits as required by State and Federal regulations.
Driver Criminal Background Screening	Suwannee River Economic Council conducts motor vehicle registration checks on drivers every six months.
Passenger Property	Suwannee River Economic Council allows passengers to have personal property that they can place on their lap or stow under the seat. Passengers must be able to independently carry all items brought on the vehicle.
Advance reservation requirements	Suwannee River Economic Council requires trips to be scheduled by 4:00 p.m. the day before service is requested.
Pick-up Window	Passengers shall be picked up 30 minutes before or 30 minutes after their scheduled pick-up time.

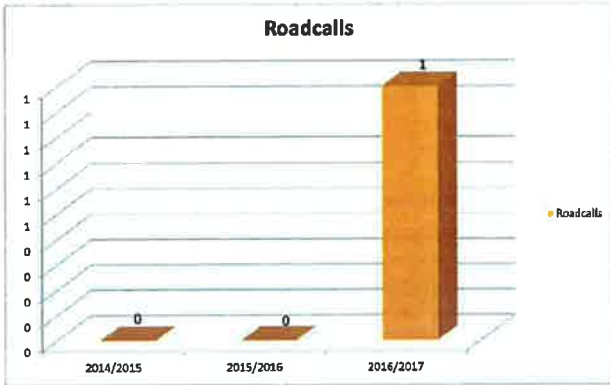
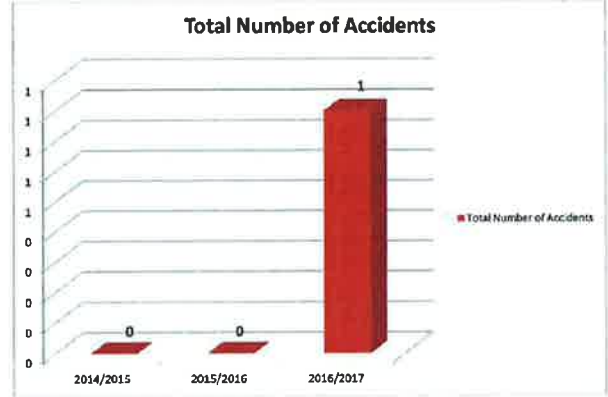
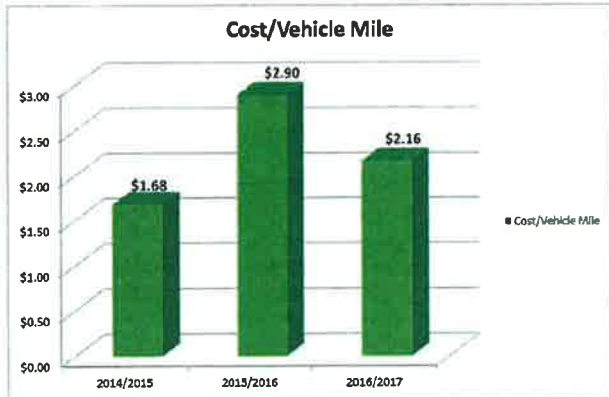
<b>Measurable Standards/Goals</b>	<b>Standard/Goal</b>	<b>Is the Community Transportation Coordinator meeting the Standard?</b>
Public Transit Ridership	Not applicable	Not applicable
On-time performance	90%	Yes
Accidents	No more than 1/100,000 miles	Yes
Roadcalls	No more than 5 roadcalls during the evaluation period.	Yes
Complaints	No more than 2/1,000 trips.	Yes
Call-Hold Time	Not applicable	Not applicable

**PERFORMANCE TRENDS  
BRADFORD COUNTY**

PERFORMANCE STANDARD	PERFORMANCE MEASURE	Fiscal Year 2014/2015	Fiscal Year 2015/2016	Fiscal Year 2016/2017	Percent Change (2015/2016 - 2016/2017)
<b>TOTAL SERVICE</b>	Total Passenger Trips	22,752	23,682	26,863	12%
	Ambulatory Trips	20,696	21,542	24,435	12%
	Non-ambulatory trips	1,957	2,037	2,310	12%
	Stretcher Trips	99	103	118	13%
	Total Revenue Vehicle Miles	185,365	170,630	227,082	25%
	Total Vehicle Miles	215,244	197,016	249,784	21%
	Total Driver Hours	10,365	9,252	8,794	-5%
<b>SERVICE EFFECTIVENESS</b>	Passenger Trips/Revenue Vehicle Mile	0.12	0.14	0.12	-17%
	Miles Per Trip	9	8	9	11%
	Passenger Trips/Vehicle Mile	0.11	0.12	0.11	-12%
	Passenger Trips/Driver Hour	2.2	2.6	3.1	16%
<b>COST EFFECTIVENESS &amp; EFFICIENCY</b>	Total Revenue	\$552,849.00	\$659,198.00	\$518,813.00	-27%
	Total Expenses	\$362,548.00	\$571,139.00	\$540,512.00	-6%
	Cost/Passenger Trip	\$15.93	\$24.12	\$20.12	-20%
	Cost/Revenue Vehicle Mile	\$1.96	\$3.35	\$2.38	-41%
	Cost/Vehicle Mile	\$1.68	\$2.90	\$2.16	-34%
	Cost/ Vehicle	\$25,896.29	\$47,594.92	\$54,051.20	12%
	Cost/Driver Hour	\$34.98	\$61.73	\$61.46	0%
<b>VEHICLE UTILIZATION</b>	Total Vehicles	14	12	10	-20%
	Passenger Trips/Vehicles	1,625	1,974	2,586	27%
	Total Vehicle Miles/Vehicle	15,375	16,418	24,976	34%
	Total Revenue Vehicle Miles/Vehicle	13,240	14,219	22,708	37%
<b>SAFETY</b>	Total Number of Accidents	0	0	2	100%
	Accidents/100,000 Miles	0	0	1	100%
<b>SERVICE AVAILABILITY</b>	Average Miles Between Roadcalls	215,244	197,016	249,784	21%
	Roadcalls	0	0	1	100%
	Number of Unmet Trip Requests	23	24	22	-9%
	Passenger No-Shows	164	171	165	-4%

\* Source: Annual Operations Reports.







**Bus Transit System Annual Safety and Security Certification**  
*Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2016

Certification Year: (Previous): 2015

Name and Address of Bus Transit System: Suwannee River Economic Council, Inc.  
POB 70  
Live Oak FL 32064

*The Bus Transit System (Agency) named above hereby certifies the following:*

1. *The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
2. *The Agency is in compliance with its adopted SSPP and SPP.*
3. *The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
4. *The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature: *Matt* Date: 1/6/16  
(Individual Responsible for Assurance of Compliance)

Name: Matt Pearson Title: Executive Director

Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:

Name: See Attachment

Name of Qualified Mechanic who Performed Annual Inspections: See Attachment

Note: Please do not edit or otherwise change this form.

## ON-SITE OBSERVATION OF THE SYSTEM

1. Date of Observation: 9/22/2017
2. Location: SREC Transportation Facility to Shands Regional Medical Center/Dialysis Center
3. Number of Passengers picked up/dropped off:  
Ambulatory: 2  
Non-Ambulatory 1
4. Was the driver on time?  
 Yes  
 No If no, how many minutes late/early?
5. Did the driver provide passenger assistance?  
 Yes  
 No
6. Was the driver wearing identification?  
 Yes  
 No
7. Did the driver ensure the passengers were properly secured?  
 Yes  
 No
8. Was the interior of the vehicle free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger?  
 Yes  
 No
9. Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Program Helpline for comments/complaints/commendations?  
 Yes  
 No
10. Did the vehicle have working heat and air conditioning?  
 Yes  
 No
11. Did the vehicle have two-way communications in good working order?  
 Yes  
 No
12. If used, was the lift in good working order?  
 Yes  
 No  
 Not Applicable
13. Was there safe and appropriate seating for all passengers?  
 Yes  
 No
14. Did the driver properly use the lift and secure the passenger?  
 Yes  
 No  
 Not Applicable

## PASSENGER SURVEY

**How often do your ride?**

Daily 7 days/week	1-2 Times/Week	3-5 Times/Week	Other
0	3	5	0

**Have you been denied transportation services?**

Yes 0

No 8

**What is your trip purpose?**

Medical	Education/Training	Employment	Other
8	0	0	0

**Do you have concerns with your service?**

Yes 0

No 8

**What types of concerns do you have?**

Late Trips	Driver Behavior	Availability	Vehicle Condition	Customer Service	Cost
0	0	0	0	0	0

**COST**

**FLCTD  
Annual Operations Report  
Section VII: Expense Sources**

County: <b>Bradford</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
Status: <b>Saved with Issues</b>			
Section VII: <b>Financial Data</b>			
<b>2. Expense Sources</b>			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$216,027.00	\$0.00	\$216,027.00
Fringe Benefits (502):	\$116,888.00	\$0.00	\$116,888.00
Services (503):	\$21,604.00	\$0.00	\$21,604.00
Materials and Supplies Cons. (504):	\$108,386.00	\$0.00	\$108,386.00
Utilities (505):	\$18,152.00	\$0.00	\$18,152.00
Casualty and Liability (506):	\$22,838.00	\$0.00	\$22,838.00
Taxes (507):	\$143.00	\$0.00	\$143.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$1,407.00	\$0.00	\$1,407.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$14,107.00	\$0.00	\$14,107.00
Annual Depreciation (513):	\$0.00	\$0.00	\$0.00
Contributed Services (530):	\$20,960.00	\$0.00	\$20,960.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL:</b>	<b>\$540,512.00</b>	<b>\$0.00</b>	<b>\$540,512.00</b>



**LEVEL OF COMPETITION**

1. Inventory of Transportation Operators in the Service Area

	Transportation Providers Available	Transportation Providers Contracted in the System.
Private Non-Profit	3	2
Private For-Profit	0	0
Government	0	0
Public Transit Agency	0	0
Total	3	2

2. How many of the operators are coordination contractors? 1

3. Does the Community Transportation Coordinator have a competitive procurement process?  
 Yes  
 No

4. What methods have been used in selection of the transportation operators?

<input type="checkbox"/>	Low bid
<input type="checkbox"/>	Requests for qualifications
<input type="checkbox"/>	Negotiation only

<input checked="" type="checkbox"/>	Requests for proposals
<input type="checkbox"/>	Requests for interested parties
<input type="checkbox"/>	



## LEVEL OF COORDINATION

1. Public Information – How is public information distributed about transportation services in the community?

Suwannee River Economic Council distributes brochures in the community.

2. Eligibility – How is passenger eligibility coordinated for local transportation services?

Suwannee River Economic Council determines passenger eligibility except for passengers using Florida's Managed Medical Care Program.

3. Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Individuals call Suwannee River Economic Council to schedule all trips except trips provided through Florida's Managed Medical Care Program.

4. Reservations – How is the duplication of a reservation prevented?

Suwannee River Economic Council handles all trip reservations except trip reservations for Florida's Managed Medical Care Program.

5. Trip Allocation – How is the allocation of trip requests to providers coordinated?

Suwannee River Economic Council handles all trip allocations.

6. Scheduling – How is the trip assignment to vehicles coordinated?

Suwannee River Economic Council schedules all trips except for trips provided in Florida's Managed Medical Care Program.

7. General Service Monitoring – How is the overseeing of transportation operators coordinated?

Suwannee River Economic Council monitors transportation operators under contract with Suwannee River Economic Council.



October 3, 2017

TO: Bradford County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2016-2017 Annual Operations Report

RECOMMENDATION

**Review the 2016/2017 Annual Operations Report.**

BACKGROUND

Suwannee River Economic Council is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is the Fiscal Year 2016-2017 Annual Operations Report for Bradford County.

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

Attachment

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**FLCTD**  
**Annual Operations Report**  
**Section I: Face Sheet**

<b>County:</b> Bradford	<b>Fiscal Year:</b> July 1, 2016 - June 30, 2017
<b>Status:</b> Ready	
<b>Report Date:</b>	08/23/2017
<b>Period Covered:</b>	July 1, 2016 - June 30, 2017
<b>Coordinator's Name:</b>	Suwannee River Economic Council, Inc.
<b>Address:</b>	P.O. Box 70
<b>City:</b>	Live Oak
<b>Zip Code:</b>	32064
<b>Service Area:</b>	Bradford
<b>Contact Person:</b>	Matt Pearson
<b>Title:</b>	Executive Director
<b>Phone:</b>	(386) 362 - 4115
<b>Fax:</b>	(386) 362 - 4078
<b>Email:</b>	mattpearson@suwanneecouncil.net
<b>Network Type:</b>	Partial Brokerage
<b>Organization Type:</b>	Private Non-Profit
<b>CTC Certification:</b>	
I, Matt Pearson, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.	
<b>CTC Representative (signature)</b>	
_____	
<b>LCB Statement:</b>	
I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.	
<b>LCB Signature</b>	
_____	

**FLCTD**  
**Annual Operations Report**  
**Section II: General Info**

County: **Bradford**

Fiscal Year: **July 1, 2016 - June 30, 2017**

Status: **Ready**

**Section II: Coordinated System General Information**

**1. Provider Listing (include the CTC, if the CTC provides transportation services)**

Number of Private Non-Profits: 2

Number of Private For-Profits: 0

**Public Entities:**

School Board: 0

Municipality: 0

County: 0

Transit Authority: 0

Other: 0

**Total: 2**

**2. How many of the providers listed in 1 are coordination contractors?**

1

**FLCTD**  
**Annual Operations Report**  
**Section III: Passenger Trip Info**

County: <b>Bradford</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Ready</b>			
<b>Section III: Passenger Trip Information</b>			
<b>1a. One-Way Passenger Trips</b>			
<b>Type of Service</b>	<b>Service Area</b>		
<b>Fixed Route/Fixed Schedule</b>	<b>Within</b>	<b>Outside</b>	<b>Total</b>
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
<b>Deviated Fixed Route Service</b>			
	0	0	0
<b>Paratransit</b>			
Ambulatory	19338	5097	24435
Non-Ambulatory	1971	339	2310
Stretcher	118	0	118
<b>Other Services</b>			
School Board Trips	0	0	0
Total Trips	21427	5436	26863
<b>1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?</b>			0
<b>1c. How many of the total trips were provided by coordination contractors?</b>			12931
<b>2. One-Way Trips by Funding Source</b>			
Agency for Health Care Administration			4941
Agency for Persons with Disabilities			12931
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			7824
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			1167
Department of Health			0

Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	0
Local Non-Government	0
Other Federal Programs	0
<b>Total:</b>	26863
<b>3. One-Way Trips by Passenger Type</b>	
Was this information obtained by sampling?	yes
<b>Elderly</b>	
Low Income:	5104
Disabled:	437
Low Income and Disabled:	477
Other:	0
<b>Children</b>	
Low Income:	494
Disabled:	121
Low Income and Disabled:	0
Other:	0
<b>Other</b>	
Low Income:	6283
Disabled:	728
Low Income and Disabled:	13219
Other:	0
<b>Total:</b>	26863
<b>4. One-Way Passenger Trips - by Purpose</b>	
Was this information obtained by sampling?	yes
Medical Purpose	10857
Employment Purpose	0
Education/Training/Daycare Purpose	8836
Nutritional Purpose	3408
Life-Sustaining/Other Purpose	3762
<b>Total:</b>	26863
<b>5. Unduplicated Passenger Head Count</b>	
5a. Paratransit/Deviated Fixed Route/ School Brd	572



5b. Fixed Route	0
<b>Total:</b>	572
<b>6. Number of Unmet Trip Requests</b>	
	22
<b>Unmet Trip Requests by Type of Trip</b>	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	22
<b>Reason Trip was Denied (Optional)</b>	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
<b>7.) Number of Passenger No-shows</b>	
	165
<b>Passenger No-Shows by Funding Source (optional)</b>	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
<b>8. Complaints</b>	
Complaints by Service	1
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	0
<b>Complaint Total:</b>	1
<b>9. Commendations</b>	
Commendations by CTC	0

Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
<b>Total Commendations:</b>	<b>0</b>

**FLCTD**  
**Annual Operations Report**  
**Section IV: Vehicle Info**

County: <b>Bradford</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Ready</b>			
<b>Section IV: Vehicle Information</b>			
<b>1. Mileage Information</b>			
	<b>Vehicle Miles</b>		<b>Revenue Miles</b>
CTC:	180845		162555
Transportation Providers:	0		0
Coordination Contractors:	68939		64527
School Bus Utilization Agreement:	0		0
<b>Total:</b>	<b>249784</b>		<b>227082</b>
<b>2. Roadcalls</b>			
	1		
<b>3. Accidents</b>			
	<b>Chargeable</b>		<b>Non-Chargeable</b>
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	2		0
Total Accidents Person & Vehicle:	0		0
<b>Total Accidents:</b>	<b>2</b>		<b>0</b>
<b>Grand Total:</b>	<b>2</b>		
<b>4. Total Number of Vehicles</b>			
	10		
		<b>Count</b>	<b>Percentage</b>
a. Total vehicles that are wheelchair accessible:		8	80.00%
b. Total vehicles that are stretcher equipped:		1	10.00%

**FLCTD**  
**Annual Operations Report**  
**Section V: Employee Info**

County: <b>Bradford</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Ready</b>			
<b>Section V: Employee Information</b>			
<b>1. CTC and Transportation Provider Employee Information</b>			
			<b>Hours</b>
Full-Time Drivers	3		7863
Part-Time Drivers	5		931
Volunteer Drivers	0		0
<b>Total Hours:</b>			8794
Maintenance Employees	0		
Dispatchers	1		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	0		
			<b>Hours</b>
Other Volunteers	0		0
Administrative Support	1		
Management Employees	1		
<b>Total</b>	<b>11</b>		
<b>2. Coordination Contractors Employee Information</b>			
			<b>Hours</b>
Full-Time Drivers	3		6859
Part-Time Drivers	3		3223
Volunteer Drivers	0		0
<b>Total Hours:</b>			10082
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		

Other Operations Employees	0	
		<b>Hours</b>
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
<b>Total</b>	6	
		<b>TOTAL HOURS: 18876</b>

**FLCTD**  
**Annual Operations Report**  
**Section VI: Revenue Sources**

County: <b>Bradford</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Saved with Issues</b>			
<b>Section VI: Financial Data</b>			
<b>1. Detailed Revenue and Trips Provided by Funding Source</b>			
<b>Revenue Source</b>	<b>CTC and Transportation Providers</b>	<b>Coordination Contractors</b>	<b>TOTAL REVENUES</b>
<b>Agency for Health Care Administration</b>			
Medicaid Non-Emergency	\$137,983.00	\$0.00	\$137,983.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
<b>Agency for Persons with Disabilities</b>			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Agency for Workforce Innovation</b>			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Commission for the Transportation Disadvantaged</b>			
Non-Sponsored Trip Program	\$141,126.00	\$0.00	\$141,126.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$47,578.00	\$0.00	\$47,578.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Children and Families</b>			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Community Affairs</b>			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Education</b>			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00

Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Elder Affairs</b>			
Older Americans Act	\$18,432.00	\$0.00	\$18,432.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Health</b>			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Juvenile Justice</b>			
(specify)	\$0.00	\$0.00	\$0.00
<b>Department of Transportation</b>			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$0.00	\$0.00	\$0.00
49 USC 5311 (Section 18)	\$152,734.00	\$0.00	\$152,734.00
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)	\$0.00	\$0.00	\$0.00
<b>Local Government</b>			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$0.00	\$0.00	\$0.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
<b>Local Non-Government</b>			
Farebox	\$0.00	\$0.00	\$0.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$20,960.00	\$0.00	\$20,960.00
<b>Other Federal or State Programs</b>			

(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL:</b>			
	\$518,813.00	\$0.00	\$518,813.00



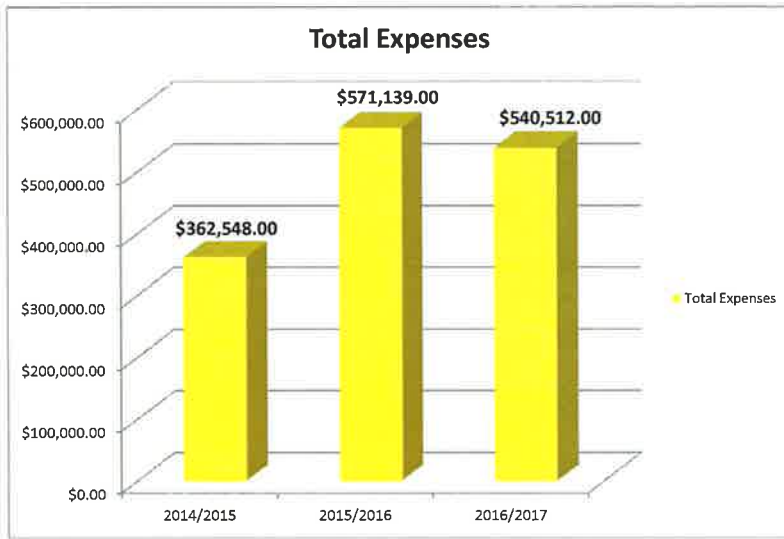
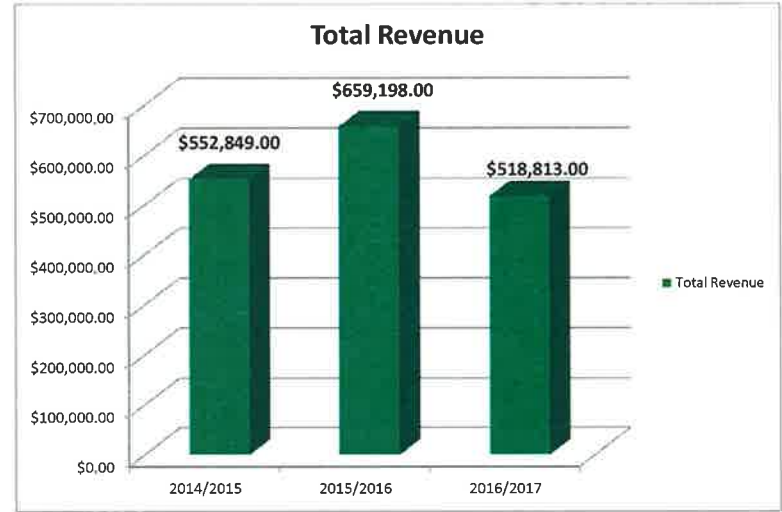
**FLCTD**  
**Annual Operations Report**  
**Section VII: Expense Sources**

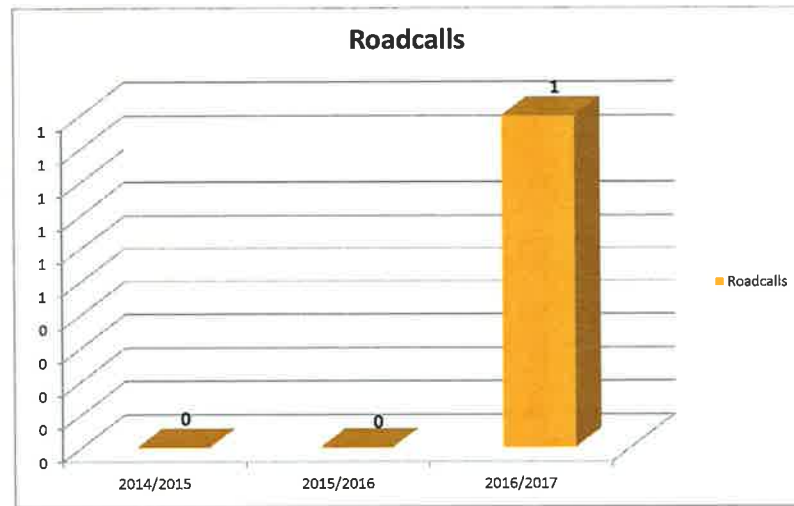
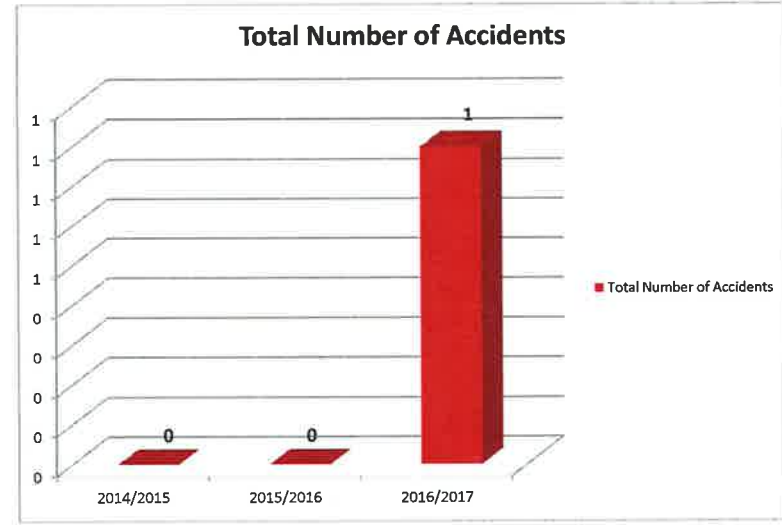
County: <b>Bradford</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Saved with Issues</b>			
<b>Section VII: Financial Data</b>			
<b>2. Expense Sources</b>			
<b>Expense Item</b>	<b>Community Transportation Coordinator</b>	<b>Coordination Contractor</b>	<b>TOTAL EXPENSES</b>
Labor (501):	\$216,027.00	\$0.00	\$216,027.00
Fringe Benefits (502):	\$116,888.00	\$0.00	\$116,888.00
Services (503):	\$21,604.00	\$0.00	\$21,604.00
Materials and Supplies Cons. (504):	\$108,386.00	\$0.00	\$108,386.00
Utilities (505):	\$18,152.00	\$0.00	\$18,152.00
Casualty and Liability (506):	\$22,838.00	\$0.00	\$22,838.00
Taxes (507):	\$143.00	\$0.00	\$143.00
<b>Purchased Transportation Services (508)</b>			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$1,407.00	\$0.00	\$1,407.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$14,107.00	\$0.00	\$14,107.00
Annual Depreciation (513):	\$0.00	\$0.00	\$0.00
Contributed Services (530):	\$20,960.00	\$0.00	\$20,960.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL:</b>	<b>\$540,512.00</b>	<b>\$0.00</b>	<b>\$540,512.00</b>

**PERFORMANCE TRENDS  
BRADFORD COUNTY**

<b>PERFORMANCE STANDARD</b>	<b>PERFORMANCE MEASURE</b>	<b>Fiscal Year 2014/2015</b>	<b>Fiscal Year 2015/2016</b>	<b>Fiscal Year 2016/2017</b>	<b>Percent Change (2015/2016 - 2016/2017)</b>
<b>TOTAL SERVICE</b>	Total Passenger Trips	22,752	23,682	26,863	12%
	Ambulatory Trips	20,696	21,542	24,435	12%
	Non-ambulatory trips	1,957	2,037	2,310	12%
	Stretcher Trips	99	103	118	13%
	Total Revenue Vehicle Miles	185,365	170,630	227,082	25%
	Total Vehicle Miles	215,244	197,016	249,784	21%
	Total Driver Hours	10,365	9,252	8,794	-5%
<b>SERVICE EFFECTIVENESS</b>	Passenger Trips/Revenue Vehicle Mile	0.12	0.14	0.12	-17%
	Miles Per Trip	9	8	9	11%
	Passenger Trips/Vehicle Mile	0.11	0.12	0.11	-12%
	Passenger Trips/Driver Hour	2.2	2.6	3.1	16%
<b>COST EFFECTIVENESS &amp; EFFICIENCY</b>	Total Revenue	\$552,849.00	\$659,198.00	\$518,813.00	-27%
	Total Expenses	\$362,548.00	\$571,139.00	\$540,512.00	-6%
	Cost/Passenger Trip	\$15.93	\$24.12	\$20.12	-20%
	Cost/Revenue Vehicle Mile	\$1.96	\$3.35	\$2.38	-41%
	Cost/Vehicle Mile	\$1.68	\$2.90	\$2.16	-34%
	Cost/ Vehicle	\$25,896.29	\$47,594.92	\$54,051.20	12%
	Cost/Driver Hour	\$34.98	\$61.73	\$61.46	0%
<b>VEHICLE UTILIZATION</b>	Total Vehicles	14	12	10	-20%
	Passenger Trips/Vehicles	1,625	1,974	2,686	27%
	Total Vehicle Miles/Vehicle	15,375	16,418	24,978	34%
	Total Revenue Vehicle Miles/Vehicle	13,240	14,219	22,708	37%
<b>SAFETY</b>	Total Number of Accidents	0	0	2	100%
	Accidents/100,000 Miles	0	0	1	100%
<b>SERVICE AVAILABILITY</b>	Average Miles Between Roadcalls	215,244	197,016	249,784	21%
	Roadcalls	0	0	1	100%
	Number of Unmet Trip Requests	23	24	22	-9%
	Passenger No-Shows	164	171	165	-4%

\* Source: Annual Operations Reports.







**II . C**  
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Suwannee • Taylor • Union Counties

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

October 3, 2017

TO: Bradford County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

**The Board needs to approve Suwannee River Economic Council'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.

Suwannee River Economic Council will distribute the 2017/18 Rural Area Capital Assistance Program Grant application at the meeting. If you have any questions concerning this matter, please do not hesitate to contact me.

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**II . D .**

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October 3, 2017

TO: Bradford County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Elect Vice-Chair

RECOMMENDATION

**Re-elect Mr. Steve Futch as the Board's Vice-Chair or elect a new Vice-Chair.**

BACKGROUND

Chapter I. F. of the Board's Bylaws requires the Board to hold an organizational meeting each year for the purpose of electing a Vice-Chair. 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.

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

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## II . E .

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October 3, 2017

TO: Bradford County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Suwannee River Economic Council - Operations Reports

### RECOMMENDATION

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

### BACKGROUND

Attached are the following reports for the Board's review:

1. April - June 2017 Operations Report;
2. Fiscal Year 2016/17 Transportation Disadvantaged Trust Fund Status Report;
3. Fiscal Year 2017/18 Transportation Disadvantaged Trust Fund Status Report;
4. April - June 2017 Complaint/Commendation Report; and
5. April - June 2017 Trip Denial Report.

If you have any questions regarding the attached reports, please do not hesitate to contact me.

### Attachments

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**QUARTERLY OPERATING REPORT  
BRADFORD COUNTY  
APRIL - JUNE 2017**

OPERATING DATA	SREC	ARC of Bradford	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>3,524</b>	<b>2,949</b>	<b>6,473</b>
Aging Program - Title III-B	393	0	393
Transportation Disadvantaged Program	1,427	0	1,427
Florida Agency for Persons with Disabilities	0	2,949	2,949
Florida Managed Medical Care Program (Medicaid)	1,136	0	1,136
Mobility Enhancement Grant	568	0	568
<b>TOTAL VEHICLE MILES</b>	<b>43,461</b>	<b>19,555</b>	<b>63,016</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>39,466</b>	<b>0</b>	<b>39,466</b>
<b>TOTAL VEHICLE HOURS</b>	<b>2,652</b>	<b>4,006</b>	<b>6,658</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$103,843.66</b>	<b>\$32,938.30</b>	<b>\$136,782</b>
Aging Program - Title III-B	\$6,036.48	\$0.00	\$6,036
Transportation Disadvantaged Program	\$39,200.77	\$0.00	\$39,201
Florida Agency for Persons with Disabilities	\$0.00	\$32,938.30	\$32,938
Florida Managed Medical Care Program (Medicaid)	\$45,218.65	\$0.00	\$45,219
Mobility Enhancement Grant	\$13,387.76	\$0.00	\$13,388
<b>AVERAGE COST PER TRIP</b>	<b>\$29.47</b>	<b>\$11.17</b>	<b>\$21.13</b>
Aging Program - Title III-B	\$15.36	#DIV/0!	\$15.36
Transportation Disadvantaged Program	\$27.47	#DIV/0!	\$27.47
Florida Agency for Persons with Disabilities	#DIV/0!	\$11.17	\$11.17
Florida Managed Medical Care Program (Medicaid)	\$39.81	#DIV/0!	\$39.81
Mobility Enhancement Grant	\$23.57	#DIV/0!	\$23.57
<b>AVERAGE COST PER MILE</b>	<b>\$2.39</b>	<b>\$1.68</b>	<b>\$2.17</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$2.63</b>	<b>#DIV/0!</b>	<b>\$3.47</b>
<b>AVERAGE COST PER HOUR</b>	<b>\$39.16</b>	<b>\$8.22</b>	<b>\$20.54</b>
<b>TRIP PURPOSE*</b>	-	-	-
Medical	2,563	74	2,637
Employment	0	0	0
Education/Training	0	0	0
Fixed	0	2,043	2,043
Inclusion	0	122	122
Shopping	0	0	0
Meal Site	568	0	568
Recreation	393	0	393
Other	0	710	710
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>201</b>	<b>0</b>	<b>201</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>6%</b>	<b>0%</b>	<b>3%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>8</b>	<b>10</b>	<b>18</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>441</b>	<b>295</b>	<b>360</b>
<b>AVERAGE MILES PER TRIP</b>	<b>12</b>	<b>7</b>	<b>10</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>	<b>0</b>	<b>0</b>

**QUARTERLY OPERATING REPORT  
BRADFORD COUNTY  
APRIL - JUNE 2016**

OPERATING DATA	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>6,338</b>
Aging Program - Title III-B	371
Transportation Disadvantaged Program	1,205
Florida Agency for Persons with Disabilities	3,887
Florida Managed Medical Care Program (Medicaid)	875
Mobility Enhancement Grant	0
<b>TOTAL VEHICLE MILES</b>	<b>52,863</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>19,426</b>
<b>TOTAL VEHICLE HOURS</b>	<b>3,238</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>103,245</b>
Aging Program - Title III-B	\$5,699.00
Transportation Disadvantaged Program	\$33,292.00
Florida Agency for Persons with Disabilities	\$38,905.00
Florida Managed Medical Care Program (Medicaid)	\$25,351.00
Mobility Enhancement Grant	\$0.00
<b>AVERAGE COST PER TRIP</b>	<b>\$16.29</b>
Aging Program - Title III-B	\$15.36
Transportation Disadvantaged Program	\$27.63
Florida Agency for Persons with Disabilities	\$10.01
Florida Managed Medical Care Program (Medicaid)	\$28.97
Mobility Enhancement Grant	
<b>AVERAGE COST PER MILE</b>	<b>\$1.95</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$5.31</b>
<b>AVERAGE COST PER HOUR</b>	<b>\$31.89</b>
<b>TRIP PURPOSE*</b>	-
Medical	2180
Employment	0
Education/Training	0
Fixed	2,775
Inclusion	128
Shopping	0
Meal Site	371
Recreation	0
Other	884
<b>NUMBER OF TRIPS DENIED</b>	<b>0.00</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>0</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>0.04</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>18</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>352</b>
<b>AVERAGE MILES PER TRIP</b>	<b>8</b>
<b>NUMBER OF ROADCALLS</b>	<b>1</b>

**Suwannee River Economic Council**

**Rates:**

**Ambulatory: \$1.81 per passenger mile**

**Wheelchair: \$3.04 per passenger mile**

**Stretcher: \$6.45 per passenger mile**

**2016-2017 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY  
BRADFORD COUNTY**

<b>MONTH/YEAR</b>	<b>ALLOCATION</b>	<b>STATE FUNDS SPENT</b>	<b>STATE FUNDS REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
Jul-16	\$156,808.00	\$11,764.79	\$145,043.21	451	\$26.09
Aug-16	-	\$11,760.38	\$133,282.83	516	\$22.79
Sep-16	-	\$8,982.44	\$124,300.39	436	\$20.60
Oct-16	-	\$14,538.01	\$109,762.38	466	\$31.20
Nov-16	-	\$11,759.98	\$98,002.40	491	\$23.95
Dec-16	-	\$11,758.90	\$86,243.50	427	\$27.54
Jan-17	-	\$11,760.67	\$74,482.83	468	\$25.13
Feb-17	-	\$11,760.53	\$62,722.30	430	\$27.35
Mar-17	-	\$11,759.08	\$50,963.22	471	\$24.97
Apr-17	-	\$11,760.07	\$39,203.15	452	\$26.02
May-17	-	\$11,760.54	\$27,442.61	510	\$23.06
Jun-17	-	\$11,760.08	\$15,682.53	465	-
<b>TOTAL</b>	<b>-</b>	<b>\$141,125.47</b>	<b>-</b>	<b>5,583</b>	<b>\$25.28</b>

Source: Suwannee River Economic Council

**Suwannee River Economic Council**

**Rates:**

**Ambulatory: \$1.81 per passenger mile**

**Wheelchair: \$3.10 per passenger mile**

**Stretcher: \$6.45 per passenger mile**

**2017-2018 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY  
BRADFORD COUNTY**

<b>MONTH/YEAR</b>	<b>ALLOCATION</b>	<b>STATE FUNDS SPENT</b>	<b>STATE FUNDS REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
Jul-17	\$249,316.00	\$20,783.08	\$228,532.92	691	\$30.08
Aug-17	-	\$26,135.67	\$202,397.25	719	\$36.35
Sep-17	-		\$202,397.25		#DIV/0!
Oct-17	-		\$202,397.25		#DIV/0!
Nov-17	-		\$202,397.25		#DIV/0!
Dec-17	-		\$202,397.25		#DIV/0!
Jan-18	-		\$202,397.25		#DIV/0!
Feb-18	-		\$202,397.25		#DIV/0!
Mar-18	-		\$202,397.25		#DIV/0!
Apr-18	-		\$202,397.25		#DIV/0!
May-18	-		\$202,397.25		#DIV/0!
Jun-18	-	-	#VALUE!	-	-
<b>TOTAL</b>	<b>-</b>	<b>\$46,918.75</b>	<b>-</b>	<b>1,410</b>	<b>\$33.28</b>

Source: Suwannee River Economic Council

**BRADFORD COUNTY  
UNMET TRANSPORTATION NEEDS  
APRIL - JUNE 2017**

<b>REASON FOR TRIP DENIAL</b>	<b>NUMBER OF TRIP DENIALS</b>
<b>Lack of Funding</b>	0
<b>Trip Purpose</b>	0
<b>Out of Service Area Trip</b>	0
<b>Insufficient Advance Notice</b>	0
<b>After Hours Trip Request</b>	0
<b>Weekend Trip Request</b>	0
<b>Other</b>	0
<b>TOTALS</b>	<b>0</b>

Source: Suwannee River Economic Council

**BRADFORD COUNTY  
 QUARTERLY SUMMARY OF SERVICE COMPLAINTS/COMMENDATIONS  
 APRIL - JUNE 2017**

<b>TYPE OF COMPLAINT</b>	<b>Suwannee River Economic Council</b>	<b>Resolved</b>
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	1	Yes
<b>TOTALS</b>	<b>1</b>	-
<b>COMMENDATIONS</b>	<b>0</b>	-

Source: Suwannee River Economic Council





**ATTENDANCE RECORD  
BRADFORD COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	10/25/16	1/10/17	4/11/17	7/11/17
Chair	Commissioner Danny Riddick	P	P	A	A
Alternate Chairperson	Commissioner Tommy Chastain	A	A	A	A
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Rhiannon Griggs			P	P
Alternate Member	Nakiesha Thompson			A	A
Agency for Health Care Administration	Deweece Ogden	P	P	P	P
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Jeffrey Aboumrad	P	P	P	A
Alternate Member					
Public Education	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Barbara Fischer	P	P	P	P
Alternate Member	(Vacant)				
Persons with Disabilities	Sherry Ruszkowski	P	P	P	P
Alternate Member	(Vacant)				
Florida Association for Community Action	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Libby Murphy				P
Alternate Member	James P. Mitzel				P
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Private Transit	Steve Futch	A	A	A	A
Alternate Member	(Vacant)				
Regional Workforce Board	(Vacant)				
Alternate Member	(Vacant)				

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

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws: "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."

