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2009 NW 87th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 25, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, June 4, 2018 at 2:00 p.m.** or as soon thereafter the public workshop in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida. All Board members are encouraged to attend this meeting.

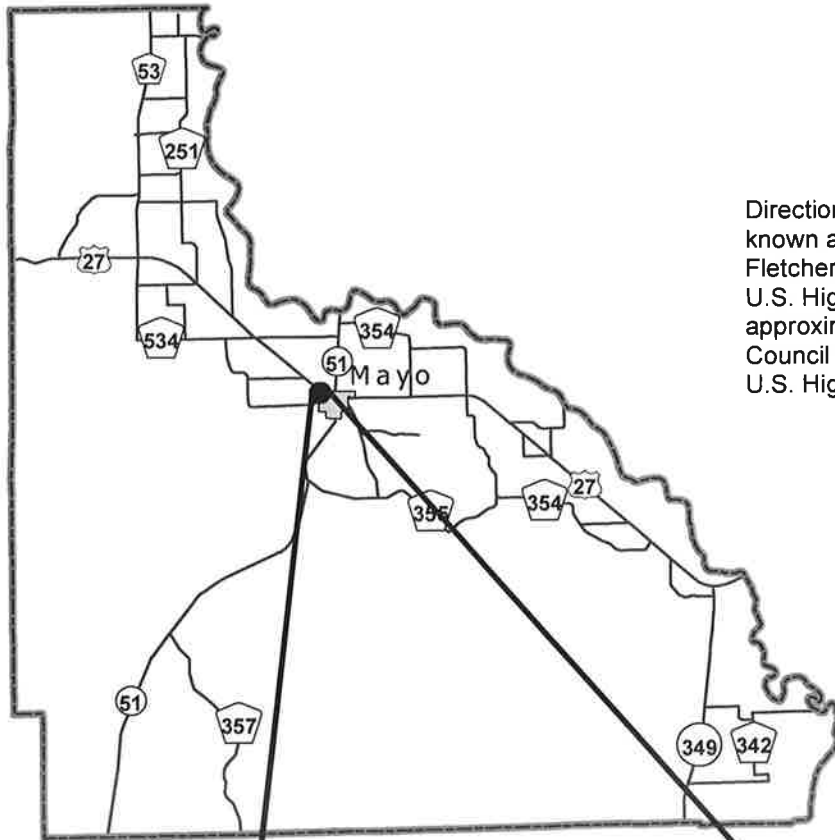
Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

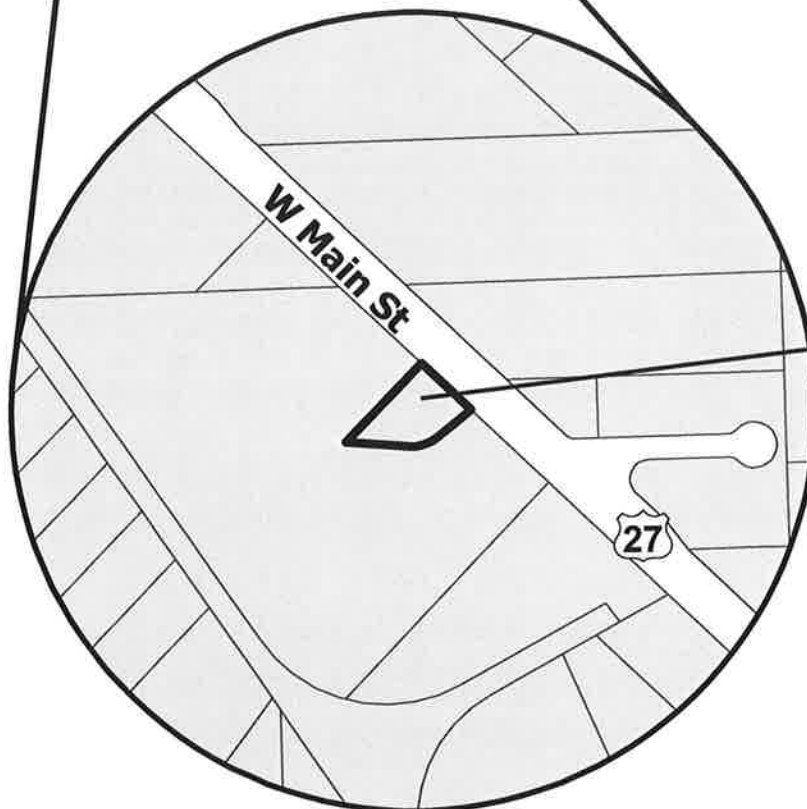
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Suwannee River Economic Council

114 SW Community Circle
Mayo, FL 32066



Directions: From the intersection U.S. Highway 27 (also known as Main Street) and State Road 51 (also known as Fletcher Avenue) in the Town of Mayo, turn West onto U.S. Highway 27 (also known as Main Street), travel approximately 0.5 miles and the Suwannee River Economic Council will be on the left, on the Southwestern side of U.S. Highway 27 (also known as Main Street).



1 inch = 500 feet

Suwannee River
Economic Council





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**LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING ANNOUNCEMENT AND AGENDA**

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
June 4, 2018
2:00 p.m. or immediately
following the public workshop

I. BUSINESS MEETING – CALL TO ORDER

A. Approval of the Meeting Agenda **ACTION REQUIRED**

B. Approval of the March 12, 2018 Minutes **Page 7** **ACTION REQUIRED**

II. NEW BUSINESS

A. Introduction to Florida's Coordinated Transportation System **Page 11** **NO ACTION REQUIRED**

Staff will discuss Florida's Coordinated Transportation System and Section 112.3143, Florida Statutes concerning voting conflicts of interest

B. 2018/23 Memorandum of Agreement **Page 53** **ACTION REQUIRED**

The Board needs to approve the 2018/23 Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Suwannee River Economic Council, Inc.

C. 2018/23 Lafayette County Transportation Disadvantaged Service Plan **Page 63** **ACTION REQUIRED**

The Board needs to approve the 2018/23 Lafayette County Transportation Disadvantaged Service Plan

D. Elect Vice-Chair **Page 141** **ACTION REQUIRED**

The Board needs to re-elect Sandra Collins as Vice-Chair or elect a new Vice-Chair

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

Page 143 NO ACTION REQUIRED

III. OTHER BUSINESS

A. Comments

IV. FUTURE MEETING DATES

- A. September 10, 2018 at 2:00 p.m.**
- B. December 10, 2018 at 2:00 p.m.**
- C. March 11, 2019 at 2:00 p.m.**
- D. June 10, 2019 at 2:00 p.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.

**LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Lisa Walker Local Elected Official/Chair	Not Applicable
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Amanda Bryant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Eva K. Bolton Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Diane Head Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Joey Pearson Public Education	Vacant Public Education
Ellis A. Gray, III Veterans 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
Vacant 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
Risa Clayton Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Colleen Cody Children at Risk Grievance Committee Member Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Vacant 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.

**LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING MINUTES**

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
March 12, 2018
2:00 p.m.

VOTING MEMBERS PRESENT

Commissioner Lisa Walker, Chairman
Eva Bolton, Florida Department of Elder Affairs
Diane Head, Workforce Development Board Representative
Joey Pearson, Public Education Representative
Kay Tice, Florida Department of Children and Families Representative

VOTING MEMBERS ABSENT

Colleen Cody, Children at Risk Representative
Risa Clayton, Medical Community Representative
Sandra Collins, Florida Department of Transportation Representative
Ellis A. Gray, III, Veterans Representative
Deweece Ogden, Florida Agency for Health Care Administration Medicaid Representative

OTHERS PRESENT

Matthew Pearson, Suwannee River Economic Council

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. CALL TO ORDER

Chairman Walker called the meeting to order at 2:00 p.m.

A. Invocation

Matthew Pearson gave the invocation.

B. Pledge of Allegiance

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

C. Introductions

The Board members introduced themselves to Chair Walker who was appointed the new Chair of the Board.

D. Approval of the Meeting Agenda

ACTION: Kay Tice moved to approve the meeting agenda. Joey Pearson seconded; motion passed unanimously.

E. Approval of the November 13, 2017 Meeting Minutes

ACTION: Joey Pearson moved to approve the November 13, 2017 meeting minutes. Kay Tice seconded; motion passed unanimously.

II. NEW BUSINESS

A. Community Transportation Coordinator Designation

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the North Central Florida Regional Planning Council is required to conduct a competitive selection process for the designation of the Community Transportation Coordinator for Lafayette County at the end of each contract period.

Ms. Godfrey said Suwannee River Economic Council, Inc.'s Memorandum of Agreement will expire June 30, 2018. Therefore, she said the Planning Council issued a Request for Proposals on January 4, 2018. She said one proposal was submitted by Suwannee River Economic Council, Inc. in response to the request for proposals.

ACTION: Joey Pearson moved to recommend the Florida Commission for the Transportation Disadvantaged designate Suwannee River Economic Council, Inc. the Community Transportation Coordinator for Lafayette County for a five year period effective July 1, 2018. Eva Bolton seconded; motion passed unanimously.

B. 2017/18 Lafayette County Transportation Disadvantaged Service Plan Amendments

Ms. Godfrey stated that Suwannee River Economic Council applied for U.S.C. Section 5311 and 5339 grant funds. She explained that these grant projects must be included in the Lafayette County Transportation Disadvantaged Service Plan in order to be approved for funding. She said the proposed amendments to the Service Plan will include these grant projects in the Service Plan.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the grant projects.

Lafayette County Transportation Disadvantaged Coordinating Board Meeting Minutes
March 12, 2018

ACTION: **Joey Pearson moved to amend the Lafayette County Transportation Disadvantaged Service Plan to include the 2018/19 U.S.C. Section 5311 and 5339 Grant projects. Diane Head seconded; motion passed unanimously.**

C. Suwannee River Economic Council Operations Reports

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports. He said Lafayette County received additional Transportation Disadvantaged Trust Funds beginning July 1, 2017. He said some of the additional funds are being used to provide trips to the Big Bend Technical College in Perry, Florida. He said this service is provided to Lafayette County public school students as well as the general public. He said Suwannee River Economic Council will continue to provide this service as long as funding is available to support it.

III. OTHER BUSINESS

A. Comments

Ms. Godfrey stated that the 2018 Florida Legislative Session ended late Friday night. She said the Legislature continued the provision of additional funding from the Transportation Disadvantaged Trust Fund to rural areas and funding for the Mobility Enhancement Grant Program in Fiscal Year 2018/19. She said Fiscal Year 2018/19 will be the last year of the additional funding for rural areas.

IV. FUTURE MEETING DATES

Chairman Walker announced that the next meeting of the Board will be held June 11, 2018 at 2:00 p.m.

ADJOURNMENT

The meeting adjourned at 3:00 p.m.

Chair

Date



An Introduction to Florida's Coordinated Transportation System

Commission for the Transportation Disadvantaged

August 29, 2017



Commission for the Transportation Disadvantaged

History

1979

- Chapter 427, Florida Statutes, created Coordinating Council on the Transportation Disadvantaged within Department of Transportation to foster the coordination of transportation services

1989

- Amended the Coordination statute & created independent Commission and first-time dedicated trust fund

1989-2006

- Commission structure changed



**Transportation
Disadvantaged**

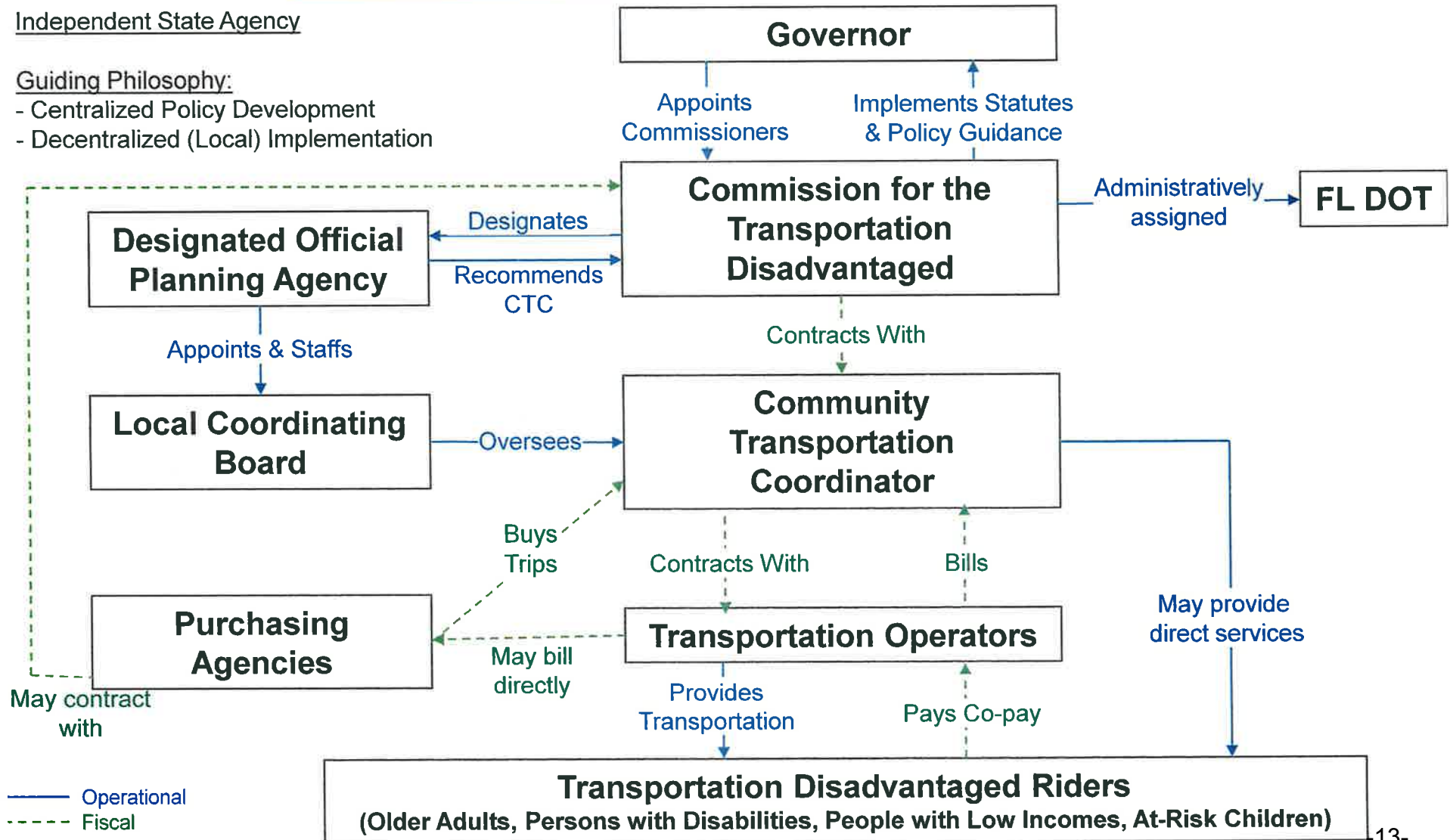
Florida's Coordinated Transportation System Organizational Structure

Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation





Who Do We Serve?

- Older Adults
- Persons with Disabilities
- People with Low Income
- At-Risk Children





They Could Need A Ride To...

- Medical Services
- Work
- School
- Grocery Store





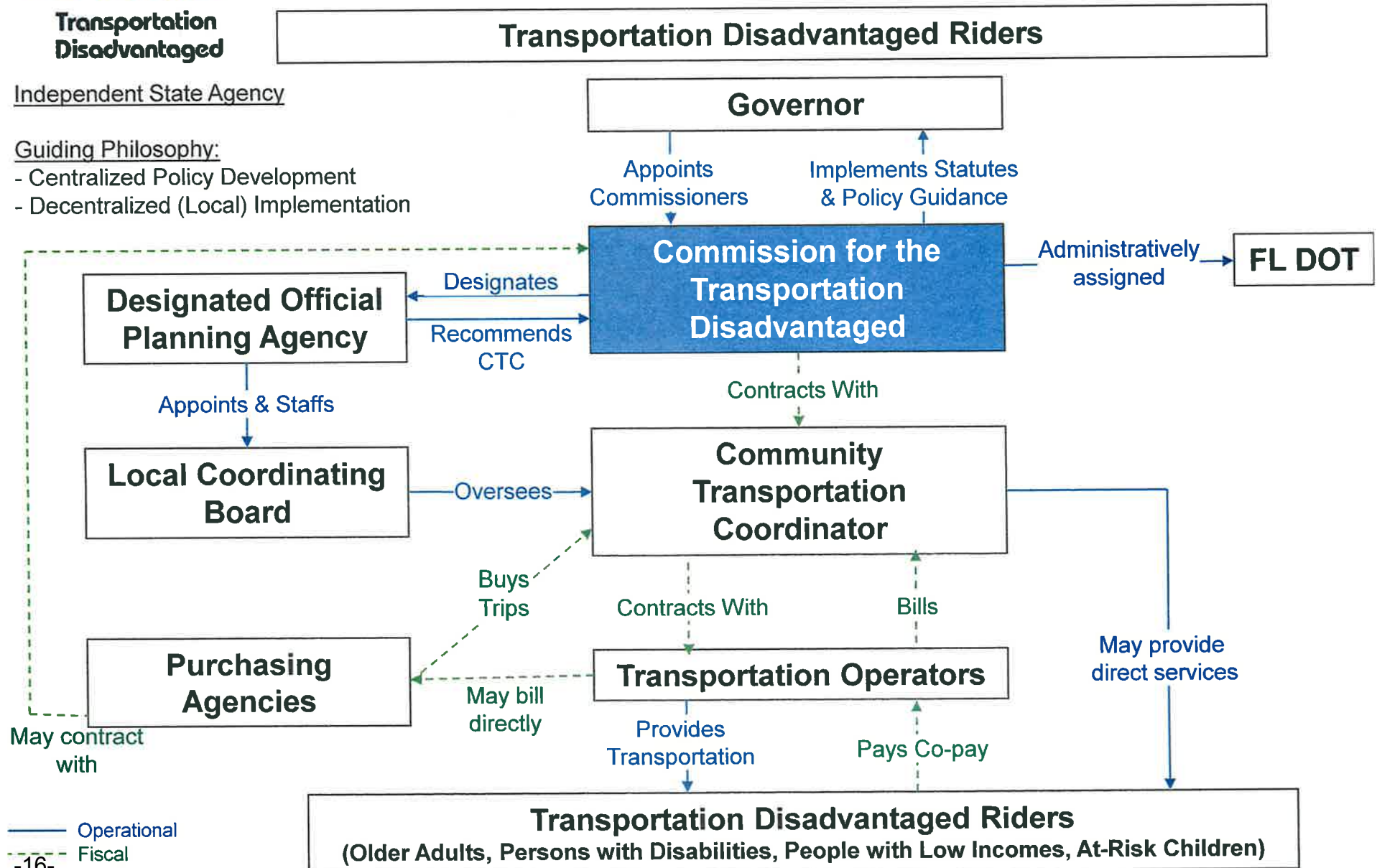
**Transportation
Disadvantaged**

Florida's Coordinated Transportation System Organizational Structure

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation





Commission for the Transportation Disadvantaged

Relationship to Florida Department of Transportation

- Assigned to the Department of Transportation (DOT)
 - for administrative and fiscal accountability purposes,
 - functions independently of the control, supervision, and direction of the department.
- Develops a budget
 - not subject to change by DOT staff after it has been approved by the commission,
 - DOT shall transmit the budget to the Governor along with the budget of the department.



Commission for the Transportation Disadvantaged

Purpose (427.013 F.S.):

Accomplish the **coordination** of transportation services provided to the transportation disadvantaged.

Coordination Defined: Arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services

Goal (427.013 F.S.):

To assure the cost-effective provision of transportation by qualified CTCs or transportation operators.



Commission for the Transportation Disadvantaged

Duties

- Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged.
- Designates the planning agency in areas outside the purview of an MPO.
- Approves the appointment of CTCs.
- Contract with CTCs.



Designated Official Planning Agency

The Planning Agency assists the Commission at the local level in accomplishing the coordination of transportation services to the transportation disadvantaged.



Designated Official Planning Agency

The Commission:

- Appoints a Planning Agency for each service area;
- Enters into an annual agreement with the Planning Agency to assist in meeting its responsibilities.



Designated Official Planning Agency

Planning Agencies are:

- Metropolitan Planning Organizations;
- County/City Governments;
- Regional Planning Councils; or
- Local Planning Organizations who are performing planning activities in designated service areas.

A Planning Agency may be responsible for multiple services areas.



Designated Official Planning Agency

Duties

- Appoints members to the Local Coordinating Board
- Provides staff to the Local Coordinating Board
 - Quarterly Meetings (Meeting Schedule, Agendas, Minutes, By-Laws, Grievance Procedures, Training)
 - Annual Public Hearing



Designated Official Planning Agency

Duties (Continued)

- Recommends to the Commission a Community Transportation Coordinator (CTC)
 - Competitive Procurement Process
(Local Procurement Process or Chapter 287, F.S.)
 - Memorandum of Agreement between the Commission and CTC
 - CTC designation is for five years
- Evaluates the CTC (Planner & LCB) annually



Designated Official Planning Agency

Duties (Continued)

- Reviews annually the Annual Operating Report prepared by the CTC and submits it to the Local Coordinating Board for approval.
- In coordination with the CTC and the Local Coordinating Board, develops a Transportation Disadvantaged Service Plan (TDSP)



Local Coordinating Board

Purpose

- Identify local service needs
- Provide information, advice and direction to the CTC on the coordination of services to be provided through the Coordinated Transportation System
- Serve as an advisory body to the Commission regarding a particular service area



Local Coordinating Board

Coordinating Board Structure

- Members are appointed by the Planning Agency
 - 1 elected official to serve as Chairperson
 - 1 Vice-Chairperson (elected annually by LCB Members)
 - Additional member groups which compose the LCB
 - FDOT, DCF, DOEA and AHCA
 - Public Education Community
 - Florida Division of Vocational Rehabilitation or Division of Blind Services for DOE, when applicable
 - Veterans Service Office
 - Florida Association for Community Action representative of county's disadvantaged population



Local Coordinating Board

Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB (Continued)
 - Elderly (person over 60)
 - Disabled
 - 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
 - Representative for children at risk
 - Chairperson/designee of local Public Transit System's Board, except in cases where they are also the CTC
 - Private for profit, when available (local private non profit may replace unless CTC)
 - Regional Workforce Development Board
 - Medical community



Local Coordinating Board

Duties

- Assists CTC in establishing eligibility guidelines and trip priorities
- Evaluates CTC annually
- Reviews and approve Transportation Disadvantaged Service Plan (TDSP) and Memorandum of Agreement (MOA)
- Appoints Grievance Committee to process and investigate complaints



Local Coordinating Board

Duties (Continued)

- Meets at least quarterly
- Reviews and recommends other funding applications
- Reviews strategies of service provision to the area
- Evaluates multicounty or regional transportation opportunities



Community Transportation Coordinator

Duties

- Plans, administers, monitors, coordinates, arranges and delivers coordinated Transportation Disadvantaged services originating in their designated service area
 - Operates centralized call center
 - Determines transportation eligibility
 - Schedules trips
 - Performs gatekeeping duties
 - Invoices purchasing agencies



Community Transportation Coordinator

Duties (Continued)

- Develops a Transportation Disadvantaged Service Plan with Local Coordinating Board.
- Prepares and submits Annual Operating Report
- Recommends eligibility guidelines and trip prioritization to the Local Coordinating Board for non-sponsored trips.



Community Transportation Coordinator

Selecting a Community Transportation Coordinator

- Interested organization responds to Planning Agency's request for a Community Transportation Coordinator.
- Planning Agency submits recommendation to the Commission for approval.
- Designation is for 5 years.



Community Transportation Coordinator

CTC Agreements with Commission

- Memorandum of Agreement (MOA)
- Trip & Equipment Grant
- Shirley Conroy Grant



Community Transportation Coordinator

Service Network Types

- Sole Source—provides all services
- Partially Brokered—contracts some services and provides some services
- Fully Brokered—contracts all services



Purchasing Agency

Purchasing Agency: An agency that purchases transportation services for the transportation disadvantaged.

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Agency for Workforce Innovation
- Department of Children and Families
- Department of Community Affairs
- Department of Education
- Department of Elder Affairs
- Department of Health
- Department of Juvenile Justice
- Florida Department of Transportation



Purchasing Agency

Duties

- Uses the coordinated transportation system for provision of services to its clients.
- Pays the rates established in the service plan or negotiated statewide contract
- Negotiates with the Commission before procuring transportation disadvantaged services.
- Identifies the specific amount of money they will allocate in their legislative budget request to provide transportation disadvantaged services.



Purchasing Agency

Duties (Continued)

- Provides the Commission an accounting of all funds spent as well as the number of trips purchased with agency funds.
- Assists communities in developing coordinated transportation systems designed to serve the transportation disadvantaged.
- Ensures that its rules, procedures, guidelines, and directives are conducive to the coordination of transportation funds & services for the transportation disadvantaged.



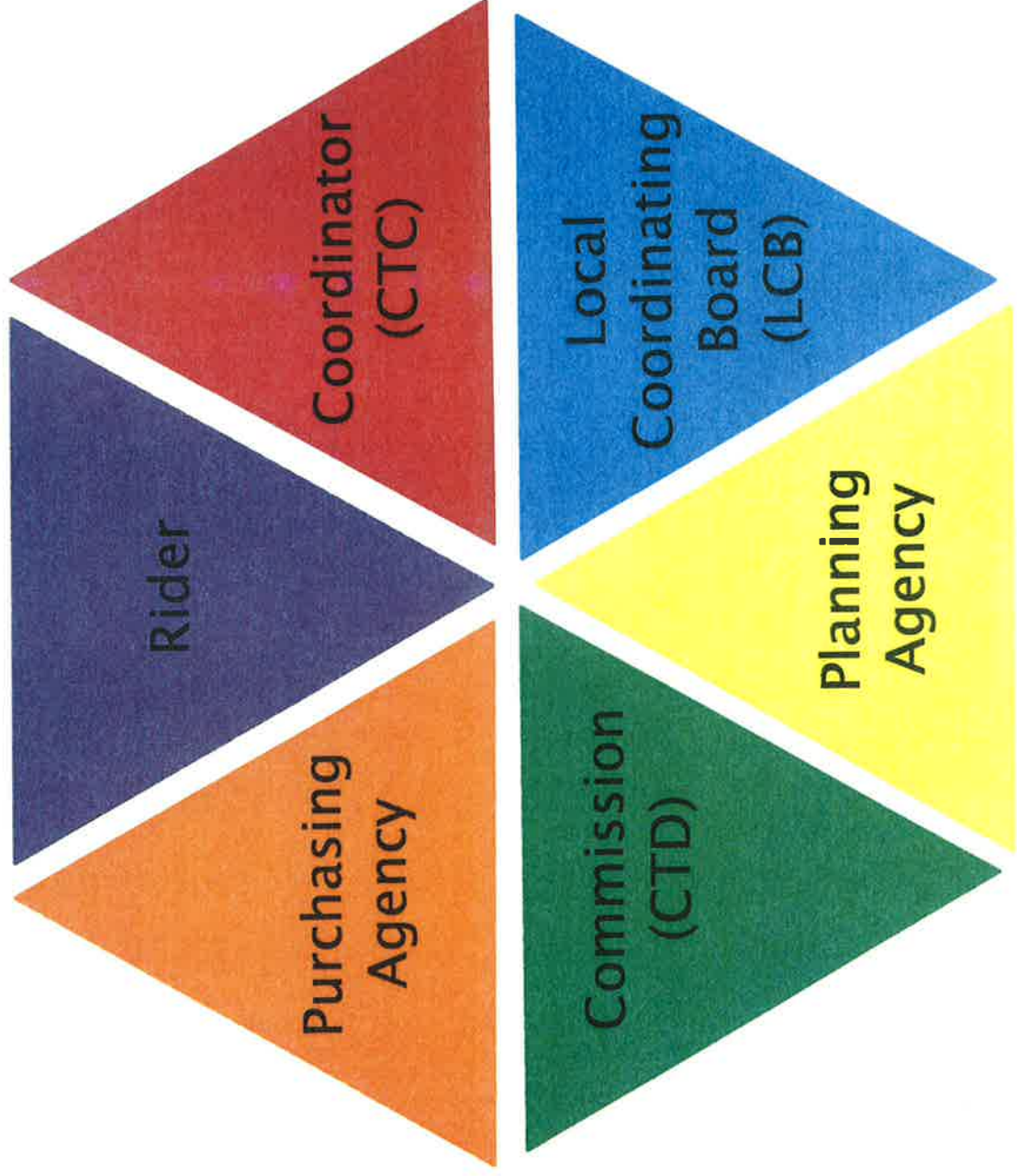
CTD Eligibility Criteria

Adopted May 22, 1997

At a minimum:

- No other funding available
- No other means of transportation is available
- Cannot utilize public transit
- Physical or mental disability
- Age
- Income status is a specified percent of the poverty level
- No self-declarations allowed
- Ability to pay

Transportation Coordination



Chapter 112, Florida Statutes

- Board members shall make every reasonable effort to disclose the nature of their interest as a public record in a memorandum filed with staff.
- The memorandum shall be incorporated in the meeting minutes.



3

Chapter 112, Florida Statutes

- Board members shall, prior to a vote being taken, publicly state the nature of their interest in the matter from which they are abstaining from voting.
- Within 15 days after the vote occurs, Board members shall disclose the nature of their interest as a public record in a memorandum filed with staff.



4

Chapter 112, Florida Statutes

- No Board member shall participate in any matter which would be to the Board member's special private gain or loss without first disclosing the nature of their interest in the matter.
- In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists.
- A written memorandum disclosing the nature of the conflict shall be filed within 15 days after the oral disclosure.



Select Year: 2017 [Go](#)

The 2017 Florida Statutes

[Title X](#)
PUBLIC OFFICERS, EMPLOYEES,
AND RECORDS

[Chapter 112](#)
PUBLIC OFFICERS AND EMPLOYEES:
GENERAL PROVISIONS

[View Entire
Chapter](#)

112.3143 Voting conflicts.—

(1) As used in this section:

(a) “Principal by whom retained” means an individual or entity, other than an agency as defined in s. [112.312\(2\)](#), that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one’s client, employer, or the parent, subsidiary, or sibling organization of one’s client or employer.

(b) “Public officer” includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

(c) “Relative” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

(d) “Special private gain or loss” means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:

1. The size of the class affected by the vote.
2. The nature of the interests involved.
3. The degree to which the interests of all members of the class are affected by the vote.
4. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

The degree to which there is uncertainty at the time of the vote as to whether there would be any economic benefit or harm to the public officer, his or her relative, business associate, or principal and, if so, the nature or degree of the economic benefit or harm must also be considered.

(2)(a) A state public officer may not vote on any matter that the officer knows would inure to his or her special private gain or loss. Any state public officer who abstains from voting in an official capacity upon any measure that the officer knows would inure to the officer’s special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained other than an agency as defined in s. [112.312\(2\)](#); or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the state public officer to file a memorandum before the vote, the memorandum must be filed with the person

reappointment to public office, the appointing body shall consider the number and nature of the memoranda of conflict previously filed under this section by said officer.

History.—s. 6, ch. 75-208; s. 2, ch. 84-318; s. 1, ch. 84-357; s. 2, ch. 86-148; s. 5, ch. 91-85; s. 3, ch. 94-277; s. 1408, ch. 95-147; s. 43, ch. 99-2; s. 6, ch. 2013-36.

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE	
MAILING ADDRESS		NAME OF STATE AGENCY	
CITY	COUNTY	MY POSITION IS:	<input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED			

WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, committee, or as a member of the Legislature. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

As a person holding elective state office, you may not vote on a matter that you know would inure to your special private gain or loss. However, you may vote on other matters, including measures that would inure to the special private gain or loss of a principal by whom you are retained (including the parent or subsidiary or sibling organization of a principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. If you vote on such a measure or if you abstain from voting on a measure that would affect you, you must make every reasonable effort to disclose the nature of your interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for you to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection, or by use of Form 8A.

* * * * *

APPOINTED OFFICERS:

As a person holding appointive state office, you are subject to the abstention and disclosure requirements stated above for Elected Officers. You also must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF STATE OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____, by
- ☐ inured to the special gain or loss of _____, whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent, subsidiary, or sibling organization of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Chapter 286, Florida Statutes

Florida Sunshine Law

1

Chapter 286, Florida Statutes

- Board meetings must be open to the public.
- Reasonable notice of Board meetings must be given.
- Minutes of Board meetings must be taken.

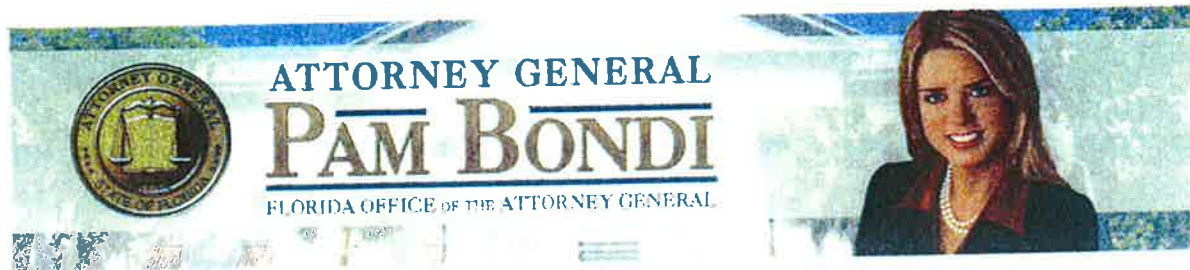


2

Chapter 286, Florida Statutes

- Applies to any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision.
- A meeting is considered any gathering of two or more Board members to discuss any matter which will come before the Board for action.





Open Government - Frequently Asked Questions

The following questions and answers are intended to be used as a reference only -- interested parties should refer to the Florida Statutes and applicable case law before drawing legal conclusions.

- What is the Sunshine Law?
 - What are the requirements of the Sunshine law?
 - What agencies are covered under the Sunshine Law?
 - Are federal agencies covered by the Sunshine Law?
 - Does the Sunshine Law apply to the Legislature?
 - Does the Sunshine Law apply to members-elect?
 - What qualifies as a meeting?
 - Can a public agency hold closed meetings?
 - Does the law require that a public meeting be audio taped?
 - Can a city restrict a citizen's right to speak at a meeting?
 - As a private citizen, can I videotape a public meeting?
 - Can a board vote by secret ballot?
 - Can two members of a public board attend social functions together?
 - What is a public record?
 - Can I request public documents over the telephone and do I have to tell why I want them?
 - How much can an agency charge for public documents?
 - Does an agency have to explain why it denies access to public records?
 - When does a document sent to a public agency become a public document?
 - Are public employee personnel records considered public records?
 - Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?
 - Are arrest records public documents?
 - Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?
 - What agency can prosecute violators?
 - What is the difference between the Sunshine Amendment and the Sunshine Law?
 - How can I find out more about the open meetings and public records laws?
-
- **What is the Sunshine Law?**
Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foresee ably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.
 - **What are the requirements of the Sunshine law?**
The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.
 - **What agencies are covered under the Sunshine Law?**
The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.
 - **Are federal agencies covered by the Sunshine Law?**
Federal agencies operating in the state do not come under Florida's Sunshine law.
 - **Does the Sunshine Law apply to the Legislature?**

Florida's Constitution provides that meetings of the Legislature be open and noticed except those specifically exempted by the Legislature or specifically closed by the Constitution. Each house is responsible through its rules of procedures for interpreting, implementing and enforcing these provisions. Information on the rules governing openness in the Legislature can be obtained from the respective houses.

• **Does the Sunshine Law apply to members-elect?**

Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.

• **What qualifies as a meeting?**

The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

• **Can a public agency hold closed meetings?**

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.

• **Does the law require that a public meeting be audio taped?**

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.

• **Can a city restrict a citizen's right to speak at a meeting?**

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than every one present.

• **As a private citizen, can I videotape a public meeting?**

A public board may not prohibit a citizen from videotaping a public meeting through the use of nondisruptive video recording devices.

• **Can a board vote by secret ballot?**

The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.

• **Can two members of a public board attend social functions together?**

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.

• **What is a public record?**

The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.

• **Can I request public documents over the telephone and do I have to tell why I want them?**

Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.

• **How much can an agency charge for public documents?**

The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to \$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.

• **Does an agency have to explain why it denies access to public records?**

A custodian of a public record who contends that the record or part of a record is exempt from inspection must state the basis for that exemption, including the statutory citation. Additionally, when asked, the custodian must state in writing the reasons for concluding the record is exempt.

• **When does a document sent to a public agency become a public document?**

As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.

• **Are public employee personnel records considered public records?**

The rule on personnel records is the same as for other public documents ... unless the Legislature has specifically

exempted an agency's personnel records or authorized the agency to adopt rules limiting public access to the records, personnel records are open to public inspection. There are, however, numerous statutory exemptions that apply to personnel records.

- **Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?**

No. To allow the maker or sender of documents to dictate the circumstances under which documents are deemed confidential would permit private parties instead of the Legislature to determine which public records are public and which are not.

- **Are arrest records public documents?**

Arrest reports prepared by a law enforcement agency after the arrest of a subject are generally considered to be open for public inspection. At the same time, however, certain information such as the identity of a sexual battery victim is exempt.

- **Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?**

The Sunshine Law provides for a right of access to inspect and copy existing public records. It does not mandate that the custodian give out information from the records nor does it mandate that an agency create new records to accommodate a request for information.

- **What agency can prosecute violators?**

The local state attorney has the statutory authority to prosecute alleged criminal violations of the open meetings and public records law. Certain civil remedies are also available.

- **What is the difference between the Sunshine Amendment and the Sunshine Law?**

The Sunshine Amendment was added to Florida's Constitution in 1976 and provides for full and public disclosure of the financial interests of all public officers, candidates and employees. The Sunshine Law provides for open meetings for governmental boards

- **How can I find out more about the open meetings and public records laws?**

Probably the most comprehensive guide to understanding the requirements and exemptions to Florida's open government laws is the Government-in-the-Sunshine manual compiled by the Attorney General's Office. The manual is updated each year and is available for purchase through the First Amendment Foundation in Tallahassee. For information on obtaining a copy, contact the **First Amendment Foundation at (850) 224-4555**.

Florida Toll Free Numbers:

- Fraud Hotline 1-866-966-7226

- Lemon Law 1-800-321-5366



May 25, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2018-2023 Memorandum of Agreement

STAFF RECOMMENDATION

Approve the 2018-2023 Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Suwannee River Economic Council, Inc.

BACKGROUND

The Memorandum of Agreement is a binding contract between the Florida Commission for the Transportation Disadvantaged and a designated Community Transportation Coordinator. The Memorandum of Agreement recognizes the Community Transportation Coordinator as a State contract vendor for a designated service area.

Attached is the 2018/23 Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Suwannee River Economic Council, Inc. The Memorandum of Agreement designates Suwannee River Economic Council, Inc. the Community Transportation Coordinator for Lafayette County. This Memorandum of Agreement is effective July 1, 2018 through June 30, 2023.

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

Attachment

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Contract # TD1833

Effective: 7/1/2018 to 6/30/203

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and Suwannee River Economic Council, Post Office Box 70, Live Oak, FL 32064, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Lafayette county(ies), and hereafter referred to as the "Coordinator."

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

The Parties Agree:

I. The Coordinator Shall:

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

E. Accomplish this Project by:

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

F. Comply with Audit and Record Keeping Requirements by:

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

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

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

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

P. Comply with other requirements as follows:

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

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

II. The Commission Shall:

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

III. The Coordinator and the Commission Further Agree:

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

F. Notice and Contact:

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

NAME and TITLE: Matt Pearson, Executive Director
DEPARTMENT: Transportation
MAILING ADDRESS: Suwannee River Economic Council, Inc. * P.O. Box 70 * Live Oak, Florida 32064

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

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

Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

Suwannee River Economic Council
Agency Name

Steve Holmes
Printed Name of Authorized Individual

Matt Pearson
Printed Name of Authorized Individual

Signature: _____

Signature: 

Title: Executive Director

Title: Executive Director



II . C

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May 25, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2018/23 Lafayette County Transportation Disadvantaged Service Plan

STAFF RECOMMENDATION

Approve the 2018/23 Lafayette County Transportation Disadvantaged Service Plan.

BACKGROUND

Chapter 427, Florida Statutes requires Suwannee River Economic Council prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the Board's approval. This plan provides information needed by the Board to continually review and assess transportation disadvantaged needs for Lafayette County. The Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

Attached is the draft 2018/23 Lafayette County Transportation Disadvantaged Service Plan. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

Attachment

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Lafayette County Transportation Disadvantaged Service Plan

July 1, 2018 - June 30, 2023

Lafayette County Transportation Disadvantaged
Coordinating Board



2018/23 Lafayette County Transportation Disadvantaged Service Plan

Approved by the

Lafayette County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Lisa Walker, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

and



Suwannee River Economic Council
P.O. Box 70
Live Oak, FL 32060
386.362.4115

June 11, 2018

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Chapter I: Development Plan

A. Introduction to The Service Area

The purpose of this section is to provide information about the organization and development of Florida's Transportation Disadvantaged Program in Lafayette County. This Plan shall serve as the Coordinated Public Transit-Human Services Transportation Plan under the federal Moving Ahead for Progress in the 21st Century Act (MAP-21).

1. Background of Florida's Transportation Disadvantaged Program

Florida's Transportation Disadvantaged Program began in 1979 with the adoption of Chapter 427, Florida Statutes. The Florida Legislature adopted this legislation to provide transportation disadvantaged services in a coordinated fashion.

The transportation disadvantaged are defined in Chapter 427, Florida Statutes, as:

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

In 1989, the Florida Legislature reviewed Chapter 427, Florida Statutes according to the State's Regulatory Sunset Act (Section 11.61, Florida Statutes). During this legislative review, the Legislature decided to reenact Chapter 427, Florida Statutes with several revisions.

In 1990, Rule 41-2 of the Florida Administrative Code was adopted to implement the provisions of Chapter 427, Florida Statutes. In addition, Rule 41-2 of the Florida Administrative Code assigns the Florida Commission for the Transportation Disadvantaged with the responsibility to accomplish the coordination of transportation services provided to the transportation disadvantaged.

The following sections discuss each of the major components of the Transportation Disadvantaged Program.

a. Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged is independent and reports to the Governor and the Legislature. Chapter 427, Florida Statutes states that:

"the purpose of the Commission is to accomplish the coordination of transportation services to the transportation disadvantaged."

The Governor appoints seven members to the Florida Commission for the Transportation Disadvantaged. Five of the members must have significant experience in the operation of a business and two of the members must have a disability and use the transportation disadvantaged system. The Chair is appointed by the Governor and Vice-Chair is elected annually from the membership of the Florida Commission for the Transportation Disadvantaged.

b. Designated Official Planning Agency

The Designated Official Planning Agency is responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations. In the rural areas of the state, organizations which are eligible to be planning agencies are:

- county or city governments
- regional planning councils
- metropolitan planning organizations
- local planning organizations who are currently performing planning activities in the service area

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for Lafayette County. According to Rule 41-2 of the Florida Administrative Code, responsibilities of the Designated Official Planning Agency include:

- Appointment of members to the local coordinating boards.
- Provision of staff support to the local coordinating boards.
- Recommendation to the Florida Commission for the Transportation Disadvantaged regarding the initial selection or re-designation of the Community Transportation Coordinator.

c. Local Coordinating Boards

The Designated Official Planning Agency is responsible for appointing a local coordinating board in each county. The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services.

According to Rule 41-2 of the Florida Administrative Code, the Designated Official Planning Agency appoints an elected official, to serve as the official chairperson for all local coordinating board meetings. The Board shall elect a Vice-Chair.

In addition to the Chair, the following agencies or other groups serve on the local coordinating boards as voting members:

- An elected official from Lafayette County.
- A representative of the Florida Department of Transportation.
- A representative of the Florida Department of Children and Family Services.
- A representative of the Public Education Community.
- A representative of the Florida Department of Education.
- A person recommended by the local Veterans Service Office representing veterans of the county.

- A person who is recognized by the Florida Association for Community Action as representing the economically disadvantaged.
- A person over age sixty representing the elderly.
- A person with a disability representing the disabled.
- Two citizen advocate representatives in the county; one who must be a person who uses the transportation services of the system as their primary means of transportation.
- A local representative for children at risk.
- In areas where they exist, the Chairperson or designee of the local mass transit or public transit system's Board.
- A representative of the Florida Department of Elderly Affairs.
- An experienced representative of the local private for profit transportation industry.
- A representative of the Florida Agency for Health Care Administration.
- A representative of the Regional Workforce Development Board.
- A representative of the local medical community.

The following are some of the duties of the local coordinating board:

- Approving the Transportation Disadvantaged Service Plan.
- Annually evaluating the Community Transportation Coordinator's performance.
- Reviewing all applications for local, state and federal transportation disadvantaged funds.

d. Community Transportation Coordinator

The Community Transportation Coordinator is responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged. Suwannee River Economic Council is the designated Community Transportation Coordinator for Lafayette County.

Suwannee River Economic Council may provide all or a portion of transportation service in a designated service area. Suwannee River Economic Council may subcontract or broker services if it is cost effective and efficient. The following are some responsibilities of Suwannee River Economic Council:

- In cooperation with the planning agency, develop and implement a Transportation Disadvantaged Service Plan.
- Execute contracts for service with transportation operators.
- Review all applications for federal, state and local funding (in conjunction with the local coordinating board).
- Prepare an annual operating report.

2. Designation Date/History

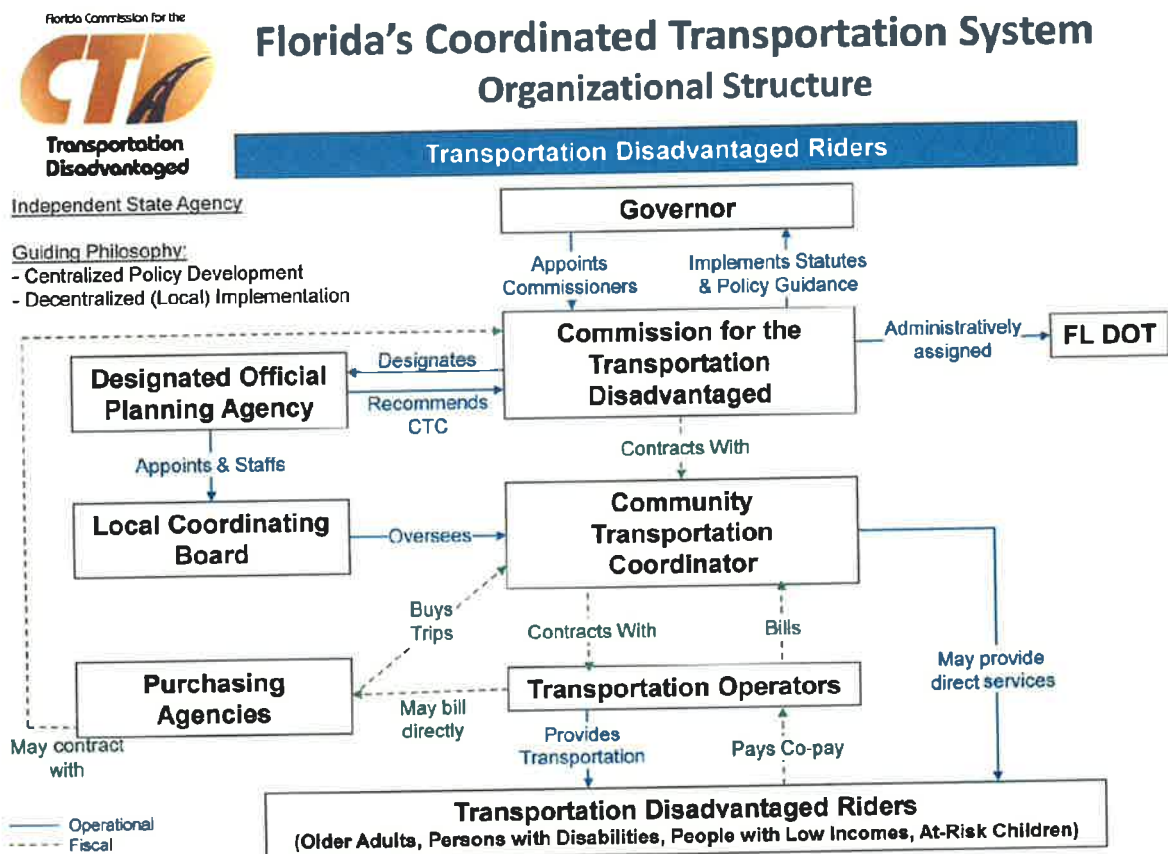
Suwannee River Economic Council is a private non-profit corporation, chartered by the State of Florida in 1966. In 1972, Suwannee River Economic Council began the Suwannee Valley Transit System in Columbia, Hamilton, Suwannee and Lafayette Counties. In 1974, Suwannee Valley Transit Authority was created to serve Columbia, Hamilton and Suwannee Counties. Suwannee River Economic Council is the designated Community Transportation Coordinator for Bradford, Dixie, Gilchrist, Lafayette and Union Counties.

The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council as the Community Transportation Coordinator for Lafayette County in 1991. In 2013, the North Central Florida Regional Planning Council recommended Suwannee River Economic Council be re-designated the Community Transportation Coordinator for Lafayette County through a competitive selection process. The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council as the Lafayette County Community Transportation Coordinator effective July 1, 2013.

The North Central Florida Regional Planning Council was designated the official planning agency for Lafayette County in April 1990. The Council was selected through a non-competitive selection process.

3. Organization Chart

The following chart identifies the partners involved in Florida's Transportation Disadvantaged Program.



4. Consistency Review of Other Plans

a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

1. the collection and analysis of pertinent data concerning the physical and socio-economic characteristics of the study area;
2. the formulation of goals for future growth and development;
3. the development of objectives and policies guided by the goals which are the essence of the Comprehensive Plan;
4. the implementation of the Comprehensive Plan.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Lafayette County Comprehensive Plan.

b. Regional Policy Plans

The North Central Florida Strategic Regional Policy Plan adopted in October 2011 by the North Central Florida Regional Planning Council is a long-range guide for the physical, economic and social development of a planning region which identifies regional goals and policies. The plan serves as a basis for the review of the resources and facilities found in local government comprehensive plans originating in the region. Public transit is addressed in Section V of the plan. Regional Goal 5.6. is to reduce the unmet general trip demand of the north central Florida transportation disadvantaged population.

The following policies are included in the Strategic Regional Policy Plan to reduce unmet trip demand:

- **Policy 5.6.1.** Improve mobility options for low-income, elderly and disabled citizens.
- **Policy 5.6.2.** Increase funding for coordinated transportation systems for the transportation disabled.
- **Policy 5.6.3.** The Council and/or the Metropolitan Transportation Organization for the Gainesville Urbanized Area should provide technical assistance to designated north central Florida local transportation coordinating boards and community transportation coordinators.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Strategic Regional Policy Plan.

c. Transit Development Plans

Not applicable.

d. **Florida Commission for the Transportation Disadvantaged
5-Year/20-Year Plan**

The Florida Commission for the Transportation Disadvantaged 5-Year/20-Year Plan establishes goals, objectives and a plan of action for the Florida Commission for the Transportation Disadvantaged. The plan presents forecasts of demand for transportation disadvantaged services, the cost of meeting the forecasted demand, forecasts of future funding for transportation disadvantaged services and approaches to balancing the supply and demand for these services. The plan also provides forecasts of the transportation disadvantaged population, demand for trips, number of trips supplied, unmet demand for trips and operating expenses.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Florida Commission for the Transportation Disadvantaged 5-Year/20-Year Plan.

e. **Metropolitan Planning Organization Long-Range Transportation Plans**

Not applicable.

f. **Transportation Improvement Program**

Not applicable.

5. Public Participation

The Lafayette County Transportation Disadvantaged Board includes representatives of public, private and non-profit transportation and human services providers as well as the public to participate in the development and update of the Lafayette County Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Lafayette County Transportation Disadvantaged Board whose membership includes citizens and human service providers.

6. Lafayette County Coordinating Board Membership Certification

LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP CERTIFICATION

Name: North Central Florida Regional Planning Council
Address: 2009 N.W. 67th Place
Gainesville, Florida 32653-1603

The Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), Florida Administrative Code, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature:  Date: 3/22/18
Lorene J. Thomas, Chair

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	Lisa Walker	Vacant	No Term
Elderly	Vacant	Vacant	6/30/2020
Disabled	Vacant	Vacant	6/30/2018
Citizen Advocate	Vacant	Vacant	6/30/2018
Citizen Advocate/User	Vacant	Vacant	6/30/2018
Children at Risk	Colleen Cody	Vacant	6/30/2019
Florida Association for Community Action	Vacant	Vacant	6/30/2020
Public Education	Joey Pearson	Vacant	No Term
Florida Department of Transportation	Sandra Collins	Janell Damato	No Term
Florida Department of Children and Families	Kay Tice	Vacant	No Term
Florida Department of Elder Affairs	Eva K. Bolton	Vacant	No Term
Florida Department of Education	Vacant	Vacant	No Term
Florida Agency for Health Care Administration	Deweece Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Diane Head	Anthony Jennings	No Term
Veteran Services	Vacant	Vacant	6/30/2020
Local Mass Transit	Not Applicable	Not Applicable	No Term
Private Transportation Industry	Vacant	Vacant	6/30/2019
Local Medical Community	Risa Clayton	Vacant	6/30/2019

7. Lafayette County Transportation Coordinating Board Membership

LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Lisa Walker Local Elected Official/Chair	Not Applicable
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Amanda Bryant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Eva K. Bolton Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Diane Head Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Joey Pearson Public Education	Vacant Public Education
Ellis A. Gray, III Veterans 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
Vacant 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
Risa Clayton Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Colleen Cody Children at Risk Grievance Committee Member Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

B. Service Area Profile and Demographics

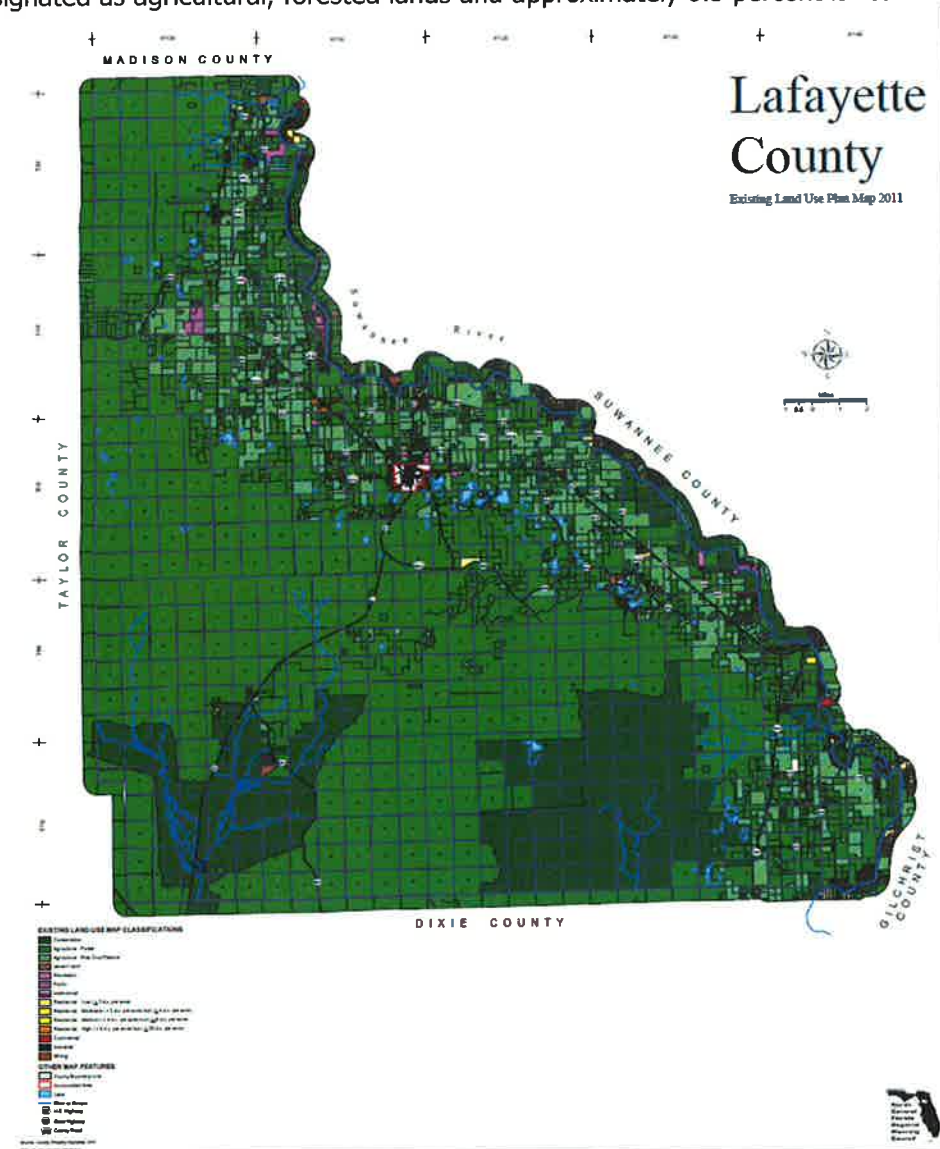
1. Lafayette County Service Area Description

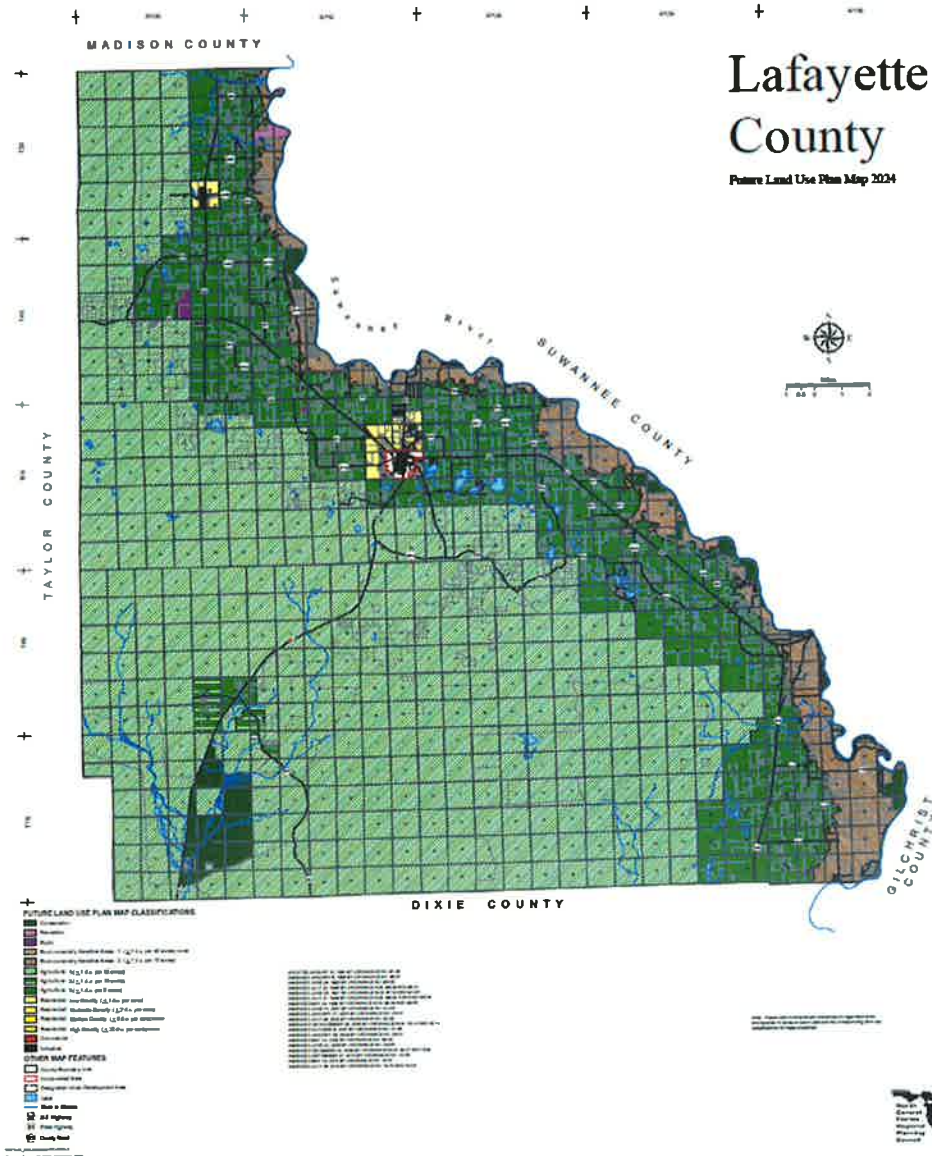
Lafayette County has a land area of approximately 543 square miles. The County is located in the north central portion of the State of Florida and is bordered on the north by Madison County, on the east by Suwannee and Gilchrist Counties, on the south by Dixie County and on the west by Taylor County. The Suwannee River forms a boundary on the east.

2. Demographics

a. Land Use

The land use for approximately 96 percent of the acreage within the unincorporated area of the County has been designated as agricultural, forested lands and approximately 0.5 percent is residential.





b. Population/Composition

The Bureau of Economic and Business Research estimates Lafayette County's total population in 2017 as 8,479, the Town of Mayo as 1,226 and the unincorporated area as 7,253.

TABLE 1
POPULATION COUNTS AND ESTIMATES
LAFAYETTE COUNTY

AREA	2010 CENSUS POPULATION COUNT	2017 POPULATION ESTIMATE
Lafayette County	8,870	8,479
Town of Mayo	1,237	1,226
Unincorporated Area	7,633	7,253

Source: 2010 Bureau of the Census, Bureau of Economic and Business Research

According to the Bureau of Economic and Business Research, 1,394 individuals are inmates and patients residing in federal and state government-operated institutions. They are considered nonresidents of the local area for revenue-sharing purposes. Institutionalized individuals are counted as part of the general population, so they are reflected in statistics on age. However, they are not included in the statistics for income or poverty levels for households.

c. Population Densities

According to the 2010 Bureau of the Census, the persons per square mile in Lafayette County in 2010 was 16.3.

TABLE 2
POPULATION DENSITY
LAFAYETTE COUNTY

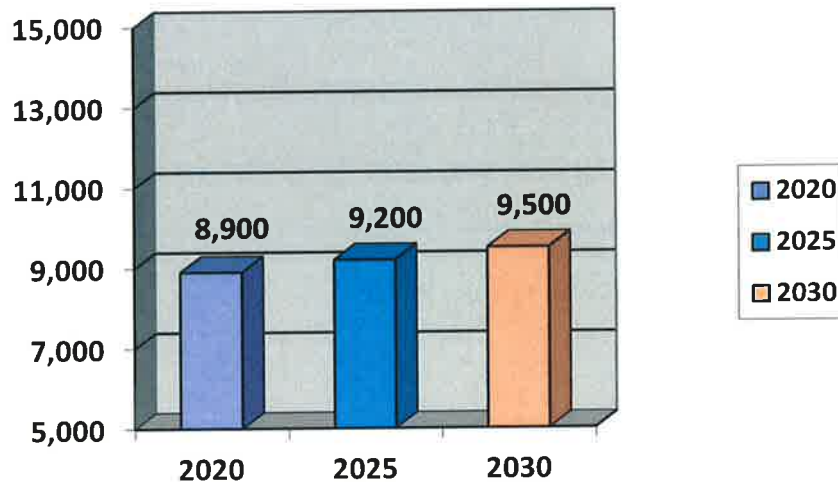
2010 U.S. CENSUS POPULATION	SQUARE MILES	PERSONS PER SQUARE MILE
8,870	543.41	16.3

Source: U.S. Census Bureau: 2010 State and County Quick Facts

d. Population Projections

According to the Bureau of Economic and Business Research, Lafayette County will have a total population of 9,200 by the Year 2025. Illustration I shows population projections for 2020, 2025 and 2030.

ILLUSTRATION I
POPULATION PROJECTIONS
LAFAYETTE COUNTY



Source: Bureau of Economic and Business Research, University of Florida

e. Population Age Distribution

Population age distribution is useful in determining mobility needs which transit might meet. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their travel needs. Table 3 shows estimates of Lafayette County's population by age group. The 25-54 year-old age group is the single largest age group within the County. The 80 and over population is the smallest age group within the County.

TABLE 3
POPULATION ESTIMATES BY AGE GROUP
LAFAYETTE COUNTY

AGE GROUP	2016 POPULATION PROJECTION
0-4	469
5-17	1,328
18-24	961
25-54	3,660
55-64	963
65-79	958
80 and over	282

Source: Bureau of Economic and Business Research

f. Disability and Self Care Limitations

According to the U.S. Census Bureau 2012-2016 American Community Survey, Lafayette County had an estimated disabled population of 1,335 in 2016. The estimated population under 18 years of age with a disability was 128. The estimated population 18 to 64 years of age with a disability was 591. The estimated population 65 years and over with a disability was 716.

g. Employment

According to the U.S. Census Bureau 2012-2016 American Community Survey, Lafayette County's estimated labor force (individuals who are able to work but may not be employed) in 2016 was 7,230 with an estimated 42 percent labor force participation. The estimated unemployment rate for Lafayette County in 2016 was 15% percent.

h. Income

According to the U.S. Census Bureau Quick Facts, the estimated median household income for Lafayette County in 2016 was \$36,236. Table 4 characterizes the levels of household income in Lafayette County. Table 5 shows income levels that are currently used to define the federal poverty level.

TABLE 4
INCOME
LAFAYETTE COUNTY

2016 PER CAPITAL INCOME	MEDIAN HOUSEHOLD INCOME	PERCENT OF PERSONS BELOW POVERTY LEVEL
\$19,341	\$36,236	23.3%

Source: 2010 Bureau of the Census, Quick Facts

TABLE 5
2018 Poverty Guidelines For The 48 Contiguous States
And The District of Columbia

Persons In Family/Household	2018 Poverty Guideline
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380

* For families/households with more than 8 persons, add \$5,230 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation

The Florida Agency for Health Care Administration reported the total number of Medicaid eligibles in 2017 in Lafayette County was 1,496. Table 6 shows the number of public assistance cases in 2016.

TABLE 6
PUBLIC ASSISTANCE CASES
LAFAYETTE COUNTY

TYPE OF ASSISTANCE	2016 CASES
SSI Beneficiaries - Blind or Disabled	138
SSI Beneficiaries - Aged	10

Source: Bureau of Economic and Business Research

i. Housing

The 2010 Bureau of the Census estimates that in 2015, the total number of households in Lafayette County was 2,493 and that the average household size was 2.81.

TABLE 7
HOUSING
LAFAYETTE COUNTY, 2016

HOUSING UNITS	HOUSEHOLDS	PERSONS PER HOUSEHOLD
3,295	2,320	3.04

Source: 2010 Bureau of the Census, State and County Quick Facts

j. Health

According to the Florida Health 2017 Physician Workforce Annual Report, there were two licensed doctors of medicine practicing in Lafayette County in 2017.

k. Transportation

According to the Bureau of the Census 2012-2016 American Community Survey, there were an estimated 156 occupied housing units with no vehicle available in 2016.

l. Major Trip Generators/Attractors

Being a rural area, there are a limited number of trip generators in the County. Trips are distributed from the outlying areas to and from the county seat for business and grocery shopping. Travel to Lake City, Live Oak and Gainesville continues to be necessary for many County residents, particularly for medical purposes.

C. Service Analysis

1. General and Critical Need Transportation Disadvantaged Populations

The National Center for Transit Research Center for Urban Transportation Research developed a methodology for estimating the general and critical need Transportation Disadvantaged population based on the most current U.S. Census Bureau demographic and socio-economic data available. The general Transportation Disadvantaged population includes the estimates of all disabled, elderly, low income persons and children who are 'high-risk' or 'at-risk.'

The critical need Transportation Disadvantaged population includes individuals who, due to sever physical limitations or low incomes, are unable to transport themselves or purchase transportation and are dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

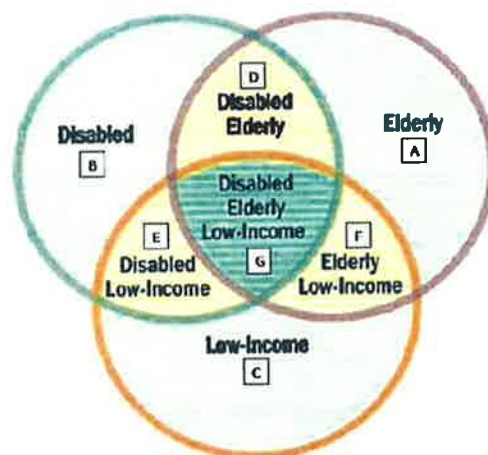
The following tables show general and critical need Transportation Disadvantaged population estimates for Lafayette County.

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

Lafayette County					Census Data from 2016			
County Pop. By Age	Total Pop by Age	% of Total Pop (136,400)	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
<18	769	10.0%	371	4.8%	53	6.9%	12	1.60%
18-64	5,717	74.3%	752	9.8%	1,086	19.0%	320	5.60%
Total Non Elderly	6,486	84.3%	1,123	14.6%	1,139	17.6%	332	5.13%
65+	1,208	15.7%	149	1.9%	534	44.2%	99	8.20%
Total Elderly	1,208	15.7%	149	1.9%	534	46.3%	99	8.20%
Total	7,694	100%	1,272	16.5%	1,673	21.7%	432	5.61%

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I9)	332
B - Estimate non-elderly/ disabled/not low income	Subtract I9 from G9	807
G - Estimate elderly/disabled/low Income	From Base Data (I11)	99
D- Estimate elderly/ disabled/not low income	Subtract I11 from G11	435
F - Estimate elderly/non-disabled/low income	Subtract I11 from E11	50
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C11	624
C - Estimate low income/not elderly/not disabled	Subtract I9 from E9	791
Total - Non-Duplicated		3,138

General TD Population		% of Total
Non-Duplicated General TD Population Estimate	3,138	40.8%



CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Lafayette County

County Pop. By Age	Total Population with a Disability by Age	% with a Severe Disability by Age	Total Population with a Severe Disability by Age	% of Total Pop with Severe Disability by Age
<18	53	6.90%	12	1.60%
18-64	1,086	19.00%	320	5.60%
Total Non Elderly	1,139	17.57%	332	5.13%
65+	534	44.20%	99	8.20%
Total Elderly	534	44.20%	99	8.20%
Total	1,673	21.75%	432	5.61%

Census Data from: 2016

% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
28.60%	95
11.70%	12
	107

Critical Need - Severely Disabled TD Population

	Not Low Income	Low Income	Totals
<i>Non-Elderly</i>	237	95	332
<i>Elderly</i>	87	12	99
TOTAL	325	107	432

TRIP RATES USED

Low Income Non Disabled Trip Rate

Total	2.400
Less	
Transit	0.389
School Bus	0.063
Special Transit	0.049
	1.899

Severely Disabled Trip Rate

Special Transit	0.049
-----------------	-------

Low Income & Not Disabled = C + F

Assumes 27.2%

xx % without auto access

840

229

100%

xx % without transit access

229

CALCULATION OF DAILY TRIPS
FOR THE
CRITICAL NEED TD POPULATION

Calculation of Daily Trips

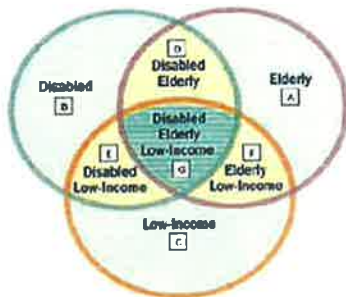
		Daily Trip Rates Per Person	Total Daily Trips
Total Actual Critical TD Population			
<i>Severely Disabled</i>	432	0.049	21
<i>Low Income ND</i>	229	1.899	434
Totals	660		455

2. Paratransit Service Demand Estimation

The National Center for Transit Research Center for Urban Transportation Research developed a paratransit service demand estimation tool based on the most current U.S. Census Bureau demographic and socio-economic data available. The following table shows trip demand for the critical Transportation Disadvantaged population.

FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Lafayette County											
General TD Population Forecast	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Overlapping Circle Component											
E - Estimate non-elderly/disabled/ low income	332	335	337	339	341	343	346	348	350	352	355
B - Estimate non-elderly/ disabled/not low income	807	812	817	823	828	833	839	844	850	855	861
G - Estimate elderly/disabled/low income	99	100	100	101	102	102	103	104	104	105	106
D - Estimate elderly/ disabled/not low income	435	436	441	443	446	449	452	455	458	461	464
F - Estimate elderly/non-disabled/low income	50	50	51	51	51	52	52	52	53	53	53
A - Estimate elderly/non disabled/not low income	624	628	632	636	640	645	649	653	657	661	666
C - Estimate low income/not e'derly/not disabled	791	796	801	806	811	816	822	827	832	838	843
TOTAL GENERAL TD POPULATION	3,138	3,158	3,179	3,199	3,220	3,241	3,262	3,283	3,304	3,325	3,347
TOTAL POPULATION	7,894	7,744	7,794	7,844	7,895	7,946	7,998	8,049	8,102	8,154	8,207



Lafayette County											
Critical Need TD Population Forecast	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Total Critical TD Population											
Disabled	432	434	437	440	443	446	449	451	454	457	460
Low Income Not Disabled No Auto/Transit	279	270	272	273	275	276	278	279	281	282	284
Total Critical Need TD Population	660	664	669	673	677	682	686	691	695	700	704
Daily Trips - Critical Need TD Population											
Severely Disabled	21	21	21	22	22	22	22	22	22	22	23
Low Income - Not Disabled - No Access	434	437	440	443	445	448	451	454	457	460	463
Total Daily Trips Critical Need TD Population	455	463	471	479	487	495	504	513	522	531	540
Annual Trips	118,373	120,373	122,408	124,476	126,580	128,820	131,100	133,421	135,782	138,106	140,355

3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Lafayette County. In May 2014, the Florida Agency for Health Care Administration implemented Florida's Managed Medical Care Program. The Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available.

The Managed Medical Assistance Plans provide transportation services directly through their own network of transportation providers. According Chapter 2 of the Florida Agency for Health Care Administration Transportation Coverage, Limitations and Reimbursement Handbook, July 1997, "Medicaid is required by Chapter 427, Florida Statutes to purchase transportation services through the designated Community Transportation Coordinator, unless those services are not cost effective or the Community Transportation Coordinator does not coordinate Medicaid transportation services."

Other barriers to the coordination of transportation services in Lafayette County include low population density and limited availability of medical services/facilities in the county necessitating out-of-county trips.

4. Needs Assessment

United States Code Section 5311 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED PROJECT COST	PROJECT FUNDING
Suwannee River Economic Council	Provide transportation services to the transportation disadvantaged.	2018/19	Lafayette County	\$101,192.00 \$101,192.00	Federal Transit Administration Suwannee River Economic Council

United States Code Section 5339 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED PROJECT COST	PROJECT FUNDING
Suwannee River Economic Council	Purchase one replacement vehicle.	2018/19	Lafayette County	\$69,219.00	Federal Transit Administration

Transportation Disadvantaged Trust Fund Grant

APPLICANT	PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED PROJECT COST	PROJECT FUNDING
Suwannee River Economic Council	Provide transportation services to the transportation disadvantaged.	2017/18 2018/19	Lafayette County	\$172,676.00 \$176,317.00 \$19,186.00 \$19,591.00	Florida Transportation Disadvantaged Trust Fund Suwannee River Economic Council

Rural Capital Equipment Support Grant

APPLICANT	PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED PROJECT COST	PROJECT FUNDING
Suwannee River Economic Council	Purchase one fleet expansion vehicle.	2017/18	Lafayette County	\$70,000.00	Rural Area Capital Equipment Support Grant

5. Goals, Objectives and Strategies

GOAL I: Coordinate all transportation disadvantaged services that are funded with local, state and/or federal government funds.

OBJECTIVE: Identify agencies that receive local, state and/or federal government transportation funds that are not coordinated through the Community Transportation Coordinator.

Strategy a: Identify agencies in Lafayette County that receive local, state and/or federal funds to transport clients or purchase vehicles.

Strategy b: Contact agencies to obtain information about coordination opportunities.

Strategy c: Determine whether a purchase of service contract, coordination contract or subcontract should be executed with the identified agencies to coordinate the transportation services that are being provided.

GOAL II: Identify unmet transportation needs in Lafayette County.

OBJECTIVE: Identify unmet transportation needs and discuss ways to meet these needs at each local Coordinating Board meeting.

Strategy: The Community Transportation Coordinator shall report quarterly the number and types of transportation services that are requested which it is unable to provide.

- GOAL III:** **The Community Transportation Coordinator shall provide transportation services that are consumer oriented and effectively coordinate trips.**
- OBJECTIVE:** Provide transportation services that maximize the use of all vehicles to eliminate duplication of service without unduly inconveniencing the rider.
- Strategy a:** The Community Transportation Coordinator shall report on a quarterly basis the number of single passenger trips provided.
- Strategy b:** The Community Transportation Coordinator shall work with purchasing agencies and service providers (doctors' offices, hospitals, etc.) to arrange appointments to group trips.
- Strategy c:** The Community Transportation Coordinator shall document the reduction of single passenger trips.
- Strategy d:** The local Coordinating Board shall measure the total passenger trips per vehicles quarterly.
- GOAL IV:** **The Community Transportation Coordinator shall develop creative ways to provide additional trips.**
- OBJECTIVE:** Identify additional funding opportunities to provide transportation.
- Strategy:** Using information concerning unmet needs, the Community Transportation Coordinator shall determine the level of demand and cost of providing additional service.
- GOAL V:** **The Community Transportation Coordinator shall ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of transportation services offered to individuals without disabilities.**
- OBJECTIVE:** The Community Transportation Coordinator shall comply with the requirements of the *Americans with Disabilities Act (ADA)* regarding the access to and provision of transportation services.
- Strategy a:** The Community Transportation Coordinator shall eliminate physical barriers preventing the use of transportation services by persons who are elderly and/or disabled.
- Strategy b:** The Community Transportation Coordinator shall train its staff members regarding the utilization of special equipment for persons with disabilities as well as the abilities of persons with disabilities.
- GOAL VI:** **The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance based on specific criteria.**
- OBJECTIVE:** The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance in general and relative to Commission standards as referenced in *Rule 41-2.006 of the Florida Administrative Code*.

- GOAL VII:** **The Community Transportation Coordinator shall utilize the Transportation Disadvantaged Trust Fund allocation in the most cost efficient manner.**
- OBJECTIVE:** The Community Transportation Coordinator shall adhere to a strict budget of Transportation Disadvantaged Trust Funds to ensure that these funds are spent in the most efficient manner.
- Strategy a:** The Community Transportation Coordinator and local Coordinating Board shall determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds.
- Strategy b:** The Community Transportation Coordinator shall inform the local Coordinating Board of any difficulties experienced concerning the under expenditure or over expenditure of the Transportation Disadvantaged Trust Funds.
- GOAL VIII:** **The Community Transportation Coordinator shall comply with all reporting requirements of the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board.**
- OBJECTIVE:** The Community Transportation Coordinator shall complete all reports which require Local Coordinating Board review and/or approval.
- Strategy:** The Community Transportation Coordinator shall complete and submit all final reports to the planning agency staff a minimum of two weeks prior to the meeting date to be reviewed and included in the Local Coordinating Board's meeting packet.
- GOAL IX:** **The Community Transportation Coordinator shall provide quality service.**
- OBJECTIVE:** The local Coordinating Board shall monitor the quality of service provided by the Community Transportation Coordinator.
- Strategy:** The Community Transportation Coordinator shall report complaints to the Local Coordinating Board.
- OBJECTIVE:** **The Community Transportation Coordinator shall provide courteous and professional service.**
- Strategy:** Reservationists and other office staff shall receive sensitivity and courtesy training annually.
- GOAL X:** **The Community Transportation Coordinator shall promote cost and service efficiency through efficient routing, scheduling and operation procedures.**
- OBJECTIVE:** The local Coordinating Board shall encourage the Community Transportation Coordinator to provide the greatest number of trips using the most cost effective methods possible.
- Strategy:** The Community Transportation Coordinator shall maintain a database with pertinent information relative to clients' needs and limitations.

GOAL XI: **The Community Transportation Coordinator shall insure the provision of safe transportation services.**

OBJECTIVE: The Community Transportation Coordinator shall insure the safety and well being of passengers through inspection and maintenance of all vehicles in the coordinated system and driver training.

Strategy: he System Safety Program Plan shall meet all established requirements and adhere to *Chapter 341 Florida Statutes* and *Rule 14-90, Florida Administrative Code*.

6. Implementation Plan

STRATEGIES	IMPLEMENTATION DATE
(1) Identify agencies located in Lafayette County receiving local, state and/or federal funds to transport clients or purchase vehicles. (2) Contact the identified agencies to obtain information about the funding they receive. (3) Determine type of contract to execute to coordinate transportation services.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Discuss transportation needs at local Coordinating Board meetings. (2) Report unmet trip requests.	(1) Quarterly (2) Quarterly
(1) Maximize the use of vehicles without unduly inconveniencing the rider. (2) Work with purchasing agencies and service providers to arrange appointments to group trips. (3) Document the reduction of single passenger trips. (4) Measure total passenger trips per vehicle.	(1) Ongoing (2) Ongoing (3) 2018/19 (4) 2018/19
(1) Identify additional funding opportunities to provide trips. (2) Report the types of funding opportunities that may be available for additional trips.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to individuals without disabilities. (2) Provide alternative methods for accessing transportation services for individuals with disabilities. (3) Train staff members regarding the utilization of special equipment for persons with disabilities.	(1) Ongoing (2) Ongoing (3) Ongoing
Evaluate the performance of the Community Transportation Coordinator in general and relative to Florida Commission for the Transportation Disadvantaged standards, completion of service plan elements and Florida Commission for the Transportation Disadvantaged workbook modules.	2018/19

<p>(1) Adhere to a strict budget of Transportation Disadvantaged Trust Funds to insure that the Trust Funds are spent in the most efficient manner.</p> <p>(2) Determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds.</p> <p>(3) Inform the local Coordinating Board of any difficulties experienced concerning the expenditure of the Transportation Disadvantaged Trust Funds.</p>	<p>(1) Ongoing</p> <p>(2) Annually</p> <p>(3) Quarterly</p>
<p>(1) Complete all reports for review and/or approval.</p> <p>(2) Final reports shall be completed and submitted to planning agency staff a minimum of two weeks prior to next local Coordinating Board meeting.</p>	<p>(1) Ongoing</p> <p>(2) Ongoing</p>
<p>(1) Monitor the quality of service.</p> <p>(2) Make recommendations to improve the quality of service.</p> <p>(3) Provide courteous and professional service.</p> <p>(4) Provide sensitivity and courtesy training annually.</p> <p>(5) Collect on-time performance data.</p>	<p>(1) Ongoing</p> <p>(2) Ongoing</p> <p>(3) Ongoing</p> <p>(4) Ongoing</p> <p>(5) Annually</p>
<p>(1) Maintain a data base with pertinent information relative to clients needs and limitations.</p>	<p>(1) Ongoing</p>
<p>The System Safety Program Plan shall meet all established requirements and adhere to Chapter 341, Florida Statutes and Rule 14-90, Florida Administrative Code.</p>	<p>Annually</p>

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Chapter II: Service Plan

A. Operations

The operations element is a profile of the Lafayette County coordinated transportation system. This element is intended to provide basic information about the daily operations of Suwannee River Economic Council and its contracted transportation operators.

1. Types, Hours and Days of Service

Provider	Ambulatory	Wheelchair	Stretcher	Advance Reservation	Subscription	Door to Door
Suwannee River Economic Council	✓	✓	✓	✓	✓	✓

a. Bariatric Transportation

Suwannee River Economic Council transports all "common wheelchairs." A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not be transported.

b. Hours and Days of Service

Monday through Friday, 6:00 a.m. to 6:00 p.m. excluding holidays (see below).

c. Holidays

Transportation Disadvantaged Program sponsored service will not be provided on the following observed holidays.

Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King, Jr.'s Birthday
Memorial Day
Independence Day
Labor Day

2. Accessing Services

a. Office Hours

Suwannee River Economic Council's office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

b. Phone Number

City of Live Oak office: 386.362.4115 or 1.800.597.7579

City of Mayo office: 386.294.2202.

c. Advance Notification Time

Twenty-four hours advance notification must be given for trips provided Tuesday through Saturday. Seventy-two hours advance notification must be given for trips provided on Mondays.

d. Trip Cancellation Process

Trip cancellations should be made to Suwannee River Economic Council with 24-hour advance notification. However, a no-show will not be charged to a rider if the cancellation is received before the vehicle is dispatched.

e. No-Show Policy

Trip cancellations should be made to Suwannee River Economic Council with 24-hour advance notification. However, a no-show will not be charged to a rider if the cancellation is received before the vehicle is dispatched. If trips are not cancelled prior to the vehicle being dispatched, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows.

On the first "no-show," the driver will leave a "no-show" notice on the client's door. On the second "no-show" occurrence, a letter of warning will be sent from the Community Transportation Coordinator. If a third infraction occurs within 60 days, the Community Transportation Coordinator will send a letter notifying the client that they have been suspended from service for a 30 day period. When the client is again reinstated to the program, and if three (3) infractions occur within 60 days, the suspension will be 45 days. When the client is again reinstated to the program and if three (3) infractions occur within 60 days, the suspension will be 60 days.

f. After Hours Service

After hours service is not sponsored by Florida's Transportation Disadvantaged Program.

g. Passenger Fares

Suwannee River Economic Council does not charge fares to passengers sponsored by Florida's Transportation Disadvantaged Program.

h. Transportation Disadvantaged Program Eligibility

Individuals must apply for Transportation Disadvantaged Program eligibility certification for their transportation to be sponsored by Florida's Transportation Disadvantaged Program. Recertification will be conducted annually. Recertification is not required of individuals who have permanent disabilities. The Transportation Disadvantaged Program Eligibility Certification Application is shown as Exhibit A.

Suwannee River Economic Council will use the following criteria to determine eligibility:

1. Determine if the applicant is unable to transport themselves because they do not have an operational vehicle or the ability to operate a vehicle.
2. Determine if the applicant is sponsored by any agency for transportation services; is unable to purchase transportation; is unable to find transportation from other sources.

Individuals who are not travelling to a Medicaid Managed Medical Assistance Program compensable service may be eligible for Transportation Disadvantaged Program sponsored service.

Suwannee River Economic Council will notify Transportation Disadvantaged Program applicants of eligibility approval or denial within 15 working days after receipt of application. Applicants determined to be ineligible for Transportation Disadvantaged Program sponsored services may file appeals with Suwannee River Economic Council.

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:

☐ Powered Wheelchair

☐ Manual Wheelchair

☐ Powered Scooter/Cart

☐ Stretcher

☐ Walker

☐ Leg Braces

☐ Cane

☐ Respirator

☐ Oxygen CO2

☐ Personal Care Attendant/Escort

☐ 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 _____



i. **Transportation Disadvantaged Program Trip Priorities**

Due to the lack of demand for transportation services in Lafayette County, Suwannee River Economic Council and the Board have not determined a need for establishing trip priorities. Suwannee River Economic Council reports the status of the TD Trust Funds to the Board at each meeting. Suwannee River Economic Council in cooperation with the Board will establish trip priorities if it is determined necessary.

3. Transportation Operators And Coordination Contractors

Not applicable. Suwannee River Economic Council is the only transportation provider operating in Lafayette County.

4. Public Transit Utilization

Not applicable. There is no fixed route, public transit system operating in Lafayette County.

5. School Bus Utilization

Currently, there is no need to use school buses at this time. If Suwannee River Economic Council determines a need to use school buses in the future, the Lafayette County School Board will be contacted for assistance.

6. Vehicle Inventory

Suwannee River Economic Council's vehicle inventory is shown as Exhibit C.

7. System Safety Program Plan Certification

Suwannee River Economic Council's System Safety Program Plan Certification is shown as Exhibit D.

8. Inter-County Services

Suwannee River Economic Council does not have any inter-county agreements with other Community Transportation Coordinators at this time.

9. Natural Disaster/Emergency Preparedness

The Lafayette County Emergency Management Department does not have a formal agreement with Suwannee River Economic Council to provide transportation during natural disasters.

10. Marketing

Currently, there are no efforts to market the availability of transportation services sponsored by Transportation Disadvantaged Trust Funds due to the limited availability of these funds.

11. Acceptable Alternatives

There have been no acceptable alternatives for the provision of transportation service identified in Lafayette County.

12. Service Standards

The Community Transportation Coordinator and any transportation operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Florida Commission for the Transportation Disadvantaged approved standards. These standards include:

a. Drug and Alcohol Policy

Rule 41-2.006 (4) (a), F.A.C.: 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.

Suwannee River Economic Council shall comply with this standard.

b. Transport of Escorts and Dependent Children

Rule 41-2.006 (4) (b), F.A.C.: An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.

Local Policy: Children under age 16 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide the necessary assistance to the passenger. Escorts will be transported at the regular rate.

c. Use, Responsibility and Cost of Child Restraint Devices

Rule 41-2.006 (4) (c), F.A.C.: Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan.

Local Policy: All passengers under the age of 4 and/or under 50 pounds will be required to use a child restraint device. This device will be provided by the passenger.

d. Passenger Property

Rule 41-2.006 (4) (d), F.A.C.: 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.

Local Policy: Passengers shall be allowed to have two pieces of personal property which they can place in their lap or stow under the seat. Passengers must be able to independently carry all items brought onto the vehicle.

e. Vehicle Transfer Points

Rule 41-2.006 (4) (e), F.A.C.: Vehicle transfer points shall provide shelter, security and safety of passengers.

The Community Transportation Coordinator shall comply with this standard.

f. Local Toll Free Phone Number

Rule 41-2.006 (4) (f), F.A.C.: A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged Helpline phone number (1-800-983-2435) shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Florida Commission for the Transportation Disadvantaged as a step within the process as approved by the local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) Will include the Transportation Disadvantaged Helpline phone number.

The Community Transportation Coordinator shall comply with this standard.

g. Out-Of-Service Area Trips

Rule 41-2.006 (4) (g), F.A.C.: 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.

Local Policy: The Community Transportation Coordinator may require medical provider certification for any out of county trip.

h. Vehicle Cleanliness

Rule 41-2.006 (4) (h), F.A.C. Interior of all vehicles shall be 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.

Local Policy: All vehicles shall be cleaned (interior and exterior) on a regular schedule (minimum once a week).

i. Billing Requirements

Rule 41-2.006 (4) (I), F.A.C. 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 seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.

Local Policy: If the Community Transportation Coordinator without reasonable cause fails to make payments to the subcontractors and suppliers within seven (7) working days after the receipt by the Community Transportation Coordinator of full or partial payment, the Community Transportation Coordinator shall pay to the subcontractors and suppliers a penalty in the amount of one-half of one percent of the amount due, per day, from the expiration of the period allowed herein for payment. (F.S. 2000/ Ch 287/Part I/287.0585 Late payments by contractors to subcontractors and suppliers; penalty.)

j. Passenger/Trip Database

Rule 41-2.006 (4) (j), F.A.C.: Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.

The Community Transportation Coordinator shall comply with this standard.

k. Adequate Seating

Rule 41-2.006 (4) (k), F.A.C.: 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.

The Community Transportation Coordinator shall comply with this standard.

l. Driver Identification

Rule 41-2.006 (4) (l), F.A.C.: 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 specific passengers, 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.

Local Policy: The Community Transportation Coordinator shall comply with this standard.

m. Passenger Assistance

Rule 41-2.006 (4) (m), F.A.C.: 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 wheelchair securement devices, storage of mobility assistive devices and closing the vehicle door. In the door-through-door paratransit service category, the driver shall 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 wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: The Community Transportation Coordinator shall comply with this standard.

n. Smoking, Eating, and Drinking

Rule 41-2.006 (4) (n), F.A.C.: Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Transportation Disadvantaged Service Plan.

Local Policy: Eating and drinking on board the vehicle will not be allowed. Stops may be made to accommodate the needs of the passengers at the discretion of the driver.

o. Passenger No-Shows

Rule 41-2.006 (4) (o), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board shall jointly develop a policy on passenger no shows. Assessing fines to passengers for no shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan.

Local Policy - The Community Transportation Coordinator shall attempt to reduce the number of no-shows annually.

p. Two-Way Communications

Rule 41-2.006 (4) (p), F.A.C.: All vehicles providing service within the coordinated system shall be equipped with two-way communications in good working order and audible to the driver at all times to the base.

The Community Transportation Coordinator shall comply with this standard.

q. Air Conditioning/Heating

Rule 41-2.006 (4) (q), F.A.C.: All vehicles providing service within the coordinated system shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

The Community Transportation Coordinator shall comply with this standard.

r. First Aid

Rule 41-2.006 (4) (r), F.A.C.: First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All vehicles will be equipped with first aid kits and bio-hazard kits as required by state and federal regulations.

s. Cardiopulmonary Resuscitation

Rule 41-2.006 (4) (s), F.A.C.: Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: Drivers are not required to be trained in cardiopulmonary resuscitation.

t. Driver Criminal Background Screening

Rule 41-2.006 (4) (t), F.A.C.: Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: Level II background screenings are required for all employees. The Level II background screening includes Florida Department of Elder Affairs and Florida Law Enforcement criminal history checks. All drivers are fingerprinted and results are submitted to the Florida Department of Elder Affairs and Florida Department of Children and Families. Driver screenings updated every five years.

u. Fixed Route Transit Utilization

Rule 41-2.006 (4) (u), F.A.C.: In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the local Coordinating Board a percentage of total trips that will be placed on the fixed route system.

Local Policy: Not applicable.

v. Pick-Up Window

Rule 41-2.006 (4) (v), F.A.C.: The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.

Local Policy: There is a thirty (30) minute pickup window in place for all intra-county trips based on the arrival/departure time of the passenger. The passenger is given a pick-up time at the time of scheduling the ride.

w. On-Time Performance

Rule 41-2.006 (4) (w), F.A.C.: The Community Transportation Coordinator and local Coordinating Board should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies and passengers. This measure should also be included as part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: The Community Transportation Coordinator will have an 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

x. Advance Reservation Requirement

Rule 41-2.006 (4) (x), F.A.C.: The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers.

Local Policy: Twenty-four hours advanced notice is required for all trips scheduled within the coordinated system. Service on Monday requires 72 hours advance notice.

y. Safety

Rule 41-2.006 (4) (y), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: There shall be no more than 1 accident per 100,000 miles during the evaluation period.

z. Reliability

Rule 41-2.006 (4) (z), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: There shall be no more than 5 roadcalls during the evaluation period.

aa. Call-Hold Time

Rule 41-2.006 (4) (aa), F.A.C.: This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the local Coordinating Board should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the local Coordinating Board's evaluation of the Community Transportation Coordinator.

This standard is not applicable to this service area.

bb. Quality of Service

Rule 41-2.006 (4) (bb), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: Collect and publicly post passenger satisfaction survey ratings. There shall be no more than one complaint per 1,000 trips during the evaluation period.

cc. Safety Belt Usage

Chapter 316.614 (4), Florida Statutes: It is unlawful for any person: (a) To operate a motor vehicle in this state unless each passenger and the operator of the vehicle under the age of 18 years are restrained by a safety belt or by a child restraint device pursuant to s. 316.613, if applicable; or (b) To operate a motor vehicle in this state unless the person is restrained by a safety belt. (5) It is unlawful for any person 18 years of age or older to be a passenger in the front seat of a motor vehicle unless such person is restrained by a safety belt when the vehicle is in motion. (6)(a) Neither a person who is certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous nor an employee of a newspaper home delivery service while in the course of

his or her employment delivering newspapers on home delivery routes is required to be restrained by a safety belt.

Local Policy: Passengers whose transportation is sponsored by Florida's Transportation Disadvantaged Program shall wear a safety belt while being transported unless they are certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous.

13. Local Grievance Procedure/Process

The Transportation Disadvantaged Program Grievance Procedures are shown in Appendix A.

14. Passenger Code of Conduct

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of Suwannee River Economic Council.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

a. Verbal Abuse

Verbal abuse by a rider against staff, drivers or other clients will not be tolerated. Verbal abuse includes but is not limited to use of profanity, obscene gestures, yelling or screaming. Riders who verbally abuse staff, drivers or other clients may be suspended from service.

b. Physical Abuse

Physical abuse of either a rider to another rider or rider to a driver will not be tolerated. Physical abuse includes but is not limited to grabbing, hitting or touching. Such abuse shall be deemed as assault. In such cases, the local police shall be notified, and the rider shall be issued a notice of suspension from service.

c. Substance Abuse

No passenger who is under the influence of alcohol or illegal drugs will be transported. If a passenger is scheduled to be returned home and they are under the influence, they will be required to find alternative means of transportation. If a pattern of such behavior exists, a suspension of transportation privileges shall be invoked.

d. Penalties

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program.

Verbal Abuse

First offense – written warning
Second offense – one week suspension of services
Third offense – 30 day suspension of services
Fourth offense – 90 day suspension of services
Fifth offense – permanently removed from service

Physical Abuse

First offense - Suwannee River Economic Council will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Suwannee River Economic Council intends to suspend his or her riding privileges and the reason for such action.

Second offense – 180 day suspension of services

Third offense - permanently removed from service

e. Appeals

A rider has ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Lafayette County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program. All requests for reconsideration must be in writing and delivered to:

Suwannee River Economic Council
P.O. Box 70
Live Oak, FL 32060

and

Transportation Disadvantaged Program
Coordinating Board Grievance Committee
2009 N.W. 67 Place, Suite A
Gainesville, Florida 32653-1603

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue. Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Lafayette County Transportation Disadvantaged Coordinating Board Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee.

15. Evaluation Process

Suwannee River Economic Council in cooperation with the local Coordinating Board will determine whether agencies, from a total system approach, can perform more effectively and more efficiently their own transportation.

B. Cost/Revenue Allocation and Rate Structure Justification

See Appendix B.

Chapter III: Quality Assurance

This section contains the steps the local Coordinating Board will take to monitor and evaluate the services provided by or coordinated through the Community Transportation Coordinator, based on the Florida Commission for the Transportation Disadvantaged standards and the locally established service standards.

A. Community Transportation Coordinator Evaluation Process

The local Coordinating Board will evaluate the Community Transportation Coordinator's performance on an annual basis using the Commission for the Transportation Disadvantaged Quality Assurance Program Evaluation/Local Coordinating Board, Community Transportation Coordinator Evaluation Workbook. This evaluation workbook was created to provide a formal process for evaluating the performance of the Coordinator (and its operators). The Commission requires worksheets regarding Cost, Competition and Coordination be completed during this review.

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Appendix A: Lafayette County Transportation Disadvantaged Coordinating Board Grievance Procedures

Transportation Disadvantaged Grievance Procedures

September 25, 2017

Lafayette County
Transportation Disadvantaged Coordinating Board



Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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Chapter I: Lafayette County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

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

B. Agency Description

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

C. Definitions

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

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

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

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

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

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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

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

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

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

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

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

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

D. Purpose

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

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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

E. Membership

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

F. Officers

- (1) The Grievance Committee shall elect a Chair and Vice-Chair.

G. Meetings

- (1) The Grievance Committee may meet as often as necessary to fulfill their responsibilities. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. The Grievance Committee may meet following Board meetings to hear complaints and grievances. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.
- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (5) **Conflict of Interest.** In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) **Proxy Voting.** Proxy voting is not permitted.
- (7) **Parliamentary Procedures.** The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

H. Administration

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

I. Duties

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

J. Procedures

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
 - a. the name, address and telephone number of the Complainant;
 - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
 - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.
- (13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
- (14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

K. Appeals

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

Lafayette County Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

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

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

- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

L. Suspension Reconsideration

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

M. Prohibition Against Retaliation

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

N. Alternative Recourse

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

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Procedures

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Lafayette County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Lafayette County Transportation Disadvantaged Coordinating Board the 25th day of September 2017.



Anthony Adams, Chair
Lafayette County Transportation Disadvantaged Coordinating Board

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Appendix B: Cost/Revenue Allocation and Rate Structure Justification



Transportation Disadvantaged Trust Fund Service Rates Form

Community Transportation Coordinator (CTC)	Suwannee River Economic Council
Service Rate Effective Date	7/1/2018

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure	Cost Per Unit
* Ambulatory	Passenger Mile	\$2.37
* Wheel Chair	Passenger Mile	\$4.07
* Stretcher	Passenger Mile	\$8.48
Bus Pass – Daily	Pass	Enter \$ Per Unit
Bus Pass – Weekly	Pass	Enter \$ Per Unit
Bus Pass – Monthly	Pass	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
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Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit

Preliminary Information Worksheet

Version 1.4

CTC Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.
County (Service Area): LAFAYETTE COUNTY
Contact Person: MATT PEARSON
Phone # 386-362-4115 EXT. 223

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- ☐ Governmental
- ☒ Private Non-Profit
- ☐ Private For Profit

NETWORK TYPE:

- ☐ Fully Brokered
- ☒ Partially Brokered
- ☐ Sole Source

*Once completed, proceed to the Worksheet entitled
"Comprehensive Budget"*

Comprehensive Budget Worksheet

Version 1.4

CTC: SUWANNEE RIVER ECONOMIC COUNCIL, INC.
County: LAFAYETTE COUNTY

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2016 to June 30th of 2017	Current Year's APPROVED Budget, as amended from July 1st of 2017 to June 30th of 2018	Upcoming Year's PROPOSED Budget from 2 2018 to June 30th of 2019	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox						Reinvestment of \$32,341 into 2017/2018 monies and \$32,341 into 2018/2019 monies.
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 15,266	\$ 85,499	\$ 51,527	-460.1%	-38.7%	
Bus Pass Program Revenue						

Local Government

District School Board						
Compl. ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 125,698	\$ 142,055	\$ 172,674	13.0%	21.6%	Projected 2018-2019 Trip/Equip funds
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307						
49 USC 5310						
49 USC 5311 (Operating)	\$ 39,916	\$ 47,705	\$ 43,138	19.5%	-9.6%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid	\$ 32,545	\$ 9,500	\$ 8,605	-70.6%	-9.4%	
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act	\$ 4,224	\$ 4,300	\$ 3,973	1.6%	-7.6%	
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: SUWANNEE RIVER ECONOMIC COUNCIL, INC.
County: LAFAYETTE COUNTY

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2016 to June 30th of 2017	Current Year's APPROVED Budget, as amended from July 1st of 2017 to June 30th of 2018	Upcoming Year's PROPOSED Budget from 2018 to June 30th of 2019	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD

Office of Disability Determination
Developmental Services
Other APD (specify in explanation)
Bus Pass Program Revenue

DJJ

(specify in explanation)
Bus Pass Program Revenue

Other Fed or State

xxx
xxx
xxx
Bus Pass Program Revenue

Other Revenues

Interest Earnings
xxxx
xxxx
Bus Pass Program Revenue

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve

Balancing Revenue is Short By =		None			
Total Revenues =	\$217,649	\$289,059	\$279,917	32.8%	-3.2%

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

Operating Expenditures

Labor	\$ 62,255	\$ 104,140	\$ 108,043	67.3%	3.7%
Fringe Benefits	\$ 30,400	\$ 50,880	\$ 53,312	67.3%	4.8%
Services	\$ 5,005	\$ 10,480	\$ 9,445	109.4%	-9.9%
Materials and Supplies	\$ 20,678	\$ 47,196	\$ 48,509	128.2%	2.8%
Utilities	\$ 5,828	\$ 9,260	\$ 8,354	58.9%	-9.8%
Casualty and Liability	\$ 10,335	\$ 17,485	\$ 15,775	69.2%	-9.8%
Taxes	\$ 62	\$ 160	\$ 120	158.1%	-25.0%
Purchased Transportation:					
Purchased Bus Pass Expenses	\$ -				
School Bus Utilization Expenses	\$ -				
Contracted Transportation Services	\$ -				
Other	\$ -				
Miscellaneous	\$ 272	\$ 2,740	\$ 1,592	907.4%	-41.9%
Operating Debt Service - Principal & Interest	\$ -				
Leases and Rentals	\$ -	\$ 13,338			-100.0%
Contrib. to Capital Equip. Replacement Fund	\$ 4,166	\$ 5,200	\$ 5,123	24.8%	-1.5%
In-Kind, Contributed Services	\$ -	\$ -	\$ -		
Allocated Indirect	\$ 13,966	\$ 28,200	\$ 29,644	101.9%	5.1%

Taxes: Over anticipated increase from previous year
Misc. Decline in misc. expenses from previous year
Leases: Error on previous Rate Model

Capital Expenditures

Equip. Purchases with Grant Funds					
Equip. Purchases with Local Revenue					
Equip. Purchases with Rate Generated Rev.					
Capital Debt Service - Principal & Interest					

ACTUAL YEAR GAIN	\$64,682				
Total Expenditures =	\$152,967	\$289,059	\$279,917	89.0%	-3.2%

Worksheet for Program-wide Rates

CTC: SUWANNEE RIVER Version 1.4
County: LAFAYETTE COUNTY

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (**GREEN** cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles **UNLESS**.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay **UNLESS**..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	82,000
Rate Per Passenger Mile = \$ 2.49	
Total <u>Projected</u> Passenger Trips =	3,500
Rate Per Passenger Trip = \$ 58.41	

Fiscal Year

2018 - 2019

Avg. Passenger Trip Length = 23.4 Miles

Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate Per Passenger Mile = \$ 3.41
Rate Per Passenger Trip = \$ 79.98

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: SUWANNEE RIV Version 1.4
County: LAFAYETTE COUNTY

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

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

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	-----------------------

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

<input type="radio"/>
<input type="radio"/>

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service	Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service	Answer # 2 for Stretcher Service	Do Not Complete Section II for Group Service

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

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
How many of the total projected Passenger Miles relate to the contracted service?
How many of the total projected passenger trips relate to the contracted service?

Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service
-------------	-------------	-------------	--

Effective Rate for Contracted Services:
per Passenger Mile =
per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above)
Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Leave Blank and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: SUWANNEE RIV Version 1.4
County: LAFAYETTE COUNTY

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....

Skip #2 - 4 and Section IV and Go to Section V
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR

Leave Blank

per passenger mile?.....
3. If you answered Yes to #1 and completed #2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort? **Leave Blank**
4. How much will you charge each escort?..... **Leave Blank**

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank).....

Do NOT Complete Section IV

..... And what is the projected total number of Group Vehicle Revenue Miles? **Loading Rate** 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 * Be sure to leave the service **BLANK** if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2018 - 2019				
		Ambul	Wheel Chair	Stretcher	Group	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	82,000	77,000 +	4,700 +	300 +	Leave Blank	0
Rate per Passenger Mile =		\$2.37	\$4.07	\$8.48	\$0.00	\$0.00
					per passenger	per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	3,500	3,300 +	195 +	5 +	Leave Blank	
Rate per Passenger Trip =		\$55.98	\$95.96	\$199.92	\$0.00	\$0.00
					per passenger	per group
2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,....		Combination Trip and Mile Rate				
... INPUT the Desired Rate per Trip (but must be less than per trip rate above) =		Ambul	Wheel Chair	Stretcher	Group	
					Leave Blank	\$0.00
Rate per Passenger Mile for Balance =		\$2.37	\$4.07	\$8.48	\$0.00	\$0.00
					per passenger	per group

		Rates If No Revenue Funds Were Identified As Subsidy Funds				
		Ambul	Wheel Chair	Stretcher	Group	
Rate per Passenger Mile =		\$3.25	\$5.57	\$11.61	\$0.00	\$0.00
					per passenger	per group
Rate per Passenger Trip =		\$76.64	\$131.39	\$273.73	\$0.00	\$0.00
					per passenger	per group
Program These Rates Into Your Medicaid Encounter Data						

Appendix C: Vehicle Inventory



Suwannee River Economic Council, Inc.

Vehicle Inventory

Year	Make	Model	Vehicle Type	VIN Number	FDOT Control # (if applicable)	Agency Vehicle #	Ramp or Lift (specify)	# of Seats and WTC Positions	Other Equipment	Use	Average Miles/Yr	Current Mileage	Funding Source	Name of Title Holder	Acquisition Date	Cost	% Federal funding	Location	Condition	Expected Date of Retirement	Date of Disposition (if applicable)	Sale Price (if applicable)	Status
2013	Chevy Cutaway	BUS	D	1GB3G2BG9D1175725	N/A	L02	Y	8+2	None	Transporting elderly, indigent	15,723	71,073	CTD	FCTD	6/24/2013	\$51,531	100%	Lafayette County	Running	2018	N/A	N/A	Active
2014	MOVT	MV-1	D	57WMD1A68EM100938	N/A	L05	RAMP	4+2	None	Transporting elderly, indigent	16,733	27,888	CTD	FCTD	1/29/2016	\$46,598	100%	Lafayette County	Running	2019	N/A	N/A	Active
2015	Chevy Cutaway	G350	D	1GB3G2BGXE1198073	91228	L10	Y	8+2	None	Transporting elderly, indigent	30,824	89,503	FDOT	FDOT	10/17/2014	\$62,074	90%	Lafayette County	Running	2020	N/A	N/A	Active

Appendix D: Annual Bus Safety and Security Certification



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: 

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.

North Central Florida Regional Planning Council

Transportation Disadvantaged Service Plan Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



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May 25, 2018

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

RECOMMENDATION

Elect a Vice-Chair.

BACKGROUND

Chapter I. F. of the Board's Bylaws requires the Board to elect a Vice-Chair. The Vice-Chair serves a term of one year. Ms. Sandra Collins is currently serving as Vice-Chair. The Board may re-elect Ms. Collins or elect a new Vice-Chair.

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

t:\lynn\td2018\lafayette\memos\vicechair.docx



May 25, 2018

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 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. Suwannee River Economic Council Operations Report January - March 2018;
2. Fiscal Year 2017/18 Transportation Disadvantaged Trust Fund Status Report;
3. Suwannee River Economic Council Complaint/Commendation Report January - March 2018; and
4. Suwannee River Economic Council Trip Denial Report January - March 2018.

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

Attachments

t:\lynn\td2018\lafayette\memos\statjune.docx

**QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
JANUARY - MARCH 2018**

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	1,378
Florida Managed Medical Assistance Program	52
Florida Transportation Disadvantaged Program	1,169
S.R.E.C. - Title III-B Meal Site	157
TOTAL VEHICLE MILES	15,680
TOTAL REVENUE VEHICLE MILES	13,332
TOTAL DOLLARS INVOICED	\$65,504.31
Florida Managed Medical Assistance Program	\$3,943.10
Transportation Disadvantaged Program	\$60,305.21
S.R.E.C. - Title III-B Meal Site	\$1,256.00
AVERAGE COST PER TRIP	\$47.54
Florida Managed Medical Assistance Program	\$75.83
Transportation Disadvantaged Program	\$51.59
S.R.E.C. - Title III-B Meal Site	\$8.00
AVERAGE COST PER VEHICLE MILE	\$4.18
AVERAGE COST PER REVENUE VEHICLE MILE	\$4.91
TRIP PURPOSE*	
Medical	317
Employment	0
Education/Training	546
Shopping	6
Meal Site	411
Recreation	95
Other	3
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	99
PERCENT OF SINGLE PASSENGER TRIPS	7%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	4
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	15,680

**QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
JANUARY - MARCH 2017**

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	973
Florida Managed Medical Assistance Program	155
Florida Transportation Disadvantaged Program	691
S.R.E.C. - Title III-B Meal Site	127
TOTAL VEHICLE MILES	16,521
TOTAL REVENUE VEHICLE MILES	13,254
TOTAL DOLLARS INVOICED	\$47,547.34
Florida Managed Medical Assistance Program	\$12,458.40
Transportation Disadvantaged Program	\$34,072.94
S.R.E.C. - Title III-B Meal Site	\$1,016.00
AVERAGE COST PER TRIP	\$48.87
Florida Managed Medical Assistance Program	\$80.38
Transportation Disadvantaged Program	\$49.31
S.R.E.C. - Title III-B Meal Site	\$8.00
AVERAGE COST PER VEHICLE MILE	\$2.88
AVERAGE COST PER REVENUE VEHICLE MILE	\$3.59
TRIP PURPOSE*	
Medical	846
Employment	0
Education/Training	0
Shopping	0
Meal Site	127
Recreation	0
Other	0
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	78
PERCENT OF SINGLE PASSENGER TRIPS	8%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	3
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	16,521

Source: Suwannee River Economic Council

**2017-2018 TRIP/EQUIPMENT GRANT SUMMARY
LAFAYETTE COUNTY**

CONTRACT AMOUNT: \$191,862.00

MONTH/ YEAR	TOTAL DOLLARS SPENT	TRUST FUND (90%)	LOCAL MATCH (10%)	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-17	\$9,001.89	\$8,101.70	\$900.19	\$182,860.11	217	\$41.48
Aug-17	\$6,660.43	\$5,994.39	\$666.04	\$176,199.68	256	\$26.02
Sep-17	\$6,526.45	\$5,873.81	\$652.65	\$169,673.23	200	\$32.63
Oct-17	\$9,430.80	\$8,487.72	\$943.08	\$160,242.43	263	\$35.86
Nov-17	\$11,236.34	\$10,112.71	\$1,123.63	\$149,006.09	236	\$47.61
Dec-17	\$11,086.12	\$9,977.51	\$1,108.61	\$137,919.97	253	\$43.82
Jan-18	\$16,396.02	\$14,756.42	\$1,639.60	\$121,523.95	332	\$49.39
Feb-18	\$21,044.72	\$18,940.25	\$2,104.47	\$100,479.23	412	\$51.08
Mar-18	\$22,864.47	\$20,578.02	\$2,286.45	\$77,614.76	425	\$53.80
Apr-18				\$77,614.76		#DIV/0!
May-18				\$77,614.76		#DIV/0!
Jun-18				\$77,614.76		#DIV/0!

Source: Suwannee River Economic Council

LAFAYETTE COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
JANUARY - MARCH 2018

TYPE OF COMPLAINT	TOTAL	Resolved
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	0	-
TOTALS	0	-
COMMENDATIONS	0	-

Source: Suwannee River Economic Council

**LAFAYETTE COUNTY
UNMET TRANSPORTATION NEEDS
JANUARY - MARCH 2018**

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

Source: Suwannee River Economic Council

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Mayo man seriously injured in motorcycle accident

MAYO — A 43-year-old Mayo man suffered serious injuries when he crashed his motorcycle April 12.

According to the Florida Highway Patrol, Charles Wil-

liams was traveling south on County Road 251 near North-east Graybeard Trail around 4:30 p.m. when he lost control of his motorcycle.

The motorcycle went off the

roadway and onto the eastern shoulder of CR 251, the FHP report states.

Williams then fell off the motorcycle and sustained serious injuries, according to the

report.

Williams, who was not wearing a helmet, was transported by helicopter to UF Health Shands Hospital in Gainesville.

He has been charged with

failure to drive in a single lane, operating a motor vehicle with an expired registration more than six months, expired driver's license (six months or less) and attaching tag not assigned.



PHOTO: FILE

Matthew Pearson, the Executive Director of the Suwannee River Economic Council, spoke to the Rotary Club of Mayo last week.

SREC provides assistance to Lafayette County

BY ALEXIS SPOEHR

alexis.spoehr@galnews.com

MAYO — The Suwannee River Economic Council Inc. provides a number of programs to the 12-county area it serves.

According to SREC's Matthew Pearson at the Rotary Club of Mayo's April 11 meeting, a transportation program is one way it makes a difference in Lafayette County.

"For our public transportation program we were able to use money from a grant to have buses taking students from Lafayette High School to Big Bend Technical College every day," Pearson said. "Melissa Hewett was the one who asked if there were funds for some form

of transportation for the students who can not make it to Big Bend every day themselves.

"She asked we had the funds and now there are five buses that take students."

Pearson said by next year the SREC is wanting to have morning, mid-afternoon and evening buses to give all the students a chance to attend the class they need. The morning bus will leave and bring students back to Lafayette County and then take the next group to Big Bend and wait for the afternoon classes to finish before returning to Lafayette County.

In addition to the bus, Pearson also explained a few of the other programs

SEE SREC, PAGE 10A

Lamb addresses identity theft with Woman's Club

BY ALEXIS SPOEHR

alexis.spoehr@galnews.com

MAYO — Thanks to



PHOTOS: JESSIE R. BOX

Halford Harris fries some catfish at the festival.

Thousands attend Catfish Festival

BY JESSIE R. BOX

jessie.box@galnews.com

BRANFORD — Thousands of people attended Branford's fourth annual Suwannee River Catfish Festival on Saturday at Greaway Park.

The event began at 9 a.m. and ran through 6 p.m. with various vendors, live music and \$7 catfish dinners. Approximately 1,200 plates and 350 pounds of catfish was sold at the event.

Halford Harris, vice president of the festival, said the event had great attendance.

He estimated the attendance upwards of 5,000.

The money raised at the festival will be donated to the

Gainesville Fisher House. A final tally was not available at press time.

The Gainesville Fisher House is an organization that offers shelter and support during a medical crisis to military families.

The rest of the funds raised will go towards scholarships.

Scholarships were awarded to two high school seniors who participated in this year's essay contest. Weslyn Paget and Kailey Greene both won a \$500 scholarship.

The winner of the 5K Run was Bill Marshall.

The Suwannee River Catfish Festival will return next year on the second Saturday in April.



Toddler Miss Catfish Festival Call Davis walks around at the festival.



Teen Miss Catfish Festival Ariel Fernandez and Pre-Teen Miss Catfish





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An airplane after a flight at last year's Wings over Suwannee fly-in festival.

LIVE OAK — Airplane enthusiasts and those with a curiosity for flight will flock to the Suwannee County Airport this weekend.

The third Wings over Suwannee fly-in festival begins Friday at 8 a.m. and lasts through Sunday with a full slate of events the first two days. There is free admission and free on-site

camping available.

The Live Oak chapter of the Experimental Aircraft Association will be hosting a Young Eagles rally during the fly-in, offering free flights to children, ages 8-17. The program, which requires a parent or legal guardian present to sign up, is designed to engage children into aviation. Last year, more than

200 children received free flights with close to 3,000 people in attendance on the Saturday of the fly-in.

According to Alex Melia, one of the organizers for Wings over Suwannee, the hope is this year is even bigger and better.

"We're really amping it up this year, and we're hoping for a big turnout compared to last year," Melia said. "We're just really trying to get the public involved out there."

"Let them know what we're doing and how they can get involved." In addition to the Young Eagles flights, airplanes will also be on display as well as cars and motorcycles. There will be a radio control airshow, seminars for pilots and a military fly over. Food and drink vendors will also be on hand.

There will also be a corn roast and twilight bonfire Friday night.



Children get buckled in for a Young Eagles flight at last year's Wings over Suwannee fly-in.

PHOTOS: FILE

SREC

Continued From Page 1A

the SREC provides to Lafayette County as well as Bradford, Columbia, Dixie, Gilchrist, Hamilton, Levy, Madison, Putnam, Suwannee, Taylor and Union counties. Among those were the Aging program, Assistance/Self Sufficiency program and more about the Housing/Transportation programs.

The Aging program includes the Alzheimer's Disease Initiative, Community Care for the Elderly, Emergency Home Energy

Assistance for the Elderly and Home Care for the Elderly among others. Those various subprograms can provide help with medical care, services, supplies and even some bills.

Covered as part of the Assistance/Self Sufficiency program are the Community Services Block Grant, Emergency Food and Shelter Program, Energy Neighbor Fund and Low Income Home Energy Assistance Program. Those programs also can help cover utility bills as well as food and housing for emergencies.

The Housing/Transportation programs include

the State Housing Initiatives Partnership Program, Weatherization Programs and Transportation. SHIP can provide assistance for repairs as well as down payments and closing costs for home owners depending on eligibility. There also could be aid for home repairs through the Weatherization programs.

For more information about Lafayette County Aging programs and services, contact Lafayette Senior Center, Monday through Friday from 8 a.m. to 5 p.m. at 386-294-2202.

For more information about SREC, visit its website at www.srecinc.org.

Lamb

Continued From Page 1A

stated that in the past week there have been two incidents in the county dealing with identity theft.

"There are a lot of ways that people can steal someone's information," Lamb said. "With the availability of the Internet, everybody has one or more ways to access it and use it in a negative way, whether it is an iPad, laptop or cell phone."

Automated phone calls, if answered, will transfer to an actual person. Lamb specifically stated that if they ask for personal information, people should simply not to give it to them. If the individual is already working with the business then it has that information already

and should not be asking again.

The main information people try to get is name, date of birth and social security number. He also explained they take that information and fill out credit card applications.

Some do not receive any back while others have received one or more credit cards in that person's name. He said in one case, a person received eight different credit cards, all between \$500 and \$750, off one person's private information.

Lamb also shared an incident at a gas station in Perry where a skimmer was placed on the tape with a bluetooth signal that was transferring credit and debit card information to another source. The FDLE and state inspector were present when the device was found.

Lamb also said one had been placed on a pump at the Jiffy store in Mayo.

Several MWC members asked if there was a way for people to scan the information from someone's phone or computer by just standing next to each other.

Lamb said because everyone, when using wireless internet is connected it is easier for them to receive that information, but if it is plugged into the actual server it is safer.

Upcoming events

The Mother's Day Tea at Oakridge Assisted Living will be May 5, and the GFWC Conference will be in Orlando on May 4-5.

The Mother's Day Desert Auction is slated for 9 a.m. to 4 p.m. May 11. The District 3 workshop will be in Live Oak on May 12 from 9 a.m. to 2 p.m.

ATTENDANCE RECORD

LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	5/15/17	9/25/17	11/13/17	3/12/18
Chair	Commissioner Lisa Walker				P
Florida Department of Transportation	Sandra Collins	P	P	P	A
Alternate Member	Janel Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	P	A	P	P
Alternate Member	Amanda Bryant		A	A	A
Florida Agency for Health Care Administration	Deweece Ogden	P	A	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Joey Pearson		P	P	P
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	Rhoda Pate	A	A	A	A
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Ellis A. Gray, III		A	A	A
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Eva K. Bolton				P
Alternate Member	(Vacant)				
Children at Risk	Colleen Cody	A	P	A	A
Alternate Member	(Vacant)				
Local Medical Community	Risa Clayton				
Alternate Member	(Vacant)				
Regional Workforce Board	Diane Head	P	P	P	P
Alternate Member	Anthony Jennings	P	A	A	A

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."

