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January 4, 2023

TO: Gilchrist County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Meeting Announcement

The Gilchrist County Transportation Disadvantaged Coordinating Board will hold a business meeting **Wednesday, January 11, 2023 at 1:30 p.m.** in the meeting room of Suwannee River Economic Council, Inc. Client/Senior Services Center located at 1439 SW CR 307A in Trenton, Florida. The meeting will also be conducted via communications media technology in the following format:

DIAL IN NUMBER: **Toll free 1.888.585.9008**

CONFERENCE CODE: **864 183 272**

****Please note that at least two (2) Board members must be present in person in addition to at least four (4) Board members present via communications media technology to establish a quorum in order to vote on agenda items that require formal action.****

Per the Centers for Disease Control and Prevention guidelines, to reduce the risk of becoming infected with the virus that causes COVID-19 and potentially spreading it to others, fully vaccinated people should wear a mask indoors in public if they are in an area of substantial or high transmission; if someone in their household is immunocompromised or at increased risk for severe disease; or if someone in their household is unvaccinated.

Attached is the meeting agenda and supporting materials. If you have any questions concerning the meeting, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired, please contact our office using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955.8770 (Voice).

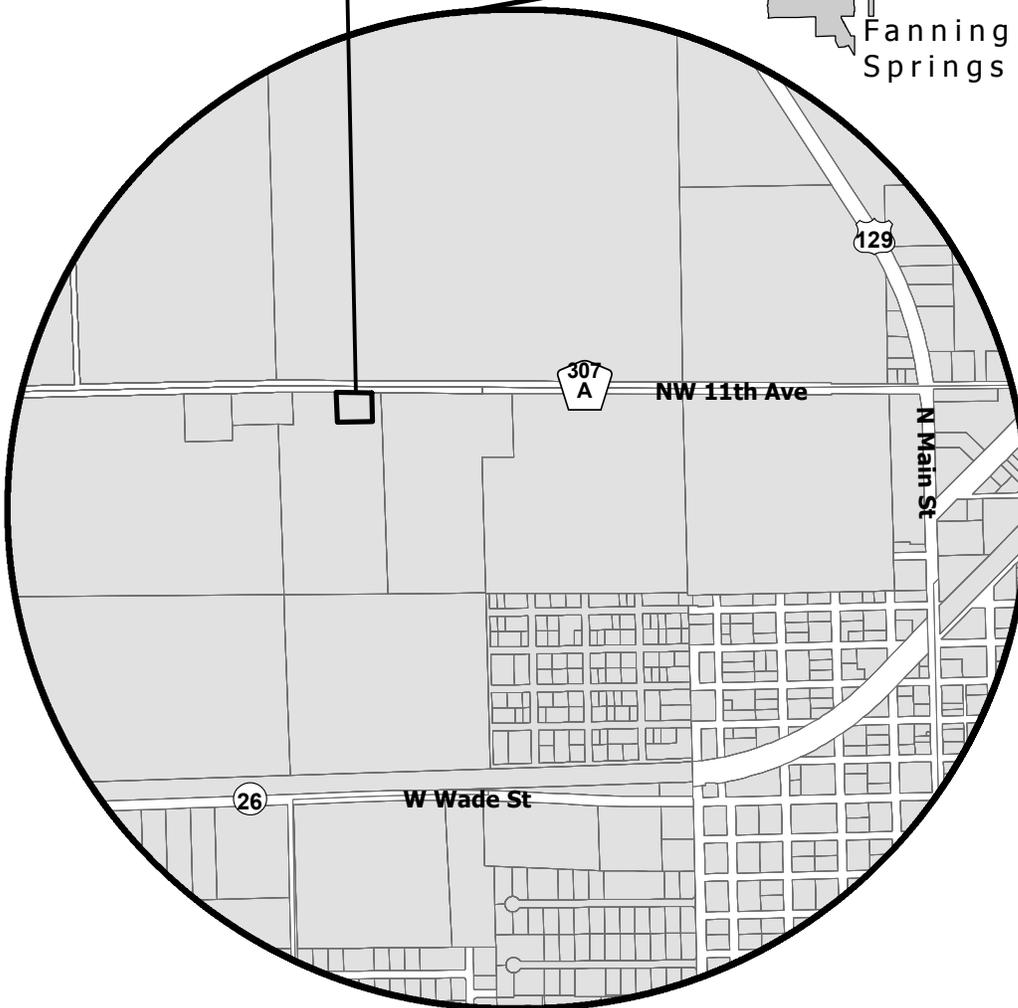
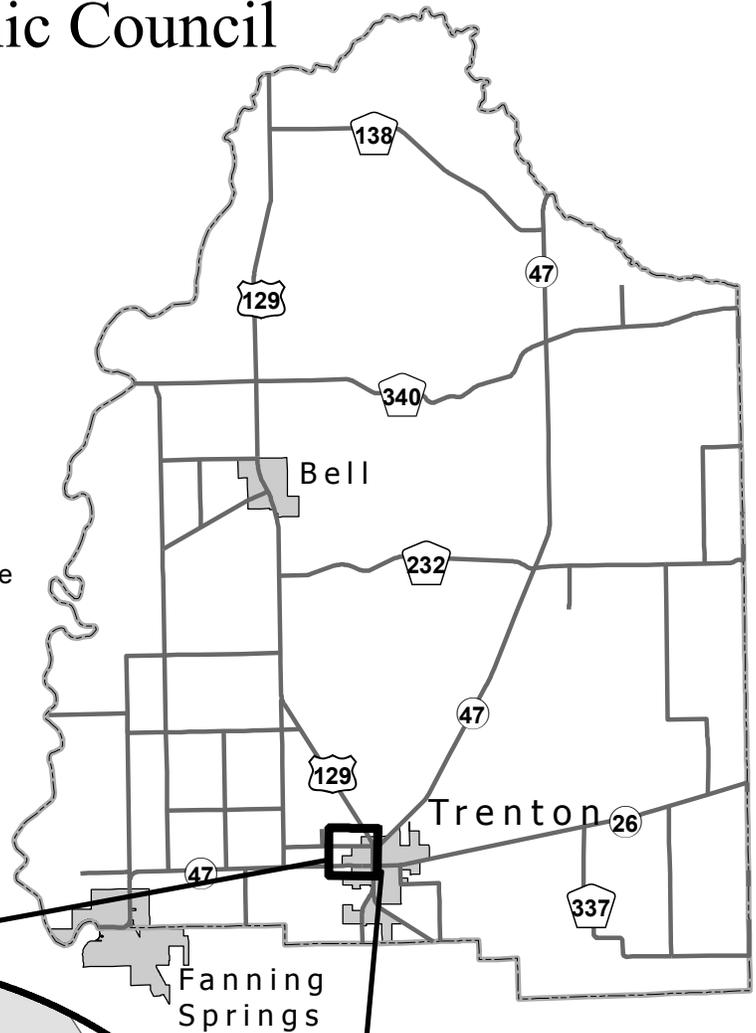
Attachments

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Suwannee River Economic Council Meeting Facility 1439 SW CR 307A Trenton, Florida 32693

Directions: From the intersection of U.S. Highway 129 (also known as Main St) and SW County Road 307A (also known as NW 11th Ave) in the City of Trenton, head West onto SW County Road 307A (also known as NW 11th Ave), travel approximately 0.7 miles, and the Suwannee River Economic Council Meeting Facility will be on the left, on the South side of SW County Road 307A (also known as NW 11th Ave).

Suwannee River
Economic Council
Meeting Facility



1 inch = 1,250 feet





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**GILCHRIST COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING ANNOUNCEMENT AND AGENDA

Meeting Room
Suwannee River Economic Council, Inc.
Client/Senior Service Center
1439 SW CR 307A
Trenton, Florida
Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272

Wednesday
January 11, 2023
1:30 p.m.

I. BUSINESS MEETING – CALL TO ORDER

- A. Invocation**
- B. Pledge of Allegiance**
- C. Roll Call**

II. CONSENT AGENDA

ACTION REQUIRED

- A. Approval of the Meeting Agenda Page 3**
- B. Approval of the October 12, 2022 Minutes Page 7**

III. 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. 2021/26 Gilchrist County Transportation Disadvantaged Service Plan Amendment Page 37 ACTION REQUIRED**

The Board needs to review and approve an amendment to the 2021/26 Gilchrist County Transportation Disadvantaged Service Plan

- C. Suwannee River Economic Council, Inc. Operations Reports Page 49 NO ACTION REQUIRED**

IV. OTHER BUSINESS

Comments

V. FUTURE MEETING DATES

- A. April 12, 2023 at 1:30 p.m.**
- B. July 12, 2023 at 1:30 p.m.**
- C. October 11, 2023 at 1:30 p.m.**
- D. January 10, 2024 at 1:30 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 meeting agenda, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**GILCHRIST COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Vacant Local Elected Official/Chair	Not Applicable
Geanelly Reveron Florida Department of Transportation Grievance Committee Member	Lauren Adams Florida Department of Transportation
John Wisker Florida Department of Children and Families	Amy Burton Florida Department of Children and Families
Vacant Florida Department of Education	Florida Department of Education
Pastor Ralph Williams Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Reeda Harris Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Dick-Stanford Florida Agency for Persons with Disabilities	Sylvia Bamburg Florida Agency for Persons with Disabilities
Elizabeth Wetherington Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2023	Vacant Florida Association for Community Action Term ending June 30, 2023
Michelle Walker-Crawford Public Education	Vacant Public Education
Vacant Veterans Term ending June 30, 2023	Vacant Veterans Term ending June 30, 2023
Vacant Citizen Advocate Term ending June 30, 2024	Vacant Citizen Advocate Term ending June 30, 2024
Maxine Parrish Citizen Advocate - User Term ending June 30, 2024	Vacant Citizen Advocate - User Term ending June 30, 2024
Leslie Esseck Persons with Disabilities Grievance Committee Member Term ending June 30, 2024	Vacant Persons with Disabilities Term ending June 30, 2024
Richard Esseck, Vice-Chair Elderly Grievance Committee Member Term ending June 30, 2023	Vacant Elderly Term ending June 30, 2023
Brittney Keeling Medical Community Term ending June 30, 2025	Krishna Stemple Medical Community Term ending June 30, 2025
Vacant Children at Risk Term ending June 30, 2025	Vacant Children at Risk Term ending June 30, 2025
Vacant Private Transit Term ending June 30, 2025	Vacant Private Transit Term ending June 30, 2025

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

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**GILCHRIST COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Meeting Room
Suwannee River Economic Council, Inc.
1439 SW CR 307A
Trenton, Florida
Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272

Wednesday
October 12, 2022
1:30 p.m.

VOTING MEMBERS PRESENT IN PERSON

Leslie Esseck, Persons with Disabilities Representative
Richard Esseck, Vice-Chair, Elderly Representative, Vice-Chair
Pastor Ralph Williams, Florida Department of Elder Affairs Representative

VOTING MEMBERS PRESENT VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY

Jeff Aboumrad, Florida Department of Education Representative
Reeda Harris, Florida Agency for Health Care Administration Representative
Geanelly Reveron, Florida Department of Transportation Representative
Sheryl Dick-Stanford, Florida Agency for Persons with Disabilities Representative

ALTERNATE MEMBERS PRESENT VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY

Lauren Adams, Florida Department of Transportation Representative

VOTING MEMBERS ABSENT

Krishna Stemple representing Brittany Keeling, Medical Community Representative
Elizabeth Wetherington, Regional Workforce Board Representative
Commissioner Marion Poitevint, Chair
Michelle Walker-Crawford, Public Education Representative
John Wisker, Florida Department of Children and Families Representative

OTHERS PRESENT IN PERSON

Matthew Pearson, Suwannee River Economic Council, Inc.

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Vice-Chair Esseck called the meeting to order at 1:30 p.m.

A. Invocation

Pastor Williams gave the invocation.

B. Pledge of Allegiance

Vice-Chair Esseck led the Board in reciting the Pledge of Allegiance.

C. Roll Call

Vice-Chair Esseck asked staff to conduct the roll call.

The roll was called by Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, and, a quorum was declared present.

II. CONSENT AGENDA

ACTION: Pastor Williams moved to approve the meeting agenda. Leslie Esseck seconded; motion passed unanimously.

ACTION: Jeff Aboumrad moved to approve the meeting agenda. Pastor Williams seconded; motion passed unanimously.

II. NEW BUSINESS

A. 2021/22 Annual Performance Evaluation

Ms. Godfrey stated that the Board is required to annually evaluate the transportation services provided by Suwannee River Economic Council, Inc. She discussed Suwannee River Economic Council, Inc.'s draft 2021/22 annual performance evaluation.

The Board reviewed Suwannee River Economic Council, Inc.'s annual performance evaluation.

ACTION: Pastor Williams moved to approve Suwannee River Economic Council, Inc.'s 2021/22 Annual Performance Evaluation. Leslie Esseck seconded; motion passed unanimously.

B. 2021/22 Annual Operating Report

Ms. Godfrey stated that Suwannee River Economic Council, Inc. is required to submit an Annual Operating Report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year.

Mr. Pearson discussed the Annual Operating Report.

III. OTHER BUSINESS

Comments

Mr. Pearson stated that Suwannee River Economic Council, Inc. will begin providing transportation service to the mealsite on Fridays. He explained that they will provide transportation to seniors residing in Trenton because they only have one vehicle and one driver available to provide this service.

Vice-Chair Esseck asked Suwannee River Economic Council, Inc. to survey seniors concerning the preferred day of the week when transportation is needed to the mealsite.

Mr. Pearson said they are currently being audited, therefore, Suwannee River Economic Council, Inc. staff will survey seniors when the audits are completed.

IV. FUTURE MEETING DATES

Vice-Chair Esseck stated that the next meeting of the Board will be held Wednesday, January 11, 2023 at 1:30 p.m.

ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Coordinating Board Chair

Date

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January 4, 2023

TO: Gilchrist County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Introduction to Florida’s Coordinated Transportation System

RECOMMENDATION

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

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires Board members to comply with the requirements of Section 112.3143, Florida Statutes and Section 286, Florida Statutes.

Attached are the following documents for the Board’s information:

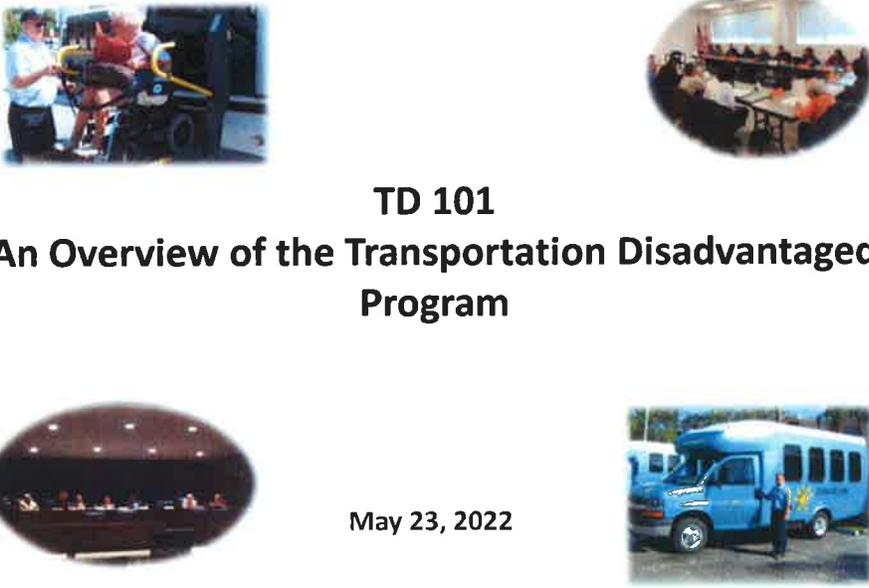
- An Introduction to Florida’s Coordinated Transportation System;
- Section 112.3143, Florida Statutes concerning voting conflicts of interest; and
- Section 286, Florida Statutes concerning Florida Sunshine Law.

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

Attachments

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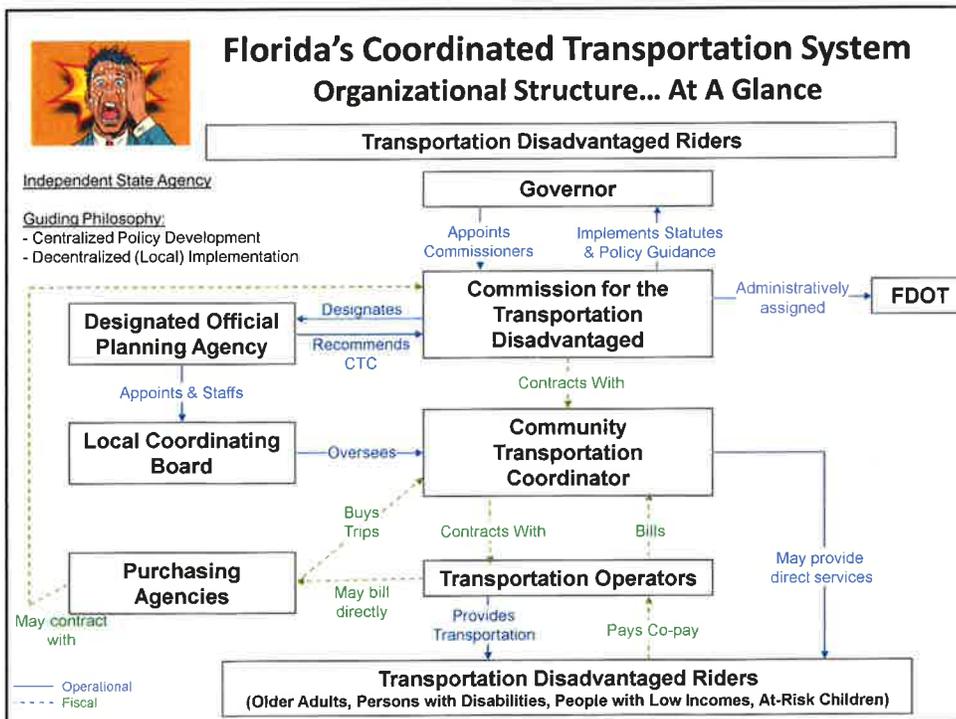


TD 101

An Overview of the Transportation Disadvantaged Program

May 23, 2022

1





Riders Who Are Transportation Disadvantaged

- Older Adults
- Persons with Disabilities
- Persons with Low Income
- Children who are At-Risk



They Could Need A Ride To...



- Medical Services
- Work or Job-Training
- School or College
- Grocery Store
- Social-Recreation

5

...And They May Have Limited Transportation Options Available In Their Community:

- Personal or Family Vehicle
- Public Transit
- Government “Sponsored” Transportation (e.g., Medicaid)
- Private On-Demand Services (e.g., taxi, Uber or Lyft, etc.)



6

TD Program Foundation

The Coordinated System was established in 1979.

The Legislature created the Commission and TD Trust Fund in 1989.

The purpose was to deliver the "coordination" of transportation services in each county.

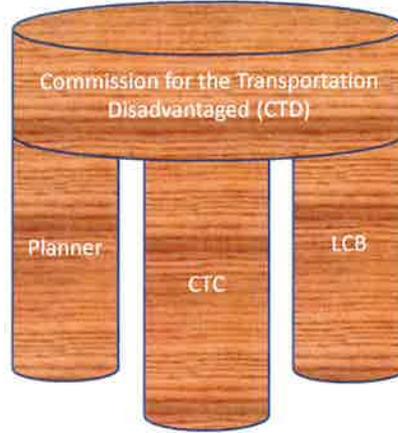
Implemented by three primary entities at local level:

- Community Transportation Coordinator (CTC)
- Designated Official Planning Agency (Planner)
- Local Coordinating Board (LCB)

CTD works with state/local partners (e.g., FDOT) to also purchase trips through coordinated system.

Reimburses CTC for door-to-door (demand-response) trips or bus pass "fare" subsidies.

The "Three-Legged Stool" of Coordination



Commission Responsibilities

Florida Commission for the



**Transportation
Disadvantaged**

Summary of Responsibilities

- Independent agency, administratively housed in FDOT, with board appointed by Governor.
- Administers the TD Trust Fund and disburses funds through various grant programs.
- Develops policies/procedures governing the coordinated transportation system.
- Approves and contracts with CTCs to deliver CTD-funded services in each county.
- Designates Planning Agency (outside MPO) to help implement program at the local level.

9

Governing Documents



Chapter 427, Florida Statutes –
Legislative Authority

Rule Chapter 41-2, Florida
Administrative Code –
Implementing Regulations

10

Commission Membership and Duties...

- Seven voting Governor-appointed members:
 - Five business representatives
 - Two users of the system
 - At least one representing seniors (65+ Years Old)
- Eight ex-officio (non-voting) members, representing purchasing agencies.
- Meets at least four times a year, virtually and/or in areas around the state.
- All meetings are governed under the Sunshine Laws – recorded and accessible to the public.

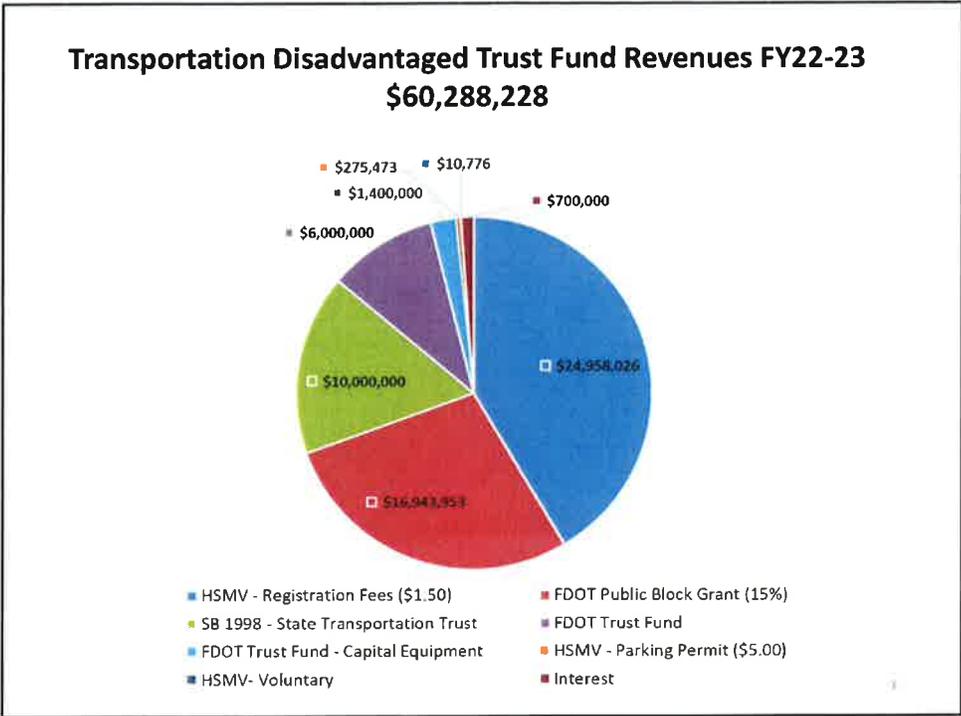


11

...Commission Duties

- Primary voting responsibilities:
 - Approves the five-year designation of every CTC
 - Administers the TD Trust Fund, which supports all CTD grant programs and operations.
 - Reviews and approves Commission publications, including the Annual Performance Report
 - Develops/approves policies governing coordinated transportation (e.g., rules, procedures, etc.).
- Participates in professional development events, including an annual training workshop.
- Appoints and oversees Executive Director.

12



Grant Programs...

- Trip & Equipment Grant –
 - Annually allocated through a formula, established in rule, to CTCs in all 67 counties
 - Used to purchase trips for eligible riders
 - 25% of funds may be used to purchase equipment
- Planning Grant – Awarded to Planning Agencies to assist with meeting their responsibilities, including staffing the LCB, in each service area.
- Shirley Conroy Grant – Competitively awarded to CTCs for the purchase of capital equipment to meet the needs in rural areas.

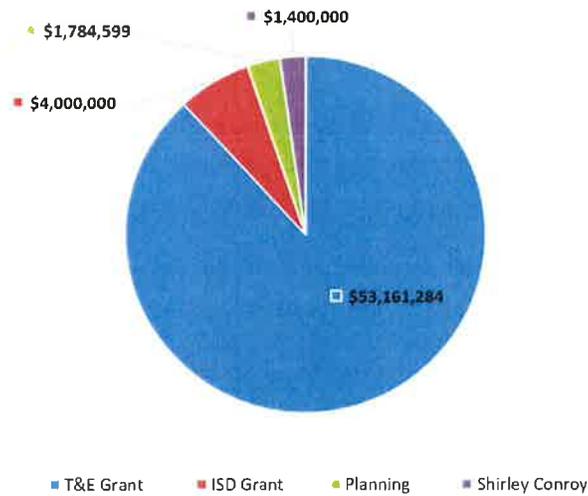
14

...Grant Programs

- Innovation and Service Development (ISD) Grant:
 - Appropriated at \$10 million for FY19-20 and 20-21, was repealed by 2021 Legislature.
 - Legislature appropriated \$4 million for FY 2022-23:
 - This year capped projects at \$750,000 for a single service area and \$1.5 million for a multiple (cross-county) service areas.
 - CTD competitively awards funding to CTCs for innovative service projects that support at least one of the following:
 - Increases access to a certain activity or for an underserved population;
 - Promotes more cross-county mobility options; or
 - Reduces barriers to access public transportation hubs and routes, if available in their community.

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Transportation Disadvantaged Grant Programs FY22-23 \$60,345,883



16

Community Transportation Coordinator



Summary of Responsibilities

- Coordinates transportation services for a county or multi-county “service area”.
- Provides and/or contracts with transportation companies to deliver trips for TD customers.
- Determines rider eligibility (based on state and local guidelines) and performs cost-management duties.
- Invoices agencies that “purchase” trips for individuals within the TD population.
- Assists LCB in developing the TD Service Plan.
- Submits performance data to CTD, which is compiled within the Annual Performance Report (APR).

18

A CTC Can Be A...

- Public transit system;
- Nonprofit organization (e.g., council on aging);
- Private transportation company; or
- Local government entity.



And Can...

- Deliver services directly (sole source); or
- Contract with a transportation operator(s) to deliver a portion or all services (broker)

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CTC Selection/Evaluation Process

- The planning agency facilitates a competitive procurement, requesting proposals from entities interested in serving as the CTC for five years.
- The agency then recommends the entity for approval by the CTD, which is voted on by the Commission.
- The designation allows a CTC to receive CTD grant funding and revenue from other purchasing agencies serving the TD Population.
- CTCs are evaluated on an annual basis by the LCB.

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Designated Official Planning Agency



Summary of Responsibilities

- Assists CTC and LCB to implement local TD program.
- Staffs and appoints members to the LCB:
 - Prepares LCB meetings (e.g., agendas, by-laws, grievance procedures, trainings, etc.)
 - Assists LCB in evaluating CTC on annual basis
- Procures and recommends CTC designation.
- Coordinates and conducts transportation planning activities for its service area:
 - Works with CTC/LCB to develop TD Service Plan
 - Reviews Annual Operating Report and submits to the LCB.

A Planning Agency Can Be A...

- Metropolitan Planning Organization (MPO)
- County/City Government
- Regional Planning Council
- Local Organizations who are performing planning activities in designated service areas

A planning agency may be responsible for multiple (CTC) service areas.

23

Local Coordinating Board



Summary of Responsibilities

- Board membership represents local stakeholders and is appointed by planning agency.
- Meets quarterly and provides guidance on local coordination of transportation services.
- Serves as the local advisory body to the Commission.

25

The LCB Members Include...

- A local elected official, who serves as chair;
- Purchasing agencies (FDOT, AHCA, APD, etc.);
- The local education community;
- Vocational Rehabilitation/Blind Services;
- The veterans service office;
- Florida Association for Community Action;
- Riders (persons with disabilities, seniors, persons with low-income children at-risk);
- Transportation provider organizations;
- Medical Community;
- Workforce Development Board



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LCB Duties...

- Assists in establishing eligibility guidelines and trip priorities.
- Assist with development of TD Service Plan
- Evaluates performance of CTC.
- Identifies and prioritizes local service needs.
- Appoints a grievance committee.
- Reviews and recommends other funding applications.
- Reviews strategies of service provision to the area.
- Evaluates multicounty or regional transportation opportunities.

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Purchasing Agency / Funding Source



Summary of Responsibilities

- Serves as an Advisory Member to the Commission.
- Voting Members of the LCB.
- Purchases transportation services for the transportation disadvantaged.
- Assists communities to develop transportation systems designed to serve the transportation disadvantaged.
- Ensures its rules, procedures, guidelines, and directives are supportive of the transportation disadvantaged.

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Purchasing Agencies / Revenue Sources that support the system..

An agency that purchases transportation services or provides revenue to provide services for the transportation disadvantaged such as -

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Department of Economic Opportunity
- Department of Children and Families
- Department of Education
- Department of Elder Affairs
- Department of Health
- Department of Juvenile Justice
- Florida Department of Transportation
- Local Government Agencies and Organizations

30



FY22-23 Priorities

Redesign and improve the accuracy of performance reporting to the CTD, Governor, Legislature, and other stakeholders.

Promote innovative services within the ISD Grant and other collaborative initiatives.

Improve the quality assurance review process for CTCs and Planning Agencies.

Continue facilitating educational webinars and trainings that improve stakeholder engagement.

Launch Project **GROW** – a year-long initiative to support a sustainable workforce in coordinated public transportation.

Develop a five-year strategic plan to implement long-term improvements to program.

Section 112.3143, Florida Statutes

Voting Conflicts of Interest

Section 112.3143, Florida Statutes

- Public officer includes any person serving on an advisory body.
- Board members are considered public officers.
- Board members may not vote on any matter that would be to their special private gain or loss.

Section 112.3143, 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.

Section 112.3143, 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.

Section 112.3143, 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.

Section 286, Florida Statutes

Florida Sunshine Law

Section 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.

Section 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.



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January 4, 2023

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2021/26 Gilchrist County Transportation Disadvantaged Service Plan Amendment

RECOMMENDATION

Approve an amendment to the 2021/26 Gilchrist County Transportation Disadvantaged Service Plan.

BACKGROUND

Applicants for funding under the 49 U.S.C. Grant Programs must certify to the Florida Department of Transportation that the grant projects are included in the current Transportation Disadvantaged Service Plan. In addition, Rule 41-2.011(6) of the Florida Administrative Code requires the Board to review applications for local, state and federal government public transportation project funds submitted for use in Gilchrist County.

Attached is a draft amendment to the 2021/26 Gilchrist County Transportation Disadvantaged Service Plan that meets the Federal and State requirements. Also, attached is Suwannee River Economic Council's application for 49 U.S.C. Section 5339 grant program funds.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida’s Coordinated Transportation System in Gilchrist 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 Gilchrist County include the following:

- low density, rural population limits the ability to multi-load vehicles while maintaining an acceptable level of service; and
- limited availability of medical services/facilities in Gilchrist County requires out-of-county trips.

4. Needs Assessment

United States Code Section 5339 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED COST	FUNDING SOURCE
Suwannee River Economic Council, Inc.	Purchase replacement vehicle.	2023/24	Gilchrist County	\$137,600.00 \$ 43,000.00	Federal Transit Administration Florida Department of Transportation

Transportation Disadvantaged Program - Trip and Equipment Grant

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Suwannee River Economic Council, Inc.	Provide trips to transportation disadvantaged individuals.	2022/23	Gilchrist County	\$160,481.00 \$17,831.00	Transportation Disadvantaged Trust Fund Suwannee River Economic Council, Inc.

Florida Department of Transportation

Capital Assistance Application

Federal Fiscal Year 2023 / State Fiscal Year 2024



49 U.S.C. Section 5339, CFDA 20.526

Bus and Bus Facilities Formula

Program for Rural Areas

Agency Name:	SUWANNEE RIVER ECONOMIC COUNCIL, INC.
FDOT District:	Two

Proposed Budget for Transportation Program

Budget for Year of Anticipated Award

Enable adding rows: +

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Operating & Administrative Expenses

Instructions	Object Class	Code	Amount
Use drop-down to select	Operators' Salaries and Wages	5011	\$90,720
Use drop-down to select	Operators' Paid Absences	5012	\$7,343
Use drop-down to select	Other Salaries and Wages	5013	\$87,142
Use drop-down to select	Other Paid Absences	5014	\$15,632
Use drop-down to select	Fringe Benefits	5015	\$71,109
Use drop-down to select	Services	5020	\$17,931
Use drop-down to select	Materials and Supplies	5030	\$23,352
Use drop-down to select	Fuel and Lubricants	5031	\$56,880
Use drop-down to select	Tires and Tubes	5032	\$3,240
Use drop-down to select	Utilities	5040	\$12,143
Use drop-down to select	Casualty and Liability Costs	5050	\$28,480
	Taxes	5060	\$385
	Miscellaneous Expenses	5090	\$444
Use drop-down to select	Operating Lease Expenses	5220	\$0
			\$414,801

Operating & Administrative Revenues

Instructions	Object Class	Code	Amount
Use drop-down to select	State Transportation Fund	4420	\$160,481
Use drop-down to select	Federal Funds	4500	\$254,320
			\$414,801

Current System Description			
Questions:	Response	Maximum Word Count	Word Count
Please provide a brief general overview of the organization type (i.e., government authority, private non-profit, etc.) including:	Suwannee River Economic Council, Inc. (SREC, Inc.) is a non-profit organization governed by a Board of Directors. The Board employs an Executive Director who has normal CEO responsibilities and directly oversees four (4) Program Directors, each of whom provide supervision of the ongoing programs within their prospective departments. The Director of Transportation manages the Transportation Department including the Operations Manager, Dispatchers, and all Drivers. SREC, Inc. is the current State of Florida designated Community Transportation Coordinator (CTC) in five (5) rural, North Florida counties: Bradford, Dixie, Gilchrist, Lafayette, and Union.	100	90
Program mission	It is our mission to embrace a community full of potential and to educate and motivate present and future generations to discover the dream of a comfortable and productive lifestyle.	100	30
Program goals	SREC, Inc. was chartered in 1964 with the purpose of providing a broad range of services including transportation for low income and elderly citizens to alleviate poverty. Our customers embrace the challenge to rise above the perils of poverty and discover within themselves the courage and strength to succeed. To reach these goals SREC, Inc. engages in multiple services including transportation.	100	61
Program objectives	It is our objective to provide residents the opportunity to engage in such activities as mentioned above when they may otherwise not be able to because of transportation limitations. In addition SREC, Inc. provides transportation for residents who are seeking to further their education, gain on-the-job training, or pursue other employment opportunities. Our transportation services provide the County's residents with a means of broadening their mobility in order to achieve a multitude of life sustaining and enhancing possibilities.	100	78
Service, route, and trip types provided	Gilchrist County residents must travel over 30 miles to major and specialized medical facilities, creating the need for multiple daily trips to cover these distances while balancing the needs and physical limitation of our passengers. In addition to the nonemergency, medical transportation there is an ever-increasing need for non-medical trips such as shopping, employment, education, and job training.	100	58
Total number of employees in organization	100	-	-
Total number of operators (including volunteer drivers)	19	-	-
Total number of transportation-related employees in the organization	26	-	-

Identify the personnel responsible for the following transportation program functions (Name, Title, Email, Phone):			
Insurance	Matt Pearson, Executive Director	-	-
Training (e.g., wheelchair lift operation, passenger assistance)	Sheryl Hartzog, Operations Manager	-	-
Management	Stephanie Barrington, Transportation Director	-	-
Administration (e.g., records maintenance)	Stephanie Barrington, Transportation Director	-	-
What are the sources of the transportation program's funding for operations (e.g., state, local, federal, private foundations, fares, other program fees)?	The two sources of funding for the transportation program are from State Transportation Funding (Commission for the Transportation Disadvantaged) and Federal Transportation Funding from 5311 and 5339 grant opportunities.	200	29
To what extent does your agency serve minority populations?	All services, including transportation services, are provided to all eligible persons regardless of race, color, religion, sex, special needs, familial status, or national origin.	100	24
Is your agency minority-owned?	SREC, Inc. is a private, non-profit organization governed by a Board of Directors. Therefore, there is no personal ownership.	50	19
Briefly describe your agency's vehicle maintenance program. Which services are outsourced (e.g., oil changes)? How are vehicles maintained without interruptions in service?	All of our vehicle maintenance program is outsourced to vendors approved through our Procurement Policy. Vehicle maintenance schedules are maintained so that vehicles needing maintenance are staggered across the time of day and day of the week so there is no interruption in service. In addition weekend vehicle maintenance is utilized when possible.	100	53
Service Characteristics			
Service Characteristic	Value	Data Collection/ Calculation Method	Completion Check
<u>Unlinked Passenger Trips (UPT)</u> The number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. Employees or contractors on transit agency business are not passengers. For demand response (DR) modes, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.	4,747	CTS Software	COMPLETE
<u>Unduplicated Passengers per Year</u> Unique (non-repeat) passengers served within the reporting year	307	CTS Software	COMPLETE

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: N/A
---	---------------------------------

5a. Federal Entity Identifier: N/A	5b. Federal Award Identifier: <input type="text"/>
---------------------------------------	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: 1001
---	---------------------------------------

8. APPLICANT INFORMATION:

* a. Legal Name: SUWANNEE RIVER ECONOMIC COUNCIL, INC.	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1101989	* c. UEI: 040207904000

d. Address:

* Street1:	1171 NOBLES FERRY ROAD
Street2:	<input type="text"/>
* City:	LIVE OAK
County/Parish:	<input type="text"/>
* State:	FL: Florida
Province:	<input type="text"/>
* Country:	USA: UNITED STATES
* Zip / Postal Code:	320641171

e. Organizational Unit:

Department Name: ADMINISTRATION	Division Name: <input type="text"/>
------------------------------------	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.	* First Name: MATT
Middle Name: <input type="text"/>	
* Last Name: PEARSON	
Suffix: <input type="text"/>	
Title: EXECUTIVE DIRECTOR	
Organizational Affiliation: <input type="text"/>	
* Telephone Number: 386-362-4115 EXT. *223	Fax Number: 386-362-4078
* Email: mpearson@suwanneec.net	

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

FEDERAL TRANSIT ADMINISTRATION

11. Catalog of Federal Domestic Assistance Number:

20.526

CFDA Title:

BUS AND BUS FACILITIES FORMULA PROGRAM

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

N/A

Title:

N/A

14. Areas Affected by Project (Cities, Counties, States, etc.):

GILCHRIST COUNTY

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

CAPITAL PURCHASE OF VEHICLE TO PROVIDE TRANSPORTATION SERVICES.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="172,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="172,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:  * Date Signed:

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January 4, 2023

TO: Gilchrist County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Suwannee River Economic Council, Inc. - 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. Quarterly Operations Report;
2. 2021/22 Trip & Equipment Grant Report;
3. Quarterly Complaint/Commendation Report; and
4. Quarterly Trip Denial Report.

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

Attachments

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**QUARTERLY OPERATING REPORT
GILCHRIST COUNTY
JULY 2022 - SEPTEMBER 2022**

**QUARTERLY OPERATING REPORT
GILCHRIST COUNTY
JULY 2021 - SEPTEMBER 2021**

OPERATING DATA	Suwannee River Economic Council, Inc.
NUMBER OF INVOICED TRIPS	1,183
Florida Department of Elder Affairs	0
Florida Transportation Disadvantaged Program	460
Florida Managed Medical Care Program (Medicaid)	642
Community Trips	81
TOTAL VEHICLE MILES	20,546
TOTAL DOLLARS INVOICED	\$50,558.05
Florida Department of Elder Affairs	\$0.00
Florida Transportation Disadvantaged Program	\$26,626.77
Florida Managed Medical Care Program (Medicaid)	\$23,931.28
Community Trips	\$0.00
AVERAGE COST PER TRIP	\$42.74
Florida Department of Elder Affairs	#DIV/0!
Florida Transportation Disadvantaged Program	\$57.88
Florida Managed Medical Care Program (Medicaid)	\$37.28
Community Trips	\$0.00
AVG. COST PER VEHICLE MILE	\$2.46
TRIP PURPOSE	-
Medical	1,151
Employment	0
Education/Training	0
Shopping	19
Meal Site	0
Recreation	13
CHARGEABLE ACCIDENTS	0
NUMBER OF VEHICLES	8
AVERAGE MILES PER TRIP	17
NUMBER OF ROADCALLS	0

Source: Suwannee River Economic Council, Inc.

OPERATING DATA	Suwannee River Economic Council, Inc.
NUMBER OF INVOICED TRIPS	963
Florida Department of Elder Affairs	0
Florida Transportation Disadvantaged Program	362
Florida Managed Medical Care Program (Medicaid)	523
Community Trips	78
TOTAL VEHICLE MILES	26,791
TOTAL DOLLARS INVOICED	\$41,239.75
Florida Department of Elder Affairs	\$0.00
Florida Transportation Disadvantaged Program	\$22,633.76
Florida Managed Medical Care Program (Medicaid)	\$18,605.99
Community Trips	\$0.00
AVERAGE COST PER TRIP	\$42.82
Florida Department of Elder Affairs	#DIV/0!
Florida Transportation Disadvantaged Program	\$62.52
Florida Managed Medical Care Program (Medicaid)	\$35.58
Community Trips	\$0.00
AVG. COST PER VEHICLE MILE	\$1.54
TRIP PURPOSE	-
Medical	923
Employment	0
Education/Training	0
Shopping	21
Meal Site	0
Recreation	19
CHARGEABLE ACCIDENTS	1
NUMBER OF VEHICLES	10
AVERAGE MILES PER TRIP	28
NUMBER OF ROADCALLS	0

Source: Suwannee River Economic Council, Inc.

**TRANSPORTATION DISADVANTAGED PROGRAM
2022/23 TRIP & EQUIPMENT GRANT SUMMARY
GILCHRIST COUNTY**

MONTH/YEAR	FUNDING ALLOCATION	TOTAL FUNDS SPENT	FUNDS REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-22	\$186,488.00	\$9,919.53	\$176,568.47	185	\$53.62
Aug-22	-	\$9,080.34	\$167,488.13	158	\$57.47
Sep-22	-	\$7,626.90	\$159,861.23	117	\$65.19
Oct-22	-		\$159,861.23		#DIV/0!
Nov-22	-		\$159,861.23		#DIV/0!
Dec-22	-		\$159,861.23		#DIV/0!
Jan-23	-		\$159,861.23		#DIV/0!
Feb-23	-		\$159,861.23		#DIV/0!
Mar-23	-		\$159,861.23		#DIV/0!
Apr-23	-		\$159,861.23		#DIV/0!
May-23	-		\$159,861.23		#DIV/0!
Jun-23	-		\$159,861.23		#DIV/0!
TOTAL	-	\$26,626.77	-	460	\$57.88

Source: Suwannee River Economic Council, Inc.

Total Contract Amount: \$ 186,488.00

**GILCHRIST COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
JULY 2022 - SEPTEMBER 2022**

TYPE OF COMPLAINT	Suwannee River Economic Council, Inc.	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	0
COMMENDATIONS	0	

Source: Suwannee River Economic Council, Inc.

**GILCHRIST COUNTY
UNMET TRANSPORTATION NEEDS
JULY 2022 - SEPTEMBER 2022**

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, Inc.

ATTENDANCE RECORD

**GILCHRIST COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	3/9/2022	6/8/2022	7/13/2022	10/12/2022
Chair	Vacant				
Florida Department of Transportation	Geanelly Reveron		A	P	P
Alternate Member	Lauren Adams	P	P	P	P
Florida Department of Children and Families	John Wisker	P	P	P	A
Alternate Member	Amy Burton	A	A	A	A
Florida Agency for Health Care Administration	Reeda Harris	P	P	A	P
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Jeffrey Aboumrad	P	A	P	P
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Pastor Ralph Williams	A	A	P	P
Alternate Member	(Vacant)				
Florida Agency for Persons with Disabilities	Sheryl Dick-Stanford	P	P	P	P
Alternate Member	Sylvia Bamburg	A	A	A	A
Florida Association for Community Action	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Michelle Walker-Crawford	A	A	A	A
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	(Vacant)				
Citizen Advocate-User	Maxine Parrish				A
Alternate Member	(Vacant)				
Elderly	Richard Esseck	P	P	P	P
Alternate Member	(Vacant)				
Veterans	(Vacant)				
Alternate Member	(Vacant)				
Persons with Disabilities	Leslie Esseck	P	P	P	P
Alternate Member	(Vacant)				
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Local Medical Community	Brittney Keeling	P	P	A	A
Alternate Member	Krishna Stemple	A	P	P	A
Regional Workforce Board	Elizabeth Wetherington		P	P	A
Alternate Member	(Vacant)				

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 on the Board who fails to attend three consecutive meetings."

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