



metroplan orlando

*A REGIONAL TRANSPORTATION PARTNERSHIP*

# **QUALITY ASSURANCE TASK FORCE AGENDA**

**October 29, 2024 @ 10:00 a.m.**

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## QUALITY ASSURANCE TASK FORCE

**DATE & TIME:**

Tuesday, October 29, 2024 | 10:00 a.m.

**LOCATION:**

MetroPlan Orlando  
250 S. Orange Ave., Ste. 200, Orlando, FL 32801  
Parking Garage: 25 W. South St.

[CLICK HERE TO JOIN VIRTUALLY](#)

**MEMBERS OF THE PUBLIC ARE WELCOME!**

Participate at the location above or online from your computer, smartphone or tablet. Zoom meeting ID and dial-in info available here on web calendar.



**WiFi available** | Network: MpoGuest | Password: mpoaccess

|      |                                 |                          |
|------|---------------------------------|--------------------------|
| I.   | CALL TO ORDER                   | Chairperson Neika Berry  |
| II.  | PLEDGE OF ALLEGIANCE            |                          |
| III. | CHAIR'S ANNOUNCEMENTS           | Chairperson Neika Berry  |
| IV.  | AGENDA REVIEW & ANNOUNCEMENTS   | Ms. Virginia Whittington |
| V.   | CONFIRMATION OF QUORUM          | Ms. Rachel Frederick     |
| VI.  | PUBLIC COMMENTS ON ACTION ITEMS |                          |

Comments on *Action Items* can be made in two ways:

1. In person at the meeting location listed at the top of this agenda.
2. Virtually via Zoom. Use the 'raise hand' feature during public comment to indicate you want to speak.

How to comment:

1. Complete an electronic speaker card at [MetroPlanOrlando.gov/SpeakerCard](https://MetroPlanOrlando.gov/SpeakerCard). Hard copies of the speaker card are available in the meeting room and should be turned in to MetroPlan Orlando staff. The chairperson will call on each speaker.
2. Each speaker has two minutes to address the board and should state his/her name and address for the record.

If your comment does not pertain to action items on the agenda, you may comment at the general public comment period at the end of the meeting.

|                          |  |                          |
|--------------------------|--|--------------------------|
| <b>VII. ACTION ITEMS</b> |  |                          |
| A.                       | 2025 QATF Proposed Meeting Schedule (Tab 1)                              | Ms. Virginia Whittington |
| B.                       | Review and Recommend Approval of Annual Expenditure Report (AER) (Tab 2) | Ms. Virginia Whittington |
| C.                       | Review and Recommend Approval of Annual Operating Report (AOR) (Tab 3)   | Ms. Virginia Whittington |
| D.                       | Review Applications and Make Recommendation to fill TDLCB Vacancy(ies)   | Ms. Virginia Whittington |

|   |  |                   |
|---|--|-------------------|
| <b>VIII. PRESENTATIONS &amp; STATUS REPORTS</b> |  |                   |
| A.  | LYNX/Community Transportation Coordinator (CTC) Update | Mr. Norm Hickling |

|                                |   |  |
|--------------------------------|---|--|
| <b>IX. GENERAL INFORMATION</b> |   |  |
| A.                             | 2024 FDOT Mobility Week – The Blind Experience: October 30, 2024; Orlando Police Department Headquarters. |  |

|   |   |  |
|---|---|--|
| <b>X. UPCOMING MEETINGS OF INTEREST</b> |   |  |
| A.                                      | Transportation Disadvantaged Local Coordinating Board – Thursday, November 14 <ul style="list-style-type: none"> <li>• <b>Annual Public Meeting</b> at 10:00 a.m.</li> <li>• <b>TDLCB</b>, immediately following (<b>NOTE:</b> The TD Annual Public meeting will be held at 10:00 a.m. The TDLCB will meet at 10:30 a.m. or immediately upon conclusion of the public meeting, whichever occurs first.)</li> <li>• <b>Location:</b> Heart of West Lakes Wellness Center, 710 S. Tampa Av., Orlando, FL 32805</li> </ul> |  |
| B.                                      | MetroPlan Orlando Board Meeting – Wednesday, December 11, 2024  |  |

|                            |  |  |
|----------------------------|--|--|
| <b>XI. MEMBER COMMENTS</b> |  |  |
|----------------------------|--|--|

|   |  |  |
|---|--|--|
| <b>XII. PUBLIC COMMENTS (GENERAL)</b>   |  |  |
| Public comments of a general nature can be made in two ways:  |  |  |
| <ol style="list-style-type: none"> <li>1. In person at the meeting location listed on page 1 of this agenda.</li> <li>2. Virtually via Zoom. Use the ‘raise hand’ feature during public comment to indicate you want to speak.</li> </ol>   |  |  |
| <b>How to comment:</b>  |  |  |
| <ol style="list-style-type: none"> <li>1. Complete an electronic speaker card at <a href="https://MetroPlanOrlando.gov/SpeakerCard">MetroPlanOrlando.gov/SpeakerCard</a>. Hard copies of the speaker card are available in the meeting room and should be turned in to MetroPlan Orlando staff. The chairperson will call on each speaker.</li> </ol> |  |  |

- 
2. Each speaker has two minutes to address the board and should state his/her name and address for the record.

### **XIII. ADJOURNMENT**

*Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at [info@metroplanorlando.gov](mailto:info@metroplanorlando.gov) at least three business days prior to the event.*

*La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico [info@metroplanorlando.org](mailto:info@metroplanorlando.org) por lo menos tres días antes del evento.*

**TAB 1**

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**DRAFT**  
**QATF and TDLCB**  
**2025 Quarterly Meeting Schedule**  
(All meetings are scheduled to begin at 10:00 a.m.)

**LOCATION:** MetroPlan Orlando  
David L. Grovdahl Board Room  
250 S. Orange Avenue, Suite 200  
Orlando, FL 32801

**QATF**

January 28, 2025  
April 29, 2025  
July 29, 2025  
October 28, 2025

**TDLCB**

February 13, 2025  
May 15, 2025\*  
August 14, 2025  
November 13, 2025

\* Date adjusted due to conflict.



**TAB 2**

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250 SOUTH ORANGE AVENUE  
SUITE 200  
ORLANDO, FLORIDA 32801

PH: 407.481.5672  
FX: 407.481.5680  
WWW.METROPLANORLANDO.GOV

September 9, 2024

Mr. Kyle Mills  
Area 4 Project Manager  
Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS 49  
Tallahassee, FL 32399-0450

Dear Mr. Mills,

Enclosed with this letter, please find our submission of the 2023-2024 Actual Expenditure Report (AER) for Orange, Osceola and Seminole (OOS) Counties.

The report reflects actual trips and expenses for the FY 2023-24 service year as reported by LYNX. The first page shows our system wide numbers (Orange, Osceola, and Seminole combined). Subsequent pages are county by county.

Feel free to contact me if you have any questions or concerns.

Sincerely,

Virginia L. Whittington  
Director of Regional Partnerships & OOS TDLCB Staff Liaison

Enclosure





**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
ACTUAL EXPENDITURE REPORT FORM**

(One form for each county)

**Do not report funds from state agency sources)**

**COUNTY: ORANGE, OSCEOLA, AND SEMINOLE COUNTIES (COMBINED)**

**DUE: September 15, 2024**

| <b>Coordinated Transportation</b> |  |                        |  |
|-----------------------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR                 |  |                        |  |
| Local Funding                     |  | Direct Federal Funding |  |
| Expenditures                      | # of Trips,<br>Operating Subsidy<br>or Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
| <b>23,098,467</b>                 | <b>375,595</b>                                 | <b>15,470,624.61</b>   | <b>251,562</b>                                 |

| <b>Transportation Alternatives</b> |  |                        |  |
|------------------------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR                  |  |                        |  |
| Local Funding                      |  | Direct Federal Funding |  |
| Expenditures                       | # of Trips,<br>Operating Subsidy or<br>Capital | Expenditures           | # of Trips,<br>Operating Subsidy<br>or Capital |
|                                    |  |                        |  |

| <b>Other</b>      |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy or<br>Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
|                   |  |                        |  |



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
ACTUAL EXPENDITURE REPORT FORM  
(One form for each county  
Do not report funds from state agency sources)**

**COUNTY:** Orange County  
**DUE:** September 15, 2024

**Coordinated Transportation**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy<br>or Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
| 15,259,037        | 248,121  | 10,288,399.40          | 168,956  |

**Transportation Alternatives**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy or<br>Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
|                   |  |                        |  |

**Other**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy or<br>Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
|                   |  |                        |  |



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
ACTUAL EXPENDITURE REPORT FORM  
(One form for each county  
Do not report funds from state agency sources)**

**COUNTY:** Osceola County  
**DUE:** September 15, 2024

**Coordinated Transportation**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy<br>or Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
| 3,514,231         | 57,144   | 2,459,534.21           | 42,562   |

**Transportation Alternatives**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy or<br>Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
|                   |  |                        |  |

**Other**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy or<br>Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
|                   |  |                        |  |



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
ACTUAL EXPENDITURE REPORT FORM  
(One form for each county  
Do not report funds from state agency sources)**

**COUNTY:** Seminole County  
**DUE:** September 15, 2024

**Coordinated Transportation**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy<br>or Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
| 4,325,199         | 70,330   | 2,722,691.00           | 40,044   |

**Transportation Alternatives**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy or<br>Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
|                   |  |                        |  |

**Other**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| ACTUAL PRIOR YEAR |  |                        |  |
| Local Funding     |  | Direct Federal Funding |  |
| Expenditures      | # of Trips,<br>Operating Subsidy or<br>Capital | Expenditures           | # of Trips,<br>Operating Subsidy or<br>Capital |
|                   |  |                        |  |

**TAB 3**

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## Data Submission Summary

| County Name | Fiscal Year             | Section            | CTC Status | CTC Status Date | CTD Status   | CTD Status Date |
|-------------|-------------------------|--------------------|------------|-----------------|--------------|-----------------|
| Orange      | 07/01/2023 - 06/30/2024 | Organization       | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Orange      | 07/01/2023 - 06/30/2024 | Coordinated System | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Orange      | 07/01/2023 - 06/30/2024 | Trips              | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Orange      | 07/01/2023 - 06/30/2024 | Vehicles & Drivers | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Orange      | 07/01/2023 - 06/30/2024 | Revenue Sources    | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Orange      | 07/01/2023 - 06/30/2024 | Expense Sources    | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Osceola     | 07/01/2023 - 06/30/2024 | Organization       | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Osceola     | 07/01/2023 - 06/30/2024 | Coordinated System | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Osceola     | 07/01/2023 - 06/30/2024 | Trips              | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Osceola     | 07/01/2023 - 06/30/2024 | Vehicles & Drivers | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Osceola     | 07/01/2023 - 06/30/2024 | Revenue Sources    | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Osceola     | 07/01/2023 - 06/30/2024 | Expense Sources    | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Seminole    | 07/01/2023 - 06/30/2024 | Organization       | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Seminole    | 07/01/2023 - 06/30/2024 | Coordinated System | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Seminole    | 07/01/2023 - 06/30/2024 | Trips              | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Seminole    | 07/01/2023 - 06/30/2024 | Vehicles & Drivers | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Seminole    | 07/01/2023 - 06/30/2024 | Revenue Sources    | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |
| Seminole    | 07/01/2023 - 06/30/2024 | Expense Sources    | Submitted  | 09/12/2024      | Under Review | 09/12/2024      |



# CTC Organization

County: Orange

CTC Status: Approved

Fiscal Year: 7/1/2023 - 6/30/2024

CTD Status: Approved

Date Initiated: 7/18/2024

**CTC Organization Name:** Central Florida Regional Transportation Authority

**Address:** 455 N Garland Avenue

**City:** Orlando

**State:** FL

**Zip Code:** 32801

**Organization Type:** Public Transit Authority

**Network Type:** Partial Brokerage

**Operating Environment:** Urban

**Transportation Operators:** Yes

**Number of Transportation Operators:** 2

**Coordination Contractors:** Yes

**Number of Coordination Contractors:** 10

**Provide Out of County Trips:** Yes

**Local Coordinating Board (LCB) Chairperson:** Honorable Mayra Uribe

**CTC Contact:** Norman Hickling

**CTC Contact Title:** Director of Mobility Services

**CTC Contact Email:** NHickling@golynx.com

**Phone:** (407) 254-6169

## CTC Certification

I, Norman Hickling, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature):

## LCB Certification

I, Honorable Mayra Uribe, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature):

\_\_\_\_\_



# CTC Organization

County: Osceola

CTC Status: Approved

Fiscal Year: 7/1/2023 - 6/30/2024

CTD Status: Approved

Date Initiated: 7/31/2024

**CTC Organization Name:** Central Florida Regional Transportation Authority

**Address:** 455 N Garland Avenue

**City:** Orlando

**State:** FL

**Zip Code:** 32801

**Organization Type:** Public Transit Authority

**Network Type:** Partial Brokerage

**Operating Environment:** Urban

**Transportation Operators:** Yes

**Number of Transportation Operators:** 2

**Coordination Contractors:** Yes

**Number of Coordination Contractors:** 3

**Provide Out of County Trips:** Yes

**Local Coordinating Board (LCB) Chairperson:** Honorable Mayra Uribe

**CTC Contact:** Norman Hickling

**CTC Contact Title:** Director of Mobility Services

**CTC Contact Email:** NHickling@golynx.com

**Phone:** (407) 254-6169

## CTC Certification

I, Norman Hickling, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature):

## LCB Certification

I, Honorable Mayra Uribe, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature):





# CTC Organization

County: Seminole

CTC Status: Approved

Fiscal Year: 7/1/2023 - 6/30/2024

CTD Status: Approved

Date Initiated: 7/31/2024

**CTC Organization Name:** Central Florida Regional Transportation Authority

**Address:** 455 N Garland Avenue

**City:** Orlando

**State:** FL

**Zip Code:** 32801

**Organization Type:** Public Transit Authority

**Network Type:** Partial Brokerage

**Operating Environment:** Urban

**Transportation Operators:** Yes

**Number of Transportation Operators:** 2

**Coordination Contractors:** Yes

**Number of Coordination Contractors:** 3

**Provide Out of County Trips:** Yes

**Local Coordinating Board (LCB) Chairperson:** Honorable Mayra Uribe

**CTC Contact:** Norman Hickling

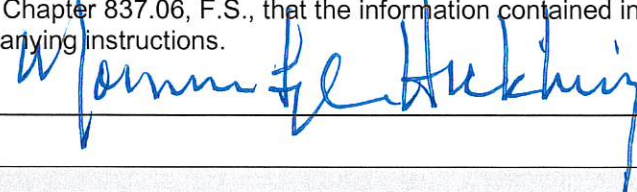
**CTC Contact Title:** Director of Mobility Services

**CTC Contact Email:** NHickling@golynx.com

**Phone:** (407) 254-6169

## CTC Certification

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CTC Representative (signature): 

## LCB Certification

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LCB Chairperson (signature): \_\_\_\_\_