



metroplan orlando
A REGIONAL TRANSPORTATION PARTNERSHIP

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD AGENDA

November 9, 2017 @ 10:00 a.m.



**ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD
MEETING NOTICE**

DATE: Thursday, November 9, 2017
TIME: 10:30 a.m. *(See note below)*
LOCATION: Marks Street Senior Recreation Complex
99 E. Marks St., Orlando, FL 32803



Wireless access available
Network = OcfI_public_wifi

(PLEASE NOTE: The annual TDLCB public hearing will be held at 10:00 a.m. The TDLCB meeting will follow at 10:30 a.m. or immediately upon conclusion of the public meeting whichever occurs first.)

Take Transit to the Public Meeting

If it's convenient, please consider taking SunRail or LYNX to the public hearing. [Click here to view the SunRail train schedule](#). Get off at the **LYNX Central SunRail Station**.

Connection: LYMMO ORANGE LINE/NORTH QUARTER

PARKING AT THE MARKS STREET COMPLEX: Ample free parking, including disabled parking, is available at the complex. However, due to construction, Marks Street is blocked off at one end, so all traffic to the complex must enter via Orange Avenue.

Commissioner Pete Clarke, Chairman, Presiding

- I. CALL TO ORDER**
- II. CONFIRMATION OF QUORUM – Ms. Lisa Clark**
- III. AGENDA REVIEW & ANNOUNCEMENTS – Ms. Virginia Whittington**
- IV. CHAIRMAN'S ANNOUNCEMENTS/COMMITTEE REPORTS – Chairman Pete Clarke**
- V. PUBLIC COMMENTS ON ACTION ITEMS**

Comments from the public will be heard pertaining to ACTION ITEMS on the agenda for this meeting. People wishing to speak must complete a "Speakers Introduction Card" at the reception desk. Each speaker is limited to two minutes.

VI. CONSENT AGENDA

A. Approval of minutes of previous meeting(s) TAB 1

The minutes of the August 10, 2017 and September 7, 2017 Transportation Disadvantaged Local Coordinating Board meetings are included at Tab 1 for approval.

B. Proposed 2018 TDLCB Meeting Schedule TAB 2

Action is requested to approve the 2018 MetroPlan Orlando Board/Committees meeting schedule.

VII. ACTION ITEMS

A. Acknowledgement of the Annual Operating Report (AOR)

Staff requests acknowledgement of ACCESS LYNX's Annual Operating Report, which includes the financial information for paratransit operations Fiscal Year 2017. The AOR is normally due to the CTD by September 15th, however, due to Hurricane Irma extensions were granted by the CTD. (Note: This item will be provided in the supplemental folders at the meeting).

B. Acknowledgement of the Annual Expenditure Report (AER) TAB 3

Staff requests acknowledgement of the Annual Expenditure Report (AER) for FY 2017. The AER is normally due to the CTD by September 15th, however due to Hurricane Irma an extension was granted by the CTD. The AER was submitted October 10, 2017.

C. Review of CTC Memorandum of Agreement (MOA) TAB 4

Staff requests review and acknowledgement of the CTC Memorandum of Agreement (MOA) which is required prior to the designation of the CTC every five years. The LYNX Board, by letter dated July 27, 2017, has expressed their desire to continue as the CTC. The MetroPlan Orlando Board will receive staff's recommendation for LYNX to continue as the designated CTC December 13, 2017.

D. Approval of TDLCB Members and Alternate Appointments TAB 5

The terms for two TDLCB members and Mr. Chris York will expire December 31, 2017. In accordance with changes resulting from implementation of the MetroPlan Orlando Strategic Business Plan, both seats were advertised through October 13, 2017. The QATF met October 24, 2017 and makes the following recommendations for appointments:

Ms. Jane Tkach	Citizen Advocate	3 years
Mr. Chris York	For Profit Operator	3 years

The QATF also recommended approval of Ms. Sheila Young as alternate to Ms. Marilyn Baldwin. Ms. Evelyn Diaz has been assigned to replace Ms. Millie Carrion who recently resigned from her position with the Central Florida Kidney Center. Staff seeks approval of these LCB membership changes.

VIII. PRESENTATIONS & STATUS REPORTS

A. LYNX/Community Transportation Coordinator (CTC) Update

Mr. Bill Hearndon, LYNX, will report on current and ongoing operations. Mr. Hearndon will also provide a brief update including a status report on progress being made with uncollected fares as well as a status report on the Request for Proposals for paratransit services and Neighborlink.

IX. GENERAL INFORMATION

TAB 6

A. Planning Grant Update Report

Progress reports of transportation disadvantaged planning accomplishments and planning contract deliverables as outlined in the planning grant agreement are transmitted to the Commission for Transportation Disadvantaged (CTD) quarterly. A copy of the first quarter FY 2018 report is provided.

B. Report of Operator Payments

The Operators Payments Report is a requirement of the Local Coordinating Board and Planning Agency Operating Guidelines to ensure that operator payments are addressed as a standard agenda item. An attachment of the report is included. (Note: This item will be provided in the supplemental folders at the meeting).

X. MEMBER COMMENTS

XI. PUBLIC COMMENTS (GENERAL)

XII. UPCOMING MEETINGS AND EVENTS OF INTEREST

A. MetroPlan Orlando Board Meeting – December 13, 2017 at 9:00 a.m.

B. MetroPlan Orlando Annual Holiday Reception – December 14, 2017; 2:00 p.m. – 4:00 p.m.

C. Annual Transportation Disadvantaged Legislative Awareness Day – Thursday, February 1, 2018 (9:30 AM – 2:30 PM) in Tallahassee

XIII. ADJOURNMENT – Next TDLCB meeting: February 8, 2018 MetroPlan Orlando

*In accordance with the **Americans with Disabilities Act (ADA)**, if any person with a disability as defined by the ADA needs special accommodations to participate in this proceeding, he or she should contact **Ms. Lisa Smith, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, Florida, 32801** or by telephone at **(407) 481-5672 x307** at least three business days prior to the event. Persons who require translation services, which are provided at no cost, should contact **MetroPlan Orlando at (407) 481-5672 x315** or by email at lsmith@metroplanorlando.org at least three business days prior to the event.*

As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.

TAB 1



ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD

DATE: Thursday, August 10, 2017

TIME: 10:00 a.m.

LOCATION: MetroPlan Orlando Board Room
250 S. Orange Avenue, Suite 200
Orlando, Florida 32801

Commissioner Lee Constantine, Presiding

Members in attendance were:

Commissioner Lee Constantine, Seminole County, **Vice-Chairman**
Ms. Milagros Carrion, Medical Community
Dr. Linda Levine-Silverman, Elderly
Ms. Dianne Arnold, Economically Disadvantaged
Ms. Milagros Chervoni, AHCA/Medicaid
Ms. Marilyn Baldwin, Disabled
Mr. Adam Zubritsky, Public Education
Ms. Crystal Ford for Mr. Tom Daniels, Orange County EMS (*non-voting*)
Ms. Jo Santiago, FDOT
Mr. Bill Hearndon, Deputy Director of Mobility Services, LYNX (*non-voting*)
Mr. Wilfredo Raices, State Coordinating Council of Early Childhood
Ms. Marsha Shapiro, Citizen Advocate
Mr. Chris York, For-Profit Operator
Mr. Wayne Olson, Dept. of Education & Vocational Rehabilitation

Members not in attendance were:

Commissioner Pete Clarke, Orange County, **Chairman**
Commissioner Peggy Choudhry, Osceola County
Mr. Robert Melia, Citizen Advocate, System User
Master Sargent Jose Pizarro, Veterans
Ms. Sharon Jennings, Agency for Persons with Disabilities

Mr. Randall Hunt, Senior Resource Alliance

Others in attendance were:

Ms. Virginia Whittington, MetroPlan Orlando

Ms. Mary Ann Horne, MetroPlan Orlando

Ms. Lisa Smith, MetroPlan Orlando

Mr. Edward Johnson, CEO, LYNX

Mr. Benjamin Gonzalez, LYNX (Alternate for Bill Hearndon, non-voting member)

Ms. Mary Moskowitz, Osceola County

A complete list of other attendees may be obtained upon request.

I. CALL TO ORDER

Vice-Chairman Lee Constantine called the meeting to order at 10:05 a.m.

II. CONFIRMATION OF QUORUM

Ms. Lisa Smith confirmed that a quorum was present.

III. AGENDA REVIEW AND ANNOUNCEMENTS

Ms. Whittington noted that there are no changes to the agenda.

IV. PUBLIC COMMENTS ON ACTION ITEMS

There were no public comments.

V. CONSENT AGENDA

A. Approval of minutes of previous meeting

The minutes of the May 11, 2017 Transportation Disadvantaged Local Coordinating Board meeting were provided.

MOTION: Ms. Shapiro moved to approve the May 11, 2017 meeting minutes. Ms. Chervoni seconded the motion, which passed unanimously.

VI. PRESENTATIONS AND STATUS REPORTS

A. Quality Assurance Task Force (QATF) Report

Ms. Baldwin, Chair of the QATF, reported on the July 25, 2017 meeting. She reported that the QATF welcomed Mr. Bill Hearndon back to LYNX in his new role, as Deputy Director of Mobility Management. The Committee received a Community Partner presentation from Ms. Nashlie

Soto, GROW Program Coordinator with Inspire of Central Florida. Ms. Soto shared information on what programs are offered and discussed some potential partnering opportunities. She also mentioned that many of their interns use ACCESS LYNX to get to the program. Mr. Bill Hearndon, ACCESS LYNX, provided a brief overview of the process of re-designating LYNX as the Community Transportation Coordinator that is currently scheduled to expire next year. Mr. Hearndon also provided a report on current and ongoing operations. He reported that the Request for Proposal for Paratransit Services and Neighborlink has been scheduled for presentation to the LYNX Board for approval on July 27th. Ms. Baldwin noted that QATF members later learned that the award had been postponed. She stated that Ms. Whittington gave a presentation on uncollected fares. She noted that the presentation and recommendations from the QATF is a topic on today's agenda. The next meeting QATF meeting is scheduled for October 24th.

B. CTC Designation Process

Ms. Whittington noted that no action is needed on this item, but is intended to inform the TDLCB members that the re-designation process is now underway. Mr. Bill Hearndon, ACCESS LYNX, provided an overview of the process of re-designating LYNX as the Community Transportation Coordinator. He noted that the current designation is set to expire in 2018.

C. Request for Input on 2018 Legislative Priorities

Ms. Virginia Whittington, MetroPlan Orlando, sought guidance from the TDLCB members on potential legislative priorities they would like to be recommended to the MetroPlan Orlando Board for the 2018 legislative session. Ms. Whittington mentioned that the legislative priorities will be presented to all MetroPlan Committees in October. She said that this is the opportunity to bring forward any TD concerns. Ms. Shapiro questioned the status of the Florida No Texting law. Ms. Whittington explained that currently there is no primary enforcement law; offenders must be stopped for another offense. She provided insight into a proposed initiative introduced by Representative Emily Slosberg, District 91, to make texting while driving a primary offense. She noted that the initiative is on the list of MetroPlan priorities to advance.

VII. Workshop

A. Uncollected Fares

Ms. Virginia Whittington, MetroPlan Orlando, opened the workshop with a presentation on uncollected fares. She explained that the issue was brought to the QATF at its July 25th meeting for discussion, and as a result of that discussion, recommendations were put forth for consideration by the TDLCB in an effort to alleviate that issue. Ms. Whittington presented data detailing a significant increase in uncollected fares between 2014-15 and 2016-17 totaling over \$101,000. Ms. Whittington commented that policies of other jurisdictions were obtained and studied. She added that at the QATF meeting there was an extensive discussion concerning the topic. She stated that after a considerable amount of discussion, the consensus of the QATF was to offer the following recommendations: establish a policy to address Non-Payment/Uncollected Fares and Effective Date (LCB); develop a Communications

Plan (LYNX/MetroPlan Orlando); update the How to Ride Guide (LYNX); and research the feasibility of hardship program (LYNX).

Mr. Edward Johnson, LYNX CEO, and Mr. Bill Hearndon, Deputy Director of Mobility Services, were present to respond to questions and concerns raised by the TDLCB members.

Mr. Hearndon discussed LYNX's current policy and research of other transit agencies concerning how they handle fare evasions. He explained that most had policies in place similar to the LYNX no-show policy, and did not make attempts to reclaim the fares. The second most popular is many have "no deliberate fare evasion" text in their customer responsibility policies which also included possible suspension or termination of services. When asked how each option presented by Ms. Whittington would affect the staff at ACCESS LYNX, he responded that options #1 and #2 administrative costs would be incurred for both the ACCESS LYNX and MV Transportation staff. He stated that no administrative costs would be incurred with option #3.

Vice-Chairman Constantine requested Mr. Edward Johnson to provide some insight into the discussion. Mr. Johnson stated to the Board that he hadn't received any information on the topic prior to today's meeting. He requested that time be granted to allow for vetting through the LYNX process. He stated that he would like time to review this issue with the LYNX Board and that they come up with recommendations to bring back to the TDLCB. He expressed concern that the issue should be taken up first by the LYNX Board prior to the TDLCB. He stated that LYNX has policies and controls in place to address fare evasions. Mr. Johnson remarked that he would like an opportunity to further review the third year numbers as relates to their existing policies in an effort to see what the numbers actually represent, who the habitual abusers are, and why they are doing it. He assured the Board members of his commitment to resolve this issue.

Ms. Whittington offered apologies to Mr. Johnson regarding the lapse in communication. She noted that the data was provided to her by Lynx staff in May; and that she has remained in constant communication in addition to face-to-face meetings with both ACCESS LYNX and MV Transportation staff since this issue came to light in May. She offered that the lapse in communication could have been a result of the transition in staff. Ms. Whittington responded to concerns raised as to which authority has jurisdiction over this issue. She stated that LYNX is designated as the CTC by the MetroPlan Orlando Board; however, the TDLCB is charged with the oversight of the delivery of the paratransit service and any issues relating to it. Therefore policy issues must be addressed by the TDLCB. When questioned as to which option staff prefers, Ms. Whittington noted that staff prefers option #2 because that allows staff flexibility in determining hardship eligibility. She stated that Option #3 would eliminate the time needed to address a hardship program and how the customers will be able to apply for the hardship. Ms. Whittington gave an overview of the hardship policies of the jurisdictions that were surveyed.

The TDLCB members extensively debated the pros/cons of this issue. Commissioner Constantine said that he would prefer to have this issue addressed and resolved prior to the start of the fiscal year. Ms. Baldwin thanked Mr. Johnson for taking the time to attend the meeting and listening to TDLCB members' concerns. She expressed frustration that the situation has come to this point, and also that after repeated requests, an advance pay system

is still not yet in place. She said that she understands the concerns of the members that prefer option #2, but feels very strongly that option #3 is the best choice. She said that she feels that if the LCB goes with Option #2, this will open the door for the same pattern of behavior to continue. Mr. Johnson responded by stating that LYNX is working on a “purse” for system users to pay their fares in advance. He explained that the purchase of the software has been approved by the LYNX Board and that they hope to have the advanced pay system up and running by January 2018. Dr. Levine-Silverman expressed support for Option #2 with the inclusion of a hardship policy. Ms. Chervoni supported option #3; however, she did not support retroactively trying to recoup the uncollected fares as that could create a greater hardship. Mr. Olson expressed concern with the impact the removal of the “no-strand” policy would have on his staff and his vocational rehabilitation clients that use ACCESS Lynx in the tri-county region. His preference was for option #2. Ms. Shapiro also stated her preference for Option #2.

Vice-Chair Constantine opened the meeting to receive public comments.

Ms. Cheryl Stone, QATF member, supported Option #3. Ms. Stone stated that as with LYNX fixed route service policy of “no free rides”, the same policy should be in place for ACCESS LYNX. She said that she is appalled that the amount of unpaid fares has risen to where it is presently. She expressed the same frustration as Ms. Baldwin that after repeated requests over the years, there is still no advanced system in place. She added that the amount of uncollected fares will more than pay for any technology needed to establish the advance pay system.

Ms. Shelia Young, Greater Orlando Council for the Blind, stated that as a regular user of the system, she has witnessed the abuse of the system. She expressed that she is very much in support of option #3.

No one else wished to speak concerning the issue. Public comments were closed.

MOTION: Ms. Baldwin moved to accept Option #3: That fares are required to be paid upon boarding the vehicle for each leg of the trip. Without exception. Service will be denied if fare is not paid and the trip will be recorded as a No Show. This will also include a hardship policy and the establishment of a payment plan for those that are behind on their payments. Ms. Carrion seconded the motion, which passed unanimously.

Ms. Whittington outlined the proposed communication plan.

Action	Date	Responsible	Estimated Cost
LYNX and MetroPlan Orlando PIO's to develop media messaging	By September 15, 2017	LYNX/MetroPlan Orlando	\$0; staff time
Letter to all ACCESS LYNX customers	September 15, 2017	LYNX	\$0.44 postage + \$0.15

			stationary +\$0.04 printing = \$0.63 x 14,191 customers = \$8,940
Email to customers with email addresses on file (4,039 email addresses currently on file)	September 15, 2017	LYNX	\$0; staff time
Notice on ACCESS LYNX Website	September 15, 2017	LYNX	\$0; staff time
Notice on ACCESS LYNX Hold messages	September 15, 2017	LYNX	\$0; staff time
Interior Signage on all ACCESS LYNX Vehicles	September 15, 2017	LYNX	\$2 x 170 vehicles = \$340
Exterior Signage on all ACCESS LYNX Vehicles	September 15, 2017		\$2 x 170 vehicles = \$340
LYNX and MetroPlan Orlando Social Media Blitz	September 15, 2017	LYNX/MetroPlan Orlando	\$0; staff time

MOTION: Ms. Baldwin moved to accept the communications plan as presented by staff. Ms. Shapiro seconded the motion, which passed unanimously.

The TDLCB members briefly discussed the effective date. Consensus was to establish October 1, 2017 as the effective date in order to allow staff time draft the new policy and communicate the new policy with the affected users.

MOTION: Ms. Arnold moved to make October 1, 2017 as the effective date. Ms. Chervoni seconded the motion, which passed unanimously.

Ms. Whittington commented that the electronic version of the How to Ride Guide should be updated immediately, to include an insert with the new uncollected fare policy and effective date as a supplement until the current guides are depleted. This supplemental page should be accessible online and provided to all new customers as eligibility is determined.

VIII. GENERAL INFORMATION

a. LYNX/Community Transportation Coordinator (CTC) Update

The latest LYNX/Community Transportation Coordinator (CTC) Update was provided for information purposes.

DRAFT

b. Planning Grant Update

A copy of the 4th Quarter planning grant update is provided for use and information. Quarterly progress reports, as outlined in the planning grant agreement, are provided as they are completed.

c. Report of Operator Payments

The current Operators Payments Report was provided. It was noted that this is a requirement of the Local Coordinating Board and Planning Agency Operating Guidelines and ensures that operator payments are addressed as a standard agenda item.

d. American's with Disabilities Act 26th Anniversary

The TDLCB watched a video presentation that provided an overview of the establishment of the Americans with Disabilities Act (ADA) which was signed into law on July 26, 1990 by President George H.W. Bush. The civil rights legislation showed a national commitment to eliminate discrimination against people with disabilities and to increase inclusion in all aspects of community life, including employment.
<https://www.youtube.com/watch?v=4RQillT9Jd0>.

e. Blind Americans Equality Day

In 1964, Congress passed a resolution allowing former President Lyndon Johnson to proclaim October 15 to be "White Cane Safety Day". Besides serving as a national observance in the United States, it enables us to celebrate the achievements of people who are blind or visually impaired and the important symbol of blindness and a tool of independence, the white cane. In 2011, "White Cane Safety Day" was named "Blind Americans Equality Day" by President Barack Obama. A resolution declaring October 15, 2017 as "Blind Americans Equality Day" will be presented to the MetroPlan Orlando Board at the September 13th meeting for their approval. A copy of the draft resolution was provided for information.

IX. UPCOMING MEETINGS AND EVENTS OF INTEREST

- *MetroPlan Orlando Board meeting – September 13 at 9:00 a.m.*
- *Quality Assurance Task Force – October 24 at 10:00 a.m.*

X. MEMBER COMMENTS

None.

XI. PUBLIC COMMENTS (GENERAL)

None.

XII. Next meeting: November 9, 2017 – Annual Public Meeting

XIII. ADJOURNMENT

MOTION: Ms. Shapiro moved to adjourn the TDLCB Meeting. Ms. Milagros Carrion seconded the motion, which passed unanimously.

There being no further business the meeting adjourned at 11:45 a.m.

Respectfully transcribed and submitted by Ms. Lisa Smith.

Approved this 9th day of November 2017.

Commissioner Pete Clarke
Chairperson

Lisa Smith
Board Services Coordinator

As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.



ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD

DATE: Thursday, September 7, 2017

TIME: 10:00 a.m.

LOCATION: MetroPlan Orlando Board Room
250 S. Orange Avenue, Suite 200
Orlando, Florida 32801

Commissioner Lee Constantine, Presiding

Members in attendance were:

Commissioner Pete Clarke, Orange County, **Chairman**
Commissioner Lee Constantine, Seminole County, **Vice-Chairman**
Ms. Milagros Carrion, Medical Community
Ms. Dianne Arnold, Economically Disadvantaged
Ms. Milagros Chervoni, AHCA/Medicaid
Ms. Marilyn Baldwin, Disabled
Mr. Adam Zubritsky, Public Education
Ms. Crystal Ford for Mr. Tom Daniels, Orange County EMS (*non-voting*)
Ms. Jo Santiago, FDOT
Mr. Bill Hearndon, Deputy Director of Mobility Services, LYNX (*non-voting*)
Mr. Chris York, For-Profit Operator

Members not in attendance were:

Commissioner Peggy Choudhry, Osceola County
Dr. Linda Levine-Silverman, Elderly
Master Sargent Jose Pizarro, Veterans
Ms. Sharon Jennings, Agency for Persons with Disabilities
Mr. Randall Hunt, Senior Resource Alliance
Mr. Wilfredo Raices, State Coordinating Council of Early Childhood
Ms. Marsha Shapiro, Citizen Advocate
Mr. Wayne Olson, Dept. of Education & Vocational Rehabilitation

Others in attendance were:

Mr. Harry Barley, MetroPlan Orlando
Ms. Virginia Whittington, MetroPlan Orlando
Attorney Steve Bechtel, MetroPlan Orlando
Ms. Lisa Smith, MetroPlan Orlando
Mr. Edward Johnson, CEO, LYNX
Attorney Pat Christiansen, LYNX
Mr. Benjamin Gonzalez, LYNX (Alternate for Bill Hearndon, non-voting member)

A complete list of other attendees may be obtained upon request.

I. CALL TO ORDER

Vice-Chairman Lee Constantine called the meeting to order at 1:03 p.m.

II. CONFIRMATION OF QUORUM

Ms. Lisa Smith confirmed that a quorum was present.

III. AGENDA REVIEW AND ANNOUNCEMENTS

Ms. Whittington noted that there are no changes to the agenda.

IV. PUBLIC COMMENTS ON ACTION ITEMS

There were no public comments.

V. WORKSESSION

A. Uncollected Fares

At the August 10, 2017 meeting of the TDLCB, action was taken to address the issue of uncollected fares. Staff from LYNX and MetroPlan Orlando will present an update on what has occurred since the meeting and seek direction from the LCB, including revisiting the previous directions given to staff. A copy of the directions to staff, based on August 10, 2017 meeting, were provided for use and information.

The bulk of the meeting was devoted to a workshop to better understand an issue ACCESS LYNX was having with uncollected fares. Based on the information presented, the LCB had previously made a recommendation which included changes to the fare collection policy. The proposed changes included an LCB vote to eliminate the No Strand policy which was being abused. After the August 10th meeting, the LCB came together again on September 7th to reconsider their previous decision and review some additional information presented by Mr. Edward Johnson, LYNX CEO. He reported ACCESS LYNX' fare collection and suspension policies were already in

place, but had not previously been enforced. He also reported on some other measures being implemented, such as the deployment of the LYNX mobile fare app which should help to reduce the amount of uncollected fares. Mr. Johnson stated that a letter would be sent to all ACCESS LYNX customers notifying them of the action. Following the presentation by Mr. Johnson, the LCB voted to hold their previous decision in abeyance and review the issue again at their November meeting. Ms. Marilyn Baldwin stated that she felt just as strongly as she previously did about ensuring that every person who uses the system pays their fair share.

MOTION: Commissioner Lee Constantine moved approval to hold the previous action by the LCB (to institute a no fare no ride policy) in abeyance and reassess in November. Millie Chervoni seconded the motion, which passed unanimously.

VI. MEMBER COMMENTS

None.

VII. PUBLIC COMMENTS (GENERAL)

None.

XII. Next meeting: November 9, 2017 – Annual Public Meeting

XIII. ADJOURNMENT

There being no further business the meeting adjourned at 1:45 p.m.

Respectfully transcribed and submitted by Ms. Lisa Smith.

Approved this 9th day of November 2017.

Commissioner Pete Clarke
Chairperson

Lisa Smith
Board Services Coordinator

As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.

TAB 2





DRAFT

MetroPlan Orlando
2018 Board & Committee Meeting Schedule
 250 S. Orange Avenue, Suite 200
 Orlando, FL 32801

	MetroPlan Orlando Board	Community Advisory Committee (CAC)	Technical Advisory Committee (TAC)	TSMO***	TDLCB***	Municipal Advisory Committee (MAC)
	2 nd Wednesday @ 9:00 a.m.	4 th Wednesday @ 9:30 am.	4 th Friday @ 10:00 a.m.	4 th Friday @ 8:30 a.m.	2 nd Thursday Quarterly @ 10:00 a.m.	Thursday prior to the Board meeting @ 9:30 a.m.
January		January 24	January 26	January 26		
February	February 14	February 28	February 23	February 23	February 8	February 8
March	March 14					March 8
April		April 25	April 27	April 27		
May	May 9	May 23	May 25	May 25	May 10	May 3
June	June 13	June 27	June 22	June 22		June 7
July	July 11					July 5
August		August 22	August 24	August 24	August 9	
September	September 12					September 6
October		October 24	October 26	October 26		
November	November 14	November 28	November 30*	November 30*	November 15**	November 8
December	December 12					December 6

No meeting
 * Holiday Adjustment
 ** Adjustment Due to Conflict

*** TSMO – Transportation Systems Management & Operations
 TDLCB – Transportation Disadvantaged Local Coordinating Board

TAB 3





250 SOUTH ORANGE AVENUE
SUITE 200
ORLANDO, FLORIDA 32801

PH: 407.481.5672
FX: 407.481.5680
WWW.METROPLANORLANDO.ORG

October 10, 2017

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 Actual Expenditure Report (AER) for Orange, Osceola and Seminole Counties.

The report reflects actual trips and expenses for the FY2017 service year as indicated LYNX. The first page shows our system wide numbers (Orange, Osceola, and Seminole combined), while the following pages breaks it down by county.

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

Sincerely,

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

Enclosures



**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, Seminole
DUE: September 15, 2017

Coordinated Transportation

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$9,236,706	249,438	\$3,378,479	91,237

Transportation Alternatives

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or 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, 2017

Coordinated Transportation

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$6,424,831	173,503	\$2,349,989	63,462

Transportation Alternatives

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or 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, 2017

Coordinated Transportation

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$1,636,327	44,189	\$598,514	16,163

Transportation Alternatives

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or 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, 2017

Coordinated Transportation

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$1,175,548	31,746	\$429,976	11,612

Transportation Alternatives

Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Other

Other			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

TAB 4





July 27, 2017

Harold W. Barley, Executive Director
MetroPlan Orlando
250 South Orange Avenue, Suite 200
Orlando, Florida 32801

Dear Mr. Barley,

LYNX, the Central Florida Regional Transportation Authority, has been the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole Counties since October 1992.

Our current CTC Memorandum of Agreement (MOA) with the Florida Commission for the Transportation Disadvantaged is through June 30, 2018.

At the July 27, 2017, LYNX Board of Directors meeting, staff received authorization to notify MetroPlan Orlando of LYNX' desire to remain the CTC beyond the current MOA.

If you have any questions or need anything further, please contact Bill Hearndon at 407-254-6129 or BHearndon@GoLYNX.com.

Sincerely,

Edward L. Johnson
Chief Executive Officer

cc: Thomas Stringer, Chief Operations Officer
Bill Hearndon, Deputy Director of Mobility Services

Contract # _____

Effective: _____ to _____

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

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

_____ 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:

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:

Agency Name

Typed Name of Authorized Individual

Typed Name of Authorized Individual

Signature: _____

Signature: _____

Title: Executive Director

Title: _____

TAB 5



From: donotreply@metroplanorlando.org
To: [TDLCBApplication](#)
Subject: New submission from TDLCB New Member Application Form
Date: Thursday, September 14, 2017 8:41:11 AM

Your Contact Information

Name

Jane Tkach

Email

jane.tkach@gmail.com

Phone

(714) 600-7554

Home Address

20 W Lucerne Cir. Apt 616
Orlando, Florida 32801
United States
[Map It](#)

Employer

The City of Orlando

Work Address

400 South Orange Ave
Orlando, Florida 32802
United States
[Map It](#)

County

Orange County

Date

07/01/2017

Your Transportation Interests

How often do you use the LYNX bus system?

Occasionally

How often do you use SunRail?

Occasionally

How often do you drive a car?

Occasionally

Do you have a passion for advocacy in any of the following areas (choose all that apply):

- pedestrian safety
- bicyclist safety

- bus transit
- rail transit
- safe driving
- persons with disabilities
- students
- seniors (over age 65)
- business involvement in civic activities

Select seats you are qualified for and interested in filling (choose all that apply):

- Citizen advocate

Demographics

Gender

Female

Race

White

Do you have a physical disability?

No

Your age range:

25-34

Is your household income at or below U.S. Department of Health and Human Services poverty guidelines?

No

Are you a student?

Yes

Your Ability to Serve

The TDLCB meetings are generally held four times a year on the second Thursday of the month at 10:00 a.m. Can you regularly attend meetings?

Yes

Can you serve a four-year term?

Yes

Are you willing to abide by Florida's Government-in-the-Sunshine laws and ethical guidelines?

Yes

Have you previously served on a MetroPlan Orlando board or committee?

No

Do you have any potential conflicts of interest that might occur if you are appointed?

No

Do you work in the transportation industry?

No

Are you an elected official?

No

Statement of Interest

Having been a frequent user of public transit not only in the city of Orlando, but across the country, I have a passion for public transit's growth and development. I often share as much transportation related information through the use of social media as an outlet to inform my circle of friends and family about how it is improving everywhere and to spark interest in how they may begin to create change. My experience for this position is personal, as I grew up with my youngest sister thriving through life with brain damage from birth. She has taught me an incomparable amount of patience.

Virginia Whittington

From: donotreply@metroplanorlando.org
Sent: Thursday, October 26, 2017 3:29 PM
To: TDLCBapplication
Subject: New submission from TDLCB New Member Application Form

Your Contact Information

Name

Evelyn Diaz

Email

ediaz@cfkc.net

Phone

(407) 843-6110

Home Address

3507 Ocita Dr.
Orlando, Florida 32837
United States
[Map It](#)

Employer

Central Florida Kidney Centers, Inc.

Work Address

203 Ernestine Street
Orlando, Florida 32837
United States
[Map It](#)

County

Orange County

Date

07/03/1996

Your Transportation Interests

How often do you use the LYNX bus system?

Occasionally

How often do you use SunRail?

Not at all

How often do you drive a car?

Regularly

Do you have a passion for advocacy in any of the following areas (choose all that apply):

- bicyclist safety
- rail transit
- safe driving
- persons with disabilities
- seniors (over age 65)

- business involvement in civic activities

Select seats you are qualified for and interested in filling (choose all that apply):

- Representing the disabled
- Citizen advocate

Demographics

Gender

Female

Race

Hispanic/Latino

Do you have a physical disability?

No

Your age range:

55-64

Is your household income at or below U.S. Department of Health and Human Services poverty guidelines?

Yes

Are you a student?

No

Your Ability to Serve

The TDLCB meetings are generally held four times a year on the second Thursday of the month at 10:00 a.m. Can you regularly attend meetings?

Yes

Can you serve a four-year term?

Yes

Are you willing to abide by Florida's Government-in-the-Sunshine laws and ethical guidelines?

Yes

Have you previously served on a MetroPlan Orlando board or committee?

No

Do you have any potential conflicts of interest that might occur if you are appointed?

No

Do you work in the transportation industry?

No

Are you an elected official?

No

Statement of Interest

I have 20 years of experience working with disable patients in the Orange and Osceola counties. I understand there need for transportation and I can be an asset for the vacancy and for the disable pt.

August 14, 2017

To Whom It May Concern:

I grew up in Virginia Beach, Virginia, where I attended school, married a Navy man, and raised two wonderful young men. I was married for 27 years, and during that time, I was extremely involved in the school PTA where I served in several chair positions, including President for 2 years. I was a member of the ladies' auxiliary of Plaza Little League, and on the board of several military spousal support groups.

I moved to Florida in 2004, and currently reside in Orlando. I have been a full-time employee with Orange County Public Schools as a Para Professional for thirteen years, working at Princeton Elementary with blind and visually impaired students from the age of three to fifth grade, as well as children with multiple disabilities.

I currently serve as Treasurer and am immediate past President of the Greater Orlando Council of the Blind, the Florida Council of the Blind (FCB) local affiliate in Orange County, and am the chair of the Education & Leadership committee of the FCB. I also serve as the president of the Friends of Library Access, Inc., an organization that promotes accessible printed literature for the blind, physically disabled, and dyslexic.

I would appreciate the opportunity to represent our community as an alternate on the Transportation Disadvantaged Local Coordinating Board and continue advocacy for persons who are disabled.

Sincerely;
Sheila Young
2304 Amherst Ave.
Orlando, FL 32804
Sheilayoung125@att.net
407-425-9200 (home)
321-663-8893 (cell)

TAB 6



PLANNING RELATED GRANT AGREEMENT TASKS QUARTERLY PROGRESS REPORT

MetroPlan Orlando
(Agency Name)

Invoice # One
FDOT FM # 4320291-14-01
Contract # GON74

Orange, Osceola and Seminole
(County)

Reporting Period: July 1, 2017 to September 30, 2017

Planning Grant Program Tasks

TASK 1:

Jointly develop and annually update the Transportation Disadvantaged Service Plan (TDSP) with the Community Transportation Coordinator (CTC) and the Local Coordinating Board (LCB).

Response: No action to report. Next TDSP Annual Update will be approved May, 2018.

TASK 2A:

When necessary and in cooperation with the LCB, solicit and recommend a CTC. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by the planning agency staff or their designee as needed.

Response: No action to report.

TASK 2B:

Provide staff support to the LCB in conducting an annual evaluation of the community transportation coordinator, including local developed standards as delineated in the adopted TDSP. Assist the Commission in joint reviews of the CTC.

Response: No action to report. The next Annual Evaluation will take place in February 2018.

TASK 3:

Organize and provide staff support and related resources for at least four (4) local coordinating board meetings per year, holding one meeting during each quarter. Provide staff support for committees of the local coordinating board. Provide public notice of LCB meetings in accordance with the most recent LCB and Planning Agency Operating Guidelines. Provide program orientation and training for newly appointed local coordinating board members.

Response: Agendas for TDLCB meetings held on August 10, 2017 and September 7, 2017, as well as the July 25, 2017 QATF agenda along with meeting minutes and/or

highlights are enclosed **as a Task 3 deliverable**. The membership roster, attendance report and public notice of meeting, are also provide as **deliverables for Task 3**.

No new members were appointed during this reporting period, therefore, no orientation or training was conducted.

TASK 4:

Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshop.

Response: No action to report. The next public workshop will be held in November 2017.

TASK 5:

Annually develop and update by-laws for LCB approval.

Response: No action to report. The next bylaws update will take place in February 2018.

TASK 6:

Develop, annually update, and implement LCB grievance procedures in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

Response: No action to report. The next review of the Grievance Procedures will take place in February 2018.

TASK 7:

Review and comment on the Annual Operating Report (AOR) for submittal to the LCB, and forward comments/concerns to the Commission.

Response: No action to report. (Submission deadline was extended by the CTD due to Hurricane Irma.)

TASK 8:

Research and complete the Actual Expenditures Report (AER) for direct federal and local government transportation funds to the Commission no later than September 15th. Complete the AER, using the Commission approved forms.

Response: No action to report. (Submission deadline was extended to October 15, 2017 by the CTC due to Hurricane Irma.)

TASK 9:

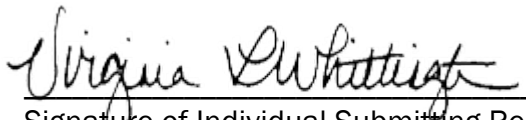
Complete quarterly progress reports addressing planning accomplishments for the local transportation disadvantaged program as well as planning grant deliverable; including but not limited to, consultant contracts, special studies, and marketing efforts.

Response: Information is included with each quarterly meeting agenda packet. The August 10, 2017, TDLCB meeting agenda (Task 3 deliverable) is enclosed as a deliverable for **Task 9**.

TASK 10:

Planning Agency staff attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings, the Commission's annual training workshop, or other sponsored training.

Response: Attended the Planners Network Session at the Annual TD Training Workshop & Expo held August 29-30. A copy of the session program and paid registration is enclosed as a deliverable for **Task 10**.



Signature of Individual Submitting Report

10/12/2017

Date

Virginia L. Whittington

Typed name of Individual Submitting Report