



metroplan orlando

*A REGIONAL TRANSPORTATION PARTNERSHIP*

# **TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD AGENDA**

**August 10, 2023 @ 10:00 a.m.**

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## TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

**DATE & TIME:**

Thursday, August 10, 2023 | 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:**

[Transportation Disadvantaged Local Coordinating  
Board \(metroplanorlando.org\)](https://metroplanorlando.org/TransportationDisadvantagedLocalCoordinatingBoard)

**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 Olga Castano
II.	PLEDGE OF ALLEGIANCE	
III.	CHAIR'S ANNOUNCEMENTS	Chairperson Olga Castano
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.org/SpeakerCard](https://MetroPlanOrlando.org/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.

## VII. ACTION ITEMS

- |  |                            |
|--|----------------------------|
| A. Approval of May 11, 2023, TDLCB Meeting Minutes (Tab 1) | Ms. Virginia L Whittington |
|--|----------------------------|

## VIII. PRESENTATIONS & STATUS REPORTS

- |   |                                  |
|---|----------------------------------|
| A. LYNX/Community Transportation Coordinator (CTC) Update | Mr. Norm Hickling<br>ACCESS LYNX |
| B. Meet the Transdev Team                                 | Mr. W.C. Pihl<br>Transdev        |

## IX. GENERAL INFORMATION

- A. Draft MetroPlan Orlando Board Resolution Supporting Blind Americans Equality Day (Tab 2)
- B. Letter to David Darm & Link to Final TDSP Submitted to CTD (Tab 3)  
[Transportation Disadvantaged Service Plan \(metroplanorlando.org\)](https://metroplanorlando.org/transportation-disadvantaged-service-plan)
- C. Planning Grant Update (Tab 4)
- D. Report of Operator Payments (Tab 5)

## X. UPCOMING MEETINGS/EVENTS OF INTEREST

- A. Commission for Transportation Disadvantaged Business Meeting, August 28, 2023; 2:00-4:00p.m., Sea World Renaissance Hotel, Orlando, FL
- B. 31st Annual CTD Training Workshop, Awards & Expo August 29-30, 2023 - Sea World Renaissance Hotel, Orlando, FL
- C. MetroPlan Orlando Board Meeting – Wednesday, September 13, 2023; 9:00 a.m.
- D. Quality Assurance Task Force Meeting – Tuesday, October 24, 2023; 10:00 a.m.
- E. Save the Date: 2023 Mobility Week – October 27-November 4, 2023 (Tab 6)
- F. Annual Transportation Disadvantaged Public Workshop – Thursday, November 9, 2023; 10:00 a.m. (*Location to be announced*)
- G. Transportation Disadvantaged Local Coordinating Board – Thursday, November 9, 2023; 10:30 a.m.\* (*Location TBA; This meeting will immediately follow the TD Public Workshop.*)

## XI. MEMBER COMMENTS

## XII. PUBLIC COMMENTS (GENERAL)

Public comments of a general nature can be made in two ways:

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

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**How to comment:**

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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.org](mailto:info@metroplanorlando.org) 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**





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

**DATE:** Thursday, May 11, 2023

**TIME:** 10:00 a.m.

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

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**Commissioner Olga Castano, Presiding**

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**Members in attendance were:**

Commissioner Olga Castano, Osceola County, Chairperson  
Commissioner Mayra Uribe, Orange County, Vice-Chair  
Mayor Pat Bates, Seminole County, Immediate Past Chair  
Ms. Dianne Arnold, Economically Disadvantaged  
Ms. Marilyn Baldwin, Disabled  
Ms. Neika Berry, Citizen Advocate (Non-system User)  
Ms. Charlotte Campbell, At-Large Alternate  
Ms. Betsy Delano Medical Community  
Mr. Norm Hickling ACCESS LYNX  
Ms. Sharon Jennings, Agency for Persons with Disabilities  
Ms. Jamie Kersey Ledgerwood, FDOT  
Mr. Bob Melia, Citizen Advocate (System User)  
Ms. Janee Olds, Career Source CF  
Mr. Wayne Olson, Division of Vocational Rehabilitation  
Ms. Karla Radka, Senior Resource Alliance  
Mr. Wilfredo Raices, State Coordinating Council of Early Childhood  
Mr. Calvin Smith, AHCA  
Ms. Cheryl Stone, Representing the Elderly  
Ms. Alnita Whitt, Veterans  
Mr. Adam Zubritsky, OCPS

**Members not in attendance:**

Mr. James Grzesik, SunRail CAC  
Vacant, For-Profit Operator  
Vacant, EMS

### **Staff in Attendance**

Mr. Slade Downs, MetroPlan Orlando  
Ms. Lisa Smith, MetroPlan Orlando  
Mr. Alex Trauger, MetroPlan Orlando  
Ms. Lailani Vaiaoga

### **Others in Attendance**

Ms. Patricia Whitton, LYNX  
Ms. Selita Stubbs, ACCESS LYNX  
Mr. Benjamin Gonzalez, ACCESS LYNX  
Ms. Emily Hanna, Bike Walk Central Florida

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

## **I. CALL TO ORDER**

Commissioner Olga Castano called the meeting to order at 10:00 a.m.

## **II. PLEDGE**

Ms. Betsy DeLano led the Pledge of Allegiance.

## **III. CHAIR ANNOUNCEMENTS**

Chairwoman Castano reviewed the in-person meeting and public comment procedures.

## **IV. AGENDA REVIEW & ANNOUNCEMENTS**

Mr. Slade Downs introduced himself and explained that he would be providing staff support for today's meeting on behalf of Ms. Virginia Whittington. He called attention to one change on the agenda, under Item VIII, Presentations and Status Reports. He announced that the Best Foot Forward Annual Report has been added and would be presented by Ms. Emily Hanna. He announced the retirement of Board Services Coordinator Cathy Goldfarb, congratulated Jason Sartorio congratulated Transportation Planner Jason Sartorio on the new addition to his family and congratulated the MetroPlan Orlando Communications Team for winning an Image Award at the FPRA for the most recent Annual Report. MetroPlan Orlando staff member Mighk Wilson introduced a new segment known as the Safety Moment that will be incorporated into MPO Board and Committee meetings.

## **V. CONFIRMATION OF QUORUM**

Ms. Lisa Smith confirmed a quorum of 9 members was present.

## **VI. QUALITY ASSURANCE TASK FORCE (QATF) Report**

Ms. Neika Berry, Chair of the QATF, reported on the April 25<sup>th</sup> QATF meeting. She reported that the members of the QATF reviewed and recommended approval of the Draft TDSP Major Update, the

FY 2023-24 TD Annual Rate Calculations, and received a CTC update from Mr. Norm Hickling. The next scheduled meeting of the QATF is Tuesday, July 25<sup>th</sup>.

## VII. Public Comments on Action Items

None.

## VIII. ACTION ITEMS

### A. Approval of February 9, 2023, TDLCB Meeting Minutes

Approval of the February 9, 2023, meeting minutes was requested.

**MOTION:** Mayor Pat Bates moved approval of the February 9, 2023, meeting minutes. Ms. Marilyn Baldwin seconded the motion, which passed unanimously.

### B. Review and Recommendation of Draft TDSP Major Update

Ms. Trish Whitton reviewed the proposed major updates to the 2023 Transit Development Services Plan (TDSP) and requested approval. The draft TDSP, along with an overview of the proposed changes were provided. **Due to the size of the document, this link was provided to view the Draft TDSP Major Update online:** [Transportation Disadvantaged Service Plan \(metroplanorlando.org\)](https://metroplanorlando.org/Transportation/Disadvantaged/ServicePlan)

**MOTION:** Mayor Pat Bates moved approval of the major updates to the 2023 Transit Development Services Plan (TDSP). Ms. Cheryl Stone seconded the motion, which passed unanimously.

### C. Review and Recommendation of Annual Rate Calculation Worksheet

Mr. Norm Hickling reviewed the proposed Rate Calculation worksheet and requested approval to accept the rate calculations. Mr. Hickling noted that the CTD forecasted rate decreased for FY 2024 because of the anticipated cost of providing purchased transportation trips using TransDev, the newly selected paratransit provider. He added that the Rate Calculation Worksheet has been reviewed and approved by the Commission for Transportation Disadvantaged.

ACCESS LYNX TD RATES			
Type of Trip	FY 2022-23 Rates	FY 2023-24 Rates	Percentage Change
Ambulatory	\$40.90	\$40.45	-.01 ▼
Wheelchair	\$70.11	\$69.34	-.01 ▼



**MOTION:** Mayor Pat Bates moved approval of the FY 2023-24 rate calculations. Ms. Alnita Whitt seconded the motion, which passed unanimously.

**IX. PRESENTATIONS & STATUS REPORTS**

**A. LYNX/Community Transportation Coordinator (CTC) Update**

Mr. Norm Hickling, LYNX, provided the quarterly CTC update. He reported that ACCESS LYNX trip demand continues to increase as compared to the same period last year and the call center continues to address high call volume. He noted that on-time performance is currently at 85%. Mr. Hickling detailed challenges which include new vehicle purchases and parts to repair current fleet vehicles which are being affected by supply chain issues. He reported on the eligibility processing which has incorporated some process improvements as recommended by the Quality Assurance Task Force. Mr. Hickling concluded his report by providing an extensive overview of the transition to Transdev Services Inc. He responded to member questions relating to public outreach and neighbor link service expansion.

**B. Best Foot Forward Annual Report**

Ms. Emily Hanna, Executive Director of Bike/Walk Central Florida, presented the annual report on the activities of the Best Foot Forward Pedestrian Safety program. Ms. Hanna reviewed the changes from the previous year including new partners, and available data. Ms. Hanna provided a region-wide summary of enforcement, events and education outreach efforts and progress to date. A copy of the Best Foot Forward Annual Progress Report for FY 2021/22 can be found at: [https://metroplanorlando.org/wp-content/uploads/221123\\_MetroPlan-Orl-FY22-Annual-Report\\_FINAL.pdf](https://metroplanorlando.org/wp-content/uploads/221123_MetroPlan-Orl-FY22-Annual-Report_FINAL.pdf)

**X. GENERAL INFORMATION**

None

**XI. UPCOMING MEETINGS OF INTEREST**

- A.** MetroPlan Orlando Board Meeting – Wednesday, June 14, 2023; 9:00 a.m.
- B.** MetroPlan Orlando Board Meeting – Wednesday, July 12, 2023; 8:00 a.m. *(Note time change.)*
- C.** Quality Assurance Task Force Meeting – Tuesday, July 25, 2023; 10:00 a.m.
- D.** Transportation Disadvantaged Local Coordinating Board – Thursday, August 10, 2023; 10:00 a.m.
- E.** Commission for Transportation Disadvantaged Annual Expo – Orlando, FL, August 29-30, 2023

**XII. MEMBER COMMENTS**

None.

### **XIII. PUBLIC COMMENTS (GENERAL)**

Ms. Hailey Skolund explained that she is a blind daily user of ACCESS LYNX. She expressed to LCB members that she does not receive an advance call from drivers with their ETA which has caused her to have to wait for up to two hours in uncertainty. She said that she feels that an advance call from the driver noting their ETA, the type of vehicle they are in and if they are on time or behind would be extremely helpful. She added that she feels a voucher system to compensate riders in situations where their rides were extremely late or if the rider was left stranded would be helpful. Ms. Skolund stated that she has experienced long hold times of up to 40 minutes when she is trying to schedule her rides.

Ms. Joanne Counelis, Lake Mary, commented on the need for bus stops and shelters at several sites in Seminole County.

### **XIV. ADJOURNMENT**

There being no further business the meeting adjourned at 11:27 a.m.

Respectfully transcribed and submitted by Ms. Lisa Smith.

Approved this 10<sup>th</sup> day of August 2023.

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Chairperson

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Lisa Smith  
Senior 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**





## RESOLUTION NO. 23-10

### SUBJECT:

### **Declaring October 15, 2023 as “Blind Americans Equality Day” in the Orlando Metropolitan Area**

**Whereas**, by joint resolution approved on October 6, 1964 (Public Law 88-628, as amended), Congress designated October 15 of each year as “White Cane Safety Day” to recognize the contributions of Americans who are blind or have impaired vision; and

**Whereas**, it is important that all residents in the Orlando Metropolitan Area that are blind or visually impaired have the opportunity to live active, independent lives; and

**Whereas**, approximately 32,000 residents in Central Florida are blind or visually impaired; and

**Whereas**, for Floridians who are blind or visually impaired, the white cane is an important tool for self-reliance and full participation and inclusion in our society; and

**Whereas**, the use of white canes, dog guides, and public and private transportation programs has ensured Floridians who are blind or visually impaired can travel efficiently and safely, breaking down barriers to success and independence; and

**Whereas**, in 2011 “White Cane Safety Day” was renamed “Blind Americans Equality Day” by President Barack Obama; and

**Whereas**, this proclamation calls upon public officials, business and community leaders, educators, librarians, and Americans across the country to observe this day with appropriate ceremonies, activities, and programs to celebrate and recognize the accomplishments and contributions of blind and visually impaired Americans; and

**Whereas**, we recommit to forging ahead with the work of perfecting our Union and ensuring we remain a Nation where all our people, including those living with disabilities, have every opportunity to achieve their dreams.

**NOW, THEREFORE, BE IT RESOLVED** by the MetroPlan Orlando Board that October 15, 2023 is designated as

### **“Blind Americans Equality Day”**

Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 13<sup>th</sup> day of September, 2023.

**CERTIFICATE**

The undersigned duly qualified serving as Chairman of the MetroPlan Orlando Board certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

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Honorable Mayra Uribe, Chairwoman

Attest:

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Lisa Smith, Sr. Board Services Coordinator  
and Recording Secretary

**TAB 3**





May 30, 2023

Mr. David Darm, Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

RE: MOA Contract #  
07/01/2023 to 06/30/2028

Dear Mr. Darm:

LYNX is hereby submitting the 2023-2028 Transportation Disadvantaged Service Plan Major Update that corresponds with the above referenced five-year Memorandum of Agreement. The TDSP Major Update was presented to the Local Coordinating Board (LCB) and approved at the regularly scheduled LCB meeting on May 11, 2023.

Below is a summary of the major updates to the TDSP.

Pages 2 -3  
Local Coordinating Board Certification

Page 4  
The Transportation Disadvantaged Local Coordinating Board Membership Roster

Pages 10-11  
LYNX Organizational Charts

Pages 12-19  
Public Participation

Pages 20-31  
Demographics Review

Pages 34-38  
Forecasts of Transportation Disadvantaged Population

Page 39  
Needs Assessment

Page 40  
Barriers to Coordination

Pages 42-43  
Goals, Objectives, and Strategies



Pages 44-45  
Implementation Schedule

Page 55  
Coordinated System Providers

Pages 58 and 60  
Service Standards  
Minor revisions to the wording for call hold time and public transit ridership standards

Pages  
Rate Calculation Model Worksheets

Appendix A  
Consistency Review of Other Plans

Appendix B  
Public Involvement Plan

Appendix C  
MetroPlan Orlando TD Public Workshop Comments

Appendix H  
Paratransit Vehicle Inventory

Appendix O  
Public Outreach Identified Needs

If you have any questions please do not hesitate to contact me at (407) 254-6169.

Respectfully,

Norm Hickling  
Director of Mobility Services

cc: Virginia Whittington, MetroPlan Orlando  
Joint Local Coordinating Board of Orange, Seminole, and Osceola Counties (via  
Virginia Whittington and MetroPlan Orlando)





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The Commission for the Transportation Disadvantaged hereby agrees and accepts this update to the above referenced MOA/TDSP effective July 1, 2023.

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Executive Director

Date

**TAB 4**





## SERVICE AREA/COUNTIES:

Orange, Osceola, and Seminole

## INVOICE NUMBER:

G2970 Q4

## INVOICE DATE:

June 5, 2023

## QUARTER SERVICE DATES:

April 1 - June 30, 2023

## AGENCY

MetroPlan Orlando

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, <b>solicit and recommend a CTC</b> . 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 Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this reporting period.
B. Develop and maintain a process for the <b>appointment and reappointment of voting and non-voting members</b> to the local coordinating board. (41-2.012, FAC)	Ongoing activity. A call for interest parties is issued when vacancies occur.
C. Prepare <b>agendas</b> for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Agendas for the April Quality Assurance Task Force (QATF) and May TDLCB meetings are provided as deliverables.
D. Prepare official <b>minutes</b> of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	Copies of the draft minutes from the January 2023 QATF and February LCB meetings, along with the attendance record and meeting notices, are provided as deliverables.
E. Provide at least one <b>public workshop</b> annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this reporting period.
F. Provide staff support for <b>committees</b> of the local coordinating board. (Task 3)	MetroPlan Orlando provides a staff liaison and board services coordinator to support the TDLCB and its committees.
G. Develop and update annually <b>by-laws</b> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this reporting period.
H. Develop, annually update, and implement local coordinating board <b>grievance procedures</b> in accordance with the Commission 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. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity this reporting period.
I. Provide the Commission with a current <b>membership roster and mailing list</b> of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	No activity this reporting period.
J. Provide <b>public notice</b> of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Copies of legal advertisements published in accordance with the Coordinating Board and Planning Agency Operating Guidelines, are provided as deliverables.
K. Review and comment on the <b>Annual Operating Report</b> for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	No activity this reporting period.

L. Report the <b>actual expenditures</b> (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	No activity this reporting period
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II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the <b>Transportation Disadvantaged Service Plan (TDSP)</b> following CTD guidelines. (Task 1)	The Major Update to the Transportation Disadvantaged Service Plan was approved by the TDLCB at its May 11, 2023 meeting and transmitted to the CTD on June 2, 2023. Due to the size of the document, only the cover memo outlining the major updates is provided as deliverable. The full TDSP can be accessed: <a href="https://ftp.golynx.com/public/file/NO2QHxfjzUGuSfzdfPNCw/LYNX%20TDSP%20Major%20Update_June2023.pdf">https://ftp.golynx.com/public/file/NO2QHxfjzUGuSfzdfPNCw/LYNX TDSP Major Update_June2023.pdf</a> . Passcode: TDSP2023
B. Encourage integration of "transportation disadvantaged" issues into <b>local and regional comprehensive plans</b> . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	Ongoing activity.
C. Encourage the local community transportation coordinator to work cooperatively with <b>regional workforce boards</b> established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	Ongoing activity.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with <b>quarterly reports</b> of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The LCB received a copy of the latest quarterly report at their May 11, 2023 meeting.
B. Attend at least one <b>Commission-sponsored training</b> , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	Ongoing activity.
C. Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	No activity this reporting period.
D. Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	No activity this reporting period.
E. Provide <b>training</b> for newly-appointed LCB members. (Task 3)	No activity this reporting period.
F. Provide <b>assistance</b> to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity this reporting period.
G. To the extent feasible, collect and review <b>proposed funding applications</b> involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity this reporting period.
H. Ensure the local coordinating board conducts, as a minimum, <b>an annual evaluation</b> of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	Ongoing activity.

I. Assist the CTD in <b>joint reviews</b> of the CTC.	Ongoing activity.
J. Ensure the LCB annually reviews <b>coordination contracts</b> to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	Ongoing activity.
K. Implement recommendations identified in the CTD's <b>QAPE</b> reviews.	No activity this reporting period.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

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

Revised: 06/30/2021

**TAB 5**





July 25, 2023

Honorable Olga Castano, Chairperson  
Transportation Disadvantaged Local Coordinating Board  
c/o MetroPlan Orlando  
250 South Orange Avenue, Suite 200  
Orlando, Florida 32801

Dear Commissioner Castano,

Contracted operators are entitled to prompt payment for services funded by the Commission for the Transportation Disadvantaged Trust Fund as outlined in the Trip/Equipment Grant executed between the Commission and LYNX as follows:

21.20 Payment to Subcontractors: Payment by the Grantee to all subcontractors with approved third party subcontracts shall be in compliance with Section 287.0585, Florida Statutes. Each third party contract from the Grantee to a subcontractor for goods or services to be performed in whole or in part with Transportation Disadvantaged Trust Fund moneys must contain the following statement:

*When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts subject to the provisions of Chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payment required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of one percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section.*

407-841-2279

[www.golynx.com](http://www.golynx.com)

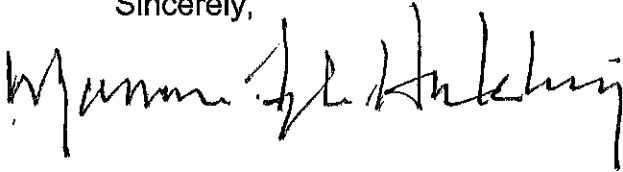
455 North Garland Avenue  
Orlando, FL 32801-1518

*The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.*

Our contractor, Transdev Services, Inc., is notified annually in writing that if they feel that LYNX is not fulfilling the obligations as outlined in the above paragraph, they may seek assistance through the Commission for the Transportation Disadvantaged Ombudsman Program Helpline at 1-800-983-2435 (TTY 1-800-648-6084) or the State of Florida Attorney General's Office at 1-800-892-0375.

With this letter, I am certifying to the Local Coordinating Board that LYNX has met the above timely progress payment requirements to our contractor for the period of April 1, 2023 to June 30, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman Hickling", written in a cursive style.

Norman Hickling  
Director of Mobility Services

cc: Selita Stubbs, Senior Manager – LYNX Mobility Services  
The Joint Transportation Disadvantaged Local Coordinating Board of  
Orange, Osceola, and Seminole Counties (via MetroPlan Orlando)



**TAB 6**



# SAVE THE DATE!

MARK YOUR CALENDARS NOW

OCTOBER

NOVEMBER

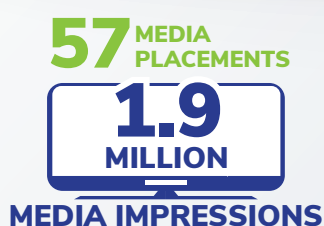
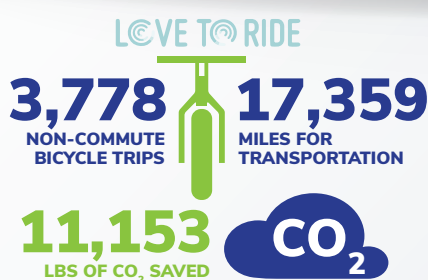
27-04



## MOBILITY WEEK 2023

Looking back at  
**MOBILITY WEEK 2022**

Join communities around the state to promote safe and sustainable transportation choices. During Mobility Week, cities, counties, and transportation agencies host events and offer special promotions to encourage Floridians to try new transportation options.



MOBILITY WEEK 2023

To partner with FDOT, send an email to  
**CONTACT@MOBILITYWEEKFL.COM**

For news and updates, please visit  
**MOBILITYWEEKFL.COM**