

**HERNANDO COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD**

FEBRUARY 28, 2018 – 10:00 A.M.

MEETING LOCATION: John Law Ayers County Commission Chambers,
Hernando County Government Center, 20 North Main Street, Room 160, Brooksville, Florida

AGENDA

- A. CALL TO ORDER**
 - 1. Moment of Silence
 - 2. Pledge of Allegiance
 - 3. Introductions of Committee Members and Staff
 - 4. Declaration of Quorum

- B. ANNUAL ELECTION OF OFFICERS AND APPOINTMENTS**
 - 1. Election of 2018 Vice-Chairman
 - 2. Committee Membership Appointments/Reappointments

- C. APPROVAL/MODIFICATION OF AGENDA** (Limited to Board and Staff comment only.)

- D. REVIEW/APPROVAL OF MINUTES** – November 15, 2017

- E. CORRESPONDENCE/INFORMATION ITEMS** – Steve Diez, Transportation Planner
 - 1. CTD Meeting Agendas
 - 2. CTD 2017 Annual Performance Report – Highlights
 - 3. Committee Vacancies

- F. VETERANS AFFAIRS** – Tony Graham (Verbal Report)

- G. TRANS HERNANDO** – Michelle Hale (Verbal Report)

- H. AGENCY UPDATE** – Kathleen Winters (Local Medical Community)

- I. PLANNING AGENCY** – Steve Diez, Transportation Planner
 - 1. Community Transportation Coordinator (CTC) Selection Process
 - 2. Transportation Disadvantaged Service Plan (TDSP) Update

- J. CITIZENS COMMENTS** (Yellow sheets are not required for speakers.)

- K. ADJOURNMENT and NEXT MEETING** – The Annual Public Hearing and the next Transportation Disadvantaged Local Coordinating Board (TDLCB) Regular Meeting are scheduled for Wednesday, May 23, 2018, beginning at 10:00 a.m., and 10:15 a.m., respectively, in the John Law Ayers County Commission Chambers.

The meeting agenda and back-up materials are available online at <http://www.hernandocitrusmpo.us/>.

If a person decides to appeal any quasi-judicial decision made by the Hernando County Transportation Disadvantaged Local Coordinating Board with respect to any matter considered at such hearing or meeting, he or she will need a record of the proceeding, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

B. ANNUAL ELECTION OF OFFICERS AND APPOINTMENTS

1. Election of 2018 Vice-Chairman

Pursuant to the TDLCB Bylaws, this Board shall hold a meeting at the beginning of each calendar year for the purpose of electing a Vice-Chairman by a majority vote from a quorum of the TDLCB members present. The Chairman is appointed by the Board of County Commissioners. The Vice-Chairman shall serve a term of one year, starting with the first meeting after his/her election. In the event of the Chairman's absence, or at the direction of the Chairman, the Vice-Chairman shall assume the duties of the Chairman and conduct meetings.

Recommendation: *It is recommended that the TDLCB Board nominate and elect a Vice-Chairman for the 2018 calendar year.*

2. Committee Membership Appointments/Reappointments

It is also appropriate at this time to appoint, and/or reappoint, members to the following committees:

Policy and Procedures Committee - Meets on an as-needed basis to address service policy issues. Attached is the current membership list.

Grievance Committee - Meets on an as-needed basis to address service or policy issues. Attached is the current membership list.

Recommendation: *It is recommended that the TDLCB Board appoint/reappoint committee members, as appropriate, for the 2018 calendar year.*

- Attachments: 1. TDLCB Policy Procedures Committee Roster
2. TDLCB Grievance Committee Roster

**TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD
(TDLCB)**

POLICY and PROCEDURES COMMITTEE

All current members were appointed/reappointed by the TDLCB Board at its February 28, 2018 meeting.

VOTING MEMBER/Address	APPT DATE/TERM EXP
Dave Newell FDOT District 7 11201 N. McKinley Drive, MS 7-500 Tampa, FL 33612 Phone: 1-800-226-7220 Email: katina.kavouklis@dot.state.fl.us	AD: 1/11 TE: N/A
Victoria Siornicki Department of Children & Family Services 1515 East Silver Springs Blvd., Suite 207 Ocala, FL 34474 Phone: 330-5703 Email: vickie@siornicki@myflfamilies.com	AD: 1/11 TE: N/A
Benita Dixon Private for Profit Transportation 309 South Main Street Wildwood, FL 34785 Phone: 352-771-6917 Email: ladybdixon@gmail.com	AD: 9/16 TE: NA
Michelle Hale Mid Florida Community Services 1122 Ponce De Leon Boulevard Brooksville, FL 34601 Phone: 799-1510 Email: mhale@mfc.us.com	AD: 5/17 TE: N/A
Steve Diez Hernando/Citrus MPO 20 N. Main Street, Room 262 Brooksville, FL 34601 Phone: 754-4057, ext. 28013 Email: stevend@hernandocounty.us	AD: 1/11 TE: N/A
Tony Graham Hernando County Veteran Services 7479 Forest Oaks Blvd Spring Hill, Florida 34606 Phone: 754-4033 Email: tgraham@hernandocounty.us	AD: 2/14 TE: NA

**TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD
(TDLCB)**

GRIEVANCE COMMITTEE

All current members were appointed/reappointed by the TDLCB Board at its meeting of February 28, 2018.

VOTING MEMBER/Address	APPT DATE/TERM EXP
Tony Graham Hernando County Veteran Services 7479 Forest Oaks Boulevard Spring Hill, FL 34606 Phone: 754-4033 Email: tgraham@hernandocounty.us	AD: 2/14 TE: N/A
Robert Bradburn Local Representative Children at Risk	AD: 1/16 TE: N/A
Michelle Hale Mid Florida Community Services 1122 Ponce De Leon Boulevard Brooksville, FL 34601 Phone: 799-1510 Email: mhale@mfcs.us.com	AD: 5/17 TE: N/A
Steve Diez Hernando/Citrus MPO 20 N. Main Street, Room 262 Brooksville, FL 34601 Phone: 754-4057, ext. 28013 Email: stevend@hernandocounty.us	AD: 1/11 TE: N/A
Aaron Lounsberry Florida Agency for Health Care Administration 525 Mirror Lake Drive Saint Petersburg, FL 33701 Phone: 727-552-1921 Email: aaron.lounsberry@ahca.myflorida.com	AD: 1/16 TE: N/A

AGENDA ITEM D

D. REVIEW/APPROVAL OF MINUTES – November 15, 2017

The minutes from the Transportation Disadvantaged Local Coordinating Board's meeting of November 15, 2017, are attached for review and approval.

Attachment: November 15, 2017 TDLCB Meeting Minutes

**HERNANDO COUNTY
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD
November 15, 2017 Meeting Minutes
DRAFT**

The Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) held a public meeting on November 15, 2017, at the Hernando County Government Center, 20 North Main Street, John Law Ayers Commission Chambers, Room 160, Brooksville, Florida. The meeting was advertised in the Tampa Bay Times and the agenda was available on the MPO's website at www.hernandocitrusmpo.us.

MEMBERS PRESENT

Nick Nicholson, Transportation Disadvantaged Local Coordinating Board Chairman
Lucille Marano, Hernando County, Public Transit User
Tony Graham, Hernando County Veterans Services
Benita Dixon, Private for Profit Transportation
Robert Bradburn, Local Representative Children at Risk
Joseph Mascaro, Regional Workforce Development Board
Aaron Lounsberry, Florida Agency for Health Care Administration
Kathleen Winters, Local Representative Medical Community
Denise Clark, Public Education Community
Kevin Bargerstock, Florida Division of Vocational Rehabilitation
Verene Kurtz, Hernando County Resident, Disabled

MEMBERS ABSENT

Dave Newell, Florida Department of Transportation
Stephen Rowland, Hernando County Transit
Vickie Siornicki, Florida Department of Children & Family Services

OTHERS PRESENT

Steve Diez, Transportation Planner III
Carlene Riecsc, Transportation Planner III
Michelle Hale, Trans Hernando Transportation Coordinator
Colleen Conko, Administrative Assistant II

CALL TO ORDER

Chairman Nicholson called the meeting to order at 10:00 a.m.

Mr. Bradburn lead the Pledge of Allegiance.

A quorum was declared. Mr. Diez read into the record the notice of public meeting.

APPROVAL/MODIFICATION OF AGENDA

Motion: *Ms. Clark moved to approve the November 15, 2017, meeting agenda as presented. Ms. Marano seconded, and the motion passed unanimously.*

REVIEW/APPROVAL OF MINUTES – SEPTEMBER 27, 2017

Motion: *Ms. Winters moved to approve the September 27, 2017, meeting minutes as presented. Mr. Bargerstock seconded, and the motion passed unanimously.*

CORRESPONDENCE/INFORMATION ITEMS – Steve Diez, Transportation Planner

Committee Vacancies/Appointments

Mr. Diez announced the following TDLCB membership vacancies:

- Florida Association for Community Action
- Florida Department of Elderly Affairs
- Citizen Advocate, Hernando County
- Hernando County Resident, 60+ Years

VETERANS AFFAIRS – Tony Graham (Verbal Report)

Mr. Graham reported that the Hernando County Veterans Office relocated to 621 Jefferson Street, Brooksville.

TRANS HERNANDO

Trans Hernando Quarterly Report – July 2017 thru September 2017

The Trans Hernando Quarterly Report for July 2017 through September 2017 was provided in the agenda packet and it was noted that there were no questions concerning the report.

Ms. Hale reported that once Trans Hernando receives approval from the TDLCB, Trans Hernando will be applying for the FY 2017/18 Shirley Conroy Grant funding which will be utilized to secure two (2) new vehicles.

Motion: *Ms. Dixon moved to approve the FY 2017/18 Shirley Conroy Grant application. Mr. Mascaro seconded, and the motion passed unanimously.*

PLANNING AGENCY

2017 Actual Expenditure Report (AER)

Mr. Diez provided a brief overview of the 2017 Actual Expenditure Report (AER).

TDLCB 2018 Meeting Dates

Mr. Diez announced the following 2018 TDLCB meeting dates:

- February 28, 2018
- May 23, 2018
- September 12, 2018
- November 14, 2018

CITIZENS COMMENTS

It was noted that there was no citizen comment.

Mr. Diez asked for a volunteer from the TDLCB to provide a brief overview at the February 28, 2018, TDLCB meeting of how their agency helps provide assistance to the transportation disadvantaged. It was noted that Ms. Winters volunteered.

ADJOURNMENT and NEXT MEETING

There being no further business to discuss, Chairman Nicholson adjourned the meeting at 10:09 a.m. It was noted that the next Transportation Disadvantaged Local Coordinating Board (TDLCB) meeting is scheduled for Wednesday, February 28, 2018, at 10:00 a.m., at the Hernando County Government Center, 20 North Main Street, John Law Ayers County Commission Chambers, Room 160, Brooksville, Florida.

The November 15, 2017, Transportation Disadvantaged Local Coordinating Board (TDLCB) meeting minutes are anticipated for approval on February 28, 2018.

Nick Nicholson, TDLCB Chairman

cvc

E. CORRESPONDENCE/INFORMATION ITEMS – Steve Diez, Transportation Planner

1. CTD Meeting Agendas

Attached is the Florida Commission for the Transportation Disadvantaged (CTD) business meeting agenda of February 13, 2018.

Attachment: February 13, 2018 CTD Business Meeting Agenda

2. CTD 2017 Annual Performance Report – Highlights

Attached are highlights from the 2017 Annual Performance Report submitted to the Governor and Legislature on January 1, 2018, and distributed to the CTCs and Planning Agencies. The report is for information purposes only. The entire 2017 Annual Performance Report Data is available online at:
<http://www.fdot.gov/CTD/perfomdirectory.htm>.

Attachment: Florida Commission of the Transportation Disadvantaged Hernando County Performance Report

3. Committee Vacancies

Existing vacancies on the TDLCB Board include:

- Florida Association for Community Action
- Hernando County, Public Transit User
- Florida Department of Elderly Affairs
- Citizen Advocate, Hernando County
- Hernando County Resident, 60+ Years

Applications are available from the MPO website, the Planning Department, and/or the County Administrator's office.

Attachment: Hernando/Citrus Metropolitan Planning Organization Board/ Committee Application

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED



Business Meeting Agenda
February 13, 2018
2:00 PM until Completion
Florida Department of Transportation
Burns Building- Auditorium
605 Suwannee Street
Tallahassee, Florida 32399

Marion Hart, Chairman
Dr. Phillip Stevens, Vice-Chairman
Mike Willingham, Commissioner
Dr. Robin Tellez, Commissioner
Becki Forsell, Commissioner

Dial-In Number: 888-670-3525
Conference Code: 7993168355

Item #	Agenda Item	Speaker(s)
I	Call to Order	Chairman Hart
II	Introduction of Commissioners and Advisors	Commissioners and Advisors
III	Commissioner and Advisor Reports	Commissioners and Advisors
IV	Public Comments (Comments limited to the current agenda items)	Public
	Action Items	
V	Approval of Minutes <ul style="list-style-type: none">December 13, 2017	Chairman Hart
VI	CTC Designations <ul style="list-style-type: none">Collier CountyJackson CountyJefferson CountyLake CountySumter County	Brandy Otero Collier County MPO Kwentin Eastberg Apalachee Regional Planning Council Kwentin Eastberg Apalachee Regional Planning Council Nancy Valenzano Lake-Sumter MPO Nancy Valenzano Lake-Sumter MPO
	Information Items	
VII	Florida Developmental Disabilities Council, Inc.	Valerie Breen Executive Director
VIII	Department of Elder Affairs Presentation – Communities for a Lifetime	Catherine Anne Avery Bureau Chief of Elder Affairs

IX	Mobility Enhancement Presentations <ul style="list-style-type: none"> • Bradford & Dixie/Gilchrist Counties • Orange, Osceola, Seminole Counties • St. Lucie County 	Matt Pearson, Suwannee River Economic Council Bill Hearndon, LYNX Murriah Dekle, St. Lucie BOCC
X	Quality Assurance Reviews	Jeff Barbacci, Thomas, Howell Ferguson, PA
XI	Executive Director Report <ul style="list-style-type: none"> A. Legislative Actions <ul style="list-style-type: none"> - Senate and House Appropriations Bills - Senate Proviso - House Proviso for APD B. Draft FY 2018-19 Trip & Equipment Grant Allocations C. Draft FY 2018-19 Planning Grant Allocations D. FY 2018-19 Mobility Enhancement Grant and Shirley Conroy Rural Capital Equipment Grant Timelines E. Rate Model 	Steve Holmes
XII	Public Comments	Public
XIII	Commissioner and Advisor Comments	Commissioners and Advisors
XIV	Adjournment Next Meeting: April 11, 2018 – Pensacola, FL	Chairman Hart

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes. A comment card for each speaker is required, and this limits public comment to five (5) minutes per speaker.

In accordance with the Americans with Disabilities Act (ADA), and Chapter 286.26, Florida Statutes, persons in need of special accommodation to participate in the meeting (including an agenda) shall contact our office, at least 48 hours before the meeting by email at julia.blanchard@dot.state.fl.us or by the following listed below:

Commission for the Transportation Disadvantaged
 605 Suwannee Street, MS-49
 Tallahassee, FL 32399-0450
 (850) 410-5703 or (800) 983-2435
 (850) 410-5708 (TDD/TTY).
This meeting is subject to change upon the chairman's request.

County:	Hernando	<u>Demographics</u>	<u>Number</u>
CTC:	Mid Florida Community Services, Inc.		
Contact:	Michelle Hale	Total County Population	182,835
	1122 Ponce DeLeon Blvd.		
	Brooksville, FL 34601	Potential TD Population	137,408
	352-799-1510		
Email:	mhale@mfc.us.com	UDPHC	895



<u>Trips By Type of Service</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Ambulatory	102,120	101,504	104,939
Non-Ambulatory	8,027	7,909	9,129
Stretcher	72	0	0
School Board	0	0	0
TOTAL TRIPS	110,219	109,413	114,068

<u>Passenger Trips By Trip Purpose</u>			
Medical	16,419	18,582	29,029
Employment	0	142	781
Ed/Train/DayCare	88,781	87,030	74,286
Nutritional	3,463	3,223	4,154
Life-Sustaining/Other	1,556	436	5,818
TOTAL TRIPS	110,219	109,413	114,068

<u>Passenger Trips By Funding Source</u>			
CTD	12,796	13,748	17,205
AHCA	38,734	42,534	43,933
APD	599	710	510
DOEA	2,960	1,669	2,392
DOE	3,883	3,336	4,154
Other	51,247	47,416	45,874
TOTAL TRIPS	110,219	109,413	114,068

<u>Vehicle Data</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Vehicle Miles	576,670	499,748	614,868
Revenue Miles	523,553	448,352	568,336
Roadcalls	2	1	4
Accidents	3	0	1
Vehicles	59	36	44
Driver Hours	83,560	57,200	37,952

<u>Financial and General Data</u>			
Expenses	\$1,143,457	\$1,080,328	\$1,067,725
Revenues	\$1,427,529	\$1,156,930	\$1,300,039
Commendations	82	93	97
Complaints	20	6	14
Passenger No-Shows	119	308	299
Unmet Trip Requests	210	217	0

<u>Performance Measures</u>			
Accidents per 100,000 Miles	0.52	0.00	0.16
Miles between Roadcalls	288,335	499,748	153,717
Avg. Trips per Driver Hour	1.32	1.91	3.01
Avg. Trips per Para Pass.	46.90	39.66	127.45
Cost per Trip	10.37	9.87	9.36
Cost per Paratransit Trip	10.37	9.87	9.36
Cost per Driver Hour	13.68	18.89	28.13
Cost per Total Mile	1.98	2.16	1.74

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
BOARD COMMITTEE APPLICATION**

(Please type or print clearly.)

Name _____
(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? _____ **Citrus County?** _____ **For how long?** _____

Do you reside WITHIN the city limits of Brooksville? _____ **Crystal River?** _____ **Inverness?** _____

Physical Address _____ **City** _____ **Zip** _____

Mailing Address (if different) _____ **City** _____ **Zip** _____

Telephone (home) _____ (business/other) _____ **Email** _____

Education _____
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Present Employment _____

These committees may require travel outside of your county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? _____

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1st/2nd degree misdemeanor?

(Answering yes does not automatically disqualify you for consideration)

If yes, what charges? _____

Are you currently involved as a defendant in a criminal case? _____

If yes, what charges? _____

Have you ever been named as a defendant in a civil action suit? _____

If yes, when and describe action _____

Please state your reasons for applying to this Board/Committee: _____

Please list three references, including addresses, phone numbers and email address.

1. _____

2. _____

3. _____

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the State Sunshine Law.

_____ **BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)** – 2 year term, 11 members

_____ **CITIZENS ADVISORY COMMITTEE (CAC)** – 2 year term, 11 members

_____ **HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)** – 3 year term, 17 members (some positions require agency participation.)

COMMITTEE POSITION APPLYING FOR: _____
(ALL POSITIONS ARE STRICTLY VOLUNTARY)

APPLICANT'S SIGNATURE _____ **DATE** _____

Completed applications may be submitted to the Hernando/Citrus MPO, 1661 Blaise Drive,
Brooksville, Florida 34601, email mpo@hernandocounty.us, or fax to 352-754-4420.

AGENDA ITEM G

G. TRANS HERNANDO – Michelle Hale (Verbal Report)

Attachment: Quarterly System Report for Fiscal Period July 1, 2017 through January 31, 2018

**TRANS HERNANDO
MID FLOIRDA COMMUNITY SERVICES, INC.
QUARTERLY SYSTEM REPORT
FOR FISCAL PERIOD
July 1, 2017 through June 30, 2018**

	Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
Work Days	20	23	21	21	19	20	20	19	23	19	22	22	249	
Overview of Total Trip Requests	Total incoming calls received	5041	5459	4019	4922	4198	3812	4217						31,668
	Average number calls received per day	252	237	191	234	221	191	211						
	Total trip requests received	2365	2728	1809	2293	1946	1789	1960						14,890
	Total cancelled trips	311	389	401	336	306	234	297						2,274
	Total ASAP Trips	7	13	20	15	28	11	5						99
	Total NS trips	47	34	35	30	30	27	29						232
	Total trip requests provided	2014	2318	1471	2168	1793	1741	1660						13,165

% of Trip Requests Provided	85.2%	85.0%	81.3%	94.5%	92.1%	97.3%	84.7%							
% of Trip Requests Cancelled	13.2%	14.3%	22.2%	14.7%	15.7%	13.1%	15.2%							
% of No Show Trip Requests	2.0%	1.2%	1.9%	1.3%	1.5%	1.5%	1.5%							

**TRANS HERNANDO
MID FLOIRDA COMMUNITY SERVICES, INC.
QUARTERLY SYSTEM REPORT
FOR FISCAL PERIOD
July 1, 2017 through June 30, 2018**

Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
Work Days	20	23	21	21	19	20	20	19	23	19	22	22	249
REASON FOR UNPROVIDED REQUESTS													
% of Trip Requests unable to Provide	1.23%	0.77%	1.38%	0.52%	0.77%	0.95%	1.22%						
Same day Request	7	10	11	5	4	10	9						56
Out-of-county request	13	4	6	3	3	2	5						36
Stretcher	3	2	1	1	2	2	1						12
Holiday/Weekend	3	3	5	1	5	3	4						24
Before 8 a.m./after 3:00 p.m. appointments	3	2	2	2	1	0	5						15
Total Unprovided	29	21	25	12	15	17	24						143
TRIP PURPOSE	Medical	1,432	1,683	1,030	1,616	1,320	1,166	1,262					9,509
	Nutritional/Shop	357	438	287	356	330	359	350					2,477
	Connector	44	45	35	8	2	4	0					138
	Education	40	5	9	17	13	12	9					105
	Employment	71	76	52	65	73	68	76					481
	Other	70	71	58	106	56	51	44					456
	Total	2,014	2,318	1,471	2,168	1,794	1,660	1,741	0	0	0	0	0

**TRANS HERNANDO
MID FLOIRDA COMMUNITY SERVICES, INC.
QUARTERLY SYSTEM REPORT
FOR FISCAL PERIOD
July 1, 2017 through June 30, 2018**

	Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
	Work Days	20	23	21	21	19	20	20	19	23	19	22	22	249
TRIP TYPE	Elderly (Over 60)	1,795	2,053	1,287	1,700	1,388	1,349	1,425						10,997
	Adult	219	265	184	468	406	311	316						2,169
	Child (Under 16)	0	0	0	0	0	0	0						0
	Total	2,014	2,318	1,471	2,168	1,794	1,660	1,741	0	0	0	0	0	13,166
TRIP MODE	AMBI	931	1,060	651	1,148	1,005	905	974						6,674
	WHLI & SCOI	167	230	121	754	605	615	607						3,099
	AMBO	916	1,028	699	266	184	140	160						3,393
	Total	2,014	2,318	1,471	2,168	1,794	1,660	1,741	0	0	0	0	0	13,166
UNDUPLICATED COUNT	Elderly (Over 60)	1,795	2,053	1,287	1,700	1,388	1,349	1,425						10,997
	Percent %	89.1%	88.6%	87.5%	78.4%	77.4%	81.3%	81.8%						83.5%
	Adult	219	265	184	468	406	311	316						2,169
	Percent %	10.9%	11.4%	12.5%	21.6%	22.6%	18.7%	18.2%						16.5%
	Child (Under 17)	0	0	0	0	0	0	0						0
	Percent %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						0%
Total	2,014	2,318	1,471	2,168	1,794	1,660	1,741	0	0	0	0	0	13,166	
NO SHOW, BY PROGRAM	CTD	11	18	19	28	22	25	25						148
	DOEA	6	6	4	2	8	2	4						32
	Veterans	0	0	12	0	0	0	0						12
	General Public	30	10	0	0	0	0	0						40
	Total No Shows	47	34	35	30	30	27	29	0	0	0	0	0	232

**TRANS HERNANDO
MID FLORIDA COMMUNITY SERVICES, INC.
QUARTERLY SYSTEM REPORT
FOR FISCAL PERIOD
July 1, 2017 through June 30, 2018**

	Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL	
	Work Days	20	23	21	21	19	20	20	19	23	19	22	22	249	
OPERATING DATA	Suspended	0	0	0	0	0	0	0	0	0	0	0	0	0	
	System Miles	18694	19827	13657	20213	17184	16437	15690						121,702	
	Revenue Miles	17068	18102	12469	18454	15689	15007	14325						111114	
	Average System Miles per trip	8.5	7.8	8.5	8.5	8.8	8.6	8.6						8.4	
	System Hours	960	1104	1008	1008	912	960	960						6,912	
	Revenue Hours	816	938	857	857	775	816	816						5,875	
	Cost Per Trip	\$25.68	\$25.62	\$25.68	\$25.68	\$25.70	\$25.69	\$25.69							
	System Cost per Mile	\$3.02	\$3.27	\$3.02	\$3.00	\$2.92	\$2.97	\$2.96							

I-1. PLANNING AGENCY – Steve Diez, Transportation Planner

1. Community Transportation Coordinator (CTC) Selection Process

The current contract with Mid Florida Community Services, Inc., will expire on June 30, 2018, and a new 5-year contract with the Florida Commission for the Transportation Disadvantaged (CTD) is required under Rule 41-2 F.A.C.

A letter to the CTD requesting approval to conduct a Request for Proposals (RFP) for the Hernando County Community Transportation Coordinator (CTC) is attached for the TDLCB's information.

A mandatory pre-conference meeting was scheduled for January 8, 2018. Only the current CTC, Mid Florida Community Services, Inc. attended. Pursuant to direction received from the CTD, based on the sole response and the Commission's Competitive Procurement Guidelines, the Planning Agency was granted permission to negotiate with the sole respondent, Mid Florida Community Services, Inc. DBA Trans-Hernando. The respondent has submitted a formal proposal.

In accordance with F.S. 41-2.010(2), MPO Staff is forwarding its recommendation to this Board for review. The TDLCB is required to make its formal recommendation to the MPO. Subsequently, upon its evaluation, the MPO shall recommend to the CTD a CTC.

As the contractual administration for the provision of Transportation Disadvantaged (TD) services is made via a Memorandum of Agreement (MOA) between the CTD and the CTC, the MOA must be approved by the TDLCB Board prior to its execution by the CTD.

Recommendation: *It is requested that the TDLCB, upon review and evaluation, recommend Mid-Florida Community Services, Inc., as the Community Transportation Coordinator to the Metropolitan Planning Organization Board, and authorize the TDLCB Chair's signature on the Memorandum of Agreement.*

- Attachments: 1. Request for Proposal Letter
2. Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Mid Florida Community Services, Inc.



Hernando/Citrus MPO

1661 Blaise Drive
Brooksville, FL 34601
352-754-4082 Fax: 352-754-4420
www.HernandoCitrusMPO.us

November 27, 2017

Mr. Steven Holmes, Executive Director
Commission for the Transportation Disadvantaged
605 Suwannee Street
Tallahassee, FL 32399-0450

Re: Hernando County Community Transportation Coordinator (CTC) - Request for Proposal

Dear Mr. Holmes:

On behalf of the Hernando/Citrus Metropolitan Planning Organization (MPO), functioning as the Designated Official Planning Agency (DOPA) for Hernando County, I am requesting, pursuant to Chapter 287.057(b), Florida Statute (2016), your approval for us to conduct a search for the next Community Transportation Coordinator (CTC) for the Hernando County designated service area by a Request for Proposal (RFP) process.

The current contract for the CTC will expire on June 30, 2018; therefore, we seek Commission approval to authorize the Hernando County MPO to begin the RFP process for its competitive procurement.

We look forward to working with the Commission in the selection process and thank you for your coordination and cooperation.

Sincerely,

Steve Diez
Transportation Planner III
Hernando/Citrus MPO

cc: Members, Hernando/Citrus MPO
Members, Hernando County Transportation Disadvantaged
Local Coordinating Board

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

Mid Florida Community Services, Inc., DBA Trans-Hernando

820 Kennedy Blvd., P.O. 896, Brooksville, FL 34605-0896

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

Hernando 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 February 28, 2018.

Nick Nicholson, 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:

Mid Florida Community Services Inc.

Agency Name

Michael J. Georgini

Typed Name of Authorized Individual

Signature: _____

Title: _____

Steven Holmes

Typed Name of Authorized Individual

Signature: _____

Title: Executive Director

I-2. PLANNING AGENCY – Steve Diez, Transportation Planner

2. Transportation Disadvantaged Service Plan (TDSP) Update

In accordance with Rule 41-2 F.A.C., the TDLCB must annually update and approve the following sections of the TDSP:

- Development Plan
- Cost/Revenue Allocation and Rate Structure Justification
- Service Plan
- Quality Assurance

The updated TDSP will be provided for review and approval at the May 23, 2018, TDLCB meeting, at which time the TDSP will then be forwarded to the Commission for Transportation Disadvantaged (CTD) for its formal approval prior to the July 1 deadline date.