



**Transportation Disadvantaged Local Coordinating Board (TDLCB) Meeting**

Marion County Growth Services Training Room  
2710 E Silver Springs Blvd, Ocala, FL 34470

**June 25 2020**

**2:00 PM**

**MINUTES**

**Members Present:**

Michelle Stone  
Jeffrey Askew  
Tamika Young - (virtual)  
Tracey Alesiani - (virtual)  
Anissa Pieriboni - (virtual)  
Andrea Melvin  
Kathleen Woodring - (virtual)  
John Cook (for Jeff Aboumrad) - (virtual)  
Susan Hanley

**Members Not Present:**

Tracey Sapp  
Charmaine Andersen  
Carissa Hutchinson  
Jeff Aboumrad  
James Haynes  
Carlos Colon

**Others Present:**

Rob Balmes, TPO  
Derrick Harris, TPO  
Anton Schauerte, TPO  
Liz Mitchell, TPO  
Tom Wilder, Marion Transit  
David Boston, City of Ocala

### **Item 1. Call to Order and Roll Call**

Chairwoman Michelle Stone called the meeting to order at 2:03pm. Liz Mitchell called the roll of members and a quorum was present.

### **Item 2. Pledge of Allegiance**

Chairwoman Michelle Stone led the board in the Pledge of Allegiance.

### **Item 3. Proof of Publication**

Liz Mitchell announced the meeting was published online on the TPO website, the City of Ocala, Belleview, and Dunnellon websites on June 18<sup>th</sup>, 2020. The meeting was also published to the June 18<sup>th</sup>, 2020 edition of the Star Banner.

### **Item 4. Florida Transportation Plan (FTP) Presentation**

Ms. Judy Pizzo with the Florida Department of Transportation (FDOT) presented to the board the Florida Transportation Plan (FTP). The FTP provided policy guidance and established the policy framework for allocating the state and federal transportation funds which flowed through FDOT's 5-year Work Program. FDOT's presentation covered the purpose of the FTP and why it mattered and shared ways to provide input on the FTP. There would be a focus on obtaining responses to online polling questions for public participation and acquire input from all stakeholders. The board was presented with a slideshow presentation and the information was also included in the committee meeting packet. The committee was given the opportunity to answer questions via a web-based application provided by the FDOT.

### **Item 5. Community Transportation Coordinator (CTC) Update**

Liz Mitchell presented to the board stating that every five years it was the responsibility of the Local Planning Agency to arrange for a selection of the CTC for their designated planning area. To complete the task, the Ocala Marion TPO staff issued a Request for Proposal (RFP), soliciting proposals from any and all interested professional firms to perform the functions of the CTC for Marion County. Ms. Mitchell explained that two submittals were received and after the Selection Committee completed their scoring and notes the scores were finalized and totaled by procurement determining that Marion Transit Services was the candidate selected for the CTC position. The selection was submitted to the TPO Board for review and approval, and it passed unanimously on May 26, 2020. Next it was presented to the Transportation for the Disadvantaged Commission for review and approval and again, it passed unanimously. The Board congratulated Marion Transit and wished them much success in their upcoming 5 year tenure starting July 1, 2020. Mr. Wilder mentioned that they have been the CTC for Marion County since inception of the program (1982) and they look forward to continuing to serve Marion County.

### **Item 6. Trip Rates**

Liz Mitchell presented the Trip Rates and said that Marion Transit Services (MTS) proposed trip rates on a yearly basis as a requirement. MTS, utilizes the Commission for Transportation Disadvantaged (CTD) Trip Rate Calculation process. The Trip Rate Calculation process takes into account numerous costs items such as, labor, fringe benefits and insurance as well as program income to determine the trip

rates. This year, MTS proposed a slight decrease in the per-trip charge for ambulatory from \$30.24 to proposed \$29.08 and wheelchair patients from \$51.84 to proposed \$49.85. TPO staff reviewed the Trip Rate Calculation and concurred with the results.

Mr. Askew made a motion to approve the trip rate for \$29.08 for ambulatory and \$49.85 for wheelchair riders. Ms. Melvin seconded and the motion passed unanimously.

#### **Item 7. TDLCB By-Laws**

Liz Mitchell presented the TDLCB By-Laws and said that it was incumbent upon TPO staff to review and/or amend the TDLCB By-Laws annually to remain concurrent with State of Florida regulations and code as they relate to the operations of the local Community Transportation Coordinator and the Florida CTD. TPO staff stated that all elements included in the TDLCB By-Laws were pursuant to Chapter 427 Florida Statutes (FS); Rule 41-2, Florida Administrative Code (FAC); and subsequent laws that set forth the requirements for the coordination of transportation services to the TD.

The TPO staff reviewed the TDLCB by-laws and submitted them with no changes. TPO staff respectfully requested the TDLCB Board review and recommend changes or approval to the said By-Laws as they currently stand. A copy of the TDLCB By-Laws was provided to each board member.

Ms. Woodring made a motion to approve the TDLCB By-Laws. Mr. Askew seconded and the motion passed unanimously.

#### **Item 8. Transportation Disadvantaged Service Plan (TDSP) Update**

Liz Mitchell presented the Transportation Disadvantaged Service Plan (TDSP) update and stated that each CTC submits a comprehensive TDSP every five (5) years. Derrick Harris provided a presentation stating that the TDSP is updated annually in a joint effort by the CTC and the TPO staff. The TDSP is a tactical plan that must include a Development Plan, Service Plan and Quality Assurance components for the local Transportation Disadvantaged (TD) program. Mr. Wilder gave some historical background and mentioned that this plan contained major updates due to the changes of the TPO Board transferring its duties as the SunTran policy board to the Ocala City Council and the TPO staff changing host agencies.

Ms. Melvin made a motion to approve the TDSP Update. Mr. Askew seconded and the motion passed unanimously.

#### **Item 9. Approval of Minutes – February 26, 2020**

Mr. Askew made a motion to approve the minutes. Ms. Hanley seconded and the motion passed unanimously.

#### **Item 10. Comment by TDLCB Members**

Andrea Melvin with the Center for Independent Living announced that they will be officially moving their offices and as of June 29, 2020 they will be located in their new space. She mentioned that they are currently closed in an effort to remain cautious due the fact that the population they serve is older and highly susceptible to COVID-19. They are however, taking requests for ADA paratransit by phone and interviewing via phone the day before. Andrea requested we assist her with sending their moving

flyer out to the remaining board members.

Susan Hanley with Elder Affairs announced that they are also working via phone due to the pandemic. They are unable to enter nursing homes or assisted living facilities and do assessments, deeming medical eligibility via phone difficult.

Kathleen Woodring with the Career Source announced that they are hiring they have a few companies that are looking for workers and stated that anyone interested could go to the website [employflorida.com](http://employflorida.com).

David Boston with the City of Ocala announced that David Yonce is no longer with the City and that his replacement on the Board would potentially be Mr. Steven Neal with SunTran however, he was not sure since Mr. Neal is currently out of town. Once Mr. Neal returns they will make a determination who will be the SunTran representative on the TDLCB Board.

#### **Item 11. Comments by TPO Staff**

Liz Mitchell with the TPO announced that the August meeting was re-scheduled to September in order to be able to bring the new TDSP Draft that begins a 120 day calendar countdown from July 1, 2020 which coincides with the CTC contract. There will be an October meeting for the Final TDSP review and approval in order to submit to the Commission before the 120 days deadline. Liz informed everyone that there will be a cancellation and re-schedule invite sent out.

Anton Schauerte with the TPO announced that staff had put together a new one page infographic, a snapshot describing the TDLCB with all of the members of the Board listed and general information about the TD program and the TDLCB. Anton explained that the infographic is on the TPO website and showed how to access it.

Rob Balmes the TPO Director stated that Derrick Harris deserved credit for putting together the TDSP update in a short period of time. Chairwoman Stone concurred with him.

#### **Item 12. Comments by the CTC**

Tom Wilder with MT announced that they were deemed essential during the COVID-19 pandemic and remained open to provide service. He stated that initially providing service was difficult because necessary items such as sanitizer, Lysol wipes, masks and gloves were not available for purchase. He stated that older drivers were high risk and unable to work so they lost various drivers as a result but it balanced out since trips overall were down. Social distancing inside the busses caused, a need for extra buses, at times in the same route. They suspended the \$2.00 fare in order to not have the exchange of money that would bring the potential for germ exchange. However, on July 1, 2020 the fare charge will return and new rules and regulations to keep everyone safe as follows:

- Daily temperature check of every employee prior to start of work
- Every bus has been issued thermometers to check riders
- Pre-screening on the phone of the riders the day before
- Use of masks/face shields and/or provide one to the riders
- Hand sanitizer dispensers on the buses

- Plexi-glass shield for the drivers
- Looking into drop box or fare box for the \$2.00 fares
- Every bus will be wiped down daily at the end of the day
- Every cell phone will be wiped down at the end of the day

**Item 13. Public Comment**

There was no public comment

-

**Item 14. Adjournment**

Chairwoman Stone adjourned the meeting at 3:05pm.

Respectfully Submitted By:

---

Liz Mitchell, Grants Coordinator/Fiscal Planner