

# COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

## Commission Business Meeting



**Agenda**  
**November 17, 2017**  
**9:00 AM until Completion**  
**2740 Centerview Drive**  
**Tallahassee, Florida 32399**

**Dial-In Number: 888-670-3525**  
**Conference Code: 1383090556**

*Marion Hart, Chairman*  
*Dr. Phillip Stevens, Vice-Chairman*  
*David Darm, Commissioner*  
*Becki Forsell, Commissioner*  
*Dane Grey, Commissioner*  
*Mike Willingham, Commissioner*  
*Dr. Robin Tellez, Commissioner*

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
<b>Action Items</b>		
V	2017 Shirley Conroy Rural Area Capital Equipment Assistance Grant Award Recommendations	Steve Holmes
VI	Rule 41-2.010(4)(c), F.A.C. Amendment	Tom Barnhart, CTD Legal Counsel
VII	Public Comments	Public
VIII	Commissioner and Advisor Comments	Commissioners and Advisors
IX	Adjournment	Chairman Hart

Next Meeting: December 13, 2017 – Venice, FL

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](mailto: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.

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** November 17, 2017

**AGENDA ITEM:**

V. 2017 Shirley Conroy Rural Area Capital Assistance Grant Award Recommendations

**BACKGROUND INFORMATION:**

The Department of Transportation authorizes a transfer of \$1.4 million to the Transportation Disadvantaged Trust Fund in its 5-year work program. The purpose of the allocation is to assist rural areas with the purchase of capital equipment.

Due to an unexpected delay in finalizing FDOT vehicle contracts, Tri County Community Council was unable to procure and receive the vehicle awarded to them through the 2016 – 17 Shirley Conroy grant by the June 30, 2017, deadline. Therefore, at its May 17, 2017, business meeting, the Commission approved to fund this project out of the 2017-18 Shirley Conroy Rural Area Capital Assistance Program grant leaving a balance of \$1,297,273.00 to award new projects.

The 2017-18 Grant Application packages were emailed to eligible applicants on September 20, 2017, with a deadline of October 13, 2017. Twenty-five applications were submitted totaling \$3,084,715.85.

The Shirley Conroy Rural Area Capital Assistance Program Grant committee met on November 2, 2017. The committee reviewed all capital equipment requests and the award recommendations are attached.

**ATTACHMENTS:**

- 2017-18 Shirley Conroy Rural Area Capital Assistance Grant Award Recommendations

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Recommend that the Commission approve the Shirley Conroy Rural Area Capital Assistance Grant committee's recommendations for project funding.



Steve Holmes

Executive Director

Date: November 17, 2017

**ACTION TAKEN AT MEETING:**

2017-18 Shirley Conroy Rural Area Capital Assistance Program Grant Summary

County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Funding	Staff Notes
Alachua	MV Contract Transportation, Inc.	For Profit 21.2%	1. Mobile Radios and set up \$27,325 2. Two 22' wheelchair accessible vehicles (\$71,431 each) - Replacements	\$170,097.00	\$153,087.30	\$17,009.70	Fund one replacement vehicle	\$64,288.00	
Baker	Baker County Council on Aging, Inc.	Non-Profit 59.5%	1. Two 23' wheelchair accessible vehicles \$153,786 (or \$76,893 each) - Replacements 2. One generator system \$4,797	\$158,583.00	\$158,583.00	\$0.00	Fund one replacement vehicle	\$76,893.00	Requests REDI match waiver.
Bay	Bay County BOCC	Government 12%	Two 23' wheelchair accessible vehicles with two-way radios (includes installation) \$82,196 each - Replacement	\$164,392.00	\$147,952.80	\$16,439.20	Fund one replacement vehicle	\$73,976.00	
Bradford	Suwannee River Economic Council, Inc.	Non-Profit 75.5%	One wheelchair accessible vehicle - Replacement	\$70,000.00	\$70,000.00	\$0.00	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.
Calhoun	Calhoun County Senior Citizens Association, Inc.	Non-Profit 67.5%	One 24' wheelchair accessible vehicle - replacement	\$79,265.00	\$71,338.50	\$7,926.50	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.
Clay	Clay County Council on Aging, Inc.	Non-Profit 15.0%	1. One 24' wheelchair accessible vehicle \$106,476 - replacement. 2. Bus graphics and installation \$1,250 3. Two computers with dual monitors \$2,778	\$110,504.00	\$99,454.00	\$11,050.00	Fund one replacement vehicle	\$95,828.00	
Collier	Collier County Board of County Commissioners	Government 8.5%	One 24' wheelchair accessible vehicle - replacement.	\$83,493.00	\$75,143.70	\$8,349.30	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	Government 69.3%	1) One 20' ambulatory transit van \$64,348 - replacement 2) CTS Software, Hardware & Installation \$53,689 3) One Crew-cab Truck \$38,535	\$156,572.00	\$156,572.00	\$0.00	Fund one replacement vehicle	\$64,348.00	Requests REDI match waiver.
Dixie	Suwannee River Economic Council, Inc.	Non-Profit 77%	One wheelchair accessible vehicle - replacement	\$70,000.00	\$70,000.00	\$0.00	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.
Gilchrist	Suwannee River Economic Council, Inc.	Non-Profit 83.9%	One wheelchair accessible vehicle - replacement	\$70,000.00	\$70,000.00	\$0.00	Do not fund	\$0.00	Vehicle marked for replacement has not met its useful life.

2017-18 Shirley Conroy Rural Area Capital Assistance Program Grant Summary									
County(ies)	Applicant Name	Agency Type / % Rural Population (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Funding	Staff Notes
Gulf	Gulf County Association for Retarded Citizens, Inc.	Non-Profit 77.1%	1) Two 7 passenger minivans (\$21,380 each) 2) Installation fee for security cameras in each veh (\$300 each)	\$43,360.00	\$43,360.00	\$0.00	Fund as requested	\$43,360.00	Requests REDI match waiver.
Hardee/ Highlands/ Okeechobee	MV Contract Transportation, Inc.	For Profit 29.2%	Two wheelchair accessible minivans (\$43,982 each) - replacement	\$87,784.00	\$79,005.60	\$8,778.40	Fund as requested	\$79,005.60	
Hendry/ Glades	Good Wheels, Inc.	Non-Profit 46.0%	1) Four 23' wheelchair accessible vehicles (\$77,168 each) - replacement. 2) One 30' wheelchair accessible vehicle (\$139,146) - replacement	\$447,818.00	\$447,818.00	\$0.00	Fund one replacement vehicle	\$77,168.00	Requests REDI match waiver.
Hernando	Mid Florida Community Services, Inc.	Non-Profit 19.4%	Two 22' wheelchair accessible vehicles (\$69,000 each) - replacement.	\$138,000.00	\$124,200.00	\$13,800.00	Fund one replacement vehicle (\$62,100).  *Fund 2nd replacement vehicle (\$53,785).	\$115,885.00	*Per Committee's instructions, staff recommends funding of 2nd replacement vehicle. Mid-Florida has agreed to fund the difference in price, if required.
Indian River	Senior Resource Association, Inc.	Non-Profit 5%	1) XG-25M 700/800 MHZ 35W base mounted radio system \$2,895.43 2) Twenty-four mobile radios for paratransit vehicles \$66,395.76 3) Ten hand-held radios for transit support staff \$19,944.20 Final price includes a Vendor discount of (\$13,760)	\$75,474.39	\$67,926.95	\$7,547.44	Fund first two priorities.	\$52,697.00	Recommended funding includes vendor discount
Jackson	Jackson County Transportation	Non-Profit 75.4%	Two 22' ambulatory vehicles (\$70,756 each) - replacement	\$141,512.00	\$141,512.00	\$0.00	Fund one replacement vehicle	\$70,756.00	Requests REDI match waiver.
Lafayette	Suwannee River Economic Council, Inc.	Non-Profit 100%	One wheelchair accessible vehicle. Addition to fleet.	\$70,000.00	\$70,000.00	\$0.00	Fund as requested	\$69,822.00	Requests REDI match waiver. Recommended award price is consistent price listed on vehicle order form.
Levy	Levy County Board of County Commissioners	Government 92.0%	Two 22' wheelchair accessible vehicles (\$68,364 each) - Replacement	\$136,728.00	\$136,728.00	\$0.00	Fund one replacement vehicle	\$68,364.00	Requests REDI match waiver.
Marion	Marion Senior Services, Inc.	Non-Profit 31.0%	1) RouteMatch Interactive Voice Response Notification Module/System \$63,380 2) One 24" wheelchair accessible vehicle \$86,075 - replacement	\$149,455.00	\$134,509.50	\$14,945.50	Fund first priority	\$57,042.00	

2017-18 Shirley Conroy Rural Area Capital Assistance Program Grant Summary									
County(ies)	Applicant Name	Agency Type / % Rural (2010 Census)	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Funding	Staff Notes
Nassau	Nassau County Council on Aging, Inc.	Non-Profit 48.1%	One 26' wheelchair accessible vehicle (addition to fleet)	\$88,924.00	\$88,924.00	\$0.00	Do not fund	\$0.00	Requests REDI match waiver.
Okaloosa	Okaloosa County Board of County Commissioners	Government 12.1%	Two 22' wheelchair accessible vehicles (\$67,689 each). Both vehicles are addition to fleet.	\$135,378.00	\$121,840.20	\$13,537.80	Fund one vehicle.	\$60,920.00	
Polk	Lakeland Area Mass Transit District	Government 13.5%	One 23' wheelchair accessible vehicle - replacement	\$110,394.00	\$99,355.00	\$11,039.00	Do not fund	\$0.00	Receiving four vehicles through 5310.
Putnam	Ride Solution, Inc.	Non-Profit 56.2%	One 24' wheelchair accessible vehicle - replacement	\$93,606.00	\$93,606.00	\$0.00	Fund as requested	\$93,606.00	Requests REDI match waiver.
St Johns	St Johns Co COA	Non-Profit 23.8%	Design and install new security system for Transit Facility	\$22,000.00	\$22,000.00	\$0.00	Do not fund	\$0.00	
Union	Suwannee River Economic Council, Inc.	Non-Profit 67.4%	One wheelchair accessible vehicle Replacement	\$70,000.00	\$70,000.00	\$0.00	Fund as requested	\$69,822.00	Requests REDI match waiver. Recommended award price is consistent price listed on vehicle order form.
Volusia	Votran, Inc.	Government 9.9%	1. Radio Upgrade / Replacement Signs \$127,106 2. Genfare Data Unit \$93,325 3. 5% Direct project support \$11,022	\$231,453.00	\$208,307.00	\$23,146.00	Do not fund	\$0.00	
Wakulla	Wakulla Senior Citizens Center, Inc.	Non-Profit 61.7%	1. One 22' 12-passenger vehicle - Replacement \$70,097 2. Vehicle lettering \$450	\$70,547.00	\$63,492.30	\$7,054.70	Fund as requested	\$63,492.00	
					<b>\$3,084,715.85</b>	<b>\$160,623.54</b>		<b>\$1,297,272.60</b>	

Available Funding = \$1,297,273.00 Remaining = \$0.40

<u>Holmes/</u> <u>Washington</u> (Transferred to this fiscal year)	Tri-County Community Council, Inc.	Non-Profit	Annual Amount Available		\$1,400,000.00				
			One Cutaway Vehicle (expansion of fleet)		\$102,727.00				
					<b>Balance</b>	<b>\$1,297,273.00</b>			

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** November 17, 2017

**AGENDA ITEM:**

VI. Rule 41-2.010(4)(c), F.A.C. Amendment

**BACKGROUND INFORMATION:**

The Commission received a letter from the Florida Legislative Joint Administrative Procedures Committee that recommended the Commission update Rule Section 41-2.010(4) (c), Florida Administrative Code. This section of the rule addresses the selection of a Community Transportation Coordinator and identifies criteria to be included when the selection is accomplished by a request for proposals. The current paragraph reads:

(c) A request that the proposer identify their organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant, in accordance with Section 216.349, F.S.

Section 216.349, F.S., has been repealed from statute and is no longer applicable. Therefore, it is recommended that this reference be deleted and the paragraph and it would read:

(c) A request that the proposer identify their organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant. ~~in accordance with Section 216.349, F.S.~~


Tom Barnhart, CTD Counsel, will be available to provide additional information.

**ATTACHMENTS:**

- Rule Section 41-2.010(4)(c), Florida Administrative Code
- Joint Administrative Procedures Committee (JAPC) letter, September 21, 2017
- CTD Response to JAPC letter, September 29, 2017

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Recommend that the Commission approve the amendment to Rule 41-2.010(4)(c), F.A.C to delete the reference to Section 216.349, F.S.

  
\_\_\_\_\_  
Steve Holmes  
Executive Director  
Date: November 17, 2017

**ACTION TAKEN AT MEETING:**

## CURRENT RULE LANGUAGE

### **41-2.010 Selection of Community Transportation Coordinator.**

(1) Designation, selection, or revocation of designation of any Community Transportation Coordinator shall be subject to the approval of the Commission.

(2) Selection of agencies as Community Transportation Coordinators or Transportation Operators may be negotiated without competitive acquisition, upon the recommendation of the Metropolitan Planning Organization or Designated Official Planning Agency that it is in the best interest of the transportation disadvantaged. This includes circumstances such as emergencies, or insufficient competition availability.

(3) Selection of the Community Transportation Coordinator will be accomplished through public competitive bidding or proposals in accordance with applicable laws and rules.

(4) In cases where selection is accomplished by a request for proposal (RFP), the RFP shall, at a minimum, identify the following information:

(a) The scope and nature of the services and coordination required, and a request for the proposer's plan to provide same.

(b) A request that the proposer identify the resources, and accounting system techniques to be used in their audit trail for all services.

(c) A request that the proposer identify their organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant, in accordance with Section 216.349, F.S.

(d) A request that the proposer demonstrate the ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.

(e) A request that the proposer identify specific means by which it plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, Chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.

(f) A demonstration by the proposer of plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.

(g) A demonstration by the proposer of plans to comply with safety requirements as specified in Section 341.061, F.S.

(h) An indication by the proposer of plans to comply with any state, federal, or local laws relating to drug testing.

(i) A sample Memorandum of Agreement for review by the respondent.

(j) A statement advising proposers of any local resources that exist or are planned that should be recognized in the bidders proposal.

(5) The announcement of the request for proposal shall be published in at least the largest general circulation newspaper in the designated service area and in the Florida Administrative Register. The advertised announcement shall include the time, date and place of a public meeting to provide information and answer questions about the request for proposal.

(6) Upon evaluation of the proposals, each Metropolitan Planning Organization or Designated Official Planning Agency, upon consultation with the Coordinating Board, shall recommend to the Commission a Community Transportation Coordinator.

(7) Upon resignation or termination of any Community Transportation Coordinator, the Metropolitan Planning Organization or Designated Official Planning Agency shall complete the recommendation process for a new Community Transportation Coordinator within 90 days after termination date for non-bid Community Transportation Coordinators and within 150 days after termination date for bid/RFP Community Transportation Coordinators. In the absence of these circumstances, the requirements of subsection 41-2.010(8), F.A.C., below shall apply.

(8) In cases of termination of the Community Transportation Coordinator, or in unforeseen emergencies, the Commission shall work with the Metropolitan Planning Organization or Designated Official Planning

Agency and the Coordinating Board in an expeditious manner to provide for the continuation of services to the transportation disadvantaged in the designated service area, by providing or arranging the necessary technical assistance.

(9) The utilization of firms defined as minority business enterprises shall be encouraged to the extent possible utilizing the most recent certified minority business listing published by the Florida Department of Management Services.

*Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(10), (15), 427.015(2), 427.0155(7), 427.0157 FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, 10-1-96, 3-10-98, 4-8-01.*



JOE NEGRON  
President



Representative George R. Moraitis, Jr., Chair  
Senator Kevin Rader, Vice Chair  
Senator Daphne Campbell  
Senator George B. Gainer  
Senator Rene Garcia  
Senator Keith Perry  
Representative Jason Fischer  
Representative Michael Grant  
Representative Sam H. Killebrew  
Representative Amy Mercado  
Representative Barrington A. "Barry" Russell

RICHARD CORCORAN  
Speaker



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THE FLORIDA LEGISLATURE  
**JOINT ADMINISTRATIVE  
PROCEDURES COMMITTEE**

September 21, 2017

Mr. Edward A. Tellechea  
Chief Assistant Attorney General  
Commission for the Transportation Disadvantaged  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050

RECEIVED

SEP 25 2017

DEPT. OF LEGAL AFFAIRS  
Administrative Law Bureau

**RE: Existing Rule Review: Commission for the Transportation Disadvantaged  
Rule 41-2.010**

Mr. Tellechea:

Pursuant to the authority granted to the committee in section 120.545(1), Florida Statutes, to examine existing rules, I have reviewed rules 41-2.010, F.A.C., and have the following comment:

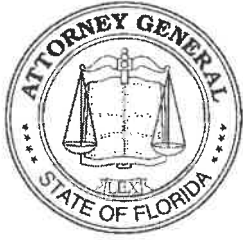
**41-2.010(4)(c)** The rule references section 216.349, F.S. As this subsection does not exist, please revise the citation.

Should you have any questions, please do not hesitate to contact me. Otherwise, I look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Jones".

Sharon Jones  
Senior Attorney



**PAM BONDI**  
**ATTORNEY GENERAL**  
**STATE OF FLORIDA**

OFFICE OF THE ATTORNEY GENERAL  
Administrative Law Bureau

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September 29, 2017

Sharon Jones, Senior Attorney  
Joint Administrative Procedures Committee  
Room 680, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1400

**Re: Existing Rule Review: Commission for the Transportation Disadvantaged  
Rule 41-2.010**

Dear Ms. Jones:

Thank you for your letter dated September 21, 2017 concerning the above-referenced rule.

At the next Commission meeting, I will recommend that the Commission vote to delete the reference to Section 216.349, F.S. that is currently in Rule 41-2.010(4)(c), F.A.C.

Sincerely,

*Tom Barnhart*

Tom Barnhart

cc: Edward Tellechea, Bureau Chief  
Steven Holmes, Executive Director  
Maria LaRue, Paralegal Specialist