

Wakulla County
Transportation Disadvantaged
Local Coordinating Board



Agenda

Regular Quarterly Meeting

April 12, 2017

10 AM

Senior Citizens Center

33 Michael Drive

Crawfordville

NOTE: Your attendance is important. If you are not able to attend please contact Colleen Roland at 891-8629 no later than April 11, 2017 or Colleen.Roland@talgov.com.

Regular Quarterly Meeting

1. **Call to Order** – Hon. Jerry Moore, chair, presiding
2. **Public Comment** – any member of the public is welcome to speak to the Wakulla County Local Coordinating Board (LCB). Please keep your comments to no more than 5 minutes.

3. **Report from the Community Transportation Coordinator (Mr. Tray Crump)**

Activity Report – Attachment 3

4. **Items from Members** – reserved for members of the LCB that wish to bring forward issues or other items of interest to the board.

5. **Items from Staff** – (Colleen Roland, CRTPA)

- A. **CTC Evaluation** Each year the CTC must be evaluated on a field of criteria that include safety, training, and compliance with other local and state standards. The CTC was evaluated and no deficiencies were found. The Summary of the Evaluation is included in the agenda package. Because of its size, the entire workbook was not sent inside the agenda package. A copy of the workbook will be available at the meeting should anyone choose to review it.

Requested Action: Adoption of Bylaws.

- B. **Designated Official Planning Agency Change** – At their regular business meeting of March 14, 2017 the Commission for the Transportation Disadvantaged approved the transfer of planning duties from the Capital Region Transportation Planning Agency (CRTPA) to the Apalachee Regional Planning Council (ARPC). The change will be effective on July 1, 2017. Staff will discuss the reasons for the change and the transition plan at this meeting.

C. Adoption of the January, 2017 Meeting Minutes.

Attachment 5C

Requested Action: Adoption of the Minutes.

D. Quarterly Activity Report - no action needed, provided for information only. *Attachment 5D*

6. **Adjournment** (chair)

The next meeting date will be announced by the Apalachee Regional Planning Council.

**Wakulla County Transportation
Community Transportation
Coordinator's Quarterly Report**

**Number of Trips Provided From All Funding
Sources**

During this period the CTC performed the following trips:

| January 1 through February 28, 2017 | | | |
|--|--------|---------|-------|
| Trip Type | Within | Outside | Total |
| Ambulatory | 905 | 794 | 1699 |
| Wheelchair | 25 | 285 | 310 |
| Stretcher | 0 | 0 | 0 |
| Total | 930 | 1079 | 2009 |

Cancellations and No-Shows

The CTC received a total of 42 no shows. There were no grievances. There was an unduplicated ridership of 125 riders.

Units of Service by Purpose

| Purpose | Number |
|--|---------------|
| Medical | 1214 |
| Employment | 31 |
| Education Adult Ed Ds Clients | 90 |
| Nutrition | 615 |
| Other Shopping, Court ,Post Office, etc | 59 |
| Total | 2009 |



Wakulla County Senior Services Center

CTC Evaluation 2017

Summary of Findings

Prepared by Colleen Roland, Transportation Planner

OVERALL: No deficiencies were found. The CTC is fully compliant in all areas reviewed.

Chapter 421.0155

The CTC is in full compliance with Chapter 421.055 sections (3 and 4)

Rule 41-2

The CTC is in full compliance with Rule 41-2.011 (2)

Commission Standards:

Full compliance

Local Standards:

Full compliance

Comments:

None

Noteworthy Practices:

- The CTC continues to provide highly personalized transportation to its citizens, recognizing the differing needs.
- Through management practices and gate-keeping the CTC has eliminated no-shows – with only 4 no shows in the 3 years.
- The CTC is prudent in the management of its funding sources.
- As a result of their careful management and innovative programs, the amount of trip refusals – with the exception of unqualified requests – are zero.
- Wakulla continues to have one of the safest coordinated systems within the state of Florida, without accidents or injuries for the last several years.

Wakulla County
Transportation Disadvantaged
Local Coordinating Board



Minutes

Regular Quarterly Meeting

January 18, 2017

Senior Citizens Center

33 Michael Drive

Crawfordville

Members present at the meeting: Lynne Cranford, R. H Carter, Walter Donaldson, Rebecca Addison, Virginia Davis.

Staff and others present: Colleen Roland, CRTPA, Nell Rozar, Tray Crump, Kwentin Eastberg.

Regular Quarterly Meeting

2. **Call to Order** – Hon. Jerry Moore, chair, presiding. In the absence of the chair, Ms. Rebecca Addison led the meeting. The meeting was called to order at 10:17 AM.
2. **Public Comment** – there were no members of the public wishing to speak to the LCB.
3. **Report from the Community Transportation Coordinator (Ms. Nell Rozar)**
 - A. Activity Report – *Attachment 3A*
 - B. Annual Operating Report and Review – *Attachment 3B*
 - C. 5310 Application – *Attachment 3C*
 - D. 5311 Application – *Attachment 3D*

Ms. Rozar reviewed the quarterly statistics with the members and guests. In addition she reviewed the Annual Operating Report (AOR) and two grant applications being submitted to the Federal Transit Administration (FTA).

- 4 . **Items from Members** – there were no items submitted by members.
5. **Items from Staff** – (Colleen Roland, CRTPA)
 - E. Bylaws Update – Staff advised that there were no changes to the Bylaws. The Bylaws were approved as submitted.
 - F. Florida Commission for the Transportation Disadvantaged Annual Operating Report – Ms. Roland explained that each year Florida Commission for the Transportation Disadvantaged (FCTD) publishes a report detailing the statistics for each county in Florida, and the state as a

whole. The pages for Wakulla County and the State of Florida were included as *Attachment 5B*. No action needed, provided for information only.

G. Minutes - the minutes of the October Public Hearing and Regular Quarterly meeting were approved as submitted. enclosed as *Attachment 5C*.

H.

I. Quarterly Activity Report - no action needed, provided for information only. *Attachment 5D*

6. Adjournment (chair)

Next meeting is April 12, 2017.

Approved:

Chair

Date

Attest