



FLAGLER COUNTY

TRANSPORTATION DISADVANTAGED

LOCAL COORDINATING BOARD QUARTERLY

MEETING

MEETING AGENDA

Flagler County Government Services Building, 1769 East Moody Blvd., Building
2, Finance & Budget Conference Room, 3rd floor Bunnell, FL 32110
Zoom Meeting ID: 846 9180 9998
Call in # +1 786-635-1003 or +1
470-250-9358

Wednesday, February 12, 2025, at 10:00 a.m.

1. Welcome, Call to Order – Chair Dance
2. Presentation – NEFRC (pg. 2-9)
3. Service Overview – Flagler County Public Transit (pg. 10-13)
4. Public Comment
5. Additional Discussion
6. Adjournment – Chair Dance

County Government Services Building
1769 East Moody Blvd., Building 2, Finance & Budget Conference Room, 3rd floor
Bunnell, FL 32110

The Flagler County Transportation Disadvantaged Program

*Prepared by the
Northeast Florida
Regional Council*



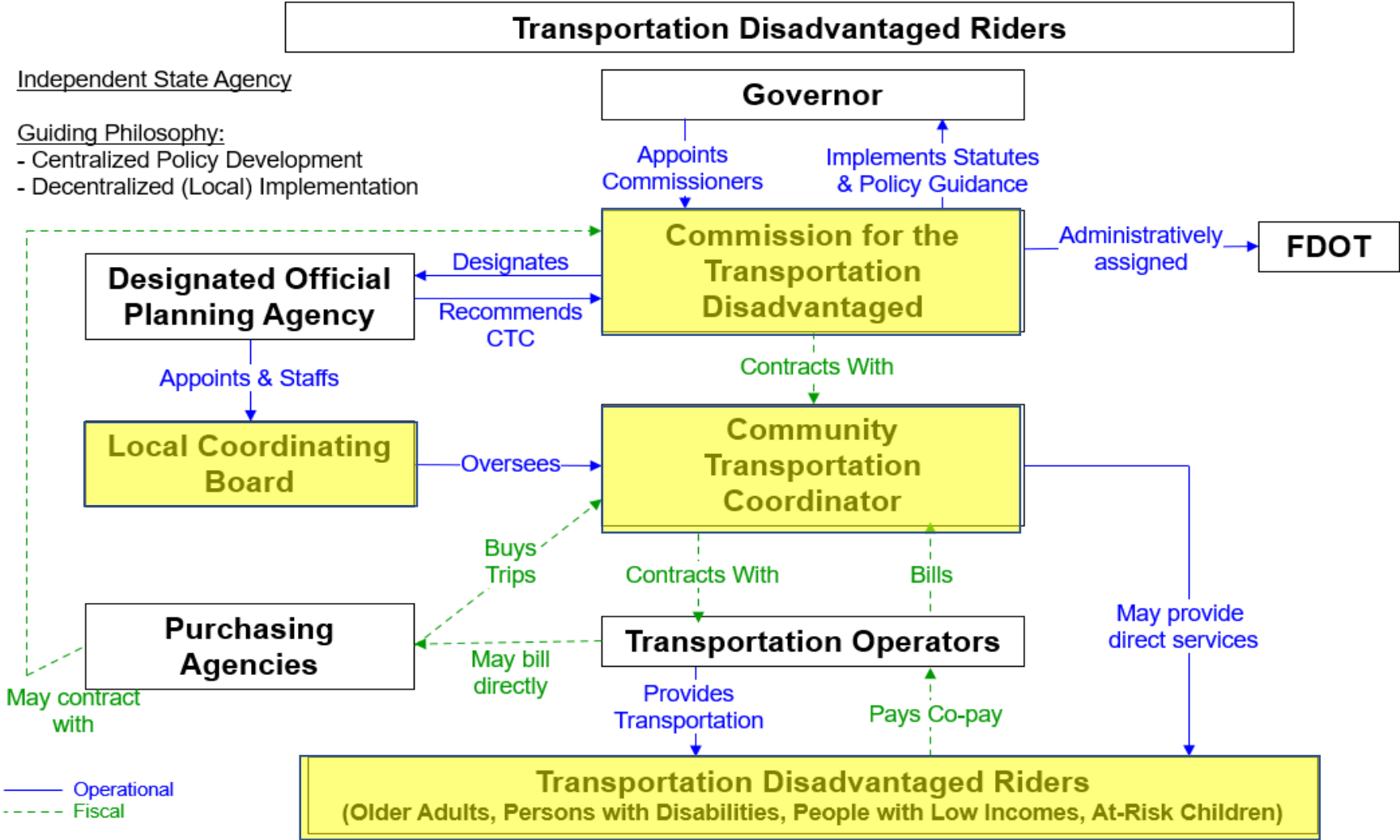
Key Definitions & Governing Statues of Program

Florida State Legislature created the Transportation Disadvantaged Commission (CTD) and Transportation Disadvantaged (TD) Trust Fund in 1989.

What is Transportation Disadvantaged?

- “Transportation disadvantaged” means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in s. 411.202. (F.S)”
427.011 (F.S)
- The Transportation Disadvantaged Program is a coordinated state-wide effort that groups riders together for a shared ride service. Transportation services are available in all 67 Florida counties for those who are eligible and have no access to transportation. Federal, State, and Local agencies join together to provide necessary transportation to medical appointments, employment, educational, and other life-sustaining services.
- [Florida State Statue 427.011-427.017](#)
- [Florida State Administrative Code 41-2](#)

Florida's Coordinated Transportation System Organizational Structure... At A Glance



➔

Where You Participate

Commission for the Transportation Disadvantaged (CTD)

The Commission for the Transportation Disadvantaged (CTD) oversees the coordination of TD services across Florida's 67 counties. The CTD is made up of a 7-member governor-appointed board, with 8 ex-officio members, representing purchasing agencies, and staff that monitors activity at a regional level.

Responsibilities

- Approves the designation of every CTC at least every five years.
- Administers the TD Trust Fund, including the awarding of grants.
- Reviews and approves Commission publications, including the Annual Performance Report.
- Develops/approves policies governing coordinated transportation (e.g., rules, procedures, etc.).
- Participates in professional development events, including an annual training workshop.
- Appoints and oversees Executive Director.

Designated Official Planning Agency (DOPA)

The Northeast Florida Regional Council has proudly served as the CTD designated official planning agency for Baker, Clay, Flagler, Nassau, St. Johns, and Putnam since 1994. The Council was made the designated planning agency for Duval county in 2021.

Responsibilities

- Assist the Community Transportation Coordinator and Local Coordinating Board in the implementation of local Transportation Disadvantaged program(s).
- Staffs Local Coordinating Board.
- Appoints members to Local Coordinating Board(s).
- Procures and recommends Community Transportation Coordinator.
- Coordinates and conducts transportation planning activities for its service area.

Local Coordinating Board (LCB)

The Commission for the Transportation Disadvantaged (CTD) outlines 17 suggested stakeholders from varied communities to form LCB voting membership. These representatives collectively advocate the needs of their communities at LCB meetings to create the local coordinated system.

LCB Community Representation

- | | |
|--|---|
| 1. Elected official
<i>*serves as chair of LCB</i> | 9. Disabled Community |
| 2. Florida Department of Transportation | 10. Citizen Advocates (2)
<i>*at least one is a TD rider</i> |
| 3. Florida Department of Children and Family Services | 11. Children at Risk |
| 4. Public Education Community | 12. Mass Transit Representative
<i>*except in cases where a CTC exists</i> |
| 5. Vocational Rehabilitation/Blind Services
<i>*in areas where they exist</i> | 13. Florida Department of Elder Affairs |
| 6. Veterans Services | 14. Private for-profit-transportation |
| 7. Florida Association for Community Action
<i>*representing the economically disadvantaged</i> | 15. Florida Agency for Healthcare Administration |
| 8. Elderly Community | 16. Medical Community |
| | 17. Workforce Development Board |

Local Coordinating Board (LCB) *Continued*

The LCB meets quarterly and provides guidance on local coordination of transportation services.

Responsibilities

- Assists in establishing eligibility guidelines and trip priorities.
- Assist with the development of the TD Service Plan.
- Evaluates the performance of CTC.
- Identifies and prioritizes local service needs.
- Appoints a grievance committee.
- Reviews and recommends other funding applications.
- Reviews strategies of service provision to the area.
- Evaluates local and regional transportation opportunities.

Community Transportation Coordinator (CTC)

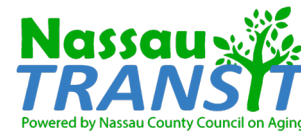
CTCs are contracted agencies that provide transportation to TD customers in designated service areas.

CTCs are funded by the CTD and must abide by their standards, including receiving guidance from an LCB.

CTC by County	
Baker	Baker Council on Aging
Clay	Jacksonville Transportation Authority <i>*MV Transportation (Contracted Operator)</i>
Duval	Jacksonville Transit Authority
Flagler	Flagler County Public Transit
Nassau	NassauTransit
Putnam	The Ride Solution
St. Johns	St. Johns Council on Aging

Responsibilities

- Coordinates transportation services for a county.
- Provides and/or contracts with transportation operators to deliver trips for TD customers.
- Determines TD eligibility and performs gatekeeping duties.
- Invoices purchasing agencies.
- Assists Local Coordinating Board in developing their Transportation Disadvantaged Service Plan.
- Submits annual operating report (AOR) data.



How To Ride With Flagler County Public Transit

The Flagler County Local Coordinating Board establishes eligibility to receive “non-sponsored” trips through Flagler County Public Transit .

Eligibility

- Potential riders must not be eligible for transportation services sponsored or provided by another program or agency as part of an agency’s eligible services.
- Potential riders must be a resident of Flagler County.
- Potential riders must have no access to their own method of personal transportation, or another household member, and are therefore transportation dependent on others.
- Potential riders must have a documented household income that does not exceed 150% of the federal poverty guidelines. Household income includes ALL income that an applicant receives prior to disbursement to any assisted living facility or care provider.



How To Ride With Flagler County Public Transit

Application Process

- Applications are available through Flagler County Public Transit's website.
- Applicants may be requested to submit documentation from a physician or other medical professional.
- An in-person, functional assessment may be requested by Flagler County Public Transit .



How To Ride With Flagler County Public Transit

The Flagler County Local Coordinating Board establishes TD trip prioritization for Flagler County Public Transit.

Trip Prioritization

1. Medical
2. Nutritional
3. Employment
4. Educational
4. Social Service Agency Trips
5. Shopping
6. Recreation or Other



How To Ride With Flagler County Public Transit

CTCs are contracted agencies that provide transportation to TD customers in designated service areas.

CTCs are funded by the CTD and must abide by their standards, including receiving guidance from an LCB.

Hours of Service

Hours of Operation:

Monday	5:00 am – 6:00 pm
Tuesday	5:00 am – 6:00 pm
Wednesday	5:00 am – 6:00 pm
Thursday	5:00 am – 6:00 pm
Friday	5:00 am – 6:00 pm
Saturday	8:00 am – 6:00 pm

**Dialysis-related transportation available on weekends and holidays*

Out-of-County Routes:

Jacksonville	Friday Only
Volusia County	Tuesday & Thursday
St. Augustine	Friday Only
Gainesville	Friday Only



FLAGLER COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB) QUARTERLY MEETING

MEETING AGENDA

Flagler County Government Services Building, 1769 East Moody Blvd., Building 2,
Finance & Budget Conference Room, 3rd Floor Bunnell, FL 32110
Zoom Meeting ID: 846 9180 9998
Call in # +1 786-635-1003 or +1 470-250-9358

Wednesday, February 12, 2025, immediately following the Public Hearing
*Denotes Required Action Item

1. Welcome, Call to Order, Roll Call/Quorum Review – Chair Dance
2. Additions, Deletions, Changes to the Agenda – Chair Dance
3. Approval of November 13, 2024, Meeting Minutes – Chair Dance* (pg. 16-21)
4. Volusia-Flagler TPO Update – Stephan Harris
 - a. Vision Zero Comprehensive Safety Action Plan (CSAP) (pg. 22)
 - b. Expansion of Bike/Walk Central Florida’s Best Foot Forward for Pedestrian Safety Program into Flagler County (pg. 23-27)
5. Election of Vice-Chair*
6. Grievance Committee Appointments*
7. Evaluation Committee Appointments*
8. LCB Membership – Review/Approval* (pg. 28)
9. Northeast Florida Regional Council Update – Ms. Jones
 - a. Annual CTC Evaluation – Discussion of date/time for ride-along
 - b. Recommend FCPT as the CTC for 2025-2030* (pg. 29-37)
10. Community Transportation Coordinator (CTC) System Update – Ms. Thomas
 - a. CTC Quarterly Update (pg. 38)
 - b. Grants Update* (Approval if required)
11. Old Business
12. New Business
13. Public Comment – LIMITED TO 3 MINUTES PER SPEAKER
14. Member and Department Reports
15. Adjournment – Chair Dance

Next LCB Meeting: May 14, 2025, at 10:00 a.m.
Flagler County Government Services Building, 1769 East Moody Blvd., Building 2,
Finance & Budget Conference Room, 3rd floor Bunnell, Fl. 32110



**Transportation
Disadvantaged**

**Flagler County Transportation Disadvantaged
Local Coordinating Board Quarterly Meeting**

Wednesday, November 13, 2024

Northeast Florida Regional Council
Elizabeth Payne, AICP
Chief Executive Officer

Flagler County Commission
Hon. David Sullivan, Chair

Florida Transportation
Disadvantaged Commission
Monica Russell, Chair

MINUTES

*Denotes Required Action Item

1. Welcome, Call to Order, Roll Call/Quorum Review

A quarterly meeting of the Flagler County Transportation Disadvantaged (TD) Local Coordinating Board (LCB) was held in person on Wednesday, November 13, 2024, and via Zoom virtual meeting. LCB Chair David Sullivan called the meeting to order at 10:04 a.m. with the following members present:

Representing:	Voting Member:
Elected Official/Chairperson	David Sullivan (In-person)
FDOT	Carlos Colon (In-person)
Public Education	Rshawnda Lloyd-Miller (Virtual)
Dept. of Education (Voc. Rehab.)	Rochelle Price (Virtual)
Citizen Advocate/User	Jill Dempsey (In-person)
Children at Risk	Phyllis Pearson (Virtual)
Dept. of Elder Affairs	Janet Dickinson (Virtual)
Dept. of Health Care Admin.	Pamela Hagley (Virtual)

Members Not Present

Dept. of Children and Families	Christina Gillis
Agency for Persons w/ Disabilities	Sheryl Stanford
Veterans	David Lydon
Community Action (Econ. Disadvantaged)	Emanuel Roberts
Medical Community	Stephen Civitelli

Community Transportation Coordinator Staff Present

Pia Thomas (In-Person)

Planning Agency Staff Present

Summer Jones, Robert Jordan (In-Person)

Guests

Stephan Harris (Virtual)

After a roll call took place, a quorum was confirmed.

2. Additions, Deletions, and Changes to the Agenda

There were no changes to the agenda.

3. Approval of September 11, 2024, Meeting Minutes*

Ms. Dempsey motioned for approval of the September 11, 2024, meeting minutes. Ms. Price seconded the motion. The September 11, 2024, meeting minutes were approved unanimously.

4. LCB Membership

Ms. Jones reviewed the LCB membership. There are 5 vacancies:

- Elderly
- Disabled
- Citizen Advocate/Non-user
- Private for-Profit Transportation
- Workforce Development

Ms. Thomas gave a few suggestions on where we could look to fill vacancies.

5. Northeast Florida Regional Council Update

Ms. Jones gave an update for the Northeast Florida Regional Council:

- Ms. Jones stated the contract for FCPT (Flagler County Public Transportation) is due to expire on June 30, 2025. She stated they may need to put out an RFP (Request for Proposal) but will check with the State to make sure this is the correct process. Ms. Thomas stated FCPT is interested in continuing their role as the CTC (Community Transportation Coordinator).
- On Thursday, January 9, 2025, the Northeast Florida Regional Council will be hosting the 21st Annual Elected Officials and Regional Awards Luncheon. This event celebrates the outstanding contributions of our region's elected officials and recognizes initiatives that have positively impacted Northeast Florida. Ms. Jones will be sending out information/invites when more information becomes available.

6. Grievance Procedure Review*

Grievance Procedures are established for grievances to be brought before the Grievance Subcommittee. The Grievance Procedures are used when a passenger, system user/advocate, sponsoring agency, and/or community service provider/subcontractor has a concern, complaint, or problem relative to transportation services.

There was a suggestion to add under the subtitle "Recording of Complaints" that the CTC will bring any record of complaint(s) to the Board. The LCB members unanimously approved the Grievance Procedure with the suggested changes with a motion from Mr. Colon and a second from Ms. Dempsey.

7. Community Transportation Coordinator (CTC) Update

a.) Annual Operation Report:

There was a total of 86,966 total trips in 2024. In 2023, there was a total of 80,538. There was a total of \$2,004,460 in revenue for 2024. In 2023, the total revenue was \$1,665,990. There was a total of 27 vehicles and 29 drivers in 2024.

There was a motion to approve the Annual Operation Report by Mr. Colon and a second by Ms. Pearson. The Annual Operation Report was approved unanimously.

b.) Ms. Thomas gave the quarterly update:

- August 2024 – 7,356 total trips for the month
- September 2024 – 7,198 total trips for the month
- October 2024 – 7,592 total trips for the month

This quarter FCPT covered 176,004 miles and provided 22,146 trips, reflecting a decrease of 761 trips over the same quarter in 2023.

Currently, there are 18 full-time employees and 5 part-time employees. They are currently hiring for both positions. The job listing with the description can be found on Flaglercounty.gov.

FCPT currently has 20 buses and 7 vans, but they just received a new 14 passenger bus that can hold 3 wheelchairs. This bus was purchased with the 5310 grant.

c.) Grants update:

There were no grants updates at this time.

8. Old Business

No new business at this time.

9. New Business

Chair Sullivan stated this will be his last Local Coordinating Board meeting. Multiple members of the Board thanked him for his time serving as Chair of the Board.

10. Public Comment

No public comment at this time.

11. Member and Department Reports

Ms. Hagley (AHCA) shared a few links in the chat regarding the Agency for Healthcare Administration. One of the links is to sign-up for alerts, as this is how Medicaid recipients are informed about what is happening.

12. Adjournment

Chair Sullivan adjourned the meeting at 10:37 am. The next LCB meeting will be on Wednesday, February 12, 2025, at 10:00am.

DRAFT

ATTENDANCE RECORD
 FLAGLER COUNTY
 LOCAL COORDINATING BOARD

Position	Name/Alt.	11/13/24	9/11/24	5/8/24	2/14/24
1. Chairperson	David Sullivan / Andy Dance	P	P	P	P
2. Dept. of Transportation	Carlos Colon / Jamie Ledgerwood	P	P	P	P
3. Dept. Of Children and Families	Christina Gillis / Todd Banks	a	P	a	P
4. Public Education	Rashawnda Lloyd-Miller/ Thomas "Tom" Wooleyhan	P	P	a	a
5. Vocational Rehab. (Dept. Ed.)	Rochelle Price	P	a	P	P
6. Veteran Services	David Lydon/ALT	a	a	a	a
7. Community Action (Econ. Disadv.)	Emanuel Roberts	a	a	a	a
8. Elderly	Vacant	-	-	-	-
9. Disabled	Vacant	-	-	-	-
10. Citizen Advocate/User	Jill Dempsey	P	a	a	P
11. Citizen Advocate/Non-User	Vacant	a	-	a	a
12. Children at Risk	Phyllis Pearson	P	P	P	a
13. Dept. Of Elder Affairs	Janet Dickinson/Neil Ambrus	P	a	P	P
14. Private for Profit Transportation	Vacant	-	-	-	-
15. Agency for Health Care Adm.	Pamela Hagley / Reeda Harris	P	P	P	P
16. Agency for Persons w/Disabilities	Sheryl Stanford / Diana Burgos- Garcia / Leslie Richards	a	a	P	P
17. Regional Workforce Dev. Brd.	Vacant	-	-	a	a
18. Local Medical Community	Vacant /Stephen Civitelli	-	P	-	-

VACANCIES

- Elderly
- Disabled
- Citizen Advocate/Non-user
- Private for Profit Transportation
- Regional Workforce Development Board

PLEASE SIGN IN!



COMMISSION FOR THE
TRANSPORTATION DISADVANTAGED

Date: November 13, 2024
Time: 10:00 a.m.

Flagler County Government Service Bldg., 1769 East Moody Blvd., Bldg. 2, Bunnell, FL

Name	Address	Phone	E-Mail
Carl M. Cuber	FDOT		
Jill Dempsey	Disabled/Disadvantaged User	(386) 543-0995	j.dempseyarner@gmail.com
Pia Thomas	FCPT	386-313-4409	
DAVE SULLIVAN	BOCC (FLAGLER)	386-523-4239	DCSINTELMAN@AOL.COM
Summer Jones	NEFRC		
Robert Jordan	NEFRC		

FOR IMMEDIATE RELEASE

Contact: Pamela Blankenship
Volusia-Flagler TPO Community Outreach Coordinator
Phone: 386-226-0422 ext. 20416
Email: Pblankenship@r2ctpo.org
Website: www.VFTPO.org



**Volusia-Flagler Transportation Planning Organization (TPO)
Kicks Off Safe Streets and Roads for All (SS4A) Vision Zero Comprehensive Safety Action Plan**

The Volusia-Flagler TPO recently announced that the TPO, in partnership with Volusia and Flagler Counties as joint applicants, was a recipient of a federal SS4A grant of \$320,000 to develop a Comprehensive Safety Action Plan (CSAP) which will identify projects, programs, and implementable strategies aimed at eliminating fatalities and serious injuries for all modes of travel on our roadways.

The TPO has begun work with its consultant VHB, Inc., to develop a Vision Zero Comprehensive Safety Action Plan (CSAP) through a collaborative effort which will include a robust community outreach campaign engaging the public and community stakeholders throughout the process to collect diverse input and ensure equitable representation across the two-county region.

Currently, a Vision Zero CSAP Task Force Working Group is being assembled which includes local law enforcement partners, local businesses, community leaders, FDOT, city and county staff, and TPO advisory committee members, among others. Three community workshops are currently being planned to educate and request public feedback on maps that reflect the results of the safety analysis; dates will be announced in the coming days.

Once complete in June 2025, the CSAP will provide a detailed and collaborative assessment of transportation safety issues in Volusia and Flagler Counties and identify feasible safety improvements for targeted risk areas on the roadway network.

“While we continue to make our roads safer through education, project prioritization, and programming, we must take further action and work collectively with our member governments, agency partners, community stakeholders, and the public to develop an inclusive safe system approach to roadway safety,” said Ms. Colleen Nicoulin, Volusia-Flagler TPO Executive Director. “This grant provides the TPO with the opportunity to take the next step by developing a Vision Zero Action Plan for our communities that will serve as a roadmap in leading us to an ultimate vision of zero fatalities and serious injuries on our transportation system.”

Information and updates on the CSAP are available at www.vftpo.org/public-involvement/vision-zero/.

For more information, contact Pamela Blankenship at 386-226-0422 ext. 20416 or email at PBlankenship@r2ctpo.org.

###

About the Volusia-Flagler TPO: The Volusia-Flagler TPO is the transportation planning organization for Volusia and Flagler Counties; providing a forum for cooperative decision-making by local elected officials with input from citizens and stakeholder groups to develop a series of transportation plans and programs that create the framework for making transportation investment decisions.



Expanding Pedestrian Safety Across Central Florida: Best Foot Forward Launches in Flagler, Lake, and Polk Counties

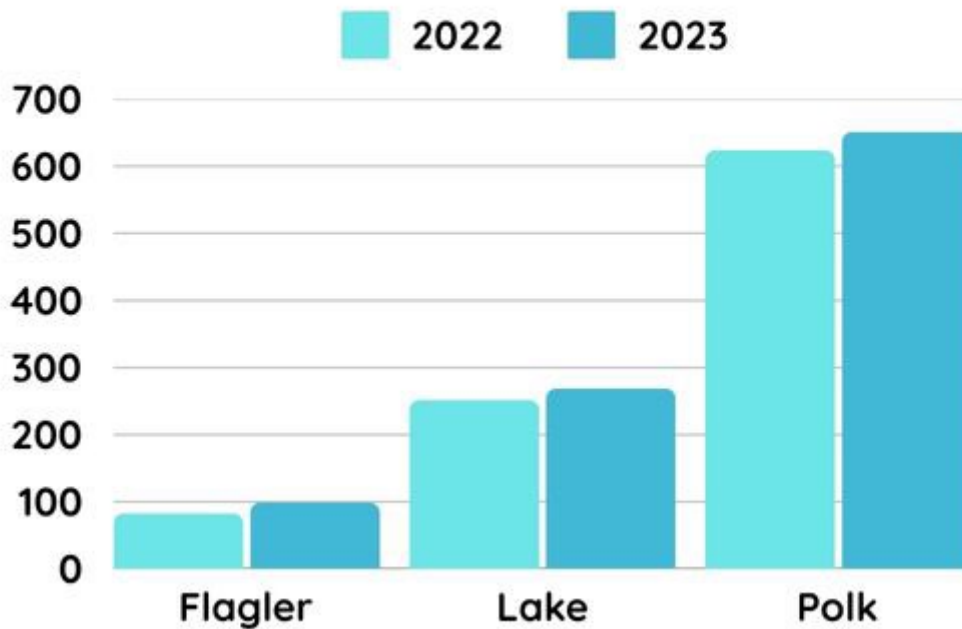
- January 15, 2025
- [Flagler County](#), [Lake County](#), [Polk County](#)

The Best Foot Forward (BFF) program is kicking off 2025 with exciting news: an expansion into Flagler, Lake, and Polk counties! This growth is a testament to the program's success and ongoing commitment to reducing pedestrian injuries and fatalities across Central Florida. Supported by funding from the [Florida Department of Transportation's \(FDOT\) Target Zero](#) initiative and the [Volusia Flagler Transportation Planning Organization \(TPO\)](#), this expansion brings new opportunities to transform high-risk areas into safer, more connected communities.

Why Flagler, Lake, and Polk Counties?

Flagler, Lake, and Polk Counties face significant pedestrian and cyclist safety challenges, making them priority areas for Best Foot Forward's expansion.

Pedestrian & Cyclist Crashes



(Source: [Signal4Analytics](#))

- **Flagler County:** In 2022, Flagler County reported 83 pedestrian and cyclist crashes, resulting in four serious injuries and three fatalities. These numbers rose in 2023, with 99 crashes, 11 serious injuries, and five fatalities.
- **Lake County:** In 2022, Lake County recorded 252 crashes, 29 serious injuries, and 14 fatalities. By 2023, these numbers increased to 269 crashes, 31 serious injuries, and 14 fatalities, underscoring the need for comprehensive safety measures.
- **Polk County:** Ranked 21st in [Dangerous by Design](#), Polk County reported 624 pedestrian and cyclist crashes, 58 serious injuries, and 30 fatalities in 2022. Alarming, these figures climbed in 2023 to 651 crashes, 55 serious injuries, and 40 fatalities.

This upward trend in incidents across all three counties emphasizes the critical need for Best Foot Forward's proven safety interventions to protect vulnerable road users and create safer, more connected communities.

Target Zero, A Shared Vision for Safer Roads



The Best Foot Forward program aligns with FDOT's Target Zero initiative, which aims to eliminate traffic-related fatalities and serious injuries on Florida's roadways. By focusing on [engineering](#), [enforcement](#), and [education](#), BFF equips communities with the tools they need to protect vulnerable road users like pedestrians and cyclists. FDOT's sponsorship of the Lake and Polk counties reflects its commitment to making pedestrian safety a top priority, while the Volusia Flagler TPO's support underscores the local importance of these efforts in Flagler County.

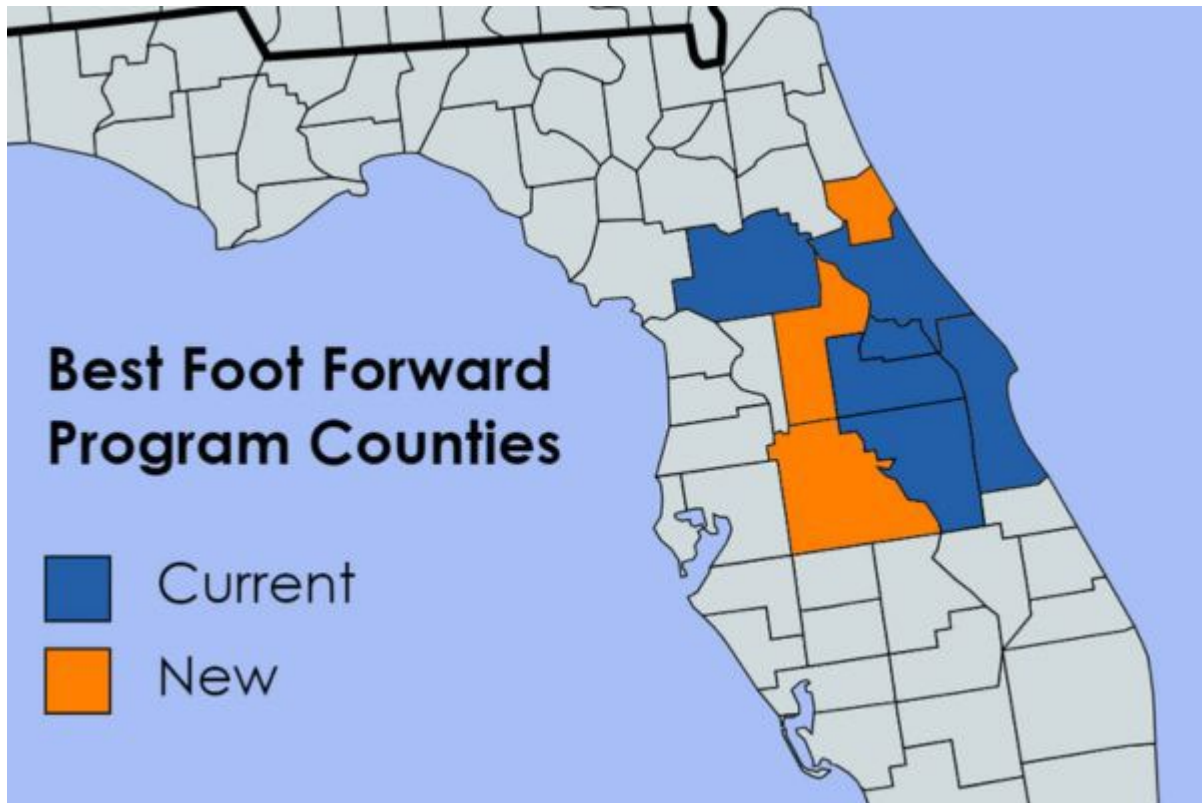
Building on Success in Brevard, Marion, & Volusia Counties

The program expansion in 2025 builds on significant achievements in Brevard, Marion, and Volusia Counties throughout 2024. In the first year of program activities, **driver yield rates improved at 11 crosswalks by an average of 18%** through both engineering and enforcement. Another **23 crosswalks saw an 11% increase in yield rates** due to enforcement alone. These measurable successes demonstrate how data-driven strategies can save lives and set the stage for similar outcomes in Flagler, Polk, Lake, and beyond.



A Regional Commitment to Safety

The Best Foot Forward program has consistently demonstrated its ability to create safer streets and save lives, and its regional growth continues to reflect this commitment. In 2024, the program successfully expanded into Brevard, Volusia, and Marion counties, with significant milestones achieved in each area. These expansions have already resulted in enhanced crosswalk enforcement operations, infrastructure improvements, and increased driver yield rates at key crosswalks, proving the program's effectiveness in reducing pedestrian injuries and fatalities.



Building on this momentum, the 2025 expansion into Flagler, Lake, and Polk counties represents another critical step forward. By engaging these new communities, Best Foot Forward is addressing high-risk areas for pedestrian crashes and providing local leaders with actionable solutions. Efforts in these counties will focus on partnering with law enforcement to conduct crosswalk enforcement operations, collaborating on infrastructure enhancements to make crossings safer, and educating residents about pedestrian safety laws and best practices.

With each expansion, Best Foot Forward strengthens its regional footprint, uniting communities across Central Florida in the shared goal of creating safer, more walkable, and connected neighborhoods.

Stay Involved

You can play a vital role in making Central Florida safer and more walkable! Join the Best Foot Forward mission by volunteering at our events or becoming an [Outreach Specialist](#). Whether it's helping with crosswalk enforcement operations, educating the community, or supporting our efforts behind the scenes, your involvement makes a difference.

Learn more about these opportunities and sign up today: [Get Involved](#)

Together, we can create a safer, more connected future—one crosswalk at a time!

Salutation	First Name	Last Name	Organization	Representing	Voting/Non-Voting	Grievance Committee	Evaluation Committee	Comments	VC Expire
FLAGLER COUNTY									
Hon	Andy	Dance	Flagler County Commission	Elected Official	Voting				
Mr.	Carlos	Colon	FDOT, District V	FDOT	Voting	Feb-25	Feb-25		
<i>Ms.</i>	<i>Jamie</i>	<i>Ledgerwood</i>	<i>FDOT, District V</i>	<i>FDOT</i>	<i>Alternate</i>				
Ms.	Christina	Gillis	Department of Children and Families	DCF	Voting				
<i>Mr.</i>	<i>Todd</i>	<i>Banks</i>	<i>Department of Children and Families</i>	<i>DCF</i>	<i>Alternate</i>				
Ms.	Rashawnda	Lloyd-Miller	Flagler County School Board	Public Education	Voting			Vice Chair	Feb-25
<i>Mr.</i>	<i>Thomas "Tom"</i>	<i>Wooleyhan</i>	<i>Flagler County School Board</i>	<i>Public Education</i>	<i>Alternate</i>				
Ms.	Rochelle	Price	Vocational Rehabilitation	Dept. of Education (Voc. Rehab.)	Voting				
VACANT				Veterans	VACANT				
VACANT				Community Action (Econ. Disadvantaged)	VACANT				
VACANT				Elderly	VACANT				
VACANT				Disabled	VACANT				
Ms.	Jill	Dempsey		Citizen Advocate/User	Voting		Feb-25		
VACANT				Citizen Advocate/Non-User	VACANT				
Ms.	Phyllis	Pearson	Flagler NAACP	Children at Risk	Voting				
Ms.	Janet	Dickinson	NE Florida Area Agency on Aging / Elder Source	Elder Affairs	Voting				
<i>Mr.</i>	<i>Neil</i>	<i>Ambrus</i>	<i>NE Florida Area Agency on Aging / Elder Source</i>	<i>Elder Affairs</i>	<i>Alternate</i>				
VACANT				Private for Profit Transportation	VACANT				
Ms.	Pamela	Hagley	Agency for Health Care Administration	AHCA / Medicaid	Voting				
<i>Ms.</i>	<i>Reeda</i>	<i>Harris</i>	<i>Agency for Health Care Administration</i>	<i>AHCA / Medicaid</i>	<i>Alternate</i>				
Ms.	Sheryl	Stanford	Agency for Persons with Disabilities	Agency for Persons with Disabilities	Voting				
<i>Ms.</i>	<i>Diana</i>	<i>Burgos-Garcia</i>	<i>Agency for Persons with Disabilities</i>	<i>Agency for Persons with Disabilities</i>	<i>Alternate</i>				
<i>Ms.</i>	<i>Leslie</i>	<i>Richards</i>	<i>Agency for Persons with Disabilities</i>	<i>Agency for Persons with Disabilities</i>	<i>Alternate</i>				
VACANT				Workforce Development	VACANT				
Mr.	Stephen	Civitelli	Florida Department of Health	Medical Community	Voting				
Ms.	Pia	Thomas	Flagler County Transportation	CTC	Non-Voting			CTC Manager	
Mr.	Trevor	Martin	Flagler County Transportation	CTC	Non-Voting				
Mr.	Stephan	Harris	River To Sea Transportation Planning Organization		Non-Voting				
Mr.	Martin	Catala	Center for Urban Transportation Research	Transit Development Plan	Interested Party				
Ms.	Tia	Boyd	Center for Urban Transportation Research	Transit Development Plan	Interested Party				
Mr.	Adam	Mengel	Flagler Planning & Zoning Interested party during TDSP update		Interested Party				
Ms.	Rose	Keirnan	Flagler County Commission	Chair's Contact (primary)	Interested Party				
Ms.	Luci	Dance	Flagler County Commission	<i>Chair's Contact (alternate)</i>					
		Meetings at:							
		Flagler County Government Services Building							
		1769 East Moody Blvd., Bldg. 2							
		Bunnell, Florida 32110							
		F.C. General Services Director: Heidi Petito							
		Leanne Burke (lburke@flaglercounty.gov) to reserve meeting room							

Transportation
1769 E. Moody Blvd, Bldg. 5
Bunnell, FL 32110



www.FlaglerCounty.gov

Phone: (386) 313-4100

Fax: (386) 313-4143

January 8, 2025

Northeast Florida Regional Council
Attention: Ms. Elizabeth Payne
Chief Executive Officer
100 Festival Park Avenue
Jacksonville, FL 32202

Dear Ms. Payne,

Flagler County Public Transportation, as a service of Flagler County Government, has taken on the responsibilities of Community Transportation Coordinator (CTC) for Flagler County since 2004. Please be advised that Flagler County Public Transportation would like to continue the role of Community Transportation Coordinator for Flagler County service area.

Should you have any questions, please feel free to contact me at (386) 313-4191.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Dickson", with a long horizontal flourish extending to the right.

Mike Dickson

General Services Director

Andy Dance
District 1

Greg Hansen
District 2

Kim Carney
District 3

Leann Pennington
District 4

Pam Richardson
District 5

Contract # TD2573

Effective: 7/1/2025 to 6/30/2030

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 Flagler County Board of County Commissioners, 1769 East Moody Boulevard, Building 5, Bunnell, Florida 32110, 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 Flagler 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 amount(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:

General Services Director,
1769 East Moody Boulevard, Building 5, Bunnell, Florida 32110

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 _____.

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:

Agency Name

Printed Name of Authorized Individual

Printed Name of Authorized Individual

Signature: _____

Signature: _____

Title: Executive Director

Title: _____

Flagler County Public Transportation

February 12, 2025

Transportation Disadvantaged Local Coordinating Board



Quarterly FCPT Trip Report

This report depicts total miles as well as the average trips per day for TD and FDOT 5311 sponsored trips.

Months	Average TD trips per day	Average 5311 trips/day	Average all trip types per day	Total trips for the month	Total miles for the month
Nov 2024	246	6	268	6,695	52,394
Dec 2024	238	5	259	6,487	53,636
Jan 2025	269	7	289	7,512	59,450

Month	Average medical trips per day	Average employment trips per day	Average educational trips per day	Average nutritional trips per day	Average other trips per day	New rider applications per month
Nov 2024	63	54	124	15	11	34
Dec 2024	62	52	119	16	11	18
Jan 2025	62	56	151	15	10	45

This quarter, FCPT covered 165,480 miles and provided 20,694 trips, reflecting an increase of 846 trips over the same period from last year.

Nov, Dec 2024 and Jan 2025			Nov, Dec 2023 and Jan 2024		
Total Trips	20,694		Total Trips	19,848	
Education	9,398	45%	Education	8,836	44%
Medical	4,743	23%	Medical	5,097	27%
Employment	4,107	20%	Employment	3,255	16%
Nutrition	1,158	6%	Nutrition	1,224	6%
Recreation	561	3%	Recreation	726	4%
Adult Day Care	465	2%	Adult Day Care	473	2%
Shopping	262	1%	Shopping	237	1%