



Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

February 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Meeting Announcement

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board will hold a business meeting **Wednesday, February 17, 2021 at 10:00 a.m.** in the **Suwannee River Regional Library System Meeting Room, located at the Suwannee River Regional Library System Live Oak Branch, 1848 Ohio Avenue South, Live Oak, Florida 32064 (location map attached).**

The Centers for Disease Control and Prevention social/physical distancing guidelines will be followed in the meeting room. Wearing of face coverings will be required. Meeting participants must stay at least six feet (about two arms' length) from other persons. Due to social distancing requirements, there will be limitations on the number of persons permitted to enter the meeting room and/or building. To keep the meeting room attendance to a maximum of ten persons, the meeting will also be conducted via communications media technology in the following format:

DIAL IN NUMBER: **Toll free 1.888.585.9008**

CONFERENCE CODE: **864 183 272**

**Board members may participate (and vote), via communications media technology, however, nine Board members must be present to establish a physical quorum to vote on agenda items that require formal action.**

According to the Centers for Disease Control and Prevention, individuals at the greatest risk for severe illness from COVID-19 are those aged 65 or older. There are also other factors that can increase your risk for severe illness such as having underlying medical conditions. We encourage Board members who may have an increased risk of severe illness from COVID-19 to participate via communications media technology.

We will contact Board members prior to the meeting to ensure a physical quorum will be present and to ensure the meeting room attendance will be below 10.

Attached is the meeting agenda and supporting materials. If you have any questions concerning the meeting, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired, please contact our office using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955.8770 (Voice).

Attachments

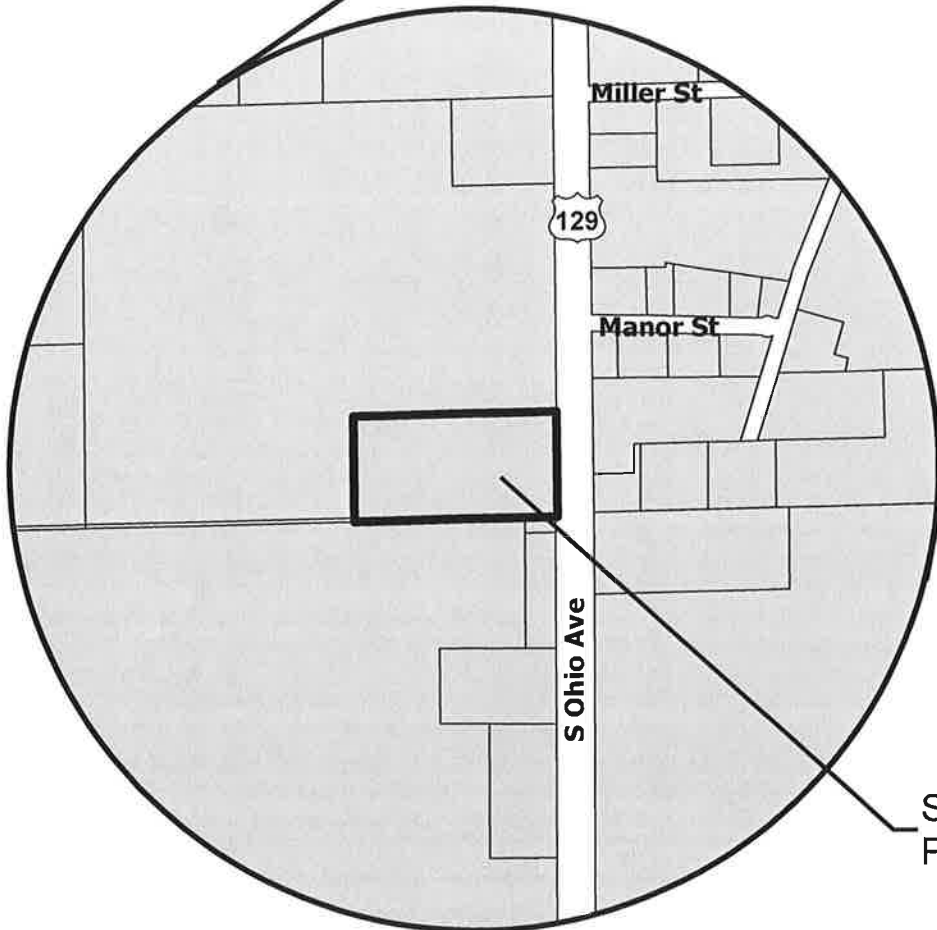
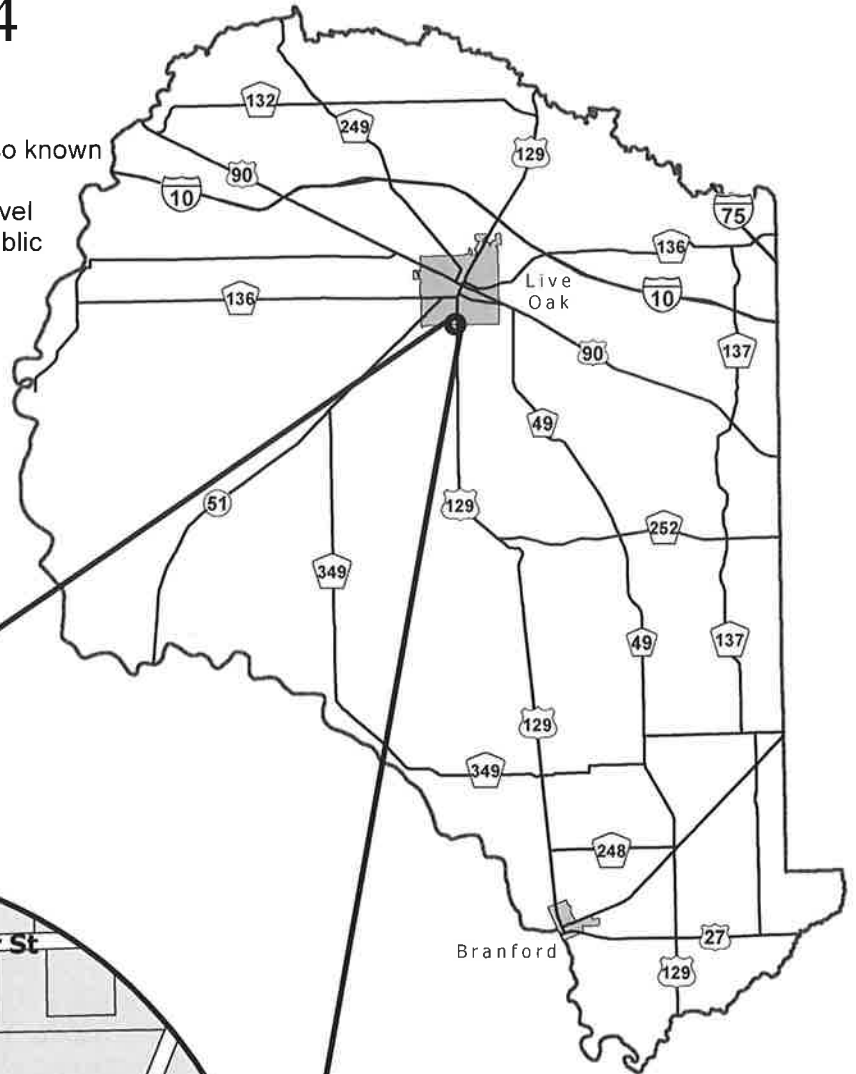
T:\Lynn\TD2021\CHS\Memos\feb.docx

# Suwannee County Public Library

## 1848 South Ohio Ave

### Live Oak, Florida 32064

Directions: From the intersection of U.S. Highway 90 (also known as Howard St) and U.S. Highway 129 (also known as Ohio Ave) in the City of Live Oak, head South onto U.S. Highway 129 (also known as South Ohio Ave) travel approximately 1.5 miles and the Suwannee County Public Library will be on the right, on the Western side of U.S. Highway 129 (also known as South Ohio Ave).



1 inch = 600 feet

Suwannee County  
Public Library





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**BUSINESS MEETING AGENDA**

Suwannee River Regional Library System  
Live Oak Branch Meeting Room  
1848 Ohio Avenue South  
Live Oak, Florida 32064  
Dial in Number: Toll free 1.888.585.9008  
Conference Code: 864 183 272

Wednesday  
February 17, 2021  
10:00 a.m.

**I. Business Meeting – Call To Order**

- A. Elect Acting Chair**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Introductions**

**II. Consent Agenda**

**ACTION REQUIRED**

- A. Approval of the Meeting Agenda Page 3**
- B. Approval of the September 16, 2020 Minutes Page 7**

**III. Comments and Concerns**

- A. Board Members**
- B. Citizens**

**IV. General Business**

- A. New Business**
  - 1. Introduction to Florida’s Coordinated Transportation System (Lynn Godfrey) Page 13 NO ACTION REQUIRED**
  - 2. Recommend Chair (Lynn Godfrey) Page 53 ACTION REQUIRED**

- |    |  |                 |                           |
|----|--|-----------------|---------------------------|
| 3. | <b>Elect Vice-Chair (Lynn Godfrey)</b>                                       | <b>Page 55</b>  | <b>ACTION REQUIRED</b>    |
| 4. | <b>2019/20 Performance Evaluation (Lynn Godfrey)</b>                         | <b>Page 57</b>  | <b>ACTION REQUIRED</b>    |
| 5. | <b>Community Transportation Coordinator Designation (Lynn Godfrey)</b>       | <b>Page 119</b> | <b>ACTION REQUIRED</b>    |
| 6. | <b>2019/20 Annual Operating Reports (Larry Sessions)</b>                     | <b>Page 123</b> | <b>NO ACTION REQUIRED</b> |
| 7. | <b>Suwannee Valley Transit Authority Operations Reports (Larry Sessions)</b> | <b>Page 161</b> | <b>NO ACTION REQUIRED</b> |

**B. Other Business**

1. **Board Members**
2. **Citizens**

**C. Future Meeting Dates**

1. **May 19, 2021 at 10:00 a.m. in Jasper, Florida**
2. **September 15, 2021 at 10:00 a.m. in Lake City, Florida**
3. **November 17, 2021 at 10:00 a.m. in Live Oak, Florida**
4. **February 16, 2022 at 10:00 a.m. in Jasper, Florida**

If you have any questions concerning the meeting agenda or supporting materials, please do not hesitate to contact Lynn Godfrey, Senior Planner, at 1.800.226.0690, extension 110.

**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Toby Witt Columbia County Elected Official	Not Applicable
Commissioner Robert Brown Hamilton County Elected Official	Not Applicable
Commissioner Travis Land Suwannee County Elected Official	Not Applicable
Sandra Collins Florida Department of Transportation Grievance Committee Member	Lauren Adams Florida Department of Transportation
Kay Tice Florida Department of Children and Families	Amanda Bryant Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Allison Gill Florida Department of Education
Bruce Evans Florida Department of Elder Affairs	Dwight Law Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Stanford Florida Agency for Persons with Disabilities	Sylvia Bamburg Florida Agency for Persons with Disabilities
Diane Head Regional Workforce Board	Selvin Cray Regional Workforce Board
Matthew Pearson Florida Association for Community Action Term ending June 30, 2023 Grievance Committee Member	Vacant Florida Association for Community Action Term ending June 30, 2023
Daniel Taylor Public Education	Vacant Public Education
Jonathan C. Law, Jr. Veterans Term ending June 30, 2023 Grievance Committee Member	Vacant Veterans Term ending June 30, 2023
Teri Harmon Citizen Advocate Term ending June 30, 2021	Louie Goodin Citizen Advocate Term ending June 30, 2021
Vacant Citizen Advocate - User Term ending June 30, 2021	Vacant Citizen Advocate - User Term ending June 30, 2021
Vacant Persons with Disabilities Term ending June 30, 2021	Vacant Persons with Disabilities Term ending June 30, 2021
Vacant Elderly Term ending June 30, 2023	John Koch Elderly Term ending June 30, 2023
Sandra Buck-Camp Medical Community Term ending June 30, 2022	Vacant Medical Community Term ending June 30, 2022
Audre J. Washington Children at Risk Term ending June 30, 2022	Vacant Children at Risk Term ending June 30, 2022
Vacant Private Transit Term ending June 30, 2022	Vacant Private Transit Term ending June 30, 2022

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.



**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**VIRTUAL BUSINESS MEETING**

Virtual Meeting		Wednesday
Dial in Number:	Toll free 1.888.585.9008	September 16, 2020
Conference Code:	864 183 272	10:00 a.m.

**VOTING MEMBERS PRESENT**

Commissioner Don Hale, Suwannee County Local Elected Official, Vice-Chair  
Jeff Aboumrad, Florida Department of Education Representative  
Sandra Buck-Camp, Medical Community Representative  
Commissioner Beth Burnam, Hamilton County Local Elected Official  
Sandra Collins, Florida Department of Transportation Representative  
Helen "Renee" Cooke, Florida Agency for Persons with Disabilities Representative  
Teri Harmon, Citizen Advocate Representative  
Diane Head, Workforce Development Board Representative  
Dewece Ogden, Florida Agency for Health Care Administration Representative  
Matthew Pearson, Florida Association for Community Action Representative  
Kay Tice, Florida Department of Children and Families Representative

**ALTERNATE MEMBERS PRESENT**

Lauren Adams, Florida Department of Transportation Representative  
Darlene Strimple, Regional Workforce Board Representative

**VOTING MEMBERS ABSENT**

Bruce Evans, Florida Department of Elder Affairs Representative  
LJ Two Spirits Johnson, Elderly Representative  
Jonathan Law, Jr. Veterans Representative  
Commissioner Bucky Nash, Columbia County Local Elected Official, Chair  
Daniel Taylor, Public Education Representative  
Audre J. Washington, Children at Risk Representative

**OTHERS PRESENT**

Teresa Fortner, Suwannee Valley Transit Authority  
Larry Sessions, Suwannee Valley Transit Authority

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. Business Meeting Call To Order**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Chair Nash and Vice-Chair Hale were not present. She asked the Board to elect an Acting Chair.

**ACTION: Sandra Buck-Camp moved to elect Commissioner Burnam as Acting Chair. Kay Tice seconded; motion passed unanimously.**

Acting Chair Burnam called the meeting to order at 10:05 a.m.

**A. Invocation**

Acting Chair Burnam gave the invocation.

**B. Pledge of Allegiance**

Acting Chair Burnam led the Board in reciting the Pledge of Allegiance.

**C. Roll Call**

Acting Chair Burnam asked staff to take a roll call attendance.

The roll call was taken by Ms. Godfrey, and, a quorum was declared present.

**II. Consent Agenda**

**ACTION: Sandra Buck-Camp moved to approve the consent agenda. Kay Tice seconded; motion passed unanimously.**

**III. Comments and Concerns**

**A. Board Members**

There were no member comments.

**B. Citizens**

There were no citizen comments.



**IV. General Business**

**A. New Business**

**1. Bylaws**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually. She said staff recommends the addition of G. Meetings (12) Public Comment to the Bylaws. She said a Board member suggested changing the first sentence of the first paragraph to: "Each speaker will be allowed to speak for up to three minutes during public comments."

**ACTION: Kay Tice moved to approve the Bylaws as amended including the suggested first paragraph language change. Diane Head seconded; motion passed unanimously.**

**2. Grievance Procedures**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Grievance Procedures annually. She said staff is recommending the addition of G. Meetings (8) Public Comment to the Grievance Procedures with the same suggested language change as the Bylaws.

**ACTION: Sandra Buck-Camp moved to approve the Grievance Procedures as amended including the suggested first paragraph language change. Kay Tice seconded; motion passed unanimously.**

**3. Suwannee Valley Transit Authority Fiscal Year 2020/21 Service Rates**

Mr. Larry Sessions, Suwannee Valley Transit Authority Administrator, stated that the Fiscal Year 2020/21 service rates decreased from Fiscal Year 2019/20. He discussed the methodology Suwannee Valley Transit Authority used to develop the service rates.

**ACTION: Sandra Buck-Camp moved to approve Suwannee Valley Transit Authority's Fiscal Year 2020/21 service rates. Matthew Pearson seconded; motion passed unanimously.**

**4. Trip and Equipment Grant Allocation Methodology**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged is conducting a study to explore changes to the Trip and Equipment Grant allocation methodology within Rule Chapter 41-2.014 Florida Administrative Code. She said the Executive Summary of the draft final report published by the Florida Commission for the Transportation Disadvantaged is included in the meeting materials. She said the Florida Commission for the Transportation Disadvantaged will hold a rule making workshop on September 30, 2020 concerning the funding formula changes. She said more information about the study can be found on the Florida Commission for the Transportation Disadvantaged webpage.

Mr. Sessions stated that Suwannee Valley Transit Authority will work with whatever changes are made to the funding formula.

**5. Suwannee Valley Transit Authority Operations Reports**

Mr. Sessions presented Suwannee Valley Transit Authority's operations reports. He said trips were drastically reduced beginning in March 2020 due to COVID-19. He said trips increased in June 2020.

Vice-Chair Hale said he appreciates Suwannee Valley Transit Authority's continued service during the COVID-19 pandemic.

**B. Other Business**

**1. Board Members**

There were no comments.

**2. Citizens**

There were no comments.

**C. Future Meeting Dates**

Vice-Chair Hale announced the next meeting will be held November 18, 2020 at 10:00 a.m.

**ADJOURNMENT**

The meeting adjourned at 10:27 a.m.

---

Chair  
Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

---

Date





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

February 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Introduction to Florida's Coordinated Transportation System

RECOMMENDATION

**No action required. This agenda item is for information only.**

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires Board members to comply with the requirements of Section 112.3143, Florida Statutes and Section 286, Florida Statutes.

Attached are the following documents for the Board's information:

- An Introduction to Florida's Coordinated Transportation System;
- Section 112.3143, Florida Statutes concerning voting conflicts of interest; and
- Section 286, Florida Statutes concerning Florida Sunshine Law.

If you have any questions regarding the attached documents, please do not hesitate to contact me.

Attachments

T:\Lynn\TD2021\CHSMemos\training.docx





# **TD 101 – A Comprehensive Overview of the Transportation Disadvantaged Program**

**Commission for the Transportation Disadvantaged**

**September 17, 2019**



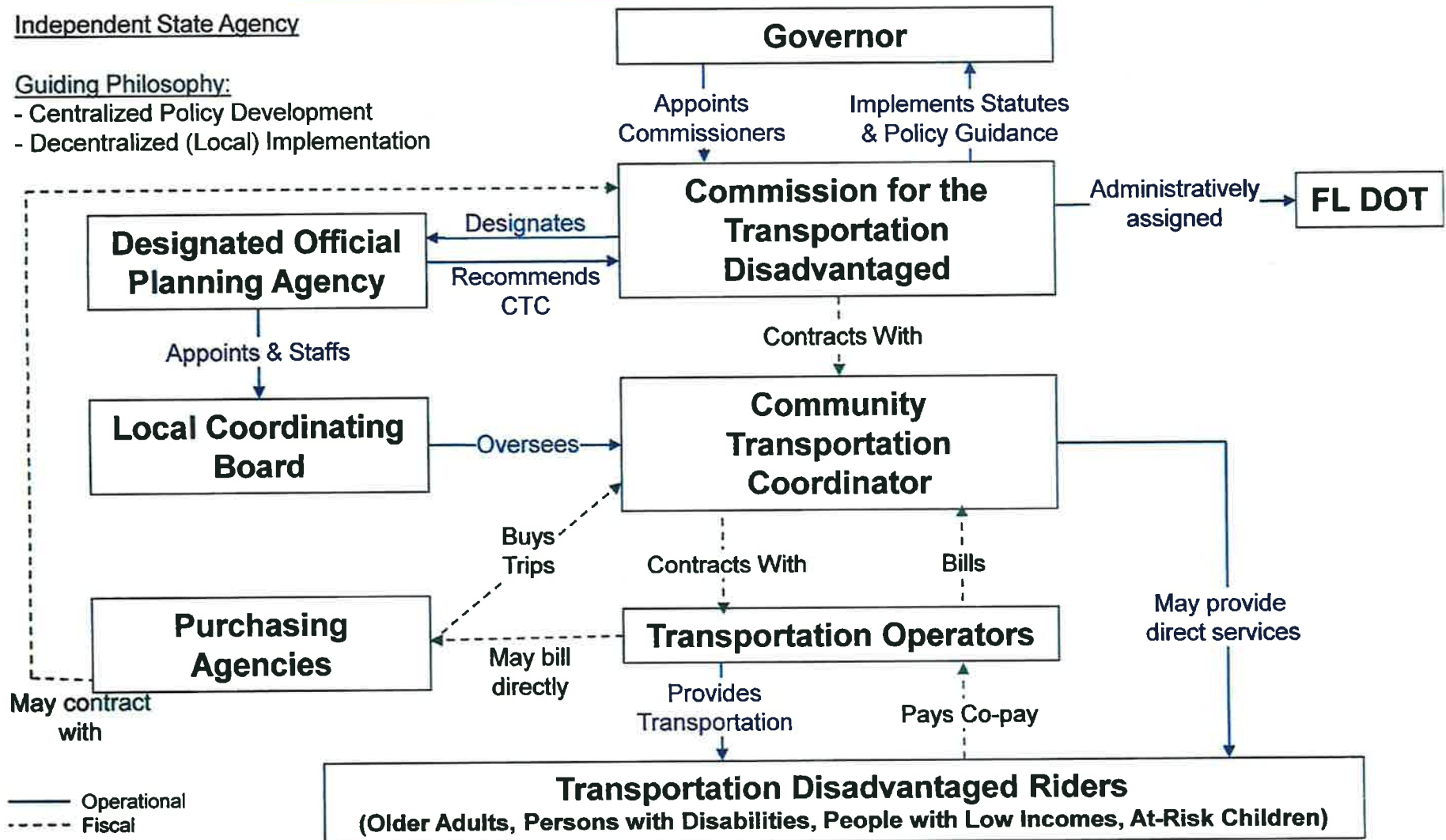
# Florida's Coordinated Transportation System Organizational Structure

## Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation



— Operational  
- - - Fiscal



## Who Do We Serve?

- Older Adults
- Persons with Disabilities
- People with Low Income
- At-Risk Children



Florida Commission for the



**Transportation  
Disadvantaged**

## They Could Need A Ride To...



- Medical Services
- Work
- School
- Grocery Store



# Commission for the Transportation Disadvantaged

## Purpose (427.013 F.S.):

Accomplish the **coordination** of transportation services provided to the transportation disadvantaged.

**Coordination Defined:** Arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services

## Goal (427.013 F.S.):

To assure the cost-effective provision of transportation by qualified CTCs or transportation operators.



# Commission for the Transportation Disadvantaged

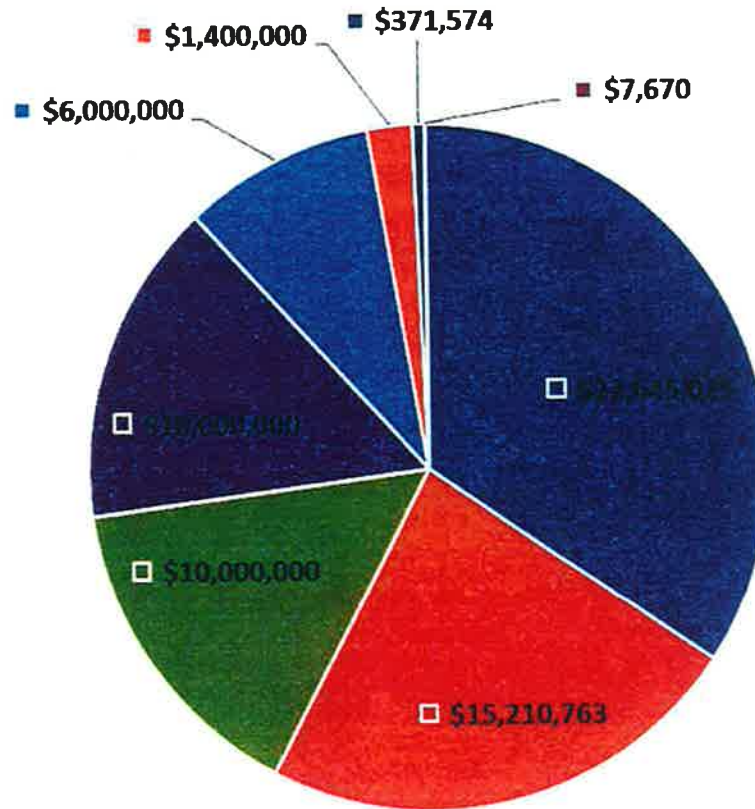
## Duties

- Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged.
- Designates the planning agency in areas outside the purview of an MPO.
- Approves the appointment of CTCs.
- Contract with CTCs.



## Commission Revenues FY 2019-20

### Total Revenues \$65,635,032



- HSMV - Registration Fees (\$1.50)
- Senate Bill - State Transportation Trust
- FDOT Trust Fund
- HSMV - Parking Permit (\$5.00)
- FDOT Public Block Grant (15%)
- Senate Bill - State Transportation Trust
- FDOT Trust Fund - Capital Equipment
- HSMV- Voluntary



## Designated Official Planning Agency

The Planning Agency assists the Commission at the local level in accomplishing the coordination of transportation services to the transportation disadvantaged.



## Designated Official Planning Agency

Planning Agencies are:

- Metropolitan Planning Organizations;
- County/City Governments;
- Regional Planning Councils; or
- Local Planning Organizations who are performing planning activities in designated service areas.

A Planning Agency may be responsible for multiple services areas.



## Designated Official Planning Agency

### Duties

- Appoints members to the Local Coordinating Board
- Provides staff to the Local Coordinating Board
  - Quarterly Meetings (Meeting Schedule, Agendas, Minutes, By-Laws, Grievance Procedures, Training)
  - Annual Public Hearing





## Designated Official Planning Agency

### Duties (Continued)

- Recommends to the Commission a Community Transportation Coordinator (CTC)
  - Competitive Procurement Process  
(Local Procurement Process or Chapter 287, F.S.)
  - Memorandum of Agreement between the Commission and CTC
  - CTC designation is for five years
- Evaluates the CTC (Planner & LCB) annually



## Designated Official Planning Agency

### Duties (Continued)

- Reviews annually the Annual Operating Report prepared by the CTC and submits it to the Local Coordinating Board for approval.
- In coordination with the CTC and the Local Coordinating Board, develops a Transportation Disadvantaged Service Plan (TDSP)



## Local Coordinating Board

### Purpose

- Identify local service needs
- Provide information, advice and direction to the CTC on the coordination of services to be provided through the Coordinated Transportation System
- Serve as an advisory body to the Commission regarding a particular service area



## Local Coordinating Board

### Coordinating Board Structure

- Members are appointed by the Planning Agency
  - 1 elected official to serve as Chairperson
  - 1 Vice-Chairperson (elected annually by LCB Members)
  - Additional member groups which compose the LCB
    - FDOT, DCF, DOEA and AHCA
    - Public Education Community
    - Florida Division of Vocational Rehabilitation or Division of Blind Services for DOE, when applicable
    - Veterans Service Office
    - Florida Association for Community Action representative of county's disadvantaged population



## Local Coordinating Board

### Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB (Continued)
  - Elderly (person over 60)
  - Disabled
  - 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
  - Representative for children at risk
  - Chairperson/designee of local Public Transit System's Board, except in cases where they are also the CTC
  - Private for profit, when available (local private non profit may replace unless CTC)
  - Regional Workforce Development Board
  - Medical community



## Local Coordinating Board

### Duties

- Assists CTC in establishing eligibility guidelines and trip priorities
- Evaluates CTC annually
- Reviews and approve Transportation Disadvantaged Service Plan (TDSP) and Memorandum of Agreement (MOA)
- Appoints Grievance Committee to process and investigate complaints



## Local Coordinating Board

### Duties (Continued)

- Meets at least quarterly
- Reviews and recommends other funding applications
- Reviews strategies of service provision to the area
- Evaluates multicounty or regional transportation opportunities



# Community Transportation Coordinator

## Duties

- Plans, administers, monitors, coordinates, arranges and delivers coordinated Transportation Disadvantaged services originating in their designated service area
  - Operates centralized call center
  - Determines transportation eligibility
  - Schedules trips
  - Performs gatekeeping duties
  - Invoices purchasing agencies





## Community Transportation Coordinator

### Duties (Continued)

- Develops a Transportation Disadvantaged Service Plan with Local Coordinating Board.
- Prepares and submits Annual Operating Report
- Recommends eligibility guidelines and trip prioritization to the Local Coordinating Board for non-sponsored trips.



# Community Transportation Coordinator

## Selecting a Community Transportation Coordinator

- Interested organization responds to Planning Agency's request for a Community Transportation Coordinator.
- Planning Agency submits recommendation to the Commission for approval.
- Designation is for 5 years.



# Community Transportation Coordinator

## CTC Agreements with Commission

- Memorandum of Agreement (MOA)
- Trip & Equipment Grant
- Shirley Conroy Grant (Rural Capital Equipment)
- Innovation & Service Development Grant



# Community Transportation Coordinator

## Service Network Types

- Sole Source—provides all services
- Partially Brokered—contracts some services and provides some services
- Fully Brokered—contracts all services



## Purchasing Agency

**Purchasing Agency:** An agency that purchases transportation services for the transportation disadvantaged.

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Department of Economic Opportunity
- Department of Children and Families
- Department of Education
- Department of Elder Affairs
- Department of Health
- Department of Juvenile Justice
- Florida Department of Transportation



## Purchasing Agency

### Duties

- Uses the coordinated transportation system for provision of services to its clients.
- Pays the rates established in the service plan or negotiated statewide contract
- Negotiates with the Commission before procuring transportation disadvantaged services.
- Identifies the specific amount of money they will allocate in their legislative budget request to provide transportation disadvantaged services.



## Purchasing Agency

### Duties (Continued)

- Provides the Commission an accounting of all funds spent as well as the number of trips purchased with agency funds.
- Assists communities in developing coordinated transportation systems designed to serve the transportation disadvantaged.
- Ensures that its rules, procedures, guidelines, and directives are conducive to the coordination of transportation funds & services for the transportation disadvantaged.



## Rider

### Eligibility for Transportation Disadvantaged Trust Fund

- Commission establishes guidelines for Transportation Disadvantaged eligibility
- Local Coordinating Board develops local eligibility policy, based on Chapter 427, Florida Statutes, and Commission Guidelines.





# CTD Eligibility Criteria

Adopted May 22, 1997

At a minimum:

- No other funding available
- No other means of transportation is available
- Cannot utilize public transit
- Physical or mental disability
- Age
- Income status is a specified percent of the poverty level
- No self-declarations allowed
- Ability to pay



# Section 112.3143, Florida Statutes

## Voting Conflicts of Interest

1

## Section 112.3143, Florida Statutes

- Public officer includes any person serving on an advisory body.
- Board members are considered public officers.
- Board members may not vote on any matter that would be to their special private gain or loss.



2

## Section 112.3143, Florida Statutes

- Board members shall make every reasonable effort to disclose the nature of their interest as a public record in a memorandum filed with staff.
- The memorandum shall be incorporated in the meeting minutes.



3

## Section 112.3143, Florida Statutes

- Board members shall, prior to a vote being taken, publicly state the nature of their interest in the matter from which they are abstaining from voting.
- Within 15 days after the vote occurs, Board members shall disclose the nature of their interest as a public record in a memorandum filed with staff.



4

## Section 112.3143, Florida Statutes

- No Board member shall participate in any matter which would be to the Board member's special private gain or loss without first disclosing the nature of their interest in the matter.
- In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists.
- A written memorandum disclosing the nature of the conflict shall be filed within 15 days after the oral disclosure.



# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:  MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

**NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.**

# Section 286, Florida Statutes

## Florida Sunshine Law

1

## Section 286, Florida Statutes

- Board meetings must be open to the public.
- Reasonable notice of Board meetings must be given.
- Minutes of Board meetings must be taken.



2



## Section 286, Florida Statutes

- Applies to any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision.
- A meeting is considered any gathering of two or more Board members to discuss any matter which will come before the Board for action.







Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

February 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Recommend Chair

RECOMMENDATION

**Recommend the North Central Florida Regional Planning Council appoint one of the Local Elected Official Representatives from Columbia, Hamilton or Suwannee Counties as Chair of the Board.**

BACKGROUND

Chapter I. F. (1) of the Board’s Bylaws requires the Board to recommend the appointment of one of the Local Elected Official Representatives as Chair of the Board to the North Central Florida Regional Planning Council. The Chair shall serve the remainder a one-year term ending June 30, 2021.

If you have any questions concerning this matter, please contact me at extension 110.





Serving Alachua  
 Bradford • Columbia  
 Dixie • Gilchrist • Hamilton  
 Lafayette • Levy • Madison  
 Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653 • 1 803 • 352.955.2200

February 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Elect Vice-Chair

RECOMMENDATION

**Elect one of the Local Elected Official Representatives for Columbia, Hamilton or Suwannee Counties as the Board’s Vice-Chair.**

BACKGROUND

Chapter I. F. (2) of the Board’s Bylaws requires the Board to elect a Vice-Chair. The Vice-Chair shall be one of the Local Elected Official Representatives for Columbia, Hamilton or Suwannee Counties. The Vice-Chair shall serve the remainder a one-year term ending June 30, 2021.

If you have any questions concerning this matter, please contact me at extension 110.

T:\Lynn\TD2021\CHS\Memos\electvc.docx





Serving Alachua  
 Bradford • Columbia  
 Dixie • Gilchrist • Hamilton  
 Lafayette • Levy • Madison  
 Suwannee • Taylor • Union Counties

---

2008 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

February 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2019/20 Annual Performance Evaluation

RECOMMENDATION

**Approve the Suwannee Valley Transit Authority’s 2019/20 annual performance evaluation.**

BACKGROUND

The Board is required to annually evaluate the transportation services provided by Suwannee Valley Transit Authority. Attached is Suwannee Valley Transit Authority’s draft 2019/20 annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

T:\Lynn\TD2021\CHS\Memos\eval.docx





# COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



## Transportation Disadvantaged

Community Transportation Coordinator: Suwannee Valley Transit Authority

Designated Service Area: Columbia, Hamilton and Suwannee

Address: 1907 Voyles Street, Live Oak, FL 32060

Contact: Larry Sessions, Administrator Phone: 386-362-5332

Review period: July 1, 2019 - June 30, 2020



# 2019/20 Community Transportation Coordinator Annual Performance Evaluation

Approved by the

Columbia, Hamilton and Suwannee  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

---

**Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

February 17, 2021

THIS PAGE LEFT BLANK INTENTIONALLY

**TABLE OF CONTENTS**

Findings and Recommendations \_\_\_\_\_ 1

Entrance Interview \_\_\_\_\_ 2

General Information \_\_\_\_\_ 3

Compliance With Chapter 427, Florida Statutes \_\_\_\_\_ 12

Compliance With Rule 41-2, Florida Administrative Code \_\_\_\_\_ 32

On-Site Observation of the System \_\_\_\_\_ 38

Surveys \_\_\_\_\_ 39

Cost \_\_\_\_\_ 42

Level of Competition \_\_\_\_\_ 43

Level of Coordination \_\_\_\_\_ 44



## I. FINDINGS AND RECOMMENDATIONS

- A. General Information**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- B. Chapter 427, Florida Statutes**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- C. Rule 41-2, Florida Administrative Code**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- D. On Site Observation**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- E. Surveys**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- F. Cost**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- G. Level of Competition**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- H. Level of Coordination**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

## II. ENTRANCE INTERVIEW

1. **Operating Environment:** Rural
2. **Organization Type:** Government Agency
3. **Network Type:** Sole Provider
4. **Subcontracted Operators:** None
5. **Coordination Contractors:**
  - ARC of North Florida
  - Columbia County Senior Services, Inc.
6. **Transportation Alternatives:** None
7. **Purchasing Agencies:**
  - Florida Commission for the Transportation Disadvantaged
  - Florida Department of Elder Affairs
  - Florida Agency for Persons with Disabilities
8. **Transportation Disadvantaged Helpline Calls:**

Number of Calls	Closed Cases	Unsolved Cases
0	0	0



### III. GENERAL INFORMATION

1. **What was the designation date of the Community Transportation Coordinator?**  
7/01/16
2. **What is the complaint process?**  
Suwannee Valley Transit Authority's complaint process is attached.
3. **Does the community transportation coordinator have a complaint form?**  
Yes (attached)
4. **Does the form have a section for resolution of the complaint?**  
Yes
5. **Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?**  
Yes
6. **When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?**  
If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Helpline.
7. **When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?**  
Yes
8. **Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?**  
Yes (attached)
9. **Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?**  
Yes
10. **Does the rider/ beneficiary information or brochure list the complaint procedure?**  
Yes
11. **What is the eligibility process for Transportation Disadvantaged sponsored riders?**  
Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).

12. **Does public information state that accessible formats are available upon request?**

Yes

13. **Is public information available in accessible formats upon request?**

Yes

14. **What arrangements are in place to have accessible materials produced upon request?**

Suwannee Valley Transit Authority keeps a log book of all requests. The log book is checked regularly by staff

15. **Is The Florida Relay phone number provided in informational materials?**

Yes

16. **Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?**

No

17. **What innovative ideas have been implemented in the coordinated transportation system?**

Suwannee Valley Transit Authority applied for and received Mobility Enhancement Grant funds to provide on-demand service to residents of Lake City.

18. **Are there any areas where coordination can be improved?**

Coordination with other Community Transportation Coordinators in adjacent counties to provide route service could be improved.

19. **What barriers are there to the coordinated system?**

Florida's Managed Medical Care Program not providing client transportation through Florida's Coordinated Transportation System is a barrier.

20. **Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?**

The Florida Commission for the Transportation Disadvantaged staff is always helpful and willing to work with Suwannee Valley Transit Authority staff. Simplifying the reporting process and making the Annual Operating Report and Rate Calculation Model easier to understand would be helpful.

21. **What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated transportation system?**

None.

22. **How is the Community Transportation Coordinator marketing the voluntary dollar?**

Information about the voluntary dollar is posted on Suwannee Valley Transit Authority's website. Suwannee Valley Transit Authority has attempted to place Voluntary Dollar posters in the Tax Collectors' offices.

Attachment

SUWANNEE VALLEY TRANSIT AUTHORITY (SVTA)

COMPLAINT AND GRIEVANCE PROCEDURE

**OFFICIAL SERVICE COMPLAINT**

Service complaints are routine incidents that occur on a daily basis, and can be reported to the driver, dispatcher, or other individuals involved with daily SVTA operations. However, for a service complaint to be "Official", it MUST be reported to the SVTA Director of Operations and it must be in writing within 15 calendar days following the date of occurrence. Forms for this purpose are contained in this procedure, and may be obtained by contacting SVTA administrative offices. Official Complaint forms may be received via email, fax, or picked up in person. Official written complaints are typically addressed and resolved within a reasonable time period suitable to the complainant. The complaint and grievance process for Medicaid related services provided by SVTA is different, and covered under SVTA's Medicaid Beneficiary Handbook for Columbia, Hamilton and Suwannee Counties, OR by the procedure by any one of the four (4) future Medicaid managed medical care providers.

The SVTA Director of Operations will maintain a log documenting each complaint. SVTA will conduct a review of each complaint, and based on evidence collected, note for the record if the complaint is found by SVTA to be valid or if the complaint is unfounded or not valid. At the LCB's quarterly meeting, SVTA will provide the LCB a summary of all complaints received and actions taken.

Service Complaints may include but are not limited to:

- Late trips (late pickup, drop-off or missed appointment)
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, i.e., lack of Transportation Disadvantaged funds, etc. The CTC desires to have the opportunity to address these complaints, but recognizes the rider's right to complain directly to the state ombudsman. The CTC must make every effort to quickly and completely address every complaint, and include the complete details of resolution on the report.

**FILING A COMPLAINT WITH THE SVTA**

A rider of the Suwannee Valley Transit Authority (SVTA) may file an official written complaint in writing within 15 calendar days about their experience with SVTA.

The Complainant must file the official complaint in writing. Written official complaints can be sent to:

Larry Sessions, Administrator  
1907 Voyles St, SW  
Live Oak Florida, 32064  
(386) 362-5332 PH  
(386) 219-0157 FAX  
Larry.

by mail, FAX, or emailed to the SVTA Administrator. Although oral complaints or compliments may be called into SVTA at (386) 362-5332 during normal business hours, the ONLY complaints that will be logged, researched and reported are the official written complaints to the SVTA Director of Operations.

Written complaints may be anonymous. However, for a complaint to be official, the complainant must provide the following:

1. The full name and complete address of the complainant;
2. A statement of the grounds for the grievance and be supplemented by supporting documentation and detailed information such as pickup and drop-off addresses/locations, date of service, times, made in a clear and concise manner;
3. An explanation of the relief desired by the Complainant.

Upon receiving the official written complaint, the SVTA Director of Operations will make reasonable efforts to contact the Complainant no later than the end of the next business day. The Director of Operations will make three documented attempts to contact the complainant. After the third attempt, if no contact is made, the complainant will need to call back if they wish to pursue the official complaint. SVTA has a time limit of fifteen (15) calendar days upon which to accept an official written complaint, but the sooner the official written complaint is filed after the incident, the better SVTA can respond with appropriate resolutions.

Upon receiving the official written complaint, the Director of Operations will:

- 1) Contact all parties involved to obtain statements; and
- 2) Research the complaint and gather all relevant evidence that may be available; and
- 3) Review and evaluate the evidence; and
- 4) Based on the evidence collected, formulate a decision and a recommendation
- 5) Issue a report.

The Director will forward the report to the Administrator of SVTA for a ruling and/or determination.

Suwannee Valley Transit Authority will respond to the complainant within thirty (30) calendar days after the filing of the official complaint.

Suwannee Valley Transit Authority will render the findings in writing and notify the complainant, giving to the complainant an explanation of the facts that lead to Suwannee Valley Transit Authority's decision and, if applicable, information as to what actions were taken to bring about a resolution.

Based on the findings, if appropriate, SVTA will review its policies and procedures to see if adjustments are justified.

SVTA will maintain a complaint log for official written complaints. The SVTA complaint log is 'public information' and will be released to any requestor as such. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

The SVTA complaint log will be a part of the SVTA packet sent to the Local Coordinating Board's quarterly meetings.

#### **SUSPENSION RECONSIDERATION HEARING (For Non-Sponsored Program Only)**

If a Non-sponsored program public rider has been issued a notice of suspension by Suwannee Valley Transit Authority, they have fifteen (15) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Local Coordinating Board Grievance Subcommittee. Service suspensions for other Agency programs (like Medicaid) will follow the terms and conditions related to the Agency/Program contract for services, if applicable.

Requests for reconsideration must be in writing and delivered to:

Suwannee Valley Transit Authority, Administrator  
1907 Voyles Street, SW  
Live Oak, FL 32064

And

NCFRPC  
Transportation Disadvantaged Program  
Local Coordinating Board Grievance Subcommittee  
2009 N.W. 67 Place, Suite A  
Gainesville, Florida 32653-1603

The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within fifteen (15) calendar days from the issue date of the suspension, the suspension will not be heard.

Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 15 calendar days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Local Coordinating Board Grievance Subcommittee will make a recommendation to the LCB on whether or not to uphold the suspension. The Grievance Subcommittee's recommendation will be reviewed, adjusted as needed, and re-issued by the Local Coordinating Board to the SVTA Administration. The SVTA Administration will make a decision whether or not to uphold the LCB's recommendation. A written statement of the recommendation and a written statement of the SVTA decision whether or not to uphold the suspension shall be forwarded to the person requesting the hearing within seven (7) calendar days after the recommendation by the LCB to SVTA.

**FILING A GRIEVANCE WITH THE SVTA BOARD OF DIRECTORS**

Additionally, where appropriate, an interested party may also file a grievance with Suwannee Valley Transit Authority's Board of Directors. The only matters subject to consideration as a grievance are those which have unsatisfactorily been processed as an official written complaint. Such grievance shall be an issue within the purview of the Suwannee Valley Transit Authority and the Chairman of the Board's approval to hear the matter. The SVTA administration shall report, in a format of its choosing, any and all official written complaints filed by riders of the SVTA or of subcontractors to the LCB. The report shall provide complete details and include all action to resolve the complaint.

**Complaint/Grievance FLOW CHART**



## SVTA Official Complaint/Grievance Form

Page 1 of \_\_\_\_\_

Date Received

by:

<b>Section I: Complainant/Grievant</b>	
Name: _____	
Physical Address: _____	
Mailing Address (if different): _____	
Contact Phone #: _____	Email: _____
<b>Section II: Person and Organization the Complaint/Grievance Is about</b>	
Organization: _____	
Person(s): _____	
Telephone number (if known): _____	
<b>Section III: Complaint/Grievance</b>	
Explain as clear as possible what your complaint/grievance is. Describe all persons who were involved. Include the name and contact information of the person(s) involved (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form or attach other relevant information.	
Date of Problem, Complaint or Grievance (Day, Month, Year): _____	
My complaint/grievance is:	

Under the penalties of perjury, I hereby certify the above statements to be true. Signature and date required below.

Signature

Date

**Please submit this form in person, or mail to the address below:**

SVTA, Administrator  
1907 Voyles St, SW  
Live Oak, Florida, 32064

SVTA TDSP Operational Element – 2/12/2014

Page 4 of 4

**SUWANNEE VALLEY  
TRANSIT AUTHORITY  
RIDER'S GUIDE**



**TELEPHONE NUMBER REFERENCE**

**SVTA OFFICE: (386) 362-5332  
(800) 258-7267  
M-F 8am-5pm**

**Closed weekends and all federal holidays.**

**TO MAKE A TRIP RESERVATION  
M-F 8 am to 5pm  
(386) 362-5332 OPTION 2**

**LISTEN TO and FOLLOW DIRECTIONS**

**TO FILE A COMPLIMENT or COMPLAINT  
(386) 362-5332 or (800) 983-2435**

**IF YOU ARE HEARING IMPAIRED, BLIND OR  
SPEECH DISABLED CALL 7-1-1 FL RELAY FOR  
ASSISTANCE.**

**WHO IS ELIGIBLE**

**IDTF RIDERS** Transportation Disadvantaged Trust Fund): This Trust Fund is a state grant for those in need of transportation to medical and other life-sustaining appointments, but who have no means of transportation and who do not qualify for other programs. In order to qualify to ride under IDTF, you must have a complete, and current, approved IDTF Eligibility form, along with proof of household income on file. This form can be mailed to you or you may pick one up at our office. Basic qualifications include, but are not limited to: no operating vehicle or other means of transportation. The \$2 co-pay, each way, **MUST** be paid to the Bus Operator prior to boarding.

**OTHER PAYMENT PROVISIONS:** SVTA can also transport the public under standard fare (private pay). This means the rider pays a flat rate for certain trips, whether it is in or out of your county. To learn the rates for a specific trip, please call the SVTA main office at (386) 362-5332 OPTION 2.

*Grocery store trips may be scheduled for a standard fare, or private pay, based upon availability. There is a three, grocery store issued, bag limit for shopping trips. This rule will be strictly adhered to.*

**MEDICAID:** You must contact your HMO to set up Medicaid medical transportation.

**SVTA RIDER CODE OF CONDUCT:**

Rider is required to follow these rules of conduct to insure everyone's safety:

1. Riders are responsible for their personal hygiene. If your personal hygiene is offensive to others, you will be refused transportation.
2. Use of tobacco, alcohol or illegal drugs are not permitted while on vehicles.
3. Eating & drinking are not permitted on vehicle unless medically necessary.
4. Riders who appear to be under the influence of alcohol or drugs will not be permitted to board.
5. Abusive, threatening, obscene language or discourtesy of any kind will not be tolerated. Riders may not create a hostile scene.
6. Riders and escorts are responsible for a \$2 co-pay each trip, and must have exact change, each time you board.
7. Rider must not engage the driver in conversation or distract the driver in any way.
8. Rider must use earphones when using personal listening devices.
9. Rider may not ask driver to make special stops during transport.
10. Rider is responsible for all personal items. SVTA is not responsible for missing or lost items or misplaced property.

11. Riders must use seat belts if available. Wheelchairs or any other mobility device must be properly secured and fastened before SVTA vehicle can move.

12. Wheelchairs and walking devices must be in good repair. *Client is responsible for providing and maintaining their own wheelchair.*

13. Riders who need special assistance must have an escort. The escort must age 18+ & must be available to aid rider as needed.

14. When transporting children, the following Florida Child Car Seat Laws must be followed:

If the vehicle that you are being transported in is equipped with seat belts:

Minors under 18 years old must be in a seatbelt.

Florida law requires children age 5 and under to be secured properly in a crash-tested, federally approved child restraint device.

- Children ages 0-3 must be in child restraint devices of a separate carrier or a vehicle manufacturer's integrated child seat
- Children age 4 and 5 must be in a separate carrier, integrated child seat or booster seat

Car seats may not be left on the vehicle.

SVTA RIDER'S

**QUICK REFERENCE GUIDE**

The Suwannee Valley Transit Authority (SVTA) is a public transit agency serving the citizens of Columbia, Hamilton and Suwannee Counties. SVTA is governed by the SVTA Board of Directors. Two County Commissioners from each of the three counties make up the SVTA Board of Directors.

**STATE'S DESIGNATED CTC**

SVTA is the state's designated 'Community Transportation Coordinator' (CTC), meaning that SVTA is the transportation agency for non-emergency medical transportation for the state's Transportation Disadvantaged Trust Fund (TDTF). For Medicaid sponsored, non-emergency medical transportation you must contact your HMO to set up your transportation for medical appointments. To schedule transportation under the Transportation Disadvantaged Trust Fund, call the numbers located on the front of this brochure. All non-emergency transportation is done by way of public and shared ride transportation. SVTA is fully ADA compliant, serving ambulatory, wheelchair and stretcher riders.

**COMMUNITY DISASTER EMERGENCY PROCEDURES**

During a community disaster, SVTA will work with the Emergency Operations Center (EOC) of your county to transport residents to designated evacuation shelters. All routine transportation will be suspended during times of state declared disaster.

**ESCORTS and SERVICE ANIMALS**

If you use a wheelchair or other mobility device, you must be able to move around with your device under your own power. You are responsible for providing and maintaining your

own wheelchair. If you need assistance in moving about (i.e. you cannot roll your wheelchair without assistance, or walk to the vehicle without help), you must have an escort with you. The escort must be at least 18 years of age and fully capable to help you move about and assist you in case of an emergency. The escort must stay with you while you are on the SVTA vehicle. SVTA does NOT provide escorts. If you have an escort, you both must pay the co-pay. Service Animals may accompany a rider. Rider is responsible for animal's hygiene and behavior.

**CERTIFICATION**

SVTA is safety and security certified by the Florida Department of Transportation. SVTA meets state / federal safety requirements for Public Transportation under Florida Administrative Code (FAC) 14-90.

**TO MAKE A RESERVATION**

Trip reservations must be made at least 3 business days in advance of the day you need transportation. Trip reservations are taken weekdays from 8am to 5pm. Call (386) 362-5332 OPTION 2 to make a reservation. You must have all required information ready, such as the doctor or treatment facility's name, address, phone, date and time of appointment. The Reservationist cannot look up this information for you. When your reservation is logged, you will be given a confirmation number. This number is proof that you made an appointment. SVTA is not responsible for missed appointments because you did not call in on time or did not provide correct information. Call for your reservation as soon as you become aware of your appointments.

**SUBSCRIPTION TRIPS**

If you have an appointment that will continue for an extended period of time (i.e. physical therapy or dialysis treatment) SVTA can set up a Subscription trip for you. This will put you on a

schedule for the duration of your treatment so you will not have to call in each time. Pick up and drop off locations must be the same throughout the subscription.

**TO CANCEL A RESERVATION**

Please notify SVTA if you must cancel your scheduled trip. Call (386) 362-5332 OPTION 1. If you do not cancel within 8 hours prior to your scheduled pick up time, you will be considered a NO SHOW. A NO SHOW occurs when the driver arrives to pick you up and you are not ready to board the vehicle. If you are a NO SHOW or if you cancel when the SVTA vehicle arrives, all your trips for that day will be cancelled as well.

**THE DAY OF YOUR TRIP**

You must be ready to board your SVTA Transport vehicle when it arrives at your location. The Driver cannot wait for more than 5 minutes as s/he must move on to pick up the next rider. SVTA recommends that you be ready at least two (2) hours ahead of your expected pick up time. If you require an escort to help you move about, that escort must be ready to board with you.

**AFTER APPOINTMENT PICK UP**

If you were not given an 'after appointment pick up time', you will be considered a 'will call'. This means that when you are finished with your appointment, call (386) 362-5332 OPTION 1 and tell us that you are ready for pick up. SVTA will send the nearest available transport for your return home.

**PUBLIC TRANSPORTATION & SHARE RIDE**

SVTA does its best to get you to your appointment on time with minimal wait times. SVTA is public transportation only and uses

a shared ride program, meaning that others will share your ride. SVTA covers a 2,300 square mile area and serves many riders. In order to get everyone to their appointment on time, you may have a very early pick up time. You may be on the transport vehicle for up to 2 hours or longer. You may have to wait for your transport for up to 2 hours or more, depending on your pickup point within the 3 counties. You must be prepared to wait, so bring appropriate provisions: water, snacks, medications, personal hygiene items & reading materials.

**COMPLIMENTS**

**COMPLAINTS & GRIEVANCES**

SVTA strives to provide safe, professional service. If you have a compliment or complaint, please call (386) 362-5332 or (800) 983-2435. If you are a TD or Medicaid Rider, the initial complaint must be filed within 15 business days. Medicaid has strict time frames for filing a complaint, grievance, appeal or request for a Fair Hearing.

**PRIVACY**

SVTA complies with all federal and state privacy laws, including HIPPA. SVTA will never share your information with anyone who is not authorized by law to have it. You MUST keep SVTA updated with your address, telephone number and emergency contact information. SVTA is not responsible for missed appointments because you have not updated your contact information with us.





# SUWANNEE VALLEY TRANSIT AUTHORITY

- HOME
- BOARD MEETING INFORMATION
- ABOUT
- SERVICES
- CODE OF CONDUCT
- FORMS
- GALLERY
- More

Welcome to  
Suwannee Valley Transit Authority



BUCKLE  
UP



PHONE  
DOWN

**IT'S THE  
LAW**

## SUWANNEE VALLEY TRANSIT AUTHORITY

- HOME
- ABOUT
- RIDING WITH SVTA
- CODE OF CONDUCT
- FORMS
- GALLERY
- CONTACT

### MISSION STATEMENT

Serve the people of Columbia, Hamilton, and Suwannee counties by providing a reliable, safe, efficient, accessible and convenient transportation system that meets the needs of our citizens and enhances the quality of living today and into the future.

### OUR TEAM



ADMINISTRATIVE



DRIVERS



MAINTENANCE



## HISTORY

The Suwannee Valley Transit Authority (SVTA) was originally formed in late 1972 under a Federal Grant by the Office of Economic Opportunity as a "seed project", and was operated by the Suwannee River Economic Council. Operations began in the four Florida counties of Columbia, Suwannee, Hamilton and Lafayette, with four 10 passenger vans and three school buses. Columbia County covers about 783 square miles, with a population at that time of about 29,375. Hamilton County covers about 514 square miles. Lafayette County has about 548 square miles and Suwannee County has about 685 square miles.

In 1974, SVTA was transferred by mutual agreement to Suwannee County for public ownership in order to be eligible for a Florida Department of Transportation demonstration grant project. The demonstration project was in operation from November 1974 until September 1976.

In June of 1975, a \$1 million proposal was submitted to the Federal Highway Administration for a rural transportation demonstration project under Section 147 of the Federal-Aid Highway Act of 1973. The proposal was revisited in June 1976 due to a cut in Federal funding. This reduced the proposed budget to \$245,000 for three years but allowed for route expansions of the existing system. Tentative approval from the Federal Highways Administration was received in July 1976 with a stipulation that final approval would be given when a transportation authority of local elected officials was formed.

On August 9, 1976, a tri-county transit authority officially named the Suwannee Valley Transit Authority was created by the Columbia, Hamilton and Suwannee County Board of County Commissioners for the operation of the a transit system. The Suwannee Valley Transit Authority Board consists of two county commissioner from each of the counties represented, and one FDOT representative.

## SERVICES

Suwannee Valley Transit Authority is committed to providing safe & reliable paratransit transportation to the public in Columbia, Hamilton and Suwannee Counties. If you need a ride, call us. We can help. We can take you to your doctor appointment, work or just a trip to the local grocery store. Suwannee Valley Transit Authority services are available Monday-Friday.

Paratransit is a specialized door-to-door service that is normally provided in a demand-responsive mode (i.e., the person must make a telephone call to arrange service). The goal of the paratransit program is to ensure that all Americans have access to transit to meet basic mobility needs.

To schedule transportation with us, you can call (386) 362-5332 or (386) 362-7433 and follow the prompts. For calls outside of Suwannee County and from a landline, you can call our toll free number at 1-800-258-7267. You must call three business days in advance (excluding weekends and holidays).

If you are Medicaid eligible, call your HMO provider directly to schedule transportation.

## BUY A BUS PASS

### Pass Type

30 Trip Pass \$60.00 USD ▾

Add to Cart

View Cart

## CONTACT US

Tel: 800-258-7267  
Fax: 386-219-0157  
Complaint Hotline: 800-983-2435  
E-mail address: [teresa.fortner@ridesvta.com](mailto:teresa.fortner@ridesvta.com)

1907 Voyles Street  
Live Oak, FL 32064

Name *	Message
Email *	
Phone	
Subject	

Send

## 2019 Rider Survey

Please take this brief survey to assist us in better meeting the needs of our community.

Name

First	Last
-------	------

Phone

 +1

Email

Which county do you reside in? \*

- Columbia County
- Hamilton County
- Suwannee County

Have you ever used SVTA's services? \*

- Yes
- No

What transportation needs do you have? (Check all that apply.) \*

- Medical Appointments
- Education
- Employment
- Grocery Shopping
- Other (Let us know in the comment box at the bottom of this survey.)

On a scale of 1-10 (10 being the best), how would you rate our services? \*

Number

Any suggestions, concerns, or comments?

Submit

Suwannee Valley Transit Authority's Governing Board consist of two County Commissioners from each county that we serve. These members are appointed by their perspective Board of County Commissioners.



**Bucky Nash**  
Columbia County  
135 NE Hernando Avenue, Suite 203  
Lake City, FL 32055  
[bucky\\_nash@columbiacountyfla.com](mailto:bucky_nash@columbiacountyfla.com)  
Term: 2016-2020



**Toby Witt - Chairman**  
Columbia County  
135 NE Hernando Avenue, Suite 203  
Lake City, FL 32055  
[twitt@columbiacountyfla.com](mailto:twitt@columbiacountyfla.com)  
Term: 2018-2022



**Robert Brown - Vice-Chair**  
Hamilton County  
1153 US Hwy 41 NW  
Jasper, FL 32052  
[district3@hamiltonbocc.org](mailto:district3@hamiltonbocc.org)  
Term: 2016-2020



**Beth Burnam**  
Hamilton County  
1153 US Hwy 41 NW  
Jasper, FL 32052  
[district1@hamiltonbocc.org](mailto:district1@hamiltonbocc.org)  
Term: 2016-2020



**Don Hale**  
Suwannee County  
13150 80<sup>th</sup> Terrace  
Live Oak, FL 32060  
[commissioner1@suwgov.org](mailto:commissioner1@suwgov.org)  
Term: 2016-2020



**Ronnie Richardson**  
Suwannee County  
13150 80<sup>th</sup> Terrace  
Live Oak, FL 32060  
[commissioner5@suwgov.org](mailto:commissioner5@suwgov.org)  
Term: 2016-2020

## REVENUE SOURCE

SVTA's primary source of funding comes from governmental assistance programs. The Florida Transportation Disadvantaged program fund allows riders who qualify to receive transportation at a minimal cost. Other funding sources include grants from both Federal and State Department of Transportation transit programs. A small portion of revenue comes from fare box collections. Lastly, in accordance with the Inter-local Agreement that forms the SVTA, each county provides a modest revenue package in an amount as dictated on the agreement that was signed back in 1974.

## COMMUTER ASSISTANCE/GATEWAY COLLEGE ROUTE



This weekday transit service operates Monday through Friday and provides service between Live Oak and Lake City with stops in Wellborn for just \$1 per trip. Exact fare is required; drivers carry no change.

This service is designed to meet the needs of work commuters and college students who are looking for an affordable, reliable, and environmentally-sound way to travel. But, anyone can ride.

Route deviations up to 1/4 mile are allowed along the route. Simply inform your driver of where you need to stop or call SVTA to make arrangements.

Visit [www.ridesvta.com](http://www.ridesvta.com) or call (800) 258-7267 for more information.



The Live Oak - Lake City Express  
Is powered by



in partnership with



go from  
**car-free**  
to  
**carefree!**

with weekday transit service  
between Live Oak and Lake City.



Route & Scheduling  
Information

powered by



*Florida Law and Title VI of the Civil Rights Act of 1964 prohibits discrimination in public accommodation on the basis of race, color, religion, sex, national origin, handicap, or of marital status. Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging).*



Transportation  
just got easier and  
less expensive  
for Suwannee  
and Columbia county commuters.  
Suwannee Valley Transit Authority  
(SVTA), with support from the Florida  
Department of Transportation, is  
pleased to offer express transit service  
between Live Oak and Lake City.

### Route



### Schedule

Live Oak SVTA Office (100 Gates St)	1	7:05 am
Wellborn S.A. & Son (S.A. 4th)	2	7:18 am
Lake City S&S Store (1001 N Hwy 750)	3	7:38 am
Lake City Harvey's Supermarket	4	7:35 am
Lake City Harvey's Supermarket	5	7:38 am
Lake City Wal-Mart	6	7:43 am
Lake City Cousins Corner Mall	7	7:45 am
Lake City Home Depot	8	7:48 am
Lake City Wal-Mart Supercenter	9	7:55 am
Lake City Columbia County Courthouse	10	7:59 am
Lake City Florida Southern College	11	8:06 am

All times are approximate.

### Planning your trip

To plan your trip, locate the stop nearest your home or destination on the map above. Then locate the corresponding number on the schedule to determine when the bus departs. This service begins and ends in Live Oak each day.

Route deviations up to 1/4 mile are allowed along the route. If you need a stop other than the designation locations, please inform your driver or call SVTA to make arrangements.

### Tell us where else you'd like to go!

Visit us online at [www.ridesvta.com](http://www.ridesvta.com) to learn more about SVTA's services. While there, take a minute to complete our online survey. Your input will help us develop more services for residents of Suwannee, Columbia, and Hamilton counties.

**SUWANNEE VALLEY TRANSIT AUTHORITY  
TRANSPORTATION DISADVANTAGED ASSESSMENT SCREENING FORM: YR 20-----**

**SECTION 1-PERSONAL INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_  
 PHYSICAL ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 SUBDIVISION NAME: \_\_\_\_\_ HOME TELEPHONE #: \_\_\_\_\_  
 WORK #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 MEDICAID# \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GENDER (M/F): \_\_\_\_\_  
 SOCIAL SECURITY #: \_\_\_\_\_ ARE YOU A VETERAN? \_\_\_ Yes \_\_\_ No  
 EMERGENCY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 HOME TELEPHONE #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_

**HOUSEHOLD MEMBERS**

**Please list ALL household members, include yourself.** You may use the back of the form or attach a separate sheet of paper if additional space is needed.

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION 2-AVAILABILITY OF OTHER TRANSPORTATION**

1. What type of vehicle do you own? Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ N/A: \_\_\_\_\_
2. Is there a reason why you cannot drive your car? \_\_\_ Yes \_\_\_ No \_\_\_ If yes please tell us if the reason is medical or is it because you are having vehicle trouble. \_\_\_\_\_
3. Does any other member of your household own a vehicle? \_\_\_ Yes \_\_\_ No
4. Could anyone in your household, family or friends transport you to your appointments? YES: \_\_\_\_\_ NO: \_\_\_\_\_ If no, please explain why not? \_\_\_\_\_
5. How are you currently being transported to your appointments? \_\_\_\_\_
6. Are you aware that you are required to pay a co-payment of \$2 each way for this program and that if you do not pay, you cannot ride? YES: \_\_\_\_\_ NO: \_\_\_\_\_
7. Are you enrolled in any other programs that will pay for or provide you with transportation services? \_\_\_ Yes \_\_\_ No If yes please provide the name \_\_\_\_\_

**SECTION 3-COMMON DESTINATIONS**

Please list all hospitals, doctors, medical facilities, employment, educational or any other locations that you visit on a regular basis. Please use the back of the form if you need additional space or attach a separate sheet of paper.

<u>DESTINATION</u>	<u>ADDRESS</u>	<u># VISITS PER MONTH</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*I understand there is a 3 bag limit when going grocery shopping. If you do not follow this rule we will not transport you to the grocery store. Initial Here \_\_\_\_\_

**SECTION 4-SPECIAL NEEDS**

Please check or list any special needs you may require during transportation:

Escort: \_\_\_\_\_ Powered Wheelchair: \_\_\_\_\_ Manual Wheelchair: \_\_\_\_\_ Walker: \_\_\_\_\_ Cane: \_\_\_\_\_

Stretcher: \_\_\_\_\_ Respirator: \_\_\_\_\_ Service Animal: \_\_\_\_\_ Other: \_\_\_\_\_

Do you have any other needs/conditions that we need to be aware of in order to transport you safely? \_\_\_Yes \_\_\_No  
If yes, please explain \_\_\_\_\_

**SECTION 5-INCOME AND EXPENSES (YOU MUST LIST AND PROVIDE PROOF OF INCOME FOR EVERYONE IN YOUR HOUSEHOLD.)**

**Monthly Income:**

Job Income \$ \_\_\_\_\_ SSI \$ \_\_\_\_\_ Retirement Income \$ \_\_\_\_\_ Food Stamps \$ \_\_\_\_\_

TANF (Cash Assistance) \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Total Household Income \$ \_\_\_\_\_

**Monthly Expenses:**

Mortgage/Rent \$ \_\_\_\_\_ Utilities \$ \_\_\_\_\_ Vehicle Payment \$ \_\_\_\_\_ Groceries \$ \_\_\_\_\_ Cable \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_ Cell Phone \$ \_\_\_\_\_ Medical \$ \_\_\_\_\_ Pharmacy \$ \_\_\_\_\_

Home Insurance \$ \_\_\_\_\_ Car Insurance \$ \_\_\_\_\_ Fuel \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Total Monthly Household Expenses \$ \_\_\_\_\_

**SECTION 6-CERTIFICATION AND ACKNOWLEDGEMENT**

I understand and affirm that the information provided in this application for Non-Emergency Transportation (NET) services is true and correct, to the best of my knowledge, and will be kept confidential and shared only with medical and transportation professionals involved in evaluating and determining my needs for transportation to and from eligible services as well as appointments. I understand that providing false or misleading information, or making fraudulent claims, or making false statements on behalf of others constitutes a felony under the laws of the State of Florida. SVTA will prosecute offenders and/or pursue civil action to recover costs incurred from false claims or criminal acts. NOTE: Transportation is wholly dependent on available TD funds each day.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE MAKE SURE THIS FORM IS FILLED OUT COMPLETELY AND SIGNED. AN INCOMPLETE APPLICATION WILL BE REJECTED.**

Please mail this form to:  
Suwannee Valley Transit Authority  
1907 Voyles St, SW  
Live Oak, FL 32064  
(386) 362-5332

PLEASE ALLOW 7 BUSINESS DAYS TO PROCESS YOUR APPLICATION. PLEASE CALL SUWANNEE VALLEY TRANSIT AUTHORITY AT 386-362-5332 OR 1-800-258-7267 TO SEE IF YOU QUALIFY AND TO SCHEDULE TRANSPORTATION SERVICES.

***THIS TRANSPORTATION DISADVANTAGED APPLICATION WILL BE GOOD FOR TWO YEARS FROM THE DATE OF APPROVAL.***

<b>OFFICIAL USE ONLY</b>			
<b>DO NOT WRITE IN THIS SPACE</b>			
New Application:	_____	Recertification:	_____
TD:	_____	Other:	_____
Approved Date:	_____	Denied Date:	_____
Reason for Denial:	_____		
Worker:	_____	Date:	_____
Supervisor:	_____	Date:	_____

2/1/2018



**IV COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES**

1. **Are the Community Transportation Coordinator subcontracts uniform?**

Not applicable, no subcontracted operators. \_\_\_\_\_

2. **Is the Florida Commission for the Transportation Disadvantaged standard contract utilized?**

Not applicable, no subcontracted operators. \_\_\_\_\_

3. **Do the contracts include performance standards for the transportation operators?**

Not applicable, no subcontracted operators. \_\_\_\_\_

4. **Do the contracts include the proper language concerning payment to subcontractors?**

Not applicable, no subcontracted operators. \_\_\_\_\_

5. **Were the following items submitted on time?**

- a) **Annual Operating Report:** Yes \_\_\_\_\_
- b) **Memorandum of Agreement:** Yes \_\_\_\_\_
- c) **Transportation Disadvantaged Service Plan:** Yes \_\_\_\_\_
- d) **Transportation Disadvantaged Trust Fund Grant Application:** Yes \_\_\_\_\_
- e) **Other grant applications:** Yes \_\_\_\_\_

6. **Does the Community Transportation Coordinator monitor its subcontractors and how often is monitoring conducted?**

Not applicable, no subcontracted operators. \_\_\_\_\_

7. **Is a written report issued to the operator?**

Not applicable, no subcontracted operators. \_\_\_\_\_

8. **What type of monitoring does the Community Transportation Coordinator perform on its coordination contractors and how often is it conducted?**

Suwannee Valley Transit Authority has two coordination contractors; ARC of North Florida and Columbia County Senior Services, Inc.. The coordination contractors are required to report yearly operating data to Suwannee Valley Transit Authority for inclusion the Annual Operating Reports. Suwannee Valley Transit Authority requests backup documentation to verify submitted data. Suwannee Valley Transit Authority has two-year agreements with both coordination contractors.

9. **Are coordination contracts reviewed annually as to the effectiveness and efficiency of the coordination contractor or the renewal of any Coordination Contracts?**

Suwannee Valley Transit Authority reviews coordination contracts annually. \_\_\_\_\_

10. **Are there any transportation alternatives?**

No \_\_\_\_\_

## IV COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. **Hours of Service:**

Monday through Saturday from 6:00 a.m. to 5:00 p.m. excluding holidays.

2. **Call Intake Hours:**

Monday through Friday from 6:00 a.m. to 5:00 p.m. excluding observed holidays.

3. **After Hours Reservations/Cancellations:**

After hours service is not provided through the Transportation Disadvantaged Program.

Trips must be cancelled 24 hours in advance of the scheduled pickup time.

4. **Minimum required notice for reservations:**

Trip reservations must be made before 3:00 p.m. three (3) days before the day of transport.

5. **How far in advance can reservations be place (number of days)?**

14

6. **What type of arrangement does the Community Transportation Coordinator have with the local Regional Workforce Board?**

No agreement with the local Regional Workforce Board.

7. **Has the Community Transportation Coordinator developed any innovative transportation services for the local Regional Workforce Board?**

No

8. **Do the Community Transportation Coordinator and Local Coordinating Board review applications for federal, state and local Transportation Disadvantaged funding?**

Yes

9. **What are the trip priorities for the trips funded with Transportation Disadvantaged Program trips?**

- 1) Vital Care - Medical (Dialysis and Cancer Care)
- 2) Prescheduled Medical Appointments as defined by the American Board of Medical Specialties
- 3) Employment
- 4) Grocery shopping
- 5) Educational
- 6) Social service agency trips
- 7) Shopping
- 8) Recreation and other

10. **How are the trip priorities carried out?**

Medical appointments take priority. Suwannee Valley Transit Authority provides commuter assistance trips to work and college, as well as, developmental service and pharmacy trips. Shopping trips are provided on an as needed basis, but are the first trips denied in the event of increased demand medical trips.

---

## V. COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

1. **How is the Community Transportation Coordinator using school buses in the coordinated system?**

Suwannee Valley Transit Authority does not have agreements with the local school districts to use school buses.

2. **How is the Community Transportation Coordinator using public transportation services in the coordinated system?**

Not applicable, no other public transportation services operating in the service area.

3. **Is there a goal for transferring passengers from paratransit to transit?**

Not applicable, no fixed route public transportation systems operating in the service area.

4. **What are the minimum liability insurance requirements?**

\$200,000/\$300,000

5. **What are the minimum liability insurance requirements in the operator and coordination contracts?**

\$200,000/\$300,000

6. **Do the minimum liability insurance requirements exceed \$1 million per incident?**

No

7. **Date of last System Safety Program Plan Compliance Review:**

September 2019

8. **Are the contracted operators in compliance with the System Safety Program Plan?**

Not applicable, no subcontracted operators.

9. **Do the Community Transportation Coordinator and its contracted operators (if any) comply with the Federal Transit Administration Anti-Drug and Alcohol Misuse Program (49 CFR Part 40, 655)?**

Yes

10. **Date of last Anti-Drug and Alcohol Misuse Program review:**

September 2019

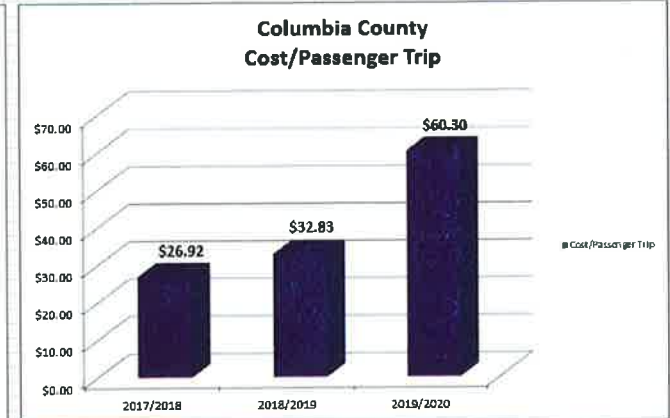
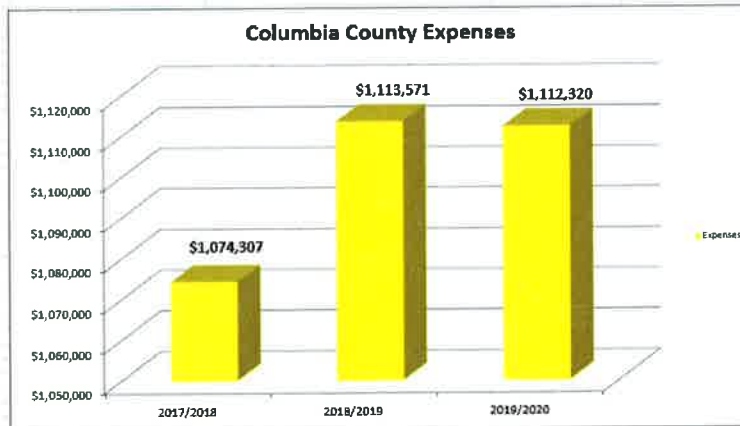
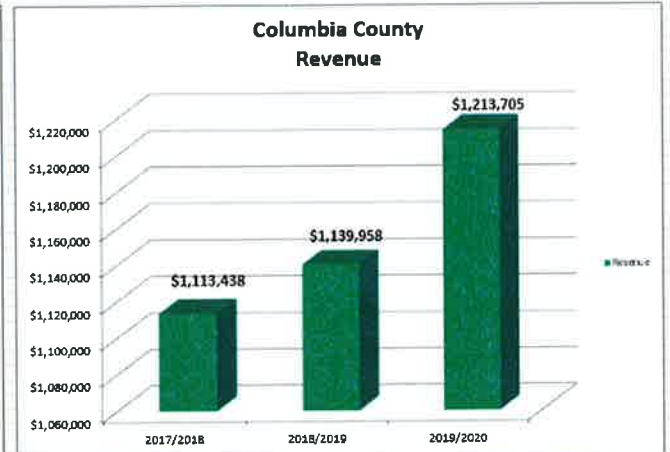
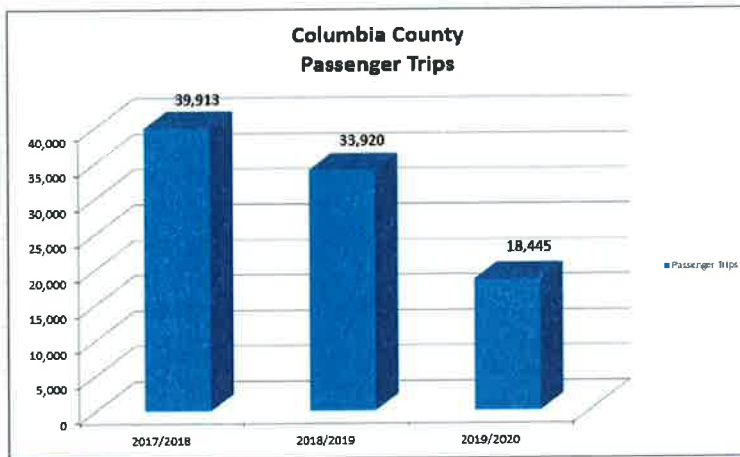
<b>Standards</b>	<b>Comments</b>
Local toll free phone number must be posted in all vehicles.	Suwannee Valley Transit Authority posts local toll free phone number in all vehicles.
Vehicle Cleanliness	Suwannee Valley Transit Authority cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	Suwannee Valley Transit Authority maintains a passenger/trip database.
Adequate seating	Suwannee Valley Transit Authority provides adequate seating for all passengers.
Driver Identification	Suwannee Valley Transit Authority's drivers wear uniforms, with name tags and a Suwannee Valley Transit Authority identification badge.
Passenger Assistance	Suwannee Valley Transit Authority requires drivers to provide passengers with boarding and exiting assistance.
Smoking, Eating and Drinking	Eating and drinking on board vehicles is prohibited unless medically necessary or for trips that have extended wait or travel times.
Two-way Communications	Suwannee Valley Transit Authority and subcontracted operators are required to have an effective two-way communication system.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	Suwannee Valley Transit Authority subcontracts do not include a requirement that all bills be paid within 7 working days to subcontractors after receipt of said payment by Suwannee Valley Transit Authority in accordance with Section 287.0585, Florida Statutes.
Transport of Escorts and dependent children policy	Children 14 and under will be required to be accompanied by an escort who is over 18 years of age. Any passenger that is not able to be self-sufficient (maneuver about on their own; maintain control of bodily functions; provide hygiene care for oneself) must have an escort present at all times while riding on Suwannee Valley Transit Authority vehicles. Escorts must be able to provide the necessary assistance to the passenger in the event of any need. Escorts must remain with the passenger while on a Suwannee Valley Transit Authority vehicle and aid the passenger as required. Escorts will be transported at the regular co-pay rate.
Use, Responsibility, and cost of child restraint devices	All passengers under the age of 4 and/or under 50 pounds will be required to use an approved child restraint device, or otherwise be in compliance with state regulations at the time. This device shall be provided by the child's escort, and it must be clean and sanitized.
Out-of-Service Area trips	Suwannee Valley Transit Authority requires medical provider certification for any out of county trip and will make efforts to assist the rider and/or his physician in securing appointments within the region.
CPR/1st Aid	All vehicles operating in the coordinated system shall be equipped with first aid kits and bio-hazard ("spill") kits as required by State and Federal regulations. It is Suwannee Valley Transit Authority's goal for all drivers to be certified in First Aid by a recognized first aid training program within 6 months of employment.  Drivers are required to be trained in cardiopulmonary resuscitation. All Suwannee Valley Transit Authority drivers shall maintain a current Cardiopulmonary Resuscitation/First Aid certificate.
Driver Criminal Background Screening	Suwannee Valley Transit Authority requires all drivers in the coordinated system to have a criminal background check with local law enforcement and the Florida Department of Law Enforcement

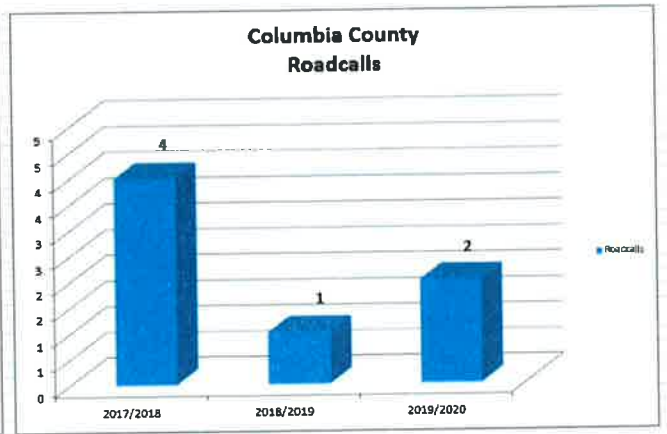
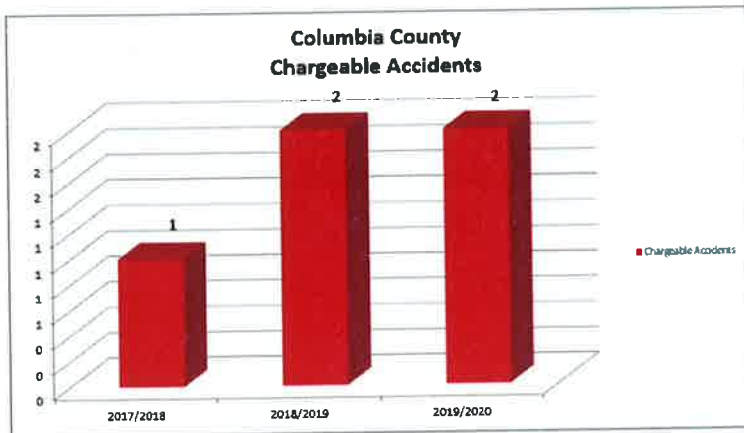
Standards	Comments	
	prior to hire. Suwannee Valley Transit Authority will check the Motor Vehicle Report of each driver prior to hire, and on a routine and systematic basis.	
Passenger Property	Passengers are allowed to have personal property which they can place in their lap or stow under the seat. The size of personal property is restricted to what can be held by the passenger or stowed in an area not to interfere with other passengers or becomes a safety hazard. No animals, with the exception of service animals, will be transported. All oxygen must be portable, self-administered and secured. Drivers cannot assist with oxygen needs.	
Advance reservation requirements	Trips must be scheduled three (3) weekdays in advance of the day of appointment. Hospital discharges or other urgent trips must be arranged by calling the afterhours phone number.	
Pick-up Window	<p>Passengers shall be picked up two hours before or one hour after their scheduled pick-up time. Passengers will be given pick-up times when they make their trip reservations.</p> <p>Return Trips: Passengers will be picked up 0-60 minutes after their scheduled return pick-up time. For example: 5:00 p.m. return pick-up time, driver should arrive between 5:00 p.m. and 6:00 p.m. Passengers who do not schedule return trip pickup times, will be given a return pick-up time of 90 minutes after the scheduled drop off time.</p> <p>Will Call Return Pick-Up: A "will-call" return pick-up will be offered when a passenger is not ready at their requested return trip pick-up time. As a courtesy, Suwannee Valley Transit Authority will dispatch a vehicle back to their return trip pick-up location within two hours of the time the "will-call" request was made.</p>	
Measurable Standards/Goals	Standard/Goal	Is the Community Transportation Coordinator meeting the Standard?
Fixed Route Public Transit Ridership	Not applicable	Not applicable
On-time performance	90%	Yes
Accidents	No more than 1/100,000 miles	Yes
Roadcalls	No more than 7 roadcalls/100,000 miles	Yes
Complaints	No more than 1/1,000 trips.	Yes
Call-Hold Time	No established standard for call hold time.	Not applicable

**PERFORMANCE TRENDS - SUWANNEE VALLEY TRANSIT AUTHORITY  
COLUMBIA COUNTY**

MEASURE	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020	Percent Change (2018/2019 - 2019/2020)
Passenger Trips	39,913	33,920	18,445	-84%
Vehicle Miles	401,910	338,695	287,626	-18%
Revenue	\$1,113,438	\$1,139,958	\$1,213,705	6%
Expenses	\$1,074,307	\$1,113,571	\$1,112,320	0%
Cost/Passenger Trip	\$26.92	\$32.83	\$60.30	46%
Cost/Vehicle Mile	\$2.67	\$3.29	\$3.87	15%
Vehicles	25	17	20	15%
Chargeable Accidents	1	2	2	0%
Chargeable Accidents/100,000 Miles	0.25	1	1	15%
Roadcalls	4	1	2	50%
Miles Between Roadcalls	100,478	338,695	143,813	-136%
Passenger No Shows	1,454	1,628	833	-95%
Trip Denials	12	19	0	#DIV/0!

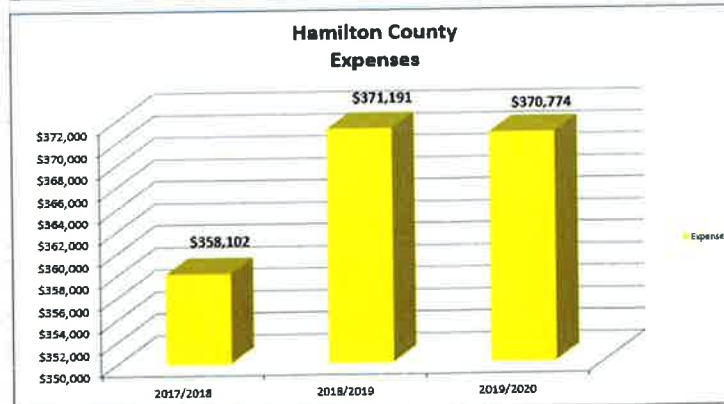
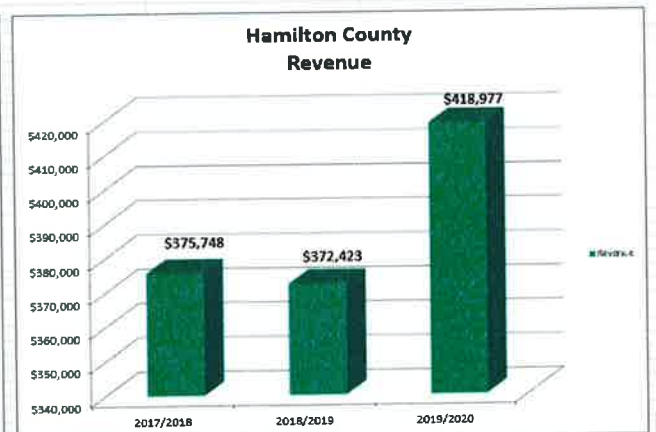
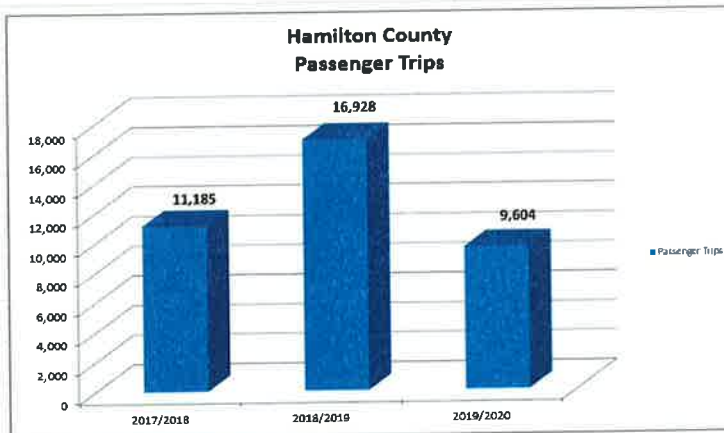
Source: Suwannee Valley Transit Authority Annual Operations Reports



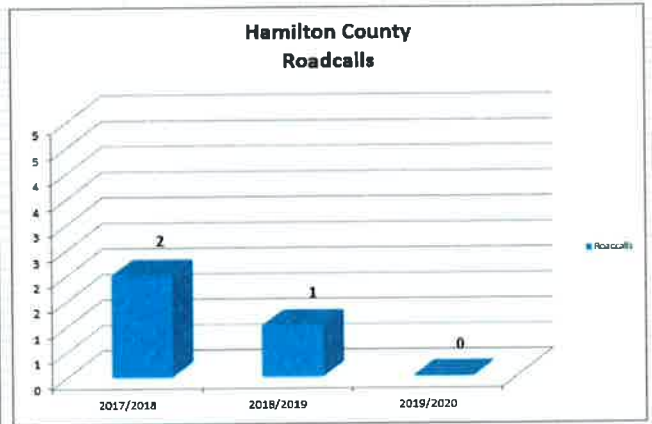
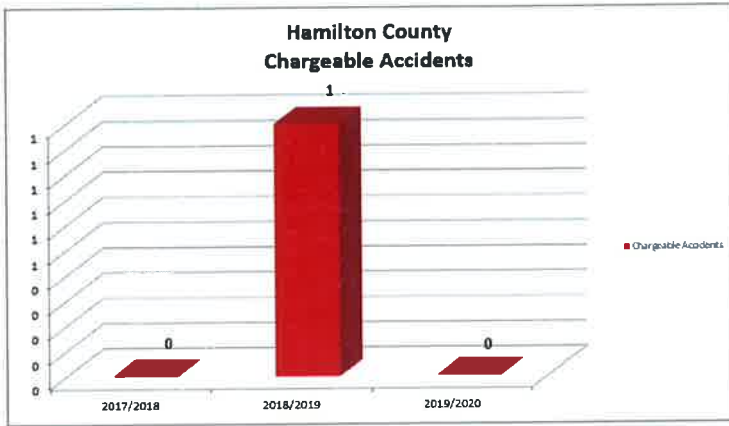


## PERFORMANCE TRENDS - SUWANNEE VALLEY TRANSIT AUTHORITY HAMILTON, COUNTY

MEASURE	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020	Percent Change (2018/2019 - 2019/2020)
Passenger Trips	11,185	16,928	9,604	-76%
Vehicle Miles	133,970	112,898	95,875	-18%
Revenue	\$375,748	\$372,423	\$418,977	11%
Expenses	\$358,102	\$371,191	\$370,774	0%
Cost/Passenger Trip	\$32.02	\$21.93	\$38.61	43%
Cost/Vehicle Mile	\$2.67	\$3.29	\$3.87	15%
Vehicles	7	6	7	14%
Chargeable Accidents	0	1	0	#DIV/0!
Chargeable Accidents/100,000 Miles	0	1	0	#DIV/0!
Roadcalls	2	1	0	#DIV/0!
Miles Between Roadcalls	66,985	112,898	95,875	-18%
Passenger No Shows	371	543	596	9%
Trip Denials	2	3	0	#DIV/0!



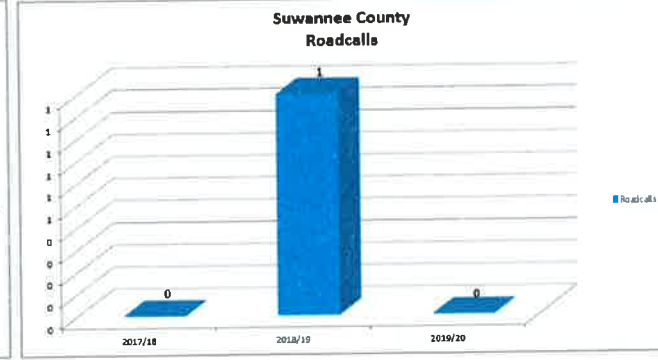
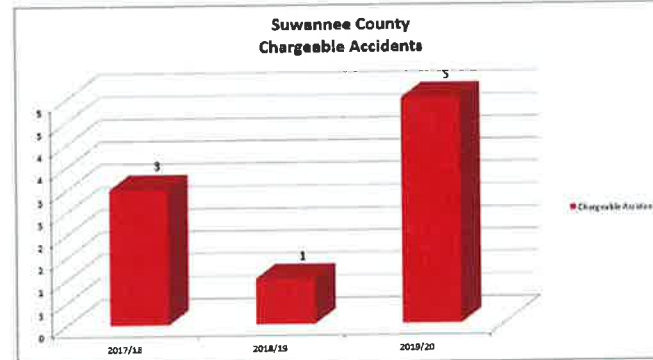
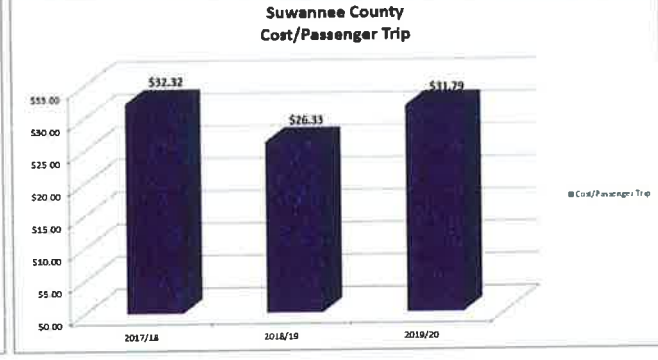
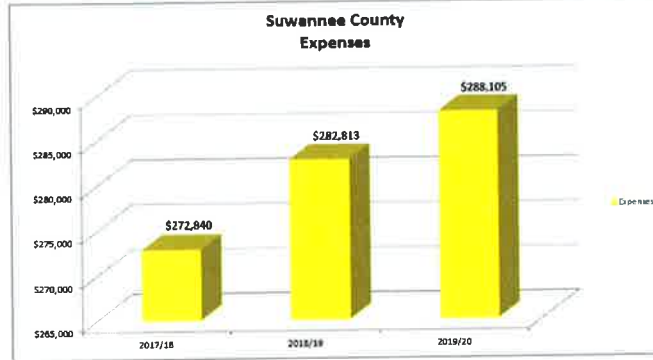
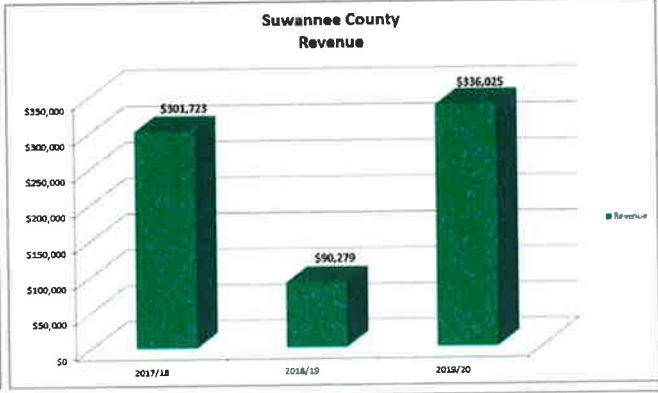
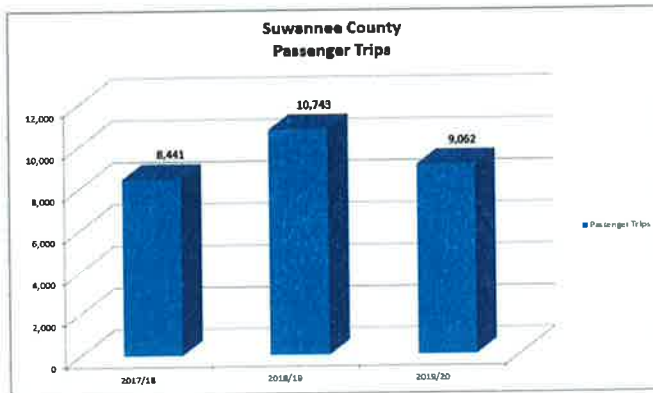




### PERFORMANCE TRENDS - SUWANNEE VALLEY TRANSIT AUTHORITY SUWANNEE COUNTY

MEASURE	Fiscal Year 2017/18	Fiscal Year 2018/19	Fiscal Year 2019/20	Percent Change 2018/19-2019/20
Passenger Trips	8,441	10,743	9,062	-19%
Vehicle Miles	102,072	86,018	73,048	-18%
Revenue	\$301,723	\$90,279	\$336,025	73%
Expenses	\$272,840	\$282,813	\$288,105	2%
Cost/Passenger Trip	\$32.32	\$26.33	\$31.79	17%
Cost/Vehicle Mile	\$2.67	\$3.29	\$3.94	17%
Vehicles	13	4	5	20%
Chargeable Accidents	3	1	5	80%
Chargeable Accidents/100,000 Miles	3	1	7	83%
Roadcalls	0	1	0	#DIV/0!
Miles Between Roadcalls	102,072	86,018	73,048	-18%
Passenger No Shows	292	413	292	-41%
Trip Denials	7	7	0	#DIV/0!

Source: Suwannee Valley Transit Authority Annual Operations Reports





**Bus Transit System Annual Safety and Security Certification**  
*Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2020  
Certification Year: (Previous): 2019

Name and Address of Bus Transit System:      Suwannee Valley Transit Authority  
1907 Voyles Street, SW  
Live Oak, FL 32064

*The Bus Transit System (Agency) named above hereby certifies the following:*

1. *The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
2. *The Agency is in compliance with its adopted SSPP and SPP.*
3. *The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
4. *The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature:       Date: 1/7/2020  
(Individual Responsible for Assurance of Compliance)

Name: Larry Sessions      Title: Administrator

Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:

Name:      Wayne Blevins

Address:      1907 Voyles Street, SW, Live Oak, FL 32064

Name of Qualified Mechanic who Performed Annual Inspections:      Wayne Blevins

## VI ON-SITE OBSERVATION OF THE SYSTEM

1. **Date of Observation:**  
An on-site observation of the system was not conducted due to COVID-19 safety concerns.
2. **Location:**  
\_\_\_\_\_
3. **Number of Passengers picked up/dropped off:**  
**Ambulatory:** \_\_\_\_\_  
**Non-Ambulatory:** \_\_\_\_\_
4. **Was the driver on time?**  
\_\_\_\_\_
5. **Did the driver provide passenger assistance?**  
\_\_\_\_\_
6. **Was the driver wearing identification?**  
\_\_\_\_\_
7. **Did the driver ensure the passengers were properly secured?**  
\_\_\_\_\_
8. **Was the interior of the vehicle free of 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?**  
\_\_\_\_\_
9. **Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Program Helpline for comments/complaints/commendations?**  
\_\_\_\_\_
10. **Did the vehicle have working heat and air conditioning?**  
\_\_\_\_\_
11. **Did the vehicle have two-way communications in good working order?**  
\_\_\_\_\_
12. **If used, was the lift in good working order?**  
\_\_\_\_\_
13. **Was there safe and appropriate seating for all passengers?**  
\_\_\_\_\_
14. **Did the driver properly use the lift and secure the passenger?**  
\_\_\_\_\_

## VII SURVEYS

**How often do your ride?**

Daily 7 days/week	1-2 Times/Week	3-5 Times/Week	Other
0	5	6	0

**Have you been denied transportation services?**

Yes 0

No 11

**What is your trip purpose?**

Medical	Education/Training	Employment	Other
9	0	0	2

**Do you have concerns with your service?**

Yes 0

No 11

**What types of concerns do you have?**

Late Trips	Driver Behavior	Availability	Vehicle Condition	Customer Service	Cost
0	0	0	0	0	0

## VIII COST



### CTC Expense Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Expense Sources</b>						
Labor	\$ 535,203	\$ 25,000	\$ 560,203	\$ 573,162	\$ 24,751	\$ 597,913
Fringe Benefits	\$ 198,170	\$ 1,500	\$ 199,670	\$ 174,513	\$ 1,587	\$ 176,100
Services	\$ 65,778	\$ 0	\$ 65,778	\$ 106,064	\$ 0	\$ 106,064
Materials & Supplies Consumed	\$ 117,369	\$ 1,000	\$ 118,369	\$ 159,657	\$ 1,056	\$ 160,713
Utilities	\$ 29,030	\$ 250	\$ 29,280	\$ 27,417	\$ 275	\$ 27,692
Casualty & Liability	\$ 26,186	\$ 19,230	\$ 45,416	\$ 48,127	\$ 18,133	\$ 66,260
Taxes	\$ 6	\$ 0	\$ 6	\$ 114	\$ 0	\$ 114
Miscellaneous	\$ 12,227	\$ 0	\$ 12,227	\$ 21,617	\$ 3,637	\$ 25,254
Interest	\$ 2,316	\$ 0	\$ 2,316	\$ 806	\$ 0	\$ 806
Leases & Rentals	\$ 2,450	\$ 0	\$ 2,450	\$ 2,094	\$ 0	\$ 2,094
Capital Purchases	\$ 123,585	\$ 0	\$ 123,585	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 7,581	\$ 7,581	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 870	\$ 870	\$ 0	\$ 871	\$ 871
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 1,112,320</b>	<b>\$ 55,431</b>	<b>\$ 1,167,751</b>	<b>\$ 1,113,571</b>	<b>\$ 50,310</b>	<b>\$ 1,163,881</b>



## CTC Expense Sources

County: Hamilton  
 Fiscal Year: 07/01/2019 - 06/30/2020

CTC Status: Submitted  
 CTD Status: Under Review

CTC Organization: Suwannee Valley  
 Transit Authority

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Expense Sources</b>						
Labor	\$ 178,401	\$ 0	\$ 178,401	\$ 191,054	\$ 0	\$ 191,054
Fringe Benefits	\$ 66,057	\$ 0	\$ 66,057	\$ 58,171	\$ 0	\$ 58,171
Services	\$ 21,926	\$ 0	\$ 21,926	\$ 35,355	\$ 0	\$ 35,355
Materials & Supplies Consumed	\$ 39,123	\$ 0	\$ 39,123	\$ 53,219	\$ 0	\$ 53,219
Utilities	\$ 9,677	\$ 0	\$ 9,677	\$ 9,139	\$ 0	\$ 9,139
Casualty & Liability	\$ 8,729	\$ 0	\$ 8,729	\$ 16,042	\$ 0	\$ 16,042
Taxes	\$ 2	\$ 0	\$ 2	\$ 38	\$ 0	\$ 38
Miscellaneous	\$ 4,076	\$ 0	\$ 4,076	\$ 7,206	\$ 0	\$ 7,206
Interest	\$ 772	\$ 0	\$ 772	\$ 269	\$ 0	\$ 269
Leases & Rentals	\$ 817	\$ 0	\$ 817	\$ 698	\$ 0	\$ 698
Capital Purchases	\$ 41,194	\$ 0	\$ 41,194	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 370,774</b>	<b>\$ 0</b>	<b>\$ 370,774</b>	<b>\$ 371,191</b>	<b>\$ 0</b>	<b>\$ 371,191</b>



## CTC Expense Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Expense Sources</b>						
Labor	\$ 135,925	\$ 32,387	\$ 168,312	\$ 145,565	\$ 48,788	\$ 194,353
Fringe Benefits	\$ 51,604	\$ 1,293	\$ 52,897	\$ 44,321	\$ 8,694	\$ 53,015
Services	\$ 22,317	\$ 8,157	\$ 30,474	\$ 26,937	\$ 11,710	\$ 38,647
Materials & Supplies Consumed	\$ 29,808	\$ 19,715	\$ 49,523	\$ 40,548	\$ 28,105	\$ 68,653
Utilities	\$ 7,373	\$ 0	\$ 7,373	\$ 6,963	\$ 0	\$ 6,963
Casualty & Liability	\$ 6,650	\$ 15,707	\$ 22,357	\$ 12,223	\$ 13,978	\$ 26,201
Taxes	\$ 2	\$ 3,526	\$ 3,528	\$ 29	\$ 3,997	\$ 4,026
Miscellaneous	\$ 1,830	\$ 0	\$ 1,830	\$ 5,490	\$ 0	\$ 5,490
Interest	\$ 588	\$ 0	\$ 588	\$ 205	\$ 0	\$ 205
Leases & Rentals	\$ 622	\$ 0	\$ 622	\$ 532	\$ 0	\$ 532
Capital Purchases	\$ 31,386	\$ 8,679	\$ 40,065	\$ 0	\$ 6,029	\$ 6,029
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 288,105</b>	<b>\$ 89,464</b>	<b>\$ 377,569</b>	<b>\$ 282,813</b>	<b>\$ 121,301</b>	<b>\$ 404,114</b>



**IX LEVEL OF COMPETITION**

**1. Inventory of Transportation Operators in the Service Area**

	Transportation Providers Available	Transportation Providers Contracted in the System.
Private Non-Profit	3	2
Private For-Profit	9	0
Government	0	0
Public Transit Agency	1	1
<b>Total</b>	<b>13</b>	<b>3</b>

2. **How many of the operators are coordination contractors?** 2

3. **Does the Community Transportation Coordinator have a competitive procurement process?**

Yes \_\_\_\_\_

4. **What methods have been used in selection of the transportation operators?**

<input type="checkbox"/>	Low bid
<input type="checkbox"/>	Requests for qualifications
<input type="checkbox"/>	Negotiation only

<input checked="" type="checkbox"/>	Requests for proposals
<input type="checkbox"/>	Requests for interested parties
<input type="checkbox"/>	

**X LEVEL OF COORDINATION**

1. **Public Information – How is public information distributed about transportation services in the community?**

Suwannee Valley Transit Authority distributes brochures in the community.

2. **Eligibility – How is passenger eligibility coordinated for local transportation services?**

Suwannee Valley Transit Authority determines all passenger eligibility except for passengers sponsored by Florida’s Managed Medical Care Program.

3. **Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?**

Individuals call Suwannee Valley Transit Authority to schedule all trips except trips provided through Florida’s Managed Medical Care Program.

4. **Reservations –How is the duplication of a reservation prevented?**

Suwannee Valley Transit Authority handles all trip reservations except trip reservations for Florida’s Managed Medical Care Program.

5. **Trip Allocation – How is the allocation of trip requests to providers coordinated?**

Not applicable. No subcontracted operators.

6. **Scheduling – How is the trip assignment to vehicles coordinated?**

Suwannee Valley Transit Authority schedules all trips except for trips sponsored by Florida’s Managed Medical Care Program.

7. **General Service Monitoring – How is the overseeing of transportation operators coordinated?**

Not applicable. No subcontracted operators.

Effective: January 1, 2019 to December 31, 2021

STATE OF FLORIDA  
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
STANDARD COORDINATION/OPERATOR CONTRACT

**THIS CONTRACT** is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, Suwannee Valley Transit Authority, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Columbia county(ies), and hereinafter referred to as the "Coordinator" and Columbia County Senior Services, Inc., hereinafter referred to as the "Agency/Operator". The terms and conditions of this Contract are effective January 1, 2019 and will continue through December 31, 2021.

WHEREAS, the Coordinator is required, under Rule 41-2, F.A.C., Contractual Arrangements, to provide and/or enter into where cost effective and efficient; to enter into subcontract(s) or to broker transportation services to transportation operators; and

WHEREAS, transportation disadvantaged funds includes any local government, state or federal funds that are for the transportation of transportation disadvantaged; and

WHEREAS, the Coordinator desires to contract with the Agency/Operator for the provision of transportation services for the transportation disadvantaged; and

WHEREAS, the Coordinator believes it to be in the public interest to provide such transportation services through the Agency/Operator for the residents of the service area who are clients of the Agency/Operator; and

WHEREAS, the Agency/Operator will provide the Coordinator the opportunity to develop a proposal for any new transportation services needed; and

WHEREAS, the Agency/Operator, in an effort to coordinate available resources, will make available transportation services to the Coordinator.

WHEREAS, this Contract allows for the provisions of transportation services be provided by the Agency/Operator, in accordance with Chapter 427, F.S., Rule 41-2, F.A.C., and the most current Community Transportation Coordinator policies.

NOW, THEREFORE, in consideration of the mutual covenants, promises and

representations herein, the parties agree as follows:

**THE AGENCY/OPERATOR SHALL:**

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Submit to the Coordinator Annual Operating Report data 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 for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. 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. Agencies/Operators 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. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
  - 3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.
- E. 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 the five (5) years, the records shall be retained until resolution of the audit findings. The Agency/Operator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Coordinator or Commission or this Agreement. The Commission and the Coordinator shall have full access to and the right to examine any of the

records and documents during the retention period.

F. Comply with Safety Requirements by:

1. Complying with Section 341.061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.

G. Comply with Commission insurance requirements by maintaining at least minimum liability insurance coverage in the amount of \$100,000 for any one person and \$200,000 per occurrence at all times during the existence of this Contract. Upon the execution of this Contract, the Agency/Operator shall add the Coordinator 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 Coordinator. The Agency/Operator shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41-2.006(1), FAC..

H. 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, including but not limited to 45 CFR, Part 205.50, except upon order of a court of competent jurisdiction, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

I. Protect Civil Rights by:

1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Agency/Operator 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 required by the Coordinator. Agency/Operator shall also assure compliance with:

- a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
  - b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
  - c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
  - d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
  - e. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
  - f. All regulations, guidelines, and standards lawfully adopted under the above statutes.
  - g. The Americans with Disabilities Act of 1990, as it may be amended from time to time.
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 Agency/Operator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assuring that operators, subcontractors, subgrantees, 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 Agency/Operator agrees that the Coordinator 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.

J. Agency/Operator's obligation to indemnify, defend, and pay for the defense or at the Coordinator's option, to participate and associate with the Coordinator in the defense and trail of any claim and any related settlement negotiations, shall be triggered by the Coordinator's notice of claim for indemnification to the Agency/Operator. Agency/Operator's inability to evaluate liability or its evaluation of liability shall not excuse the Agency/Operator's duty to defend and indemnify within seven days after such notice by the Coordinator is given by registered mail. Only an adjudication or judgement after the highest appeal is exhausted specifically finding the Coordinator solely negligent shall excuse performance of this provision by the Agency/Operator. Agency/Operator shall pay all costs and fees related to this obligation and its enforcement by the Coordinator. The Coordinator's failure to notify Agency/Operator of a claim shall not release Agency/Operator of the above duty to defend.

K Comply with all standards and performance requirements of the:

1. The Commission for the Transportation Disadvantaged (Attachment II);
2. The local Coordinating Board approved Transportation Disadvantaged Service Plan and;
3. Any entities that purchase service.

Failure to meet the requirements or obligations set forth in this Contract, and performance requirements established and monitored by the 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 Coordinator.

L. Provide Corrective Action. A corrective action notice is a written notice to the Agency/Operator that the Agency/Operator is in breach of certain provisions of this Contract and that correction is required. Any corrective action notice will specify a reasonable time for corrective action to be completed. The Agency/Operator agrees to implement the Corrective Action specified in the notice and provide written documentation to substantiate the implementation of the Corrective Action.

M. All contracts, subcontracts, coordination contracts will be reviewed annually by the Coordinator and local Coordinating Board for conformance with the requirements of

- C. At a minimum, annually monitor the Agency/Operator for insurance, safety and reporting requirements, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The information contained in the Annual Operating Report must be collected, at a minimum, quarterly from the Agency/Operator.

THE OPERATOR AND COORDINATOR FURTHER AGREE:

- A. Nothing in the Contract shall require the Coordinator 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 provision of the Contract is found by a court of law to violate any applicable state law, the purchasing entity will at once notify the Coordinator in writing in order that appropriate changes and modification may be made by the Coordinator and the Agency/Operator to the end that the Agency/Operator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Contract is held invalid, the remainder of this Contract shall be binding on the parties hereto.
- C. Termination Conditions:
1. Termination at Will - This Contract 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 due to Lack of Designation - In the event that the Coordinator so designated by the local Coordinating Board and approved by the Commission, loses its designation, this contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  3. Termination due to Disapproval of Memorandum of Agreement - In the event that the Commission does not accept and approve any contracted transportation rates listed within the Memorandum of Agreement, this Contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  4. Termination due to Lack of Funds - In the event funds to finance this



this Contract.

- N. Return to the Coordinator any overpayments due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to the Agency/Operator by the Coordinator. The Agency/Operator shall return any overpayment within thirty (30) calendar days after either discovery by the Agency/Operator, or notification of the Agency/Operator by the Coordinator or entity purchasing transportation, whichever is earlier. In the event that the Coordinator first discovers an overpayment has been made, the Coordinator will notify the Agency/Operator by letter of such a finding. Should repayment not be made in a timely manner, the Coordinator or purchasing entity will charge interest after thirty (30) calendar days after the date of notification or discovery, or the Coordinator will deduct said amount from future invoices.
- O. In performing this Contract, the Agency/Operator shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency/Operator shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Contract, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in subcontracts relating to the performance of this Contract, except subcontracts for standard commercial supplies or raw materials. The Agency/Operator shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.
- P. By execution of this Contract, the Agency/Operator represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder. Funds disbursed to the Agency/Operator under this Contract shall not be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

THE COORDINATOR SHALL:

- A. Recognize the Agency/Operator as described in Chapter 427, F.S., and Rule 41-2, F.A.C.
- B. Insure that entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the coordinated system.

contract become unavailable, the Coordinator may terminate the contract with no less than twenty-four (24) hours written notice to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt. The Coordinator shall be the final authority as to the availability of funds.

5. Termination for Breach - Unless the Agency/Operator's breach is waived by the Coordinator in writing, the Coordinator may, by written notice to the Agency/Operator, terminate this Contract upon no less than twenty-four (24) hours notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Coordinator of breach of any provision of this Contract 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 Contract, and shall not act as a waiver or estoppel to enforcement of any provision of this Contract. The provisions herein do not limit the Coordinator's right to remedies at law or to damages.

6. Upon receipt of a notice of termination of this Contract for any reason, the Agency/Operator shall cease service and prepare all final reports and documents required by the terms of this Contract. A final invoice shall be sent to the Coordinator within thirty (30) days after the termination of this Contract.

- D. Renegotiations or Modifications of this Contract shall only be valid when they have been reduced to writing, duly approved by the Coordinator, and signed by both parties hereto.
- E. Agency/Operator shall assign no portion of this Contract without the prior written consent of the Coordinator.
- F. This Contract is the entire agreement between the parties.
- G. Attachments I and II are an integral part of the Contract and are hereby incorporated by reference into this Contract. All subsequent attachments are of an optional nature.
- H. Notice and Contact:

The name and address of the contract manager for the Coordinator for this Contract is:

Larry Sessions, Administrator  
Suwannee Valley Transit Authority  
1907 Voyles Street, SW Live Oak, FL 32064  
(386) 362-5332

The representative/position of the Agency/Operator responsible for administration of the program under this contract is:

Deborah B. Freeman, Executive Director  
Columbia County Senior Services, Inc.  
P. O. Box 1772 Lake City, FL 32056-1772

In the event that different representatives are designated by either party after execution of this Contract, 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 Contract.

This contract and its attachments contain all the terms and conditions agreed upon by the parties hereto.

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

AGENCY/OPERATOR:

COMMUNITY TRANSPORTATION  
COORDINATOR

Columbia County Senior Services, Inc.  
(Agency/Operator Name)

Suwannee Valley Transit Authority  
(Coordinator Name)

~~Deborah B. Freeman~~ DAVID HUCKABEE  
Typed Name of Authorized Individual

Larry Sessions  
Typed Name of Authorized Individual

Signature: 

Signature: 

Title: Executive Director

Title: Administrator

Effective: 1/01/20 to 12/31/21

STATE OF FLORIDA  
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED  
STANDARD COORDINATION/OPERATOR CONTRACT

**THIS CONTRACT** is entered into between the COMMUNITY TRANSPORTATION COORDINATOR, Suwannee Valley Transit Authority designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Columbia, Hamilton, Suwannee county(ies), and hereinafter referred to as the "Coordinator" and The ARC North Florida, Inc., hereinafter referred to as the "Agency/Operator". The terms and conditions of this Contract are effective 1/01/2020 and will continue through 12/31/2021.

WHEREAS, the Coordinator is required, under Rule 41-2, F.A.C., Contractual Arrangements, to provide and/or enter into where cost effective and efficient; to enter into subcontract(s) or to broker transportation services to transportation operators; and

WHEREAS, transportation disadvantaged funds includes any local government, state or federal funds that are for the transportation of transportation disadvantaged; and

WHEREAS, the Coordinator desires to contract with the Agency/Operator for the provision of transportation services for the transportation disadvantaged; and

WHEREAS, the Coordinator believes it to be in the public interest to provide such transportation services through the Agency/Operator for the residents of the service area who are clients of the Agency/Operator; and

WHEREAS, the Agency/Operator will provide the Coordinator the opportunity to develop a proposal for any new transportation services needed; and

WHEREAS, the Agency/Operator, in an effort to coordinate available resources, will make available transportation services to the Coordinator.

WHEREAS, this Contract allows for the provisions of transportation services be provided by the Agency/Operator, in accordance with Chapter 427, F.S., Rule 41-2, F.A.C., and the most current Community Transportation Coordinator policies.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

THE AGENCY/OPERATOR SHALL:

- A. Provide services and vehicles according to the conditions specified in Attachment I.
- B. Coordinate available resources and make available transportation services to the Coordinator. Such services shall be provided in accordance with Attachment I.
- C. Submit to the Coordinator Annual Operating Report data 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 for the Transportation Disadvantaged, hereinafter Commission, and according to the instructions for the forms.
- D. 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. Agencies/Operators 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. Maintaining and filing with the Coordinator such progress, fiscal, inventory and other reports as the Coordinator may require during the period of this contract.
  3. By reserving to the Coordinator, the right to conduct finance and compliance audits at any time. Such audits conducted by the Coordinator will be at the expense of the Coordinator.
- E. 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 the five (5) years, the records shall be retained until resolution of the audit findings. The Agency/Operator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Coordinator or Commission or this Agreement. The Commission

and the Coordinator shall have full access to and the right to examine any of the records and documents during the retention period.

- F. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, F.A.C., concerning System Safety or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board;
  2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing, and;
  3. Complying with Coordinator's System Safety Program Plan (SSPP) for designated service area.
- G. 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 Contract. Upon the execution of this Contract, the Agency/Operator shall add the Coordinator 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 Coordinator. The Agency/Operator shall furnish the Coordinator written verification of the existence of such insurance coverage prior to the execution of this Contract. School board vehicle insurance coverage shall be in accordance with Section 234.03, F.S. and 234.211, F.S. Insurance coverage in excess of \$1 million per occurrence must be approved by the Coordinator and/or the local Coordinating Board before inclusion in this contract or in the justification of rates and fare structures, s. 41-2.006(1), FAC..
- H. 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, including but not limited to 45 CFR, Part 205.50, except upon order of a court of competent jurisdiction, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
- I. Protect Civil Rights by:
1. Complying with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, as amended. The Agency/Operator 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 required by the Coordinator. Agency/Operator shall also assure compliance with:

- a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from federal financial assistance.
  - b. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving or benefiting from federal financial assistance.
  - c. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
  - d. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
  - e. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
  - f. All regulations, guidelines, and standards lawfully adopted under the above statutes.
  - g. The Americans with Disabilities Act of 1990, as it may be amended from time to time.
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 Agency/Operator, its successors, subcontractors, transferees, and assignees for the period during which such assistance is provided. Assuring that operators, subcontractors, subgrantees, 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 Agency/Operator agrees that the Coordinator 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.

- J. Agency/Operator's obligation to indemnify, defend, and pay for the defense or at the Coordinator's option, to participate and associate with the Coordinator in the defense and trial of any claim and any related settlement negotiations, shall be triggered by the Coordinator's notice of claim for indemnification to the Agency/Operator. Agency/Operator's inability to evaluate liability or its evaluation of liability shall not excuse the Agency/Operator's duty to defend and indemnify within seven days after such notice by the Coordinator is given by registered mail. Only an adjudication or judgment after the highest appeal is exhausted specifically finding the Coordinator solely negligent shall excuse performance of this provision by the Agency/Operator. Agency/Operator shall pay all costs and fees related to this obligation and its enforcement by the Coordinator. The Coordinator's failure to notify Agency/Operator of a claim shall not release Agency/Operator of the above duty to defend.
- K. Comply with all standards and performance requirements of the:
1. The Commission for the Transportation Disadvantaged (Attachment II);
  2. The local Coordinating Board approved Transportation Disadvantaged Service Plan and;
  3. Any entities that purchase service.  
Failure to meet the requirements or obligations set forth in this Contract, and performance requirements established and monitored by the 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 Coordinator.
- L. Provide Corrective Action. A corrective action notice is a written notice to the Agency/Operator that the Agency/Operator is in breach of certain provisions of this Contract and that correction is required. Any corrective action notice will specify a reasonable time for corrective action to be completed. The Agency/Operator agrees to implement the Corrective Action specified in the notice and provide written documentation to substantiate the implementation of the Corrective Action.
- M. All contracts, subcontracts, coordination contracts will be reviewed annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Contract.



- N. Return to the Coordinator any overpayments due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to the Agency/Operator by the Coordinator. The Agency/Operator shall return any overpayment within thirty (30) calendar days after either discovery by the Agency/Operator, or notification of the Agency/Operator by the Coordinator or entity purchasing transportation, whichever is earlier. In the event that the Coordinator first discovers an overpayment has been made, the Coordinator will notify the Agency/Operator by letter of such a finding. Should repayment not be made in a timely manner, the Coordinator or purchasing entity will charge interest after thirty (30) calendar days after the date of notification or discovery, or the Coordinator will deduct said amount from future invoices.
- O. In performing this Contract, the Agency/Operator shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency/Operator shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Contract, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in subcontracts relating to the performance of this Contract, except subcontracts for standard commercial supplies or raw materials. The Agency/Operator shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.
- P. By execution of this Contract, the Agency/Operator represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder. Funds disbursed to the Agency/Operator under this Contract shall not be expended for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

THE COORDINATOR SHALL:

- A. Recognize the Agency/Operator as described in Chapter 427, F.S., and Rule 41-2, F.A.C.
- B. Insure that entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the coordinated system.

- C. At a minimum, annually monitor the Agency/Operator for insurance, safety and reporting requirements, pursuant to Chapter 427, F.S., and Rule 41-2, F.A.C. The information contained in the Annual Operating Report must be collected, at a minimum, quarterly from the Agency/Operator.

THE OPERATOR AND COORDINATOR FURTHER AGREE:

- A. Nothing in the Contract shall require the Coordinator 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 provision of the Contract is found by a court of law to violate any applicable state law, the purchasing entity will at once notify the Coordinator in writing in order that appropriate changes and modification may be made by the Coordinator and the Agency/Operator to the end that the Agency/Operator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Contract is held invalid, the remainder of this Contract shall be binding on the parties hereto.
- C. Termination Conditions:
1. Termination at Will - This Contract 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 due to Lack of Designation - In the event that the Coordinator so designated by the local Coordinating Board and approved by the Commission, loses its designation, this contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  3. Termination due to Disapproval of Memorandum of Agreement - In the event that the Commission does not accept and approve any contracted transportation rates listed within the Memorandum of Agreement, this Contract is terminated immediately upon notification to the Agency/Operator. Notice shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt.
  4. Termination due to Lack of Funds - In the event funds to finance this contract become unavailable, the Coordinator may terminate the contract with no less than twenty-four (24) hours written notice to the Agency/Operator. Notice

shall be delivered by certified mail, return receipt requested, or in person, with proof of delivery. Notice shall be effective upon receipt. The Coordinator shall be the final authority as to the availability of funds.

5. Termination for Breach - Unless the Agency/Operator's breach is waived by the Coordinator in writing, the Coordinator may, by written notice to the Agency/Operator, terminate this Contract upon no less than twenty-four (24) hours notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Coordinator of breach of any provision of this Contract 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 Contract, and shall not act as a waiver or estoppel to enforcement of any provision of this Contract. The provisions herein do not limit the Coordinator's right to remedies at law or to damages.
  6. Upon receipt of a notice of termination of this Contract for any reason, the Agency/Operator shall cease service and prepare all final reports and documents required by the terms of this Contract. A final invoice shall be sent to the Coordinator within thirty (30) days after the termination of this Contract.
- D. Renegotiations or Modifications of this Contract shall only be valid when they have been reduced to writing, duly approved by the Coordinator, and signed by both parties hereto.
- E. Agency/Operator shall assign no portion of this Contract without the prior written consent of the Coordinator.
- F. This Contract is the entire agreement between the parties.
- G. Attachments I and II are an integral part of the Contract and are hereby incorporated by reference into this Contract. All subsequent attachments are of an optional nature.
- H. Notice and Contact:

The name and address of the contract manager for the Coordinator for this Contract is:

Larry Sessions, Administrator  
1907 Voyles St. S.W.  
Live Oak, Florida 32064

The representative/position of the Agency/Operator responsible for administration of the program under this contract is: Beverly Standridge  
511 Gold Kist Blvd, SW  
Live Oak, Florida 32064

In the event that different representatives are designated by either party after execution of this Contract, 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 Contract.

This contract and its attachments contain all the terms and conditions agreed upon by the parties hereto.

WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

AGENCY/OPERATOR:

COMMUNITY TRANSPORTATION  
COORDINATOR

The ARC North Florida, Inc.

Suwannee Valley Transit Authority

(Agency/Operator Name)  
Beverly Standridge

(Coordinator Name)  
Larry Sessions

Typed Name of Authorized Individual

Typed Name of Authorized Individual

Signature: Beverly Standridge

Signature: [Signature]

Title: Executive Director

Title: Administrator



February 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Columbia, Hamilton and Suwannee County Community Transportation Coordinator Designation

RECOMMENDATION:

**Recommend the Florida Commission for the Transportation Disadvantaged designate Suwannee Valley Transit Authority as the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties for a five-year period effective July 1, 2021.**

BACKGROUND:

Suwannee Valley Transit Authority is the designated Community Transportation Coordinator for the service area of Columbia, Hamilton and Suwannee Counties. Suwannee Valley Transit Authority's Memorandum of Agreement will expire June 30, 2021.

Chapter 287.057(3) (e) 12, Florida Statutes, allows for contractual services or commodities provided by governmental entities to not be subject to competitive solicitation requirements. Rule 41-2.010 (2) of the Florida Administrative Code allows the selection of Community Transportation Coordinators without competitive acquisition upon the recommendation of the Designated Official Planning Agency. Therefore, the Florida Commission for the Transportation Disadvantaged may designate a governmental entity, such as Suwannee Valley Transit Authority as the Community Transportation Coordinator without using a competitive selection process.

Suwannee Valley Transit Authority is willing to continue serving as the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties.

If you have any questions concerning this matter, please do not hesitate to contact me.

T:\Lynn\TD2021\CHS\Memos\ctcdesignation.docx



**RESOLUTION NO 2020-006**

**A RESOLUTION OF THE SUWANNEE VALLEY TRANSIT AUTHORITY REQUESTING THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED DESIGNATE THE SUWANNEE VALLEY TRANSIT AUTHORITY THE COMMUNITY TRANSPORTATION COORDINATOR UNDER FLORIDA'S TRANSPORTATION DISADVANTAGED PROGRAM; PROVIDING FOR APPROVAL OF AGREEMENT; PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Suwannee Valley Transit Authority is designated by the Florida Commission for the Transportation Disadvantaged as the Community Transportation Coordinator for Florida's Transportation Disadvantaged Program for Columbia, Hamilton and Suwannee Counties;

WHEREAS, the Suwannee Valley Transit Authority has the authority to be designated the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties in accordance with Rule 41-2.010 (1), Florida Administrative Code;

WHEREAS, the Suwannee Valley Transit Authority may be designated the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties without a competitive acquisition process if the Designated Official Planning Agency determines that approach is in the best interest of the transportation disadvantaged;

WHEREAS, the Suwannee Valley Transit Authority was created in 1974 for the purpose of operating a public transportation system for Columbia County, Hamilton County and Suwannee County residents;

WHEREAS, the Suwannee Valley Transit Authority has the ability to provide the organizational structure needed to administer and operate public transportation; and

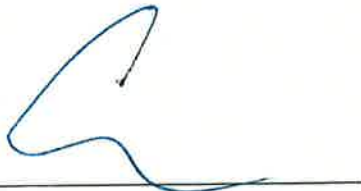
WHEREAS, the Suwannee Valley Transit Authority hereby authorizes the filing and execution of the Memorandum of Agreement by the Chair of the Suwannee Valley Transit Authority as the Registered Agent on behalf of the Suwannee Valley Transit Authority or the Vice-Chair in the Chair's absence with the Florida Commission for the Transportation Disadvantaged.

NOW, THEREFORE, BE IT RESOLVED BY THE SUWANNEE VALLEY TRANSIT AUTHORITY THAT;

In accordance with Chapter 427, Florida Statutes, the Suwannee Valley Transit Authority requests the Florida Commission for the Transportation Disadvantaged designate the Suwannee Valley Transit Authority the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties for a five-year period effective July 1, 2021.

DULY PASSED AND ADOPTED by the Suwannee Valley Transit Authority this 16<sup>th</sup> day of November, 2020.

ATTEST:



SUWANNEE VALLEY TRANSIT AUTHORITY  
BOARD OF DIRECTORS

  
Toby Witt, Chair

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

  
Hal A. Airth, Attorney







Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

February 10, 2021

**TO:** Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

**FROM:** Lynn Godfrey, AICP, Senior Planner

**SUBJECT:** 2019/2020 Annual Operating Reports

RECOMMENDATION

**Review Suwannee Valley Transit Authority's 2019/2020 Annual Operating Reports.**

BACKGROUND

Suwannee Valley Transit Authority is required to submit annual operating reports to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached are Suwannee Valley Transit Authority's 2019/2020 Annual Operating Reports for Columbia, Hamilton and Suwannee Counties.

If you have any questions concerning the attached report, please contact me at extension 110.

Attachments

T:\Lynn\TD2021\CHS\Memos\laor.docx





# CTC Organization

County: Columbia

CTC Status: Submitted

Fiscal Year: 7/1/2019 - 6/30/2020

CTD Status: Under Review

Date Initiated: 9/8/2020

**CTC Organization Name:** Suwannee Valley Transit Authority

**Address:** 1907 Voyles St, SW

**City:** Live Oak

**State:** FL

**Zip Code:** 32064

**Organization Type:** Public Transit Authority

**Network Type:** Sole Source

**Operating Environment:** Rural

**Transportation Operators:** No

**Number of Transportation Operators:** 0

**Coordination Contractors:** Yes

**Number of Coordination Contractors:** 1

**Provide Out of County Trips:** Yes

**Local Coordinating Board (LCB) Chairperson:**

**CTC Contact:** 1907 Voyles St, SW

**CTC Contact Title:** Administrator/Administrative Support

**CTC Contact Email:** larry.sessions@ridesvta.com

**Phone:** (386) 362-5332

## CTC Certification

I, 1907 Voyles St, SW, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## LCB Certification

I, , as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): \_\_\_\_\_



# Organization – Coordination Contractor

**County:** Columbia

**CTC Status:** Submitted

**CTC Organization:** Suwannee Valley Transit Authority

**Fiscal Year:** 7/1/2019 - 6/30/2020

**Upload Date:** 9/15/2020

**Coordination Contractor Name:** Columbia County Senior Services, Inc  
**Address:** 628 SE Allison Ct  
**City:** Lake City  
**State:** FL  
**Zip Code:** 32025  
**Organization Type:** County  
**Operating Environment:** Rural  
**Provide Out of County Trips:** No  
**Who Do You Serve:** Columbia County Elders  
**Contact Person:** Larry Mosely  
**Contact Title:** Facility Manager  
**Contact Email:** facility@ccseniors.org  
**Phone:** (386) 755-0535

## Coordination Contractor Certification

By submission of this form, I, Larry Mosely, as the authorized representative of Columbia County Senior Services, Inc , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_



# CTC Trips

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Service Type - One Way</b>						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	15,854	8,500	24,354	28,488	9,778	38,266
Non-Ambulatory	2,591	535	3,126	5,432	533	5,965
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
<b>Total - Service Type</b>	<b>18,445</b>	<b>9,035</b>	<b>27,480</b>	<b>33,920</b>	<b>10,311</b>	<b>44,231</b>
<b>Contracted Transportation Operator</b>						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	5,291	0	5,291	5,832	0	5,832
Comm for the Transportation Disadvantaged (CTD)	9,795	N/A	9,795	10,406	N/A	10,406
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	302	0	302	0	0	0
Dept of Elder Affairs (DOEA)	0	8,068	8,068	0	8,754	8,754
Dept of Health (DOH)	0	0	0	1	0	1
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	1,889	0	1,889	2,607	0	2,607
Local Government	1	710	711	5	1,485	1,490
Local Non-Government	1,166	257	1,423	14,280	72	14,352
Other Federal & State Programs	1	0	1	789	0	789
<b>Total - Revenue Source</b>	<b>18,445</b>	<b>9,035</b>	<b>27,480</b>	<b>33,920</b>	<b>10,311</b>	<b>44,231</b>



## CTC Trips (cont'd)

County: Columbia  
 Fiscal Year: 07/01/2019 - 06/30/2020

CTC Status: Submitted  
 CTD Status: Under Review

CTC Organization: Suwannee Valley  
 Transit Authority

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Passenger Type - One Way</b>						
Older Adults	6,576	8,385	14,961	7,143	9,778	16,921
Children At Risk	0	0	0	494	0	494
Persons With Disabilities	1,586	650	2,236	0	533	533
Low Income	0	0	0	0	0	0
Other	10,283	0	10,283	26,283	0	26,283
<b>Total - Passenger Type</b>	<b>18,445</b>	<b>9,035</b>	<b>27,480</b>	<b>33,920</b>	<b>10,311</b>	<b>44,231</b>
<b>Trip Purpose - One Way</b>						
Medical	6,300	0	6,300	7,606	0	7,606
Employment	1,843	0	1,843	574	0	574
Education/Training/Daycare	7,106	0	7,106	11,098	0	11,098
Nutritional	0	9,035	9,035	2	10,311	10,313
Life-Sustaining/Other	3,196	0	3,196	14,640	0	14,640
<b>Total - Trip Purpose</b>	<b>18,445</b>	<b>9,035</b>	<b>27,480</b>	<b>33,920</b>	<b>10,311</b>	<b>44,231</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>						
UDPHC	105	50	155	304	52	356
<b>Total - UDPHC</b>	<b>105</b>	<b>50</b>	<b>155</b>	<b>304</b>	<b>52</b>	<b>356</b>
<b>Unmet &amp; No Shows</b>						
Unmet Trip Requests	0	N/A	0	19	N/A	19
No Shows	833	N/A	833	1,628	N/A	1,628
<b>Customer Feedback</b>						
Complaints	2	N/A	2	1	N/A	1
Commendations	2	N/A	2	0	N/A	0



# Coordination Contractor Trips

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/15/2020

Coordination Contractor: Columbia County Senior Services, Inc

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
<b>Service Type - One Way</b>		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	8,500	9,778
Non-Ambulatory	535	533
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
<b>Total - Service Type</b>	<b>9,035</b>	<b>10,311</b>
<b>Contracted Transportation Operator</b>		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	0	0
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	8,068	8,754
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	0
Local Government	710	1,485
Local Non-Government	257	72
Other Federal & State Programs	0	0
<b>Total - Revenue Source</b>	<b>9,035</b>	<b>10,311</b>



## Coordination Contractor Trips (cont'd)

County: Columbia	CTC Status: Submitted	CTC Organization: Suwannee Valley Transit Authority
Fiscal Year: 07/01/2019 - 06/30/2020	Upload Date: 9/15/2020	Coordination Contractor: Columbia County Senior Services, Inc

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
<b>Passenger Type - One Way</b>		
Older Adults	8,385	9,778
Children At Risk	0	0
Persons With Disabilities	650	533
Low Income	0	0
Other	0	0
<b>Total - Passenger Type</b>	<b>9,035</b>	<b>10,311</b>
<b>Trip Purpose - One Way</b>		
Medical	0	0
Employment	0	0
Education/Training/Daycare	0	0
Nutritional	9,035	10,311
Life-Sustaining/Other	0	0
<b>Total - Trip Purpose</b>	<b>9,035</b>	<b>10,311</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>		
UDPHC	50	52
<b>Total - UDPHC</b>	<b>50</b>	<b>52</b>
<b>Unmet &amp; No Shows</b>		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
<b>Customer Feedback</b>		
Complaints	N/A	N/A
Commendations	N/A	N/A





# CTC Vehicles & Drivers

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Vehicle Miles</b>						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	287,626	48,631	336,257	338,695	57,300	395,995
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
<b>Total - Vehicle Miles</b>	<b>287,626</b>	<b>48,631</b>	<b>336,257</b>	<b>338,695</b>	<b>57,300</b>	<b>395,995</b>
<b>Roadcalls &amp; Accidents</b>						
Roadcalls	2	0	2	1	0	1
Chargeable Accidents	2	0	2	2	0	2
<b>Vehicle Inventory</b>						
Total Number of Vehicles	20	4	24	17	4	21
Number of Wheelchair Accessible Vehicles	16	0	16	14	4	18
<b>Drivers</b>						
Number of Full Time & Part Time Drivers	12	2	14	13	2	15
Number of Volunteer Drivers	0	3	3	0	3	3



## Coordination Contractor Vehicles & Drivers

County: Columbia	CTC Status: Submitted	CTC Organization: Suwannee Valley Transit Authority
Fiscal Year: 07/01/2019 - 06/30/2020	Upload Date: 9/15/2020	Coordination Contractor: Columbia County Senior Services, Inc

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
<b>Vehicle Miles</b>		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	48,631	57,300
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
<b>Total - Vehicle Miles</b>	<b>48,631</b>	<b>57,300</b>
<b>Roadcalls &amp; Accidents</b>		
Roadcalls	0	0
Chargeable Accidents	0	0
<b>Vehicle Inventory</b>		
Total Number of Vehicles	4	4
Number of Wheelchair Accessible Vehicles	0	4
<b>Drivers</b>		
Number of Full Time & Part Time Drivers	2	2
Number of Volunteer Drivers	3	3



# CTC Revenue Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Revenue Sources</b>						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 49,369	\$ 0	\$ 49,369	\$ 62,940	\$ 0	\$ 62,940
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 4,083	\$ 0	\$ 4,083	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 39,483	\$ 39,483	\$ 0	\$ 34,336	\$ 34,336
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 622	\$ 0	\$ 622
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>						
Non-Sponsored Trip Program	\$ 489,551	N/A	\$ 489,551	\$ 438,224	N/A	\$ 438,224
Non-Sponsored Capital Equipment	\$ 27,526	N/A	\$ 27,526	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 57,875	N/A	\$ 57,875	\$ 38,990	N/A	\$ 38,990
TD Other	\$ 18,617	N/A	\$ 18,617	\$ 43,538	N/A	\$ 43,538
<b>Department of Transportation (DOT)</b>						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 4,346	\$ 0	\$ 4,346
49 USC 5311	\$ 326,312	\$ 0	\$ 326,312	\$ 394,607	\$ 0	\$ 394,607
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 21,060	\$ 0	\$ 21,060	\$ 15,338	\$ 0	\$ 15,338
Other DOT	\$ 39,321	\$ 0	\$ 39,321	\$ 0	\$ 0	\$ 0
<b>Local Government</b>						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 44,028	\$ 12,971	\$ 56,999	\$ 70,248	\$ 12,971	\$ 83,219
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 1,877	\$ 1,877	\$ 0	\$ 1,877	\$ 1,877
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Non-Government</b>						
Farebox	\$ 56,728	\$ 0	\$ 56,728	\$ 27,133	\$ 0	\$ 27,133
Donations/Contributions	\$ 5,491	\$ 1,100	\$ 6,591	\$ 11,236	\$ 1,126	\$ 12,362
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 62,375	\$ 0	\$ 62,375	\$ 62,320	\$ 0	\$ 62,320
<b>Other Federal &amp; State Programs</b>						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 11,369	\$ 0	\$ 11,369	\$ 14,294	\$ 0	\$ 14,294
<b>Total - Revenue Sources</b>	<b>\$ 1,213,705</b>	<b>\$ 55,431</b>	<b>\$ 1,269,136</b>	<b>\$ 1,183,836</b>	<b>\$ 50,310</b>	<b>\$ 1,234,146</b>



# Coordination Contractor Revenue Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/15/2020

Coordination Contractor: Columbia County Senior Services, Inc

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
<b>Revenue Sources</b>		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 39,483	\$ 34,336
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
<b>Department of Transportation (DOT)</b>		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
<b>Local Government</b>		
School Board (School Bus)	N/A	N/A
County Cash	\$ 12,971	\$ 12,971
County In-Kind	\$ 0	\$ 0
City Cash	\$ 1,877	\$ 1,877
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
<b>Local Non-Government</b>		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 1,100	\$ 1,126
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
<b>Other Federal &amp; State Programs</b>		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
<b>Total - Revenue Sources</b>	<b>\$ 55,431</b>	<b>\$ 50,310</b>



# CTC Expense Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 535,203	\$ 25,000	\$ 560,203	\$ 573,162	\$ 24,751	\$ 597,913
Fringe Benefits	\$ 198,170	\$ 1,500	\$ 199,670	\$ 174,513	\$ 1,587	\$ 176,100
Services	\$ 65,778	\$ 0	\$ 65,778	\$ 106,064	\$ 0	\$ 106,064
Materials & Supplies Consumed	\$ 117,369	\$ 1,000	\$ 118,369	\$ 159,657	\$ 1,056	\$ 160,713
Utilities	\$ 29,030	\$ 250	\$ 29,280	\$ 27,417	\$ 275	\$ 27,692
Casualty & Liability	\$ 26,186	\$ 19,230	\$ 45,416	\$ 48,127	\$ 18,133	\$ 66,260
Taxes	\$ 6	\$ 0	\$ 6	\$ 114	\$ 0	\$ 114
Miscellaneous	\$ 12,227	\$ 0	\$ 12,227	\$ 21,617	\$ 3,637	\$ 25,254
Interest	\$ 2,316	\$ 0	\$ 2,316	\$ 806	\$ 0	\$ 806
Leases & Rentals	\$ 2,450	\$ 0	\$ 2,450	\$ 2,094	\$ 0	\$ 2,094
Capital Purchases	\$ 123,585	\$ 0	\$ 123,585	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 7,581	\$ 7,581	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 870	\$ 870	\$ 0	\$ 871	\$ 871
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 1,112,320</b>	<b>\$ 55,431</b>	<b>\$ 1,167,751</b>	<b>\$ 1,113,571</b>	<b>\$ 50,310</b>	<b>\$ 1,163,881</b>



# Coordination Contractor Expense Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/15/2020

Coordination Contractor: Columbia County Senior Services, Inc

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
<b>Expense Sources</b>		
Labor	\$ 25,000	\$ 24,751
Fringe Benefits	\$ 1,500	\$ 1,587
Services	\$ 0	\$ 0
Materials & Supplies Consumed	\$ 1,000	\$ 1,056
Utilities	\$ 250	\$ 275
Casualty & Liability	\$ 19,230	\$ 18,133
Taxes	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 3,637
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 0
Contributed Services	\$ 7,581	\$ 0
Allocated Indirect Expenses	\$ 870	\$ 871
<b>Purchased Transportation Services</b>		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
<b>Total - Expense Sources</b>	<b>\$ 55,431</b>	<b>\$ 50,310</b>

County: Columbia  
 CTC: Suwannee Valley Transit Authority  
 Contact: 1907 Voyles St, SW  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332  
 Email: larry.sessions@ridesvta.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	155



<b>Trips By Type of Service</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Vehicle Data</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Fixed Route (FR)	0	0	0	Vehicle Miles	535,084	395,995	336,257
Deviated FR	0	0	0	Roadcalls	4	1	2
Complementary ADA	0	0	0	Accidents	1	2	2
Paratransit	50,757	44,231	27,480	Vehicles	25	21	24
TNC	0	0	0	Drivers	14	18	17
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>50,757</b>	<b>44,231</b>	<b>27,480</b>				

<b>Passenger Trips By Trip Purpose</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Medical	9,246	7,606	6,300
Employment	752	574	1,843
Ed/Train/DayCare	15,152	11,098	7,106
Nutritional	10,862	10,313	9,035
Life-Sustaining/Other	14,745	14,640	3,196
<b>TOTAL TRIPS</b>	<b>50,757</b>	<b>44,231</b>	<b>27,480</b>

<b>Passenger Trips By Revenue Source</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
CTD	18,631	10,406	9,795
AHCA	105	0	0
APD	5,712	5,832	5,291
DOEA	10,844	8,754	8,068
DOE	1	0	302
Other	15,464	19,239	4,024
<b>TOTAL TRIPS</b>	<b>50,757</b>	<b>44,231</b>	<b>27,480</b>

<b>Trips by Provider Type</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
CTC	39,913	33,920	18,445
Transportation Operator	0	0	0
Coordination Contractor	10,844	10,311	9,035
<b>TOTAL TRIPS</b>	<b>50,757</b>	<b>44,231</b>	<b>27,480</b>

<b>Financial and General Data</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Expenses	\$1,149,060	\$1,163,881	\$1,167,751
Revenues	\$1,188,191	\$1,234,146	\$1,269,136
Commendations	2	0	2
Complaints	4	1	2
Passenger No-Shows	1,454	1,628	833
Unmet Trip Requests	12	19	0

<b>Performance Measures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Accidents per 100,000 Miles	0.19	0.51	0.59
Miles between Roadcalls	133,771	395,995	168,128
Avg. Trips per Passenger	93.65	124.24	177.29
Cost per Trip	\$22.64	\$26.31	\$42.49
Cost per Paratransit Trip	\$22.64	\$26.31	\$42.49
Cost per Total Mile	\$2.15	\$2.94	\$3.47
Cost per Paratransit Mile	\$2.15	\$2.94	\$3.47







# CTC Organization

County: Hamilton

CTC Status: Submitted

Fiscal Year: 7/1/2019 - 6/30/2020

CTD Status: Under Review

Date Initiated: 9/9/2020

**CTC Organization Name:** Suwannee Valley Transit Authority

**Address:** 1907 Voyles St, SW

**City:** Live Oak

**State:** FL

**Zip Code:** 32064

**Organization Type:** Public Transit Authority

**Network Type:** Sole Source

**Operating Environment:** Rural

**Transportation Operators:** No

**Number of Transportation Operators:** 0

**Coordination Contractors:** No

**Number of Coordination Contractors:** 0

**Provide Out of County Trips:** No

**Local Coordinating Board (LCB) Chairperson:**

**CTC Contact:** larry.sessions@ridesvta.com

**CTC Contact Title:** Administrator / Administrative Support

**CTC Contact Email:** larry.sessions@ridesvta.com

**Phone:** (386) 362-5332

## CTC Certification

I, larry.sessions@ridesvta.com, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## LCB Certification

I, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): \_\_\_\_\_



# CTC Trips

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Service Type - One Way</b>						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	9,310	0	9,310	16,270	0	16,270
Non-Ambulatory	294	0	294	658	0	658
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
<b>Total - Service Type</b>	<b>9,604</b>	<b>0</b>	<b>9,604</b>	<b>16,928</b>	<b>0</b>	<b>16,928</b>
<b>Contracted Transportation Operator</b>						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	620	0	620	776	0	776
Comm for the Transportation Disadvantaged (CTD)	7,328	N/A	7,328	6,648	N/A	6,648
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	0	0
Dept of Health (DOH)	41	0	41	17	0	17
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	479	0	479	670	0	670
Local Government	41	0	41	1	0	1
Local Non-Government	1,094	0	1,094	8,815	0	8,815
Other Federal & State Programs	1	0	1	1	0	1
<b>Total - Revenue Source</b>	<b>9,604</b>	<b>0</b>	<b>9,604</b>	<b>16,928</b>	<b>0</b>	<b>16,928</b>



## CTC Trips (cont'd)

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Passenger Type - One Way</b>						
Older Adults	3,665	0	3,665	4,984	0	4,984
Children At Risk	3,757	0	3,757	5,076	0	5,076
Persons With Disabilities	1,392	0	1,392	0	0	0
Low Income	0	0	0	0	0	0
Other	790	0	790	6,868	0	6,868
<b>Total - Passenger Type</b>	<b>9,604</b>	<b>0</b>	<b>9,604</b>	<b>16,928</b>	<b>0</b>	<b>16,928</b>
<b>Trip Purpose - One Way</b>						
Medical	1,525	0	1,525	1,536	0	1,536
Employment	0	0	0	0	0	0
Education/Training/Daycare	4,906	0	4,906	6,540	0	6,540
Nutritional	2,573	0	2,573	3,812	0	3,812
Life-Sustaining/Other	600	0	600	5,040	0	5,040
<b>Total - Trip Purpose</b>	<b>9,604</b>	<b>0</b>	<b>9,604</b>	<b>16,928</b>	<b>0</b>	<b>16,928</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>						
UDPHC	41	0	41	83	0	83
<b>Total - UDPHC</b>	<b>41</b>	<b>0</b>	<b>41</b>	<b>83</b>	<b>0</b>	<b>83</b>
<b>Unmet &amp; No Shows</b>						
Unmet Trip Requests	0	N/A	0	3	N/A	3
No Shows	596	N/A	596	543	N/A	543
<b>Customer Feedback</b>						
Complaints	0	N/A	0	0	N/A	0
Commendations	1	N/A	1	0	N/A	0



# CTC Vehicles & Drivers

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Vehicle Miles</b>						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	95,875	0	95,875	112,898	0	112,898
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
<b>Total - Vehicle Miles</b>	<b>95,875</b>	<b>0</b>	<b>95,875</b>	<b>112,898</b>	<b>0</b>	<b>112,898</b>
<b>Roadcalls &amp; Accidents</b>						
Roadcalls	0	0	0	1	0	1
Chargeable Accidents	0	0	0	1	0	1
<b>Vehicle Inventory</b>						
Total Number of Vehicles	7	0	7	6	0	6
Number of Wheelchair Accessible Vehicles	6	0	6	5	0	5
<b>Drivers</b>						
Number of Full Time & Part Time Drivers	4	0	4	4	0	4
Number of Volunteer Drivers	0	0	0	0	0	0



# CTC Revenue Sources

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Revenue Sources</b>						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 16,456	\$ 0	\$ 16,456	\$ 20,980	\$ 0	\$ 20,980
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Health (DOH)	\$ 894	\$ 0	\$ 894	\$ 207	\$ 0	\$ 207
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>						
Non-Sponsored Trip Program	\$ 163,184	N/A	\$ 163,184	\$ 146,075	N/A	\$ 146,075
Non-Sponsored Capital Equipment	\$ 9,175	N/A	\$ 9,175	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 19,292	N/A	\$ 19,292	\$ 12,997	N/A	\$ 12,997
TD Other	\$ 6,206	N/A	\$ 6,206	\$ 9,175	N/A	\$ 9,175
<b>Department of Transportation (DOT)</b>						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 1,449	\$ 0	\$ 1,449
49 USC 5311	\$ 108,771	\$ 0	\$ 108,771	\$ 131,536	\$ 0	\$ 131,536
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 7,020	\$ 0	\$ 7,020	\$ 5,113	\$ 0	\$ 5,113
Other DOT	\$ 13,107	\$ 0	\$ 13,107	\$ 0	\$ 0	\$ 0
<b>Local Government</b>						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 12,884	\$ 0	\$ 12,884	\$ 23,416	\$ 0	\$ 23,416
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Non-Government</b>						
Farebox	\$ 18,909	\$ 0	\$ 18,909	\$ 9,044	\$ 0	\$ 9,044
Donations/Contributions	\$ 1,830	\$ 0	\$ 1,830	\$ 3,745	\$ 0	\$ 3,745
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 37,459	\$ 0	\$ 37,459	\$ 20,773	\$ 0	\$ 20,773
<b>Other Federal &amp; State Programs</b>						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 3,790	\$ 0	\$ 3,790	\$ 4,765	\$ 0	\$ 4,765
<b>Total - Revenue Sources</b>	<b>\$ 418,977</b>	<b>\$ 0</b>	<b>\$ 418,977</b>	<b>\$ 389,275</b>	<b>\$ 0</b>	<b>\$ 389,275</b>



# CTC Expense Sources

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 178,401	\$ 0	\$ 178,401	\$ 191,054	\$ 0	\$ 191,054
Fringe Benefits	\$ 66,057	\$ 0	\$ 66,057	\$ 58,171	\$ 0	\$ 58,171
Services	\$ 21,926	\$ 0	\$ 21,926	\$ 35,355	\$ 0	\$ 35,355
Materials & Supplies Consumed	\$ 39,123	\$ 0	\$ 39,123	\$ 53,219	\$ 0	\$ 53,219
Utilities	\$ 9,677	\$ 0	\$ 9,677	\$ 9,139	\$ 0	\$ 9,139
Casualty & Liability	\$ 8,729	\$ 0	\$ 8,729	\$ 16,042	\$ 0	\$ 16,042
Taxes	\$ 2	\$ 0	\$ 2	\$ 38	\$ 0	\$ 38
Miscellaneous	\$ 4,076	\$ 0	\$ 4,076	\$ 7,206	\$ 0	\$ 7,206
Interest	\$ 772	\$ 0	\$ 772	\$ 269	\$ 0	\$ 269
Leases & Rentals	\$ 817	\$ 0	\$ 817	\$ 698	\$ 0	\$ 698
Capital Purchases	\$ 41,194	\$ 0	\$ 41,194	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 370,774</b>	<b>\$ 0</b>	<b>\$ 370,774</b>	<b>\$ 371,191</b>	<b>\$ 0</b>	<b>\$ 371,191</b>

County: Hamilton  
 CTC: Suwannee Valley Transit Authority  
 Contact: larry.sessions@ridesvta.com  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332  
 Email: larry.sessions@ridesvta.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	41



<b>Trips By Type of Service</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Vehicle Data</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Fixed Route (FR)	0	0	0	Vehicle Miles	133,970	112,898	95,875
Deviated FR	0	0	0	Roadcalls	2	1	0
Complementary ADA	0	0	0	Accidents	0	1	0
Paratransit	11,185	16,928	9,604	Vehicles	7	6	7
TNC	0	0	0	Drivers	4	4	4
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>11,185</b>	<b>16,928</b>	<b>9,604</b>				

<b>Passenger Trips By Trip Purpose</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Medical	1,021	1,536	1,525
Employment	0	0	0
Ed/Train/DayCare	5,348	6,540	4,906
Nutritional	3,687	3,812	2,573
Life-Sustaining/Other	1,129	5,040	600
<b>TOTAL TRIPS</b>	<b>11,185</b>	<b>16,928</b>	<b>9,604</b>

<b>Passenger Trips By Revenue Source</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
CTD	6,672	6,648	7,328
AHCA	0	0	0
APD	338	776	620
DOEA	0	0	0
DOE	0	0	0
Other	4,175	9,504	1,656
<b>TOTAL TRIPS</b>	<b>11,185</b>	<b>16,928</b>	<b>9,604</b>

<b>Trips by Provider Type</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
CTC	11,185	16,928	9,604
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
<b>TOTAL TRIPS</b>	<b>11,185</b>	<b>16,928</b>	<b>9,604</b>

<b>Financial and General Data</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Expenses	\$358,102	\$371,191	\$370,774
Revenues	\$375,748	\$389,275	\$418,977
Commendations	0	0	1
Complaints	0	0	0
Passenger No-Shows	371	543	596
Unmet Trip Requests	2	3	0

<b>Performance Measures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Accidents per 100,000 Miles	0	0.89	0
Miles between Roadcalls	66,985	112,898	0
Avg. Trips per Passenger	74.57	203.95	234.24
Cost per Trip	\$32.02	\$21.93	\$38.61
Cost per Paratransit Trip	\$32.02	\$21.93	\$38.61
Cost per Total Mile	\$2.67	\$3.29	\$3.87
Cost per Paratransit Mile	\$2.67	\$3.29	\$3.87







# CTC Organization

County: Suwannee  
Fiscal Year: 7/1/2019 - 6/30/2020

CTC Status: Submitted  
CTD Status: Under Review

Date Initiated: 9/9/2020

**CTC Organization Name:** Suwannee Valley Transit Authority  
**Address:** 1907 Voyles St, SW  
**City:** Live Oak  
**State:** FL  
**Zip Code:** 32064  
**Organization Type:** Public Transit Authority  
**Network Type:** Sole Source  
**Operating Environment:** Rural  
**Transportation Operators:** No  
**Number of Transportation Operators:** 0  
**Coordination Contractors:** Yes  
**Number of Coordination Contractors:** 1  
**Provide Out of County Trips:** Yes  
**Local Coordinating Board (LCB) Chairperson:**  
**CTC Contact:** larry.sessions@ridesvta.com  
**CTC Contact Title:** Administrator / Administrative Support  
**CTC Contact Email:** larry.sessions@ridesvta.com  
**Phone:** (386) 362-5332

## CTC Certification

I, larry.sessions@ridesvta.com, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## LCB Certification

I, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): \_\_\_\_\_



# Organization – Coordination Contractor

**County:** Suwannee

**CTC Status:** Submitted

**CTC Organization:** Suwannee Valley Transit Authority

**Fiscal Year:** 7/1/2019 - 6/30/2020

**Upload Date:** 9/23/2020

**Coordination Contractor Name:** The Arc North Florida, Inc.  
**Address:** 511 SW Goldkist Blvd.  
**City:** Live Oak  
**State:** FL  
**Zip Code:** 32064  
**Organization Type:** Private Non Profit  
**Operating Environment:** Rural  
**Provide Out of County Trips:** Yes  
**Who Do You Serve:** Suwannee and Hamilton Counties  
**Contact Person:** Beverly Standridge  
**Contact Title:** Executive Director  
**Contact Email:** ed@arcnfl.com  
**Phone:** (386) 362-7143

## Coordination Contractor Certification

By submission of this form, I, Beverly Standridge, as the authorized representative of The Arc North Florida, Inc. , hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_



# CTC Trips

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Service Type - One Way</b>						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	7,820	5,489	13,309	9,925	6,923	16,848
Non-Ambulatory	1,242	1,542	2,784	818	898	1,716
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
<b>Total - Service Type</b>	<b>9,062</b>	<b>7,031</b>	<b>16,093</b>	<b>10,743</b>	<b>7,821</b>	<b>18,564</b>
<b>Contracted Transportation Operator</b>						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	862	7,031	7,893	1,222	7,821	9,043
Comm for the Transportation Disadvantaged (CTD)	5,855	N/A	5,855	5,029	N/A	5,029
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	0	0
Dept of Health (DOH)	4	0	4	6	0	6
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	429	0	429	769	0	769
Local Government	6	0	6	1	0	1
Local Non-Government	1,905	0	1,905	3,715	0	3,715
Other Federal & State Programs	1	0	1	1	0	1
<b>Total - Revenue Source</b>	<b>9,062</b>	<b>7,031</b>	<b>16,093</b>	<b>10,743</b>	<b>7,821</b>	<b>18,564</b>



## CTC Trips (cont'd)

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley  
Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Passenger Type - One Way</b>						
Older Adults	4,659	0	4,659	3,389	0	3,389
Children At Risk	0	0	0	925	0	925
Persons With Disabilities	1,331	7,031	8,362	0	7,821	7,821
Low Income	0	0	0	0	0	0
Other	3,072	0	3,072	6,429	0	6,429
<b>Total - Passenger Type</b>	<b>9,062</b>	<b>7,031</b>	<b>16,093</b>	<b>10,743</b>	<b>7,821</b>	<b>18,564</b>
<b>Trip Purpose - One Way</b>						
Medical	5,065	0	5,065	4,301	0	4,301
Employment	659	0	659	786	0	786
Education/Training/Daycare	1,145	7,031	8,176	1,780	7,821	9,601
Nutritional	1	0	1	1	0	1
Life-Sustaining/Other	2,192	0	2,192	3,875	0	3,875
<b>Total - Trip Purpose</b>	<b>9,062</b>	<b>7,031</b>	<b>16,093</b>	<b>10,743</b>	<b>7,821</b>	<b>18,564</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>						
UDPHC	66	23	89	165	23	188
<b>Total - UDPHC</b>	<b>66</b>	<b>23</b>	<b>89</b>	<b>165</b>	<b>23</b>	<b>188</b>
<b>Unmet &amp; No Shows</b>						
Unmet Trip Requests	0	N/A	0	7	N/A	7
No Shows	292	N/A	292	413	N/A	413
<b>Customer Feedback</b>						
Complaints	0	N/A	0	1	N/A	1
Commendations	1	N/A	1	0	N/A	0



# Coordination Contractor Trips

County: Suwannee  
 Fiscal Year: 07/01/2019 - 06/30/2020

CTC Status: Submitted  
 Upload Date: 9/23/2020

CTC Organization: Suwannee Valley Transit Authority  
 Coordination Contractor: The Arc North Florida, Inc.

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
<b>Service Type - One Way</b>		
Fixed Route/Fixed Schedule		
Daily Pass Trips	N/A	N/A
Weekly Pass Trips	N/A	N/A
Monthly Pass Trips	N/A	N/A
Deviated Fixed Route Service	N/A	N/A
Complementary ADA Service	N/A	N/A
Paratransit		
Ambulatory	5,489	0
Non-Ambulatory	1,542	0
Stretcher	0	0
Transportation Network Companies	N/A	N/A
Taxi	N/A	N/A
School Board (School Bus)	N/A	N/A
Volunteers	N/A	N/A
<b>Total - Service Type</b>	<b>7,031</b>	<b>0</b>
<b>Contracted Transportation Operator</b>		
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC	N/A	N/A
<b>Total - Contracted Transportation Operator Trips</b>	<b>0</b>	<b>0</b>
<b>Revenue Source - One Way</b>		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	7,031	0
Comm for the Transportation Disadvantaged (CTD)	N/A	N/A
Dept of Economic Opportunity (DEO)	0	0
Dept of Children and Families (DCF)	0	0
Dept of Education (DOE)	0	0
Dept of Elder Affairs (DOEA)	0	0
Dept of Health (DOH)	0	0
Dept of Juvenile Justice (DJJ)	0	0
Dept of Transportation (DOT)	0	0
Local Government	0	0
Local Non-Government	0	0
Other Federal & State Programs	0	0
<b>Total - Revenue Source</b>	<b>7,031</b>	<b>0</b>



## Coordination Contractor Trips (cont'd)

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/23/2020

Coordination Contractor: The Arc North Florida, Inc.

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
<b>Passenger Type - One Way</b>		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	7,031	0
Low Income	0	0
Other	0	0
<b>Total - Passenger Type</b>	<b>7,031</b>	<b>0</b>
<b>Trip Purpose - One Way</b>		
Medical	0	0
Employment	0	0
Education/Training/Daycare	7,031	0
Nutritional	0	0
Life-Sustaining/Other	0	0
<b>Total - Trip Purpose</b>	<b>7,031</b>	<b>0</b>
<b>Unduplicated Passenger Head Count (UDPHC)</b>		
UDPHC	23	0
<b>Total - UDPHC</b>	<b>23</b>	<b>0</b>
<b>Unmet &amp; No Shows</b>		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
<b>Customer Feedback</b>		
Complaints	N/A	N/A
Commendations	N/A	N/A



# CTC Vehicles & Drivers

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Vehicle Miles</b>						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	73,048	5,210	78,258	86,018	94,604	180,622
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
<b>Total - Vehicle Miles</b>	<b>73,048</b>	<b>5,210</b>	<b>78,258</b>	<b>86,018</b>	<b>94,604</b>	<b>180,622</b>
<b>Roadcalls &amp; Accidents</b>						
Roadcalls	0	0	0	1	2	3
Chargeable Accidents	5	0	5	1	0	1
<b>Vehicle Inventory</b>						
Total Number of Vehicles	5	7	12	4	7	11
Number of Wheelchair Accessible Vehicles	4	5	9	3	5	8
<b>Drivers</b>						
Number of Full Time & Part Time Drivers	3	7	10	3	7	10
Number of Volunteer Drivers	0	0	0	0	0	0



**Transportation  
Disadvantaged**

## Coordination Contractor Vehicles & Drivers

**County:** Suwannee

**CTC Status:** Submitted

**CTC Organization:** Suwannee Valley  
Transit Authority

**Fiscal Year:** 07/01/2019 - 06/30/2020

**Upload Date:** 9/23/2020

**Coordination Contractor:** The Arc North  
Florida, Inc.

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
<b>Vehicle Miles</b>		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	5,210	0
Transportation Network Companies (TNC) Miles	N/A	N/A
Taxi Miles	N/A	N/A
School Board (School Bus) Miles	N/A	N/A
Volunteers Miles	N/A	N/A
<b>Total - Vehicle Miles</b>	<b>5,210</b>	<b>0</b>
<b>Roadcalls &amp; Accidents</b>		
Roadcalls	0	0
Chargeable Accidents	0	0
<b>Vehicle Inventory</b>		
Total Number of Vehicles	7	0
Number of Wheelchair Accessible Vehicles	5	0
<b>Drivers</b>		
Number of Full Time & Part Time Drivers	7	0
Number of Volunteer Drivers	0	0





# CTC Revenue Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
<b>Revenue Sources</b>						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 12,538	\$ 79,927	\$ 92,465	\$ 15,985	\$ 90,279	\$ 106,264
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Health (DOH)	\$ 88	\$ 0	\$ 88	\$ 158	\$ 0	\$ 158
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>						
Non-Sponsored Trip Program	\$ 124,330	N/A	\$ 124,330	\$ 111,295	N/A	\$ 111,295
Non-Sponsored Capital Equipment	\$ 6,991	N/A	\$ 6,991	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 14,698	N/A	\$ 14,698	\$ 9,902	N/A	\$ 9,902
TD Other	\$ 4,728	N/A	\$ 4,728	\$ 6,991	N/A	\$ 6,991
<b>Department of Transportation (DOT)</b>						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 1,104	\$ 0	\$ 1,104
49 USC 5311	\$ 82,873	\$ 0	\$ 82,873	\$ 100,218	\$ 0	\$ 100,218
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 5,349	\$ 0	\$ 5,349	\$ 3,895	\$ 0	\$ 3,895
Other DOT	\$ 9,986	\$ 0	\$ 9,986	\$ 0	\$ 0	\$ 0
<b>Local Government</b>						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 39,914	\$ 0	\$ 39,914	\$ 17,841	\$ 0	\$ 17,841
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Local Non-Government</b>						
Farebox	\$ 14,407	\$ 0	\$ 14,407	\$ 6,891	\$ 0	\$ 6,891
Donations/Contributions	\$ 1,395	\$ 0	\$ 1,395	\$ 2,854	\$ 0	\$ 2,854
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 15,841	\$ 0	\$ 15,841	\$ 15,827	\$ 0	\$ 15,827
<b>Other Federal &amp; State Programs</b>						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 2,887	\$ 0	\$ 2,887	\$ 3,630	\$ 0	\$ 3,630
<b>Total - Revenue Sources</b>	<b>\$ 336,025</b>	<b>\$ 79,927</b>	<b>\$ 415,952</b>	<b>\$ 296,591</b>	<b>\$ 90,279</b>	<b>\$ 386,870</b>



# Coordination Contractor Revenue Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/23/2020

Coordination Contractor: The Arc North Florida, Inc.

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
<b>Revenue Sources</b>		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 79,927	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
<b>Commission for the Transportation Disadvantaged (CTD)</b>		
Non-Sponsored Trip Program	N/A	N/A
Non-Sponsored Capital Equipment	N/A	N/A
Rural Capital Equipment	N/A	N/A
TD Other	N/A	N/A
<b>Department of Transportation (DOT)</b>		
49 USC 5307	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0
Service Development	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0
<b>Local Government</b>		
School Board (School Bus)	N/A	N/A
County Cash	\$ 0	\$ 0
County In-Kind	\$ 0	\$ 0
City Cash	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0
<b>Local Non-Government</b>		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
<b>Other Federal &amp; State Programs</b>		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
<b>Total - Revenue Sources</b>	<b>\$ 79,927</b>	<b>\$ 0</b>



# CTC Expense Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 135,925	\$ 32,387	\$ 168,312	\$ 145,565	\$ 48,788	\$ 194,353
Fringe Benefits	\$ 51,604	\$ 1,293	\$ 52,897	\$ 44,321	\$ 8,694	\$ 53,015
Services	\$ 22,317	\$ 8,157	\$ 30,474	\$ 26,937	\$ 11,710	\$ 38,647
Materials & Supplies Consumed	\$ 29,808	\$ 19,715	\$ 49,523	\$ 40,548	\$ 28,105	\$ 68,653
Utilities	\$ 7,373	\$ 0	\$ 7,373	\$ 6,963	\$ 0	\$ 6,963
Casualty & Liability	\$ 6,650	\$ 15,707	\$ 22,357	\$ 12,223	\$ 13,978	\$ 26,201
Taxes	\$ 2	\$ 3,526	\$ 3,528	\$ 29	\$ 3,997	\$ 4,026
Miscellaneous	\$ 1,830	\$ 0	\$ 1,830	\$ 5,490	\$ 0	\$ 5,490
Interest	\$ 588	\$ 0	\$ 588	\$ 205	\$ 0	\$ 205
Leases & Rentals	\$ 622	\$ 0	\$ 622	\$ 532	\$ 0	\$ 532
Capital Purchases	\$ 31,386	\$ 8,679	\$ 40,065	\$ 0	\$ 6,029	\$ 6,029
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Purchased Transportation Services</b>						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
<b>Total - Expense Sources</b>	<b>\$ 288,105</b>	<b>\$ 89,464</b>	<b>\$ 377,569</b>	<b>\$ 282,813</b>	<b>\$ 121,301</b>	<b>\$ 404,114</b>



# Coordination Contractor Expense Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2019 - 06/30/2020

Upload Date: 9/23/2020

Coordination Contractor: The Arc North Florida, Inc.

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Labor	\$ 32,387	\$ 0
Fringe Benefits	\$ 1,293	\$ 0
Services	\$ 8,157	\$ 0
Materials & Supplies Consumed	\$ 19,715	\$ 0
Utilities	\$ 0	\$ 0
Casualty & Liability	\$ 15,707	\$ 0
Taxes	\$ 3,526	\$ 0
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 8,679	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
<b>Purchased Transportation Services</b>		
Bus Pass	N/A	N/A
School Board (School Bus)	N/A	N/A
Transportation Network Companies (TNC)	N/A	N/A
Taxi	N/A	N/A
Contracted Operator	N/A	N/A
<b>Total - Expense Sources</b>	<b>\$ 89,464</b>	<b>\$ 0</b>

County: Suwannee  
 CTC: Suwannee Valley Transit Authority  
 Contact: larry.sessions@ridesvta.com  
 1907 Voyles St, SW  
 Live Oak, FL 32064  
 386-362-5332  
 Email: larry.sessions@ridesvta.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	89



<b>Trips By Type of Service</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Vehicle Data</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Fixed Route (FR)	0	0	0	Vehicle Miles	167,553	180,622	78,258
Deviated FR	0	0	0	Roadcalls	0	3	0
Complementary ADA	0	0	0	Accidents	0	1	5
Paratransit	18,251	18,564	16,093	Vehicles	13	11	12
TNC	0	0	0	Drivers	9	10	10
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
<b>TOTAL TRIPS</b>	<b>18,251</b>	<b>18,564</b>	<b>16,093</b>				

<b>Passenger Trips By Trip Purpose</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Medical	4,534	4,301	5,065
Employment	515	786	659
Ed/Train/DayCare	11,464	9,601	8,176
Nutritional	1	1	1
Life-Sustaining/Other	1,737	3,875	2,192
<b>TOTAL TRIPS</b>	<b>18,251</b>	<b>18,564</b>	<b>16,093</b>

<b>Passenger Trips By Revenue Source</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
CTD	6,132	5,029	5,855
AHCA	0	0	0
APD	10,110	9,043	7,893
DOEA	0	0	0
DOE	0	0	0
Other	2,009	4,492	2,345
<b>TOTAL TRIPS</b>	<b>18,251</b>	<b>18,564</b>	<b>16,093</b>

<b>Trips by Provider Type</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
CTC	8,441	10,743	9,062
Transportation Operator	0	0	0
Coordination Contractor	9,810	7,821	7,031
<b>TOTAL TRIPS</b>	<b>18,251</b>	<b>18,564</b>	<b>16,093</b>

<b>Financial and General Data</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Expenses	\$375,983	\$404,114	\$377,569
Revenues	\$391,305	\$386,870	\$415,952
Commendations	4	0	1
Complaints	0	1	0
Passenger No-Shows	292	413	292
Unmet Trip Requests	7	7	0

<b>Performance Measures</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Accidents per 100,000 Miles	0	0.55	6.39
Miles between Roadcalls	0	60,207	0
Avg. Trips per Passenger	127.63	98.74	180.82
Cost per Trip	\$20.60	\$21.77	\$23.46
Cost per Paratransit Trip	\$20.60	\$21.77	\$23.46
Cost per Total Mile	\$2.24	\$2.24	\$4.82
Cost per Paratransit Mile	\$2.24	\$2.24	\$4.82





Serving Alachua  
Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

February 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Suwannee Valley Transit Authority Operations Reports

RECOMMENDATION

**No action required. This agenda item is for information only.**

BACKGROUND

Attached are Suwannee Valley Transit Authority's operations reports for July – September 2020 and October – December 2020. If you have any questions regarding the attached reports, please contact me.

Attachments

T:\Lynn\TD2021\CHS\Memos\stafFeb.docx





CTC Trips 2020/2021

Service Type - O/W	JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Paratransit AMB	827	255	632	1013	346	375	1425	509	444	1555	583	448	1042	434	291	627	339	551
NON-AMB	140	54	128	155	45	115	148	51	114	120	46	79	103	30	114	91	6	110
<b>TOTAL</b>	<b>967</b>	<b>309</b>	<b>760</b>	<b>1168</b>	<b>391</b>	<b>490</b>	<b>1573</b>	<b>560</b>	<b>558</b>	<b>1675</b>	<b>629</b>	<b>527</b>	<b>1145</b>	<b>464</b>	<b>405</b>	<b>718</b>	<b>345</b>	<b>661</b>
			2036			2049			2691			2831			2014			1724

Revenue Source - O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
DONATION	0	0	267	0	0	0	0	0	31	0	0	55	0	0	13	0	0	204
APD	338	103	18	316	87	24	337	99	28	353	94	26	328	72	18	177	24	22
CTD	580	186	445	557	193	397	657	333	399	706	444	365	514	328	314	460	295	396
DOE (VR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DOH (RW)	0	6	0	0	6	0				0	0	2	0	0	0	0	0	0
DOT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LOCAL GVMT																		
CAR	18	0	0	259	100	30	547	122	66	590	91	49	276	64	35	52	26	15
American Cancer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
United Way	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LOCAL NON-GVMT																		
PP	31	14	30	36	5	39	32	6	34	26	0	30	27	0	25	29	0	24
PP-B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
esc + children	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL - REVENUE SOURCE</b>	<b>967</b>	<b>309</b>	<b>760</b>	<b>1168</b>	<b>391</b>	<b>490</b>	<b>1573</b>	<b>560</b>	<b>558</b>	<b>1675</b>	<b>629</b>	<b>527</b>	<b>1145</b>	<b>464</b>	<b>405</b>	<b>718</b>	<b>345</b>	<b>661</b>
			2036			2049			2691			2831			2014			1724

Passenger Type O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Older Adults 60+	167	56	149	135	56	164	159	54	150	172	43	150	106	39	102	115	7	145
Children At Risk	0	0	0	0	0	0	0	141	0	0	256	0	0	133	0	0	173	0
Persons w/Disabilities	317	106	197	297	85	157	297	94	151	269	87	115	251	70	141	178	48	144
Low Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	483	147	414	736	250	169	1117	271	257	1234	243	262	788	222	162	425	117	372
<b>TOTAL - PASS TYPE</b>	<b>967</b>	<b>309</b>	<b>760</b>	<b>1168</b>	<b>391</b>	<b>490</b>	<b>1573</b>	<b>560</b>	<b>558</b>	<b>1675</b>	<b>629</b>	<b>527</b>	<b>1145</b>	<b>464</b>	<b>405</b>	<b>718</b>	<b>345</b>	<b>661</b>
			2036			2049			2691			2831			2014			1724

Trip Purpose O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Medical	296	151	416	265	155	359	269	145	348	289	147	319	225	134	264	245	115	324
Employment	96	0	54	71	42	57	54		60	54	0	58	43	0	48	39	0	54
Ed/Training/Daycare	530	136	0	607	187	54	884	362	94	1064	441	75	604	293	53	229	223	37
Nutritional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Life-Sustaining/Other	45	22	290	225	7	20	366	53	56	268	41	75	273	37	40	205	7	244
<b>TOTAL - TRIP PURPOSE</b>	<b>967</b>	<b>309</b>	<b>760</b>	<b>1168</b>	<b>391</b>	<b>490</b>	<b>1573</b>	<b>560</b>	<b>558</b>	<b>1675</b>	<b>629</b>	<b>527</b>	<b>1145</b>	<b>464</b>	<b>405</b>	<b>718</b>	<b>345</b>	<b>661</b>
			2036			2049			2691			2831			2014			1724

Unduplicated Pass Head Count	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
UDPHC	71	16	59	72	19	53	72	27	57	75	24	44	66	22	40	79	24	48
<b>TOTAL - UDPHC</b>	<b>71</b>	<b>16</b>	<b>59</b>	<b>72</b>	<b>19</b>	<b>53</b>	<b>72</b>	<b>27</b>	<b>57</b>	<b>75</b>	<b>24</b>	<b>44</b>	<b>66</b>	<b>22</b>	<b>40</b>	<b>79</b>	<b>24</b>	<b>48</b>

Unmet & No Shows	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Unmet Trip Requests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No Shows	71	8	15	71	9	7	64	25	10	56	27	6	45	20	7	32	23	5
Customer Feedback																		
Complaints	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0
Commendations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Vehicle Miles**

Vehicle Miles	26121		
Paratransit Miles			

27131		
-------	--	--

28807		
-------	--	--

31361		
-------	--	--

25834		
-------	--	--

23544		
-------	--	--

**Roadcalls & Accidents**

Roadcalls			
Chargeable Accidents			
Vehicle Inventory			
Total Number of Veh			
# W/C Accessible Veh			
Drivers			
# FullTime & Part Time			






COMPLAINTS JULY-SEPT 2020

COMPLAINT #	NONE REPORTED
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	

**COMPLAINTS OCT-DEC 2020**

COMPLAINT #	2020_10_05
DATE	Monday, 10/5/2020
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	Upset that SVTA was not going to transport her husband home after dialysis.
COUNTY OF RESIDENCE	Suwannee
SVTA'S ACTION TAKEN	SVTA policy states that if a rider is not prepared to board the vehicle at the time of arrival, and/or cancels when the driver arrives at their door, all remaining trips for the day are cancelled. Rider was not ready to board, and wife had to drive him into dialysis. When she called for a pickup from dialysis, reservationist explained SVTA policy. _____ was argumentative and requested that a supervisor call her back. Driver Supervisor called her back and TF was present for phone conversation. _____ was, again, argumentative, antagonistic and contentious to staff.
RESOLUTION	
COMPLAINT #	(continuation from above complaint)
DATE	Wednesday, 10/7/2020
TIME	9:00 a.m.
COMPLAINANT'S NAME	
CONPLAINANT'S POC	see above
COMPLAINANT'S ISSUE	see above
COUNTY OF RESIDENCE	see above
SVTA'S ACTION TAKEN	_____ berated the driver who arrived to transport _____ to dialysis, while the driver was trying to perform her duties for over 7 minutes.
RESOLUTION	After viewing the video of the exchange between _____ and the driver, the Administrator sent _____ a letter regarding her abusive behaviour and suspended all services until further notice. SVTA rider's guide covers verbal and threatening behaviour and SVTA no show policy.

TRIP DENIAL REPORT			
JULY 2020			
DATE	PICK UP	DESTINATION	DENIAL REASON
NONE REPORTED			

AUGUST 2020			
DATE	PICK UP	DESTINATION	DENIAL REASON
NONE REPORTED			

SEPTEMBER 2020			
DATE	PICK UP	DESTINATION	DENIAL REASON
NONE REPORTED			

TRIP DENIAL REPORT			
OCTOBER 2020			
DATE	PICK UP	DESTINATION	DENIAL REASON
NONE REPORTED			

NOVEMBER 2020			
DATE	PICK UP	DESTINATION	DENIAL REASON
NONE REPORTED			

DECEMBER 2020			
DATE	PICK UP	DESTINATION	DENIAL REASON
NONE REPORTED			

**ATTENDANCE RECORD**

**COLUMBIA, HAMILTON AND SUWANNEE  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

<b>MEMBER/ORGANIZATION</b>	<b>NAME</b>	<b>11/20/19</b>	<b>02/19/20</b>	<b>06/17/20</b>	<b>09/16/20</b>
Columbia County Elected Official	Commissioner Toby Witt				
Hamilton County Elected Official	Commissioner Robert Brown				
Suwannee County Elected Official	Commissioner Travis Land				
Florida Department of Transportation Alternate Member	Sandra Collins Lauren Adams	A A	A A	P A	P P
Florida Department of Children and Families Alternate Member	Kay Tice Amanda Bryant	P A	P A	P A	P A
Florida Agency for Health Care Administration Alternate Member	Deweese Ogden Vacant	P A	P A	P A	P A
Florida Department of Education Alternate Member	Jeffrey Aboumrad Allison Gill	A A	P A	P A	P A
Florida Department of Elder Affairs Alternate Member	Bruce Evans Dwight Law	A A	A P	A A	A A
Florida Agency for Persons with Disabilities Alternate Member	Sheryl Stanford Sylvia Bamburg				
Public Education Alternate Member	Daniel Taylor Vacant	A A	A A	A A	A A
Citizen Advocate Alternate Member	Terri Harmon Louie Goodin	A A	A A	P A	P A
Citizen Advocate - User Alternate Member	Vacant Vacant				
Elderly Alternate Member	Vacant John Koch	P A	A A	A A	A A
Veterans Alternate Member	Jonathan C. Law, Jr. Vacant	P A	P A	P A	A A
Persons with Disabilities Alternate Member	Vacant Vacant				
Florida Association of Community Action Alternate Member	Matthew Pearson Vacant	P A	A A	P A	P A
Children at Risk Alternate Member	Audre J. Washington Vacant	P A	P A	A A	A A
Private Transit Alternate Member	Vacant Vacant				
Regional Workforce Board Alternate Member	Diane Head Selvin Cray	A A	A A	A A	P P
Medical Community Alternate Member	Sandra Buck-Camp Vacant	P A	P A	A A	P P

LEGEND KEY: P-Present A-Absent -Not Applicable (newly appointed member)

ATTENDANCE POLICY: The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings.

