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November 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, November 17, 2021 at 10:00 a.m.** in the **Suwannee County Extension Office, Exhibition II Building, 1302 11th Street, SW, Live Oak, Florida 32064. (location map attached)**. 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**

Please note that Board members may participate (and vote), via communications media technology, however, **nine (9)** Board members must be present to establish a physical quorum to vote on agenda items that require formal action.

Per the Centers for Disease Control and Prevention guidelines, fully vaccinated people are not required to wear a mask or physically distance except where required by federal, state, and local laws, rules, and regulations including local business and workplace guidance. It is recommended that unvaccinated people wear a mask that covers the nose and mouth and stay six feet apart from others who do not live with you.

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).

Attachment

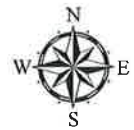
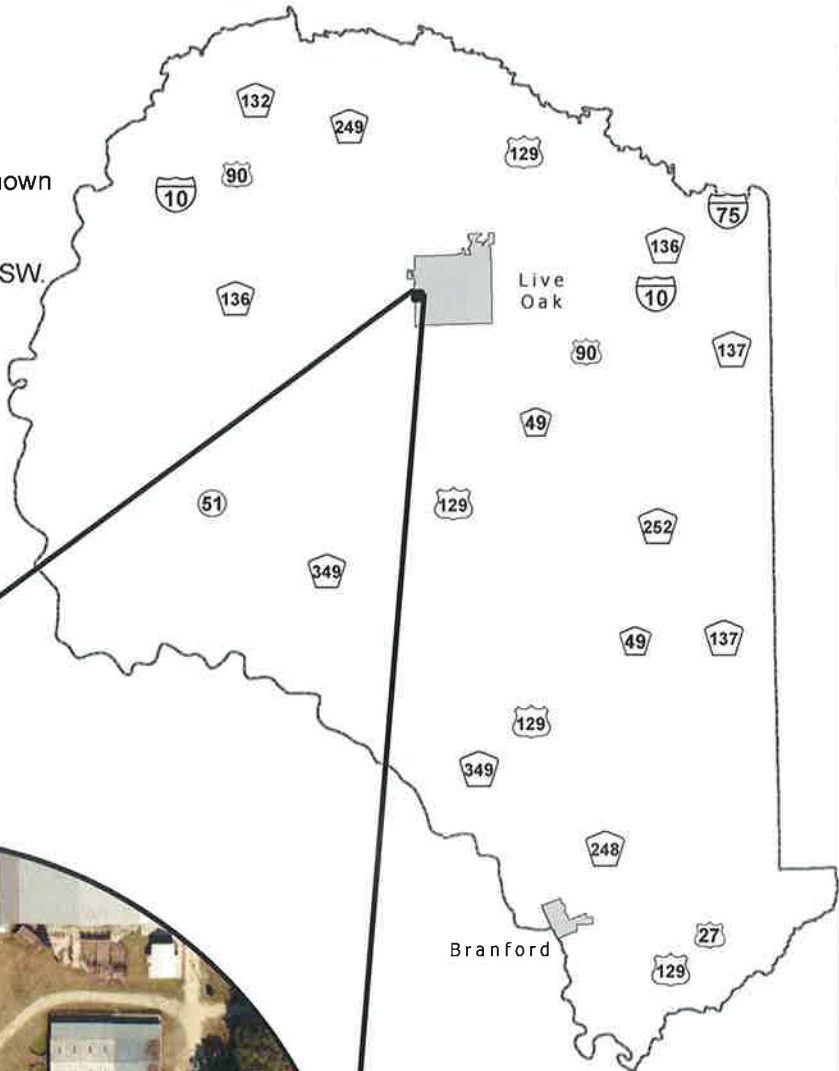
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Suwannee County

Extension Office Exhibition II Building:

1302 11th St SW, 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 North Ohio Ave). Travel approximately 0.5 miles and turn right (West) onto 11th St SW. Travel West on 11th St SW for approximately 0.5 miles. At the traffic circle, take the 2nd exit onto 11th St SW. Continue West on 11th St SW for approximately 0.6 miles. The Suwannee County UF/IFAS Extension Office will be on the right, on the Northern side of 11th St SW.



1 inch = 250 feet

Suwannee County
Extension Office
Exhibition II Building



Source: Esri, DigitalGlobe, Geo-
Geographics, CNES/Air
AeroGRID, IGN



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

BUSINESS MEETING AGENDA

**Suwannee County Extension Office
Exhibition II Building
1302 11th Street, SW
Live Oak, Florida
Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272**

**Wednesday
November 17, 2021
10:00 a.m.**

I. Business Meeting – Call To Order

- A. Invocation**
- B. Pledge of Allegiance**
- C. Roll Call**

II. Consent Agenda

ACTION REQUIRED

- A. Approval of the Meeting Agenda Page 3**
- B. Approval of the May 12, 2021 Minutes Page 7**

III. Comments and Concerns

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

IV. General Business

- A. New Business**
 - 1. Bylaws (Lynn Godfrey) Page 13 ACTION REQUIRED**
 - 2. Grievance Procedures (Lynn Godfrey) Page 33 ACTION REQUIRED**
 - 3. Grievance Committee Appointments Page 51 ACTION REQUIRED (Lynn Godfrey)**

4. **2020/21 Annual Performance Evaluation (Lynn Godfrey)** Page 53 **ACTION REQUIRED**
5. **2020/21 Annual Operating Reports (Lynn Godfrey)** Page 117 **NO ACTION REQUIRED**
6. **2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendment (Lynn Godfrey)** Page 155 **ACTION REQUIRED**
7. **Suwannee Valley Transit Authority Operations Reports (Larry Sessions)** Page 163 **NO ACTION REQUIRED**

B. Other Business

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

C. Future Meeting Dates

1. **February 16, 2022 at 10:00 a.m. in Jasper, Florida**
3. **May 18, 2022 at 10:00 a.m. in Lake City, Florida**
4. **September 21, 2022 at 10:00 a.m. in Live Oak, Florida**
5. **November 16, 2022 at 10:00 a.m. in Jasper, Florida**

If you have any questions concerning the meeting agenda, 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**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Toby Witt Columbia County Elected Official Grievance Committee Chair	Not Applicable
Commissioner Robert Brown, Chair Hamilton County Elected Official	Not Applicable
Commissioner Travis Land, Vice-Chair Suwannee County Elected Official	Not Applicable
Christina Nalsen Florida Department of Transportation	Lauren Adams Florida Department of Transportation
Kay Tice Florida Department of Children and Families	Vacant Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Monique Gustafson Florida Department of Education
Bruce Evans Florida Department of Elder Affairs	Dwight Law Florida Department of Elder Affairs
Pamela Hagley Florida Agency for Health Care Administration	Reeda Harris 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	J. Lee Abersold Veterans Term ending June 30, 2023
Teri Harmon Citizen Advocate Term ending June 30, 2024	Louie Goodin Citizen Advocate Term ending June 30, 2024
Vacant Citizen Advocate - User Term ending June 30, 2024	Vacant Citizen Advocate - User Term ending June 30, 2024
Vacant Persons with Disabilities Term ending June 30, 2024	Vacant Persons with Disabilities Term ending June 30, 2024
John Koch Elderly Term ending June 30, 2023	Vacant 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**

BUSINESS MEETING

Tourism and Economic Development Conference Room
Hamilton County Courthouse Annex
1153 US Hwy 41 NW
Jasper, Florida
Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272

Wednesday
May 19, 2021
10:15 a.m.

VOTING MEMBERS PRESENT IN PERSON

Commissioner Robert Brown, Hamilton County Local Elected Official, Chair
Sandra Buck-Camp, Medical Community Representative
Sandra Collins, Florida Department of Transportation Representative
Diane Head, Workforce Development Board Representative
John Koch, Elderly Representative
Commissioner Travis Land, Suwannee County Local Elected Official, Vice-Chair
Jonathan Law, Jr., Veterans Representative
Matthew Pearson, Florida Association for Community Action Representative
Daniel Taylor, Public Education Representative
Kay Tice, Florida Department of Children and Families Representative

VOTING MEMBERS PRESENT VIA COMMUNICATIONS MEDIA TECHNOLOGY

Jeff Aboumrad, Florida Department of Education Representative
Terri Harmon, Citizen Advocate Representative
Sheryl Stanford, Florida Agency for Persons with Disabilities Representative
Dewece Ogden, Florida Agency for Health Care Administration Representative

ALTERNATE MEMBERS PRESENT IN PERSON

Lauren Adams, Florida Department of Transportation Representative

ALTERNATE MEMBERS PRESENT VIA COMMUNICATIONS MEDIA TECHNOLOGY

Selvin Cray, Workforce Development Board Representative

VOTING MEMBERS ABSENT

Bruce Evans, Florida Department of Elder Affairs Representative
Audre J. Washington, Children at Risk Representative
Commissioner Toby Witt, Columbia County Local Elected Official

OTHERS PRESENT IN PERSON

Stew Lilker, Columbia County Observer

OTHERS IN PERSON VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY

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

Chair Brown called the meeting to order at 10:15 a.m.

A. Voting Via Communications Media Technology

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board needs to take formal action to allow Board members participating via telecommunications technology to vote on agenda items.

ACTION: Johnathan Law moved to allow Board members participating via communications media technology to vote on agenda items that require formal action due to the extraordinary circumstances related to the COVID-19 pandemic. Sandra Buck-Camp seconded; motion passed unanimously.

II. Consent Agenda

A. Approval of the Meeting Agenda

ACTION: Sandra Buck-Camp moved to approve the meeting agenda. John Koch seconded; motion passed unanimously.

B. Approval of the February 17, 2021 Meeting Minutes

ACTION: Sandra Buck-Camp moved to approve the February 17, 2021 meeting minutes. John Koch seconded; motion passed unanimously.

III. Comments and Concerns

A. Board Members

Jonathan Law asked if Suwannee Valley Transit Authority resolved the issues with Ms. Caperelli.

Mr. Larry Sessions, Suwannee Valley Transit Authority Administrator, stated that he has not heard from Ms. Caparelli since the last Board meeting.

B. Citizens

There were no citizen comments.

IV. General Business

A. New Business

1. Recommend Chair

Ms. Godfrey stated the Board needs to recommend the North Central Florida Regional Planning Council appoint one of the Local Elected Official Representatives as Chair of the Board.

ACTION: Sandra Buck-Camp moved to recommend Commissioner Robert Brown as Chair of the Board. Jonathan Law seconded; motion passed unanimously.

2. Elect Vice-Chair

Ms. Godfrey stated that the Board needs to elect Commissioner Land or Commissioner Witt as Vice-Chair.

ACTION: Sandra Buck-Camp moved to elect Commissioner Land as Vice-Chair. John Koch seconded; motion passed unanimously.

3. 2021/26 Memorandum of Agreement

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged designated Suwannee Valley Transit Authority the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties for a five-year period. She said the Board must review and approve the Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Suwannee Valley Transit Authority.

Sandra Buck-Camp asked if there are any changes to the 2021/26 Memorandum of Agreement from the previous agreement.

Ms. Godfrey stated that she is not aware of any changes to the agreement.

ACTION: John Koch moved to approve the 2021/26 Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Suwannee Valley Transit Authority. Johnathan Law seconded; motion passed unanimously.

4. 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan

Ms. Godfrey stated that Chapter 427, Florida Statutes requires Suwannee Valley Transit Authority prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the Board's approval. She reviewed the draft plan with the Board.

Sandra Buck-Camp asked if Suwannee Valley Transit Authority's Fiscal Year 2021/22 service rates are included in the Plan.

Mr. Sessions stated that, after the Florida Commission for the Transportation Disadvantaged approves the 2021/22 service rates, they will be provided to the Board for approval.

Mr. Sessions also stated that the weight limit for mobility devices may also need to be amended at the next Board meeting.

ACTION: Travis Land moved to approve the 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan. Sandra Buck-Camp seconded; motion passed unanimously

5. 2021/22 Rural Area Capital Assistance Grant Application

Mr. Larry Sessions stated that Suwannee Valley Transit Authority applied for 2021/22 Rural Area Capital Assistance Grant funds to purchase vehicles.

ACTION: Sandra Collins moved to approve Suwannee Valley Transit Authority's 2021/22 Rural Area Capital Assistance Grant application. Sandra Buck-Camp seconded; motion passed unanimously.

6. Suwannee Valley Transit Authority Operations Reports

Mr. Sessions presented Suwannee Valley Transit Authority's operations reports. He stated that there has been a steady increase in ridership since January 2021. He said he is working with the Hamilton County School District Supervisor to provide transportation to students enrolled in the Dual Enrollment Program with the North Florida College in Madison.

B. Other Business

1. Board Members

Sandra Buck-Camp commended Suwannee Valley Transit Authority for the operations report format.

2. Citizens

There were no citizen comments.

C. Future Meeting Dates

Chair Brown stated that the next meeting will be held September 15, 2021 at 10:00 a.m. in Lake City, Florida.

Vice-Chair Land asked where the meeting location will be.

Ms. Godfrey stated that the meeting location will most likely be at one of the Florida Department of Transportation offices in Lake City.

ADJOURNMENT

The meeting adjourned at 10:30 a.m.

Commissioner Robert Brown, Chair
Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board

Date



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November 10, 2021

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

RECOMMENDATION

Approve the Board's Bylaws.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Bylaws annually. Attached are the Board's Bylaws for review and approval.

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

Attachment

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

Bylaws

November 17, 2021

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board



Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

Bylaws

Approved by the

Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Robert Brown, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

November 17, 2021

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Chapter I: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws

A. Preamble

The following sets forth the bylaws which shall serve to guide the proper functioning of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

B. Agency Description

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the 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.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Name and Purpose

- (1) The name of the Coordinating Board shall be the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.
- (2) The purpose of the Board is to identify local service needs and provide information, advice and direction to the Community Transportation Coordinator on the provision of services to the transportation disadvantaged within the designated service area. In general, the Board is considered an advisory body (Section 427.0157, Florida Statutes).

E. Membership

- (1) Voting Members. In accordance with Section 427.0157, Florida Statutes, all voting members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Columbia, Hamilton and Suwannee is the North Central Florida Regional Planning Council.
 - (a) An elected official from each county of the multi-county service area shall be appointed to the Board.
 - (b) A local representative of the Florida Department of Transportation;
 - (c) A local representative of the Florida Department of Children and Family Services;

- (d) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible;
- (e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (f) A person recommended by the local Veterans Service Office representing the veterans of the service area;
- (g) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the service area;
- (h) A person over age sixty (60) representing the elderly in the service area;
- (i) A person with a disability representing the disabled in the service area;
- (j) Two citizen advocate representatives in the service area; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (k) A local representative for children at risk;
- (l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (m) A local representative of the Florida Department of Elder Affairs;
- (n) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non profit representative shall be appointed, except where said representative is also the Community Transportation Coordinator;
- (o) A local representative of the Florida Agency for Health Care Administration;
- (p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.
- (r) A local representative of the Florida Agency for Persons with Disabilities.

- (s) No employee of a Community Transportation Coordinator shall serve as a voting member of the Coordinating Board in an area where the Community Transportation Coordinator serves. However, an elected official serving as a member of the Community Transportation Coordinator's Board of Directors, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator, shall not be precluded from serving as voting members of the Coordinating Board. It is the intent of the Florida Commission for the Transportation Disadvantaged for the membership of the Board to represent to the maximum extent possible a cross section of their local community.

- (2) **Alternate Members.** The North Central Florida Regional Planning Council may appoint one alternate member to represent appointed voting members in their absence. Alternate members may vote only in the absence of the voting member on a one-vote-per-member basis. Alternate members must be a representative of the same interest as the primary member.

- (3) **Terms of Appointment.** Except for the Chair, non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. There are no limits to the number of terms served by any member of the Board.

- (4) **Termination of Membership.** Any member of the Board may resign at any time. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. 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.

F. Officers

- (1) Officers shall be the Chair, Vice-Chair and Grievance Committee Chair.
 - (a) The Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties. The Chair shall preside at all meetings.

 - (b) The Vice-Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chair.

 - (c) Grievance Committee Chair. The Grievance Committee Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties who is not serving as Chair or Vice-Chair of the Board. In the event the local elected official not serving as Chair or Vice-Chair of the Board does not wish to serve as Chair of the Grievance Committee, the Vice-Chair shall serve as Chair of the Grievance Committee.

- (2) Officers shall be appointed as follows:

Chair. On or before the third Wednesday of May each year, the Board shall recommend a Chair to the North Central Florida Regional Planning Council. The North Central Florida Regional Planning Council shall appoint the Chair for a one-year term beginning July 1 and ending June 30. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The appointed Chair shall not be eligible to serve a one year successive term of appointment.

Vice-Chair. On or before the third Wednesday of May each year, the Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board present. The Vice-Chair shall serve a one-year term beginning July 1 and ending June 30. The Vice-Chair shall not be eligible to serve a one-year successive term of appointment.

G. Meetings

- (1) Business Meetings. The Board shall meet at least quarterly. The Board may meet as often as necessary to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. Business meetings of the Board may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda. The Board shall conduct business using parliamentary procedures according to Roberts Rules of Order. Audio recordings shall be made of all Board meetings.
- (2) Emergency Meetings. The Board may hold emergency meetings in order to transact business necessary to ensure the continuation of services to the transportation disadvantaged population. Emergency meetings may be called by the Chair or by writing by 1/3 of the Board's voting membership. North Central Florida Regional Planning Council staff shall give the Florida Commission for the Transportation Disadvantaged, Board members and all interested parties one week notice, if possible, of the date, time, location and proposed agenda for the emergency meeting. Meeting materials shall be provided as early as possible. Emergency meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.
- (3) Special Meetings. Special meetings of the Board may be called for any appropriate purpose by the Chair or by written request of at least seven (7) voting members of the Board. Special meetings of the Board may be rescheduled, postponed or cancelled for any appropriate purpose by the Chair.
- (4) Public Workshop. The Board shall hold a public workshop annually for the purpose of receiving input regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program in Columbia, Hamilton and Suwannee Counties. The public workshop may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair.
- (5) Notice of Regular and Special Meetings. All meetings, public workshops, committee meetings, etc. shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting. Meeting notices shall include the date, time and location, general nature/subject of the meeting a contact person and phone number to call for additional information and to request accessible meeting material formats.

The North Central Florida Regional Planning Council shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, Board members and all other interested parties prior to the meeting. The agenda shall include a public participation opportunity.

- (6) Quorum. At all meetings of the Board, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called. In the absence of a quorum, the members present may also elect to either:
- (a) Cancel and reschedule the meeting; or
 - (b) Continue to meet and discuss agenda items for informational purposes only. Agenda items that require formal action shall be presented at a future meeting where a quorum is present.

Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on agenda items that require formal action.

- (7) Voting. At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present. As required by Section 286.012, Florida Statutes, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board except when there appears to be a possible conflict of interest with a member or members of the Board.
- (8) Voting Conflicts. In accordance with Chapter 112.3143(2)(a), Florida Statutes, "A state public officer may not vote on any matter that the officer knows would inure to his or her special private gain or loss. Any state public officer who abstains from voting in an official capacity upon any measure that the officer knows would inure to the officer's special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained other than an agency as defined in s. 112.312(2); or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the state public officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote."
- (9) Proxy Voting. Proxy voting is not permitted.
- (10) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.

- (11) Attendance. 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. The North Central Florida Regional Planning Council shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings. The North Central Florida Regional Planning Council must maintain an attendance roster for each meeting. Board members can participate (and vote) at meetings via conference call, however, a physical quorum must be present to vote on action items.
- (12) Public Comment. Each speaker will be allowed to speak for up to three minutes during public comments. Public comments shall be directed to the Chair. Additional time may be given at the Chair's discretion. The Chair may impose a cumulative time limit for all public comment on any specific agenda item.

Members of the public shall be allowed to address the Board following the making of a motion that has been properly seconded concerning a proposition before the Board.

All comments made by Board members, Board staff, guests and members of the public during any public meeting of the Board shall be governed by the City, County and Local Government Law Section of the Florida Bar Civility Pledge, as follows:

1. We will be respectful of one another even when we disagree;
2. We will direct all comments to the issues; and
3. We will avoid personal attacks.

H. Administration

- (1) Staff Support. The North Central Florida Regional Planning Council shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets and other necessary administrative duties as required by the Board within the limits of the resources available.
- (2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the Board. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval.

I. Duties

- (1) Board Duties. The following Board duties are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.
 - (a) Review and make recommendations regarding the approval of the Memorandum of Agreement between a newly recommended Community Transportation Coordinator and the Florida Commission for the Transportation Disadvantaged.

- (b) Annually review, make recommendations and approve the Transportation Disadvantaged Service Plan.
- (c) The Board shall utilize the Florida Commission for the Transportation Disadvantaged's Quality Assurance Performance Evaluation Workbook to evaluate the performance of the Community Transportation Coordinator annually.
- (d) In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Florida Commission for the Transportation Disadvantaged and the Designated Official Planning Agency on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner.
- (e) When requested, assist the Community Transportation Coordinator in establishing eligibility guidelines and trip priorities.
- (f) Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, operating hours and types of service in an effort to increase ridership to a broader population.
- (g) Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances from agencies, users, transportation operator and potential users of Florida's Coordinated Transportation System.
- (h) Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available.
- (i) Annually hold at a minimum, one public meeting/workshop for the purpose of receiving input regarding unmet needs or any other areas that relate to the local transportation services. The public meeting/workshop will be held at a place and time that is convenient and accessible to the general public.
- (j) Work cooperatively with regional workforce development boards to develop innovative transportation services for participants in the Welfare Transition Program.
- (k) Evaluate multi county or regional transportation opportunities.
- (l) Review the Annual Operations Report.

J. Committees

The Chair subject to approval by the Board shall appoint a Grievance Committee to process and investigate complaints from agencies, users, transportation operators and potential users of the system in the designated service area. The Grievance Committee shall make recommendations to the Board or to the Florida Commission for the Transportation Disadvantaged for improvement of service. The Board shall establish a process and procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged's Transportation Disadvantaged Helpline service when local resolution has not occurred. When requested, all materials shall be made available in accessible format. Members appointed to the Grievance Committee shall be voting members of the Board. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance.

Additional committees shall be appointed by the Chair, subject to approval by the Board, as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

K. Amendments

These Bylaws may be amended by a majority vote of members present at regular meetings.

L. Certification

The undersigned hereby certifies that he/she is the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board the 17th day of November 2021.

Robert Brown, Chair
Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

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Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

Bylaws Team

Scott R. Koons, AICP, Executive Director

- * Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



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November 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Grievance Procedures

RECOMMENDATION

Approve the Board’s Grievance Procedures.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Grievance Procedures annually. Attached are the Board’s Grievance Procedures for review and approval.

If you have any questions concerning the Grievance Procedures, please contact me at extension 110.

Attachment

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

Grievance Procedures

November 17, 2021

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board



Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

Grievance Procedures

Approved by the

Columbia, Hamilton and Suwannee
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Robert Brown, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
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November 17, 2021

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Chapter I: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

B. Agency Description

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the 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.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Purpose

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

E. Membership

- (1) The Chair, subject to approval by the Board, shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee may coincide with term limits on the Board.

F. Officers

- (1) Chair. The Chair shall be one of the local elected officials from Columbia, Hamilton or Suwannee Counties who is not serving as Chair or Vice-Chair of the Board. In the event the local elected official not serving as Chair or Vice-Chair of the Board does not wish to serve as Chair of the Grievance Committee, the Vice-Chair shall serve as Chair of the Grievance Committee.

G. Meetings

- (1) The Grievance Committee may meet as often as necessary to fulfill its responsibilities. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair as long as the procedure requirements stated in Section J. (9) and (10) are met. The Grievance Committee may meet following Board meetings to hear complaints. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.

- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.

- (5) Voting Conflicts. In accordance with Chapter 112.3143(2)(a), Florida Statutes, "A state public officer may not vote on any matter that the officer knows would inure to his or her special private gain or loss. Any state public officer who abstains from voting in an official capacity upon any measure that the officer knows would inure to the officer's special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained other than an agency as defined in s. 112.312(2); or which the officer knows would inure to the special private gain or loss of a relative or business associate of the public officer, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the state public officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuses themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) Proxy Voting. Proxy voting is not permitted.

- (7) Parliamentary Procedures. The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

- (8) Public Comment. Each speaker will be allowed to speak for up to three minutes during public comments. Public comments shall be directed to the Chair. Additional time may be given at the Chair's discretion. The Chair may impose a cumulative time limit for all public comment on any specific agenda item.

Members of the public shall be allowed to address the Committee following the making of a motion that has been properly seconded concerning a proposition before the Committee.

All comments made by Committee members, Committee staff, guests and members of the public during any public meeting of the Grievance Committee shall be governed by the City, County and Local Government Law Section of the Florida Bar Civility Pledge, as follows:

1. We will be respectful of one another even when we disagree;
2. We will direct all comments to the issues; and
3. We will avoid personal attacks.

H. Administration

- (1) **Staff Support.** The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

I. Duties

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

J. Procedures

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.
- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
 - a. the name, address and telephone number of the Complainant;

- b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
 - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
 - (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
 - (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
 - (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
 - (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.
 - (12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.
 - (13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
 - (14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

K. Appeals

- (1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.
- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."
- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

L. Suspension Reconsideration

- (1) If a rider has been issued a notice of suspension by the Community Transportation Coordinator, they have ten (10) 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 Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) 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 ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.

- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working 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.
- (4) The suspended rider will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the suspended rider requesting the reconsideration.

M. Prohibition Against Retaliation

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

N. Alternative Recourse

Apart from these grievance processes, aggrieved parties with proper standing, may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board the 17th day of November 2021.

Robert Brown, Chair
Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

Grievance Procedures Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



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November 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Appoint Grievance Committee Members

RECOMMENDATION

Appoint the following Board members to the Grievance Committee:

- **Lauren Adams, Florida Department of Transportation Representative**
- **Jeff Aboumrad, Florida Department of Education Representative**

BACKGROUND

Chapter I.E. of the Board's Grievance Procedures requires the Chair to appoint five (5) voting members to the Grievance Committee. The following Board members serve on the Grievance Committee:

- Commissioner Toby Witt, Chair
- Jonathan C. Law, Jr., Veterans Representative
- Matthew Pearson, Florida Association for Community Action Representative

Mr. Jeff Aboumrad and Ms. Lauren Adams volunteered to serve on the Grievance Committee.

Please do not hesitate to contact me if you have any questions concerning this matter.

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November 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2020/21 Annual Performance Evaluation

RECOMMENDATION

Approve Suwannee Valley Transit Authority’s 2020/21 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 2020/21 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, 2020 - June 30, 2021

2020/21 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
352.955.2000

Robert Brown, Chair

with Assistance from



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November 17, 2021

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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?**

7/1/21

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?**

None.

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:

Section I: Complainant/Grievant	
Name:	
Physical Address:	
Mailing Address (if different):	
Contact Phone #:	Email:
Section II: Person and Organization the Complaint/Grievance is about	
Organization:	
Person(s):	
Telephone number (if known):	
Section III: Complaint/Grievance	
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 ~~ve-~~hicle 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 ap-pointment 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 Highway 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 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

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
Term: 2016-2020



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



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



Beth Burnam
Hamilton County
1153 US Hwy 41 NW
Jasper, FL 32052
district1@hamiltonbocc.org
Term: 2016-2020



Don Hale
Suwannee County
13150 80th Terrace
Live Oak, FL 32060
commissioner1@suwngov.org
Term: 2016-2020



Ronnie Richardson
Suwannee County
13150 80th Terrace
Live Oak, FL 32060
commissioner5@suwngov.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 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

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 850-488-7052 or 800-342-8170 (voice messaging).

powered by



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 (787) 749-1311	1	7:05 am
Wellborn S.A. & Pinesville Rd	2	7:18 am
Lake City 444 State Road 210 N 258	3	7:28 am
Lake City Hawthorn Industrial	4	7:33 am
Lake City Burger King (128) 59 11	5	7:38 am
Lake City The Inn	6	7:43 am
Lake City Discovery Center 210	7	7:45 am
Lake City Hawthorn	8	7:48 am
Lake City Hawthorn Hospital	9	7:55 am
Lake City Columbia County Courthouse	10	7:59 am
Lake City Florida Gateway College	11	8:06 am

All times are approximate.

Planning your trip

For more information on the Live Oak - Lake City Express, please visit our website at www.ridesvta.com. There, you can find the schedule for your trip and learn more about our services. We are always looking for ways to improve our service and help you get to work or school.

Route deviations up to 1/4 mile are allowed along the route. If you need a stop other than the designated 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 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.

OFFICIAL USE ONLY			
DO NOT WRITE IN THIS SPACE			
New Application:	_____	Recertification:	_____
TD:	_____	Other:	_____
Approved Date:	_____	Denied Date:	_____
Reason for Denial:	_____		
Worker:	_____	Supervisor:	_____
Date:	_____	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 2020

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 2020

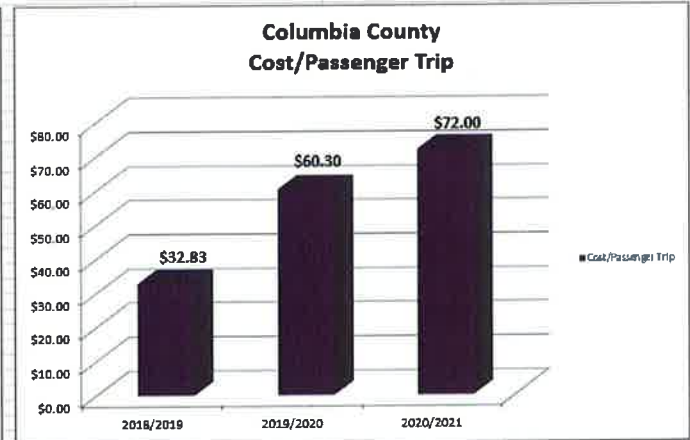
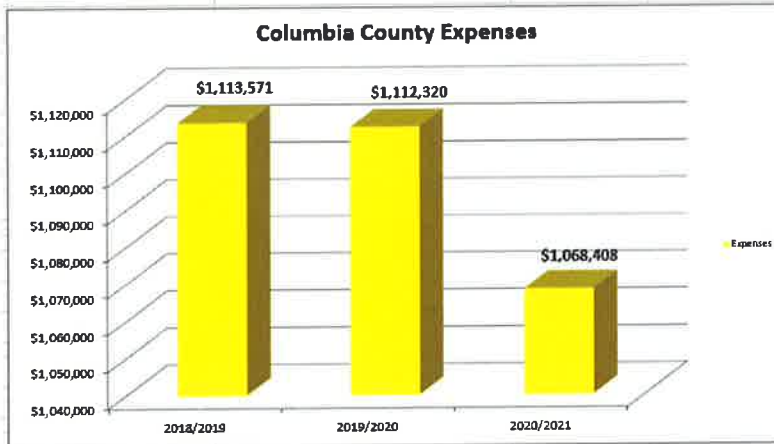
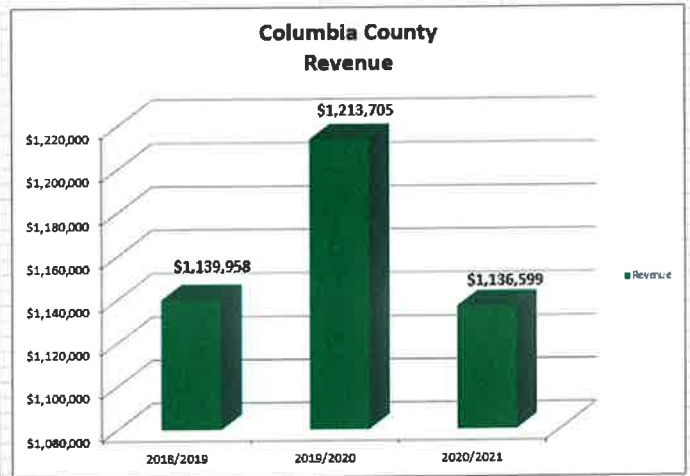
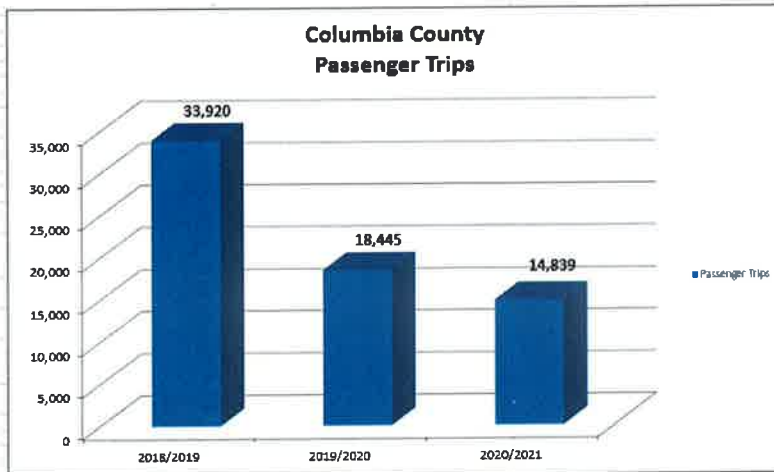
Standards	Comments
Local toll free phone number must be posted in all vehicles.	Suwannee Valley Transit Authority posts local toll free phone number in all vehicles.
Vehicle Cleanliness	Suwannee Valley Transit Authority cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	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

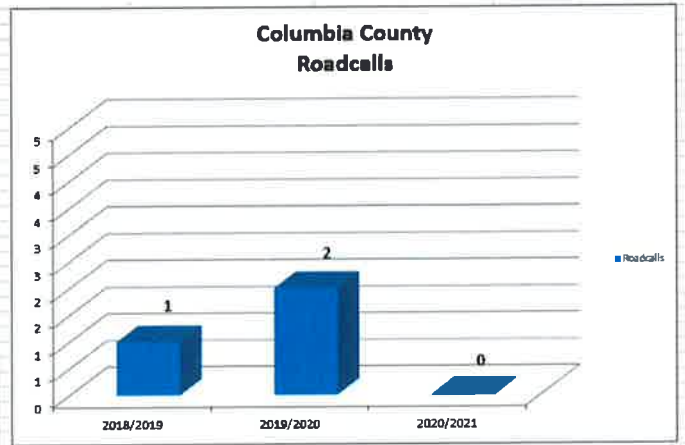
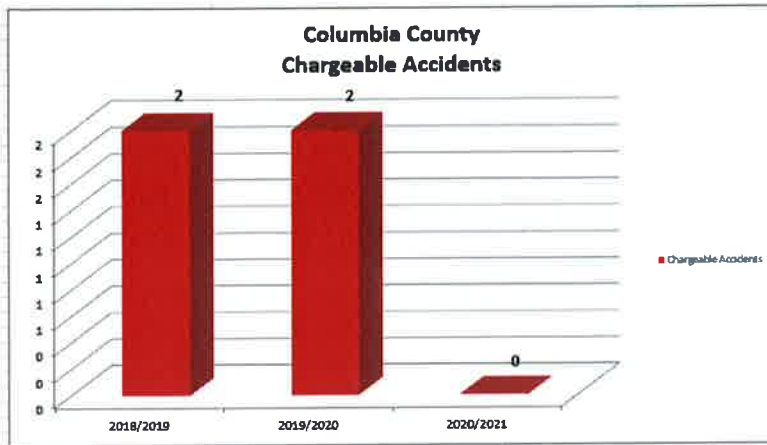
Standards	Comments	
	prior to hire. Suwannee Valley Transit Authority will check the Motor Vehicle Report of each driver prior to hire, and on a routine and systematic basis.	
Passenger Property	Passengers are allowed to have personal property which they can place in their lap or stow under the seat. 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	No 1.5/100,000 miles
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 2018/2019	Fiscal Year 2019/2020	Fiscal Year 2020/2021	Percent Change (2019/2020 - 2020/2021)
Passenger Trips	33,920	18,445	14,839	-24%
Vehicle Miles	338,695	287,626	266,215	-8%
Revenue	\$1,139,958	\$1,213,705	\$1,136,599	-7%
Expenses	\$1,113,571	\$1,112,320	\$1,068,408	-4%
Cost/Passenger Trip	\$32.83	\$60.30	\$72.00	16%
Cost/Vehicle Mile	\$3.29	\$3.87	\$4.01	4%
Vehicles	17	20	18	-11%
Chargeable Accidents	2	2	0	#DIV/0!
Chargeable Accidents/100,000 Miles	1	1	0	#DIV/0!
Roadcalls	1	2	0	#DIV/0!
Miles Between Roadcalls	338,695	143,813	266,215	46%
Passenger No Shows	1,628	833	N/A	#VALUE!
Trip Denials	19	0	N/A	#VALUE!

Source: Suwannee Valley Transit Authority Annual Operations Reports

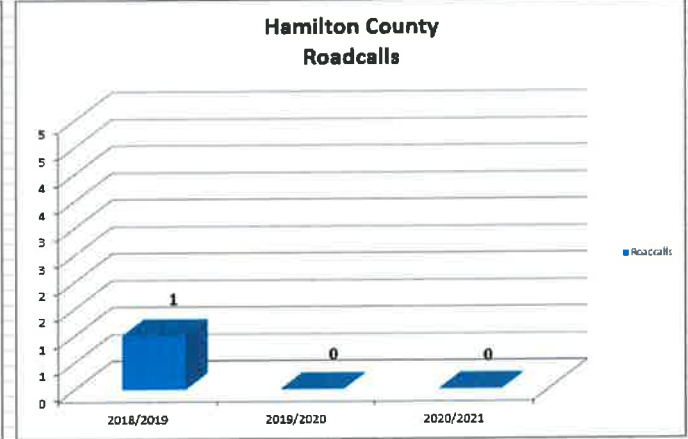
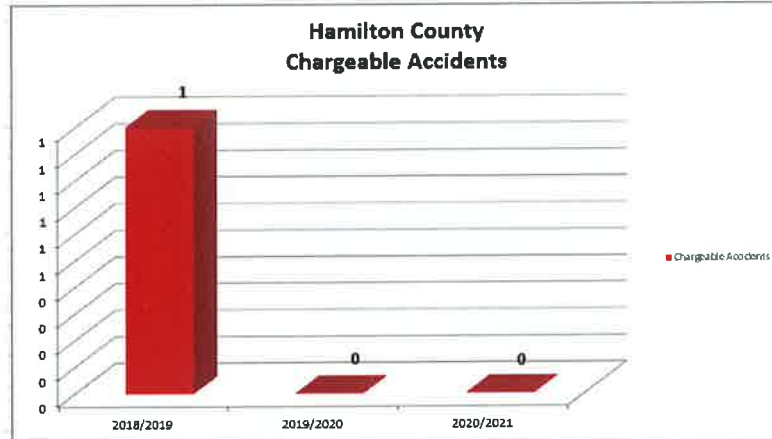
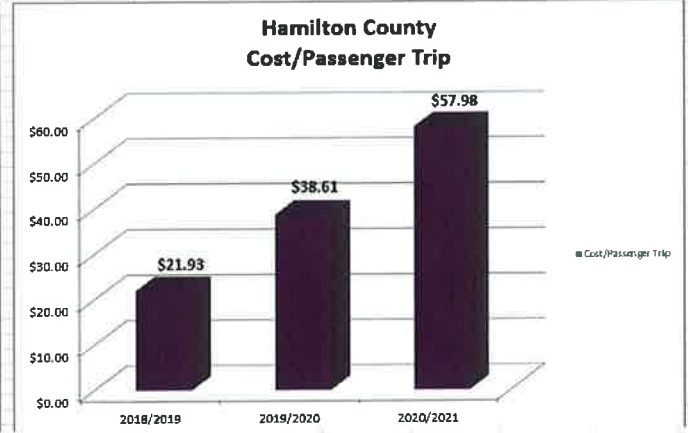
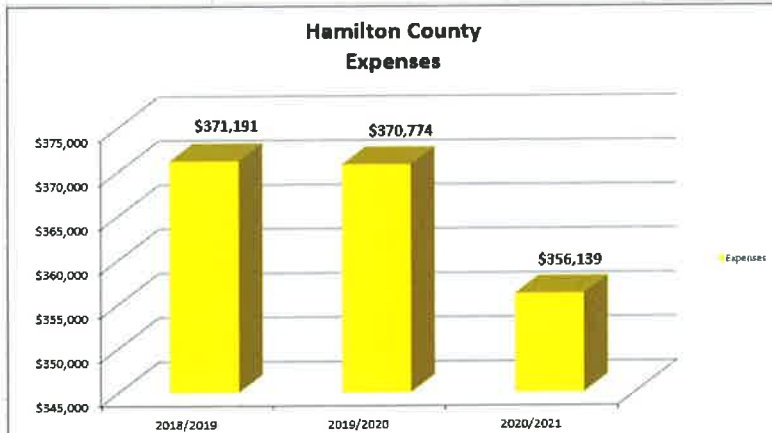
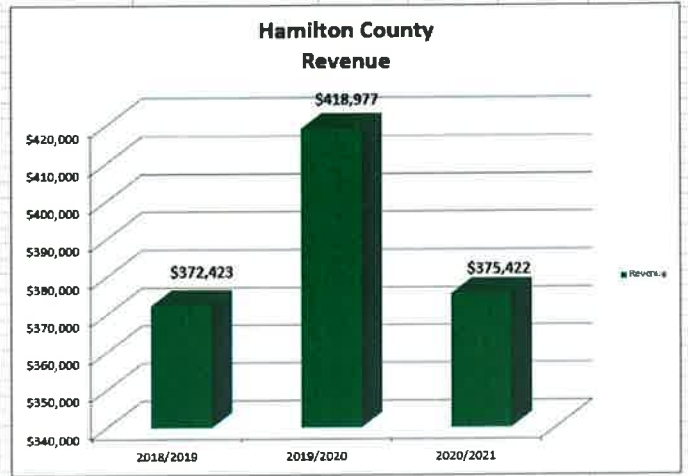
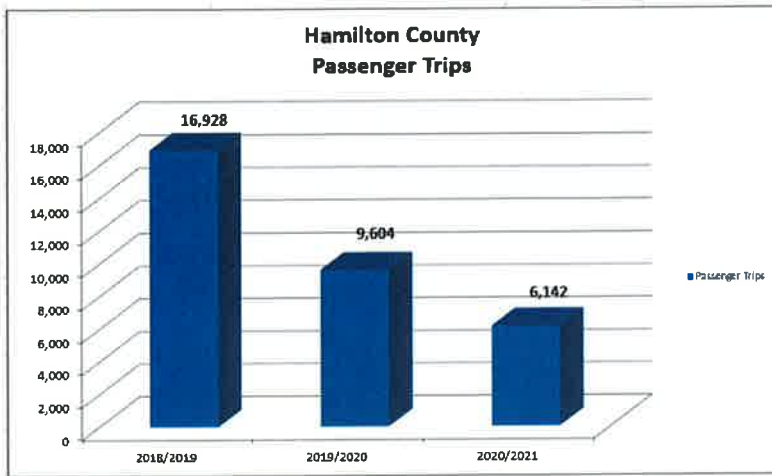




PERFORMANCE TRENDS - SUWANNEE VALLEY TRANSIT AUTHORITY HAMILTON COUNTY

MEASURE	Fiscal Year 2018/2019	Fiscal Year 2019/2020	Fiscal Year 2020/2021	Percent Change (2019/2020 - 2020/2021)
Passenger Trips	16,928	9,604	6,142	-56%
Vehicle Miles	112,898	95,875	88,738	-8%
Revenue	\$372,423	\$418,977	\$375,422	-12%
Expenses	\$371,191	\$370,774	\$356,139	-4%
Cost/Passenger Trip	\$21.93	\$38.61	\$57.98	33%
Cost/Vehicle Mile	\$3.29	\$3.87	\$4.01	4%
Vehicles	6	7	7	0%
Chargeable Accidents	1	0	0	#DIV/0!
Chargeable Accidents/100,000 Miles	1	0	0	#DIV/0!
Roadcalls	1	0	0	#DIV/0!
Miles Between Roadcalls	112,898	95,875	95,875	0%
Passenger No Shows	543	596	596	0%
Trip Denials	3	0	0	#DIV/0!

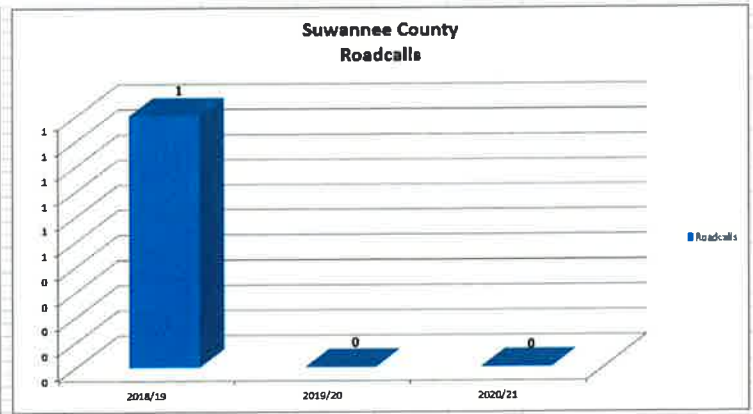
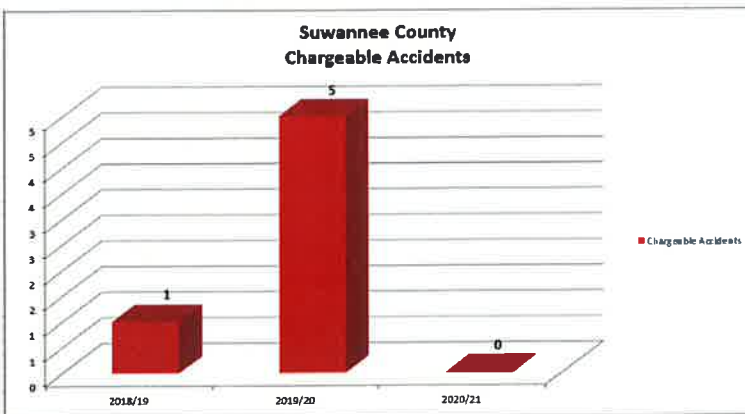
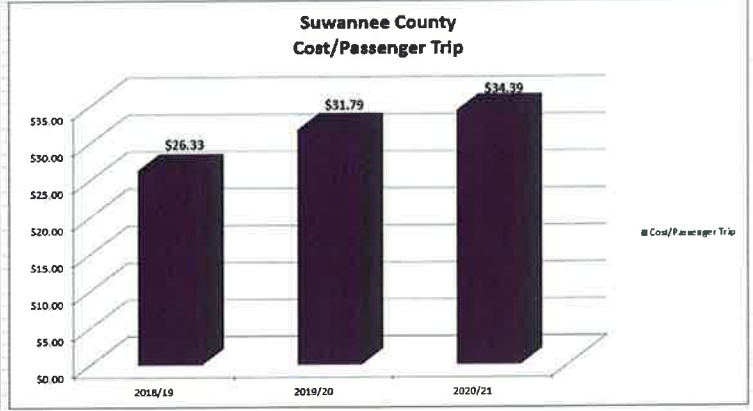
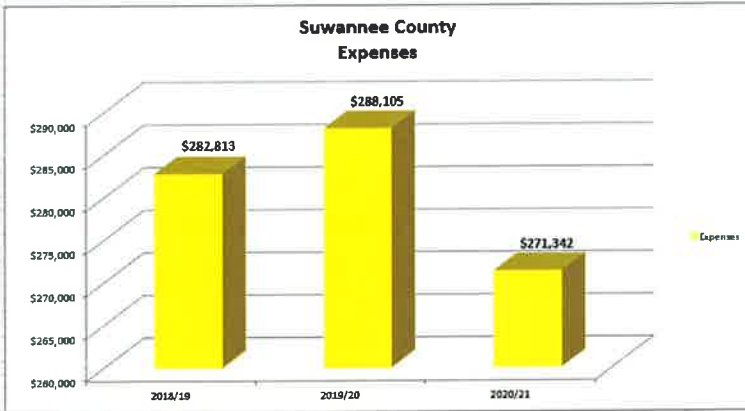
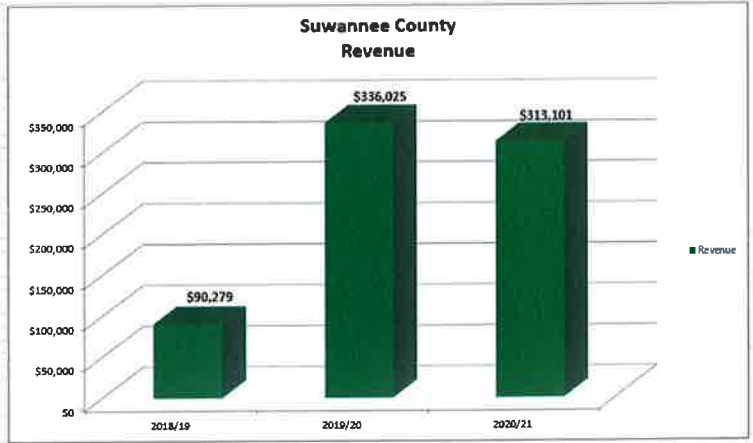
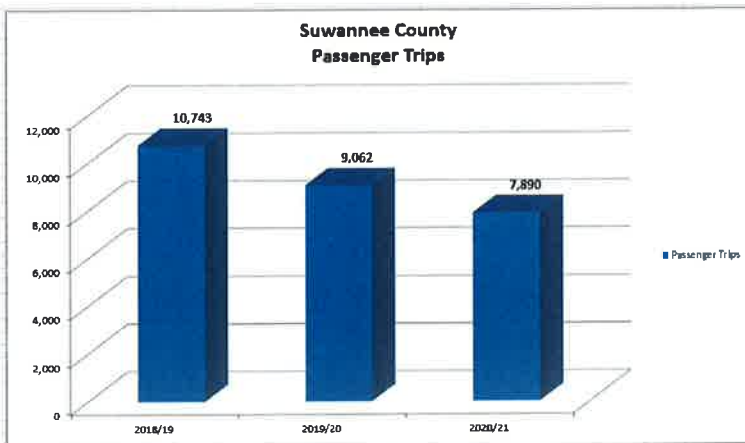
Source: Suwannee Valley Transit Authority Annual Operations Reports



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

MEASURE	Fiscal Year 2018/19	Fiscal Year 2019/20	Fiscal Year 2020/21	Percent Change 2019/20-2020/21
Passenger Trips	10,743	9,062	7,890	-15%
Vehicle Miles	86,018	73,048	67,610	-8%
Revenue	\$90,279	\$336,025	\$313,101	-7%
Expenses	\$282,813	\$288,105	\$271,342	-6%
Cost/Passenger Trip	\$26.33	\$31.79	\$34.39	8%
Cost/Vehicle Mile	\$3.29	\$3.94	\$4.01	2%
Vehicles	4	5	4	-25%
Chargeable Accidents	1	5	0	#DIV/0!
Chargeable Accidents/100,000 Miles	1	7	0	#DIV/0!
Roadcalls	1	0	0	#DIV/0!
Miles Between Roadcalls	86,018	73,048	73,048	0%
Passenger No Shows	413	292	128	-128%
Trip Denials	7	0	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 PASSENGER SURVEYS

How often do your ride?

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

Have you been denied transportation services?

Yes 0

No 13

What is your trip purpose?

Medical	Education/Training	Employment	Other
13	0	0	0

Do you have concerns with your service?

Yes 0

No 13

What types of concerns do you have?

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

VII PURCHASING AGENCY SURVEYS

PURCHASING AGENCY SURVEY

Purchasing Agency: Suwannee River Economic Council, Inc.

Representative of Purchasing Agency: Matthew Pearson, Executive Director

County(ies): Columbia, Hamilton and Suwannee

1) What is the primary purpose for purchasing transportation service from Suwannee Valley Transit Authority for your clients?

- Medical
- Employment
- Education/Training/Day Care
- ✓ • Nutritional
- Life Sustaining/Other

2) Do you have any concerns with Suwannee Valley Transit Authority's service?

- Yes
- ✓ • No If no, skip to question 6

3) If you answered "yes" to question 2 above, please identify the types of concerns:

- Advance notice requirement
- Cost
- Service area limits
- Pick up times not convenient
- Vehicle condition
- Lack of passenger assistance
- Accessibility concerns
- Complaints about drivers
- Complaints about timeliness
- Length of wait for reservations
- Other _____

4) Overall, are you satisfied with the transportation services provided by Suwannee Valley Transit Authority?

- ✓ • Yes
- No If no, why? _____

Thank you for completing this survey.

PURCHASING AGENCY SURVEY

Purchasing Agency: Florida Commission for the Transportation Disadvantaged

Representative of Purchasing Agency: John Irvine, Project Manager - Area 6

1) What is the primary purpose for purchasing transportation service from Suwannee Valley Transit Authority for your clients?

- Medical
- Employment
- Education/Training/Day Care
- Nutritional
- Life Sustaining/Other

2) Do you have any concerns with Suwannee Valley Transit Authority's service?

- Yes
- No If no, skip to question 6

3) If you have concerns with Suwannee Valley Transit Authority's service, please identify the types of problems:

- Advance notice requirement
- Cost
- Service area limits
- Pick up times not convenient
- Vehicle condition
- Lack of passenger assistance
- Accessibility concerns
- Complaints about drivers
- Complaints about timeliness
- Length of wait for reservations
- Other NONE

4) Overall, are you satisfied with the transportation services provided by Suwannee Valley Transit Authority?

- Yes
- No If no, why? _____

Thank you for completing this survey.

Thank you for completing this survey.

Love SVTA's dependability and their willingness to try to meet every need!

PURCHASING AGENCY SURVEY

Purchasing Agency: Florida Agency for Persons with Disabilities

Representative of Purchasing Agency: Sherry Johnson, Support Coordinator

County(ies): Columbia, Hamilton and Suwannee

1) What is the primary purpose for purchasing transportation service from Suwannee Valley Transit Authority for your clients?

- Medical
- Employment
- Education/Training/Day Care
- Nutritional
- Life Sustaining/Other

2) Do you have any concerns with Suwannee Valley Transit Authority's service?

- Yes
- No If no, skip to question 6

3) If you answered "yes" to question 2 above, please identify the types of concerns:

- Advance notice requirement
- Cost
- Service area limits
- Pick up times not convenient
- Vehicle condition
- Lack of passenger assistance
- Accessibility concerns
- Complaints about drivers
- Complaints about timeliness
- Length of wait for reservations
- Other _____

4) Overall, are you satisfied with the transportation services provided by Suwannee Valley Transit Authority?

- Yes
- No If no, why? _____

Thank you for completing this survey.

Love SVTA's dependability and their willingness to try to meet every need!

VIII COST



CTC Expense Sources

County: Columbia
Fiscal Year: 07/01/2020 - 06/30/2021

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
Expense Sources						
Labor	\$ 510,272	\$ 946	\$ 511,218	\$ 535,203	\$ 25,000	\$ 560,203
Fringe Benefits	\$ 222,786	\$ 372	\$ 223,158	\$ 198,170	\$ 1,500	\$ 199,670
Services	\$ 61,547	\$ 0	\$ 61,547	\$ 65,778	\$ 0	\$ 65,778
Materials & Supplies Consumed	\$ 115,137	\$ 78	\$ 115,215	\$ 117,369	\$ 1,000	\$ 118,369
Utilities	\$ 26,910	\$ 23	\$ 26,933	\$ 29,030	\$ 250	\$ 29,280
Casualty & Liability	\$ 38,782	\$ 1,969	\$ 40,751	\$ 26,186	\$ 19,230	\$ 45,416
Taxes	\$ 76	\$ 0	\$ 76	\$ 6	\$ 0	\$ 6
Miscellaneous	\$ 74,972	\$ 0	\$ 74,972	\$ 12,227	\$ 0	\$ 12,227
Interest	\$ 0	\$ 0	\$ 0	\$ 2,316	\$ 0	\$ 2,316
Leases & Rentals	\$ 2,398	\$ 0	\$ 2,398	\$ 2,450	\$ 0	\$ 2,450
Capital Purchases	\$ 15,528	\$ 0	\$ 15,528	\$ 96,060	\$ 0	\$ 96,060
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 7,581	\$ 7,581
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 870	\$ 870
Purchased Transportation Services						
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
Total - Expense Sources	\$ 1,068,408	\$ 3,388	\$ 1,071,796	\$ 1,084,795	\$ 55,431	\$ 1,140,226



CTC Expense Sources

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

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	\$ 170,091	\$ 0	\$ 170,091	\$ 178,401	\$ 0	\$ 178,401
Fringe Benefits	\$ 74,262	\$ 0	\$ 74,262	\$ 66,057	\$ 0	\$ 66,057
Services	\$ 20,516	\$ 0	\$ 20,516	\$ 21,926	\$ 0	\$ 21,926
Materials & Supplies Consumed	\$ 38,382	\$ 0	\$ 38,382	\$ 39,123	\$ 0	\$ 39,123
Utilities	\$ 8,970	\$ 0	\$ 8,970	\$ 9,677	\$ 0	\$ 9,677
Casualty & Liability	\$ 12,927	\$ 0	\$ 12,927	\$ 8,729	\$ 0	\$ 8,729
Taxes	\$ 25	\$ 0	\$ 25	\$ 2	\$ 0	\$ 2
Miscellaneous	\$ 24,991	\$ 0	\$ 24,991	\$ 4,076	\$ 0	\$ 4,076
Interest	\$ 0	\$ 0	\$ 0	\$ 772	\$ 0	\$ 772
Leases & Rentals	\$ 799	\$ 0	\$ 799	\$ 817	\$ 0	\$ 817
Capital Purchases	\$ 5,176	\$ 0	\$ 5,176	\$ 32,019	\$ 0	\$ 32,019
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
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
Total - Expense Sources	\$ 356,139	\$ 0	\$ 356,139	\$ 361,599	\$ 0	\$ 361,599



CTC Expense Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

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	\$ 129,593	\$ 19,095	\$ 148,688	\$ 135,925	\$ 32,387	\$ 168,312
Fringe Benefits	\$ 56,581	\$ 5,085	\$ 61,666	\$ 50,329	\$ 1,293	\$ 51,622
Services	\$ 15,631	\$ 9,604	\$ 25,235	\$ 16,705	\$ 8,157	\$ 24,862
Materials & Supplies Consumed	\$ 29,241	\$ 9,513	\$ 38,754	\$ 29,808	\$ 19,715	\$ 49,523
Utilities	\$ 6,834	\$ 0	\$ 6,834	\$ 7,373	\$ 0	\$ 7,373
Casualty & Liability	\$ 9,849	\$ 9,583	\$ 19,432	\$ 6,650	\$ 15,707	\$ 22,357
Taxes	\$ 19	\$ 0	\$ 19	\$ 2	\$ 3,526	\$ 3,528
Miscellaneous	\$ 19,041	\$ 0	\$ 19,041	\$ 3,106	\$ 0	\$ 3,106
Interest	\$ 0	\$ 0	\$ 0	\$ 588	\$ 0	\$ 588
Leases & Rentals	\$ 609	\$ 0	\$ 609	\$ 622	\$ 0	\$ 622
Capital Purchases	\$ 3,944	\$ 8,973	\$ 12,917	\$ 24,396	\$ 8,679	\$ 33,075
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
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
Total - Expense Sources	\$ 271,342	\$ 61,853	\$ 333,195	\$ 275,504	\$ 89,464	\$ 364,968

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
Total	13	3

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 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 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



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November 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
 FROM: Lynn Godfrey, AICP, Senior Planner
 SUBJECT: 2020/2021 Annual Operating Reports

RECOMMENDATION

Review Suwannee Valley Transit Authority’s 2020/2021 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 2020/2021 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

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CTC Organization

County: Columbia

CTC Status: Submitted

Fiscal Year: 7/1/2020 - 6/30/2021

CTD Status: Under Review

Date Initiated: 8/18/2021

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: 2

Provide Out of County Trips: Yes

Local Coordinating Board (LCB) Chairperson: Commissioner Robert Brown

CTC Contact: Larry.Sessions@ridesvta.com

CTC Contact Title: Administrator

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, Commissioner Robert Brown, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. 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: 7/1/2020 - 6/30/2021

Upload Date: 8/18/2021

Coordination Contractor Name: Columbia County Senior Services, Inc
Address: PO Box 1772
City: Lake City
State: FL
Zip Code: 32056
Organization Type: Private Non Profit
Operating Environment: Rural
Provide Out of County Trips: No
Who Do You Serve: Seniors (60+) living in Columbia County
Contact Person: Larry Mosely
Contact Title: Facility Manager
Contact Email: facilitymanager@ccseniors.com
Phone: (386) 755-0235

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: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
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	13,239	775	14,014	15,854	8,500	24,354
Non-Ambulatory	1,600	0	1,600	2,591	535	3,126
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
Total - Service Type	14,839	775	15,614	18,445	9,035	27,480
Contracted Transportation Operator						
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
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	4,414	0	4,414	5,291	0	5,291
Comm for the Transportation Disadvantaged (CTD)	6,925	N/A	6,925	9,795	N/A	9,795
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	302	0	302
Dept of Elder Affairs (DOEA)	0	774	774	0	8,068	8,068
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	2,520	0	2,520	1,889	0	1,889
Local Government	1	0	1	1	710	711
Local Non-Government	977	1	978	1,166	257	1,423
Other Federal & State Programs	2	0	2	1	0	1
Total - Revenue Source	14,839	775	15,614	18,445	9,035	27,480



CTC Trips (cont'd)

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley
Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	1,904	775	2,679	6,576	8,385	14,961
Children At Risk	0	0	0	0	0	0
Persons With Disabilities	3,349	0	3,349	1,586	650	2,236
Low Income	0	0	0	0	0	0
Other	9,586	0	9,586	10,283	0	10,283
Total - Passenger Type	14,839	775	15,614	18,445	9,035	27,480
Trip Purpose - One Way						
Medical	3,205	375	3,580	6,300	0	6,300
Employment	487	0	487	1,843	0	1,843
Education/Training/Daycare	7,567	0	7,567	7,106	0	7,106
Nutritional	0	400	400	0	9,035	9,035
Life-Sustaining/Other	3,580	0	3,580	3,196	0	3,196
Total - Trip Purpose	14,839	775	15,614	18,445	9,035	27,480
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	183	25	208	105	50	155
Total - UDPHC	183	25	208	105	50	155
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	650	N/A	650	833	N/A	833
Customer Feedback						
Complaints	0	N/A	0	2	N/A	2
Commendations	4	N/A	4	2	N/A	2



Coordination Contractor Trips

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/18/2021

Coordination Contractor: Columbia County Senior Services, Inc

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
Service Type - One Way		
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	775	0
Non-Ambulatory	0	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
Total - Service Type	775	0
Contracted Transportation Operator		
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
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
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)	774	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	1	0
Other Federal & State Programs	0	0
Total - Revenue Source	775	0



Coordination Contractor Trips (cont'd)

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/18/2021

Coordination Contractor: Columbia County Senior Services, Inc

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
Passenger Type - One Way		
Older Adults	775	0
Children At Risk	0	0
Persons With Disabilities	0	0
Low Income	0	0
Other	0	0
Total - Passenger Type	775	0
Trip Purpose - One Way		
Medical	375	0
Employment	0	0
Education/Training/Daycare	0	0
Nutritional	400	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	775	0
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	25	0
Total - UDPHC	25	0
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
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: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
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	266,215	8,000	274,215	287,626	48,631	336,257
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
Total - Vehicle Miles	266,215	8,000	274,215	287,626	48,631	336,257
Roadcalls & Accidents						
Roadcalls	0	2	2	2	0	2
Chargeable Accidents	0	0	0	2	0	2
Vehicle Inventory						
Total Number of Vehicles	18	4	22	20	4	24
Number of Wheelchair Accessible Vehicles	14	4	18	16	0	16
Drivers						
Number of Full Time & Part Time Drivers	11	2	13	12	2	14
Number of Volunteer Drivers	0	2	2	0	3	3



Coordination Contractor Vehicles & Drivers

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/18/2021

Coordination Contractor: Columbia County Senior Services, Inc

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	8,000	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
Total - Vehicle Miles	8,000	0
Roadcalls & Accidents		
Roadcalls	2	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	4	0
Number of Wheelchair Accessible Vehicles	4	0
Drivers		
Number of Full Time & Part Time Drivers	2	0
Number of Volunteer Drivers	2	0



CTC Revenue Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Under Review

Revenue Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 45,749	\$ 0	\$ 45,749	\$ 49,369	\$ 0	\$ 49,369
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	\$ 4,083	\$ 0	\$ 4,083
Dept of Elder Affairs (DOEA)	\$ 0	\$ 3,442	\$ 3,442	\$ 0	\$ 39,483	\$ 39,483
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 367,198	N/A	\$ 367,198	\$ 489,551	N/A	\$ 489,551
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 39,880	N/A	\$ 39,880	\$ 57,875	N/A	\$ 57,875
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 13,714	\$ 0	\$ 13,714	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 540,230	\$ 0	\$ 540,230	\$ 326,312	\$ 0	\$ 326,312
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	\$ 9,429	\$ 0	\$ 9,429	\$ 21,060	\$ 0	\$ 21,060
Other DOT	\$ 0	\$ 0	\$ 0	\$ 39,321	\$ 0	\$ 39,321
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 58,706	\$ 0	\$ 58,706	\$ 44,028	\$ 12,971	\$ 56,999
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,877	\$ 1,877
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 6,175	\$ 0	\$ 6,175	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 19,173	\$ 0	\$ 19,173	\$ 56,728	\$ 0	\$ 56,728
Donations/Contributions	\$ 2,762	\$ 382	\$ 3,144	\$ 5,491	\$ 1,100	\$ 6,591
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 10,900	\$ 0	\$ 10,900	\$ 62,375	\$ 0	\$ 62,375
Other Federal & State Programs						
Other Federal Programs	\$ 12,876	\$ 0	\$ 12,876	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 9,767	\$ 0	\$ 9,767	\$ 11,369	\$ 0	\$ 11,369
Total - Revenue Sources	\$ 1,136,559	\$ 3,824	\$ 1,140,383	\$ 1,167,562	\$ 55,431	\$ 1,222,993



Coordination Contractor Revenue Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/18/2021

Coordination Contractor: Columbia County Senior Services, Inc

Revenue Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
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)	\$ 3,442	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)		
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
Department of Transportation (DOT)		
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
Local Government		
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
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 382	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 3,824	\$ 0



CTC Expense Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

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	\$ 510,272	\$ 946	\$ 511,218	\$ 535,203	\$ 25,000	\$ 560,203
Fringe Benefits	\$ 222,786	\$ 372	\$ 223,158	\$ 198,170	\$ 1,500	\$ 199,670
Services	\$ 61,547	\$ 0	\$ 61,547	\$ 65,778	\$ 0	\$ 65,778
Materials & Supplies Consumed	\$ 115,137	\$ 78	\$ 115,215	\$ 117,369	\$ 1,000	\$ 118,369
Utilities	\$ 26,910	\$ 23	\$ 26,933	\$ 29,030	\$ 250	\$ 29,280
Casualty & Liability	\$ 38,782	\$ 1,969	\$ 40,751	\$ 26,186	\$ 19,230	\$ 45,416
Taxes	\$ 76	\$ 0	\$ 76	\$ 6	\$ 0	\$ 6
Miscellaneous	\$ 74,972	\$ 0	\$ 74,972	\$ 12,227	\$ 0	\$ 12,227
Interest	\$ 0	\$ 0	\$ 0	\$ 2,316	\$ 0	\$ 2,316
Leases & Rentals	\$ 2,398	\$ 0	\$ 2,398	\$ 2,450	\$ 0	\$ 2,450
Capital Purchases	\$ 15,528	\$ 0	\$ 15,528	\$ 96,060	\$ 0	\$ 96,060
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 7,581	\$ 7,581
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 870	\$ 870
Purchased Transportation Services						
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
Total - Expense Sources	\$ 1,068,408	\$ 3,388	\$ 1,071,796	\$ 1,084,795	\$ 55,431	\$ 1,140,226



Coordination Contractor Expense Sources

County: Columbia

CTC Status: Submitted

CTC Organization: Suwannee Valley
Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/18/2021

Coordination Contractor: Columbia County
Senior Services, Inc

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Labor	\$ 946	\$ 0
Fringe Benefits	\$ 372	\$ 0
Services	\$ 0	\$ 0
Materials & Supplies Consumed	\$ 78	\$ 0
Utilities	\$ 23	\$ 0
Casualty & Liability	\$ 1,969	\$ 0
Taxes	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
Purchased Transportation Services		
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
Total - Expense Sources	\$ 3,388	\$ 0

County: Columbia
 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	208



Trips By Type of Service	2019	2020	2021	Vehicle Data	2019	2020	2021
Fixed Route (FR)	0	0	0	Vehicle Miles	395,995	336,257	274,215
Deviated FR	0	0	0	Roadcalls	1	2	2
Complementary ADA	0	0	0	Accidents	2	2	0
Paratransit	44,231	27,480	15,614	Vehicles	21	24	22
TNC	0	0	0	Drivers	18	17	15
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	44,231	27,480	15,614				

Passenger Trips By Trip Purpose	2019	2020	2021
Medical	7,606	6,300	3,580
Employment	574	1,843	487
Ed/Train/DayCare	11,098	7,106	7,567
Nutritional	10,313	9,035	400
Life-Sustaining/Other	14,640	3,196	3,580
TOTAL TRIPS	44,231	27,480	15,614

Financial and General Data	2019	2020	2021
Expenses	\$1,163,881	\$1,140,226	\$1,071,796
Revenues	\$1,234,146	\$1,222,993	\$1,140,383
Commendations	0	2	4
Complaints	1	2	0
Passenger No-Shows	1,628	833	650
Unmet Trip Requests	19	0	0

Passenger Trips By Revenue Source	2019	2020	2021
CTD	10,406	9,795	6,925
AHCA	0	0	0
APD	5,832	5,291	4,414
DOEA	8,754	8,068	774
DOE	0	302	0
Other	19,239	4,024	3,501
TOTAL TRIPS	44,231	27,480	15,614

Performance Measures	2019	2020	2021
Accidents per 100,000 Miles	0.51	0.59	0
Miles between Roadcalls	395,995	168,128	137,108
Avg. Trips per Passenger	124.24	177.29	75.07
Cost per Trip	\$26.31	\$41.49	\$68.64
Cost per Paratransit Trip	\$26.31	\$41.49	\$68.64
Cost per Total Mile	\$2.94	\$3.39	\$3.91
Cost per Paratransit Mile	\$2.94	\$3.39	\$3.91

Trips by Provider Type	2019	2020	2021
CTC	33,920	18,445	14,839
Transportation Operator	0	0	0
Coordination Contractor	10,311	9,035	775
TOTAL TRIPS	44,231	27,480	15,614



CTC Organization

County: Hamilton

CTC Status: Submitted

Fiscal Year: 7/1/2020 - 6/30/2021

CTD Status: Under Review

Date Initiated: 8/18/2021

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: Commissioner Robert Brown

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, Commissioner Robert Brown, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. 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: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
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	5,838	0	5,838	9,310	0	9,310
Non-Ambulatory	304	0	304	294	0	294
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
Total - Service Type	6,142	0	6,142	9,604	0	9,604
Contracted Transportation Operator						
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
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	789	0	789	620	0	620
Comm for the Transportation Disadvantaged (CTD)	4,193	N/A	4,193	7,328	N/A	7,328
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)	12	0	12	41	0	41
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	852	0	852	479	0	479
Local Government	1	0	1	41	0	41
Local Non-Government	293	0	293	1,094	0	1,094
Other Federal & State Programs	2	0	2	1	0	1
Total - Revenue Source	6,142	0	6,142	9,604	0	9,604



CTC Trips (cont'd)

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley
Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	578	0	578	3,665	0	3,665
Children At Risk	2,125	0	2,125	3,757	0	3,757
Persons With Disabilities	786	0	786	1,392	0	1,392
Low Income	0	0	0	0	0	0
Other	2,653	0	2,653	790	0	790
Total - Passenger Type	6,142	0	6,142	9,604	0	9,604
Trip Purpose - One Way						
Medical	1,596	0	1,596	1,525	0	1,525
Employment	164	0	164	0	0	0
Education/Training/Daycare	3,823	0	3,823	4,906	0	4,906
Nutritional	0	0	0	2,573	0	2,573
Life-Sustaining/Other	559	0	559	600	0	600
Total - Trip Purpose	6,142	0	6,142	9,604	0	9,604
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	50	0	50	41	0	41
Total - UDPHC	50	0	50	41	0	41
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	316	N/A	316	596	N/A	596
Customer Feedback						
Complaints	0	N/A	0	0	N/A	0
Commendations	0	N/A	0	1	N/A	1



CTC Vehicles & Drivers

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
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	88,738	0	88,738	95,875	0	95,875
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
Total - Vehicle Miles	88,738	0	88,738	95,875	0	95,875
Roadcalls & Accidents						
Roadcalls	0	0	0	0	0	0
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	6	0	6	7	0	7
Number of Wheelchair Accessible Vehicles	5	0	5	6	0	6
Drivers						
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: 07/01/2020 - 06/30/2021

CTD Status: Under Review

Revenue Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 15,250	\$ 0	\$ 15,250	\$ 16,456	\$ 0	\$ 16,456
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)	\$ 196	\$ 0	\$ 196	\$ 894	\$ 0	\$ 894
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 122,399	N/A	\$ 122,399	\$ 163,184	N/A	\$ 163,184
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 13,293	N/A	\$ 13,293	\$ 19,292	N/A	\$ 19,292
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 4,571	\$ 0	\$ 4,571	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 180,077	\$ 0	\$ 180,077	\$ 108,771	\$ 0	\$ 108,771
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	\$ 3,143	\$ 0	\$ 3,143	\$ 7,020	\$ 0	\$ 7,020
Other DOT	\$ 0	\$ 0	\$ 0	\$ 13,107	\$ 0	\$ 13,107
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 12,884	\$ 0	\$ 12,884	\$ 12,884	\$ 0	\$ 12,884
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
Local Non-Government						
Farebox	\$ 9,469	\$ 0	\$ 9,469	\$ 18,909	\$ 0	\$ 18,909
Donations/Contributions	\$ 900	\$ 0	\$ 900	\$ 1,830	\$ 0	\$ 1,830
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 5,692	\$ 0	\$ 5,692	\$ 37,459	\$ 0	\$ 37,459
Other Federal & State Programs						
Other Federal Programs	\$ 4,292	\$ 0	\$ 4,292	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 3,256	\$ 0	\$ 3,256	\$ 3,790	\$ 0	\$ 3,790
Total - Revenue Sources	\$ 375,422	\$ 0	\$ 375,422	\$ 403,596	\$ 0	\$ 403,596



CTC Expense Sources

County: Hamilton

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

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	\$ 170,091	\$ 0	\$ 170,091	\$ 178,401	\$ 0	\$ 178,401
Fringe Benefits	\$ 74,262	\$ 0	\$ 74,262	\$ 66,057	\$ 0	\$ 66,057
Services	\$ 20,516	\$ 0	\$ 20,516	\$ 21,926	\$ 0	\$ 21,926
Materials & Supplies Consumed	\$ 38,382	\$ 0	\$ 38,382	\$ 39,123	\$ 0	\$ 39,123
Utilities	\$ 8,970	\$ 0	\$ 8,970	\$ 9,677	\$ 0	\$ 9,677
Casualty & Liability	\$ 12,927	\$ 0	\$ 12,927	\$ 8,729	\$ 0	\$ 8,729
Taxes	\$ 25	\$ 0	\$ 25	\$ 2	\$ 0	\$ 2
Miscellaneous	\$ 24,991	\$ 0	\$ 24,991	\$ 4,076	\$ 0	\$ 4,076
Interest	\$ 0	\$ 0	\$ 0	\$ 772	\$ 0	\$ 772
Leases & Rentals	\$ 799	\$ 0	\$ 799	\$ 817	\$ 0	\$ 817
Capital Purchases	\$ 5,176	\$ 0	\$ 5,176	\$ 32,019	\$ 0	\$ 32,019
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
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
Total - Expense Sources	\$ 356,139	\$ 0	\$ 356,139	\$ 361,599	\$ 0	\$ 361,599

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	50



Trips By Type of Service	2019	2020	2021
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Complementary ADA	0	0	0
Paratransit	16,928	9,604	6,142
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	16,928	9,604	6,142

Passenger Trips By Trip Purpose	2019	2020	2021
Medical	1,536	1,525	1,596
Employment	0	0	164
Ed/Train/DayCare	6,540	4,906	3,823
Nutritional	3,812	2,573	0
Life-Sustaining/Other	5,040	600	559
TOTAL TRIPS	16,928	9,604	6,142

Passenger Trips By Revenue Source	2019	2020	2021
CTD	6,648	7,328	4,193
AHCA	0	0	0
APD	776	620	789
DOEA	0	0	0
DOE	0	0	0
Other	9,504	1,656	1,160
TOTAL TRIPS	16,928	9,604	6,142

Trips by Provider Type	2019	2020	2021
CTC	16,928	9,604	6,142
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	16,928	9,604	6,142

Vehicle Data	2019	2020	2021
Vehicle Miles	112,898	95,875	88,738
Roadcalls	1	0	0
Accidents	1	0	0
Vehicles	6	7	6
Drivers	4	4	4

Financial and General Data	2019	2020	2021
Expenses	\$371,191	\$361,599	\$356,139
Revenues	\$389,275	\$403,596	\$375,422
Commendations	0	1	0
Complaints	0	0	0
Passenger No-Shows	543	596	316
Unmet Trip Requests	3	0	0

Performance Measures	2019	2020	2021
Accidents per 100,000 Miles	0.89	0	0
Miles between Roadcalls	112,898	0	0
Avg. Trips per Passenger	203.95	234.24	122.84
Cost per Trip	\$21.93	\$37.65	\$57.98
Cost per Paratransit Trip	\$21.93	\$37.65	\$57.98
Cost per Total Mile	\$3.29	\$3.77	\$4.01
Cost per Paratransit Mile	\$3.29	\$3.77	\$4.01



CTC Organization

County: Suwannee

CTC Status: Submitted

Fiscal Year: 7/1/2020 - 6/30/2021

CTD Status: Under Review

Date Initiated: 8/18/2021

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: Commissioner Robert Brown

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, Commissioner Robert Brown, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. 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: 7/1/2020 - 6/30/2021

Upload Date: 8/19/2021

Coordination Contractor Name: The Arc North Florida, Inc.
Address: 511 Goldkist Blvd SW
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: Clients of the agency
Contact Person: Bobby W Cason
Contact Title: Director of Operations
Contact Email: bcason@arcnfl.com
Phone: (386) 362-7143

Coordination Contractor Certification

By submission of this form, I, Bobby W Cason, 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: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
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	6,213	4,832	11,045	7,820	5,489	13,309
Non-Ambulatory	1,677	397	2,074	1,242	1,542	2,784
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
Total - Service Type	7,890	5,229	13,119	9,062	7,031	16,093
Contracted Transportation Operator						
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
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	889	5,229	6,118	862	7,031	7,893
Comm for the Transportation Disadvantaged (CTD)	4,980	N/A	4,980	5,855	N/A	5,855
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)	6	0	6	4	0	4
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	385	0	385	429	0	429
Local Government	1	0	1	6	0	6
Local Non-Government	1,627	0	1,627	1,905	0	1,905
Other Federal & State Programs	2	0	2	1	0	1
Total - Revenue Source	7,890	5,229	13,119	9,062	7,031	16,093



CTC Trips (cont'd)

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	2,129	0	2,129	4,659	0	4,659
Children At Risk	0	0	0	0	0	0
Persons With Disabilities	1,933	5,229	7,162	1,331	7,031	8,362
Low Income	0	0	0	0	0	0
Other	3,828	0	3,828	3,072	0	3,072
Total - Passenger Type	7,890	5,229	13,119	9,062	7,031	16,093
Trip Purpose - One Way						
Medical	4,213	0	4,213	5,065	0	5,065
Employment	710	0	710	659	0	659
Education/Training/Daycare	1,256	5,229	6,485	1,145	7,031	8,176
Nutritional	3	0	3	1	0	1
Life-Sustaining/Other	1,708	0	1,708	2,192	0	2,192
Total - Trip Purpose	7,890	5,229	13,119	9,062	7,031	16,093
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	56	15	71	66	23	89
Total - UDPHC	56	15	71	66	23	89
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	128	N/A	128	292	N/A	292
Customer Feedback						
Complaints	3	N/A	3	0	N/A	0
Commendations	3	N/A	3	1	N/A	1



Coordination Contractor Trips

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/19/2021

Coordination Contractor: The Arc North Florida, Inc.

Service Type - One Way	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
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	4,832	5,489
Non-Ambulatory	397	1,542
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
Total - Service Type	5,229	7,031
Contracted Transportation Operator		
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
Total - Contracted Transportation Operator Trips	0	0
Revenue Source - One Way		
Agency for Health Care Administration (AHCA)	0	0
Agency for Persons with Disabilities (APD)	5,229	7,031
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
Total - Revenue Source	5,229	7,031



Coordination Contractor Trips (cont'd)

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/19/2021

Coordination Contractor: The Arc North Florida, Inc.

	Selected Reporting Period Coordination Contractors	Previous Reporting Period Coordination Contractors
Passenger Type - One Way		
Older Adults	0	0
Children At Risk	0	0
Persons With Disabilities	5,229	7,031
Low Income	0	0
Other	0	0
Total - Passenger Type	5,229	7,031
Trip Purpose - One Way		
Medical	0	0
Employment	0	0
Education/Training/Daycare	5,229	7,031
Nutritional	0	0
Life-Sustaining/Other	0	0
Total - Trip Purpose	5,229	7,031
Unduplicated Passenger Head Count (UDPHC)		
UDPHC	15	23
Total - UDPHC	15	23
Unmet & No Shows		
Unmet Trip Requests	N/A	N/A
No Shows	N/A	N/A
Customer Feedback		
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: 07/01/2020 - 06/30/2021

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
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	67,610	3,987	71,597	73,048	5,210	78,258
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
Total - Vehicle Miles	67,610	3,987	71,597	73,048	5,210	78,258
Roadcalls & Accidents						
Roadcalls	0	0	0	0	0	0
Chargeable Accidents	0	0	0	5	0	5
Vehicle Inventory						
Total Number of Vehicles	4	7	11	5	7	12
Number of Wheelchair Accessible Vehicles	3	0	3	4	5	9
Drivers						
Number of Full Time & Part Time Drivers	2	7	9	3	7	10
Number of Volunteer Drivers	0	0	0	0	0	0



Coordination Contractor Vehicles & Drivers

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/19/2021

Coordination Contractor: The Arc North Florida, Inc.

	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Vehicle Miles		
Deviated Fixed Route Miles	N/A	N/A
Complementary ADA Service Miles	N/A	N/A
Paratransit Miles	3,987	5,210
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
Total - Vehicle Miles	3,987	5,210
Roadcalls & Accidents		
Roadcalls	0	0
Chargeable Accidents	0	0
Vehicle Inventory		
Total Number of Vehicles	7	7
Number of Wheelchair Accessible Vehicles	0	5
Drivers		
Number of Full Time & Part Time Drivers	7	7
Number of Volunteer Drivers	0	0



CTC Revenue Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

CTD Status: Under Review

Revenue Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 11,619	\$ 54,943	\$ 66,562	\$ 12,538	\$ 79,927	\$ 92,465
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)	\$ 65	\$ 0	\$ 65	\$ 88	\$ 0	\$ 88
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 93,257	N/A	\$ 93,257	\$ 124,330	N/A	\$ 124,330
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 10,128	N/A	\$ 10,128	\$ 14,698	N/A	\$ 14,698
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 3,483	\$ 0	\$ 3,483	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 137,201	\$ 0	\$ 137,201	\$ 82,873	\$ 0	\$ 82,873
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	\$ 2,395	\$ 0	\$ 2,395	\$ 5,349	\$ 0	\$ 5,349
Other DOT	\$ 0	\$ 0	\$ 0	\$ 9,986	\$ 0	\$ 9,986
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 39,914	\$ 0	\$ 39,914	\$ 39,914	\$ 0	\$ 39,914
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
Local Non-Government						
Farebox	\$ 4,266	\$ 0	\$ 4,266	\$ 14,407	\$ 0	\$ 14,407
Donations/Contributions	\$ 685	\$ 0	\$ 685	\$ 1,395	\$ 0	\$ 1,395
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 4,337	\$ 0	\$ 4,337	\$ 15,841	\$ 0	\$ 15,841
Other Federal & State Programs						
Other Federal Programs	\$ 3,270	\$ 0	\$ 3,270	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 2,481	\$ 0	\$ 2,481	\$ 2,887	\$ 0	\$ 2,887
Total - Revenue Sources	\$ 313,101	\$ 54,943	\$ 368,044	\$ 324,306	\$ 79,927	\$ 404,233



Coordination Contractor Revenue Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/19/2021

Coordination Contractor: The Arc North Florida, Inc.

Revenue Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Revenue Sources		
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 54,943	\$ 79,927
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
Commission for the Transportation Disadvantaged (CTD)		
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
Department of Transportation (DOT)		
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
Local Government		
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
Local Non-Government		
Farebox	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0
Other Federal & State Programs		
Other Federal Programs	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0
Total - Revenue Sources	\$ 54,943	\$ 79,927



CTC Expense Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

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	\$ 129,593	\$ 19,095	\$ 148,688	\$ 135,925	\$ 32,387	\$ 168,312
Fringe Benefits	\$ 56,581	\$ 5,085	\$ 61,666	\$ 50,329	\$ 1,293	\$ 51,622
Services	\$ 15,631	\$ 9,604	\$ 25,235	\$ 16,705	\$ 8,157	\$ 24,862
Materials & Supplies Consumed	\$ 29,241	\$ 9,513	\$ 38,754	\$ 29,808	\$ 19,715	\$ 49,523
Utilities	\$ 6,834	\$ 0	\$ 6,834	\$ 7,373	\$ 0	\$ 7,373
Casualty & Liability	\$ 9,849	\$ 9,583	\$ 19,432	\$ 6,650	\$ 15,707	\$ 22,357
Taxes	\$ 19	\$ 0	\$ 19	\$ 2	\$ 3,526	\$ 3,528
Miscellaneous	\$ 19,041	\$ 0	\$ 19,041	\$ 3,106	\$ 0	\$ 3,106
Interest	\$ 0	\$ 0	\$ 0	\$ 588	\$ 0	\$ 588
Leases & Rentals	\$ 609	\$ 0	\$ 609	\$ 622	\$ 0	\$ 622
Capital Purchases	\$ 3,944	\$ 8,973	\$ 12,917	\$ 24,396	\$ 8,679	\$ 33,075
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
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
Total - Expense Sources	\$ 271,342	\$ 61,853	\$ 333,195	\$ 275,504	\$ 89,464	\$ 364,968



Coordination Contractor Expense Sources

County: Suwannee

CTC Status: Submitted

CTC Organization: Suwannee Valley
Transit Authority

Fiscal Year: 07/01/2020 - 06/30/2021

Upload Date: 8/19/2021

Coordination Contractor: The Arc North
Florida, Inc.

Expense Sources	Selected Reporting Period	Previous Reporting Period
	Coordination Contractors	Coordination Contractors
Labor	\$ 19,095	\$ 32,387
Fringe Benefits	\$ 5,085	\$ 1,293
Services	\$ 9,604	\$ 8,157
Materials & Supplies Consumed	\$ 9,513	\$ 19,715
Utilities	\$ 0	\$ 0
Casualty & Liability	\$ 9,583	\$ 15,707
Taxes	\$ 0	\$ 3,526
Miscellaneous	\$ 0	\$ 0
Interest	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0
Capital Purchases	\$ 8,973	\$ 8,679
Contributed Services	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0
Purchased Transportation Services		
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
Total - Expense Sources	\$ 61,853	\$ 89,464

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	71



Trips By Type of Service	2019	2020	2021	Vehicle Data	2019	2020	2021
Fixed Route (FR)	0	0	0	Vehicle Miles	180,622	78,258	71,597
Deviated FR	0	0	0	Roadcalls	3	0	0
Complementary ADA	0	0	0	Accidents	1	5	0
Paratransit	18,564	16,093	13,119	Vehicles	11	12	11
TNC	0	0	0	Drivers	10	10	9
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	18,564	16,093	13,119				

Passenger Trips By Trip Purpose	2019	2020	2021
Medical	4,301	5,065	4,213
Employment	786	659	710
Ed/Train/DayCare	9,601	8,176	6,485
Nutritional	1	1	3
Life-Sustaining/Other	3,875	2,192	1,708
TOTAL TRIPS	18,564	16,093	13,119

Financial and General Data	2019	2020	2021
Expenses	\$404,114	\$364,968	\$333,195
Revenues	\$386,870	\$404,233	\$368,044
Commendations	0	1	3
Complaints	1	0	3
Passenger No-Shows	413	292	128
Unmet Trip Requests	7	0	0

Passenger Trips By Revenue Source	2019	2020	2021
CTD	5,029	5,855	4,980
AHCA	0	0	0
APD	9,043	7,893	6,118
DOEA	0	0	0
DOE	0	0	0
Other	4,492	2,345	2,021
TOTAL TRIPS	18,564	16,093	13,119

Performance Measures	2019	2020	2021
Accidents per 100,000 Miles	0.55	6.39	0
Miles between Roadcalls	60,207	0	0
Avg. Trips per Passenger	98.74	180.82	184.77
Cost per Trip	\$21.77	\$22.68	\$25.40
Cost per Paratransit Trip	\$21.77	\$22.68	\$25.40
Cost per Total Mile	\$2.24	\$4.66	\$4.65
Cost per Paratransit Mile	\$2.24	\$4.66	\$4.65

Trips by Provider Type	2019	2020	2021
CTC	10,743	9,062	7,890
Transportation Operator	0	0	0
Coordination Contractor	7,821	7,031	5,229
TOTAL TRIPS	18,564	16,093	13,119



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November 10, 2021

TO: Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan Amendment

RECOMMENDATION

Approve the 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan amendment.

BACKGROUND

Applicants for funding under the 49 U.S.C. Grant Programs must certify to the Florida Department of Transportation that the grant projects are included in the current Transportation Disadvantaged Service Plan. In addition, Rule 41-2.011(6) of the Florida Administrative Code requires the Board to review applications for local, state and federal government public transportation project funds submitted for use in Columbia, Hamilton and Suwannee Counties.

Attached is a draft amendment to the 2021/26 Columbia, Hamilton and Suwannee Transportation Disadvantaged Service Plan that meets the Federal and State requirements. Also, attached is Suwannee Valley Transit Authority’s application for 49 U.S.C. Section 5311 Coronavirus Response & Relief Supplemental Appropriations Act and American Rescue Plan Grant Program grant funds.

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

Attachments

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United States Code Section 5311 Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Transportation Operations	2021/22	Columbia County	\$826,325.59 \$826,325.59	United States Code Section 5311 Suwannee Valley Transit Authority
Suwannee Valley Transit Authority	Transportation Operations	2021/22	Hamilton County	\$206,131.32 \$206,131.32	United States Code Section 5311 Suwannee Valley Transit Authority
Suwannee Valley Transit Authority	Transportation Operations	2021/22	Suwannee County	\$130,819.88 \$130,819.88	United States Code Section 5311 Suwannee Valley Transit Authority

United States Code Section 5311 Coronavirus Response & Relief Supplemental Appropriations Act and American Rescue Plan Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Operating assistance to provide transportation services to Columbia, Hamilton and Suwannee Counties.	2022/23	Columbia County Hamilton County Suwannee County	\$1,583,808.00	United States Code Section 5311

United States Code Section 5339 Grant Program

Applicant	Project	Project Year	Areas Affected By Project	Project Cost	Funding Source
Suwannee Valley Transit Authority	Purchase two replacement vehicle.	2020/21	Columbia County Hamilton County Suwannee County	\$122,815.00 \$30,704.00	United States Code Section 5339 Florida Department of Transportation

Application for Federal Assistance SF-424

* 1. Type of Submission:		* 2. Type of Application:		* If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication		<input checked="" type="checkbox"/> New		<input type="text"/>	
<input checked="" type="checkbox"/> Application		<input type="checkbox"/> Continuation		* Other (Specify):	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision		<input type="text"/>	
* 3. Date Received:		4. Applicant Identifier:			
Not Applicable		Not Applicable			
5a. Federal Entity Identifier:			5b. Federal Award Identifier:		
Not Applicable			<input type="text"/>		
State Use Only:					
6. Date Received by State:		7. State Application Identifier:			
<input type="text"/>		1001			
8. APPLICANT INFORMATION:					
* a. Legal Name: Suwannee Valley Transit Authority					
* b. Employer/Taxpayer Identification Number (EIN/TIN):			* c. Organizational DUNS:		
59-1684116			083193080000		
d. Address:					
* Street1:	1907 Voyles Street SW				
Street2:	<input type="text"/>				
* City:	Live Oak				
County/Parish:	Suwannee				
* State:	Florida				
Province:	<input type="text"/>				
* Country:	USA: UNITED STATES				
* Zip / Postal Code:	32094				
e. Organizational Unit:					
Department Name:			Division Name:		
Transportation			Administration		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:	Mr	* First Name:	Larry		
Middle Name:	<input type="text"/>				
* Last Name:	Sessions				
Suffix:	<input type="text"/>				
Title:	Administrator				
Organizational Affiliation:					
Appointed by Board of Directors					
* Telephone Number:	386-219-0650	Fax Number:	386-219-0157		
* Email:	monica.marquardt@ridesvta.com				

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Transit Administration

11. Catalog of Federal Domestic Assistance Number:

20.509

CFDA Title:

Formula Grants for Rural Areas, Section 5311

*** 12. Funding Opportunity Number:**

Not Applicable

* Title:

Not Applicable

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Columbia, Hamilton, & Suwannee

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Operating Assistance for the operations of Suwannee Valley Transit Authority in providing transportation to the riders of Columbia, Hamilton, and Suwannee counties. Assistance for salaries, parts, etc.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	\$1,583,808
* b. Applicant	\$0.00
* c. State	\$0.00
* d. Local	\$0.00
* e. Other	\$0.00
* f. Program Income	0
* g. TOTAL	\$1,583,808

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:



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November 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 2021. If you have any questions regarding the attached reports, please contact me.

Attachments

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JULY - SEPTEMBER OPERATIONS REPORT

Service Type - O/W	JULY			AUGUST			SEPTEMBER		
	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Paratransit AMB	830	380	466	770	797	390	1023	755	403
NON-AMB	244	0	158	211	0	129	214	0	129
TOTAL	1074	380	624	981	797	519	1237	755	532
			2078			2297			2524

Revenue Source - O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
DONATION	0	0	0	0	0	0	0	0	0
APD	400	33	81	301	44	61	444	42	75
CTD	564	262	476	518	383	390	567	274	403
DEO	0	0	0	0	0	0	0	0	0
DCF	0	0	0	0	0	0	0	0	0
DOE (VR)	0	0	0	0	0	0	0	0	0
DOEA (Elder Affairs)	0	0	0	0	0	0	0	0	0
DOH	0	0	0	0	0	0	0	0	0
DJJ	0	0	0	0	0	0	0	0	0
DOT									
LOCAL GVMT									
RW	0	0	4	0	0	6	2	0	7
CAR	0	0	0	35	257		86	351	1
American Cancer	0	0	0	0	0	0	0	0	0
United Way	0	0	0	0	0	0	0	0	0
LOCAL NON-GVMT									
PP	110	37	63	127	46	62	138	40	46
PP-B	0	48	0	0	67	0	0	48	0
OTHER FED & STATE	0	0	0	0	0	0	0	0	0
TOTAL - REVENUE SOURCE	1074	380	624	981	797	519	1237	755	532

Passenger Type O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Older Adults 60+	235	221	263	237	283	240	235	249	217
Children At Risk	0	14	0	0	81	0	0	0	0
Persons w/Disabilities	313	27	159	245	36	127	299	25	117
Low Income	0	0	0	0	0	0	0	0	0
Other	526	118	202	499	397	152	703	481	198
TOTAL - PASS TYPE	1074	380	624	981	797	519	1237	755	532

Trip Purpose O/W	Col	Ham	Suw	Col	Ham	Suw	Col	Ham	Suw
Medical	428	100	404	454	117	377	479	111	392
Employment	16	29	67	21	33	33	25	26	62
Ed/Training/Daycare	0	14	0	39	346	0	86	351	0
Nutritional	8	4	1	0	0	0	0	0	0
Life-Sustaining/Other	622	233	152	467	301	109	647	267	78
TOTAL - TRIP PURPOSE	1074	380	624	981	797	519	1237	755	532

COMPLAINTS JULY 2021-SEPTEMBER 2021	
COMPLAINT #	0
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	

UNMET NEEDS JULY - SEPTEMBER 2021

DATE	PICK UP	DESTINATION	DENIAL REASON
			0

ATTENDANCE RECORD

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

MEMBER/ORGANIZATION	NAME	06/17/20	09/16/20	02/17/21	05/19/21
Columbia County Elected Official	Commissioner Toby Witt			P	A
Hamilton County Elected Official	Commissioner Robert Brown, Chair			P	P
Suwannee County Elected Official	Commissioner Travis Land, Vice-Chair			P	P
Florida Department of Transportation Alternate Member	Christina Nalsen Lauren Adams	A	P	A	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	Pamela Hagley Reeda Harris				
Florida Department of Education Alternate Member	Jeffrey Aboumrad Monique Gustafson	P	P	P P	P A
Florida Department of Elder Affairs Alternate Member	Bruce Evans Dwight Law	A A	A A	A A	A A
Florida Agency for Persons with Disabilities Alternate Member	Sheryl Stanford Sylvia Bamburg			P P	P A
Public Education Alternate Member	Daniel Taylor Vacant	A	A	A	P
Citizen Advocate Alternate Member	Terri Harmon Louie Goodin	P A	P A	P A	P A
Citizen Advocate - User Alternate Member	Vacant Vacant				
Elderly Alternate Member	John Koch Vacant	A	A	P	P
Veterans Alternate Member	Jonathan C. Law, Jr. J. Lee Abersold	P	A	P	P
Persons with Disabilities Alternate Member	Vacant Vacant				
Florida Association of Community Action Alternate Member	Matthew Pearson Vacant	P	P	P	P
Children at Risk Alternate Member	Audre J. Washington Vacant	A	A	A	A
Private Transit Alternate Member	Vacant Vacant				
Regional Workforce Board Alternate Member	Diane Head Selvin Cray	A	P	P A	P P
Medical Community Alternate Member	Sandra Buck-Camp Vacant	A	P	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.

