



Transportation Disadvantaged Coordinating Board Agenda

Date | Time: September 18, 2023 | 10 AM

Lake County TDCB Committee Meeting - September 2023

Sep 18, 2023, 10:00 AM – 12:00 PM (America/New York)

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The Transportation Disadvantaged Coordinating Board (TDCB) serves to identify local service needs and provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the TD program. The TDCB focuses on compliance with state requirements for TD planning and ensuring that public transportation is accessible to everyone, including the transportation disadvantaged. TDCB membership is composed of several representatives such as health and human services agencies, the elderly and disabled, citizens, and the private transportation industry and is established pursuant to Rule 41- 2.012(3), Florida Administrative Code (FAC).

CALL REGULAR MEETING TO ORDER

Invocation / Pledge of Allegiance

Proper Noticing

Roll-Call

Determination of Quorum

Chair Announcements Lake County TDCB Chair, Commissioner Leslie Campione

I. AGENDA UPDATE

A. Proposed revisions to today's agenda (if any)

Transportation Disadvantaged Coordinating Board Agenda

Date | Time: September 18, 2023 | 10 AM

II. OPPORTUNITY FOR PUBLIC COMMENT (ON AGENDA ITEMS OR GENERAL COMMENTS)

At this point in the meeting, the Board will hear citizens' questions, comments, and concerns. If the issue raised is not on today's Agenda, the Board will not take action at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future Board agenda. Public comment shall be limited to three minutes per person.

III. CONSENT ITEMS

A. Approval of June 12, 2023, Quarterly Meeting Minutes

Attachment A: June 12, 2023, Lake County TDCB Quarterly Meeting Minutes

IV. ACTION ITEMS

A. Subcommittee Annual Appointment. All subcommittees are to be fully staffed on an annual basis.

- a. The Grievance Subcommittee consists of five members and is fully staffed: Chair Leslie Campione, Lesha Buchbinder, Steve Homan, Jamie Ledgerwood, and Chantel Buck.
- b. The Bylaws Subcommittee consists of three members and is fully staffed: Chair Leslie Campione, Lesha Buchbinder, and Chantel Buck.
- c. The CTC Evaluation Subcommittee consists of three members and is fully staffed: Chair Leslie Campione, Lesha Buchbinder, and Jamie Ledgerwood.
- d. The Ridership Subcommittee consists of three members and is fully staffed: Chair Leslie Campione, Jim Lowe, and Chantel Buck.

Staff recommends for all current members to be reappointed.

V. DISCUSSION ITEMS

Recommendation for approval is requested for Discussion Items.

A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report

The Lake County TDCB is required to review the CTD Ombudsman's Report quarterly.

The CTD received no calls for Lake County this quarter.

Transportation Disadvantaged Coordinating Board Agenda

Date | Time: September 18, 2023 | 10 AM

B. Actual Expenditure Report Review

The CTD requires the Planning Agency to annually complete the Actual Expenditure Report, which lists direct federal and local government transportation funds for the past CTD grant year/State fiscal year.

[*Attachment B: Lake County Actual Expenditure Report for FY 2022-23*](#)

C. Lake County 2023 Transit Development Plan Major Update

The Transit Development Plan (TDP) Major Update is a 10-year planning, policy, and service development tool required by the Florida Department of Transportation (FDOT) to qualify for State of Florida Public Transit Block Grant (PTBG) Program funding. The 2023 TDP Major Update represents LakeXpress' strategic vision for public transportation and enhanced connectivity across Lake County for residents and visitors.

[*Lake County Transit Development Plan Webpage*](#)

D. Board Membership Updates

There have been the following changes to the Lake County TDCB membership:

- Kirk Armstrong filled the role of Veterans Service Office Representing Veterans
- Chantel Buck filled the role of Citizens Advocate
- Cyndi North filled the role of Citizens Advocate/User of System

E. Upcoming Annual Public Hearing

The Lake~Sumter MPO is seeking Board input on the upcoming Annual Public Hearing, which is tentatively scheduled for March 4, 2024.

F. Upcoming Conferences/Meetings/Events

- Transit Development Plan Kick-Off Presentation to the Lake County Board of County Commissioners – September 26, 2023, 9:00 AM, Tavares
- American Public Transportation Association's TRANSform Conference and Expo – October 8-11, 2023, Orlando
- Florida Public Transportation Association's Annual Conference and Expo – October 9-11, 2023, Orlando
- Florida Department of Transportation's Mobility Week – October 27-November 4, 2023, Statewide
- Lake County Transit's Annual "Stuff The Bus!!!" Food Drive – October 28, 2023, Publix, Tavares
- Final Transit Development Plan Presentation To and Adoption By the Lake County Board of County Commissioners – November 14, 2023, Tavares
- Florida Commission for the Transportation Disadvantaged Quarterly Business Meeting – December 14, 2023, Location TBD

Transportation Disadvantaged Coordinating Board Agenda

Date | Time: September 18, 2023 | 10 AM

VI. REPORTS

- A. FDOT – Jamie Ledgerwood
- B. Lake County CTC – Amy Bradford, [Lake County Transit Report \(Attachment C\)](#)
- C. RATP Dev – Anthony Heyward
- D. Lake-Sumter MPO Quarterly Progress Report – Michael Woods, [MPO Quarterly Progress Report \(Attachment D\)](#)

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

IX. NEXT MEETING: December 4, 2023

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above named board with respect to any matter considered at the meeting, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact (352) 315- 0170, 48 hours in advance of the meeting.



**Lake County Transportation Disadvantaged Coordinating Board
Minutes June 12, 2023
Lake~Sumter MPO
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748**

Members Present

Leslie Campione, Chair
Jamie Kersey Ledgerwood
Sheri Peterson
Scott Pfender
Jim Lowe
Rebecca Matthews
Chantel Buck
Cyndi North
Steve Homan
Emilio Santiago

Representing

Lake~Sumter MPO
FDOT
Department of Children & Families
Public Education/Lake County Schools
FL Association CAA/Economically Disadvantaged
Person with a Disability representing Disabled
Citizens Advocate
Citizens Advocate/User of System
FL Department of Elder Affairs
Florida Agency for Healthcare Administration

Members Absent

Jennilyn Green
Kirk Armstrong
Linda Diaz
Lesha Buchbinder, Vice Chair
Gustavo Henriquez

Representing

Vocational Rehabilitation/Dept. of Education
Veterans Service Office Representing Veterans
Persons over 60, representing elderly
Children at Risk
Regional Workforce Development Board

Staff Present

Michael Woods
Doris LeMay

Representing

Lake~Sumter MPO
Lake~Sumter MPO

CALL TO ORDER

The meeting of the Lake County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 10:03 a.m. Chair Commissioner Campione. Commissioner Campione observed a moment of silence followed by the Pledge of Allegiance. Staff announced that the meeting was properly noticed, and a quorum was present. (5 Voting members present – 5 online).

I. AGENDA UPDATE - None

II. OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments) – Randie Argenziano – Thanked everyone on Board. Christine Delmonico inquired about coupon/cleanliness of buses. Joanne Seagle inquired About Applications/Drivers.

III. CONSENT AGENDA

- A. Annual Approval of Lake County TDCB Bylaws
- B. Annual Approval of Lake County TDCB Grievance Procedures
- C. Approval of March 13, 2023, Quarterly Meeting Minutes
- D. Approval of March 13, 2023, Public Hearing Minutes

Chantel Buck as to pull item B for discussion, Scott Pfender made a motion to approve items A, C, and D, seconded by Jim Lowe and carried unanimously by an 5-0 vote, the Board approved Item A, C, and D of the Consent Agenda as presented.

Discussion of Item B continued. Scott Pfender made a motion to approve item B, seconded by Chantel Buck and carried unanimously by an 5-0 vote, the Board approved Item B of the Consent Agenda as presented.

IV. ACTION ITEMS:

- A. Transportation Disadvantaged Service Plan (TDSP) that corresponds with the Memorandum of Agreement. Kelsey Peterson, WSP provided a brief overview. Discussion continued.

On a motion by Chantel Buck, seconded by Scott Pfender and carried unanimously by an 5-0 vote, the Board approved the releasing the Draft FY 2023-2024 TDSP.

- B. Approval of FY 2024 TDCB Meeting Calendar
September 18, 2023, December 4, 2023, March 4, 2024, June 10, 2024

On a motion by Jim Lowe, seconded by Chantel Buck and carried unanimously by an 5-0 vote, the Board approved FY 2024 TDCB Meeting Calendar.

V. DISCUSSION ITEMS:

- A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report – Michael Woods
- B. Board Membership – Recommendations Needed to Fill Vacancies – Michael Woods
- C. Why It Matters To Me – JAWS User Geraldine Meiaroto
- D. Upcoming Conferences / Meetings – Michael Woods

VI. REPORTS

- A. FDOT -Jamie Kersey Ledgerwood
- B. Lake County CTC – Amy Bradford
- C. Lake County CTD Compliance Review – Amy Bradford
- D. RATP Dev – Lake County Connection – Anthony Heyward
- E. Lake Sumter MPO Quarterly Progress Report – Michael Woods

VII. BOARD MEMBER COMMENTS

Chantel Buck thanked MPO for call in number. Commissioner Campione introduced Thomas Valente – intern.

VIII. ADJOURNMENT

IX. NEXT MEETING: September 18, 2023 @ 10AM

There being no further business to discuss, the meeting adjourned at 11:12.

Chairman Campione

Date



**COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
ACTUAL EXPENDITURE REPORT FORM**
(One form for each county
Do not report funds from state agency sources)

COUNTY: Lake County
DUE: September 15, 2023

Coordinated Transportation

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$1,819,476.38	59,987		

Transportation Alternatives

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

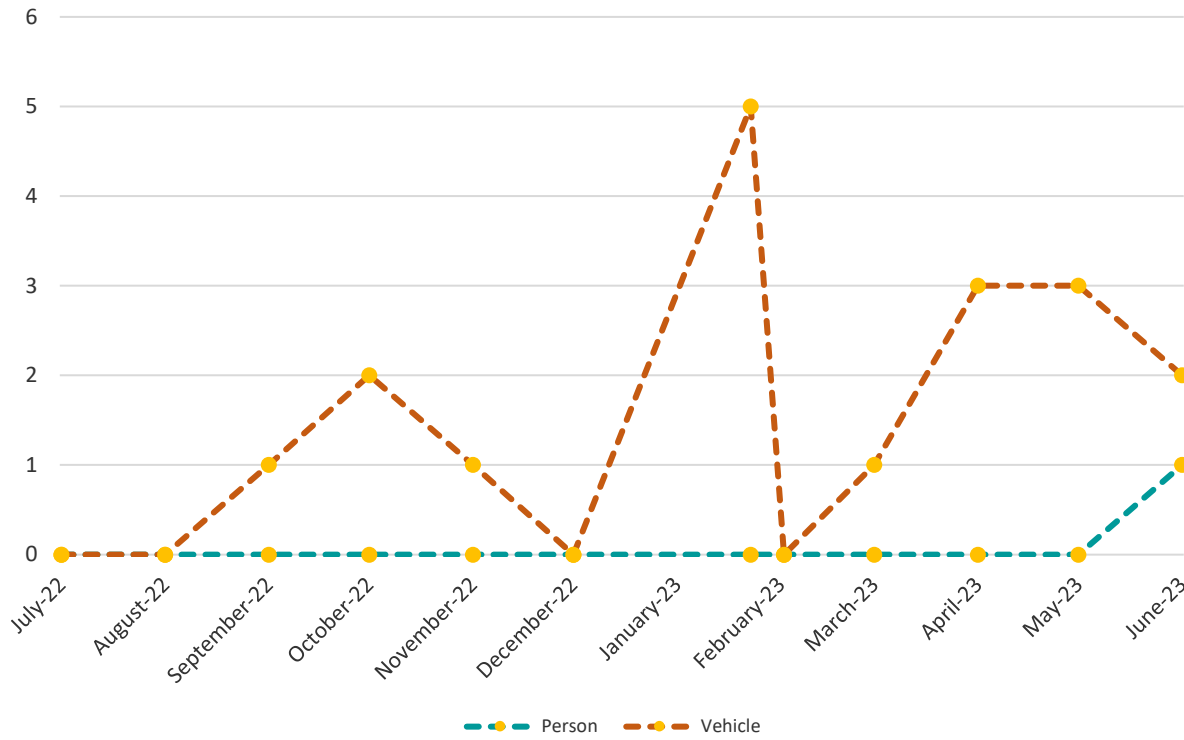
Other

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

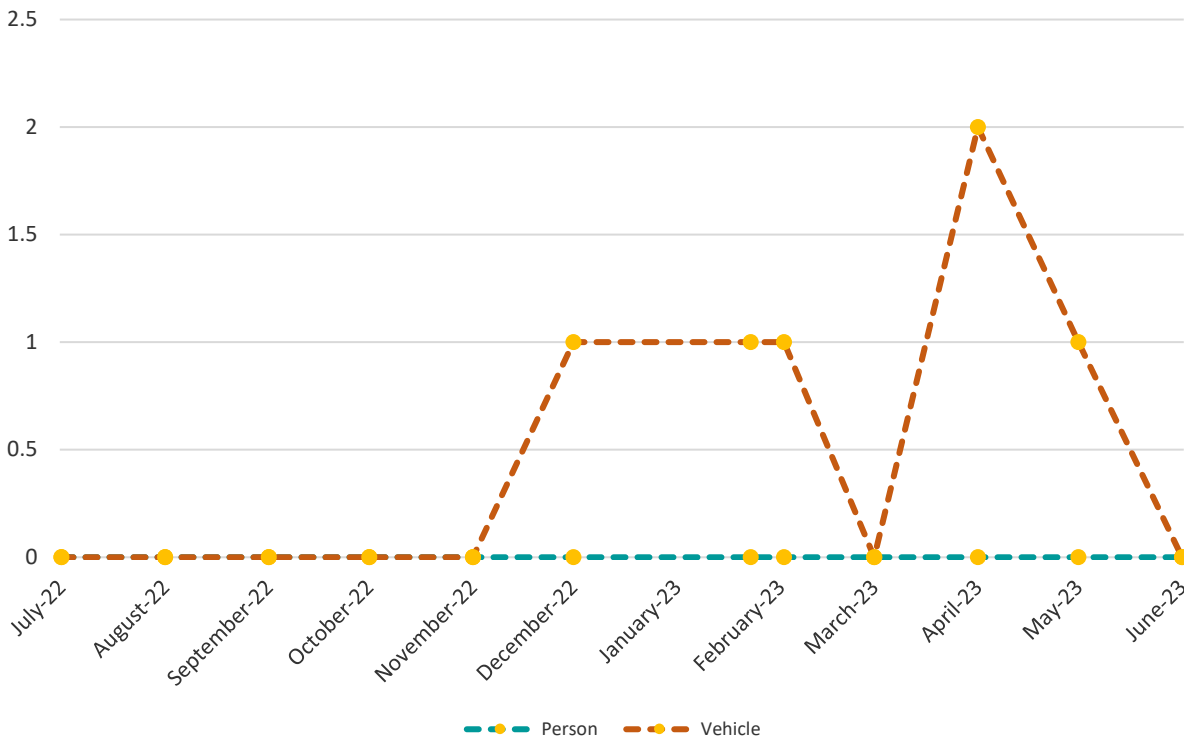
Lake County Transit Report
September 18, 2023

The data contained herein has been provided by Lake County Transit.

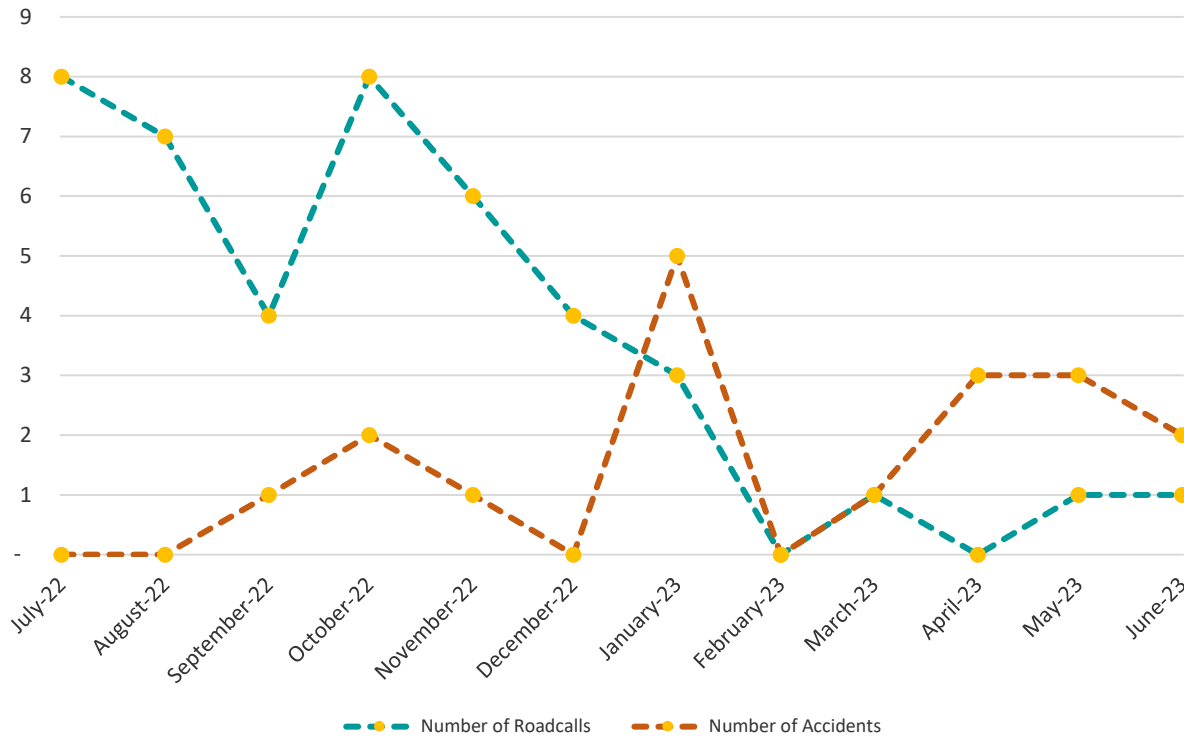
Lake County Connection Preventable Accidents



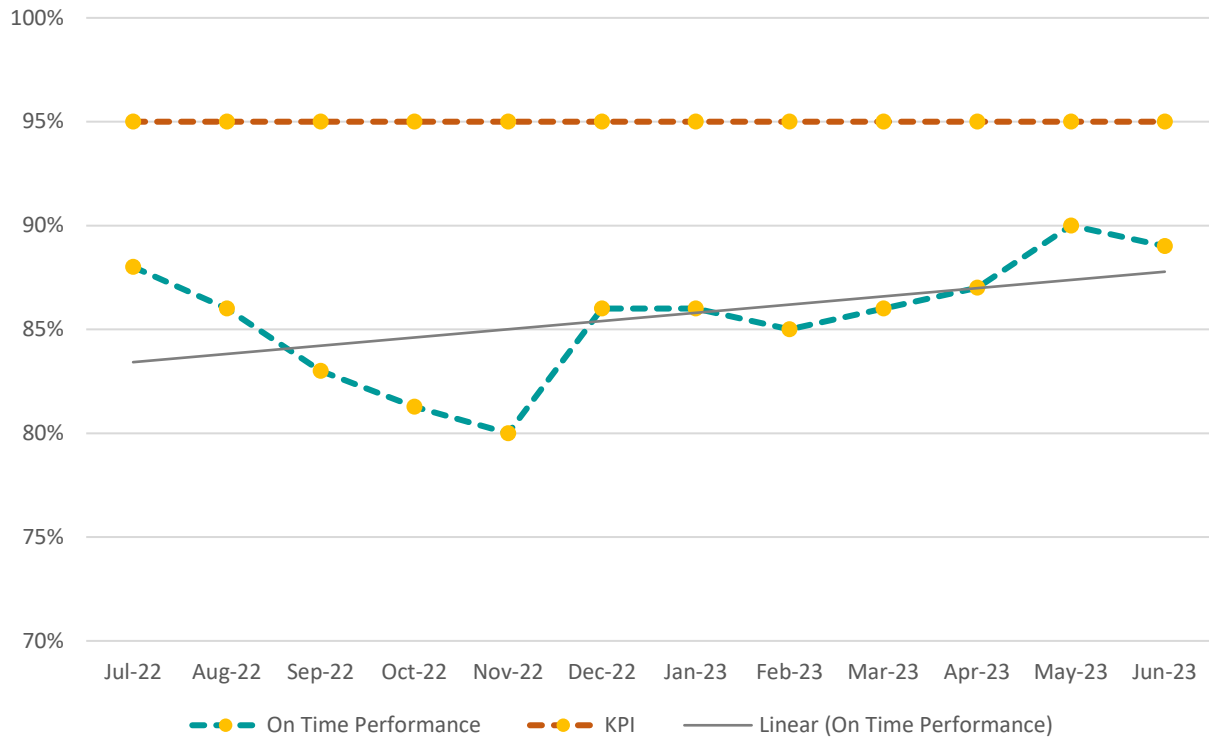
Lake County Connection Non-Preventable Accidents



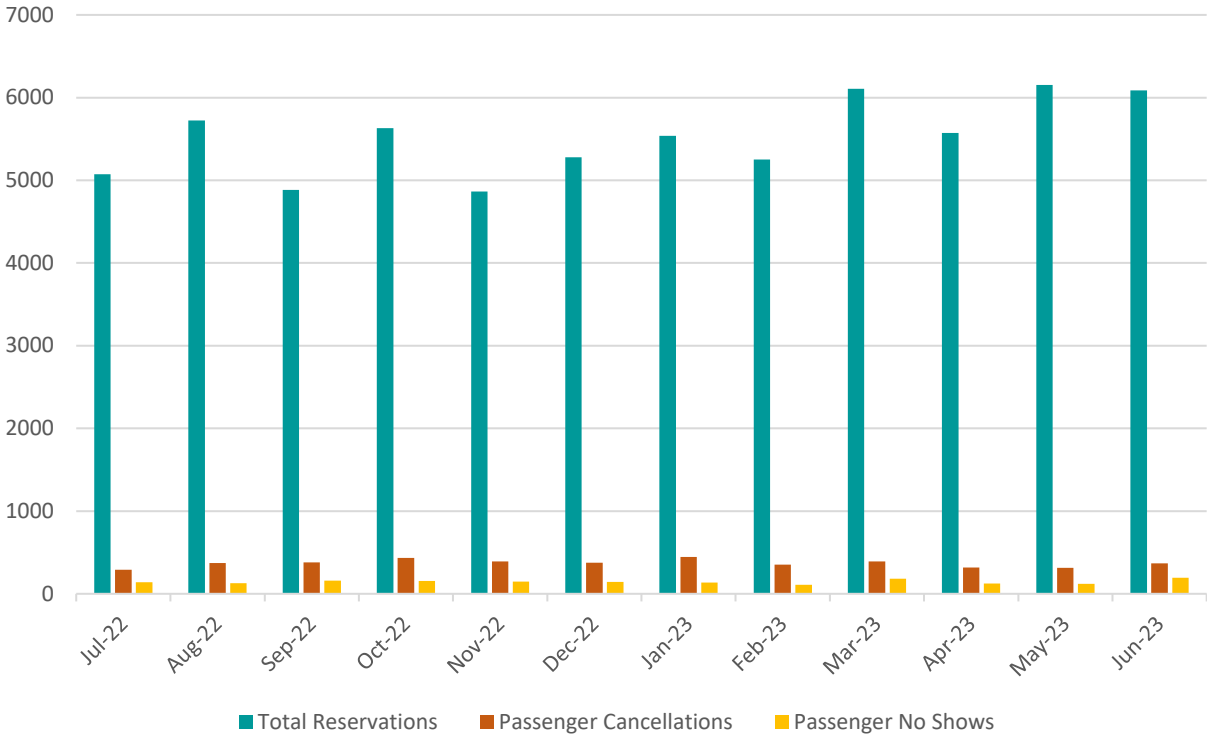
Accidents and Roadcalls



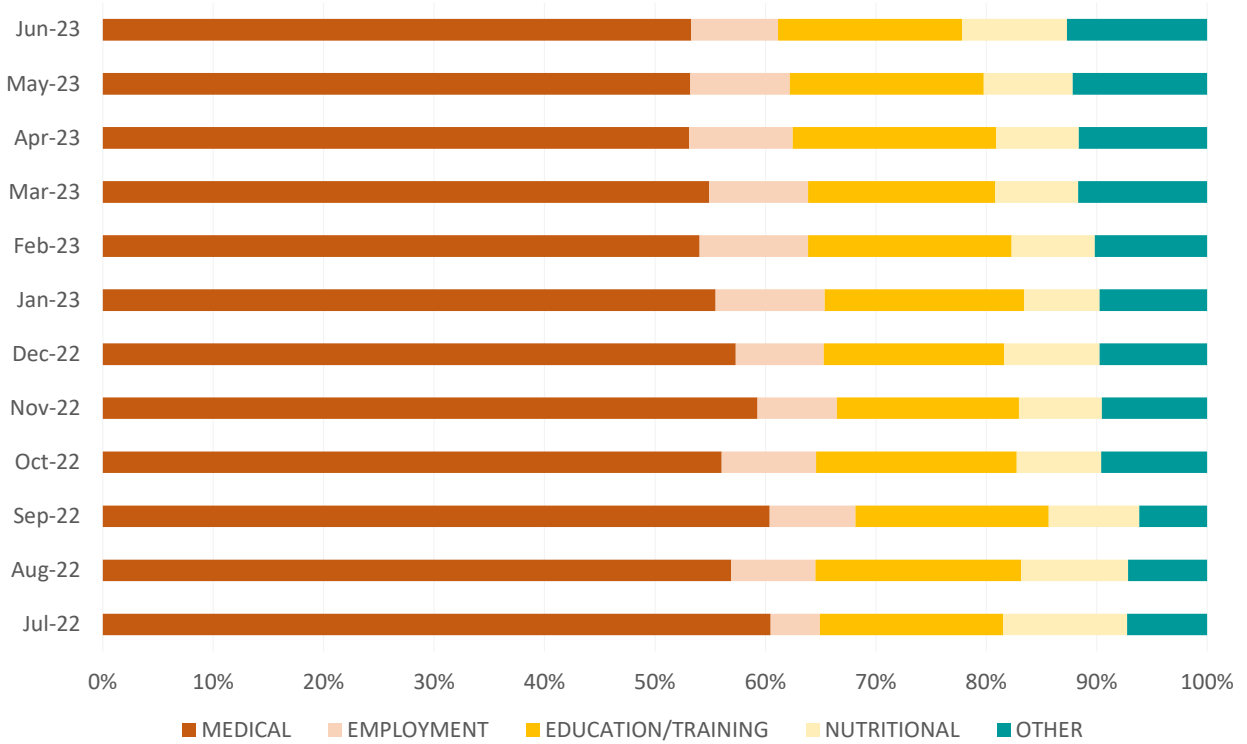
Lake County Connection On Time Performance



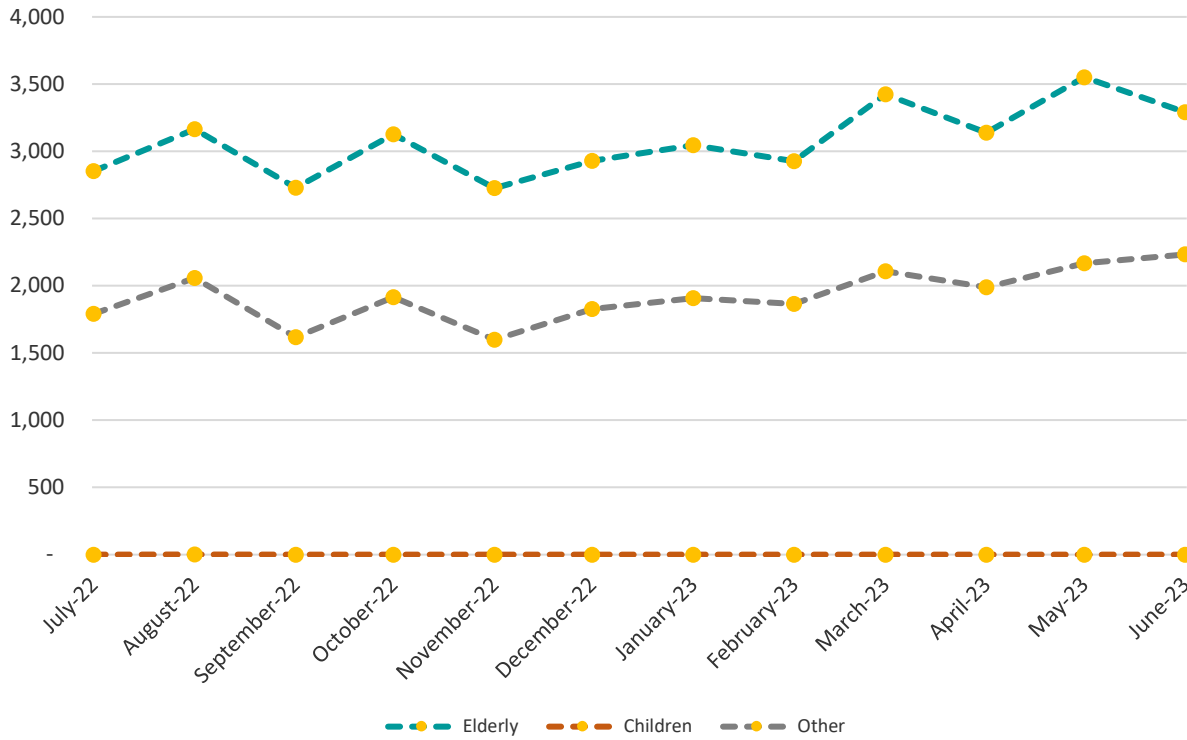
Lake County Transit Trips



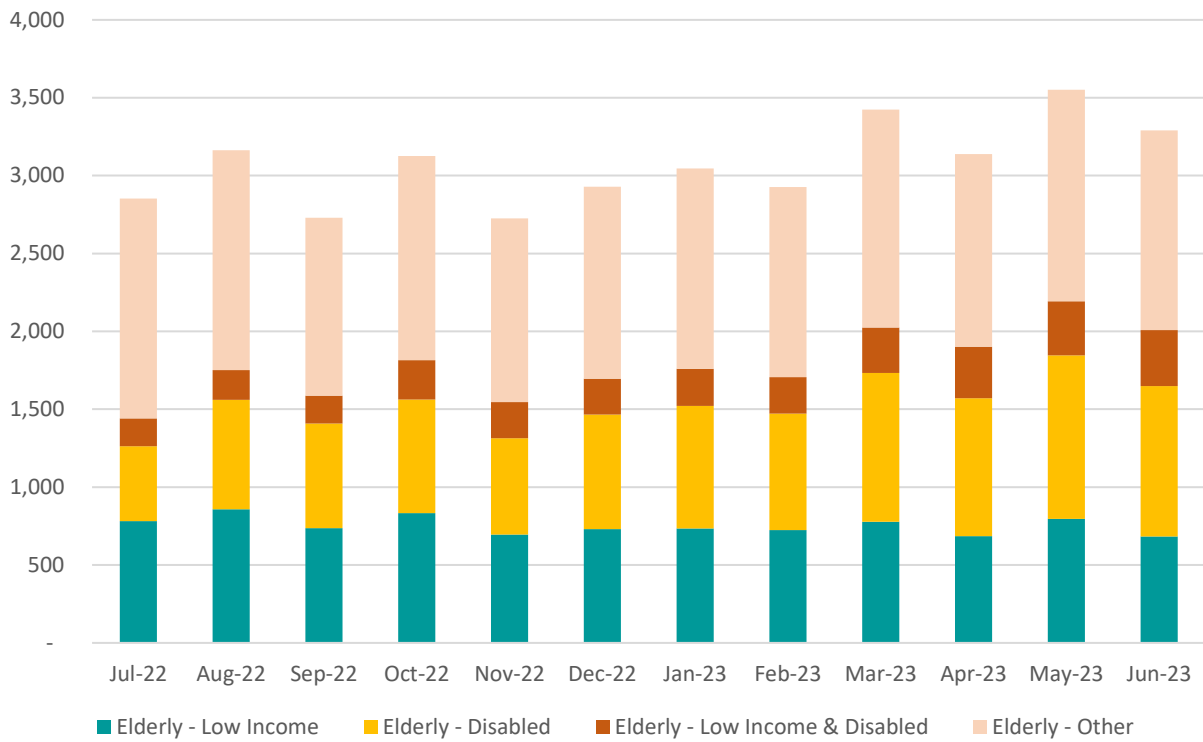
Trip Purpose



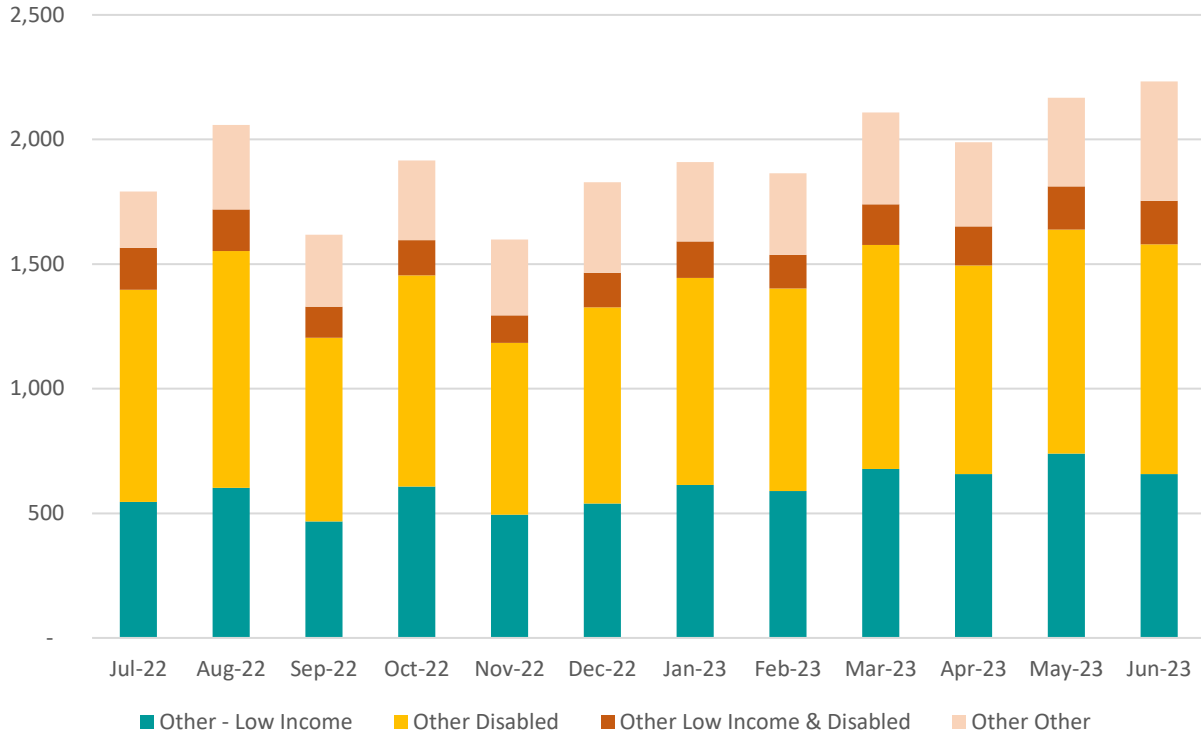
Passenger Types



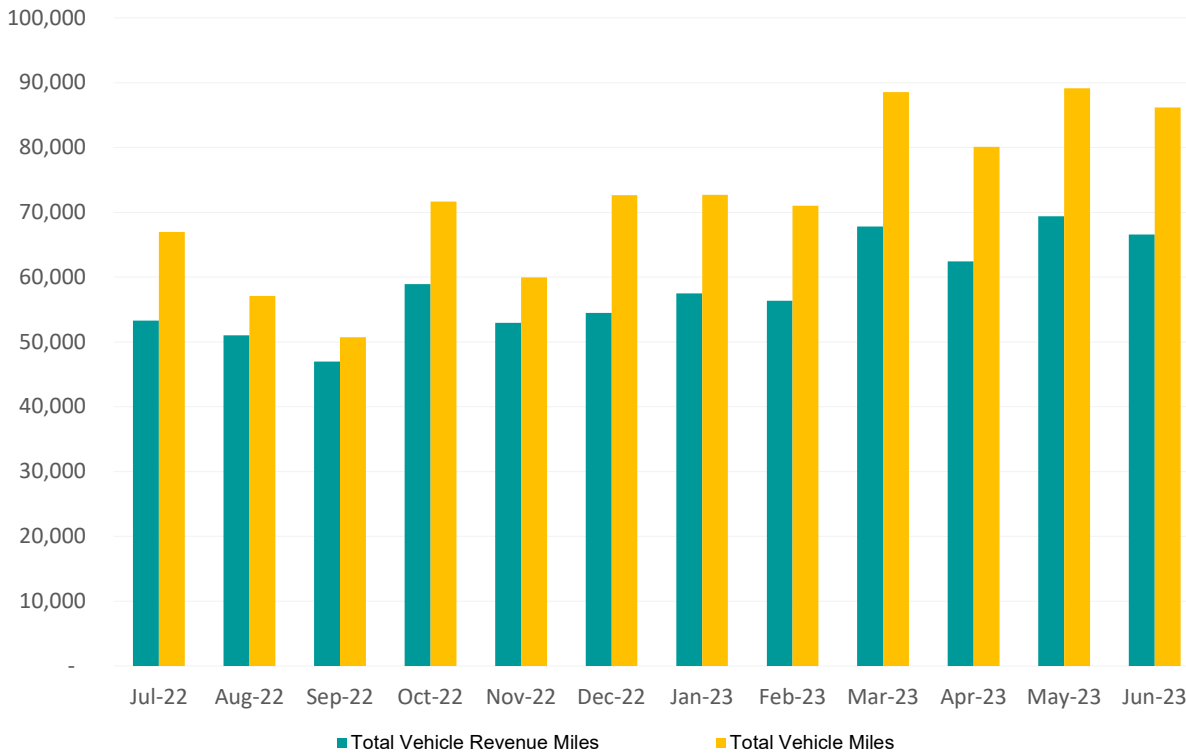
Lake County Connection Passenger Types - Elderly



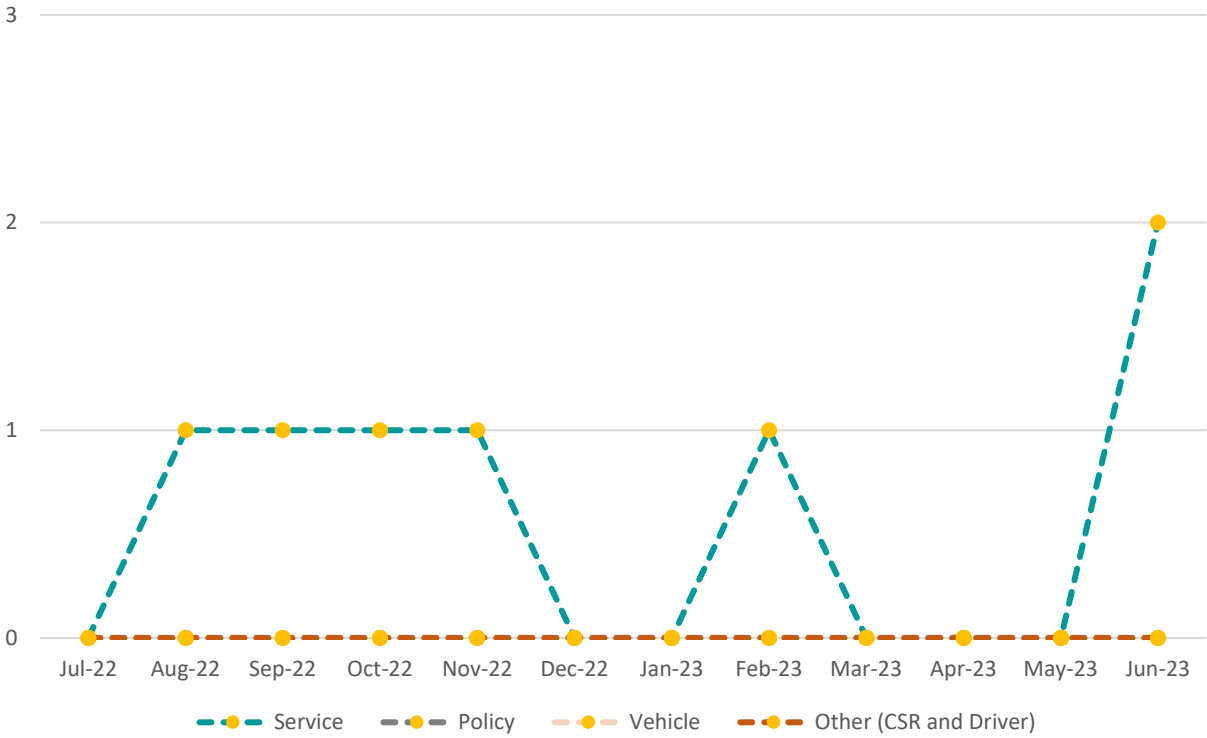
Lake County Connection Passenger Types - Other



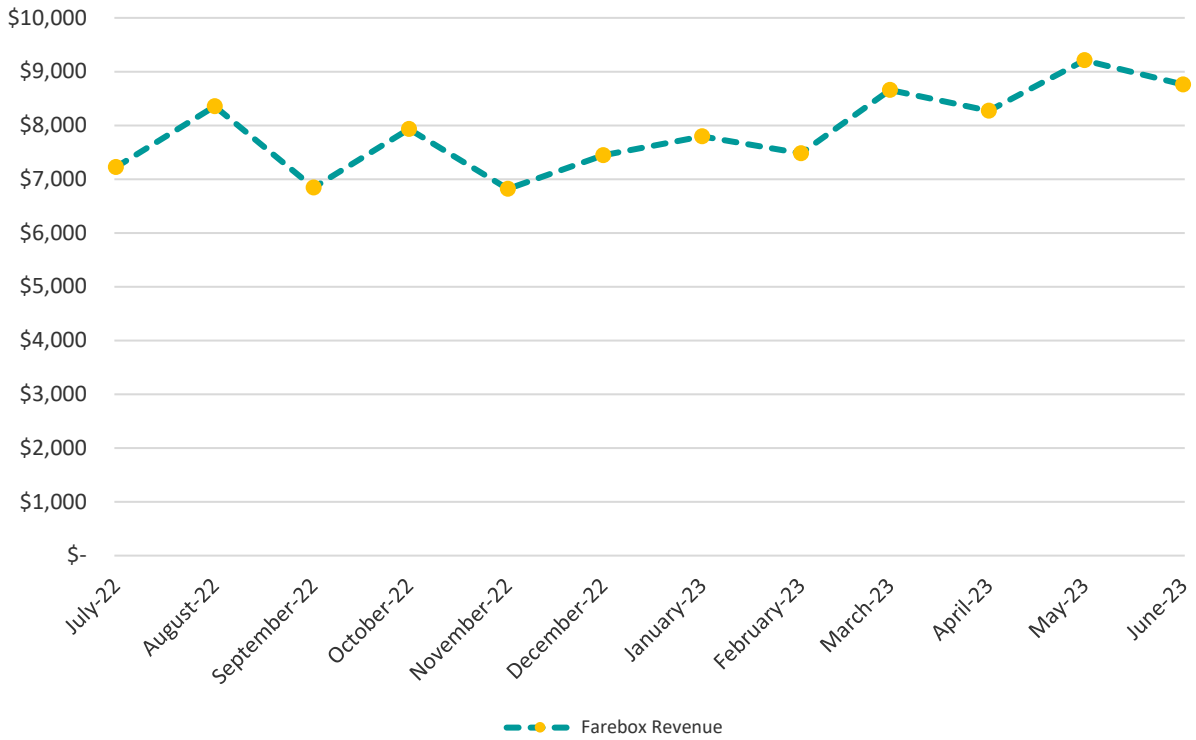
Vehicle Miles



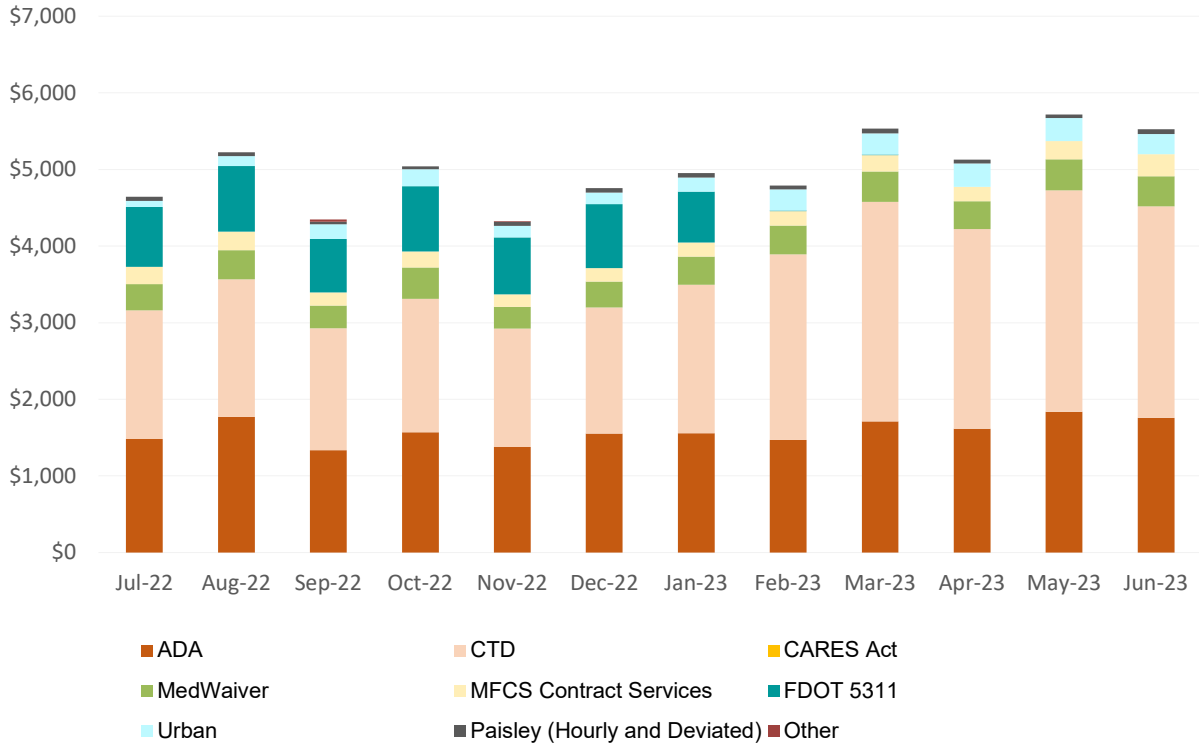
Valid Complaints



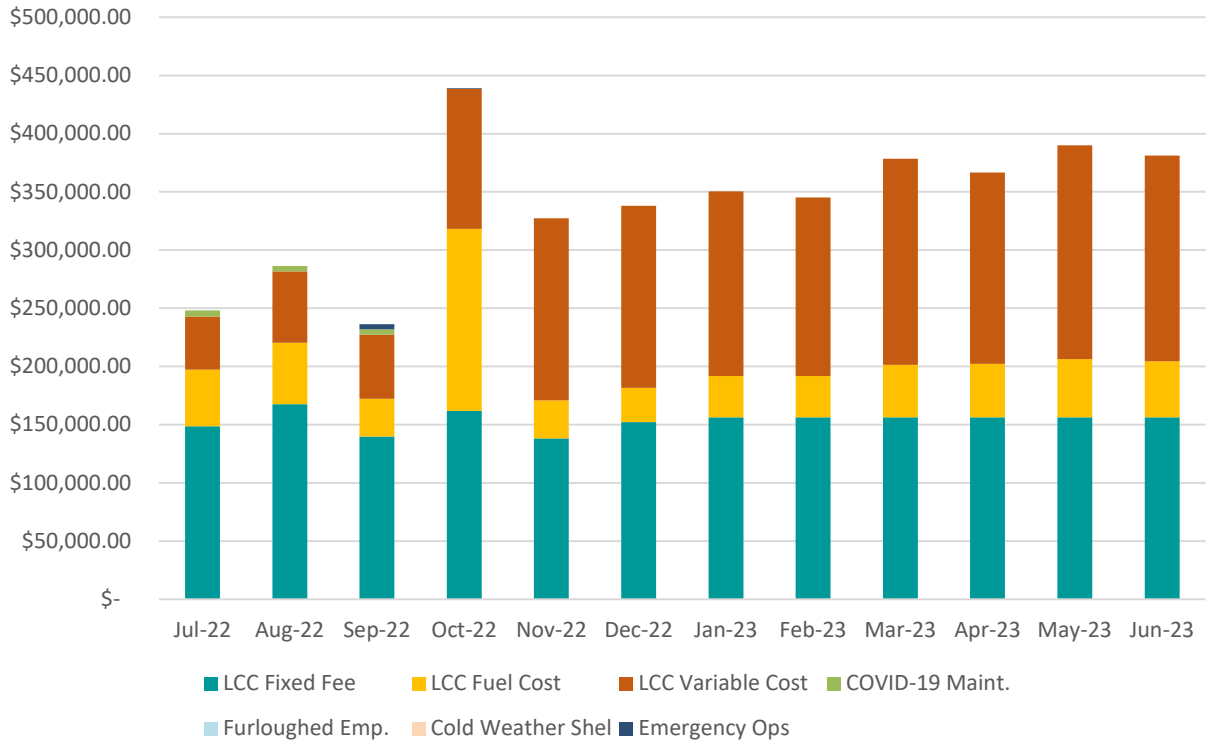
Farebox Revenue



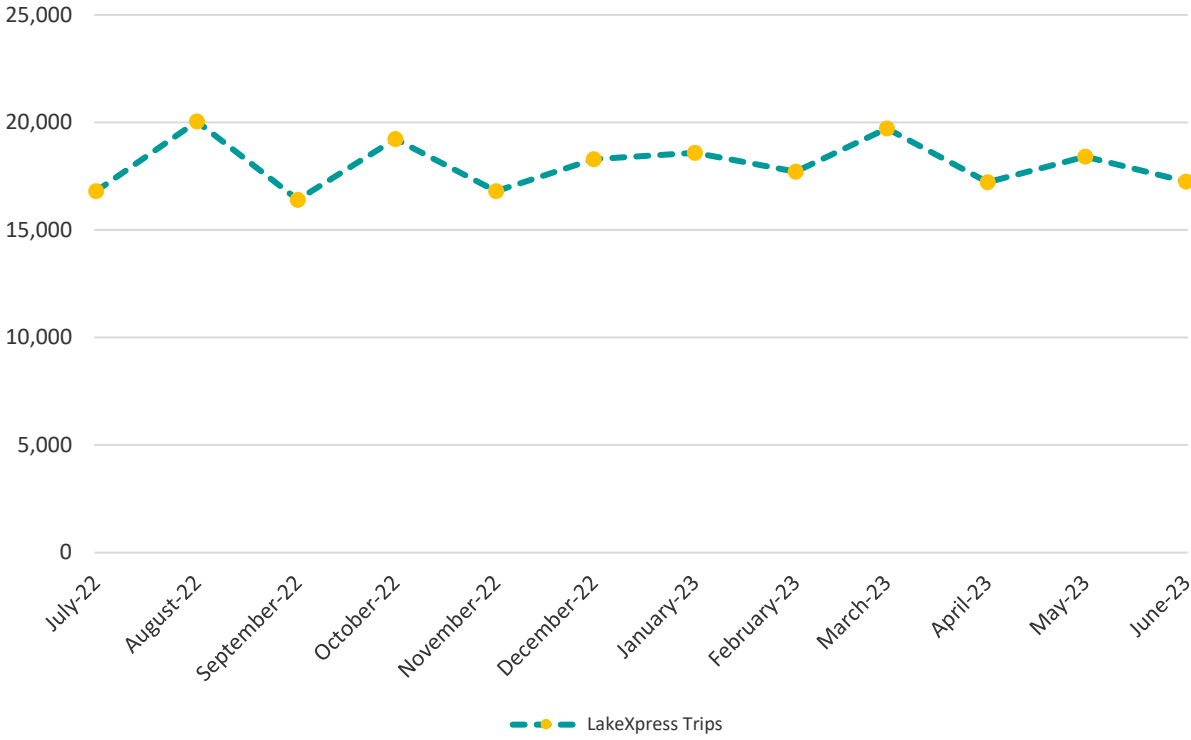
Funding Source



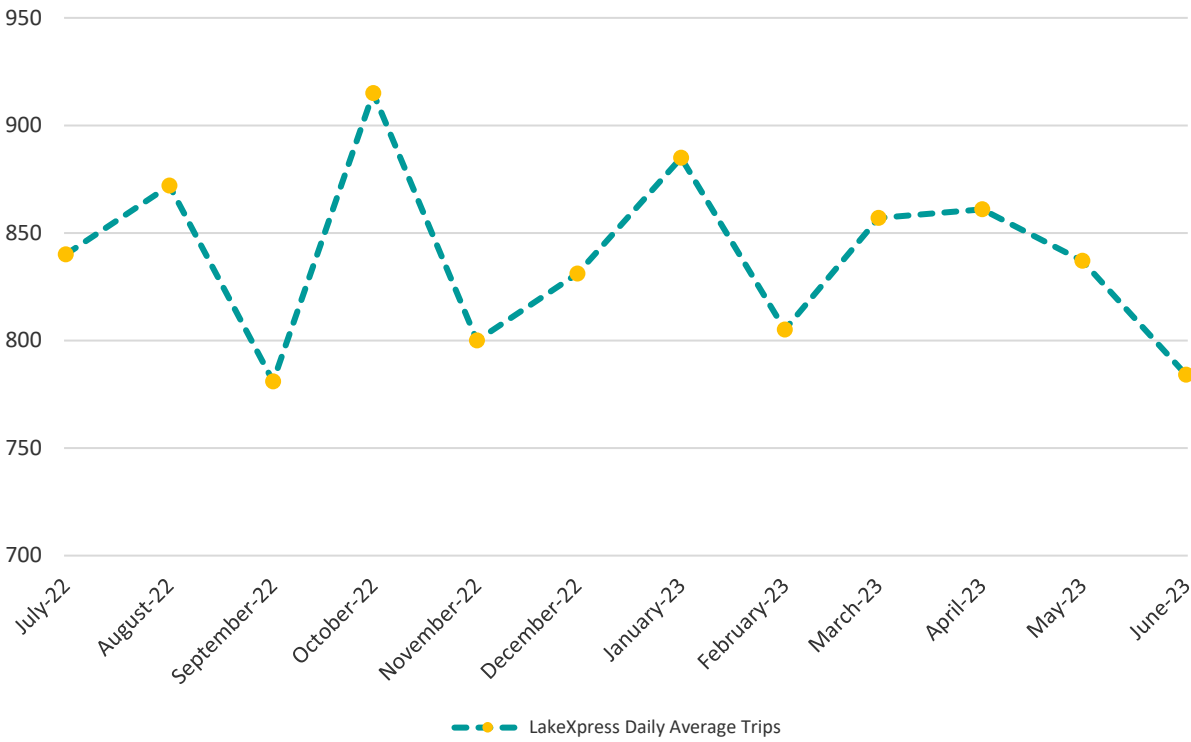
Lake County Connection Contract Amount



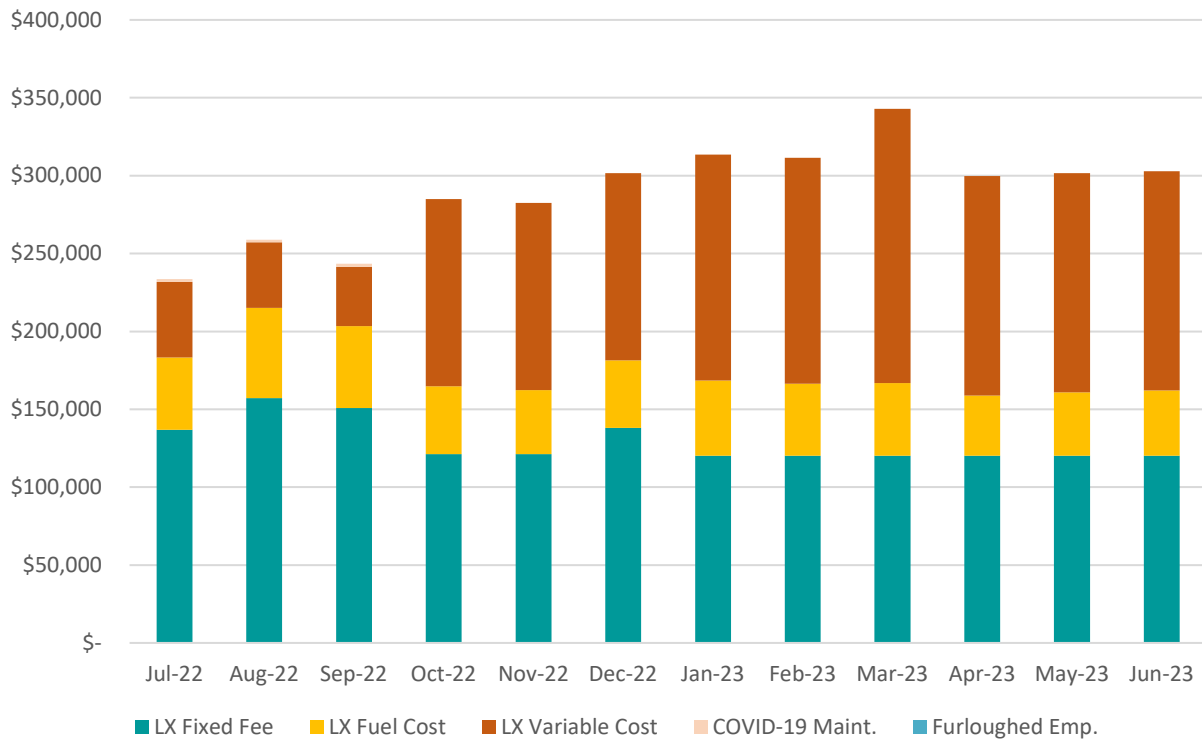
LakeXpress Monthly Trips



LakeXpress Daily Average Trips



LakeXpress Contract Amount



Selected Lake County Transit Metrics June 2022 and June 2023 Comparison

2022 VEHICLE PERFORMANCE

4,692
completed trips

70,370
total vehicle miles

total revenue miles

54,828

3,979
revenue hours

20
vehicles operated in max service

2023 VEHICLE PERFORMANCE

5,524
completed trips

86,190
total vehicle miles

total revenue miles

66,565

5,838
revenue hours

17
vehicles operated in max service

2022 SERVICE & FINANCIAL DATA



92% on time



63 sec avg call hold time



\$253k
invoice

COST

\$4.61
per mile
\$53.92
per trip

2023 SERVICE & FINANCIAL DATA



89% on time



78 sec avg call hold time



\$381k
invoice

COST

\$5.73
per mile
\$68.99
per trip



SERVICE AREA/COUNTIES:
LAKE COUNTY

INVOICE NUMBER: G2953 Q4

INVOICE DATE: August 15, 2023

QUARTER SERVICE DATES: April 1 - June 30, 2023

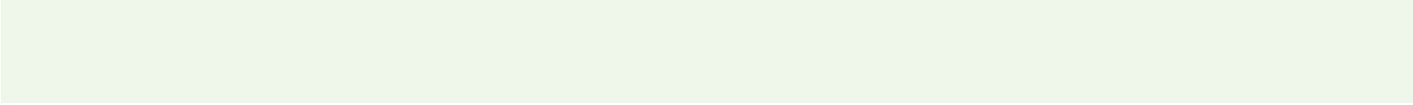
AGENCY
Lake~Sumter MPO

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	The TDCB recommended Lake County BOCC to remain the CTC for the next five years at the March 13, 2023 meeting
B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	The MPO maintains records for all appointments and reappointments to the TDCB for Lake County .
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The MPO supports all aspects of the quarterly TDCB meeting and adheres to the LCB guidelines.
D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	The MPO prepares meeting minutes for all TDCB meetings.
E. Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	The annual public workshop was held March 13, 2023 in conjunction with the March TDCB meeting and the presentation of the DRAFT TDSP.
F. Provide staff support for committees of the local coordinating board. (Task 3)	The MPO supports the committees of the TDCB as needed.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	The TDCB by-laws are reviewed and approved annually at the fourth quarter meeting.
H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	The TDCB Grievance procedures are reviewed and approved annually at the fourth quarter meeting.
I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The TDCB membership roster is provided in this invoice packet.
J. Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The TDCB meeting notice is provided in this invoice packet.
K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The AOR is reviewed annually by the TDCB at the second quarter meeting.

L. Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The AER is reported to the TDCB annually at the first quarter meeting.
II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	The Major update to the TDSP was reviewed at the March 13, 2023 TDCB meeting and the Public review period was opened. Final approval of the TDSP took place at the fourth quarter meeting.
B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	The TDCB is included in the Transportation Planning of the MPO representing the disadvantaged populations of Lake and Sumter Counties.
C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	Regional workforce Board is a member of the TDCB.
III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	Quarterly reports are provided in the meeting agenda packets
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	MPO staff attends the annual CTD workshop.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	MPO attends at least one CTD meeting annually.
D. Notify CTD staff of local TD concerns that may require special investigations.	as needed
E. Provide training for newly-appointed LCB members. (Task 3)	The MPO provides training to new members as needed. MPO developed the TD 101 PowerPoint for use in new member training.
F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	as needed
G. To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	The TDCB reviews all grant applications.
H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	The MPO conducts the annual evaluation of the CTC.
I. Assist the CTD in joint reviews of the CTC.	as needed

<p>J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.</p>	<p>Coordination contracts are reviewed annually.</p>
<p>K. Implement recommendations identified in the CTD's QAPE reviews.</p>	<p>as needed</p>

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:



By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Handwritten signature

Representative

Date: 8/15/2023

Revised: 06/30/2021