



Transportation Disadvantaged Coordinating Board Agenda

Date | Time: September 18, 2023, | 2 PM

Sumter County TDCB Committee Meeting - September 2023

Sep 18, 2023, 2:00 – 4:00 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 Sumter County TDCB Chair, Commissioner Craig Estep

I. AGENDA UPDATE

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

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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, Sumter 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 has two vacancies: Sandra Woodard, Steve Homan, and Bonnie Cowie.
- b. The Bylaws Subcommittee consists of three members and is fully staffed: Bonnie Cowie, Sandra Woodard, and Thomas Chase.
- c. The CTC Evaluation Subcommittee consists of three members and is fully staffed: Bonnie Cowie, Thomas Chase, 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 Sumter County TDCB is required to review the CTD Ombudsman's Report quarterly. *The CTD received no calls for Sumter County this quarter.*

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. CTC staff will present the 2022-23 AER for Board review.

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C. Board Membership Updates

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

- Application for member for Person with a Disability Representing the Disabled
- Recent resignation of Veterans representative

D. 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.

E. Upcoming Conferences/Meetings

- 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
 - Sumter County Transit will have a Mobility Week table set up at The Villages Sumter County Service Center at the beginning of Mobility Week. Details TBA.
- Florida Commission for the Transportation Disadvantaged Quarterly Business Meeting – December 14, 2023, Location TBD

VI. REPORTS

- A. FDOT – Jamie Ledgerwood
- B. Sumter County CTC – Deborah Snyder, [Sumter County Transit Report \(Attachment C\)](#)
- C. 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.



MINUTES
SUMTER COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
Minutes – June 12, 2023
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748

Members Present

Craig Estep, Chairman
Jamie Kersey Ledgerwood
Sally Moss
Sandra Woodard
Steve Homan
Emilio Santiago
Thomas Chase, Vice Chair
Chantel Buck

Representing

Lake~Sumter MPO
FDOT
Public Education/Sumter County Schools
FL Association CAA/Economically Disadvantaged
FL Department of Elder Affairs
Florida Agency for Health Care Administration
Medical Community
New Vision for Independence

Members Absent

Sheri Peterson
Jennilyn Green
Dominick Nati
Nora Hanzez
Jose Lopez
Bonnie Cowie
Mat Kline
Barney Johnson
Gustavo Henriquez

Representing

Dept. of Children & Families
Vocational Rehabilitation/Dept. of Education
Veterans Service Office Representing Veterans
Persons Over 60, representing elderly
Citizens Advocate
Citizen Advocate/User of the System
Children at Risk
Local Private For-Profit Transportation
Regional Workforce Development Board

Staff Present

Michael Woods
Doris LeMay

Representing

Lake~Sumter MPO
Lake~Sumter MPO

CALL TO ORDER

The meeting of the Sumter County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:00 p.m. by Chair Commissioner Craig Estep. Followed by the Pledge of Allegiance and a moment of Silence. Staff announced that the meeting was properly noticed, the roll was called, at which time it was noted that a quorum was present. (3 Voting Members present 5 members online).

I. AGENDA UPDATE

Item B – Action Change September 4th to September 18th. Change June 3rd to 10th.

II. OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments) None

III. CONSENT ITEMS

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

On a motion by Thomas Chase seconded by Jamie Ledgerwood and carried unanimously by A Vote of 3-0, the Board approved items A-D as Presented.

IV. ACTION ITEMS:

- A. Transportation Disadvantaged Service Plan (TDSP) that corresponds with the Memorandum of Agreement. Kelsey Peterson, WSP presented the TDSP. Discussion Continued.

On a motion by Jamie Ledgerwood seconded by Thomas Chase and carried unanimously by A vote of 3-0, the Board approved the 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 Thomas Chase seconded by Jamie Ledgerwood and carried unanimously by A Vote of 3-0, the Board approved the 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. Review of the Revised Sumter County CTC Annual Operating Report (AOR)- Kelsey Peterson, WSP
- C. Board Membership – Recommendation Needed to Fill Vacancies – Michael Woods
- D. Why It Matters to Me – JAWS Presentation – Joanne Seagle.
- E. Upcoming Conferences/Meetings – Michael Woods

VI. REPORTS

- A. FDOT – Jamie Kersey Ledgerwood
- B. Sumter County Transit – Deborah Snyder
- C. Lake~Sumter MPO – Michael Woods

VII. BOARD MEMBER COMMENTS – None

VIII. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:33 p.m.

IX. NEXT MEETING: September 18, 2023 @ 2:00 PM

Chair Craig Estep

Date



Transportation Disadvantaged Coordinating Board 2023 Member List

NAME

REPRESENTING

Commissioner Craig Estep / Chair

Lake Sumter MPO

Jamie Kersey Ledgerwood
Carlos Colon (Alternate)

FDOT

Sheri Peterson
Kimberly Mummey (Alternate)

Department of Children & Families

Sally Moss
David Williams (Alternate)

Public Education Community

Jennilyn Green

Vocational Rehabilitation/Fl. Dept. of Education

~~Dominick Nati~~

Veterans Service Office

Sandra Woodard

CAA/Economically Disadvantaged

Nora Hanzez

Persons over 60, representing elderly

Vacant

Person with a Disability representing Disabled

Jose Lopez

Citizens Advocate

Bonnie Cowie

Citizens Advocate/ User of System

Mat Kline

Children at Risk Representative

Steve Homan

Florida Dept. of Elder Affairs

Melanie Medina (Alternate)

Barney Johnson

Local Private For-Profit Transportation

Emilio Santiago

Florida Agency for Health Care Administration

Glorybee Perez (Alternate)

Gustavo Henriquez

Workforce Development

Donna Andrews (Alternate)

Thomas Chase

Medical Community

Nathan Overstreet (Alternate)

Chantel Buck

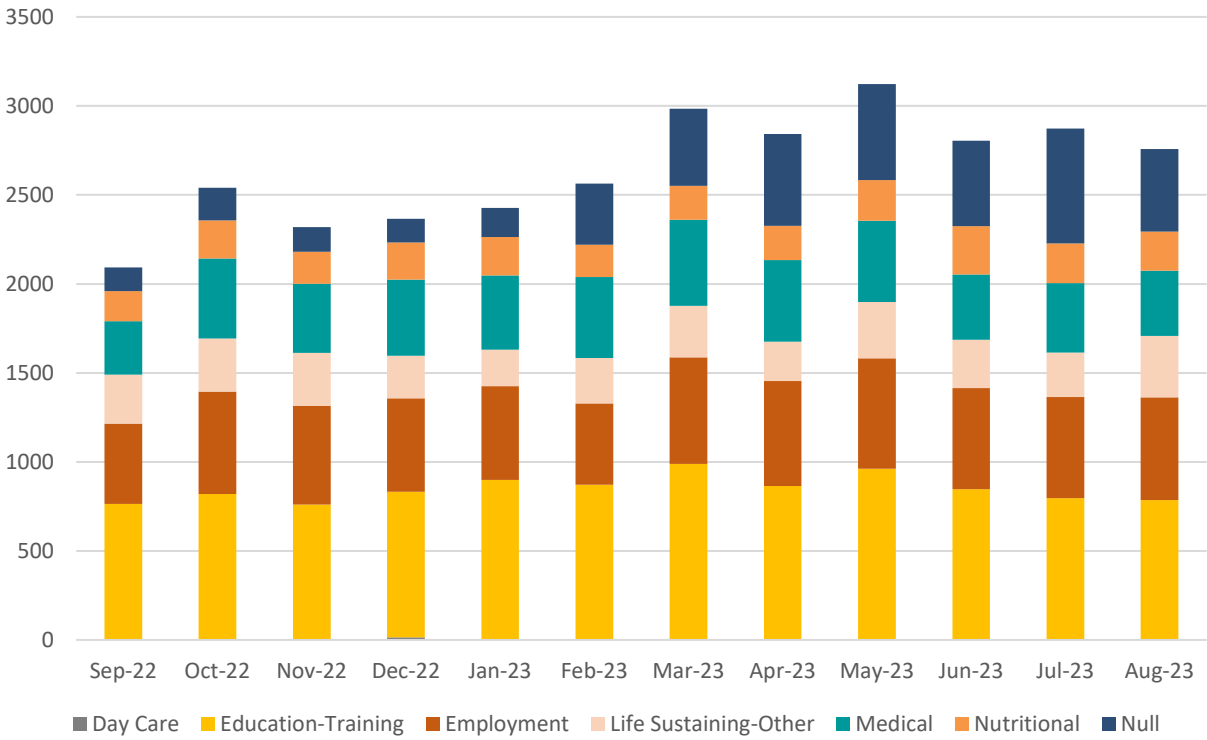
New Vision for Independence

Sumter County Transit Report

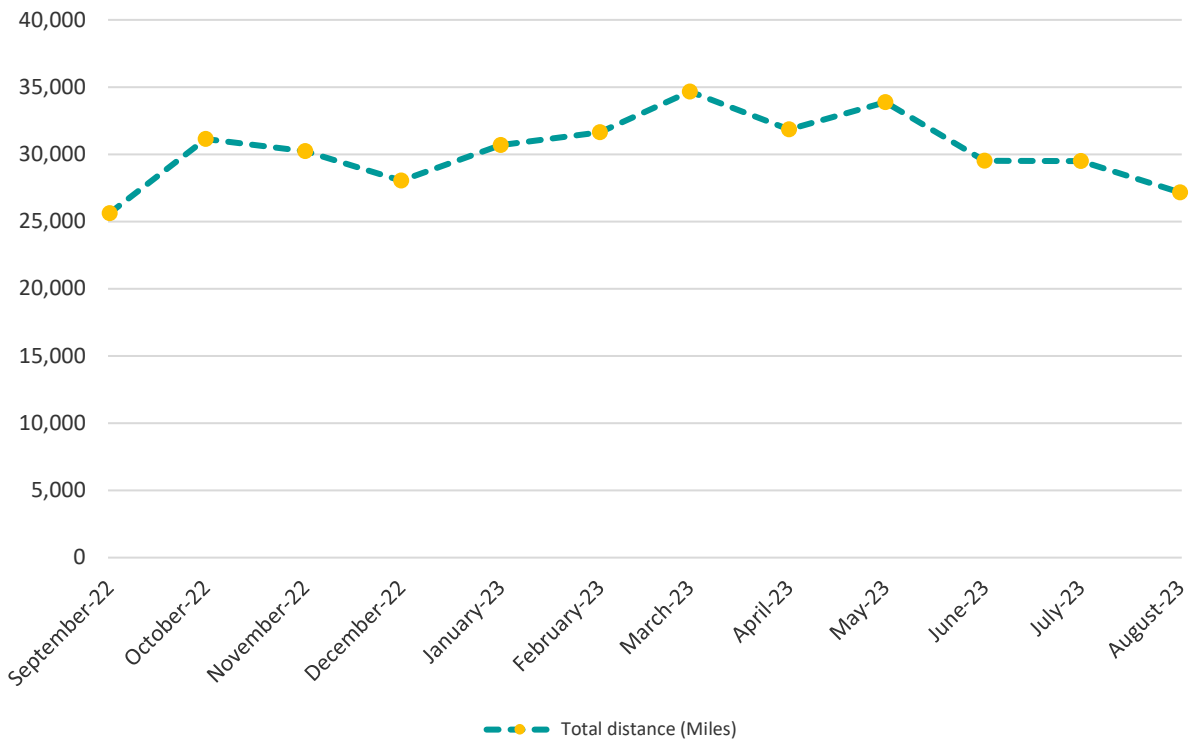
September 18, 2023

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

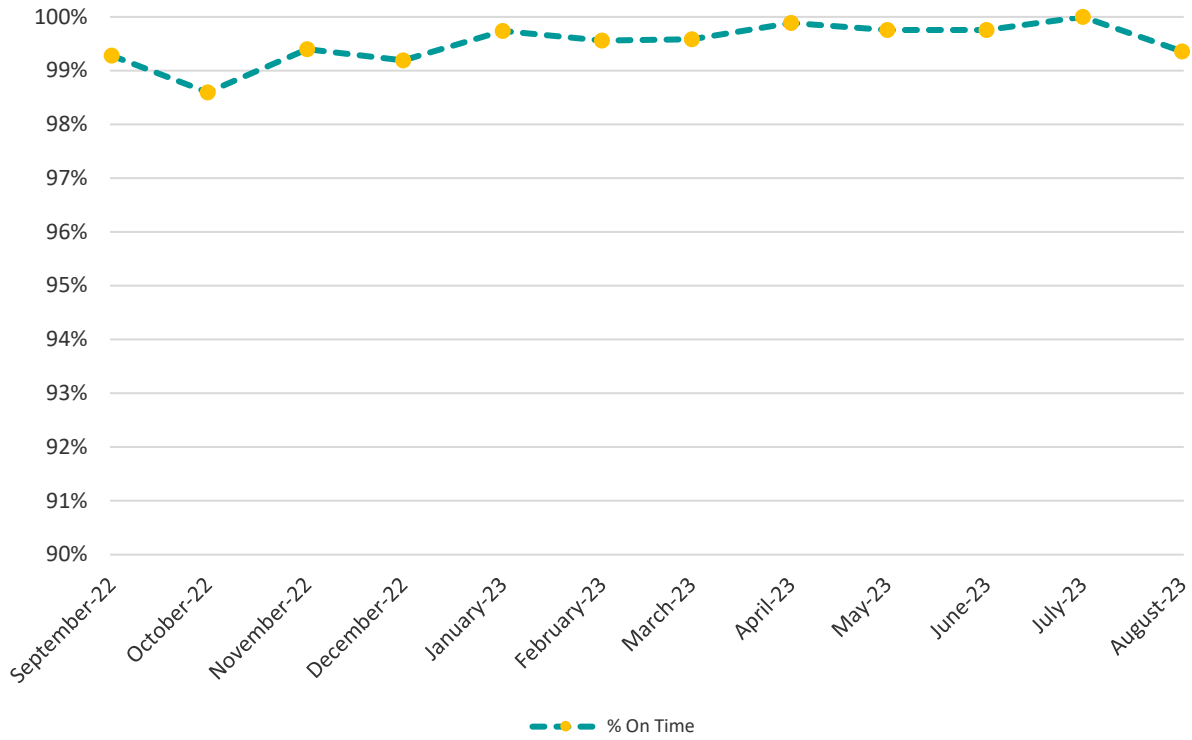
Trips by Trip Purpose (Sep 2022 - Aug 2023)



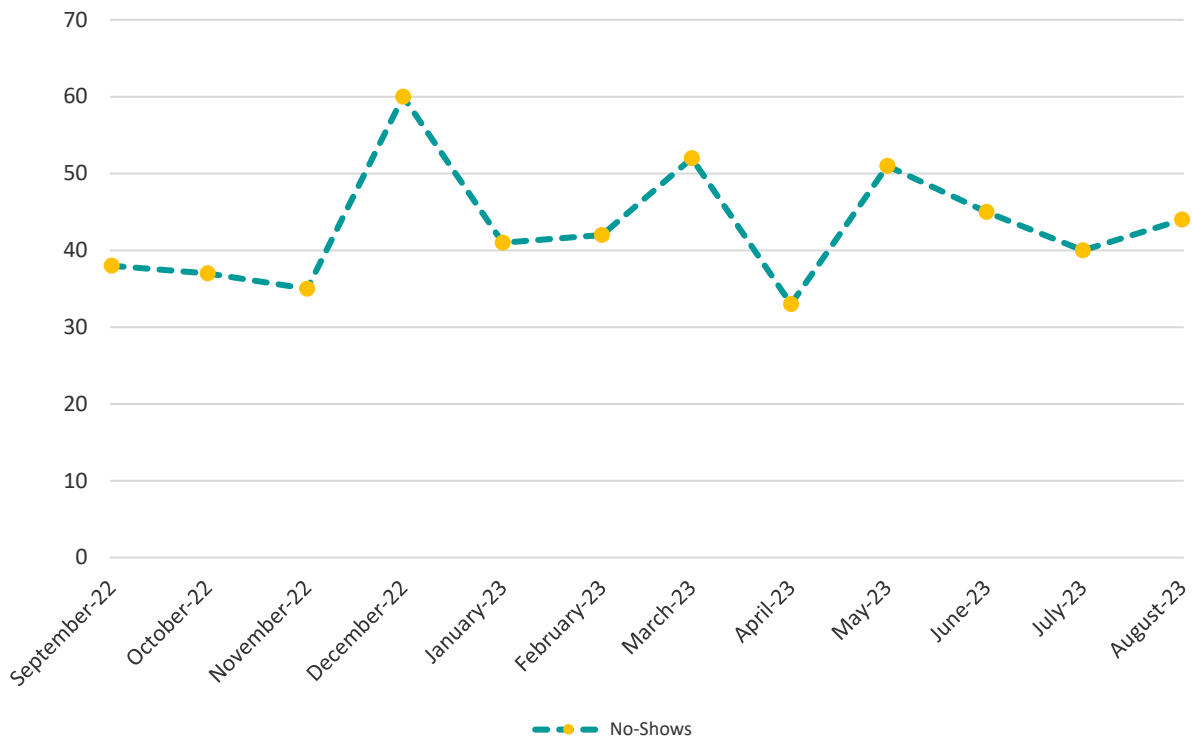
Total Passenger Miles (Sep 2022 - Aug 2023)



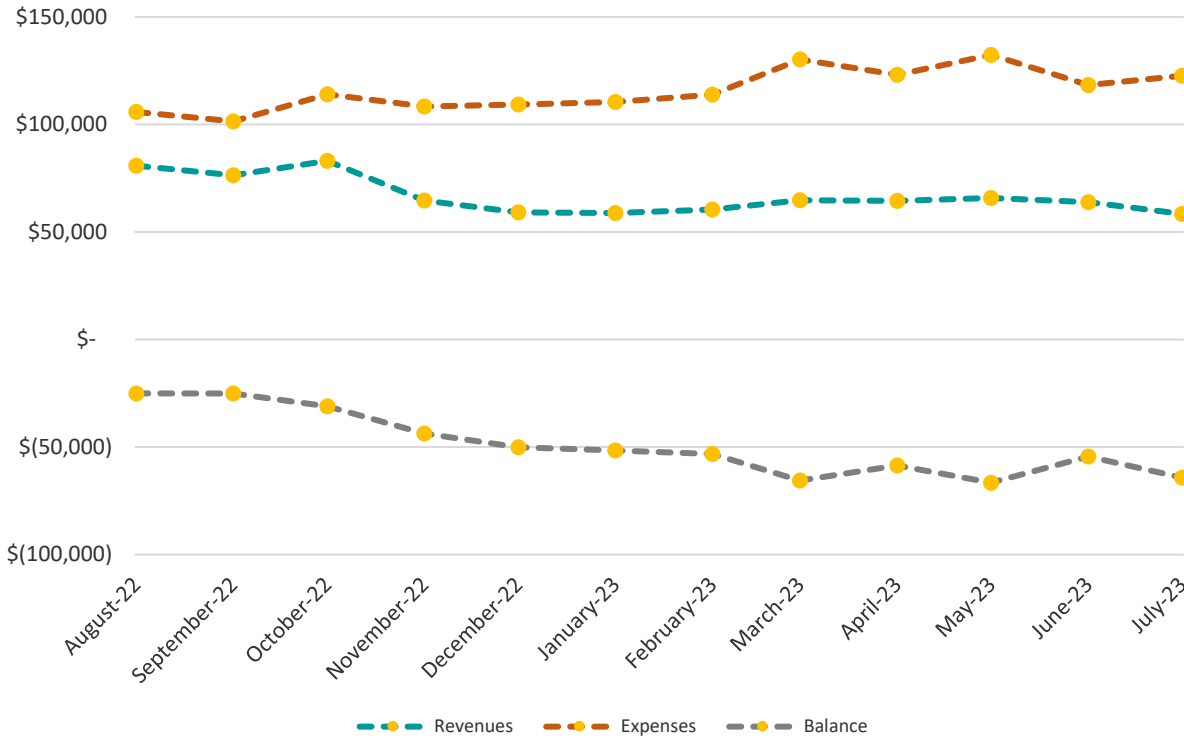
On-Time Performance (Sep 2022 - Aug 2023)



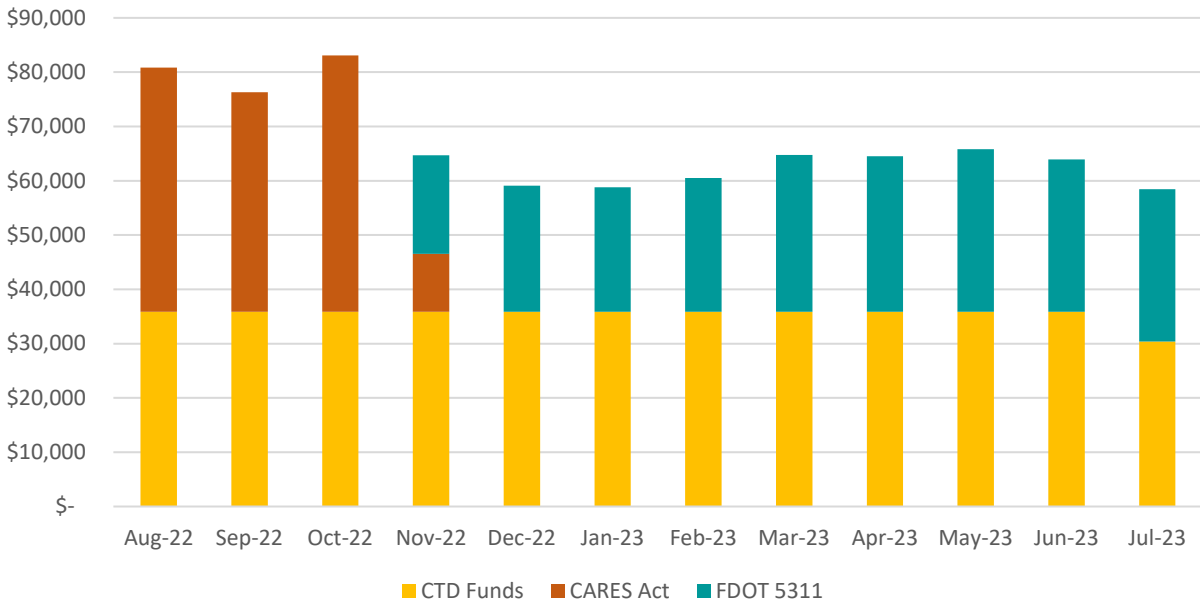
No-Shows (Sep 2022 - Aug 2023)



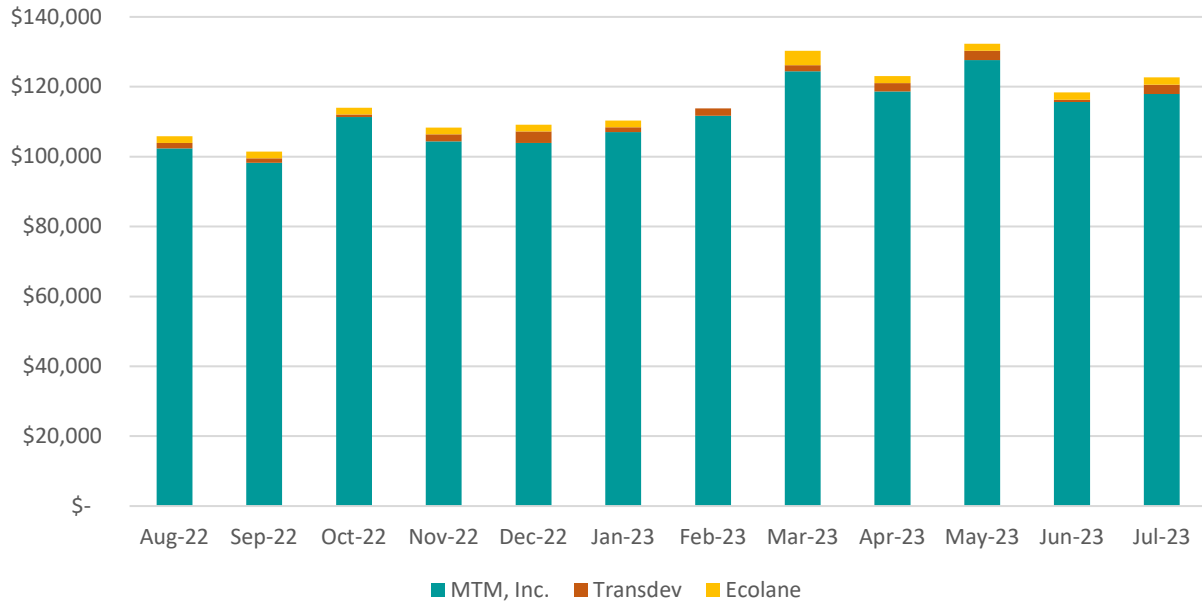
Sumter County Transit Fund (Aug 2022 - Jul 2023)



Sumter County Transit Revenues (Aug 2022 - Jul 2023)



Sumter County Transit Expenses (Aug 2022 - Jul 2023)



LEGEND NOTES

CTD	Commission for the Transportation Disadvantaged
MTM, Inc.	Medical Transportation Management - Transit Contractor
Transdev	First Vehicle Services (FVS) was bought and the new name is Transdev
Ecolane	Transit Software System used by MTM, Inc.
FDOT 5311	FDOT 5311 funds for June and July are estimated reimbursement amounts



SERVICE AREA/COUNTIES:
SUMTER COUNTY

INVOICE NUMBER: G2980 Q4

INVOICE DATE: August 15, 2023

QUARTER SERVICE DATES: April 1 - June 30, 2023

AGENCY
Lake~Sumter MPO

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 Sumter 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 Sumter 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)	MPO staff supports all TDCB subcommittees 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 TDCB 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 TDCB 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 TDCB 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, the TDSP was giving final approval 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)	The regional Workforce Development agency is a voting 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. MPO staff will attend the August 28, 2023 CTD Business meeting in Orlando.
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. The MPO has a TD 101 PowerPoint we use with new members.
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:

[Redacted area]

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



Representative

Date: 8/15/2023

Revised: 06/30/2021