

Transportation Disadvantaged Coordinating Board Agenda

Date | Time: March 4, 2024, | 2 PM

Sumter County TDCB Committee Meeting – March 2024

March 4, 2024, 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 December 4, 2023, Quarterly Meeting Minutes

Attachment A: December 4, 2023, Sumter County TDCB Quarterly Meeting Minutes

IV. ACTION ITEMS

A. Selection of Sumter County TDCB Vice-Chair

The TDCB shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chair shall be elected by a vote of the voting TDCB members. The Vice-Chair's term of office shall be for one year starting with the first meeting after their election, but the Vice-Chair may be re-elected to an additional term or terms of office. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chair and conduct the meeting.

Thomas Chase is the current Vice-Chair.

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. Follow Up Items

This will be a recurring agenda item that provides a status update on items discussed at previous quarterly meetings.

- Accuracy of pick up/drop off addresses for professional centers

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C. Legislative Update

The Florida Legislature is considering bills CS/SB 1380 and CS/HB 1673, which would amend the Transportation Disadvantaged program in the Florida Statutes. The bills are proposing the following amendments:

- Increase Commission membership and amend the requirements and qualifications of members.
- Amend the duties of the Commission.
- Establish requirements for transportation services providers who offer paratransit services to persons with disabilities.

If passed, the bills would go into effect on July 1, 2024.

D. CTC Evaluation Update

The Transportation Disadvantaged Coordinating Board is tasked with annually reviewing the Community Transportation Coordinator (CTC) and evaluating the CTC's operations and performance. The evaluation includes an assessment of compliance with Chapter 427 F.S., Rule 41-2 F.A.C., Commission and local standards, and the Americans with Disabilities Act (ADA), as well as onsite observations and rider surveys. The current evaluation will conclude in May 2024, and the CTC Evaluation Subcommittee will present recommendations for review and approval at the June 10, 2024, quarterly meeting.

The Lake~Sumter MPO is requesting volunteers to assist with the CTC Evaluation by conducting observational rides and onboard surveys.

E. Draft FY 2024 Transportation Disadvantaged Service Plan Annual Update

The Lake~Sumter MPO and CTC are required to develop a Transportation Disadvantaged Service Plan (TDSP) every five years and update the plan annually, with review and approval from the TDCB. The current TDSP was updated in FY 2023 and is therefore due for an annual update in FY 2024. The FY 2024 annual update includes the following key changes:

- Updated TDCB membership
- Addition of Sumter County Transit Rider Survey results
- Updated Health and Human Services 2024 Poverty Guidelines
- Updated Annual Operating Report (AOR)
- Updated System Safety Program Plan Annual Certification
- Updated Paratransit Vehicle Inventory

The final draft of the FY 2024 TDSP Annual Update will be presented to the TDCB for approval at the June 10, 2024, quarterly meeting.

Attachment B: Draft Transportation Disadvantaged Service Plan FY 2024 Annual Update

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F. Board Membership Updates

There have been no recent changes to the Sumter County TDCB membership.

G. Upcoming Conferences/Meetings

- CTD Business Meeting – March 20, 2024, Auburndale/Virtual
- Florida Triple Crown Roadeo – April 19-20, 2024, Jacksonville
- FPTA/FDOT/CUTR Professional Development Workshop & Safety Summit – June 2-5, 2024, Tampa
- CTD Business Meeting – June 5, 2024, Tampa
- CTAA Expo – June 9-12, 2024, West Palm Beach
- FPTA/CTD Annual Conference and EXPO – September 23-25, 2024, West Palm Beach

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. 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.

VIII. BOARD MEMBER COMMENTS

IX. ADJOURNMENT

X. NEXT MEETING: June 10, 2024

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 – December 4, 2023
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748

Members Present

Craig Estep, Chairman
Jamie Kersey Ledgerwood
Sheri Peterson
Sally Moss
Kristen Montejo
Sandra Woodard
Carol Kitchen
Steve Homan
Barney Johnson
Emilio Santiago
Gustavo Henriquez
Thomas Chase, Vice Chair

Representing

Lake~Sumter MPO
FDOT
Dept. of Children & Families
Public Education/Sumter County Schools
Veterans Service Office Representing Veterans
FL Association CAA/Economically Disadvantaged
Person with a disability, representing the disabled
FL Department of Elder Affairs
Local Private For-Profit Transportation
Florida Agency for Health Care Administration
Regional Workforce Development Board
Medical Community

Members Absent

Jennilyn Green
Nora Hanzez
Jose Lopez
Bonnie Cowie
Mat Kline
Chantel Buck

Representing

Vocational Rehabilitation/Dept. of Education
Persons Over 60, representing elderly
Citizens Advocate
Citizen Advocate/User of the System
Children at Risk
New Vision for Independence

Staff Present

Michael Woods
Doris LeMay

Representing

Lake~Sumter MPO
Lake~Sumter MPO

I. 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 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. (5 Voting Members present 7 members online). Chair Craig Estep thanked Vice Chair for standing in at the September meeting in his absence.

II. AGENDA UPDATE

None

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

IV. CONSENT ITEMS

- A. Approval of September 18, 2023, Quarterly Meeting Minutes

On a motion by Sally Moss seconded by Sandra Woodard and carried unanimously by A Vote of 5-0, the Board approved item A as Presented.

V. ACTION ITEMS:

- A. Review and Approval of the Suter County CTC Annual Operating Report (AOR).
Deborah Snyder, Sumter Co. provided a brief overview of the CTC (AOR).

On a motion by Sandra Woodard seconded by Sally Moos and carried unanimously by A Vote of -0,5 the Board approved the CTC Annual Operating Report (AOR).

VI. DISCUSSION ITEMS:

- A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report – Michael Woods
B. Upcoming Agenda Items – Kelsey Peterson, WSP
C. Board Membership Updates - Michael Woods
D. "Why It Matters to Me" – Michael Woods
E. Upcoming Conferences/Meetings – Kelsey Peterson, WSP

VII. REPORTS

- A. FDOT – Jamie Kersey Ledgerwood - October 19 Grant Workshop
B. Sumter County Transit – Deborah Snyder
C. Lake~Sumter MPO – Michael Woods

VIII. BOARD MEMBER COMMENTS – Various Board Members

IX. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:45 p.m.

X. MEETING: March 4, 2024 @ 2:00 PM

Chair Craig Estep

Date

Sumter County Transit Report

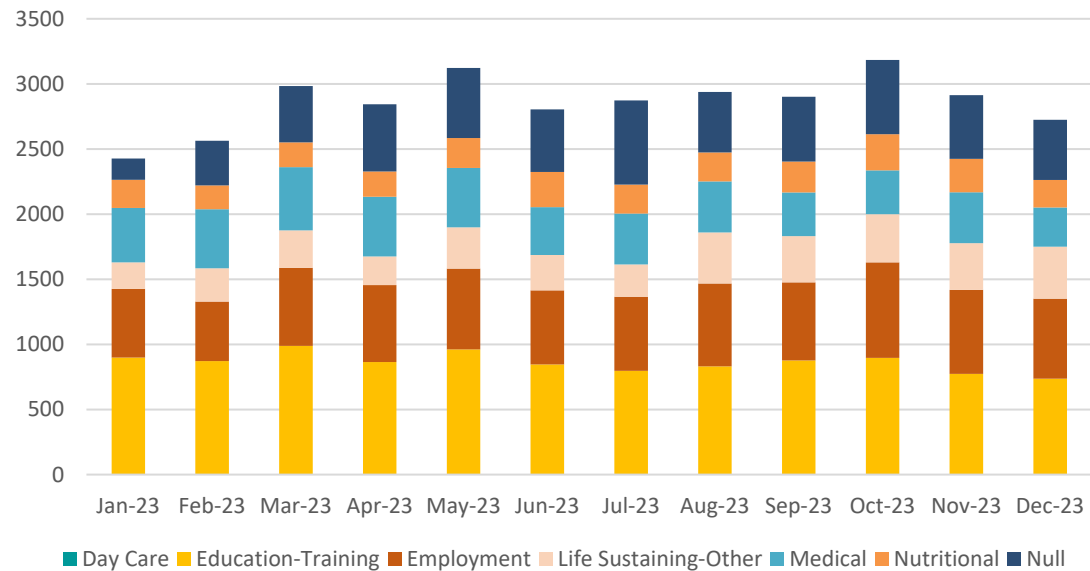
March 4, 2024

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

Table 1: Trips by Trip Purpose

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total for purpose
Day Care	0	0	0	0	0	0	0	0	0	0	0	0	0
Education-Training	899	872	989	864	961	846	797	831	877	896	773	737	10,342
Employment	527	457	599	591	621	569	568	636	599	734	646	614	7,161
Life Sustaining-Other	204	255	288	220	317	271	249	392	355	369	358	399	3,677
Medical	418	454	485	459	456	367	390	393	336	337	391	301	4,787
Nutritional	216	183	190	193	229	271	223	222	237	278	257	211	2,710
Null	163	343	433	516	539	480	646	464	497	570	488	462	5,601
Total for period	2,427	2,564	2,984	2,843	3,123	2,804	2,873	2,938	2,901	3,184	2,913	2,724	34,278

Figure 1: Trips by Trip Purpose

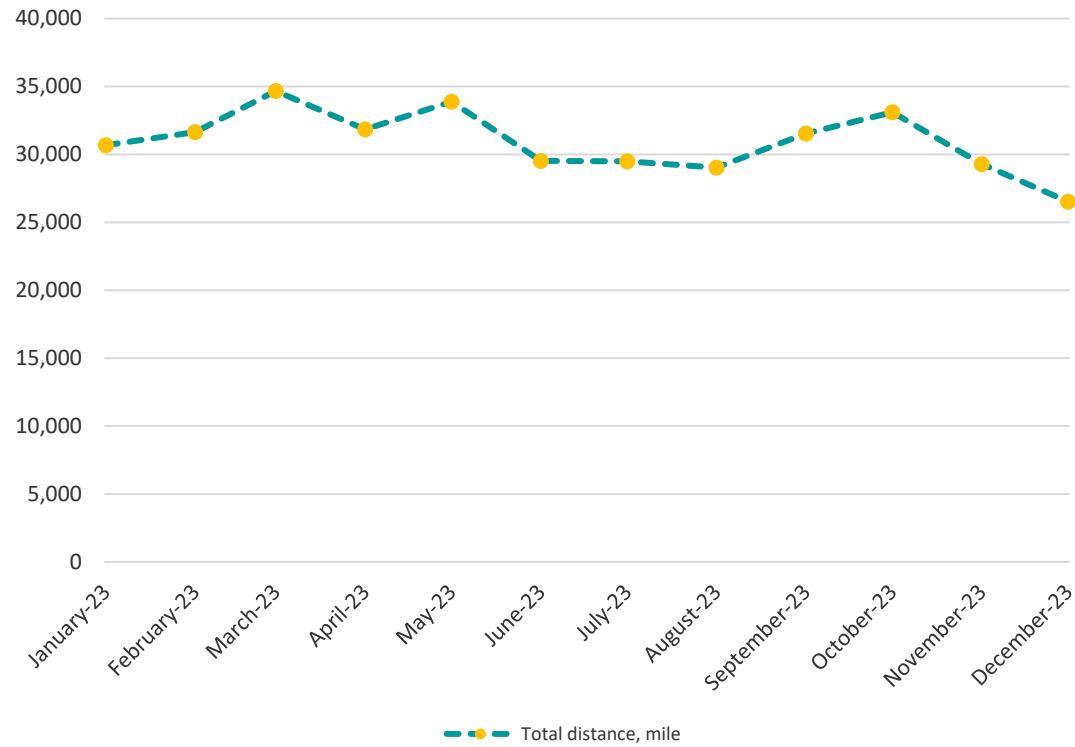


Sources: TDCB Trips By Purpose December 2023.xlsx, Trips By Purpose Oct 1 2023 to Feb 9 2024.pdf

Table 2: Total Passenger Miles

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
Total distance (in miles)	30,680	31,642	34,667	31,845	33,883	29,521	29,489	29,033	31,544	33,104	29,294	26,523	371,225

Figure 2: Total Passenger Miles

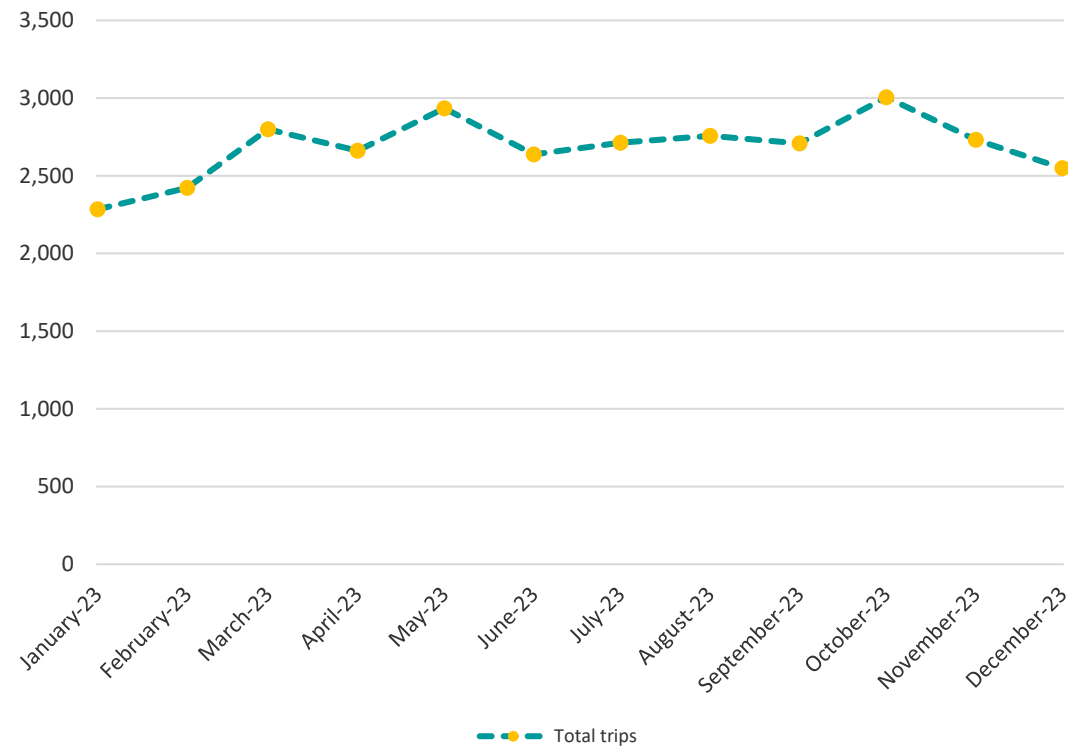


Sources: TDCB Total Passenger Miles December 2023.xlsx, Total Passenger Miles Oct 1 2023 to Feb 9 2024.pdf

Table 3: Total Passenger Trips

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
Total trips	2,284	2,422	2,799	2,661	2,934	2,638	2,713	2,757	2,709	3,005	2,731	2,549	32,202

Figure 3: Total Passenger Trips

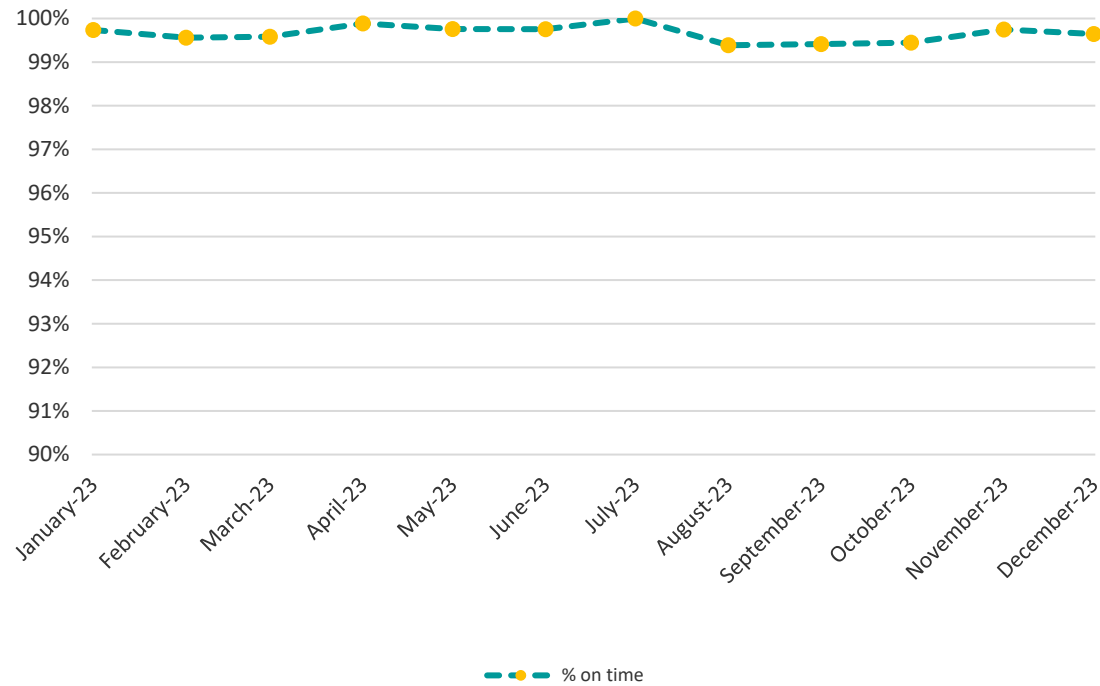


Sources: TDCB Total Passenger Trips December 2023.xlsx, Total Passenger Trips Oct 1 2023 to Feb 9 2024.pdf

Table 4: On-Time Performance

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
% On Time	99.74%	99.56%	99.58%	99.89%	99.76%	99.76%	100.00%	99.39%	99.42%	99.45%	99.75%	99.65%

Figure 4: On-Time Performance

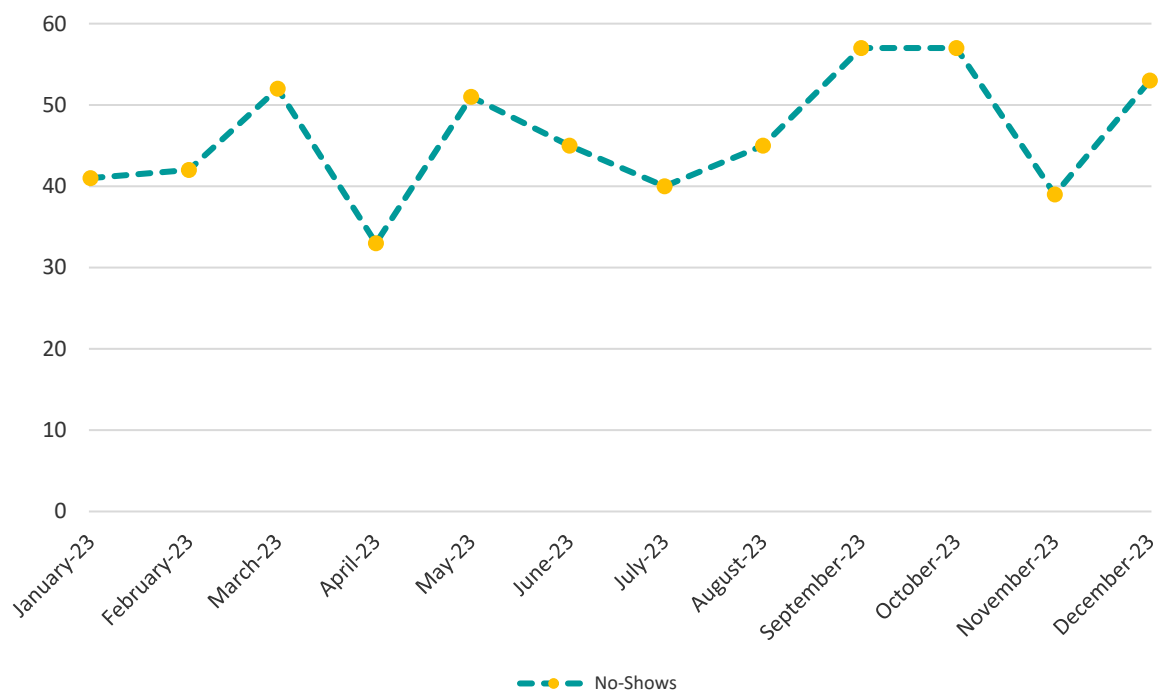


Sources: Transit OTP Fiscal 2022-2023 to Date October 31, 2023.pdf, Transit OTP Fiscal 2023-24 to Date February 9, 2024.pdf

Table 5: No-Shows

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
No-Shows	41	42	52	33	51	45	40	45	57	57	39	53

Figure 5: No-Shows



Sources: Transit OTP Fiscal 2022-2023 to Date October 31, 2023.pdf, Transit OTP Fiscal 2023-24 to Date February 9, 2024.pdf

Table 6: Sumter County Transit Fund

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Revenues	\$58,807	\$60,517	\$64,766	\$64,498	\$65,815	\$62,829	\$60,285	\$61,911	\$62,038	\$60,415	\$60,415	\$60,415
Expenses	\$110,373	\$113,793	\$130,267	\$123,055	\$132,345	\$118,349	\$122,667	\$132,904	\$130,905	\$144,966	\$133,965	\$123,267
Balance	-\$51,566	-\$53,276	-\$65,501	-\$58,556	-\$66,530	-\$55,520	-\$62,382	-\$70,993	-\$68,867	-\$84,551	-\$73,550	-\$62,852

Figure 6: Sumter County Transit Fund



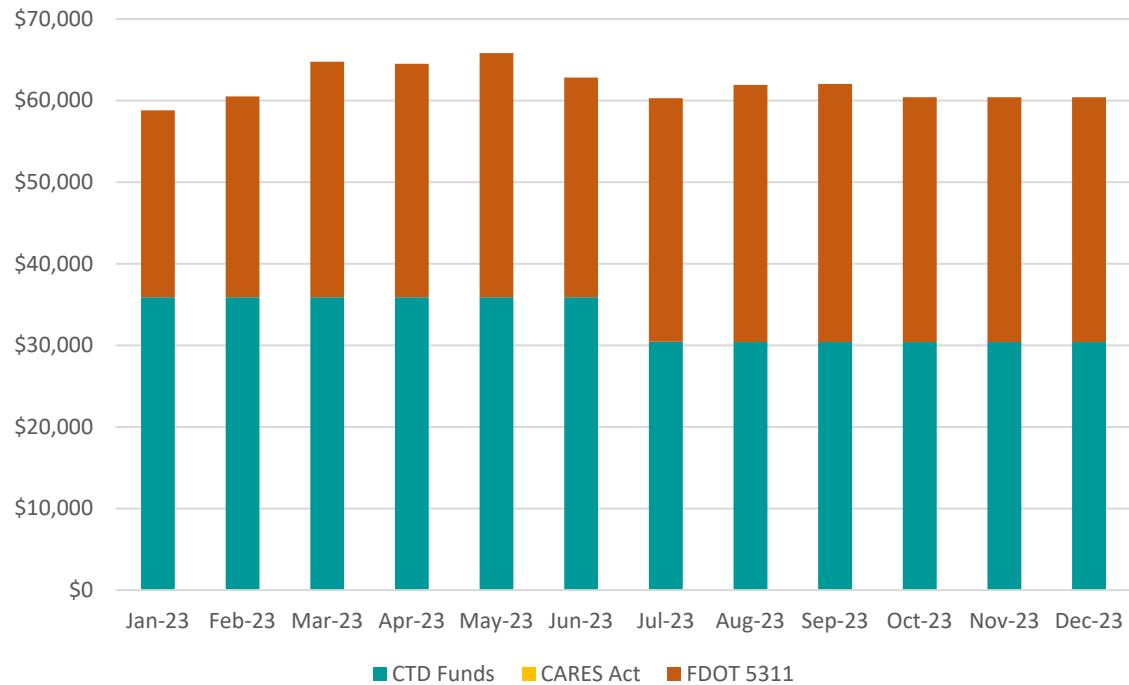
Source: TDCB Chart Data December 2023 Sumter County.xlsx, TDCB Chart Data February March 2024 Sumter County.xlsx

Table 7: Sumter County Transit Revenue

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
CTD Funds	\$35,898	\$35,898	\$35,898	\$35,898	\$35,898	\$35,898	\$30,452	\$30,415	\$30,415	\$30,415	\$30,415	\$30,415
CARES Act	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FDOT 5311	\$22,909	\$24,619	\$28,868	\$28,600	\$29,917	\$26,931	\$29,833	\$31,496	\$31,623	\$30,000*	\$30,000*	\$30,000*
Total by Month	\$58,807	\$60,517	\$64,766	\$64,498	\$65,815	\$62,829	\$60,285	\$61,911	\$62,038	\$60,415	\$60,415	\$60,415

*Estimated reimbursements from FDOT 5311 funds

Figure 7: Sumter County Transit Revenue



Source: TDCB Chart Data December 2023 Sumter County.xlsx, TDCB Chart Data February March 2024 Sumter County.xlsx

Table 8: Sumter County Transit Expenses

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
MTM, Inc.	\$107,079	\$111,730	\$124,406	\$118,651	\$127,603	\$115,606	\$117,906	\$126,551	\$124,536	\$134,578	\$125,683	\$119,149
Transdev	\$1,356	\$2,063	\$1,771	\$2,359	\$2,697	\$698	\$2,716	\$4,308	\$4,323	\$8,088	\$5,982	\$1,818
Ecolane	\$1,938	\$0	\$4,091	\$2,045	\$2,045	\$2,045	\$2,045	\$2,045	\$2,045	\$2,300*	\$2,300*	\$2,300*
Total by Month	\$110,373	\$113,793	\$130,267	\$123,055	\$132,345	\$118,349	\$122,667	\$132,904	\$130,905	\$144,966	\$133,965	\$123,267

*Estimated Ecolane monthly amounts

Figure 8: Sumter County Transit Expenses



Source: TDCB Chart Data December 2023 Sumter County.xlsx, TDCB Chart Data February March 2024 Sumter County.xlsx

LEGEND NOTES

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.



SERVICE AREA/COUNTIES:

SUMTER

INVOICE NUMBER:

G2J19 Q2

INVOICE DATE:

February 22, 2024

QUARTER SERVICE DATES:

October 1 - December 31, 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 Sumter County BOCC was recommended to remain the CTC at the March 2023 meeting for the next five years.
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 Sumter TDCB.
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 prepares agendas and all supporting documentation for the quarterly TDCB meetings.
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 last annual public hearing/workshop was held on March 13, 2023 in conjunction with the March TDCB meeting. The 2024 public hearing is scheduled for March 4, 2024.
F. Provide staff support for committees of the local coordinating board. (Task 3)	The MPO supports all the TDCB committees 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 bylaws are reviewed and approved 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 at the fourth quarter TDCB 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 current TDCB membership roster is included in this invoice packet for your review.
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 newspaper TDCB meeting notice is included in this invoice packet for your review.

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 Sumter AOR was reviewed and approved at the December 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 Sumter AER was reviewed at the September 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 TDSP was approved at the June 2023 TDCB 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 Public Participation Plan of the MPO representing the disadvantaged population of Sumter County.
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)	The TD quarterly reports are provided to the TDCB in the 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 staff attends most of the CTD meetings either in person or virtually.
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 has developed a TD 101 training packet for all 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 TD 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 yearly CTC evaluation with oversight from the CTC evaluation committee.
I. Assist the CTD in joint reviews of the CTC.	as needed
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.	All coordination contracts are reviewed yearly.
K. Implement recommendations identified in the CTD's QAPE reviews.	as needed.

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.



Representative
Date: 2/22/2024