



Transportation Disadvantaged Coordinating Board Agenda

Date | Time: March 13, 2023 | 2 PM

Sumter County TDCB Committee Meeting - March 2023

Mar 13, 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)

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

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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 September 12, 2022, Meeting Minutes

Attachment A: September 12, 2022, Sumter County TDCB Meeting Minutes

B. Approval of December 5, 2022, Meeting Minutes

Attachment B: December 5, 2022, Sumter County TDCB 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 his/her 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.

B. Review and Approval of the Sumter County CTC Annual Operating Report (AOR)

The Florida Commission for the Transportation Disadvantaged (CTD) requires the Annual Operating Report to be submitted by September 15 of each year. The CTD evaluates and compiles the operating data provided by all CTCs, which are utilized to substantiate the need to seek Transportation Disadvantaged funds from the Florida Legislature.

The CTD AOR reflects the Office of Transit Services operating data for FY 2021-22.

Attachment C: Sumter County Transit AOR FY 2021-22

C. Draft Transportation Disadvantaged Service Plan (TDSP) Major Update

The Lake-Sumter MPO and CTC are required to develop a Transportation Disadvantaged Service Plan every five years and update the plan annually, with review and approval from the TDCB. The current TDSP was updated in FY 2018-2019 and is therefore due for a major update in FY 2022-2023. The Draft FY 2022-2023 TDSP Major Update was published to the MPO website on March 6, 2023, opening the official public review period. The public review period will end on March 27, 2023.

Attachment D: DRAFT Sumter County TDSP Major Update

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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. Recommendation of Community Transportation Coordinator (CTC)

The Lake~Sumter MPO is tasked with recommending a CTC to the Commission for Transportation Disadvantaged (CTD) every five years. The MPO is recommending that the current CTC, Sumter County Board of County Commissioners, continue as the CTC for Sumter County.

[*Attachment E: Sumter County CTC Resolution Packet*](#)

C. Use of Electronic Signatures

After review of the "Electronic Signatures Act of 1996," the CTD has determined that electronic signatures are recognized as an acceptable method of securing signatures under the TD Program. An "electronic signature" is defined as "any letters, characters, or symbols, manifested by electronic or similar means, executed, or adopted by a party with an intent to authenticate a writing. A writing is electronically signed if an electronic signature is logically associated with such writing." (s. 668.003(4), F.S.).

Pursuant to Section 668.006, Florida Statutes, CTCs are responsible for developing and implementing control procedures to ensure adequate integrity, security, confidentiality, and auditability of eligibility determinations conducted using electronic signatures.

D. Board Membership – Recommendation Needed to Fill Vacancies

The Sumter County TDCB is seeking members to fill the following vacancies:

- Person with a Disability Representing the Disabled

E. "Why It Matters To Me"

This will be a recurring agenda item which focuses on various aspects of TD planning and why it is important to the Board members.

- Chantel Buck will be providing a JAWS Presentation to demonstrate the use of a screen reader.

F. Upcoming Conferences/Meetings

- CTD Business Meeting – March 15, 2023, Tallahassee, FL
- Florida Legislative Day 2023 – March 16, 2023, Tallahassee, FL
- Transportation Disadvantaged Annual Training Workshop & EXPO, August 29-30, 2023, Orlando, FL



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VI. REPORTS

- A. FDOT – Luciana Taylor
- B. Sumter County CTC – Deborah Snyder, [Sumter County Transit Report \(Attachment F\)](#)
- C. MTM Transit – Steven Baker
- D. Lake-Sumter MPO Quarterly Progress Report – Michael Woods, [MPO Quarterly Progress Report \(Attachment G\)](#)

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

IX. NEXT MEETING: June 5, 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 – September 12, 2022
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748

Members Present

Craig Estep, Chairman
Luciana Taylor
Sally Moss
Sandra Woodard
Steve Homan
Emilio Santiago
Gustavo Henriquez
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
Regional Workforce Development Board
Medical Community
Technical Advisor

Members Absent

Sheri Peterson
Jessie Riddle
Dominick Nati
Nora Hanzez
Jose Lopez
Bonnie Cowie
Mat Kline
Barney Johnson

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

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. (9 Voting Members). A motion was made by Thomas Chase, seconded by Sandra Woodard and carried unanimously by a vote of 9-0; the Board approved virtual Board members to Vote on Action Items.

I. AGENDA UPDATE

Item E., Discussion Items, Sunshine Law and Ethics Training to be presented after Consent Agenda.

On a motion by Sandra Woodard seconded by Chantel Buck and carried unanimously by a Vote of 9-0, the Board approved moving item E., Discussion Items after Consent Agenda.

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

III. CONSENT ITEMS

- A. Approval of June 6, 2022, Meeting Minutes
- B. Approval of June 6, 2022, Annual Public Hearing Meeting Minutes
- C. Approval of the MPO's Sumter County Transportation Disadvantaged Planning Grant Agreement for FY 2022-23.

On a motion by Thomas Chase seconded by Sandra Woodard and carried unanimously by a Vote of 9-0, the Board approved items A-C as Presented.

IV. ACTION ITEMS:

- A. Subcommittee Annual Appointment
 - a. Grievance Subcommittee consists of five members (currently four): Sandra Woodard, Steve Homan, Bonnie Cowie.
 - b. Bylaws Subcommittee consists of three members: Bonnie Cowie, Sandra Woodard, Thomas Chase.
 - c. CTC Evaluation Subcommittee consists of three members (currently two): Bonnie Cowie, Thomas Chase

A motion by Sandra Woodard to appoint Luciana Taylor to serve on the Grievance Subcommittee, and Chantel Buck to serve on the CTC Evaluation Committee seconded By Gustavo Henriquez and carried unanimously by a vote of 9-0, the Board approved Luciana Taylor to serve on the Grievance Subcommittee and Chantel Buck to serve on the CTC Evaluation Committee.

V. DISCUSSION ITEMS:

- A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report – Kelsey Peterson, WSP.
- B. Final Sumter County CTC Evaluation Report for FY 2021-2022 – Kelsey Peterson WSP
- C. Upcoming Transportation Disadvantaged Service Plan (TDSP) Major Update – Kelsey Peterson, WSP
- D. FY 2023-2027 Transportation Improvement Program (TIP) Update – Michael Woods
- E. Sunshine Law and Ethics Training – Rachel Bartolowits Lake County Attorney – Presentation followed Consent Agenda
- F. Board Membership – Recommendations Needed to Fill Vacancies – Michael Woods
- G. Why It Matters To Me – Thomas Chase
- H. Insights from CTD Conference – Michael Woods
- I. Upcoming Conferences/Meetings – Michael Woods

VI. REPORTS

- A. FDOT – Luciana Taylor
- B. Sumter County Transit – Deborah Snyder
- C. MTM Transit – Steven Baker
- D. Lake~Sumter MPO – Michael Woods

VII. BOARD MEMBER COMMENTS –

None

VIII. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:54 p.m.

IX. NEXT MEETING: December 5, 2022 @ 2:00 PM

Chair Craig Estep

Date



MINUTES
SUMTER COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
Minutes – December 5, 2022
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748

Members Present

Luciana Taylor
Sheri Peterson
Sally Moss
Jennilyn Green
Sandra Woodard
Emilio Santiago
Thomas Chase, Vice Chair
Chantel Buck

Representing

FDOT
Dept. of Children & Families
Public Education/Sumter County Schools
Vocational Rehabilitation/Dept. of Education
FL Association CAA/Economically Disadvantaged
Florida Agency for Health Care Administration
Medical Community
Technical Advisor

Members Absent

Craig Estep, Chairman
Dominick Nati
Nora Hanzez
Jose Lopez
Bonnie Cowie
Mat Kline
Steve Homan
Barney Johnson
Gustavo Henriquez

Representing

Lake-Sumter MPO
Veterans Service Office Representing Veterans
Persons Over 60, representing elderly
Citizens Advocate
Citizen Advocate/User of the System
Children at Risk
FL Department of Elder Affairs
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 2:01 p.m. by Vice Chair Thomas Chase. 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 not present. (1 Voting Members).

- I. AGENDA UPDATE** -None
- II. OPPORTUNITY FOR PUBLIC COMMENT** (on agenda items or general comments) None

III. CONSENT ITEMS

- A. Approval of September 12, 2022, Meeting Minutes

No Action was taken – Quorum was not met.

IV. ACTION ITEMS:

- A. Selection of Sumter County TDCB Vice- Chair
- B. Review and Approval of the Sumter County CTC Annual Operating Report (AOR).

No Action was taken – Quorum was not met.

V. DISCUSSION ITEMS:

- A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report – Michael Woods
- B. Sumter County Annual Expenditure Report (AER) – Michael Woods
- C. Upcoming Transportation Disadvantaged Service Plan (TDSP) Major Update – Kelsey Peterson, WSP
- D. Board Membership – Recommendations Needed to Fill Vacancies – Michael Woods
- E. Annual Review of CTC Coordination Contracts – Deborah Snyder
- F. Why It Matters To Me – Luciana Taylor, FDOT
- G. Upcoming Conferences/Meetings – Michael Woods

VI. REPORTS

- A. FDOT – Luciana Taylor
- B. Sumter County Transit – Deborah Snyder
- C. MTM Transit – Steven Baker
- D. Lake~Sumter MPO – Michael Woods

VII. BOARD MEMBER COMMENTS –

None

VIII. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:32 p.m.

IX. NEXT MEETING: February 6, 2023 @ 2:00 PM

Chair Craig Estep

Date



CTC Organization

County: Sumter

CTC Status: Complete

Fiscal Year: 7/1/2021 - 6/30/2022

CTD Status: Complete

Date Initiated: 9/6/2022

CTC Organization Name: Sumter County Board of County Commissioners,

Sumter County Transit

Address: 7375 Powell Road

City: Wildwood

State: FL

Zip Code: 34785

Organization Type: County

Network Type: Complete Brokerage

Operating Environment: Rural

Transportation Operators: Yes

Number of Transportation Operators: 1

Coordination Contractors: No

Number of Coordination Contractors: 0

Provide Out of County Trips: Yes

Local Coordinating Board (LCB) Chairperson: Craig Estep

CTC Contact: Deborah Snyder

CTC Contact Title: Public Works Director/County Engineer

CTC Contact Email: Deborah.Snyder@sumtercountyfl.gov

Phone: (352) 689-4400

CTC Certification

I, Deborah Snyder, 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, Craig Estep, 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: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of County Commissioners, Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

	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	2,141	N/A	2,141	2,134	N/A	2,134
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	39,452	0	39,452	32,965	0	32,965
Non-Ambulatory	2,743	0	2,743	1,698	0	1,698
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	44,336	0	44,336	36,797	0	36,797
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)	44,336	N/A	44,336	0	N/A	0
Total - Contracted Transportation Operator Trips	44,336	0	44,336	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)	13,915	0	13,915	0	0	0
Comm for the Transportation Disadvantaged (CTD)	19,200	N/A	19,200	20,545	N/A	20,545
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)	539	0	539	0	0	0
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)	2,141	0	2,141	2,134	0	2,134
Local Government	790	0	790	2,283	0	2,283
Local Non-Government	1,794	0	1,794	11,835	0	11,835
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	38,379	0	38,379	36,797	0	36,797



CTC Trips (cont'd)

County: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of County Commissioners, Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	17,904	0	17,904	10,615	0	10,615
Children At Risk	2,290	0	2,290	12,481	0	12,481
Persons With Disabilities	10,431	0	10,431	6,121	0	6,121
Low Income	8,467	0	8,467	5,446	0	5,446
Other	5,244	0	5,244	2,134	0	2,134
Total - Passenger Type	44,336	0	44,336	36,797	0	36,797
Trip Purpose - One Way						
Medical	8,907	0	8,907	5,050	0	5,050
Employment	8,479	0	8,479	4,212	0	4,212
Education/Training/Daycare	15,563	0	15,563	21,446	0	21,446
Nutritional	2,224	0	2,224	1,086	0	1,086
Life-Sustaining/Other	9,163	0	9,163	5,003	0	5,003
Total - Trip Purpose	44,336	0	44,336	36,797	0	36,797
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	145	0	145	322	0	322
Total - UDPHC	145	0	145	322	0	322
Unmet & No Shows						
Unmet Trip Requests	2,830	N/A	2,830	0	N/A	0
No Shows	722	N/A	722	603	N/A	603
Customer Feedback						
Complaints	0	N/A	0	0	N/A	0
Commendations	0	N/A	0	0	N/A	0



CTC Vehicles & Drivers

County: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of
County Commissioners,
Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	18,251	N/A	18,251	17,866	N/A	17,866
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	387,705	0	387,705	347,451	0	347,451
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	405,956	0	405,956	365,317	0	365,317
Roadcalls & Accidents						
Roadcalls	0	0	0	0	0	0
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	21	0	21	21	0	21
Number of Wheelchair Accessible Vehicles	21	0	21	21	0	21
Drivers						
Number of Full Time & Part Time Drivers	21	0	21	22	0	22
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of County Commissioners, Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

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)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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)	\$ 3,792	\$ 0	\$ 3,792	\$ 0	\$ 0	\$ 0
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	\$ 382,072	N/A	\$ 382,072	\$ 416,543	N/A	\$ 416,543
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 429,211	\$ 0	\$ 429,211	\$ 194,668	\$ 0	\$ 194,668
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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 282,655	\$ 0	\$ 282,655	\$ 396,868	\$ 0	\$ 396,868
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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 4,000	\$ 0	\$ 4,000	\$ 3,700	\$ 0	\$ 3,700
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 1,101,730	\$ 0	\$ 1,101,730	\$ 1,011,779	\$ 0	\$ 1,011,779



CTC Expense Sources

County: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of County Commissioners, Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 0	\$ 0	\$ 0	\$ 44,052	\$ 0	\$ 44,052
Fringe Benefits	\$ 0	\$ 0	\$ 0	\$ 5,270	\$ 0	\$ 5,270
Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Materials & Supplies Consumed	\$ 21,034	\$ 0	\$ 21,034	\$ 3,400	\$ 0	\$ 3,400
Utilities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Casualty & Liability	\$ 12,390	\$ 0	\$ 12,390	\$ 11,665	\$ 0	\$ 11,665
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 23,251	\$ 0	\$ 23,251	\$ 31,419	\$ 0	\$ 31,419
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	\$ 1,136,302	N/A	\$ 1,136,302	\$ 975,479	N/A	\$ 975,479
Total - Expense Sources	\$ 1,192,977	\$ 0	\$ 1,192,977	\$ 1,071,285	\$ 0	\$ 1,071,285

County: Sumter
 Sumter County Board of County Commissioners,
 CTC: Sumter County Transit
 Contact: Deborah Snyder
 7375 Powell Road
 Wildwood, FL 34785
 352-689-4400
 Email: Deborah.Snyder@sumtercountyfl.gov

Demographics	Number
Total County Population	0
Unduplicated Head Count	145



Trips By Type of Service	2020	2021	2022
Fixed Route (FR)	0	0	0
Deviated FR	2,347	2,134	2,141
Complementary ADA	0	0	0
Paratransit	44,811	34,663	42,195
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	47,158	36,797	44,336

Vehicle Data	2020	2021	2022
Vehicle Miles	388,552	365,317	405,956
Roadcalls	0	0	0
Accidents	0	0	0
Vehicles	21	21	21
Drivers	24	22	21

Passenger Trips By Trip Purpose	2020	2021	2022
Medical	5,003	5,050	8,907
Employment	5,940	4,212	8,479
Ed/Train/DayCare	25,242	21,446	15,563
Nutritional	3,074	1,086	2,224
Life-Sustaining/Other	7,899	5,003	9,163
TOTAL TRIPS	47,158	36,797	44,336

Financial and General Data	2020	2021	2022
Expenses	\$1,065,134	\$1,071,285	\$1,192,977
Revenues	\$1,027,580	\$1,011,779	\$1,101,730
Commendations	0	0	0
Complaints	0	0	0
Passenger No-Shows	2,772	603	722
Unmet Trip Requests	0	0	2,830

Passenger Trips By Revenue Source	2020	2021	2022
CTD	18,887	20,545	19,200
AHCA	0	0	0
APD	0	0	13,915
DOEA	1,629	0	539
DOE	0	0	0
Other	26,642	16,252	4,725
TOTAL TRIPS	47,158	36,797	38,379

Performance Measures	2020	2021	2022
Accidents per 100,000 Miles	0	0	0
Miles between Roadcalls	0	0	0
Avg. Trips per Passenger	123.13	114.28	305.77
Cost per Trip	\$22.59	\$29.11	\$26.91
Cost per Paratransit Trip	\$22.59	\$29.11	\$26.91
Cost per Total Mile	\$2.74	\$2.93	\$2.94
Cost per Paratransit Mile	\$2.74	\$2.93	\$2.94

Trips by Provider Type	2020	2021	2022
CTC	0	36,797	0
Transportation Operator	47,158	0	44,336
Coordination Contractor	0	0	0
TOTAL TRIPS	47,158	36,797	44,336



Lake County
Sumter County
Town of Astatula
City of Bushnell
City of Center Hill
City of Clermont
City of Coleman
City of Eustis
City of Fruitland Park
City of Groveland
Town of Howey-in-the-Hills
Town of Lady Lake
City of Leesburg
City of Mascotte
City of Minneola
Town of Montverde
City of Mount Dora
City of Tavares
City of Umatilla
City of Webster
City of Wildwood
Central Florida Expressway Authority
Florida Central Railroad
Lake County Schools
Sumter County Schools

March 7, 2023

Mr. David Darm, Executive Director
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, FL 32399-0450

**RE: Community Transportation Coordinator Recommendation –
Sumter County**

Dear Mr. Darm:

This letter is to advise you that the Sumter County Board of County Commissioners (BOCC) took action on January 10, 2023, by resolution to communicate to the MPO their desire to remain the Community Transportation Coordinator (CTC) for Sumter County for another five-year period effective July 1, 2023, through June 30, 2028. The Sumter County BOCC continues to provide efficient transportation services to those who are transportation disadvantaged.

The MPO's Sumter County Transportation Disadvantaged Coordinating Board and the Lake-Sumter MPO Governing Board took action at their respective February and March meetings to recommend to the Florida Commission for the Transportation Disadvantaged that the Sumter County BOCC be re-designated as the CTC for Sumter County.

Enclosed are Resolution 2023-03, the Sumter County BOCC's letter of interest in continuing as the CTC, and the MPO Resolution 2023-5 and letter of recommendation. Please contact Michael Woods (352) 315-0170, ext. 2, if you have any questions.

Sincerely,

A handwritten signature in purple ink that reads "Michael Woods".

Michael Woods,
Executive Director

Enclosures:

Sumter County BOCC Letter of Intent, Sumter County BOCC Resolution #2023-03, MPO Resolution 2023-5, and Letter of Recommendation

"Promoting Regional Transportation Partnerships"
www.LakeSumterMPO.com

225 W. Guava Street, Suite 211, Lady Lake, FL 32159
Phone (352) 315-0170 – Fax (352) 315-0993

**LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
RESOLUTION 2023-5**

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION RECOMMENDING THE SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS CONTINUE TO SERVE AS THE COMMUNITY TRANSPORTATION COORDINATOR FOR THE TRANSPORTATION DISADVANTAGED POPULATION OF SUMTER COUNTY, FLORIDA

WHEREAS, the Lake~Sumter Metropolitan Planning Organization (MPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Lake-Sumter Planning Area; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. require that the urbanized area, as a condition for the receipt of federal capital or operating assistance, has a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the Lake~Sumter MPO is the designated official planning agency for Sumter County; and Chapter 427 of the Florida Statutes requires that the planning agency for the transportation disadvantaged program recommend, every five years, a qualified Community Transportation Coordinator (CTC) to the Florida Commission for the Transportation Disadvantaged (CTD); and

WHEREAS, Rule 41-2.010, Florida Administrative Code, allows the selection of agencies as CTCs without competitive acquisition, upon the recommendation of the MPO; and

WHEREAS, the CTC is responsible for ensuring that the coordinated transportation services are provided to the transportation disadvantaged population in the designated service area, and, accordingly, the CTC arranges for the provision of transportation services in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services; and

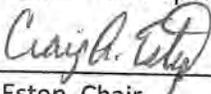
WHEREAS, on January 10, 2023, the Sumter County Board of County Commissioners approved Resolution 2023-03, indicating its intent to continue to serve as the CTC for Sumter County, and requesting that the MPO recommend to the CTD that the Sumter County Board of County Commissioners continue to serve as the CTC for Sumter County.

NOW, THEREFORE, BE IT RESOLVED by the Lake~Sumter MPO:

1. The MPO hereby recommends to the Florida Commission for the Transportation Disadvantaged that the Sumter County Board of County Commissioners remain the Community Transportation Coordinator for Sumter County until at least June 30, 2028; and
2. The MPO hereby notifies the Florida Commission for the Transportation Disadvantaged of the recommendation in accordance with this resolution and Chapter 427 of the Florida Statutes.

PASSED AND ADOPTED this 22 day of February, 2023.

Lake~Sumter Metropolitan Planning Organization Governing Board



Craig Estep, Chair

Approved as to Form and Legality:



Rachel Bartolowits, MPO Attorney

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Resolution for Continued Designation as the Community Transportation Coordinator for Sumter County (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting

DATE OF MEETING: 1/10/2023

CONTRACT: N/A

Vendor/Entity: Florida Commission for the Transportation Disadvantaged (CTD)

Effective Date: 7/1/2023

Termination Date: 6/30/2028

Managing Division / Dept: **Transit**

BUDGET IMPACT: N/A

FUNDING SOURCE: N/A

Type: N/A

EXPENDITURE ACCOUNT: N/A

HISTORY/FACTS/ISSUES:

In 1993, the Commissioner for Transportation Disadvantaged (CTD) selected the Sumter County Board of County Commissioners to serve as the Community Transportation Coordinator (CTC). The reasoning behind the selection included the County's ability to provide the organizational structure needed to administer and operate the transportation disadvantaged program and the County's existing inventory of 22 buses.

As the CTC, we are eligible to receive operating costs through grants offered by the CTD and Florida Department of Transportation (FDOT). As the CTC, Sumter County Transit undergoes strict compliance requirements set forth in Florida Statutes and is reviewed annually by the CTD and FDOT.

The Public Works Department Transit Division recommends approving the resolution and the Memorandum of Agreement to accept the responsibility as the CTC and providing transportation services for the County and meeting the requirements set forth in Florida Statutes Chapters 287 and 427.

Attachments: Resolution

Memorandum of Agreement with the Commission for Transportation Disadvantaged

Prepared by: Deborah Snyder

ProWritingAid Check

APPROVED

January 10, 2023

Resolution 2023-03

RESOLUTION NO 2023- 03
A RESOLUTION BY THE SUMTER COUNTY BOARD OF COUNTY
COMMISSIONERS ACKNOWLEDGING TO SERVE AS THE
COMMUNITY TRANSPORTATION COORDINATOR FOR SUMTER
COUNTY

WHEREAS, the Sumter County Board of County Commissioners is currently the Community Transportation Coordinator for Sumter County, pursuant to Florida Statute Chapter 427; and

WHEREAS, under Chapter 427, Florida Statutes, the Designated Official Planning Agency (DOPA) is tasked with recommending to the Commission for Transportation Disadvantaged (CTD) a single Community Transportation Coordinator (CTC), and

WHEREAS, Lake-Sumter Metropolitan Planning Organization (MPO) is the DOPA for Sumter County; and

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Sumter County, Florida as follows:

1. That the Memorandum of Agreement between the Sumter County Board of County Commissioners and the Commission for Transportation Disadvantaged will expire on June 30, 2023.
2. Pursuant to Chapter 287, Florida Statutes, the Sumter County Board of County Commissioners as a government entity, is able and willing to continue to provide transportation services as the CTC.
3. The Lake Sumter MPO will take the necessary action at its February 6, 2023 meeting to recommend the Sumter County Commissioners be designated the CTC for Sumter County.
4. The Sumter County Board of County Commissioners acknowledges that it is willing to continue as the CTC until June 30, 2028 unless it is financially unable to do so.

DOE and RESOLVED, Sumter County, Florida, on this 10th day of January, 2023.



GLORIA HAYWARD
CLERK & AUDITOR

Melissa Elliott D.C.
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA

BY: *Craig A. Estep*
Craig A. Estep
Chairman

Approved by:
DocuSigned by:

Jennifer C. Key
AC9A3A9BE7AE40C
County Attorney

Contract # TD2318

Effective: 07/01/2023 to 06/30/2028

STATE OF FLORIDA
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, hereby referred to as the "Commission," and

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS, the COMMUNITY TRANSPORTATION COORDINATOR, designated pursuant to Chapter 427, F.S., to serve the transportation disadvantaged for the community that includes the entire area of Sumter county(ies), and hereafter referred to as the "Coordinator."

This Agreement is made in consideration of the mutual benefits to both parties; said consideration acknowledged hereto by the parties as good and valuable consideration.

The Parties Agree:

- I. The Coordinator Shall:
 - A. Become and remain totally apprised of all of the Transportation Disadvantaged resources available or planned in their designated service area. This knowledge will be used to plan, coordinate, and implement the most cost effective transportation disadvantaged transit system possible under the economic and other conditions that exist in the designated service area.
 - B. Plan and work with Community Transportation Coordinators in adjacent and other areas of the state to coordinate the provision of community trips that might be handled at a lower overall cost to the community by another Coordinator. This includes honoring any Commission-approved statewide certification program that allows for intercounty transportation opportunities.
 - C. Arrange for all services in accordance with Chapter 427, Florida Statutes, and Rule 41-2, FAC, and as further required by the Commission and the local Coordinating Board approved Transportation Disadvantaged Service Plan.
 - D. Return any acquired profits or surplus funds originating through the course of business as the Coordinator that are beyond the amounts(s) specifically identified and approved in the accompanying Transportation Disadvantaged Service Plan. Such profits or funds shall be returned to the Coordinator's transportation system or to any subsequent Coordinator, as a total transportation system subsidy, to be applied to the immediate following operational year. The Coordinator will include similar language in all coordination contracts to assure that transportation disadvantaged related revenues are put back into transportation disadvantaged services.

E. Accomplish this Project by:

1. Developing a Transportation Disadvantaged Service Plan for approval by the local Coordinating Board and the Commission. Coordinators who are newly designated to a particular service area shall submit a local Coordinating Board approved Transportation Disadvantaged Service Plan within 120 calendar days following the execution of the Coordinator's initial memorandum of agreement with the Commission for approval by the Commission. All subsequent Transportation Disadvantaged Service Plans shall be submitted and approved with the corresponding memorandum of agreement. The approved Transportation Disadvantaged Service Plan will be implemented and monitored to provide for community-wide transportation services for purchase by non-sponsored transportation disadvantaged persons, contracting social service agencies, and other entities that use local, state, or federal government funds for the purchase of transportation for the transportation disadvantaged.
2. Maximizing the use of available public school transportation resources and public fixed route or fixed schedule transit services and assuring that private or public transit, paratransit operators, and school boards have been afforded a fair opportunity to participate to the maximum extent feasible in the planning process and in the development of the provisions of the Transportation Disadvantaged Service Plan for the transportation disadvantaged.
3. Providing or arranging 24-hour, 7-day per week transportation disadvantaged service as required in the designated service area by any Federal, State or Local Government agency sponsoring such services. The provision of said services shall be furnished in accordance with the prior notification requirements identified in the local Coordinating Board and Commission approved Transportation Disadvantaged Service Plan.
4. Complying with all local, state, and federal laws and regulations that apply to the provision of transportation disadvantaged services.
5. Submitting to the Commission an Annual Operating Report 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 and according to the instructions of said forms.

F. 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. Community Transportation Coordinators 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. Assuming the responsibility of invoicing for any transportation services arranged, unless otherwise stipulated by a purchase of service contract or coordination contract.
 3. Maintaining and filing with the Commission, local Coordinating Board, and all purchasing agencies/entities such progress, fiscal, inventory, and other reports as those entities may require during the period of this Agreement.
 4. Providing copies of finance and compliance audits to the Commission and local Coordinating Board as requested by the Commission or local Coordinating Board.
- G. 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 five (5) years, the records shall be retained until resolution of the audit findings. The Coordinator shall assure that these records shall be subject to inspection, review, or audit at all reasonable times by persons duly authorized by the Commission or this Agreement. They shall have full access to and the right to examine any of the said records and documents during the retention period.
- H. Comply with Safety Requirements by:
1. Complying with Section 341.061, F.S., and Rule 14-90, FAC, concerning System Safety; or complying with Chapter 234.051, F.S., regarding school bus safety requirements for those services provided through a school board; and
 2. Assuring compliance with local, state, and federal laws, and Commission policies relating to drug testing. Conduct drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.
- I. 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 Agreement for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. Upon the execution of this Agreement, the Coordinator shall add the Commission 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 Commission. The Coordinator shall insure that contracting transportation operators and coordination contractors also maintain the same minimum liability insurance, or an equal governmental insurance program. Insurance coverage in excess of \$1 million per occurrence must be approved by the Commission and the local Coordinating Board before inclusion in the Transportation Disadvantaged Service Plan or in the justification of rates and fare structures. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida and written verification of insurance protection in accordance with Section 768.28, Florida Statutes, shall be provided to the Commission upon request.

- J. 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 (45 CFR, Part 205.50), except upon order of a court, written consent of the recipient, or his/her responsible parent or guardian when authorized by law.
- K. Protect Civil Rights by:
1. Complying with state and federal laws including but not limited to laws regarding discrimination on the basis of sex, race, religion, age, disability, sexual orientation, or national origin. The Coordinator 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 requested by the Commission.
 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 Coordinator, its successors, subcontractors, transferee, and assignees for the period during which such assistance is provided. Assure that all operators, subcontractors, subgrantee, 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 Coordinator agrees that the Commission 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.
- L. To the extent allowed by Section 768.28, Florida Statutes, and only to the monetary and other limitations contained therein, indemnify and hold harmless the Commission and all of the Commission's members, officers, agents, and employees; purchasing agency/entity officers, agents, and employees; and the local, state, and federal governments from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Coordinator during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the Commission or said parties may be subject, except that neither the Coordinator nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Commission or any of its members, officers, agents or employees; purchasing agency/entity, officers, agents, and employees; and local, state, or federal governments. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency/entity or Coordinator to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency/entity or political subdivision of the State of Florida or the federal government to be sued by third parties in any matter arising out of any Agreement or contract. Notwithstanding the foregoing, pursuant to Section 768.28, Florida Statutes, no agency or subdivision of the state shall be required to indemnify, insure, or assume any liability for the Commission's negligence.

- M. Comply with standards and performance requirements of the Commission, the local Coordinating Board approved Transportation Disadvantaged Service Plan, and any purchase of service contracting agencies/entities. Failure to meet the requirements or obligations set forth in this MOA, and performance requirements established and monitored by the local 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 Commission.
- N. Comply with subcontracting requirements by executing or negotiating contracts for transportation services with Transportation Operators and Coordination Contractors, and assuring that the conditions of such contracts are maintained. The requirements of Part 1, Paragraph E.5. through M are to be included in all contracts, subcontracts, coordination contracts, and assignments made by the Coordinator for services under this Agreement. Said contracts, subcontracts, coordination contracts, and assignments will be reviewed and approved annually by the Coordinator and local Coordinating Board for conformance with the requirements of this Agreement.
- O. Comply with the following requirements concerning drivers and vehicles:
1. Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.
 2. The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In certain paratransit service categories, the driver may also be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.
 3. All vehicles shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base.
 4. All vehicles providing service within the coordinated system shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

P. Comply with other requirements as follows:

1. Transport an escort of a passenger and dependent children as locally negotiated and identified in the local Transportation Disadvantaged Service Plan.
2. Determine locally in the Transportation Disadvantaged Service Plan, the use, responsibility, and cost of child restraint devices.
3. Transport with the passenger at no additional charge, passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.
4. Provide shelter, security, and safety of passengers at vehicle transfer points.
5. Post a local or other toll-free number for complaints or grievances inside each vehicle. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan, including advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board.
6. Provide out-of-service-area trips, when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.
7. Keep interior of all vehicles free from 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.
8. Determine locally by the local Coordinating Board and provide in the local Transportation Disadvantaged Service Plan the billing requirements of the Community Transportation Coordinator. All bills shall be paid to subcontractors within 7 calendar days after receipt of said payment by the Coordinator, in accordance with Section 287.0585, Florida Statutes.
9. Maintain or have access to a passenger/trip database on each rider being transported within the system.
10. Provide each rider and escort, child, or personal care attendant adequate seating for paratransit services. No more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.
11. First Aid shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

12. Cardiopulmonary Resuscitation shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

II. The Commission Shall:

- A. Recognize the Coordinator as the entity described in Section 427.011(5), Florida Statutes, and Rule 41-2.002(4), F.A.C.
- B. Attempt to insure that all entities with transportation disadvantaged funds will purchase transportation disadvantaged services through the Coordinator's system.

III. The Coordinator and the Commission Further Agree:

- A. Nothing in this Agreement shall require the Commission 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 of the provisions of this Agreement is found by a court of law to violate any applicable state law, the purchasing agency/entity will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Coordinator to the end that the Coordinator may proceed as soon as possible with the provision of transportation services.
- B. If any part or provision of this Agreement is held invalid, the remainder of this Agreement shall be binding on the parties hereto.
- C. Termination Conditions:
 1. Termination at Will - This Agreement 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 for Breach - Unless the Coordinator's breach is waived by the Commission in writing, the Commission may, by written notice to the Coordinator, terminate this Agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver by the Commission of breach of any provision of this Agreement 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 Agreement, and shall not act as a waiver or estoppel to enforcement of any provision of this Agreement. The provisions herein do not limit the Commission's right to remedies at law or to damages.
- D. This agreement will expire unless an extension is granted to the Coordinator in writing by the Commission, in accordance with Chapter 287, Florida Statutes.
- E. Renegotiations or Modifications of this Agreement shall only be valid when they have been reduced to writing, duly approved by the Commission, and signed by both parties hereto.

F. Notice and Contact:

The name and address of the contract manager for the Commission for this Agreement is: **Executive Director, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450**. The representative/position of the Coordinator responsible for administration of the program under this Agreement is:

Transit Contract Manager, Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, FL 34785

In the event that either party designates different representatives after execution of this Agreement, 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 Agreement.

This document has been reviewed in its entirety and approved by the local Coordinating Board at its official meeting held on January 10, 2023.

Craig A. Estep

Coordinating Board Chairperson

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

COMMUNITY TRANSPORTATION
COORDINATOR:

STATE OF FLORIDA, COMMISSION FOR
THE TRANSPORTATION DISADVANTAGED:

SUMTER COUNTY BOARD OF
COUNTY COMMISSIONERS

Agency Name

Typed Name of Authorized Individual

Craig Estep

Typed Name of Authorized Individual

Signature: _____

Signature: Craig A. Estep

Title: Executive Director

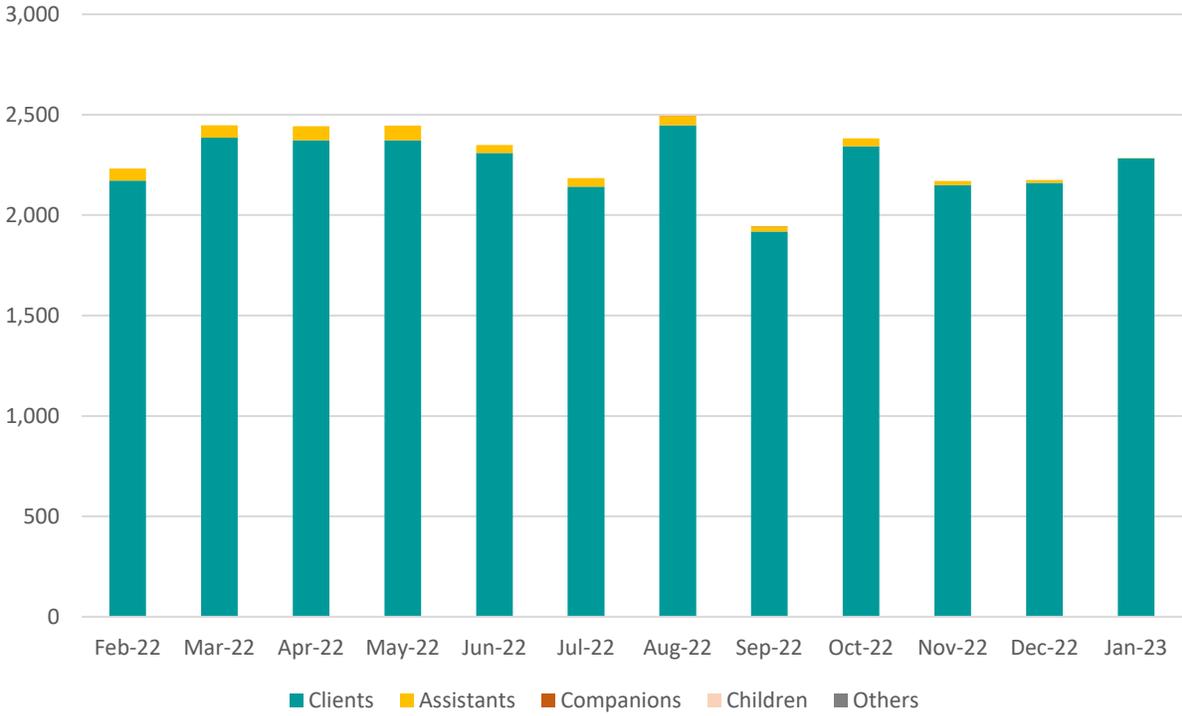
Title: Chairman

Melissa Elliott D.C.

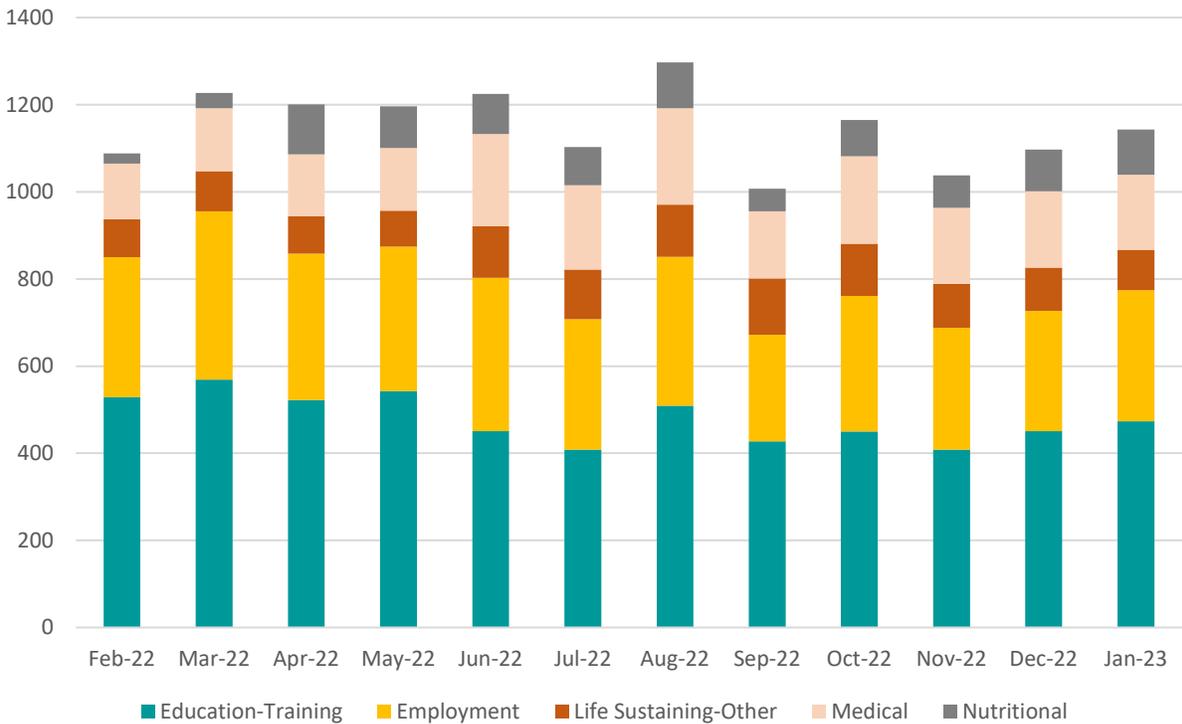
ATTEST: Deputy Clerk for
GLORIA HAYWARD
CLERK & AUDITOR



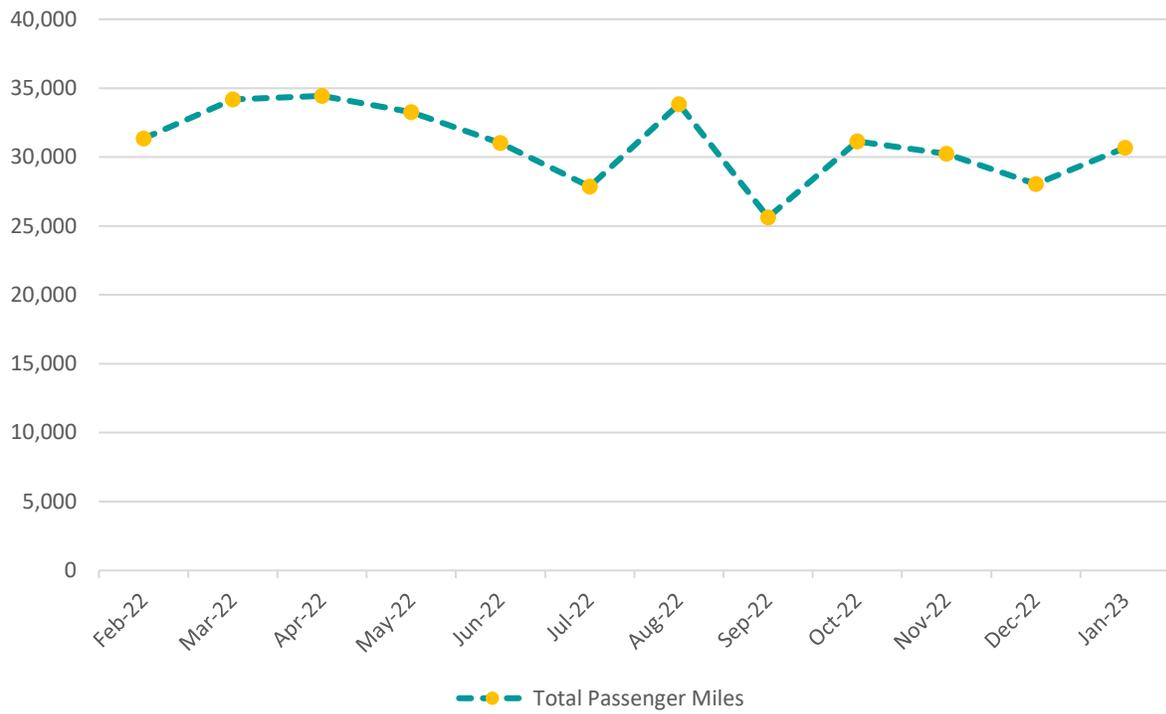
Total Passenger Trips by Passenger Type (Feb 2022 - Jan 2023)



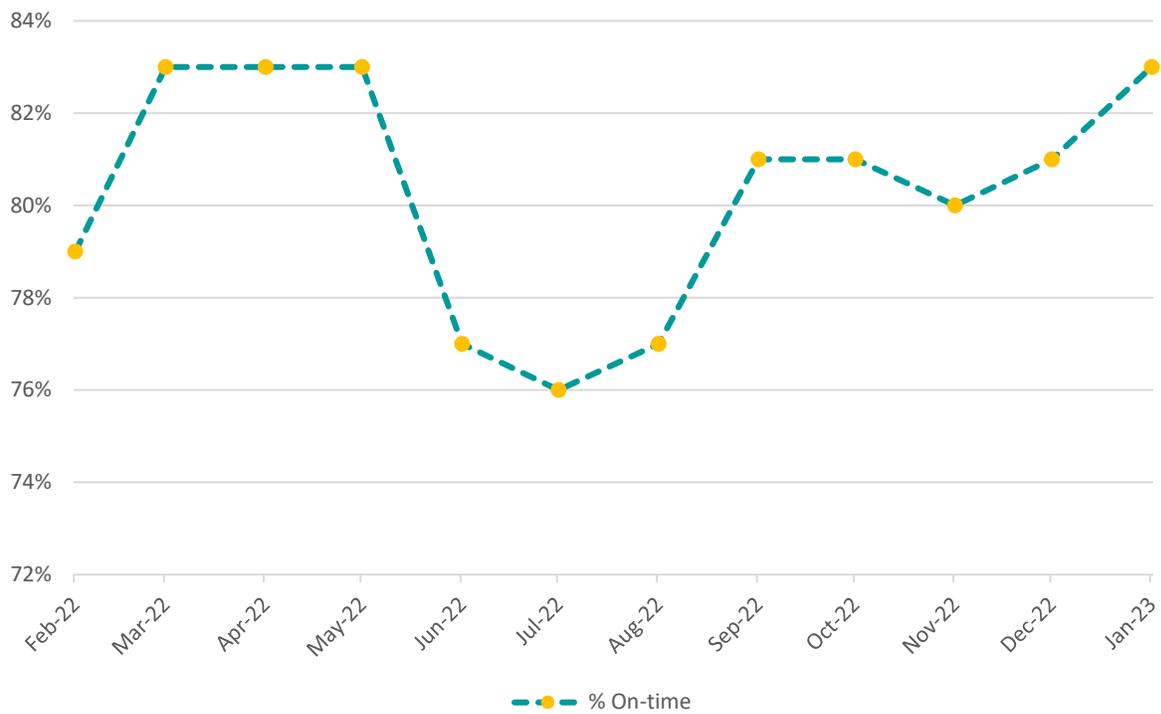
Trips by Trip Purpose (Feb 2022 - Jan 2023)



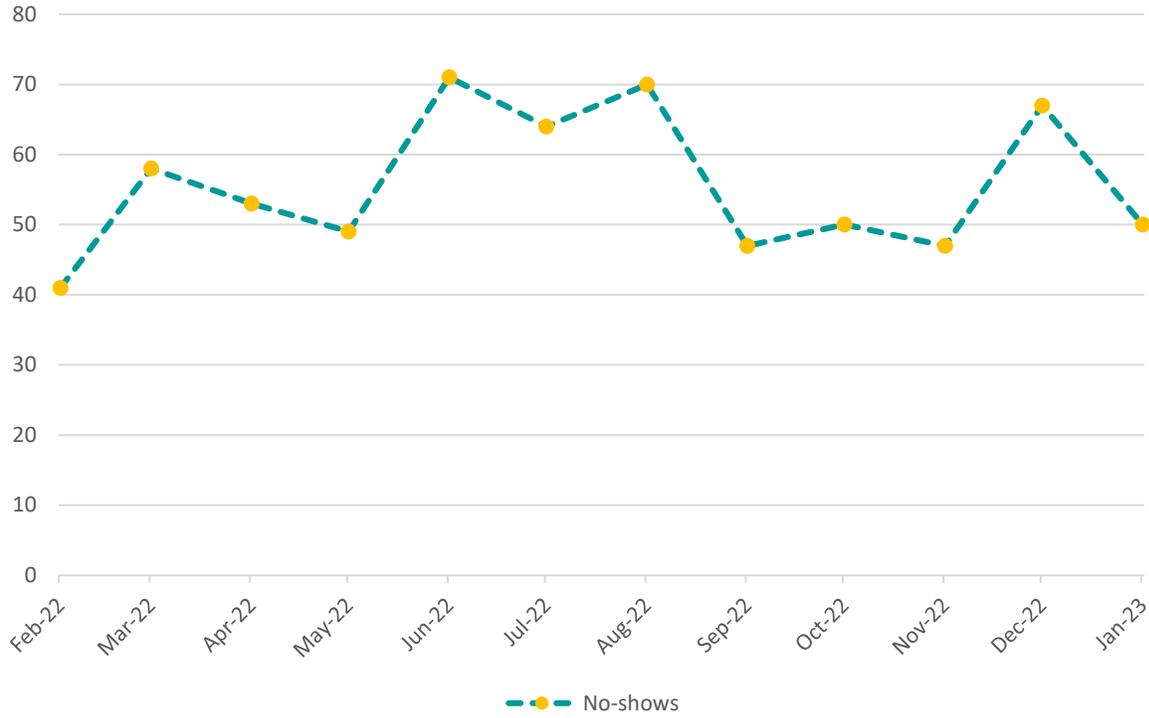
Total Passenger Miles (Feb 2022 - Jan 2023)



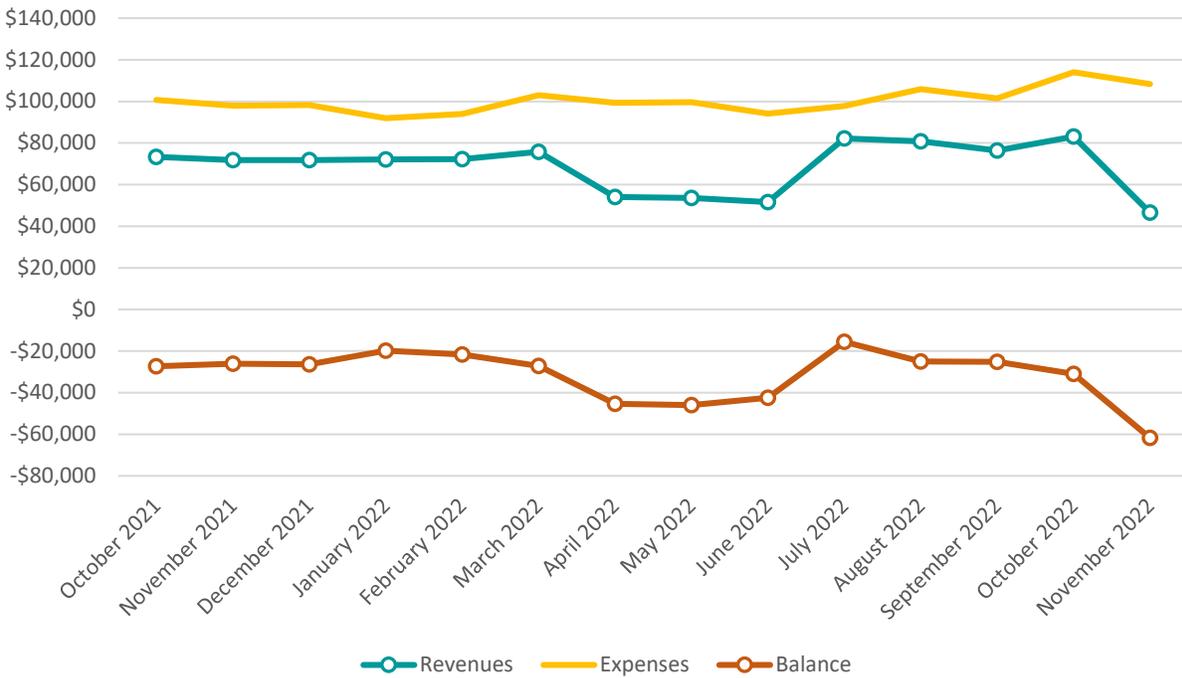
On-Time Performance (Feb 2022 - Jan 2023)



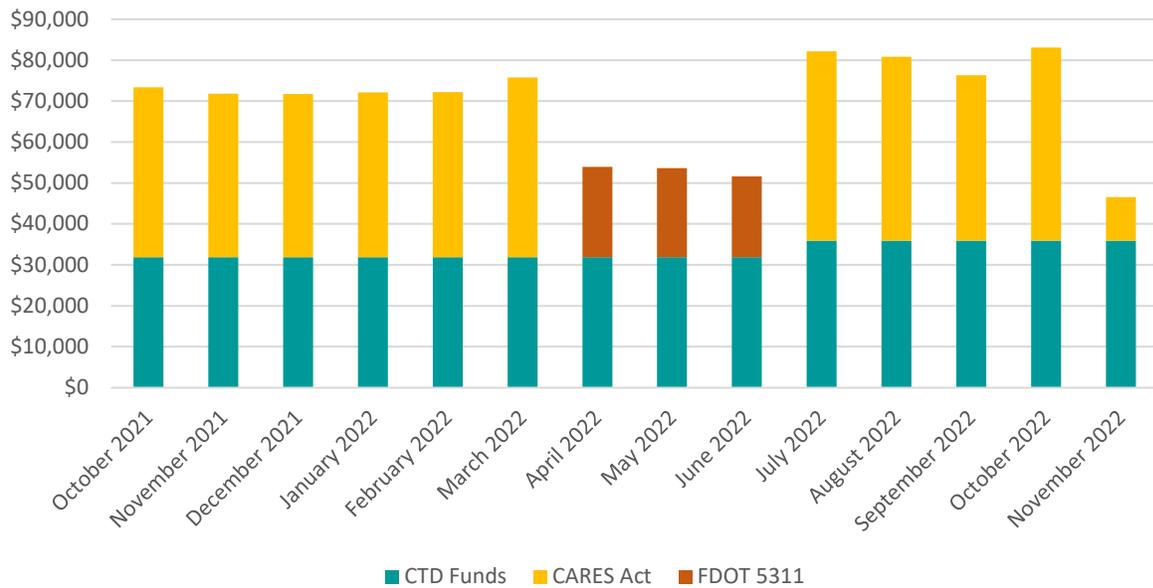
No-shows (Feb 2022 - Jan 2023)



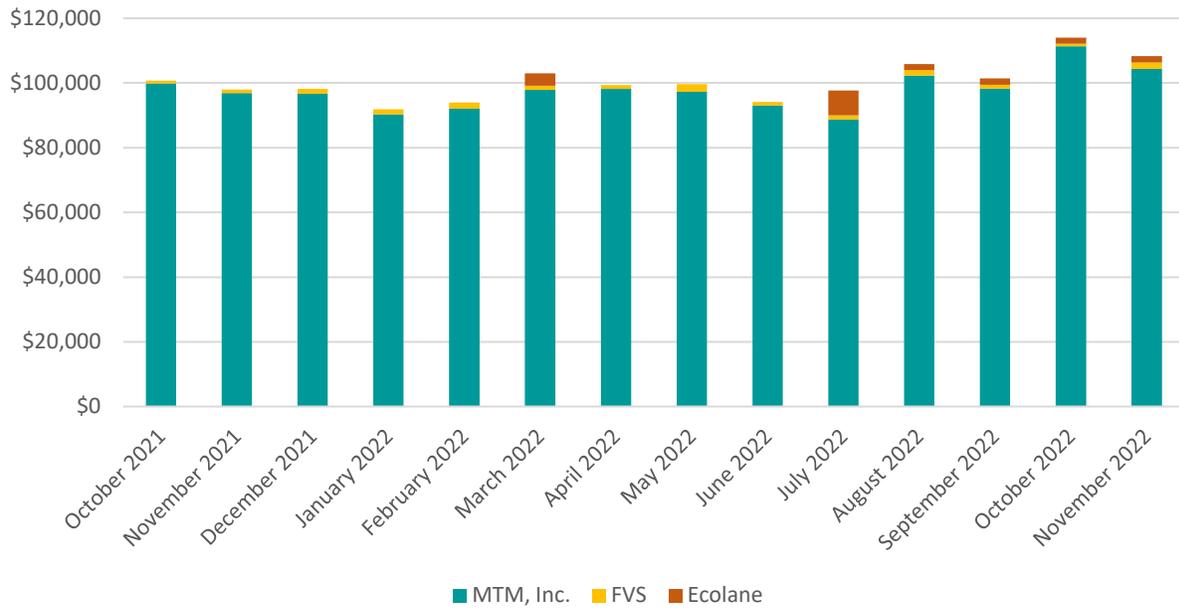
Sumter County Transit Fund (Oct 2021 - Nov 2022)



Sumter County Transit Revenues (Oct 2021 - Nov 2022)



Sumter County Transit Expenses (Oct 2021 - Nov 2022)



LEGEND NOTES

CTD	Commission for the Transportation Disadvantaged
MTM, Inc.	Medical Transportation Management - Transit Contractor
FVS	First Vehicle Services - Fleet Maintenance Contractor
Ecolane	Transit Software System used by MTM, Inc.



PLANNING SUMMARY REPORT

SERVICE AREA/COUNTIES:

SUMTER COUNTY

INVOICE NUMBER: G2980 Q2

INVOICE DATE: March 2, 2023

QUARTER SERVICE DATES: October 1 - December 31, 2022

AGENCY

Lake~Sumter MPO

1300 Citizens Blvd., Suite 175

Leesburg, FL 34748

352-315-0170

SUMMARY REPORT - Invoice Support (A review of the Planning Grant Program Manual is recommended when submitting each task.)

TASK	SUBMITTED	Deliverable & support documentation provided with invoice includes:	AMOUNT	FLCTD Reviewer's Initials
			\$0.00	
			\$0.00	
3: LCB Mtgs	YES	Local Coordinating Board (LCB) has met for the quarter. Documentation for this meeting has been provided including but not limited to: meeting agenda; minutes; membership roster; notice of meetings.	\$2,270.90	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
9: Quarterly Progress Rpt.	YES	A complete Quarterly Progress Report has been submitted with invoices. Quarterly report has been signed by planning agency representative. Electronic signatures are acceptable.	\$227.09	
			\$0.00	
TOTAL			\$2,497.99	

Certification from Planner

By submission of this form, Grantee certifies that the above listed tasks have been completed and the required deliverables have been submitted in their entirety.



SERVICE AREA/COUNTIES:
SUMTER COUNTY

INVOICE NUMBER: G2980 Q2

INVOICE DATE: March 2, 2023

QUARTER SERVICE DATES: October 1 - December 31, 2022

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 MPO will conduct the solicitation and recommendation of the CTC in the third quarter.
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 Board approves all TDCB members at the regularly scheduled meetings.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	MPO staff prepares TDCB agendas and supporting documentation as per Local Coordinating Board and Planning Agency Operating 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)	MPO staff prepares minutes for all meetings of the TDCB.
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 MPO will have the annual public workshop in the third quarter in coordination of the Major update of the TDSP to allow the public and TDCB members to review and provide comment on TD services and the TSDP.
F. Provide staff support for committees of the local coordinating board. (Task 3)	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)	TDCB by-laws are reviewed annually and approved by the TDCB.
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)	TDCB Grievance procedures and reviewed annually and approved by the TDCB.
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)	TDCB Membership rosters are kept current and provided to the CTD with each quarterly invoice.
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)	TDCB meetings are noticed in the local newspaper and the MPO website as per our Public Participation Plan.
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 was on the agenda for reviewed and approved at the December 5, 2022 TDCB meeting, but we didn't have a quorum.

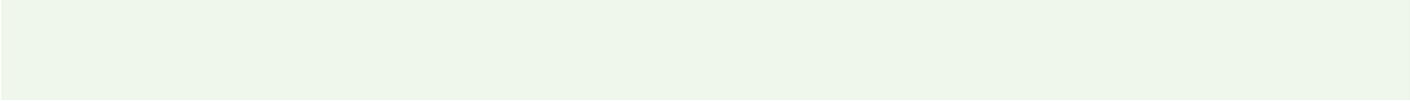
L. Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The AER was submitted to the CTD prior to September 15, 2022
--	--

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 draft TDSP major update is in development for review at the March 13, 2023 TDCB meeting. The public review period will extend for 30 days. The final TDSP major update will be presented for approval 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)	as needed
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 Boards attend the TDCB meetings.

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 included in the invoice packet
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 attended the Annual CTD Workshop and Business Meeting in Orlando in 2022.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	MPO staff attended the 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)	MPO staff created a TD 101 slide deck used for new TDCB 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)	as needed
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)	as needed
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>The TDCB reviews the coordination contracts 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.

Representative

Date: 3/2/2023

Revised: 06/30/2021



Transportation Disadvantaged Coordinating Board Agenda

Date / Time: December 5, 2022 | 2 PM

Sumter County TDCB Committee Meeting - December 2022

Mon, Dec 5, 2022 2:00 PM - 4:00 PM (EDT)

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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)

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

Transportation Disadvantaged Coordinating Board Agenda

Date / Time: December 5, 2022 | 2 PM

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 September 12, 2022, Meeting Minutes

Attachment A: September 12, 2022, Sumter County TDCB Meeting Minutes (pages 5-7)

IV. ACTION ITEMS

A. Selection of Sumter County TDCB Vice-Chair (page 8)

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 (1) year starting with the first meeting after his/her 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.

B. Review and Approval of the Sumter County CTC Annual Operating Report (AOR)

The Florida Commission for the Transportation Disadvantaged (CTD) requires the Annual Operating Report to be submitted by September 15 of each year. The CTD evaluates and compiles the operating data provided by all CTCs, which are utilized to substantiate the need to seek Transportation Disadvantaged funds from the Florida Legislature.

The CTD AOR reflects the Office of Transit Services operating data for FY 2021-22.

Attachment B: Sumter County Transit AOR FY 2021-22 (pages 9-15)

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. Sumter County Annual Expenditure Report (AER) (page 16)

The CTD requires the Planning Agency to receive the Actual Expenditures for the past fiscal year from the CTC.

Transportation Disadvantaged Coordinating Board Agenda

Date / Time: December 5, 2022 | 2 PM

Attachment C: Sumter County Transit AER for FY 2021-22

C. Upcoming Transportation Disadvantaged Service Plan (TDSP) Major Update

The Lake~Sumter MPO and CTC are required to develop a Transportation Disadvantaged Service Plan every five years and update the plan annually, with review and approval from the TDCB. The current TDSP was updated in FY 2018-2019 and is therefore due for a major update in FY 2022-2023.

D. Board Membership – Recommendations Needed to Fill Vacancies

The Sumter County TDCB is seeking members to fill the following vacancies:

- Person with a Disability representing the Disabled

E. Annual Review of CTC Coordination Contracts

- Sumter County Youth Center
- Mid-Florida Community Services, Inc.

F. “Why It Matters To Me”

This will be a recurring agenda item which focuses on various aspects of TD planning and why it is important to the Board members.

- Luciana Taylor (FDOT) will discuss how her role supports the transportation disadvantaged community.

G. Upcoming Conferences/Meetings

- CTD Business Meeting – March 16, 2023, Tallahassee, FL
- Florida Legislative Day 2023 – March 16, 2023, Tallahassee, FL
- Transportation Disadvantaged Annual Training Workshop & EXPO, August 29-30, 2023, Orlando, FL

VI. REPORTS

- A.** FDOT – Luciana Taylor
- B.** Sumter County CTC – Deborah Snyder, ***Sumter County Transit Report (Attachment D) (pages 17-18)***
- C.** MTM Transit – Steven Baker
- D.** Lake-Sumter MPO Quarterly Progress Report – Michael Woods, ***MPO Quarterly Progress Report (Attachment E) (pages 19-24)***

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT



Transportation Disadvantaged Coordinating Board Agenda

Date / Time: December 5, 2022 | 2 PM

IX. NEXT MEETING: February 26, 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 – September 12, 2022
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748

Members Present

Craig Estep, Chairman
Luciana Taylor
Sally Moss
Sandra Woodard
Steve Homan
Emilio Santiago
Gustavo Henriquez
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
Regional Workforce Development Board
Medical Community
Technical Advisor

Members Absent

Sheri Peterson
Jessie Riddle
Dominick Nati
Nora Hanzez
Jose Lopez
Bonnie Cowie
Mat Kline
Barney Johnson

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

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. (9 Voting Members). A motion was made by Thomas Chase, seconded by Sandra Woodard and carried unanimously by a vote of 9-0; the Board approved virtual Board members to Vote on Action Items.

I. AGENDA UPDATE

Item E., Discussion Items, Sunshine Law and Ethics Training to be presented after Consent Agenda.

On a motion by Sandra Woodard seconded by Chantel Buck and carried unanimously by a Vote of 9-0, the Board approved moving item E., Discussion Items after Consent Agenda.

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

III. CONSENT ITEMS

- A. Approval of June 6, 2022, Meeting Minutes
- B. Approval of June 6, 2022, Annual Public Hearing Meeting Minutes
- C. Approval of the MPO's Sumter County Transportation Disadvantaged Planning Grant Agreement for FY 2022-23.

On a motion by Thomas Chase seconded by Sandra Woodard and carried unanimously by a Vote of 9-0, the Board approved items A-C as Presented.

IV. ACTION ITEMS:

- A. Subcommittee Annual Appointment
 - a. Grievance Subcommittee consists of five members (currently four): Sandra Woodard, Steve Homan, Bonnie Cowie.
 - b. Bylaws Subcommittee consists of three members: Bonnie Cowie, Sandra Woodard, Thomas Chase.
 - c. CTC Evaluation Subcommittee consists of three members (currently two): Bonnie Cowie, Thomas Chase

A motion by Sandra Woodard to appoint Luciana Taylor to serve on the Grievance Subcommittee, and Chantel Buck to serve on the CTC Evaluation Committee seconded By Gustavo Henriquez and carried unanimously by a vote of 9-0, the Board approved Luciana Taylor to serve on the Grievance Subcommittee and Chantel Buck to serve on the CTC Evaluation Committee.

V. DISCUSSION ITEMS:

- A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report – Kelsey Peterson, WSP.
- B. Final Sumter County CTC Evaluation Report for FY 2021-2022 – Kelsey Peterson WSP
- C. Upcoming Transportation Disadvantaged Service Plan (TDSP) Major Update – Kelsey Peterson, WSP
- D. FY 2023-2027 Transportation Improvement Program (TIP) Update – Michael Woods
- E. Sunshine Law and Ethics Training – Rachel Bartolowits Lake County Attorney – Presentation followed Consent Agenda
- F. Board Membership – Recommendations Needed to Fill Vacancies – Michael Woods
- G. Why It Matters To Me – Thomas Chase
- H. Insights from CTD Conference – Michael Woods
- I. Upcoming Conferences/Meetings – Michael Woods

VI. REPORTS

- A. FDOT – Luciana Taylor
- B. Sumter County Transit – Deborah Snyder
- C. MTM Transit – Steven Baker
- D. Lake~Sumter MPO – Michael Woods

VII. BOARD MEMBER COMMENTS –

None

VIII. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:54 p.m.

IX. NEXT MEETING: December 5, 2022 @ 2:00 PM

Chair Craig Estep

Date



Transportation Disadvantaged Coordinating Board 2022 Member List

NAME

REPRESENTING

Commissioner Craig Estep / Chair

Lake Sumter MPO

Jo Santiago

FDOT

Carlos Colon (Alternate)

Sheri Peterson

Department of Children & Families

Kimberly Mummey (Alternate)

Sally Moss

Public Education Community

David Williams (Alternate)

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



CTC Organization

County: Sumter

CTC Status: Complete

Fiscal Year: 7/1/2021 - 6/30/2022

CTD Status: Complete

Date Initiated: 9/6/2022

CTC Organization Name: Sumter County Board of County Commissioners,

Sumter County Transit

Address: 7375 Powell Road

City: Wildwood

State: FL

Zip Code: 34785

Organization Type: County

Network Type: Complete Brokerage

Operating Environment: Rural

Transportation Operators: Yes

Number of Transportation Operators: 1

Coordination Contractors: No

Number of Coordination Contractors: 0

Provide Out of County Trips: Yes

Local Coordinating Board (LCB) Chairperson: Craig Estep

CTC Contact: Deborah Snyder

CTC Contact Title: Public Works Director/County Engineer

CTC Contact Email: Deborah.Snyder@sumtercountyfl.gov

Phone: (352) 689-4400

CTC Certification

I, Deborah Snyder, 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, Craig Estep, 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: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of County Commissioners, Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

	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	2,141	N/A	2,141	2,134	N/A	2,134
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	39,452	0	39,452	32,965	0	32,965
Non-Ambulatory	2,743	0	2,743	1,698	0	1,698
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	44,336	0	44,336	36,797	0	36,797
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)	44,336	N/A	44,336	0	N/A	0
Total - Contracted Transportation Operator Trips	44,336	0	44,336	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)	13,915	0	13,915	0	0	0
Comm for the Transportation Disadvantaged (CTD)	19,200	N/A	19,200	20,545	N/A	20,545
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)	539	0	539	0	0	0
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)	2,141	0	2,141	2,134	0	2,134
Local Government	790	0	790	2,283	0	2,283
Local Non-Government	1,794	0	1,794	11,835	0	11,835
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	38,379	0	38,379	36,797	0	36,797



CTC Trips (cont'd)

County: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of
County Commissioners,
Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	17,904	0	17,904	10,615	0	10,615
Children At Risk	2,290	0	2,290	12,481	0	12,481
Persons With Disabilities	10,431	0	10,431	6,121	0	6,121
Low Income	8,467	0	8,467	5,446	0	5,446
Other	5,244	0	5,244	2,134	0	2,134
Total - Passenger Type	44,336	0	44,336	36,797	0	36,797
Trip Purpose - One Way						
Medical	8,907	0	8,907	5,050	0	5,050
Employment	8,479	0	8,479	4,212	0	4,212
Education/Training/Daycare	15,563	0	15,563	21,446	0	21,446
Nutritional	2,224	0	2,224	1,086	0	1,086
Life-Sustaining/Other	9,163	0	9,163	5,003	0	5,003
Total - Trip Purpose	44,336	0	44,336	36,797	0	36,797
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	145	0	145	322	0	322
Total - UDPHC	145	0	145	322	0	322
Unmet & No Shows						
Unmet Trip Requests	2,830	N/A	2,830	0	N/A	0
No Shows	722	N/A	722	603	N/A	603
Customer Feedback						
Complaints	0	N/A	0	0	N/A	0
Commendations	0	N/A	0	0	N/A	0



CTC Vehicles & Drivers

County: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of
County Commissioners,
Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	18,251	N/A	18,251	17,866	N/A	17,866
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	387,705	0	387,705	347,451	0	347,451
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	405,956	0	405,956	365,317	0	365,317
Roadcalls & Accidents						
Roadcalls	0	0	0	0	0	0
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	21	0	21	21	0	21
Number of Wheelchair Accessible Vehicles	21	0	21	21	0	21
Drivers						
Number of Full Time & Part Time Drivers	21	0	21	22	0	22
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of County Commissioners, Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

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)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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)	\$ 3,792	\$ 0	\$ 3,792	\$ 0	\$ 0	\$ 0
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	\$ 382,072	N/A	\$ 382,072	\$ 416,543	N/A	\$ 416,543
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 429,211	\$ 0	\$ 429,211	\$ 194,668	\$ 0	\$ 194,668
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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 282,655	\$ 0	\$ 282,655	\$ 396,868	\$ 0	\$ 396,868
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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 4,000	\$ 0	\$ 4,000	\$ 3,700	\$ 0	\$ 3,700
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 1,101,730	\$ 0	\$ 1,101,730	\$ 1,011,779	\$ 0	\$ 1,011,779



CTC Expense Sources

County: Sumter

CTC Status: Complete

CTC Organization: Sumter County Board of County Commissioners, Sumter County Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Complete

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 0	\$ 0	\$ 0	\$ 44,052	\$ 0	\$ 44,052
Fringe Benefits	\$ 0	\$ 0	\$ 0	\$ 5,270	\$ 0	\$ 5,270
Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Materials & Supplies Consumed	\$ 21,034	\$ 0	\$ 21,034	\$ 3,400	\$ 0	\$ 3,400
Utilities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Casualty & Liability	\$ 12,390	\$ 0	\$ 12,390	\$ 11,665	\$ 0	\$ 11,665
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 23,251	\$ 0	\$ 23,251	\$ 31,419	\$ 0	\$ 31,419
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	\$ 1,136,302	N/A	\$ 1,136,302	\$ 975,479	N/A	\$ 975,479
Total - Expense Sources	\$ 1,192,977	\$ 0	\$ 1,192,977	\$ 1,071,285	\$ 0	\$ 1,071,285

County: Sumter
 Sumter County Board of County Commissioners,
 CTC: Sumter County Transit
 Contact: Deborah Snyder
 7375 Powell Road
 Wildwood, FL 34785
 352-689-4400
 Email: Deborah.Snyder@sumtercountyfl.gov

Demographics	Number
Total County Population	0
Unduplicated Head Count	145



Trips By Type of Service	2020	2021	2022
Fixed Route (FR)	0	0	0
Deviated FR	2,347	2,134	2,141
Complementary ADA	0	0	0
Paratransit	44,811	34,663	42,195
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	47,158	36,797	44,336

Vehicle Data	2020	2021	2022
Vehicle Miles	388,552	365,317	405,956
Roadcalls	0	0	0
Accidents	0	0	0
Vehicles	21	21	21
Drivers	24	22	21

Passenger Trips By Trip Purpose	2020	2021	2022
Medical	5,003	5,050	8,907
Employment	5,940	4,212	8,479
Ed/Train/DayCare	25,242	21,446	15,563
Nutritional	3,074	1,086	2,224
Life-Sustaining/Other	7,899	5,003	9,163
TOTAL TRIPS	47,158	36,797	44,336

Financial and General Data	2020	2021	2022
Expenses	\$1,065,134	\$1,071,285	\$1,192,977
Revenues	\$1,027,580	\$1,011,779	\$1,101,730
Commendations	0	0	0
Complaints	0	0	0
Passenger No-Shows	2,772	603	722
Unmet Trip Requests	0	0	2,830

Passenger Trips By Revenue Source	2020	2021	2022
CTD	18,887	20,545	19,200
AHCA	0	0	0
APD	0	0	13,915
DOEA	1,629	0	539
DOE	0	0	0
Other	26,642	16,252	4,725
TOTAL TRIPS	47,158	36,797	38,379

Performance Measures	2020	2021	2022
Accidents per 100,000 Miles	0	0	0
Miles between Roadcalls	0	0	0
Avg. Trips per Passenger	123.13	114.28	305.77
Cost per Trip	\$22.59	\$29.11	\$26.91
Cost per Paratransit Trip	\$22.59	\$29.11	\$26.91
Cost per Total Mile	\$2.74	\$2.93	\$2.94
Cost per Paratransit Mile	\$2.74	\$2.93	\$2.94

Trips by Provider Type	2020	2021	2022
CTC	0	36,797	0
Transportation Operator	47,158	0	44,336
Coordination Contractor	0	0	0
TOTAL TRIPS	47,158	36,797	44,336



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

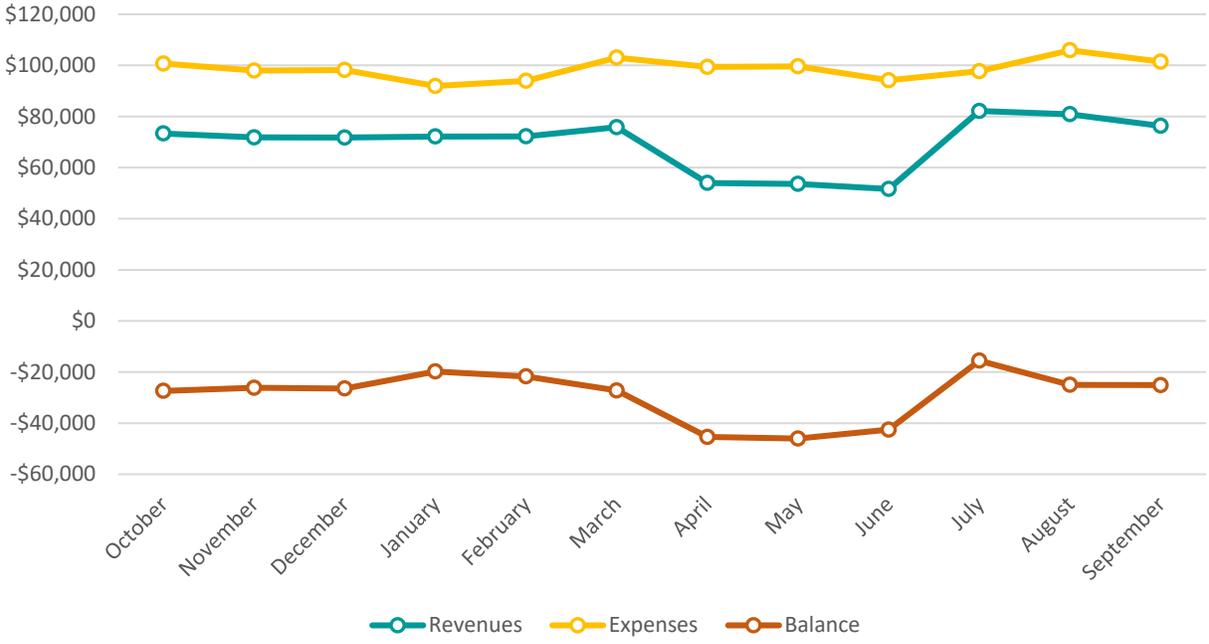
COUNTY: SUMTER County
DUE: September 15, 2022

Coordinated Transportation			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$1,192,977.00	44,336		

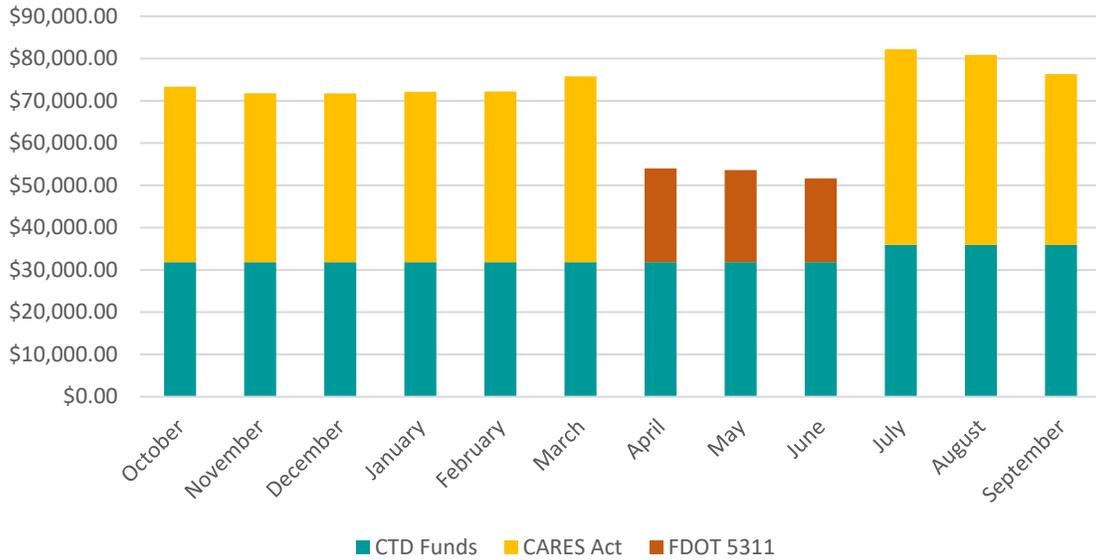
Transportation Alternatives			
ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

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

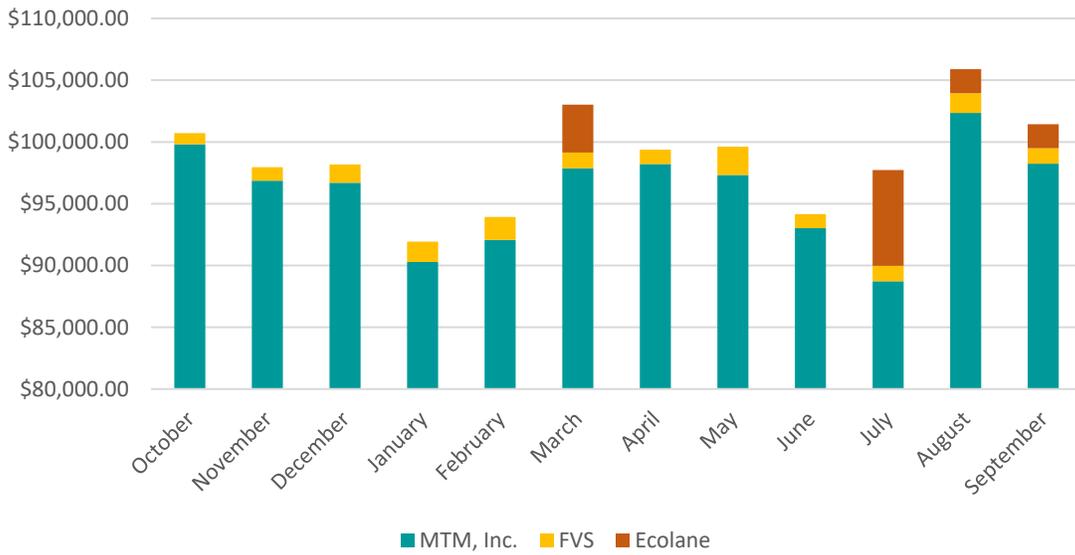
Sumter County Transit Fund FY 2021-22



Sumter County Transit Revenues FY 2021-22



Sumter County Transit Expenses FY 2021-22



LEGEND NOTES

CTD	Commission for the Transportation Disadvantaged
MTM, Inc.	Medical Transportation Management - Transit Contractor
FVS	First Vehicle Services - Fleet Maintenance Contractor
Ecolane	Transit Software System used by MTM, Inc.

County(ies) Name: SUMTER COUNTY

Lake~Sumter MPO
 1300 Citizens Blvd., Suite 175
 Leesburg, FL 34748
 352-315-0170

BILL TO:

Commission for the Transportation Disadvantaged
 605 Suwannee Street, MS 49
 Tallahassee, FL 32399-0450

Invoice Number: G2980 Q1

Invoice Date: November 3, 2022

Grant Number: G2980

Dates of Services	July 1 - September 30, 2022
--------------------------	------------------------------------

Task	Budgeted Amount	Cummulative Total % Of Task Prev Billed	% of Task Complete This Billing Period	YTD % Of Task Complete	Complete	YTD Billed	Billed This Period	Remaining Budget
1: TDSP	\$ 3,860.53	N/A		0.0%		\$ -	\$ -	\$ 3,860.53
2A: Evaluation (or) 2B: Selection	\$ 3,406.35	N/A		0.0%		\$ -	\$ -	\$ 3,406.35
3: LCB Mtgs	\$ 9,083.60	N/A	25%	25.0%		\$ 2,270.90	\$ 2,270.90	\$ 6,812.70
4: Public Workshop	\$ 908.36	N/A		0.0%		\$ -	\$ -	\$ 908.36
5: By-Laws	\$ 908.36	N/A		0.0%		\$ -	\$ -	\$ 908.36
6: Grievance Procedures	\$ 908.36	N/A		0.0%		\$ -	\$ -	\$ 908.36
7: AOR Review	\$ 908.36	N/A		0.0%		\$ -	\$ -	\$ 908.36
8: AER	\$ 908.36	N/A	100%	100.0%	YES	\$ 908.36	\$ 908.36	\$ -
9: Quarterly Progress Rprt	\$ 908.36	N/A	25%	25.0%		\$ 227.09	\$ 227.09	\$ 681.27
10: Training Workshop	\$ 908.36	N/A	100%	100.0%	YES	\$ 908.36	\$ 908.36	\$ -
Total	\$ 22,709.00					\$ 4,314.71	\$ 4,314.71	\$ 18,394.29

Total To Be Paid On This Invoice \$ 4,314.71

Add: Justification, notes, or explanation

Revision Date: 06/30/2021



SERVICE AREA/COUNTIES:

SUMTER COUNTY

INVOICE NUMBER: G2980 Q1

INVOICE DATE: November 3, 2022

QUARTER SERVICE DATES: July 1 - September 30, 2022

AGENCY

Lake~Sumter MPO

1300 Citizens Blvd., Suite 175

Leesburg, FL 34748

352-315-0170

SUMMARY REPORT - Invoice Support (A review of the Planning Grant Program Manual is recommended when submitting each task.)

TASK	SUBMITTED	Deliverable & support documentation provided with invoice includes:	AMOUNT	FLCTD Reviewer's Initials
			\$0.00	
			\$0.00	
3: LCB Mtgs	YES	Local Coordinating Board (LCB) has met for the quarter. Documentation for this meeting has been provided including but not limited to: meeting agenda; minutes; membership roster; notice of meetings.	\$2,270.90	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
8: AER	YES	A completed AER in accordance with the most recent Commission's AER instructions.	\$908.36	
9: Quarterly Progress Rpt.	YES	A complete Quarterly Progress Report has been submitted with invoices. Quarterly report has been signed by planning agency representative. Electronic signatures are acceptable.	\$227.09	
10: Training Workshop	YES	Documentation related to attendance from training event(s) has been provided; including but not limited to sign in sheets.	\$908.36	
TOTAL			\$4,314.71	

Certification from Planner

By submission of this form, Grantee certifies that the above listed tasks have been completed and the required deliverables have been submitted in their entirety.



SERVICE AREA/COUNTIES:
SUMTER COUNTY

INVOICE NUMBER: G2980 Q1
INVOICE DATE: November 3, 2022
QUARTER SERVICE DATES: July 1 - September 30, 2022

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)	This will happen early 2023
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 solicits and appoints TDCB members as needed according to the TD Bylaws.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	TMPO staff prepared the September 12, 2022 meeting agenda and all supporting documents.
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 June 6, 2022 TDCB Meeting minutes were prepared and presented for review and approval at the September 12, 2022 meeting. The June 6, 2022 TDCB Public Hearing minutes were prepared and presented for review and approval at the September 12, 2022 TDCB meeting.
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 TDCB held a Public Workshop on June 6, 2022 before the regularly scheduled meeting of the TDCB, many TD clients called into the Workshop to express their concerns and appreciation for the TD service.
F. Provide staff support for committees of the local coordinating board. (Task 3)	MPO staff prepared and presented the annual appointment of subcommittee members to the TDCB Board for review and approval at the September 12, 2022 TDCB meeting.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	This will happen early 2023
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)	This will happen early 2023
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)	Current TDCB Membership is included in the invoice packet submitted for review and acceptance.
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)	TDCB meeting notice is included in the invoice packet for review and acceptance.
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)	AOR was prepared by Sumter County, reviewed by the CTD and will be on the December 5, 2022 TDCB meeting for review and approval.

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)	AER was developed by the CTC and the MPO and submitted to the CTD for review and approval and will be on the December 5, 2022 TDCB meeting for review and approval.
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 of the TDSP is schedule for FY 2022-23.
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)	Ongoing
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 Quarterly Progress Report is included in the invoice packet and is presented to the TDCB at each quarterly meeting.
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 attended the 2022 CTD annual Workshop in Orlando.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	MPO Staff attended the CTD august 29, 2022 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)	MPO has developed a TD 101 training module for use with new TDCB 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 prior to submittal.
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)	MPO staff and the TDCB TCT evaluation subcommittee prepared and presented the 2021-22 CTC evaluation at the June 6, 2022 meeting for review and approval.

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 review by the TDCB
K. Implement recommendations identified in the CTD's QAPE reviews.	All QAPE recommendations are reviewed for implementation and intregation by the TDCB.

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: 11/3/2022

Revised: 06/30/2021



MINUTES
SUMTER COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
Minutes – December 5, 2022
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748

Members Present

Luciana Taylor
Sheri Peterson
Sally Moss
Jennilyn Green
Sandra Woodard
Emilio Santiago
Thomas Chase, Vice Chair
Chantel Buck

Representing

FDOT
Dept. of Children & Families
Public Education/Sumter County Schools
Vocational Rehabilitation/Dept. of Education
FL Association CAA/Economically Disadvantaged
Florida Agency for Health Care Administration
Medical Community
Technical Advisor

Members Absent

Craig Estep, Chairman
Dominick Nati
Nora Hanzez
Jose Lopez
Bonnie Cowie
Mat Kline
Steve Homan
Barney Johnson
Gustavo Henriquez

Representing

Lake-Sumter MPO
Veterans Service Office Representing Veterans
Persons Over 60, representing elderly
Citizens Advocate
Citizen Advocate/User of the System
Children at Risk
FL Department of Elder Affairs
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 2:01 p.m. by Vice Chair Thomas Chase. 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 not present. (1 Voting Members).

- I. AGENDA UPDATE -None**
- II. OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments) None**

III. CONSENT ITEMS

- A. Approval of September 12, 2022, Meeting Minutes

No Action was taken – Quorum was not met.

IV. ACTION ITEMS:

- A. Selection of Sumter County TDCB Vice- Chair
- B. Review and Approval of the Sumter County CTC Annual Operating Report (AOR).

No Action was taken – Quorum was not met.

V. DISCUSSION ITEMS:

- A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report – Michael Woods
- B. Sumter County Annual Expenditure Report (AER) – Michael Woods
- C. Upcoming Transportation Disadvantaged Service Plan (TDSP) Major Update – Kelsey Peterson, WSP
- D. Board Membership – Recommendations Needed to Fill Vacancies – Michael Woods
- E. Annual Review of CTC Coordination Contracts – Deborah Snyder
- F. Why It Matters To Me – Luciana Taylor, FDOT
- G. Upcoming Conferences/Meetings – Michael Woods

VI. REPORTS

- A. FDOT – Luciana Taylor
- B. Sumter County Transit – Deborah Snyder
- C. MTM Transit – Steven Baker
- D. Lake~Sumter MPO – Michael Woods

VII. BOARD MEMBER COMMENTS –

None

VIII. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:32 p.m.

IX. NEXT MEETING: February 6, 2023 @ 2:00 PM

Chair Craig Estep

Date

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Doris LeMay
Lake-Sumter Mpo
1300 Citizens BLVD # 175
Leesburg FL 34748-3965

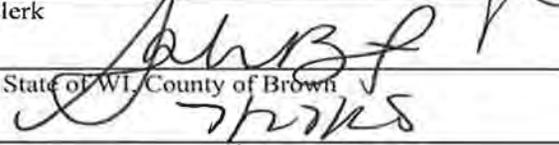
STATE OF FLORIDA, COUNTY OF LAKE

The Daily Commercial, a newspaper printed and published in the city of Leesburg, and of general circulation in the Counties of Lake and Sumter, State of Florida, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

11/28/2022

and that the fees charged are legal.
Sworn to and subscribed before on 11/28/2022



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State of Wisconsin

PUBLIC NOTICE

Pursuant to the provisions of Chapter 286, Florida Statute, Section 286.0105, Sunshine Law, the Lake-Sumter Metropolitan Planning Organization (MPO) has scheduled the following board/committee meetings during the month of September 2022 on the date and location indicated:
The following meetings will be held Virtually and @ Lake-Sumter MPO, 1300 Citizens Blvd. Suite 175, Leesburg, FL.

Lake County Transportation Disadvantaged Coordinating Board
December 5, 2022, 10:00 a.m. Sumter County Transportation Disadvantaged Coordinating Board
December 5, 2022, 2:00 p.m.

One or more MPO Governing Board members or one or more Lake County Board of County Commissioners or Sumter County Board of County Commissioners and one or more members of different committees or boards may be in attendance and may participate in discussions on any of the committee or board meetings noticed in this monthly schedule. All interested citizens are welcome to attend. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the MPO at 352-315-0170 at least seven days prior to the scheduled meeting. Pursuant to the provisions of Chapter 286, Florida Statute, Section 286.0105, if a person decides to appeal any decision made by an above named committee with respect to any matter considered during any meeting of such committee, he or she may need to ensure a verbatim record of the proceedings is made, which may include the testimony and evidence upon which the appeal is to be based. The list of meetings is not all-inclusive and may not contain special meetings or meetings that may not have been scheduled as of this posting.
LAKE-SUMTER MPO
7746704 11/28/2022

SUMTER COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEETING
SIGN IN SHEET
 December 5, 2022

BOARD MEMBER NAME	REPRESENTING	INITIALS
Craig Estep, Chairman	Lake~Sumter MPO	
Luciana Taylor Carlos Colon (alternate)	FDOT	<i>virtual</i>
Sheri Peterson Kimberly Mummey (alternate)	Dept. of Children & Families	<i>virtual</i>
Sally Moss David Williams (alternate)	Public Education Community	<i>virtual</i>
Jennilyn Green	Voc. Rehabilitation/Dept. of Education	<i>virtual</i>
Dominick Nati	Veterans Service Office	
Sandra Woodard	CAA/Economically Disadvantaged	
Nora Hanzez	Persons over 60, representing elderly	
Vacant	Person with a disability, representing the disabled	
Jose Lopez	Citizens Advocate	
Bonnie Cowie	Citizens Advocate/User of System	
Mat Kline	Children at Risk Representative	
Steve Homan Melanie Medina (alternate)	Florida Dept. of Elder Affairs	
Barney Johnson	Local Private for Profit Transportation	
Emilio Santiago Glorybee Perez (alternate)	Florida Agency for Health Care Admin.	<i>virtual</i>
Gustavo Henriquez Donna Andrews (alternate)	Workforce Development	
Thomas Chase Nathan Overstreet (alternate)	Medical Community	<i>Chase in person</i>
Chantel Buck	New Vision for Independence	<i>virtual</i>



Transportation Disadvantaged Coordinating Board 2022 Member List

NAME

REPRESENTING

Commissioner Craig Estep / Chair

Lake Sumter MPO

Luciana Taylor

FDOT

Carlos Colon (Alternate)

Sheri Peterson

Department of Children & Families

Kimberly Mummey (Alternate)

Sally Moss

Public Education Community

David Williams (Alternate)

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