



# Transportation Disadvantaged Coordinating Board Agenda

*Date | Time:* March 3, 2025, | 2 PM

## Sumter County TDCB Committee Meeting – March 2025

Mar 3, 2025, 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).

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## CALL REGULAR MEETING TO ORDER

**Invocation / Pledge of Allegiance**

**Proper Noticing**

**Roll Call**

**Determination of Quorum**

**Chair Announcements** Sumter County TDCB Chair, Commissioner Jeff Bogue

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## I. AGENDA UPDATE

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

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

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

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## III. CONSENT ITEMS

### A. Approval of December 2, 2024, Quarterly Meeting Minutes

*Attachment A: December 2, 2024, Sumter County TDCB Quarterly Meeting Minutes*

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## IV. ACTION ITEMS

### A. Selection of Sumter County TDCB Vice-Chair

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

Thomas Chase is the current Vice-Chair and is not seeking re-election.

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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.

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## **B. FY2025 Transportation Disadvantaged Service Plan Annual Update**

The Lake~Sumter MPO and CTC are required to develop a Transportation Disadvantaged Service Plan (TDSP) every five years and update the plan annually, with review and approval from the TDCB. The current TDSP was updated in FY 2024 and is therefore due for an annual update in FY 2025. The FY 2025 annual update will include the following required changes, as well as other changes as needed:

- Updates to Needs Assessment
- Updates to Goals, Objectives, Strategies, and Implementation Schedule
- Updated Rate Model

The final draft of the FY 2025 TDSP Annual Update will be presented to the TDCB for approval at the June 2, 2025, quarterly meeting.

## **C. FY2025 Community Transportation Coordinator Evaluation**

The Transportation Disadvantaged Coordinating Board is tasked with annually reviewing the Community Transportation Coordinator (CTC) and evaluating the CTC's operations and performance. MPO staff is tasked with providing support to the CTC Evaluation Subcommittee in conducting the evaluation. The evaluation includes an assessment of compliance with Chapter 427 F.S., Rule 41-2 F.A.C., Commission and local standards, and the Americans with Disabilities Act (ADA), as well as onsite observations and rider surveys. The current evaluation will conclude in May 2025, and the CTC Evaluation Subcommittee will present recommendations for review and approval at the June 2, 2025, quarterly meeting.

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

## **D. FY2025 Annual Public Hearing**

The Annual Public Hearing will be rescheduled to either June 2, 2025, before the TDCB Quarterly Meeting, or to a to-be-determined date in late April or early May. Staff is requesting input from members on the rescheduled date and assistance in supporting outreach for the Annual Public Hearing.

## **E. Board Membership Updates**

The MPO Board approved Commissioner Jeff Bogue to serve as the Sumter County Transportation Disadvantaged Coordinating Board Chair.

## **F. Upcoming Conferences/Meetings**

- Florida CTD Quarterly Business Meeting – Week of March 10, 2025, Tallahassee
- Florida CTD Quarterly Business Meeting – Week of June 2, 2025, Tallahassee

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## VI. REPORTS

- A. FDOT – Jamie Ledgerwood
- B. Sumter County CTC – Deborah Snyder, [Sumter County Transit Report \(Attachment B\)](#)
- C. Lake~Sumter MPO Quarterly Progress Report – Michael Woods, [MPO Quarterly Progress Report \(Attachment B\)](#)

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

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## VIII. BOARD MEMBER COMMENTS

## IX. ADJOURNMENT

## X. NEXT MEETING: June 2, 2025

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



**MINUTES**  
**SUMTER COUNTY**  
**TRANSPORTATION DISADVANTAGED COORDINATING BOARD**  
**Minutes – December 2, 2024**  
**1300 Citizens Blvd., Suite 175 Leesburg, FL 34748**

**Members Present**

Jamie Ledgerwood  
Sally Moss  
Kristen Montejo  
Carol Kitchen  
Steve Homan  
Emilio Santiago

**Representing**

FDOT  
Public Education/Sumter County Schools  
Veterans Service Office Representing Veterans  
Person with a disability, representing the disabled  
FL Department of Elder Affairs  
Florida Agency for Health Care Administration

**Members Absent**

Jeff Bogue, Chairman  
Sheri Peterson  
Jennilyn Green  
Sandra Woodard  
Nora Hanzez  
Bonnie Cowie  
Jose Lopez  
Mat Kline  
Barney Johnson  
Gustavo Henriquez  
Thomas Chase, Vice Chair  
Chantel Buck

**Representing**

Lake~Sumter MPO  
Dept. of Children & Families  
Vocational Rehabilitation/Dept. of Education  
FL Association CAA/Economically Disadvantaged  
Persons Over 60, representing elderly  
Citizen Advocate/User of the System  
Citizens Advocate  
Children at Risk  
Local Private For-Profit Transportation  
Regional Workforce Development Board  
Medical Community  
New Vision for Independence

**Staff Present**

Michael Woods  
Doris LeMay

**Representing**

Lake~Sumter MPO  
Lake~Sumter MPO

**CALL TO ORDER**

*On a motion by Emilio Santiago, seconded by Kristen Montejo and carried unanimously by a Vote of 4-0, the Board approved Jamie Ledgerwood Chair of the December 2, 2024, meeting.*

The meeting of the Sumter County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:00 p.m. by Jamie Ledgerwood. 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. (4 Voting Members present).

- I. AGENDA UPDATE** – Discussion Item B moved to beginning of meeting  
**II. OPPORTUNITY FOR PUBLIC COMMENT** (on agenda items or general comments) None

**III. CONSENT ITEMS**

- A. Approval of September 16, 2024, Quarterly Meeting Minutes

*On a motion by Kristen Montejo, seconded by Carol Kitchen and carried unanimously by a Vote of 4-0, the Board approved item A as Presented.*

**IV. ACTION ITEMS:**

- A. Review and Approval of the Sumter County CTC Annual Operating Report (AOR) Kelsey Peterson, WSP provided a brief overview. Discussion continued.

*On a motion by Kristen Montejo, seconded by Emilio Santiago and carried unanimously by a Vote of 4-0, the Board approved FY 2023-2024 AOR as Presented.*

- B. Review and Approval of Updated CTC Evaluation Rider Survey – Kelsey Peterson, WSP provided a brief overview. Discussion continued

*On a motion by Emilio Santiago, seconded by Carlos Colon and carried unanimously by a Vote of 8-0, the Board approved FY 2025 Meeting Calendar as Presented.*

**V. DISCUSSION ITEMS:**

- A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report – Michael Woods  
B. Sunshine Law and Ethics Training – Rachel Bartolowits  
C. Key Upcoming Agenda Items – Kelsey Peterson, WSP  
D. Board Membership Updates – Michael Woods  
E. Upcoming Conferences/Meetings – Michael Woods

**VI. REPORTS**

- A. FDOT – Jamie Ledgerwood – Grant Application update  
B. Sumter County Transit – Deborah Snyder  
C. Lake~Sumter MPO – Michael Woods – In Agenda Package

**VII. OPPORTUNITY FOR PUBLIC COMMENT** – None

**VIII. BOARD MEMBER COMMENTS** – Carol Kitchen inquired about driver training in round a bout – Sally Moss was sorry she could not attend meeting in person.

**IX. ADJOURNMENT** - There being no further business to discuss, the meeting adjourned at 3:17 PM

**NEXT MEETING:** March 3, 2025 @ 2:00 PM

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Chair Jeff Bogue

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Date

## Sumter County Transit Report

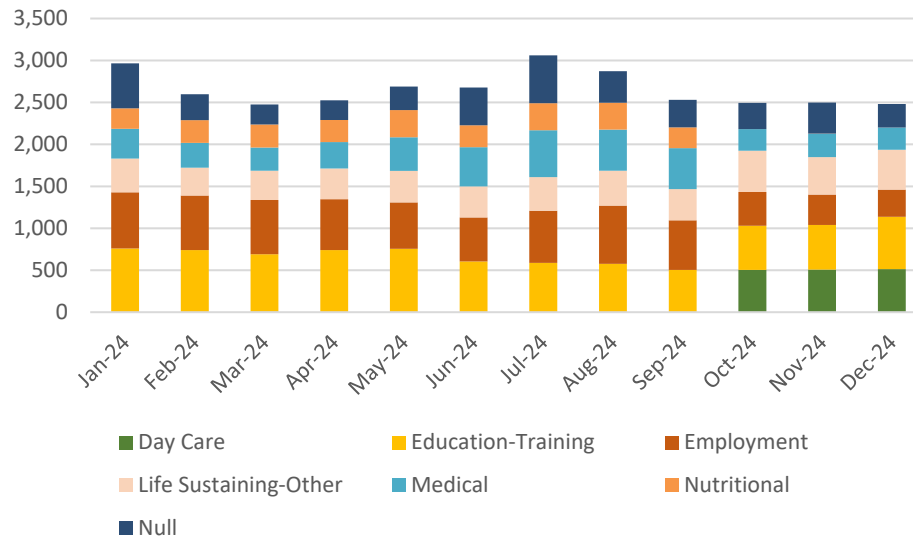
March 3, 2025

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

**Table 1: Trips by Trip Purpose**

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total for purpose
<b>Day Care</b>	0	2	6	0	0	0	0	0	0	503	507	514	<b>1,532</b>
<b>Education-Training</b>	760	739	684	741	755	605	587	577	504	528	532	622	<b>7,634</b>
<b>Employment</b>	668	649	648	606	553	525	622	693	591	402	362	325	<b>6,644</b>
<b>Life Sustaining-Other</b>	403	333	349	366	376	370	400	417	371	491	447	474	<b>4,797</b>
<b>Medical</b>	354	294	276	315	401	466	560	490	488	257	279	266	<b>4,446</b>
<b>Nutritional</b>	245	272	275	262	324	261	322	320	249	0	2	0	<b>2,532</b>
<b>Null</b>	536	309	238	236	280	450	570	376	328	314	370	281	<b>4,288</b>
<b>Total for period</b>	<b>2,966</b>	<b>2,598</b>	<b>2,476</b>	<b>2,526</b>	<b>2,689</b>	<b>2,677</b>	<b>3,061</b>	<b>2,873</b>	<b>2,531</b>	<b>2,495</b>	<b>2,499</b>	<b>2,482</b>	<b>31,873</b>

**Figure 1: Trips by Trip Purpose**



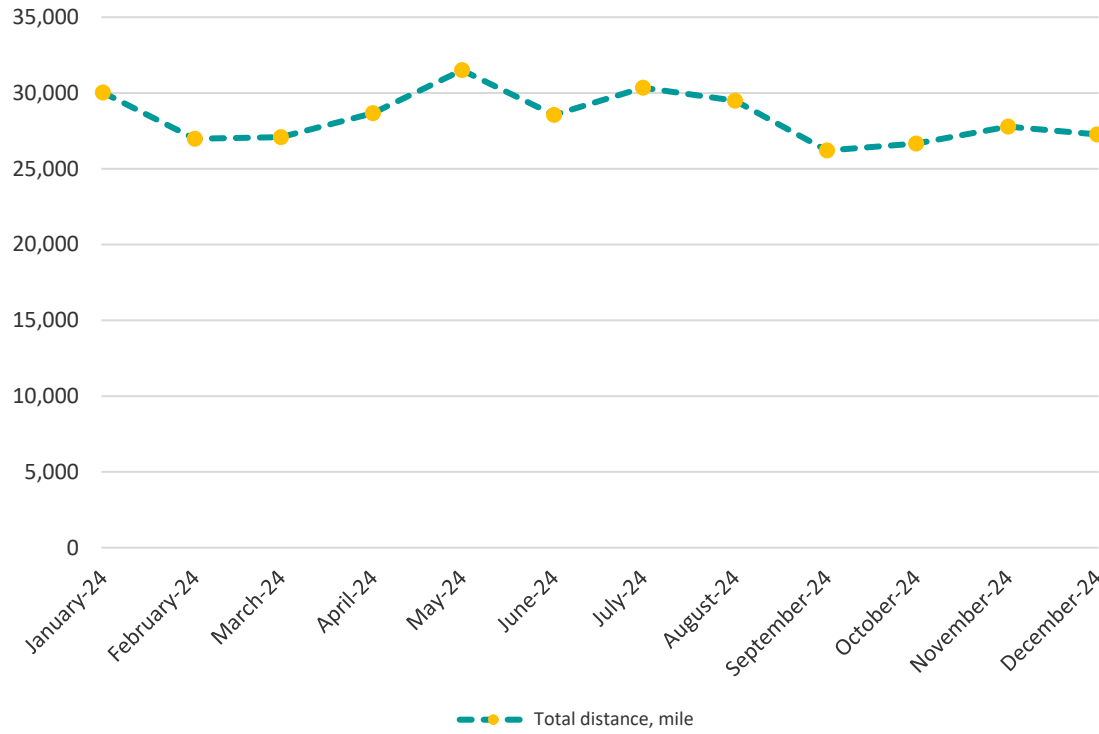
Sources: TDCB Trips By Purpose Oct 1 2024 to 2 20 2025.pdf



**Table 2: Total Passenger Miles**

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total
<b>Total distance (in miles)</b>	30,032	26,975	27,086	28,670	31,504	28,556	30,351	29,494	26,205	26,659	27,785	27,266	<b>340,584</b>

**Figure 2: Total Passenger Miles**

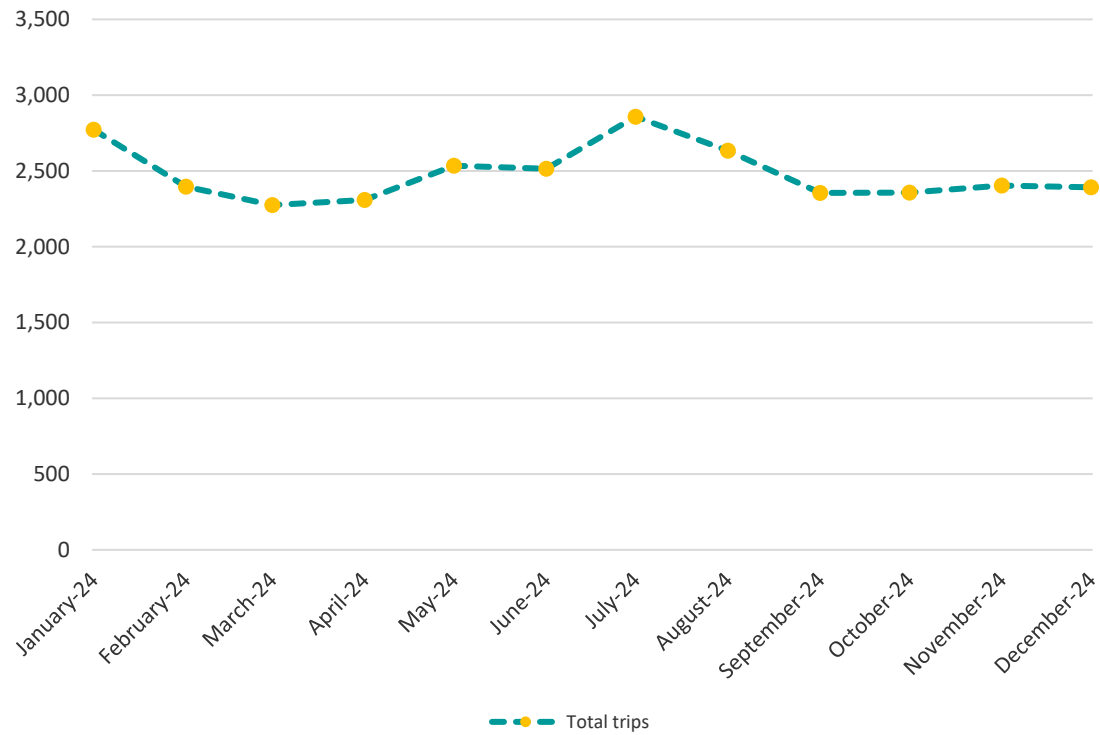


Sources: TDCB Total Passenger Miles October 1 2024 to Feb 20 2025.pdf

**Table 3: Total Passenger Trips**

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total
<b>Total trips</b>	2,772	2,396	2,275	2,309	2,535	2,515	2,858	2,634	2,355	2,357	2,404	2,392	<b>29,802</b>

**Figure 3: Total Passenger Trips**

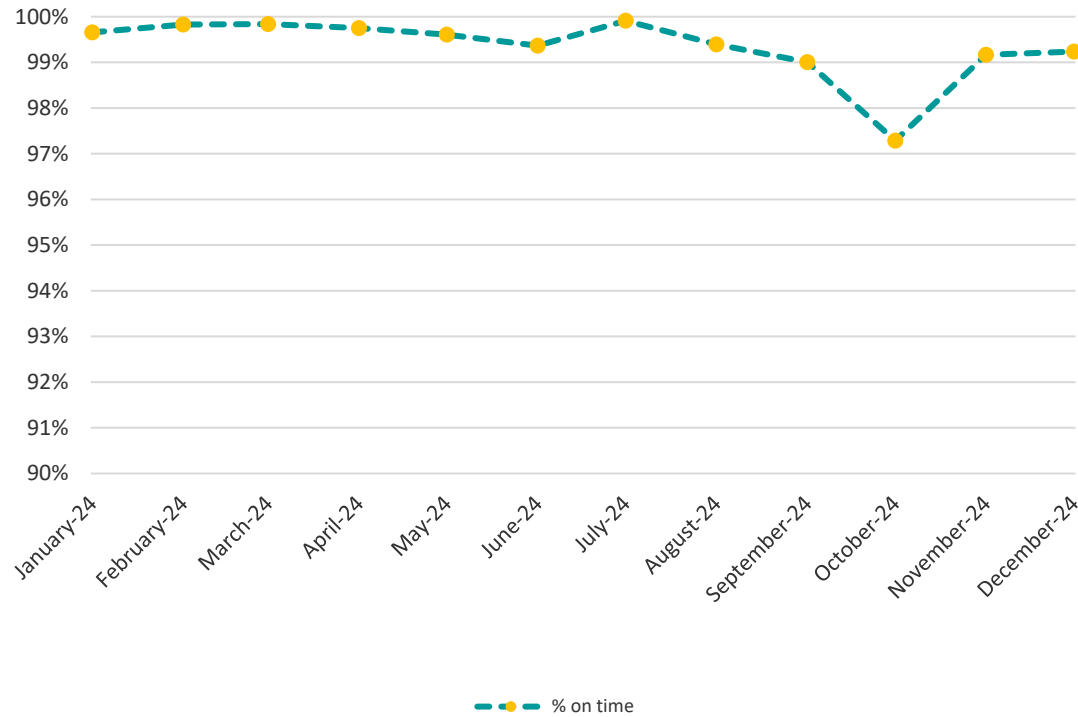


Sources: TDCB Total Passenger Trips October 1 2024 to Feb 20 2025.pdf

**Table 4: On-Time Performance**

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Average
<b>% On Time</b>	99.66%	99.83%	99.84%	99.75%	99.61%	99.37%	99.91%	99.39%	99.00%	97.29%	99.17%	99.24%	<b>99.34%</b>

**Figure 4: On-Time Performance**



Sources: Transit OTP Fiscal Oct 1 2024 to Feb 20 2025.pdf



SERVICE AREA/COUNTIES:  
SUMTER COUNTY

INVOICE NUMBER: G3042 Q2

INVOICE DATE: February 11, 2025

QUARTER SERVICE DATES: October 1 - December 31, 2024

AGENCY

LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, <b>solicit and recommend a CTC</b> . 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)	Sumter County BOCC was recommended to remain the CTC at the March 2023 TDCB meeting.
B. Develop and maintain a process for the <b>appointment and reappointment of voting and non-voting members</b> to the local coordinating board. (41-2.012, FAC)	The MPO maintains a record of all TDCB memberships and appointments.
C. Prepare <b>agendas</b> for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The MPO prepares agendas and all supporting documents all TDCB meetings.
D. Prepare official <b>minutes</b> of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	The MPO prepares meeting minutes for all TDCB meetings.
E. Provide at least one <b>public workshop</b> annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	The annual TD Public Workshop was held on March 4, 2024 prior to the regularly scheduled TDCB meeting.
F. Provide staff support for <b>committees</b> of the local coordinating board. (Task 3)	The MPO provides all required materials for the TD subcommittees.
G. Develop and update annually <b>by-laws</b> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	TDCB Bylaws are reviewed annually at the fourth quarter TDCB meeting.
H. Develop, annually update, and implement local coordinating board <b>grievance procedures</b> 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 are reviewed annually at the fourth quarter TDCB meeting.
I. Provide the Commission with a current <b>membership roster and mailing list</b> 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 roster is provided in this Invoice Packet.
J. Provide <b>public notice</b> of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The TDCB Public Notice is provided in this Invoice Packet.

K. Review and comment on the <b>Annual Operating Report</b> for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The Sumter CTC AOR was approved at the TDCB December 2023 meeting.
L. Report the <b>actual expenditures</b> (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The Sumter AER was reviewed at the September 2024 TDCB meeting.

II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the <b>Transportation Disadvantaged Service Plan (TDSP)</b> following CTD guidelines. (Task 1)	The TDSP Major Update was approved at the June 12, 2023 meeting. The TDSP minor update was approved at the June 10, 2024 TDCB meeting.
B. Encourage integration of “transportation disadvantaged” issues into <b>local and regional comprehensive plans</b> . 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 <b>regional workforce boards</b> 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 Board is represented on the TDCB.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with <b>quarterly reports</b> 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 this Invoice Packet.
B. Attend at least one <b>Commission-sponsored training</b> , 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 revised CTD Annual Workshop.
C. Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	MPO staff most of the CTD Business Meetings.
D. Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	as needed.
E. Provide <b>training</b> for newly-appointed LCB members. (Task 3)	The MPO provides a TD 101 training packet for all new TDCB members.
F. Provide <b>assistance</b> 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.

<p>G. To the extent feasible, collect and review <b>proposed funding applications</b> 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)</p>	<p>The TDCB reviews all TD grant applications.</p>
<p>H. Ensure the local coordinating board conducts, as a minimum, <b>an annual evaluation</b> 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)</p>	<p>The CTC evaluation was conducted over the 3rd and 4th quarter and approved at the June 10, 2024 TDCB meeting.</p>
<p>I. Assist the CTD in <b>joint reviews</b> of the CTC.</p>	<p>as needed.</p>
<p>J. Ensure the LCB annually reviews <b>coordination contracts</b> to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.</p>	<p>Coordination Contracts are reviewed annually.</p>
<p>K. Implement recommendations identified in the CTD's <b>QAPE</b> reviews.</p>	

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

[Redacted area]

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



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**Representative**  
**Date: 02-11-2025**

Revised: 06/30/2021