

# Polk County

*Polk County Administration Building  
330 West Church Street  
Bartow, FL 33830*



## Meeting Minutes - Final

**Monday, June 16, 2025**

**1:30 PM**

**Board Room**

**TPO Transportation Disadvantaged Local Coordinating Board (TD LCB)**

Polk County Administration Building  
330 W. Church Street  
Bartow, FL 33830

**Note to LCB Members: We must have FIVE voting members/alternates in the meeting room in order to conduct this meeting.**

**To Join the Polk TD LCB meeting via Zoom:**

**Topic: Polk TD-LCB -- Transportation Disadvantaged Local Coordinating Board**

**Time: Jun 16, 2025 01:30 PM Eastern Time (US and Canada)**

**<https://us02web.zoom.us/j/83401320402?pwd=BRUJDyCffHi7bbWbDux6lyAmFuxNbs.1>**

**Meeting ID 834 0132 0402 Passcode: 047581**

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1. Call to Order - 1:30 p.m. (Jeremy Clark, Chairman)

**Minutes:** The meeting was brought to order at 1:30 p.m. by Chairman, Vice Mayor Jeremy Clark.

2. Confirmation of Quorum

**Minutes:** Roll Call was taken by KC Rivera, and a quorum was confirmed.

3. Opportunity for Public Comment

**Minutes:** Chairman Clark opened the Floor to public comments. There were no public comments. The Floor was closed for public comments.

4. Approval of Meeting minutes

**Attachments:** [AI04 Attach A. Draft Polk TD LCB Annual Public Workshop Minutes on 3-17-2025](#)  
[AI04 Attach B. Draft Polk TD LCB Quarterly Meeting Minutes 3.17.25](#)

**Minutes:** 4. Motion to approve TD LCB Annual Public Workshop and TD LCB meeting draft minutes.

**Motion:** Motioned by Vice Chair Stacy Cambell Domineck and seconded by Sheryl Brown. Motion was approved unanimously

5. Agenda Review - Ms. Julia B. Davis, AICP, Polk TPO

**Minutes:** Julia Davis, Polk TPO Staff, provided the agenda review. Starting with a

moment for Marcia Staszko. Followed by the CTC Report, annual evaluation, grievance procedures, 2025-26 rate model, and TDSP annual update.

## CTC Report

### 6. CTC Report

**Minutes:** Kelly Suazo, Citrus Connection, presented an overview of the 2024-2025 funding and the TD Bus passes for January, February, and March report. Explaining the difference in the number of passes and trips between 2024-2025.

Board members asked the unused funding money and how they intake the complaints.

## Action Items

### 7. Review and Approve LCB's Annual Evaluation of the CTC -- Citrus Connection's FY 2023-24

**Attachments:** [AI07 Attch A.DRAFT CTC Evaluation Report for FY 2023-24 for June 16 2025 w signature CLM & JBD-edited](#)

**Minutes:** Cindy Mitchell, TPO Staff, presented the steps of the annual evaluation.

**Motion:** Motioned by Vice Chair Stacy Campbell Domineck and seconded by Sheryl Brown. Motion was approved unanimously.

### 8. ANNUAL REVIEW/APPROVAL OF GRIEVANCE PROCEDURES

**Attachments:** [AI08 AttchA.Grievance Procedures- June 2025 Update-Draft 6-16-2025 Edit with cover](#)

**Minutes:** Cindy Mitchell, TPO Staff, presented the grievance procedure.

Motioned by Vice Chair Stacy Campbell Domineck and seconded by Sheryl Brown. Motion was approved unanimously.

### 9. Review and Approval of the Community Transportation Coordinator (CTC)'s Rate Calculation Model/CTC Reimbursement Rates for the July 1, 2025 - June 30, 2026, Trip Equipment Grant.

**Attachments:** [AI09 AttchA.TD Trip-Equipment Grant FY 2025-26 allocations - draft chart 3-31-2025](#)  
[AI09 AttchB.Blank Rate Model forms](#)

**Minutes:** Ronda Carter, Citrus Connection, through zoom presented the rate model. Marcia Robertson, Citrus Connection, explained the rate model formula.

Motioned by Vice Chair Stacy Campbell Domineck and seconded by Sheryl Brown. Motion was approved unanimously.

10. REVIEW/APPROVE MINOR UPDATE TO POLK TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) WITH GRIEVANCE PROCEDURES, FOR FY 2025-26 AND UPDATED APPENDICES

**Attachments:** [AI10 AttchA.Draft FY 2025-26 Polk TDSP-Minor Update -for June 16 2025](#)  
[AI10 AttchB.Full TDSP Appendix Packet -Draft for June 16 2025](#)

**Minutes:** Julia Davis, TPO Staff, presented the annual minor update along with what was previously approved and what is included in the 2025-26 update

Motioned by Vice Chair Stacy Campbell Domineck and seconded by Sheryl Brown. Motion was approved unanimously.

Board members discussed the wording “Florida Food Stamping” and Vaping vs E-Cig.

Marcia Robertson was unaware of the policy of Vaping and E-Cig.

Roll call was taken and approved without dissent.

### Information Items, Communications, and Reports

11. TPO Announcements and Distribution Items

**Attachments:** [AI11 a-1.Polk TPO's LRTP Public Workshop--June 20](#)  
[AI11 a-2.TDP Public Workshop flyer--06-17-25--Winter Haven](#)  
[AI11 a-3 Vision Zero Action Plan Public Survey](#)

**Minutes:** Julia Davis, TPO Staff, presented the Transit Development Plan map and what the plan included. Explained the major update to the LRTP and how it is synchronized with the TD plan. Julia enlightened about the upcoming events of the LRTP live stream, TD Plan Public Workshop, along with the survey for the Polk Vision Zero Action Plan.

12. CTC’s Announcements and Distribution Items

**Attachments:** [AI12 AttachA.Citrus Connection Youth Summer of Safety Flyer-2025](#)

**Minutes:** Julia Davis, TPO Staff, presented Citrus Connection Youth Summer of Safety program from June 2nd to August 8th

Vice Chair Stacy Campbell Domineck asked if the program is only for students in Polk County Schools.

13. TD LCB Board members Announcements and Distribution Items

**Minutes:** Chair Jeremy Clark thanks everyone.

Paul Simmons thanks everyone and Happy Birthday to Citrus Connection.

Julia Davis mentioned Vice Chair Stacy Campell Domineck is part of the Citrus Connection TDP major update committee.

14. Next meeting date – the next regular quarterly meeting is scheduled for September 15, 2025.

**Minutes:** Julia Davis, TPO Staff, presents the items for the next TD LCB meeting which included the proposed annual operating report for FY 2024-25, and LCB's bylaws, the process to re-designate the CTC for Polk County.

15. Adjournment

**Minutes:** With no further business the meeting, Chair Clark adjourned at 2:38pm

**Motion:** Motioned by Vice Chair Stacy Campbell Domineck

**In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the Board of County Commissioners, Communications Office, at 330 W. Church Street, Bartow. Telephone (863) 534-6090, not later than four days prior to the proceeding. If hearing impaired call: (TDD) (863) 534-7777 or 1-800-955-8771, or Voice impaired call: 1-800-955-8770, via Florida Relay Service.**

**The TPO planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or family status may file a complaint with Cindy Mitchell the TPO's Title VI Specialist at (863) 534-6486, or by writing the Polk TPO at Post Office Box 9005, Bartow, Florida 33831-9005.**