



Polk Transportation Disadvantaged Local Coordinating Board (TD LCB)

Draft LCB Quarterly Meeting Minutes

Date: Monday, September 15, 2025

Time: 1:30 p.m.

Location: Polk County Administration Building Commission Board Room
330 West Church Street
Bartow, FL 33830

Members Present:	Representing:
Vice Mayor Jeremy Clark, Chair	Polk TPO
Dale Hanson	FDOT
Kevin Gilds	Florida Dept. of Elder Affairs
Mayor Nat Birdsong	Mass Transit (Polk Transit Authority)
Sheryl Brown	Representing people with Disabilities
Connie Miller	Agency for Person with Disabilities (APD)
Maia Watson	FL Agency for Health Care Admin (AHCA)
Joy Johnson	Local Medical Community
Diane Durr (Zoom)	

Others Present:	Representing:
Marcia Roberson	Citrus Connection
Kelly Suazo	Citrus Connection
Julia Davis	Polk TPO
Cindy Mitchell	Polk TPO

TD LCB Meeting

1. Call to Order

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

2. Confirmation of Quorum

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

3. Opportunity for Public Comment

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 –June 16, 2025

Motion to approve TD LCB Annual Public Workshop and TD LCB meeting draft minutes.

Motion: Motioned by Sheryl Brown and seconded by Mayor Nat Birdsong. Motion was approved unanimously

5. Agenda Review

Julia Davis, Polk TPO Staff, provided the agenda review.

CTC Report

6. CTC Report on Operating Data and Performance Measures – September 2025

Kelly Suazo, Citrus Connection, presented an overview of the operating data and performance measures for April, May, and June in the CTC Report. A long discussion occurred between the board, Kelly Suazo, and Marcia Roberson.

Action Items

7. **Polk Transportation Planning Organization (Polk TPO) and the Lakeland Area Mass Transit District (LAMTD) commencement of the “local recommendation process to re-designate the CTC in Polk, an enter into a new Memorandum of Agreement (MOA) with the Commission of the Transportation Disadvantaged (CTD) when the CTC is a government agency”**

Julia Davis, TPO Staff, presented the process of re-designating the CTCs.

Motion: Motioned by Mayor Nat Birdsong and seconded by Dale Hanson. Motion was approved unanimously.

8. **Annual Review and Approval of LCB’s Bylaws**

Cindy Mitchell, TPO Staff, presented the LCB’s Bylaws with no changes from last year.

Motioned by Sheryl Brown and seconded by Mayor Nat Birdsong. Motion was approved unanimously.

Information Items, Communications and Reports

9. **CTC’s Annual Operating Report (AOR) covering FY 2024-25**

Marcia Roberson, Citrus Connection, stated the AOR was just submitted and nothing stood out.

10. **Training: TD 101**

Cindy Mitchell, TPO Staff, presented the annual training of the TD Program, flow chart and the TD schedule.

11.TPO Distribution Items and Comments

Julia Davis, TPO Staff, informed the board about Polk TPO LRTP major update Envision 2050 and the live forum October fifteenth, which is streamed on PGTv, Facebook, Polk TPO's website, and Citrus Connection's website. Along with Citrus Connection is updating their TDP process on public comment on October 8th. Lastly, we are scheduling a community-wide workshop with Vision Zero SS4A.

12.CTC Distribution Items and Comments

Marica Roberson, Citrus Connection, stated to let them know if there are any concern about the presentation.

13.Board Members Comments and Announcements

Dale Hanson, FDOT, stated Citrus Connection applied for a 5311 grant and the project was recommended by the district and approved by the Central Office. Training opportunity webinar September 18th for grant management and funding opportunities and lastly round 3 of the FDOT triennial reviews began in 2024 which include Peace River Center, Polk Training Center, Alliance for Independence, Citrus Connection, ROAR Florida and Sunrise Community of Polk County (Lakeland).

14.Next meeting date – December 15, 2025

15.Adjournment

With no further business the meeting, Chair Clark adjourned at 2:33pm

Motion: Motioned by Mayor Nat Birdsong

Respectfully transcribed by KC Rivera, TPO Office Manager IV.

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a record of the proceedings, and that, for such purpose, he 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.