

## **Polk County TPO Transportation Disadvantaged Local Coordinating Board (TD LCB)**

### **Meeting Agenda**

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**September 15, 2025 TPO TD LCB**

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

#### **Attending by Zoom:**

**Polk TD LCB Board Members and Alternates may attend this meeting by Zoom, if they wish. They will be counted as “present,” and they can join in the discussion of agenda items. However, according to Florida Laws on Public Meetings, members/alternates who attend this way will not be counted towards the Quorum. However, they may still take part in the meeting, and they may vote.**

**We start the Zoom 30 minutes before the actual meeting start time, to get all the equipment running. When you enter the Zoom call, please type your name into the Chat Box.**

#### **To Join the Zoom Meeting:**

**<https://us02web.zoom.us/j/81814746477?pwd=tMtjbbR8hUSbCDavQBH9jyv1scbLZa.1>**

**Meeting ID: 818 1474 6477 Passcode: 644457**

**One tap mobile**

**+13052241968,,81814746477#,,,,\*644457# US**

**+16465588656,,81814746477#,,,,\*644457# US (New York)**

1. Call to Order - 1:30 p.m. (Jeremy Clark, Chairman)
2. Confirmation of Quorum
3. Opportunity for Public Comment
4. Approval of Meeting minutes
5. Agenda Review - Ms. Julia B. Davis, AICP, Polk TPO

#### **CTC Reports**

6. CTC Quarterly Report

#### **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 and enter into a new Memorandum of Agreement (MOA) with the Commission for the Transportation Disadvantaged (CTD) when the CTC is a government agency”
8. Annual Review of Polk TD LCB By Laws

#### **Information Items, Communications, and Reports**

9. Introduction to the CTC’s Annual Operating Report (AOR) for the fiscal year ending June 30, 2025.
10. Polk TD 101 - Annual Training and Basic Information
11. TPO Distribution Items & Comments
12. CTC's Distribution Items & Comments
13. Board Member Comments and Announcements
14. Next meeting date - next regular quarterly meeting is scheduled for December 15, 2025.
15. Adjournment

**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.**



## Polk County

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

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Agenda Item 4.

9/15/2025

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#### **AGENDA ITEM**

Approval of Meeting minutes

#### **PRESENTER**

Chairman

#### **SUMMARY**

Review and approve the minutes of the previous meeting: the June 16, 2025, Quarterly Business meeting of the Polk TD LCB.

#### **RECOMMENDED ACTION**

Take action to approve the minutes

#### **ATTACHMENT**

- a. Minutes of the June 16, 2025 Quarterly Business meeting of the Polk TD LCB



## Polk Transportation Disadvantaged Local Coordinating Board (TD LCB)

### *Draft LCB Quarterly Meeting Minutes*

Date: Monday, June 16, 2025

Time: 1:30 p.m.

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

<b>Members Present:</b>	<b>Representing:</b>
Vice Mayor Jeremy Clark, Chair	Polk TPO
Stacy Campbell-Domineck, Vice Chair	Regional Workforce Development
Paul Simmons	Florida Department of Transportation, 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)
Lisa Miller (Zoom)	Polk County School Board (Polk Education)
Joe Lesniewicz (Zoom)	Veteran Services

<b>Others Present:</b>	<b>Representing:</b>
Marcia Roberson	Citrus Connection
Kelly Suazo	Citrus Connection
Ronda Carter	Citrus Connection (Zoom)
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 –March 17, 2025**

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**

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 on Operating Data and Performance Measures – June 2025**

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 Approval of LCB's Annual Evaluation of CTC's FY 2023-24**

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 of Polk LCB's Grievance Procedures**

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 CTC's Rate Calculation Model/CTC Reimbursement**

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 and Approval of Polk Transportation Disadvantaged Service Plan (TDSP) 2025-26 Minor Update**

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**

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 Announcements and Distribution Item**

Julia Davis, TPO Staff, presented Citrus Connection Youth Summer of Safety program from June 2<sup>nd</sup> to August 8<sup>th</sup>

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

### **13. Board Members Comments and Announcements**

Chair Jeremy Clark thanks everyone.

Paul Simmons thanks everyone and Happy Birthday to Citrus Connection.

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

### **14. Next meeting date – September 15, 2025**

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**

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

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

**16. Adjournment**

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

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

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.



## Polk County

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

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Agenda Item 6.

9/15/2025

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#### **AGENDA ITEM**

CTC Quarterly Report

#### **PRESENTER**

CTC Staff

#### **SUMMARY**

CTC Staff will provide the board with an update on CTC activities and performance measures

#### **RECOMMENDED ACTION**

This item is presented for information only

#### **ATTACHMENT**

CTC Report on Operating Data and Performance Measures



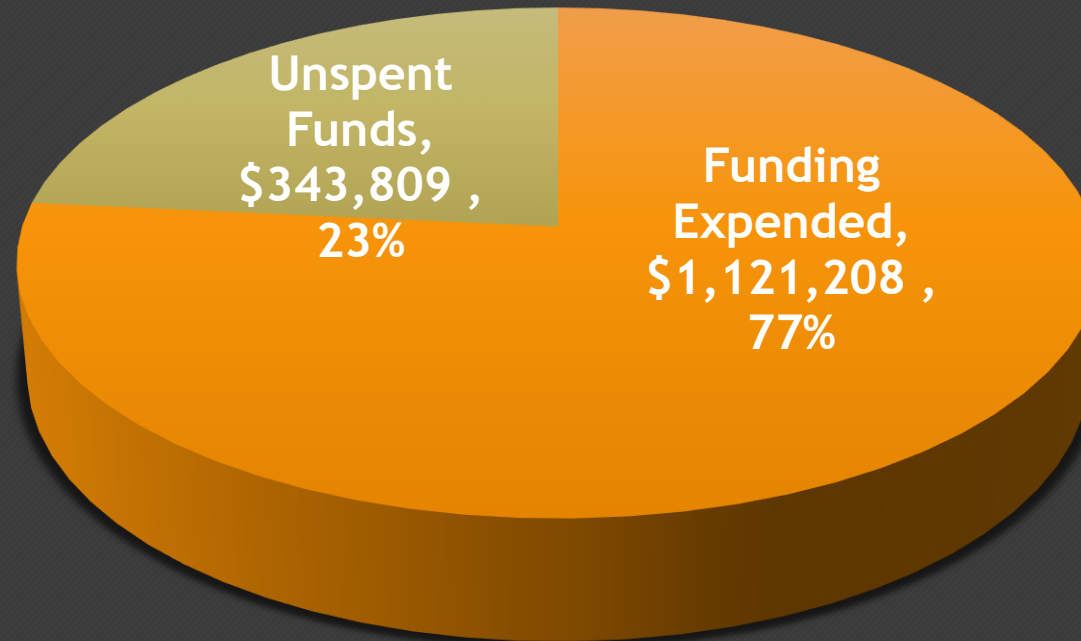
CitrusConnection  
PROGRESS IN MOTION

# CTC Report

SEPTEMBER 2025

# 2024-2025 Funding

**Total  
Funding  
\$1,465,017**

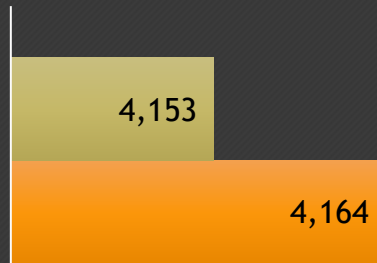


# TD Bus Passes

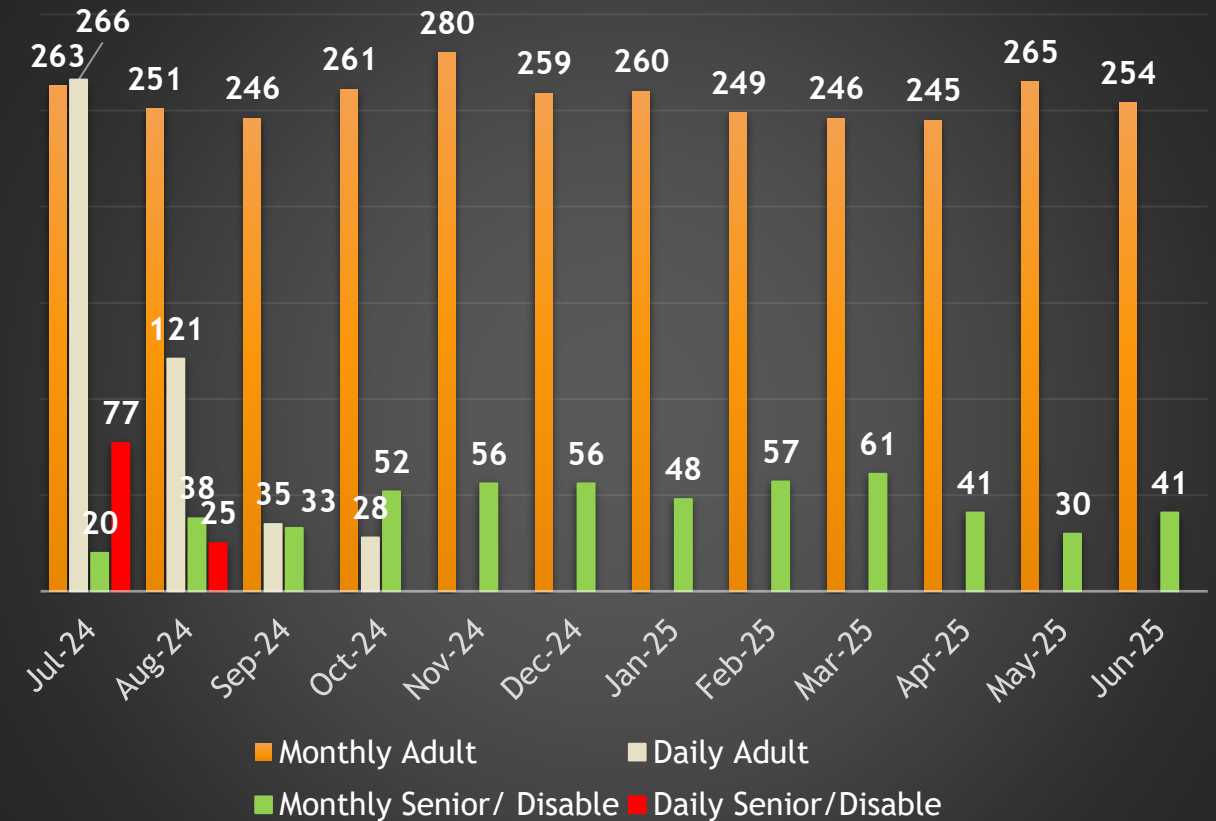
	Monthly	Daily	Monthly Sr./Dis	Daily Sr./Dis
APR-25	245	0	41	0
MAY-25	265	0	30	0
JUN-25	254	0	41	0
TOTALS	764	0	112	0

■ Last Grant Year ■ Current Grant Year

Accumulative Totals



**\*11 increase  
TD Bus  
Passes**



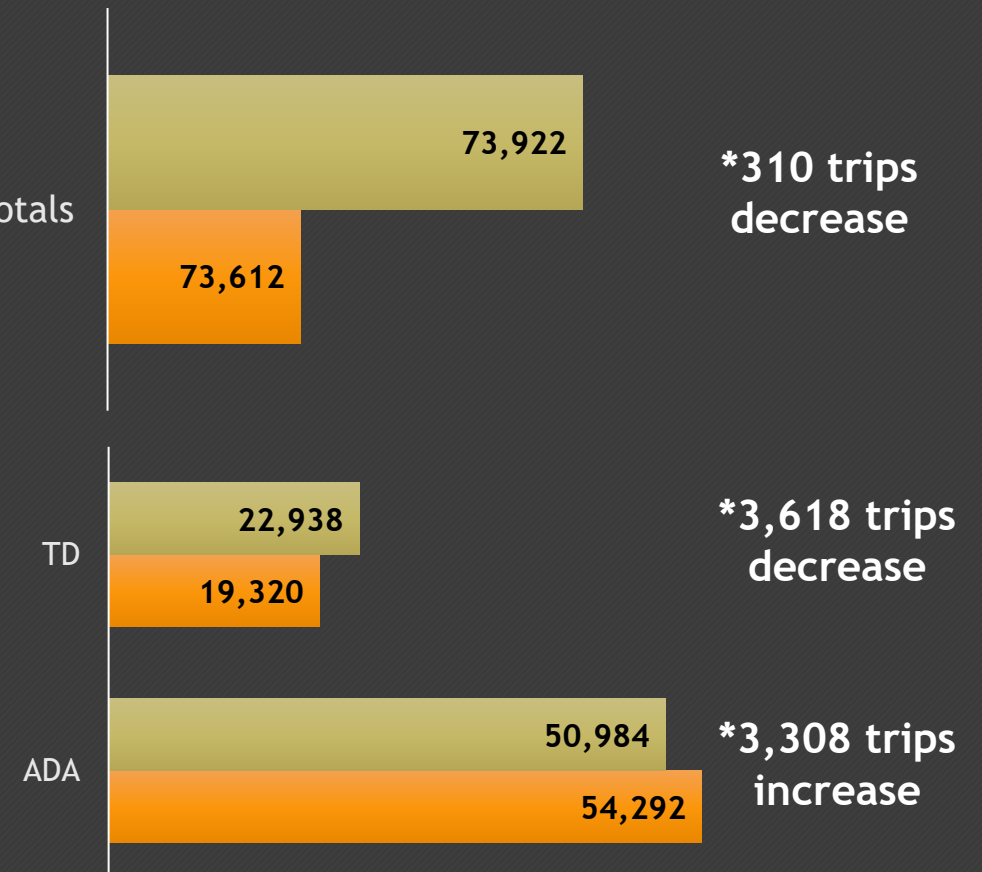
# Paratransit Trips Performed

Total Trips  
Completed  
Apr-May-Jun  
19,799

- ADA 14,281
- TD 5,518

■ Last Grant Year ■ Current Grant Year

Accumulative Totals



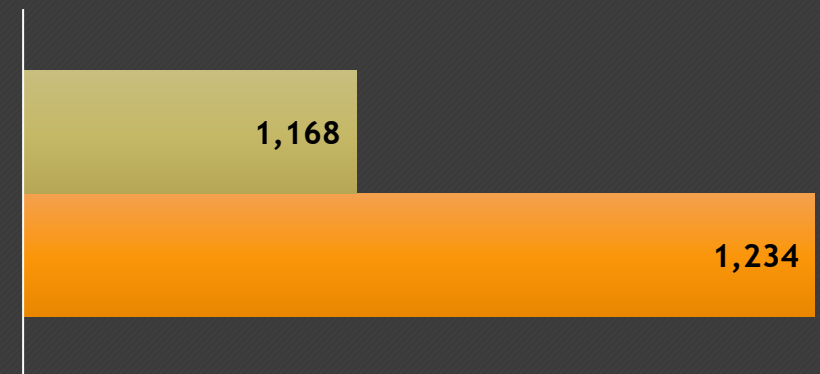
# Paratransit Unduplicated

Total  
Unduplicated  
Clients  
Apr-May-Jun

• 86

Accumulative Totals

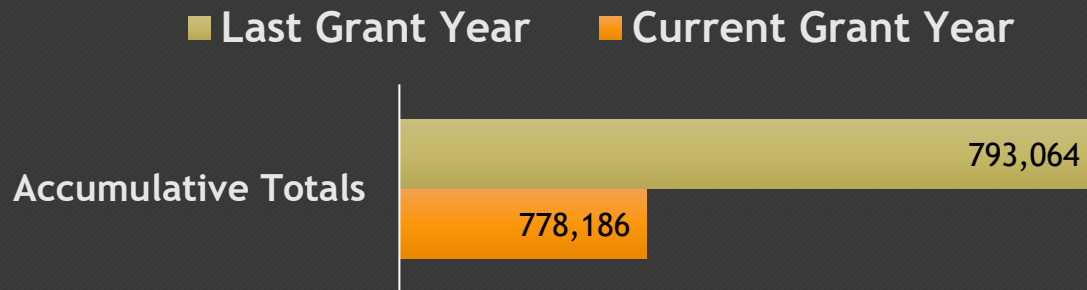
■ Last Grant Year ■ Current Grant Year



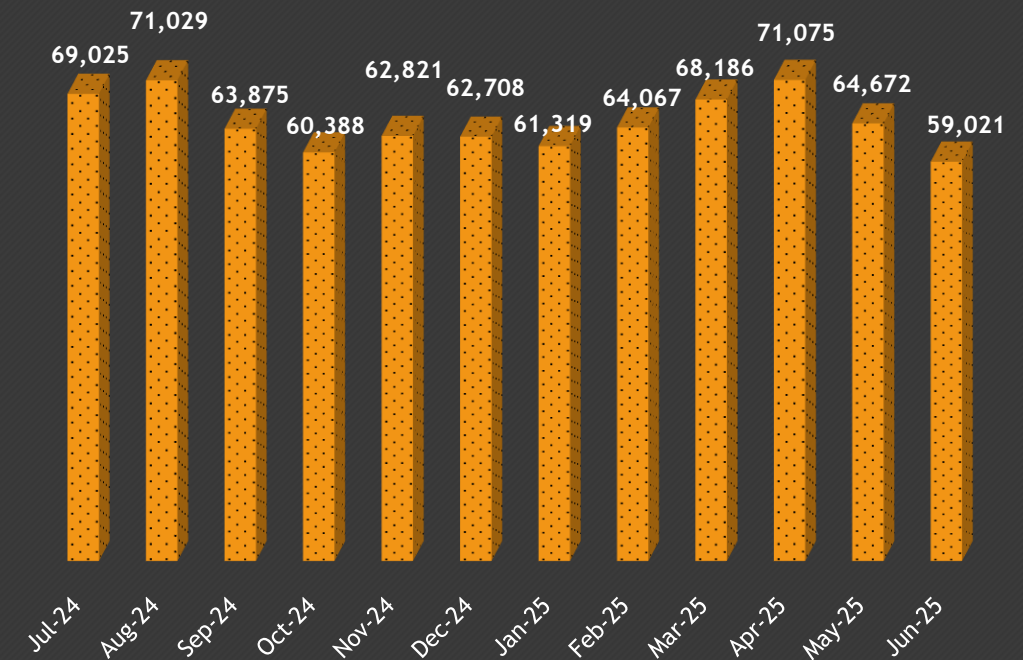
\*66 client increase

# Fixed Route Ridership Data

Total 194,768	APR-25	71,075
	MAY-25	64,672
	JUN-25	59,021

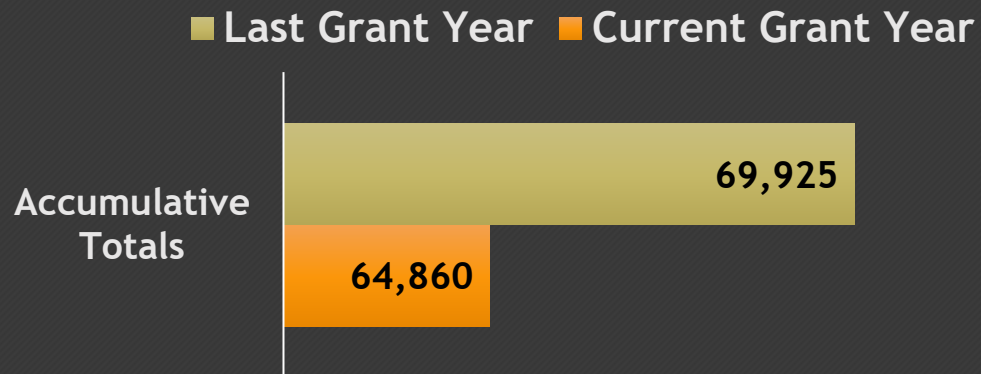


*\*14,878 trip decrease*



# Transitions Ridership Data

Total 17,146	APR-25	6,289
	MAY-25	6,093
	JUN-25	4,764

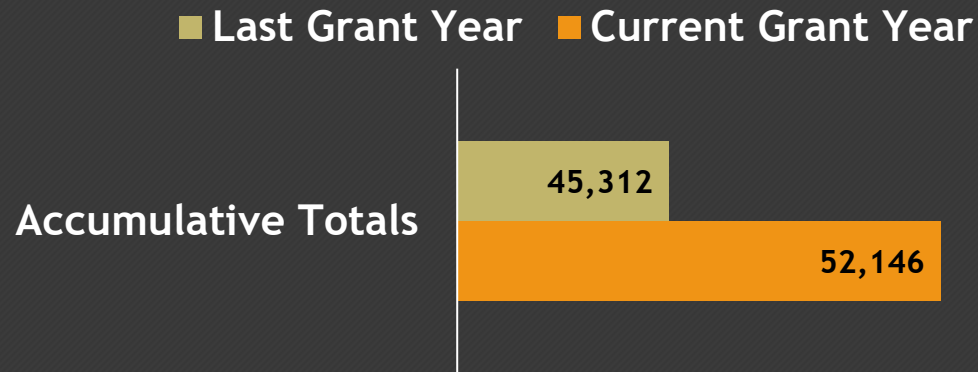


*\*5,065 trip decrease*

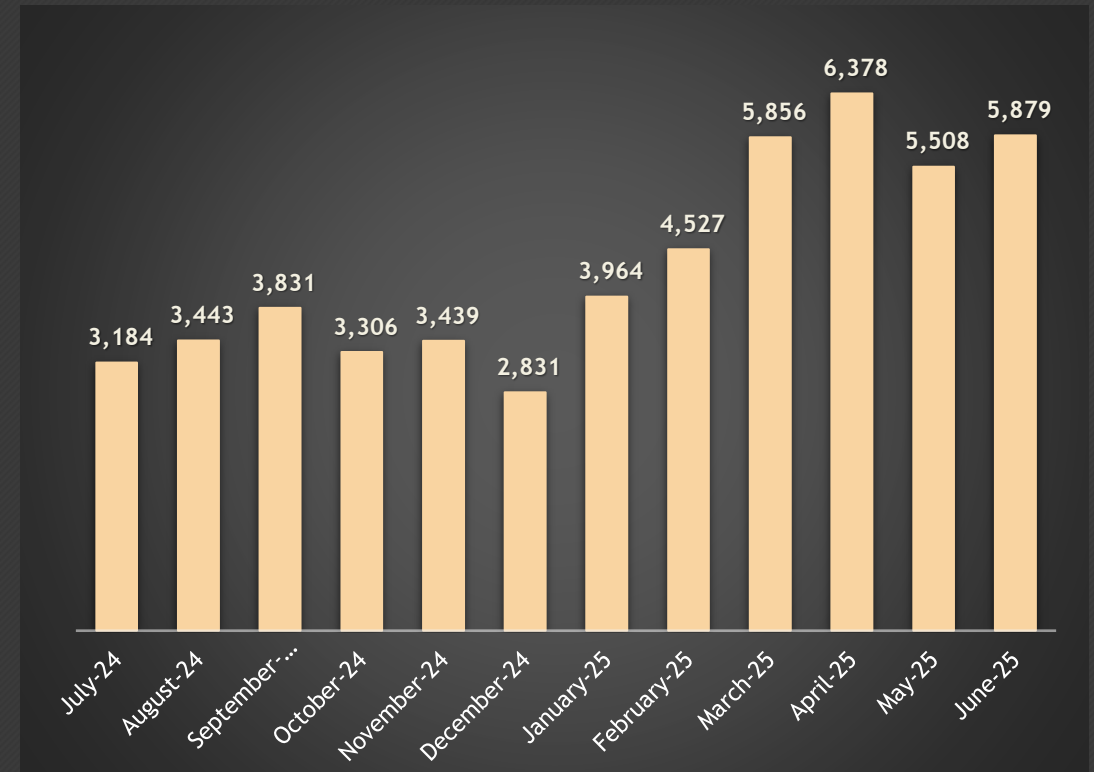


# Coordination Ridership Data

Total 17,765	APR-25	6,378
	MAY-25	5,508
	JUN-25	5,879



*\*6,834 trip increase*



# Unmet Trip Data

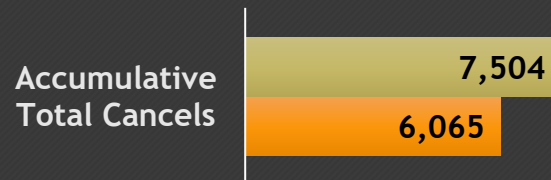
Denials  
0

■ Last Grant Year ■ Current Grant Year



Cancels  
1,409

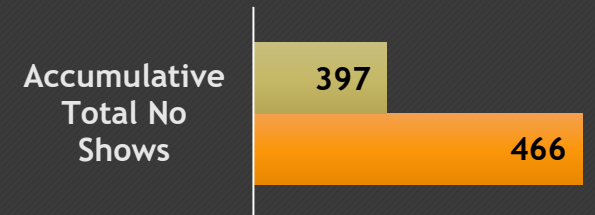
■ Last Grant Year ■ Current Grant Year



**\*1,439 trips decrease**

No Shows  
128

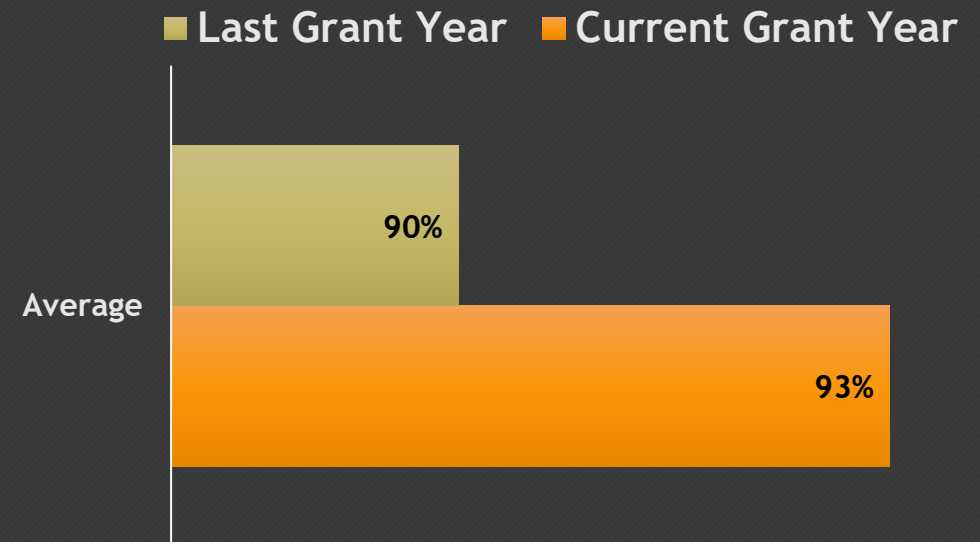
■ Last Grant Year ■ Current Grant Year



**\*69 trips increase**

# On Time Performance

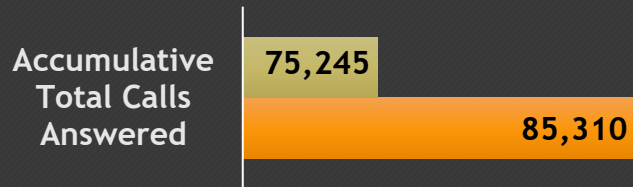
Average 92%	APR-25	93%
	MAY-25	90%
	JUN-25	93%



# Regional Mobility Call Center Data

Total Call Answered  
21,996

■ Last Grant Year ■ Current Grant Year



\*10,065  
increase

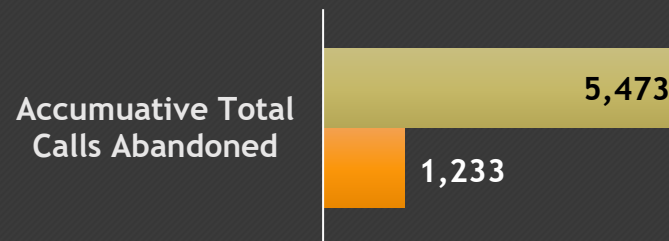
Average Hold Time  
2:12

■ Last Grant Year ■ Current Grant Year



Calls Abandoned  
203

■ Last Grant Year ■ Current Grant Year



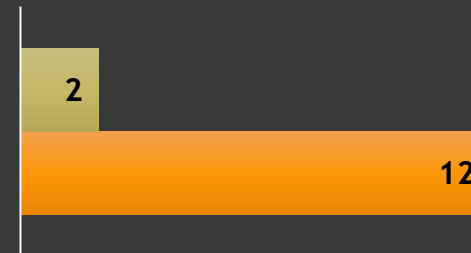
\*4,240  
decrease

# Compliments & Complaints

Total Compliments 7

■ Last Grant Year ■ Current Grant Year

Accumulative Totals  
Compliments



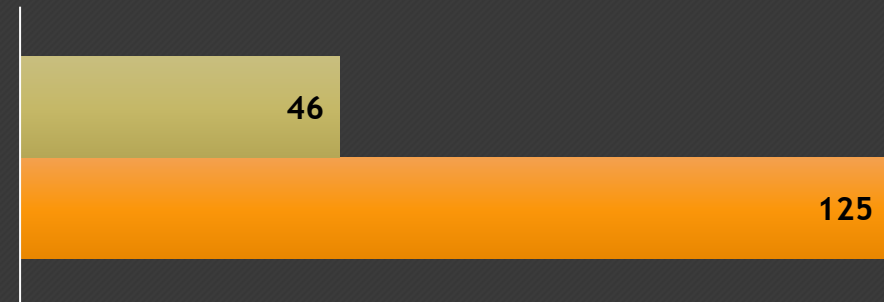
Total Complaints 32

PT = 7

FR = 25

RMCC = 0

Accumulative Totals  
Complaints



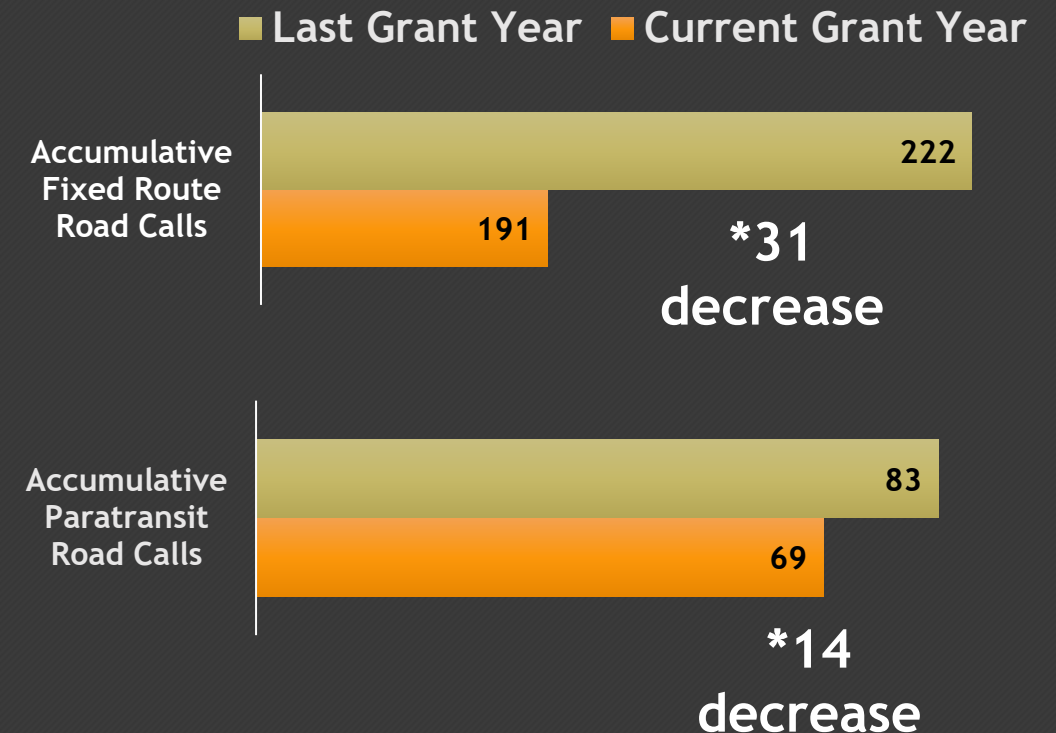
# Road Calls & Average Distance Between Road Calls

## Road Calls

Fixed Route Road Calls	34
Paratransit Road Calls	6

## Average Distance Between Road Calls

Fixed Route	47,671
Paratransit	32,852



# Safety Fixed Route

**Total Number of  
Accidents = 2**

## Chargeable Collisions

- Total Number of Collisions 0
- With Passengers 0
- Number of Injuries 0
- Transported to Medical Facility 0

## Non-Chargeable Collisions

- Total Number of Collisions 1
- With Passengers 1
- Number of Injuries 0
- Transported to Medical Facility 0

## Non-Collisions

- Number of Non-Collisions 1
- Number of Injuries 1
- Transported to Medical Facility 1

**Accumulative  
Grant Year Totals**

## Chargeable Collisions

- Total Number of Collisions 6
- With Passengers 6
- Number of Injuries 1
- Transported to Medical Facility 1

## Non-Chargeable Collisions

- Total Number of Collisions 7
- With Passengers 3
- Number of Injuries 1
- Transported to Medical Facility 0

## Non-Collisions

- Number of Non-Collisions 5
- Number of Injuries 6
- Transported to Medical Facility 6

# Safety Paratransit

**Total Number of  
Accidents = 3**

## Chargeable Collisions

- Total Number of Collisions 1
- With Passengers 1
- Number of Injuries 0
- Transported to Medical Facility 0

## Non-Chargeable Collisions

- Total Number of Collisions 1
- With Passengers 1
- Number of Injuries 0
- Transported to Medical Facility 0

## Non-Collisions

- Number of Non-Collisions 1
- Number of Injuries 2
- Transported to Medical Facility 2

**Accumulative  
Grant Year Totals**

## Chargeable Collisions

- Total Number of Collisions 2
- With Passengers 1
- Number of Injuries 0
- Transported to Medical Facility 0

## Non-Chargeable Collisions

- Total Number of Collisions 5
- With Passengers 4
- Number of Injuries 0
- Transported to Medical Facility 0

## Non-Collisions

- Number of Non-Collisions 3
- Number of Injuries 4
- Transported to Medical Facility 4



CitrusConnection  
PROGRESS IN MOTION

# Questions?

TPO Transportation Disadvantaged Local  
Coordinating Board (TD LCB)

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Agenda Item 7.

9/15/2025

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**AGENDA ITEM**

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 and enter into a new Memorandum of Agreement (MOA) with the Commission for the Transportation Disadvantaged (CTD) when the CTC is a government agency”

**PRESENTER**

TPO and CTC Staff

**SUMMARY**

Every five years, the TPO must go through a process to recommend a single Community Transportation Coordinator, to the Commission for the Transportation Disadvantaged. This is usually handled through a competitive procurement process, for example, an RFP. However, when the existing CTC is a governmental agency like Lakeland Area Mass Transit District (LAMTD) / d/b/a Citrus Connection, then the process is carried out more informally. Over the next several months,

- TPO staff will present this agenda item to the TPO and LAMTD, to seek their agreement to commence this simplifies process.
- Then, LAMTD will formally “request to be re-designated as the CTC in Polk and request to enter into new Memorandum of Agreement (MOA) with the Commission for the Transportation Disadvantaged (CTD).” LAMTD will provide a letter making their request to the TPO and get the MOA locally signed.
- Then, the TPO will act on LAMTD’s request. This becomes the “local recommendation.”
- Then, the LCB will act on the local recommendation, in December.
- Then, the local recommendation will be transmitted to CTD staff. They will prepare an agenda item for the next meeting of the Commission for the Transportation Disadvantaged. This might be in March, or June.
- At that meeting, TPO staff will make a presentation on the request to the CTD Board. If the CTD concurs, then CTC will be offered a new MOA.
- The new MOA will go into effect July 1, 2026.
- Then, the TPO & LCB & CTC will have 120 days to procure the TDSP Major Update.

**RECOMMENDED ACTION**

Make recommendations to staff.

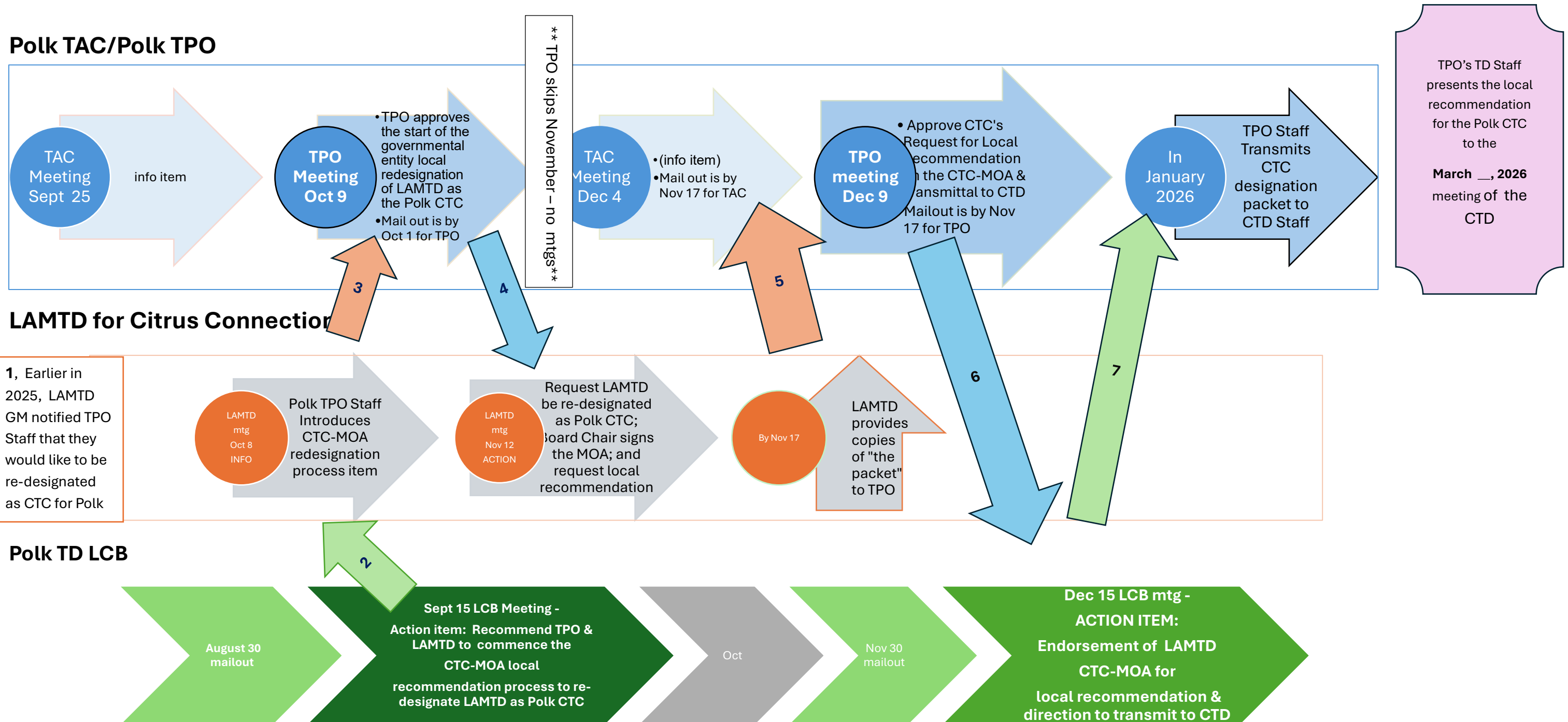
**ATTACHMENT**

Attachment 1 Process

Attachment 2 Letter supplies in 2020-21 request cycle

# Polk CTC re-designation process, for the July 1, 2026-June 30, 2031 Memorandum of Agreement (MOA) with the Commission for the Transportation Disadvantaged (CTD)

The current MOA runs from July 1, 2021 to June 30, 2026. Prior to that, [The Designated Official Planning Agency (Polk TPO) will,] “when necessary and in cooperation with the LCB solicit and recommend a single CTC. This 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 [for the Transportation Disadvantaged] by Planning Agency staff or their designee.” [Task 2.A of the TPO’s TD Planning Grant.] When the CTC is a ‘governmental agency,’ then, that CTC may request that the Commission for the Transportation Disadvantaged, re-designate it with a new MOA. The CTC makes this request through the LCB and TPO. LAMTD is a governmental agency and the designated CTC for Polk County, and as such, we may follow this process:



November 18, 2020

Florida Commission for the Transportation Disadvantaged  
Attn: David Darm- Executive Director  
605 Suwanee Street  
Tallahassee, FL 32399

Dear Mr. Darm,

LAMTD is currently the CTC for Polk County and has been the CTC since 2016. We would like to thank you for allowing LAMTD to serve as the CTC in the last few years. It is our goal to work to improve our service and increase mobility for Polk County residents. Over the last few years, we've made major headways in improving the service provided by changing program structures.

- *The Fixed Route Bus programs outreach has increased our visibility in the public, resulting in increased ridership and public use.*
- *In 2018 the Travel Training program became a major focus to help assist those who wanted to gain self-sufficiency by accessing the Fixed Route bus and Para-transit if needed. The program took on an innovative approach by partnering with Community stakeholders to help train and educate the community on transit, with an emphasis on both individual and group training.*
- *Call Center Operations Intake eligibility is now done in-house. This reduces the timeline it takes for application approvals. As a result, residents now have access to transit sooner.*
- *Re-Route 2020 changed the way we did transit for West Polk County. The Public received earlier and later hours, without increasing Operational cost.*

On behalf LAMTD and the LAMTD Board of Directors we would like to continue to serve in the role of the Community Transportation Coordinator for Polk County, for the five-year MOA contract starting July 1, 2021. Thank you for your time and consideration.

Sincerely,



Tom Phillips  
Executive Director



## Polk County

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

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Agenda Item 8.

9/15/2025

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#### **AGENDA ITEM**

Annual Review of Polk TD LCB By Laws

#### **PRESENTERS**

TPO Staff

#### **SUMMARY**

The LCB is required to review and update the By Laws on an annual basis.

TPO staff does not propose any changes to the By Laws at this time. However, if any member of the LCB wants to propose any changes, this would be the opportunity to do so.

#### **RECOMMENDED ACTION**

Approve the proposed By Laws as presented

#### **ATTACHMENT**

Proposed new By Laws (if all proposed changes are adopted)



**DRAFT**

**Bylaws  
of the  
Polk County Transportation Disadvantaged  
Local Coordinating Board**

**LCB Statement:**

I, Vice-Mayor Jeremy Clark as the Polk County Local Coordinating Board (LCB) Chairperson, hereby certify in accordance with Rule 41-2.012(5)(c), F.S., that the Polk County LCB has reviewed this document, and the Polk Transportation Planning Organization (TPO) has received a copy.

Date Adopted: September 15<sup>th</sup>, 2025

LCB Chairperson's Signature: \_\_\_\_\_



## **ARTICLE I**

### **Purpose and Authority**

The authority and duties of the Polk County Transportation Disadvantaged Coordinating Board, hereinafter the "Coordinating Board," are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. The purpose of the Coordinating Board is to help identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged, i.e., persons who, because of physical or mental disability, income status, or age, are unable to transport themselves or to purchase transportation and are therefore dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities, or to children who are handicapped, high risk, or at risk.

## **ARTICLE II**

### **Membership**

In accordance with Chapter 427, Florida Statutes, all members of the Coordinating Board shall be appointed by the Polk Transportation Planning Organization (TPO), the Official Designated Planning Agency.

#### **A. Voting Members**

The following agencies or groups shall be represented on the Coordinating Board as voting members:

1. A representative of the TPO who is an elected official;
2. A local representative of the Florida Department of Transportation;
3. A local representative of the Florida Department of Children and Family Services;
4. A local representative of the Public Education Community;
5. A local representative of the Florida Division of Vocational Rehabilitation or Division of Blind Services;
6. A representative of Veterans who has been recommended by the local Veterans' Service Office;

7. A person recognized by the Florida Association of Community Action to represent the economically disadvantaged;
8. A person over 60 representing the elderly in the county;
9. A person with a disability representing the disabled in the county;
10. A citizen advocate (Position 1);
11. A citizen advocate who uses public transportation as the primary means of transportation (Position 2);
12. A local representative for children at risk;
13. A representative of public transit who has been designated by a local public transit system Board;
14. A local representative of the Florida Department of Elderly Affairs;
15. An experienced representative of the local private transportation industry (for-profit or non-profit);
16. A local representative of the Florida Agency for Health Care Administration;
17. A representative of the Regional Workforce Development Board established in Chapter 445, FS;
18. A representative of the local medical community.
19. A local representative of the Agency for Persons with Disabilities.

#### B. Non-Voting Members

Additional non-voting members of the Coordinating Board may be appointed by the TPO, as appropriate.

#### C. Alternates

Alternates are to be appointed in writing to the Polk TPO by an agency representative. Non-agency alternates may be appointed by the TPO, if desired. Each alternate may vote only in the absence of that member on a one-vote-per-member basis. Alternates for a LCB member who cannot attend a meeting must be a representative of the same interest as the primary member.

## **ARTICLE III**

### **Officers**

#### **A. Chairperson**

The TPO representative (Elected Official) on the Coordinating Board shall serve as the Chairperson. The Chairperson shall perform the duties prescribed by those outlined in the current edition of *Robert's Rules of Order, Newly Revised*. The Chairperson must be appointed or reappointed by the Polk TPO every two (2) years. Individuals can be re-appointed for more than one term.

#### **B. Vice-Chairperson**

A Vice Chairman shall be elected from the members at the first scheduled meeting of each calendar year where a quorum is present. The Vice-Chairperson shall be elected by majority vote of a quorum of the members. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson. The Vice-Chairperson shall serve a term of one year, starting with the first meeting after the election.

C. If both the Chairman and the Vice Chairman are absent from a meeting, a temporary Chairman shall be selected by a majority vote of the members present. The temporary Chairman shall serve only until either the arrival of the Chairman and the Vice Chairman or the end of the meeting.

## **ARTICLE IV**

### **Terms of Appointment**

Except for the Chairperson and agency representatives, the members of the Coordinating Board shall be appointed for three (3) year terms.

## **ARTICLE V**

### **Meetings and Attendance**

#### **A. Meetings**

1. As required by Chapter 427, FS, the Coordinating Board shall meet at least quarterly. However, it shall meet as often as necessary to meet its responsibilities.
2. In accordance with the Coordinating Board Operating Guidelines, all LCB meetings and public hearings shall be advertised two weeks prior to the scheduled meeting. Agenda and meeting materials shall be available and delivered to Board members no less than one (1) week in advance of the meeting. Attendance at a meeting shall constitute a waiver of notice.
3. The Chairperson will call special meetings when he or she deems necessary or when two or more members request a meeting or by request of the TPO Coordinator. The purpose of the meeting shall be stated in the call. The established mailing list for the Coordinating Board shall be used to notify members of the special meeting. No less than three (3) business days' notice shall be given for special meetings. Attendance at a meeting shall constitute a waiver of notice.
4. The first meeting of each calendar year shall serve as the organizational meeting for the Coordinating Board.
5. At least once a year, a public workshop must be held for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services. The public workshop may be held in conjunction with a regularly scheduled TD LCB meeting.
6. Each published agenda for a TD LCB meeting shall include a period for public comment that must commence and conclude prior to the undertaking by the Board of any action on the agenda that falls outside the scope of subsection (3) of Section 286.0114, Florida Statutes. The public comment period will appear on the agenda before the Board takes official action on a proposition.

7. As a guideline, each individual or representative addressing the TD LCB shall have three (3) minutes to speak on the proposition before the LCB subject to the discretion of the chair to extend the time, and to the power of the TD LCB as a whole to overrule the chair.

8. With respect to propositions that appear on a meeting's published agenda that is available for public inspection prior to the commencement of the meeting, the opportunity for public comment thereon shall be limited to the public comment period specified above.

9. With respect to any proposition that does not appear on a meeting's published agenda that is available for public inspection prior to the commencement of the meeting, the chair shall solicit public comment thereon any time during the meeting prior to the TD LCB action thereon. An individual desiring to be heard may indicate by appropriate sign and shall be recognized by the chair.

10. A quorum of the Coordinating Board shall consist of 5 voting members or their alternates who must be physically present in the meeting room and shall be required for the conduct of all official business other than scheduling of meetings.

11. "Virtual" access to TD LCB Meetings. All regular quarterly meetings of the Polk TD LCB and the Polk TD LCB's annual public workshop will provide reasonable accommodations for virtual access. The link to the virtual LCB meeting will be contained in the published agenda for each meeting.

12. The TPO staff shall be responsible for preparing a set of minutes for each Coordinating Board meeting. Meeting minutes shall be approved by the Coordinating Board and a copy of all minutes shall be sent to the Commission for the Transportation Disadvantaged.

13. Very Bad Weather. If any portion of Polk County, Florida is under a watch or warning as defined by the National Weather Service, for any type of 'bad weather,' then, any scheduled LCB meetings may be canceled by TPO Staff. Any canceled LCB meetings may be rescheduled for a later date, following appropriate public notification procedures and Polk TD LCB bylaws.

B. Attendance

The TPO shall review and consider rescinding the appointment of any member of the Coordinating Board who fails to attend four (4) consecutive meetings.

## **ARTICLE VI**

### **Committees**

A. Standing Committees

The Coordinating Board shall have one standing committee. The Chairperson shall appoint the members of all committees.

1. The Grievance Committee

The Grievance Committee shall process, investigate and assist in the resolution of formal grievances. In addition, the Grievance Committee shall verify that the CTC implements and follows grievance procedures established by the Coordinating Board.

B. Ad Hoc Committees

The Coordinating Board shall, from time to time, create ad hoc committees as are necessary to carry on the work of the Board. All such committees shall be appointed by the Chairperson and dissolved when their work has been completed.

## **ARTICLE VII**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Coordinating Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## **ARTICLE VIII**

### **Amendment of Bylaws**

These Bylaws can be amended at any regular meeting of the Coordinating Board by a two-thirds' majority of voting members present (if there is a quorum), provided that the amendment has been submitted in writing to all members with the notification of the meeting.

**\*\*\*END\*\*\***



## Polk County

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

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Agenda Item 9.

9/15/2025

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#### **AGENDA ITEM**

Introduction to the CTC's Annual Operating Report (AOR) for the fiscal year ending June 30, 2025.

#### **PRESENTERS**

TPO Staff

#### **SUMMARY**

Annually by September 15, the Community Transportation Coordinator (CTC) is required to submit an Annual Operating Report of their operational statistics to the Commission for the Transportation Disadvantaged (CTD) for the previous state fiscal year. These operational statistics include system type, trip information, vehicle information, employee information, revenues, and expenses.

The CTC submitted their initial draft AOR to the Commission for the Transportation Disadvantaged prior to September 15. It is now in the regular review process.

#### **INFORMATION ITEM**

Click or tap here to enter text.

#### **ATTACHMENT**

None



## Polk County

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

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Agenda Item 10.

9/15/2025

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#### **AGENDA ITEM**

Polk TD 101 - Annual Training and Basic Information

#### **PRESENTERS**

TPO and CTC Staff

#### **SUMMARY**

The Polk TPO Staff and the Community Transportation Coordinator (CTC) for Polk County, Citrus Connection, will provide this annual training opportunity.

#### **INFORMATION ITEM**

Click or tap here to enter text.

#### **ATTACHMENTS**

1. TD Program Presentation by the Commission for the Transportation Disadvantaged (CTD)
2. TD Program "Flow Chart"
3. Polk TD Schedule - TD Wheel for FY 2025-26

# TD 101

## An Overview of the Transportation Disadvantaged Program

Florida Commission for the



Transportation  
Disadvantaged

PRESENTED TO POLK  
COUNTY TD LCB BOARD

SEPTEMBER 15<sup>TH</sup>, 2025



# Who Do We Serve?



OLDER ADULTS



PERSONS WITH  
DISABILITIES



PEOPLE WITH  
LOW INCOME



AT-RISK  
CHILDREN

# They Could Need A Ride To...



Medical Services



Work



School



Grocery Store

# ...And May Have Limited Transportation Options

- Personal or Family Vehicle
- Public Transit
- Government “Sponsored” Transportation (e.g., Medicaid)
- Private On-Demand Services (e.g., taxi, Uber or Lyft, etc.)

# TD Program Foundations

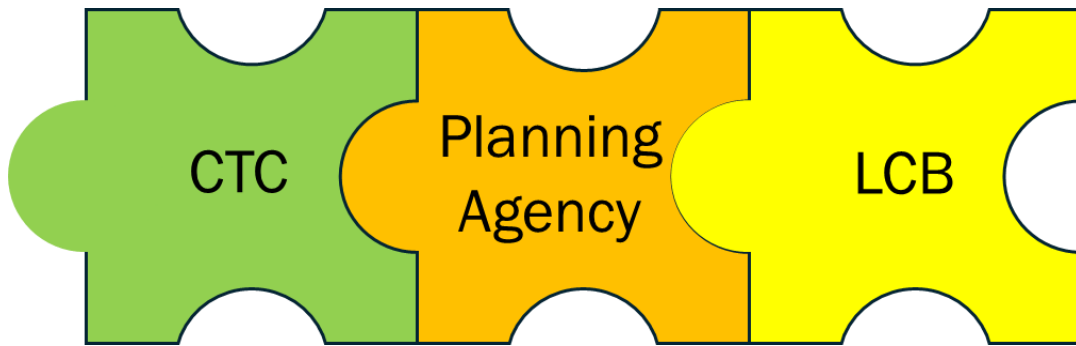
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Coordinated System established in 1979

Legislature created CTD & TD Trust Fund in 1989

Implemented at local level by:

- Community Transportation Coordinator (CTC)
- Designated Official Planning Agency (Planner)
- Local Coordinating Board (LCB)



Who Are the  
System's Players?



Polk Transportation  
Planning Organization



CitrusConnection  
PROGRESS IN MOTION



# CTD Responsibilities

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Independent state government agency, housed within the Florida Department of Transportation (FDOT).

State board members appointed by Governor to represent state and local agencies, and transportation industry experts.

Administers the TD Trust Fund and distributed through its grant programs.

Develops rules and policies governing the Coordinated System.

Approves and contracts with CTCs to support the delivery of TD services.



# CTD Grant Programs

## FY 2025-2026

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- **Trip & Equipment (T&E) Grant – \$58 Million**  
Funds to support the provision of "non-sponsored" trips, bus passes and capital equipment in every county.
- **Planning Grant –\$2 Million (\$2,033,880)**  
Supports planning activities of the local TD Program.
- **“Shirley Conroy” Rural Area Capital Assistance Grant -\$1.4 Million**  
Competitive grant for CTCs to support the purchase of capital equipment.
- **Innovative Service Development Grant – \$3M**  
Competitive grant for CTCs for innovative projects that promote greater access to the community, cross-county mobility, and utilization of public transit.



# Planning Agency Responsibilities

---

Appoints LCB members & provides staff support

Procures & recommends CTC

Works with CTC & LCB to:

- Develop TD Service plan

- Implement local TD program

- Review AOR for submission

Can be a:

- Metropolitan/Transportation Planning Organization

- Regional Planning Council

- Local Planning Organization



Polk Transportation  
Planning Organization

# LCB Responsibilities

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Represents local stakeholders and chaired by elected official

Identifies local service needs and assists with:

- Development of TD Service Plan
- Establishment of eligibility & trip prioritization guidelines

Appoints grievance committee

Evaluates the performance of the CTC



# CTC Responsibilities

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Delivers trips (directly, by contract, or both)

Assists with:

- Development of TD Service Plan
- Submitting performance data to CTD
- Determining rider eligibility

Invoices agencies for trips “purchased”

Can be a:

- Transit Agency
- Local Government
- Private For-Profit or Non-Profit



# Partnering Agencies

State or Local agencies that purchase trips or provides funding to support transportation operations.

Assist communities in designing transportation systems that meet the needs of TD customers.

Ensure their rules, procedures and guidelines are supportive of the TD population.



# Data on TD Program

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# Coordinated Transportation Services in **FY23-24** (AOR) Statewide

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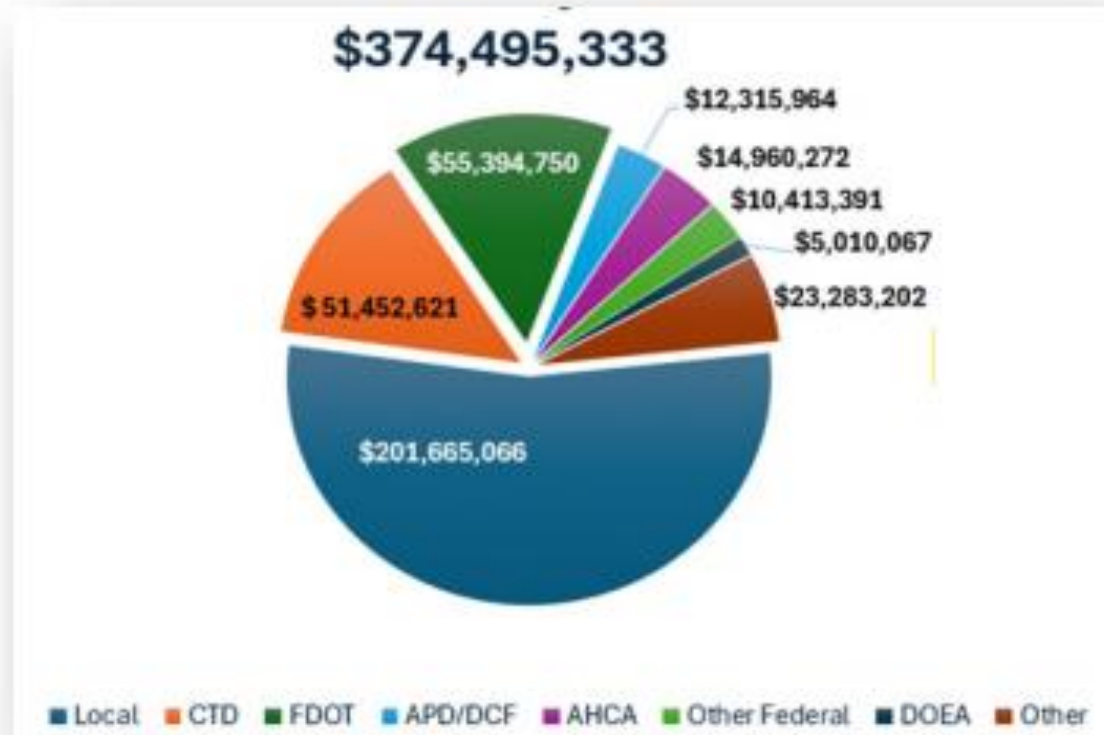
Ridership – **13.4 million trips to 189K riders**

Trips by Purpose – **4.8 million** (1,728,000 for life-sustaining activities; 1,056,000 trips for medical activities.)

Trips by Service Type – **8.4 million** (63%) of all reported trips were provided by fixed-route systems and the remaining (37%) were provided by paratransit services.

- **192,303** of reported trips were delivered by Taxicab or Transportation Network Companies (TNCs), such as Uber and Lyft.

## Total Coordinated System Revenues

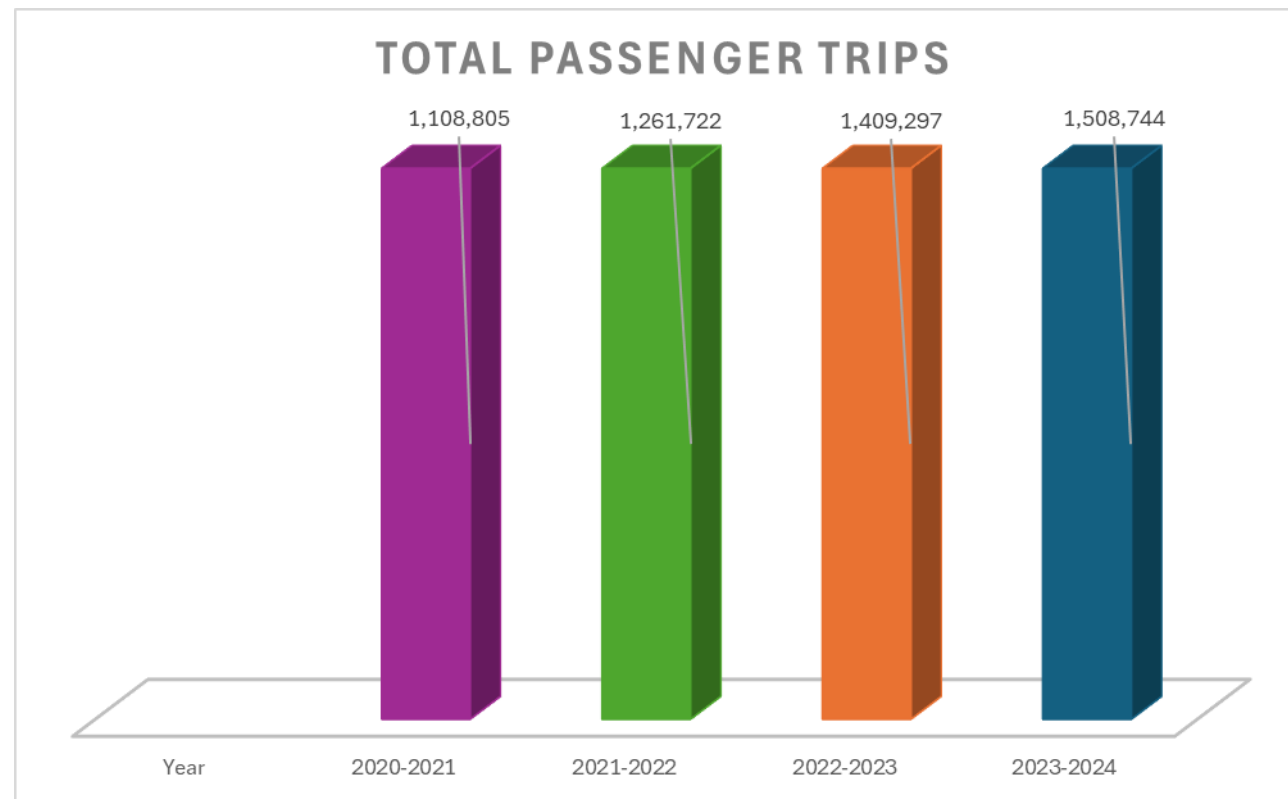


Coordinated  
System  
Reported  
Revenues  
FY 23-24  
Statewide

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# Statewide TD “Non-Sponsored” Passenger Trips

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## ***CTD Priorities & Events for 2025***

Fill all vacant and new seats on Commission Board

Implement 2025 legislation

Improve accuracy and analyses of performance data reported in AOR

Promote sustainability of Innovative Service Development Grant projects

Upcoming CTD Meetings:  
*September 4<sup>th</sup>. 2:00 pm - 5:00 pm*  
(Tradewinds @ St Pete Beach) and Dec (TBA)

**2025 FPTA Annual Conference**  
*September 2-4, 2025 | St. Pete Beach, Florida*



# What Can You Do?

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# It Takes So Little To Help So Much!

You can easily help provide transportation  
for children at risk, seniors, disabled and  
low-income residents in **YOUR** community!

*"I rely on this service to  
transport me to and from work  
on a daily basis—I wouldn't be  
employed without it."*  
—Jason G.  
Palm Beach County, FL

*"I have been in a nursing home  
for three years and this is my  
only means of transportation."*  
—August E.  
Baker County, FL

*"Going to the doctor's office, grocery  
shopping, church and other activities  
makes my quality of life worth living."*  
—Bobbi V.  
Palm Beach County, FL

*"It is critical that I have this  
transportation assistance to my  
dialysis three times a week."*  
—Leroy M.  
Nassau County, FL

*"We don't drive. We would not  
be able to get anywhere."*  
—Loretta B.  
Flagler County, FL

 **CHECK THE BOX** and  
donate \$1 or MORE to the  
Transportation Disadvantaged  
Voluntary Trust Fund when you  
register or renew the tag on  
your car, truck or boat.

**100% of All  
Donations Go To  
Assist People In  
YOUR Community.**

For additional information please contact:  
Florida Commission for the  
Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450  
1-800-983-2435  
[www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd)

## How You Can Serve Our Customers

Be a voice for riders and your community on the LCB.

Donate a dollar or more to the TD Trust Fund when  
renewing your auto tags.

Inform elected officials and other local leaders about the  
importance of the TD program.

Work with CTC and other partners to identify areas of  
need in the community.

Florida Commission for the



**Transportation  
Disadvantaged**

## For More Info...

Visit CTD website at:

[Florida Commission for the  
Transportation Disadvantaged - Home  
\(fdot.gov\)](https://www.fdot.gov/ctd/ctd-home)

<https://www.fdot.gov/ctd/ctd-home>

Or contact:

Karen Somerset, F.C.C.M.

CTD Interim Executive Director

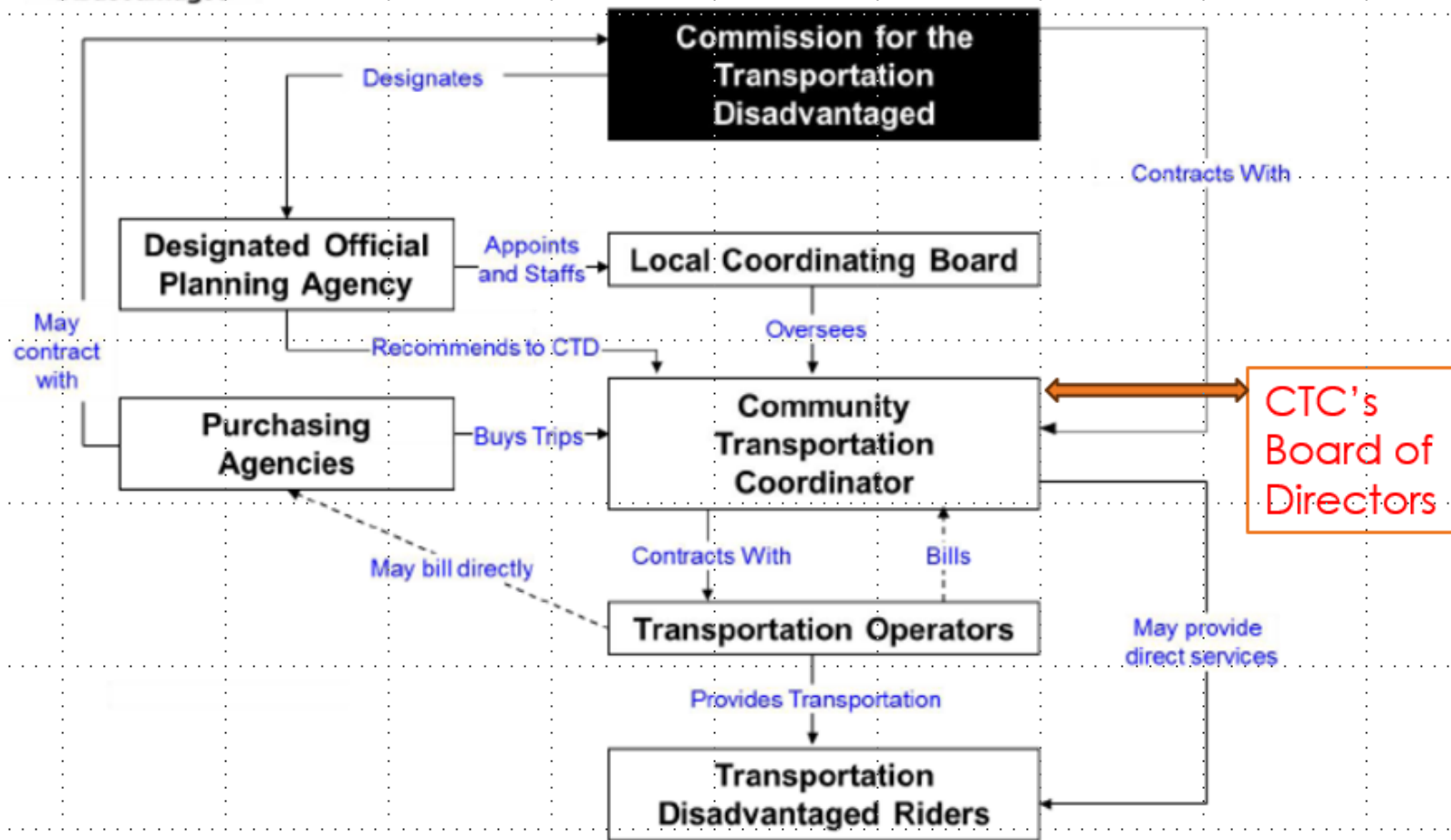
(850) 410-5701

[Karen.Somerset@dot.state.fl.us](mailto:Karen.Somerset@dot.state.fl.us)



The Florida Legislature created the CTD in 1989 as a stand-alone agency. The CTD is administratively housed with FDOT, in Tallahassee.

## Coordinated Transportation System Organization



# Polk TD-LCB Activities in 2025-2026

