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

Members Present:	**Representing:**
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

Others Present:	**Representing:**
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 2nd to August 8th

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 Campell 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.