

**REGULAR MEETING OF THE CITRUS COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

Citrus County Transit Center Conference Room  
1300 S Lecanto Hwy, Lecanto, FL 34461

**May 17, 2018 – 10:30 am – 12:00 pm**

**AGENDA**

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**Commissioner Jimmie T. Smith  
Nancy Blythe  
David Douglas  
George Froehlich  
Tamyika Young**

**Robert Telese  
Brenda Chrisman  
Ginger West  
Dave Newell  
Beverly Isabelle**

**Stephen C Brown  
Terence Garrity  
Jeffrey Aboumrad  
Sandra Woodard  
Susan Lucas**

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*All Meetings are recorded. An audio recording will be available on the Transit website within 48 hours after the meeting. [www.citruscountytransit.com](http://www.citruscountytransit.com).*

**A. CALL TO ORDER**

**B. INVOCATION**

**C. PLEDGE OF ALLEGIANCE**

**D. OATH OF OFFICE**

The Oath of Office will be administered by Janet Gramann to Jeffrey Aboumrad.

**E. ROLL CALL**

**F. OPEN TO THE PUBLIC**

**G. REGULAR BUSINESS**

- G1 Approval of the March 15, 2018 Regular TD Meeting Minutes**
- G2 Quarterly Statistics**
- G3 Key Center Update**
- G4 Introduction of Hernando County MPO**
- G5 Ginger West – Citrus County Family Resource Center**
- G6 No Show Policy**
- G7 Veterans Update**

**H. OTHER BUSINESS BY BOARD MEMBERS**

**I. OPEN TO THE PUBLIC**

## **J. UPCOMING MEETINGS**

1. Regular Meeting with the Annual Organizational Meeting for the Purpose of Electing a Vice Chairperson: August 16, 2018, at 10:30a.m. – 12:00p.m., Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL. 34461
2. Regular Meeting: November 15, 2018, at 10:30am, Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL 34461

## **K. ADJOURNMENT**

Any person who decides to appeal any decision of the Transportation Disadvantage Coordinating Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of proceeding is made which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105 Florida Statutes)

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, Lecanto Government Bldg., 3600 W. Sovereign Path, Suite 267, Lecanto, FL 34461 (352) 527-5210, TTY (352) 527-5312 at least two days before the meeting.



Item No.:	G1
Date:	05/17/2018
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Minutes of the March 15, 2018 Regular TD Meeting
<b>AGENDA DATE:</b>	May 17, 2018
<b><u>BRIEF OVERVIEW:</u></b>	<p>March 15, 2018 Regular TD Meeting</p>
<b><u>RECOMMENDED ACTION:</u></b>	<p>Approve the minutes of the March 15, 2018 Regular TD Meeting</p> <p>Attachments</p>

**TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
REGULAR MEETING MINUTES**

**March 15, 2018, 10:30am – 11:15am**

Citrus County Transit Center Conference Room  
1300 S Lecanto Hwy, Lecanto, FL 34461

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**A. CALL TO ORDER**

The meeting was called to order by Chairman Jimmie T. Smith at 10:30am.

**B. INVOCATION**

**C. PLEDGE OF ALLEGIANCE**

**D. OATH OF OFFICE**

*The Oath of Office was administered by Janet Gramann, Recording Secretary to the following board members; Susan Kay Lucas, David Douglas, Stephen Brown, and Brenda Chrisman.*

**E. ROLL CALL**

**Board Members Present:**

Commissioner Jimmie T Smith	Chairman
David Douglas	Citizen Advocate, System User, 2 <sup>nd</sup> Vice Chairman
Stephen Brown	Disabled Citizen
George Froehlich	Military Veteran
Jeffrey Aboumrad	Vocational Rehabilitation Services, Department of Education
Brenda Chrisman	Career Source Citrus, Levy, Marion
Beverly Isabelle	Elderly Citizen
Robert Telese	Citizen Advocate System User, Vice Chairman
Nancy Blythe	Citrus County Schools
Tamyika Young	ACHA
David Newell	FDOT
Sandra Woodard	Early Learning Coalition of the Nature Coast (Late)
Ginger West	Citrus County Resource Center (Late)
Susan Kay Lucas	Florida Department of Elder Affairs

**Board Member(s) Absent:**

Terence Garrity	Medical Transportation Services/Terri's Taxi
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**F. OPEN TO THE PUBLIC**

Jimmie T. Smith, Chairman asked for public input. No one from the public was present.

**G. REGULAR BUSINESS**

**G1 Approval of the Minutes of the January 18, 2018 Special TD Meeting**

*Motion by Beverly Isabelle to approve the minutes of the January 18, 2018 Special TD Meeting, second by Robert Telese. Motion carries unanimously.*

**G2 Quarterly Statistics / Quarterly Progress Report**

*Mr. Frye read over the statistics and progress report.*

**G3 Key Center Update**

*Theresa Flick, Director of Program Operations, Key Training Center, presented the Board with an update; The cut away bus has been ordered. It has the capability to transport 24 ambulatory clients and 2 wheelchairs. A lot of the Key Training buses will be on the road Friday, March 23, 2018. Clients from the Inverness and Lecanto campus will be taken to the Crystal River high school for the annual field day.*

**G4 Updated Citrus County Transit Substance Abuse Policy**

*The Citrus County Transit Substance Abuse Policy was approved at the January 18, 2018 meeting. FDOT has changed the format so another vote must take place. Motion by Stephen Brown to approve the Citrus County Substance Abuse Policy, second by Robert Telese. Motion carries unanimously.*

**G5 Quorum Modifications**

*At the January 18, 2018 TD meeting The recommendation was to reduce the quorum requirements to 40% which would be 6 members to have a quorum. After board discussion a motion was made by Robert Telese for 50% which would be 7 members to have a quorum. Second by Dave Douglas. Motion carries unanimously. On March 13, 2018 the BOCC voted to appoint a 15<sup>th</sup> member to the TD board. As such, 7 members is no longer 50%. A motion by Robert Telese to have 7 members for a quorum and strike the 50% verbiage was made and second by Sandra Woodard. Motion carries unanimously. The strike through copy will be sent to all TD Board members for their review and approval. This will be done through e-mail. It will then be sent to the County Attorney for review then to the BOCC for their approval.*

## **G6 RouteMatch Implementation**

*We have a new software program that we are mandated to have to collect data for the National Transit Database. We've implemented a software system that collects data on the deviated fixed route buses that counts the miles, number of passengers, frequency and stops. It enables the drivers less time at stops doing paperwork. The next stage will be a tap card to take us to a cashless system. It will allow us to record the passenger demographics. Lon encouraged the new board members to ride the bus system, stop in the office, make suggestions, we would love to have ideas how to better serve the group you advocate for. Sandra Woodard also serves on the Sumter County board and highly recommends riding on the bus. The driver and passenger have a very strong relationship, they have a strong support system. Mr. Frye let the board know the department has been doing outreaches out in the community.*

## **G7 By-Laws and Grievance Procedures**

*Motion by Beverly Isabelle to approve the By –Laws and Grievance Procedures as amended., second by Robert Telese. Motion carries unanimously.*

## **H. OTHER BUSINESS BY BOARD MEMBERS**

*Robert Telese asked if there was any update on trips for Veterans to Ocala or The Villages. Mr. Frye will set up a meeting with the local DAV's as well as the County Veteran Service Officer, and the VA in Lecanto and report back to the board at the May meeting. Robert Telese also asked if there was any plans to extend hours during the week and on Saturdays. Mr. Frye stated, not at this time. Mr. Frye also urged the board members to look at the Transit website and make suggestions. Mr. Frye also let the board know that after July 1, 2018 the Hernando/Citrus MPO will be taking over the administrative duties of the Transportation Disadvantaged Coordinating Board.*

## **I. OPEN TO THE PUBLIC**

Jimie T. Smith, Chairman asked for public input. No one from the public was present.

## **J. UPCOMING MEETINGS**

1. Regular Meeting: May 17, 2018, at 10:30am, Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL 34461
2.
  - a. Annual Public Meeting: August 16, 2018, at 10a.m. - 10:30a.m.
  - b. Regular Meeting with the Annual Organizational Meeting for the Purpose of Electing a Vice Chairperson: August 16, 2018, at 10:30a.m. – 12:00p.m., Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL. 34461
3. Regular Meeting: November 15, 2018, at 10:30am, Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL 34461

## **K. ADJOURNMENT**

*Robert Telese made a motion to adjourn the meeting, second by David Douglas. The meeting was adjourned at approximately 11:15 am.*

Any person who decides to appeal any decision of the Transportation Disadvantage Coordinating Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of proceeding is made which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105 Florida Statutes)

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Item No.:	G2
Date:	05/17/2018
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Quarterly Statistics
<b>AGENDA DATE:</b>	May 17, 2018
<b><u>BRIEF OVERVIEW:</u></b>	<p>The attached statistics represent the activity of Citrus County Transit from January 1, 2018 through March 31, 2018.</p>
<b><u>RECOMMENDED ACTION:</u></b>	<p>Review and comment.</p> <p>Attachment</p>



<b>County:</b>	Citrus					<b>Demographics</b>	<b>Number</b>
<b>CTC:</b>	Citrus County Transit					<b>Total County Population/% of State Total</b>	140,453
<b>Contact:</b>	Lon Frye					<b>Potential TD Population/% of County Total</b>	85,822
<b>Email:</b>	<a href="mailto:lon.frye@citrusbocc.com">lon.frye@citrusbocc.com</a>						
<b>Trips By Type Of Service</b>		<b>October</b>	<b>November</b>	<b>December</b>	<b>Average</b>		
Deviated Fixed Route		5,073	4,310	4,254	4,546	Vehicle Miles	114,635
Ambulatory		1,747	1,532	1,419	1,566	Revenue Miles	99,613
Non-Ambulatory		188	148	133	156	Roadcalls	1
Stretcher					0	Accidents	0
<b>Total Trips</b>		<b>7,008</b>	<b>5,990</b>	<b>5,806</b>	<b>6,268</b>	Vehicles	25
						Personnel Hours	14,806
						Vehicle Revenue Hours	3,630
<b>Passenger Trips By Purpose</b>						<b>Financial and General Data</b>	
Education		118	88	87	98	Expenses	296,576
Employment		134	111	88	111	Revenues	296,576
Medical		328	275	284	296	Commendations	
Nutritional		958	840	773	857	Complaints	
Life-Sustaining/Other		397	366	320	361	Passenger No Shows	394
<b>Total Trips</b>		<b>1,935</b>	<b>1,680</b>	<b>1,552</b>	<b>1,722</b>	Unmet Trip Requests	500
						<b>Performance Measures</b>	
<b>Passenger Trips By Funding Source</b>						Accidents Per 100,000 Miles	0
CTD-Commission for the Transportation Disadvantaged		1,935	1,680	1,359	1,658	Miles Between Roadcalls	114,635.0
AHCA-Agency for Healthcare Administration		0	0	0	0	Avg. Trips per Para Transit Driver Hour	0.8
APD-Agency for Persons with Disabilities		0	0	0	0	Avg Trips per Paratransit Passenger	18
DOEA-Department of Elderly Affairs-Veterans		0	0	0	0	Cost per Trip-All Trips	15.77
DOEA-Department of Elderly Affairs-Congregate Dining		0	0	0	0	Cost per Paratransit Trip-Less Deviated Fixed Route	56.08
Other-Public		0	0	314	105	Cost per Personnel Hour	20.03
<b>Total Trips</b>		<b>1,935</b>	<b>1,680</b>	<b>1,673</b>	<b>1,763</b>	Cost per Total Mile	2.59
						Deviated Fixed Route Cost per Trip	21.75



Item No.:	G3
Date:	05/17/2018
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Key Center Update
<b>AGENDA DATE:</b>	May 17, 2018
<b><u>BRIEF OVERVIEW:</u></b>	Key Center update.
<b><u>RECOMMENDED ACTION:</u></b>	None



Item No.:	G4
Date:	05/17/2018
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Hernando/Citrus MPO
<b>AGENDA DATE:</b>	May 17, 2018
<b><u>BRIEF OVERVIEW:</u></b>	<p>Introduction of Hernando/Citrus MPO staff</p>
<b><u>RECOMMENDED ACTION:</u></b>	<p>None</p>



Item No.:	G5
Date:	05/17/2018
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Citrus County Family Resource Center
<b>AGENDA DATE:</b>	May 17, 2018
<b><u>BRIEF OVERVIEW:</u></b>	<p>Ginger West – Citrus County Family Resource Center. Brief overview of their assistance to the homeless and low income in Citrus County</p>
<b><u>RECOMMENDED ACTION:</u></b>	<p>None</p>



Item No.:	G6
Date:	05/17/2018
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	No Show Policy
<b>AGENDA DATE:</b>	May 17, 2018
<b><u>BRIEF OVERVIEW:</u></b>	Review current No Show Policy
<b><u>RECOMMENDED ACTION:</u></b>	Eliminate No Show Policy



Item No.:	G7
Date:	05/17/2018
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Veterans Update
<b>AGENDA DATE:</b>	May 17, 2018
<b><u>BRIEF OVERVIEW:</u></b>	Veterans Update
<b><u>RECOMMENDED ACTION:</u></b>	None