

**REGULAR MEETING OF THE CITRUS COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD AND  
ANNUAL ORGANIZATIONAL MEETING FOR THE PURPOSE OF ELECTING A VICE CHAIRPERSON**

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

**August 17, 2017 – 10:30 am – 12:00 pm**

**AGENDA**

---

**Commissioner Jimmie T. Smith  
Nancy Blythe  
David Douglas  
George Froehlich  
Milagros Chervoni**

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

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

---

*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. PLEDGE OF ALLEGIANCE**

**C. INVOCATION**

**D. ROLL CALL**

**E. OPEN TO THE PUBLIC**

**F. ELECT A VICE CHAIRPERSON**

**G. REGULAR BUSINESS**

- G1 Approval of the May 18, 2017 Regular Meeting Minutes**
- G2 TDSP – Approval**
- G3 Quarterly Statistics / Quarterly Progress Report**
- G4 Key Center Update**

**H. OTHER BUSINESS BY BOARD MEMBERS**

**I. OPEN TO THE PUBLIC**

**J. UPCOMING MEETINGS**

1. Regular Meeting: November 16, 2017, 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:	08/17/2017
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Minutes of the May 18, 2017 Regular TD Meeting
<b>AGENDA DATE:</b>	August 17, 2017
<b><u>BRIEF OVERVIEW:</u></b>	
<b><u>RECOMMENDED ACTION:</u></b>	Approve the minutes of the May 18, 2017 Regular TD Meeting.  Attachments

**TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
REGULAR MEETING MINUTES**

**May 18, 2017, 10:30am – 11:10am**

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

---

**A. CALL TO ORDER**

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

**B. PLEDGE OF ALLEGIANCE**

**C. INVOCATION**

**D. ROLL CALL**

Board Members Present:

Commissioner Jimmie T Smith	Chairman
David Douglas	Citizen Advocate, System User, Vice Chairman
Stephen Brown	Disabled Citizen
George Froehlich	Military Veteran
Beverly Isabelle	Elderly Citizen
Ginger West	Citrus County Resource Center
Robert Telese	Citizen Advocate System User
Milagros Chervoni	ACHA
David Newell	FDOT
Sandra Woodard	Early Learning Coalition of the Nature Coast

Board Member(s) Absent:

Jeffrey Aboumrad	Vocational Rehabilitation Services, Department of Education
Terence Garrity	Medical Transportation Services / Terri's Taxi, 2 <sup>nd</sup> Vice Chairman
Brenda Chrisman	Career Source Citrus, Levy, Marion
Nancy Blythe	Citrus County Schools
Katina Kovouklis	FDOT

**E. OPEN TO THE PUBLIC**

*There was none.*

## **F. REGULAR BUSINESS**

### **F1 Approval of the Minutes of the March 16, 2017 Regular TD Meeting**

*Motion by David Douglas to approve the minutes of the March 16, 2017 Regular Meeting, second by Ginger West. Motion carries unanimously.*

### **F2 TDSP – Strikethrough review**

*Mr. Frye asked the board to review the TDSP and get back to staff with any changes or questions they may have.*

### **F3 Quarterly Statistics / Quarterly Progress Report**

*Mr. Frye let the board know we had a Tri-Annual review from the FTA. There were 17 categories of which 4 needs improvement. The Quarterly Plan and Progress Report has been submitted to the BOCC. The long range plan goes out to 2040. Motion by Stephen Brown to compose a letter of clarification to the BOCC along with the MPO report, second by Ginger West. Motion carries unanimously.*

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

*Commissioner Smith requested staff to draft a letter from the board to the directors CMH, Seven Rivers Hospital along with the medical society in Citrus County.*

### **F4 Key Center Update**

*None at this time.*

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

*George Froehlich asked about transportation to the VA in The Villages. Mr. Frye will get with Tobey to see if there has been any requests and then we could possibly enhance this service.*

## **H. OPEN TO THE PUBLIC**

*There was none.*

## **I. UPCOMING MEETINGS**

1. a. Annual Public Meeting: August 17, 2017, at 10a.m- 10:30a.m.  
b. Regular Meeting with the Annual Organizational Meeting for the Purpose of Electing a Vice Chairperson: August 17, 2017, at 10:30a.m. – 12:00p.m., Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL. 34461

2. Regular Meeting: November 16, 2017, at 10:30am, Citrus Transit Center Conference Room, 1300 S Lecanto Hwy, Lecanto, FL 34461

## **J. ADJOURNMENT**

The meeting was adjourned at approximately 11:10am.

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.:	G2
Date:	08/17/2017
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Citrus County Transit Manuals
<b>AGENDA DATE:</b>	August 17, 2017
<b><u>BRIEF OVERVIEW:</u></b>	<p>In order to stay in compliance with the Florida Commission for the Transportation Disadvantaged, Citrus County Transit must update The Transportation Disadvantaged Service Plan on an annual basis.</p> <ul style="list-style-type: none"><li>• At this meeting we provide you with a final copy for board approval</li></ul>
<b><u>RECOMMENDED ACTION:</u></b>	<ol style="list-style-type: none"><li>1. Approve The Transportation Disadvantaged Service Plan.</li></ol>



Item No.:	G3
Date:	08/17/2017
Approved for Agenda:	

## TRANSPORTATION DISADVANTAGED COORDINATING BOARD

### AGENDA MEMORANDUM

<b>FROM:</b>	Lon Frye, Transit Director
<b>SUBJECT:</b>	Quarterly Statistics / Quarterly Progress Report
<b>AGENDA DATE:</b>	August 17, 2017
<b><u>BRIEF OVERVIEW:</u></b>	<p>The attached statistics and quarterly report represent the activity of Citrus County Transit from April 1, 2017 through June 30, 2017.</p>
<b><u>RECOMMENDED ACTION:</u></b>	<p>Review and comment.</p> <p>Attachment</p>





**PLANNING RELATED GRANT AGREEMENT TASKS**  
**QUARTERLY PROGRESS REPORT**

Designate Official Planning Agency: Citrus County Board of  
County Commissioners-Citrus County Transit

Invoice # 4

County: Citrus

Contract # G0C34

Reporting Period: 04/01/17 to 06/30/17

I. Program Management

- A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee.

No Activity

- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

The Board of County Commissioners of Citrus County has a three-step process by which vacancies on the LCB must be filled. They are as follows:

- The announcement is made at the BOCC meeting that a vacancy exists on the board.
- At the next BOCC meeting a presentation is made nominating a voting or non-voting member.
- After the BOCC nominates a member, at the next Board meeting a motion to appoint or reappoint the member is made.

Announcing, nominating and appointing/re-appointing require three consecutive meetings. They must be done individually, so it is important to allow enough time to accomplish this.

No Activity.

- C. Prepare agendas for local coordinating board meetings consistent with the Local Coordinating Board and Planning Agency Operating Guidelines. Ensure that operator payments are addressed as a standard agenda item. (Task 3)

All agendas are available on the CCT website <http://www.citruscountytransit.com/tdcb/tdcb.htm>

- D. Prepare official minutes of local coordinating board meetings regardless of a quorum and submit an approved copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)

All TD minutes are kept on file for five years or longer. The current year's Minutes are available on the CCT website.

- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting).(Task 4)

No activity.

- F. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)

Staff is currently updating manuals and the Transportation Disadvantaged Service Plan is on the August 17, 2017 board meeting for approval.

- G. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dis-satisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission.(Task 6)

No activity.

- H. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership.

(Task 3)

The most current Membership roster is included in the Transportation Disadvantaged Service Plan and is available on the CCT website.

- I. Provide public notice of local coordinating board meetings and local public hearings in accordance with the Coordinating Board and Planning Agency Operating Guidelines. (Task 3)

**A public notice for the May 18, 2017 Regular Meeting was published in the Citrus County Chronicle on May 7, 2017.**

- J. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)

No Activity.

Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)

**Staff is currently reviewing all of the manuals and plans and will be on the August 17, 2017 meeting for approval.**

- K. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)

No Activity.

## II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines. (Task 1)

No activity.

- B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure Activity of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning Activity including the Florida Transportation Plan.
- C. Encourage the local Community Transportation Coordinator to work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

No activity

## III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

- A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and any other Activity related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

This Quarterly Progress Report is provided at EACH meeting and is available on the CCT website. Quarterly Statistics similar to the AOR format are provided at each meeting. The Transit Director presents ideas and plans to the Board and solicits input and advice from the Board. The latest example is the expansion of the Deviated Fixed Route to the West side of the county.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training. (Task 10)

**Lori Hall, Transit Supervisor, and Linda Moore, Grant Administrator attended the Professional Development Workshop sponsored by Florida Department of Transportation and the Florida Public Transportation Association. This training workshop covered an array of areas inclusive of mandatory drug and alcohol testing, data collection and analysis strategies for rural and urban agencies, and the Federal Transit Asset Management compliance matrix.**

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.

**Lori Hall, Transit Supervisor, Janet Gramann, Program Assistant, and Linda Moore, Grant Administrator are scheduled to attend the Florida Commission for the**

**Transportation Disadvantaged 25<sup>th</sup> Annual Training Workshop on August 28<sup>th</sup> to August 30, 2017.**

- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.

No activity

- E. Provide training for newly appointed local coordinating board members. (Task 3)

All newly appointed and current TD Board members are provided Boards That Perform, from the National Rural Transit Assistance Program.

- F. Provide assistance to the community transportation coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss transportation disadvantaged needs, service evaluation and opportunities for service improvement.

***In accordance with the Florida Commission for the Transportation Disadvantaged and the Coordination Contract with Key Training Center compliance monitoring was announced on March 13, 2017 and final results are still being evaluated.***

- G. To the extent feasible, collect and review proposed funding applications involving "transportation disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, and provide recommendation to the local coordinating board.

No activity

- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's Evaluation Workbook for Community Transportation Coordinators and Providers in Florida (at a minimum, using the modules concerning Competition in Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2)

No Activity.

- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

No Activity

- J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.

No Activity

- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

- J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.

No Activity

- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

No Activity

IV            Special Considerations by Planning Agency:

No Activity

V.            Special Considerations by Commission:

No Activity

\_\_\_\_\_  
Signature of Individual Submitting Report  
Lon Frye, Transit Director  
Typed name of Individual Submitting Report

**August 17, 2017**  
Date



Item No.:	G4
Date:	08/17/2017
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>	August 17, 2017
<b><u>BRIEF OVERVIEW:</u></b>	Key Center update.
<b><u>RECOMMENDED ACTION:</u></b>	None