



**JEFFERSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
Thursday, November 20th, 2025
10:00 AM Eastern Time
Jefferson County Courthouse Annex
435 Walnut St, Monticello, FL 32344**



MEMORANDUM

TO: Transportation Disadvantaged Coordinating Board Members and Interested Parties

FROM: Austin Britt, Staff to the Local Coordinating Board

SUBJECT: Transportation Disadvantaged Coordinating Board Meeting, November 20th, 2025

The Jefferson County Transportation Disadvantaged Coordinating Board will meet at the above referenced time and location for the first quarter meeting of FY 2025-2026. If there are any questions, please contact Austin Britt at 850-312-1862, or by email at abritt@arpc.org.

BOARD AGENDA

- | | |
|--|----------------------------|
| Call to Order, Prayer, Pledge
Public Comment/Pick up Speaker's card | J.T. Surles
Chairperson |
| Roll Call & Welcome New Members | Austin Britt
ARPC Staff |
| 1. Approval of Meeting Minutes – September 2025 | |
| a. Approval of Minutes
<u>*Action Item</u> | Chairperson |
| 2. Old Business: | |
| 3. New Business: | |
| a. Annual Operating Report Review
<u>*Action Item</u> | Mr. Britt |

- | | |
|--|-----------|
| b. Community Transportation Coordinator (CTC) Report
<u>Information Only</u> | CTC Staff |
| c. ARPC Staff Quarterly Report
<u>Information Only</u> | Mr. Britt |
| d. Commission for the Transportation Disadvantaged Update
<u>Information Only</u> | Mr. Britt |
| e. Grant Review (if applicable)
<u>Information Only</u> | CTC Staff |
4. Other Business
5. **Public Comments:** Any individual who wishes to address the board is requested to fill out a Speaker Request Form obtained from ARPC staff.
6. Board Member Comments
7. Adjourn

The next LCB meeting is scheduled for Thursday March 19th, 2026, at 10:00 AM Eastern Time

VISIT OUR WEBSITE AT: <https://www.arpc.org/transportation-disadvantaged>
FOR AGENDA PACKETS, MEETING CALENDARS,
TRANSPORTATION DISADVANTAGED SERVICE PLANS, AND
OTHER TRANSPORTATION PLANNING INFORMATION

TRANSPORTATION DISADVANTAGED DECODER

ABE	Annual Budget Estimate
ADA	Americans with Disabilities Act
AER	Actual Expenditure Report
AHCA	Agency for Health Care Administration
AOR	Annual Operating Report
APR	Annual Performance Report
ARPC	Apalachee Regional Planning Council
BOCC	Board of County Commissioners
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged (Commission)
CTS	Coordinated Transportation System
DCF	Department of Children & Families
DEA	Department of Elder Affairs
DOE/VR	Department of Education/Vocational Rehabilitation
DOPA	Designated Official Planning Agency
DOT	Department of Transportation
DVA	Department of Veteran Affairs
FAC	Florida Administrative Code
FS	Florida Statutes
FTA	Federal Transit Administration
FY	Fiscal Year
LCB	Local Coordinating Board
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
PE	Public Education
RFP	Request for Proposal
RFQ	Request for Qualifications
SSPP	Safety System Program Plan
TD	Transportation Disadvantaged
TDCB	Transportation Disadvantaged Coordinating Board
TDSP	Transportation Disadvantaged Service Plan
TDTF	Transportation Disadvantaged Trust Fund

AGENDA ITEM: 1a

SUBJECT: Approval of the minutes from the last quarters Local Coordinating Board (LCB) meeting.

BACKGROUND: As required by the Commission for the Transportation Disadvantaged (CTD), and the Florida Administrative Code, Rule 41-2.012(5)(a), The LCB shall maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.

ATTACHMENTS: Minutes from the September 2025 LCB meeting

REQUESTED ACTION: A motion and vote to approve the September 2025 LCB meeting minutes.

ACTION TAKEN AT MEETING:



**JEFFERSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
MEETING MINUTES**



Thursday, September 18, 2025

10:00 AM Eastern Time

Jefferson County Health Department
1255 West Washington Street, Monticello, Florida

Call to Order

Vice-Chairperson John Nelson, Sr. called the meeting to order, led the Prayer, and Pledge of Allegiance. Austin Britt, staff to the Board, called the roll.

Roll Call & Welcome New Members

Representation	Member's Name Alternate's Name	Sept. 2025	Nov. 2025	Mar. 2026	June 2026
Chairperson	J.T. Surles Shannon Metty, alt. 1	ALT 1			
Elderly	George Pittman	A			
Disabled	(Vacant)	(Vacant)			
Citizen Advocate	Paula Arnold	P			
Citizen Advocate/User	Everlena White	A			
Veterans	John Nelson, Sr.	P			
Community Action	(Vacant)	(Vacant)			
Public Education	(Vacant)	(Vacant)			
Children at Risk	Donna Hagen	A			
Workforce Dvp Bd	Kevin Harrington	A			
Medical	Kimberly Allbritton Pam Beck, alt. 1 Shanetha Mitchell, alt. 2	P			
FDOT	Debbie "Toni" Prough Zach Balassone, alt. 1	A			
FDCF	Byron Wade Terrence Watts, alt.1	P			
FDOE/VR	Travis Green Kelly Simmons, alt. 1	P			
FDEA	(Vacant)	(Vacant)			
AHCA	Ashlee Barton Latarsha Hampton, alt. 1	ALT 1			
APD	Mariah Evans Dwayne Jones, alt. 1	P			

P=Present, A=Absent, ALT=Alternate attended, R=Resigned

Others Present

Big Bend Transit	Shawn Mitchell
Apalachee Regional Planning Council	Austin Britt

The Vice-Chairperson requested that the minutes show a quorum was present.

1. Approval of June 2025 Board Meeting Minutes

a. Approval of Minutes

As required by the Commission for the Transportation Disadvantaged (CTD), and Florida Administrative Code, Rule 41-2.012(5)(a), the minutes from the June 2025 Transportation Disadvantaged Coordinating Board (TDCB) meeting were submitted for approval by the Local Coordinating Board (LCB).

Action: A motion was made to approve the minutes from the previous meeting as presented. The motion was passed and the minutes were approved as presented.
(Motion: Arnold, Second: Hampton)

2. Old Business

Mr. Britt informed the LCB that there was no old business for discussion at this time.

3. New Business

a. Election of a Vice Chairperson

As required by the CTD, and Florida Administrative Code, Rule 41-2.012(2), the election of the Vice-Chairperson was held at the September “organizational” meeting.

Action: A motion was made to nominate Mr. Nelson to continue to serve as the Vice-Chairperson. With no further nominations, the motion was passed and Mr. Nelson was elected as Vice-Chairperson.
(Motion: Metty, Second: Hampton)

b. Adoption of the Bylaws

The TDCB shall, as required by the CTD Planning Grant Agreement, Task 5: Develop and annually update Bylaws for LCB approval.

Mr. Britt presented the Bylaws in their entirety to the LCB. He noted there were minimal changes but still brought attention to items including the appointment of alternates, general membership make-up, and explanation of the duties of the LCB and Administrative Committee.

Action: A motion was made to approve the adoption of the Bylaws as presented. The motion was passed and the Bylaws were adopted as presented.
(Motion: Metty, Second: Wade)

c. Selection of an Administrative Committee

As required by the TDCB Bylaws: (II.H.Committees), the LCB will appoint three members to the Administrative Committee.

Action: A motion was made to appoint Ms. Metty to the lone vacancy on the Administrative Committee and to retain Ms. Allbritton and Mr. Nelson from the previous year.
With no further nominations, the motion was passed and the appointment of the Administrative Committee members was approved.
(Motion: Evans, Second: Hampton)

d. Selection of the Grievance Committee

As required by the CTD, Florida Administrative Code, Rule 41-2.012(5)(c), and the TDCB Bylaws: (II.H.Committees), the LCB will appoint three members to the Grievance Committee.

Action: A motion was made to appoint Mr. Wade to the lone vacancy on the Grievance Committee and to retain Ms. Allbritton and Ms. White from the previous year.
With no further nominations, the motion was passed and the appointment of the Grievance Committee members was approved.
(Motion: Evans, Second: Hampton)

e. Adoption of Complaint and Grievance Procedures

As required by the CTD, Florida Administrative Code, Rule 41-2.012(5)(c), and the CTD Planning Grant Agreement, Task 6: Develop, annually update, and implement LCB Complaint and Grievance Procedures in accordance with the CTD's most recent TDCB and Planning Agency Operating Guidelines.

Mr. Britt presented the Complaint and Grievance Procedures in their entirety to the LCB. He noted there were minimal changes but still brought attention to items including updated contact information, and an explanation of the duties of LCB and Grievance Committee.

Action: A motion was made to approve the adoption of the Complaint and Grievance Procedures as presented.
The motion was passed and the Complaint and Grievance Procedures were adopted as presented.
(Motion: Allbritton, Second: Hampton)

f. Community Transportation Coordinator (CTC) Report

Mr. Mitchell presented the report from April 1, 2025 to June 30, 2025. He reported that they had 3,033 total trips during this reporting period, 2,393 of these were CTD/TDTF trips, 164 trips were for the general public, 247 APD passengers, 193 from other sources, and 36 were no shows. Mr. Mitchell further stated that of the 2,393 CTD/TDTF funded trips, 12% were for employment, 24% for medical appointments, 0% for education, 0% for nutritional and life-sustaining, and 64% for social/recreational trips.

Action: Information Only

g. ARPC Quarterly Report

Mr. Britt stated that this report has been submitted to the CTD. Major tasks completed this quarter included the quarterly Transportation Disadvantaged LCB meeting and minutes of the meeting, also the Transportation Disadvantaged Service Plan (TDSP) update. He also informed the LCB that Planning Agency staff virtually attended the CTD business meeting on June 26, 2025.

Action: Information Only

h. Commission for the Transportation Disadvantaged (CTD) Update

Mr. Britt informed the LCB that he attended the 2025 FPTA/CTD Annual Conference from September 2 – 4, 2025, in St. Pete Beach, FL.

Action: Information Only

i. Grant Review (if applicable)

Mr. Mitchell informed the LCB that Big Bend Transit applied for an Innovative Service Development (ISD) grant in the amount of \$285,000 to be able to provide same-day trip service. Big Bend Transit is currently trying to apply for state block grants for the local counties and hopes to have that approved this year.

Action: Information Only

4. Other Business

a. Records Update

Mr. Britt announced that as part of the first meeting of the fiscal year, it is also considered the “organizational meeting”. He requested that the LCB review the member roster to make sure he had the correct contact information for all LCB members, and that, if needed, they could designate an alternate in their stead.

Action: Information Only

b. New Member Training/Public Workshop Announcement

Mr. Britt announced that immediately preceding the next meeting there would be a formal public workshop. This public workshop will include a Transportation Disadvantaged 101 Presentation to help educate members of the public and new TDCB members about the Transportation Disadvantaged Program, and also serve as a refresher course for any returning members. He mentioned this workshop would be considered a separate meeting from the normal quarterly meeting.

Action: Information Only

5. Public Comments

There were no members of the public present at this time.

6. Board Member Comments

Board member Latarsha Hampton mentioned a local fundraiser for students that is currently taking place in the Tallahassee area and asked the LCB to help spread the word about the fundraiser.

Vice-Chairperson John Nelson, Sr. brought to the attention of the LCB the possibility of increasing trips to Tallahassee for Jefferson County riders due to the closing of the local Winn-Dixie.

Board member Kimberly Allbritton also brought to the attention of the LCB the lack of WIC services for local residents of Jefferson County, and is hoping to bring those services to the county as soon as possible. She also wanted to recognize Big Bend Transit and the positive work they continue to do for the community.

7. Adjourn

There being no further business, a motion to adjourn was passed.
(Motion: Metty, Second: Allbritton)

Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 20th day of November 2025.

Signed:

Attest:

J.T. Surles, Chairperson
John Nelson, Vice-Chairperson

Austin Britt,
TD Program Coordinator

AGENDA ITEM: 3a

SUBJECT: Annual Operating Report Review (AOR)

BACKGROUND: Each Community Transportation Coordinator (CTC) submits an Annual Operating Report (AOR) to the Commission for the Transportation Disadvantaged each September, covering the fiscal year July 1st – June 30th. The LCB is asked to review the AOR and authorize the Chairperson to sign the document.

The AOR provides information used for the annual CTC Evaluation.

The CTC staff will review the AOR with the LCB, prior to requesting the signature of the Chairperson.

ATTACHMENTS: Annual Operating Report, FY 2024-2025

REQUESTED ACTION: A motion and vote for the Chairperson to sign indicating that the Annual Operating Report has been reviewed.

ACTION TAKEN AT MEETING:



CTC Organization

County: Jefferson
Fiscal Year: 7/1/2024 - 6/30/2025

CTC Status: Complete
CTD Status: Complete

Date Initiated: 9/7/2025

CTC Organization Name: Big Bend Transit, Inc.
Address: Post Office Box 1721
City: Tallahassee
State: FL
Zip Code: 32302
Organization Type: Private Non Profit
Network Type: Sole Source
Operating Environment: Rural
Transportation Operators: No
Number of Transportation Operators: 0
Coordination Contractors: No
Number of Coordination Contractors: 0
Provide Out of County Trips: Yes
Local Coordinating Board (LCB) Chairperson: J.T Surles
CTC Contact: Shawn Mitchell
CTC Contact Title: General Manager
CTC Contact Email: smitchell@bigbendtransit.org
Phone: (850) 574-6266

CTC Certification

I, Shawn Mitchell, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, J.T Surles, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____



CTC Trips

County: Jefferson

CTC Status: Complete

CTC Organization: Big Bend Transit, Inc.

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	0	N/A	0	0	N/A	0
Deviated Fixed Route Service	5,262	N/A	5,262	3,978	N/A	3,978
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	13,060	0	13,060	15,664	0	15,664
Non-Ambulatory	860	0	860	1,500	0	1,500
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	19,182	0	19,182	21,142	0	21,142
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	761	0	761	796	0	796
Agency for Persons with Disabilities (APD)	1,323	0	1,323	1,617	0	1,617
Comm for the Transportation Disadvantaged (CTD)	8,163	N/A	8,163	10,876	N/A	10,876
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	0	0	0	0	0	0
Dept of Elder Affairs (DOEA)	0	0	0	0	0	0
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	0	0	0	0	0	0
Local Government	5,262	0	5,262	3,978	0	3,978
Local Non-Government	3,673	0	3,673	3,875	0	3,875
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	19,182	0	19,182	21,142	0	21,142



CTC Trips (cont'd)

County: Jefferson

CTC Status: Complete

CTC Organization: Big Bend Transit, Inc.

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	5,049	0	5,049	1,674	0	1,674
Children At Risk	15	0	15	4	0	4
Persons With Disabilities	1,723	0	1,723	4,605	0	4,605
Low Income	666	0	666	8,978	0	8,978
Other	11,729	0	11,729	5,881	0	5,881
Total - Passenger Type	19,182	0	19,182	21,142	0	21,142
Trip Purpose - One Way						
Medical	2,790	0	2,790	4,033	0	4,033
Employment	1,383	0	1,383	2,546	0	2,546
Education/Training/Daycare	0	0	0	360	0	360
Nutritional	193	0	193	3,416	0	3,416
Life-Sustaining/Other	14,816	0	14,816	10,787	0	10,787
Total - Trip Purpose	19,182	0	19,182	21,142	0	21,142
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	181	0	181	378	0	378
Total - UDPHC	181	0	181	378	0	378
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	2,170	N/A	2,170	232	N/A	232
Customer Feedback						
Complaints	3	N/A	3	0	N/A	0
Commendations	0	N/A	0	2	N/A	2



CTC Vehicles & Drivers

County: Jefferson

CTC Status: Complete

CTC Organization: Big Bend Transit, Inc.

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	100,928	N/A	100,928	109,912	N/A	109,912
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	285,016	0	285,016	230,752	0	230,752
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	385,944	0	385,944	340,664	0	340,664
Roadcalls & Accidents						
Roadcalls	0	0	0	6	0	6
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	10	0	10	12	0	12
Number of Wheelchair Accessible Vehicles	10	0	10	11	0	11
Drivers						
Number of Full Time & Part Time Drivers	10	0	10	11	0	11
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Jefferson

CTC Status: Complete

CTC Organization: Big Bend Transit, Inc.

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 50,856	\$ 0	\$ 50,856	\$ 45,009	\$ 0	\$ 45,009
Agency for Persons with Disabilities (APD)	\$ 40,067	\$ 0	\$ 40,067	\$ 16,395	\$ 0	\$ 16,395
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Elder Affairs (DOEA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 199,822	N/A	\$ 199,822	\$ 198,432	N/A	\$ 198,432
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 191,084	\$ 0	\$ 191,084
49 USC 5311	\$ 221,211	\$ 0	\$ 221,211	\$ 178,900	\$ 0	\$ 178,900
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 139,737	\$ 0	\$ 139,737	\$ 148,550	\$ 0	\$ 148,550
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 44,128	\$ 0	\$ 44,128	\$ 45,085	\$ 0	\$ 45,085
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 5,616	\$ 0	\$ 5,616	\$ 1,007	\$ 0	\$ 1,007
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 701,437	\$ 0	\$ 701,437	\$ 824,462	\$ 0	\$ 824,462



CTC Expense Sources

County: Jefferson

CTC Status: Complete

CTC Organization: Big Bend Transit, Inc.

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Complete

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 329,264	\$ 0	\$ 329,264	\$ 301,971	\$ 0	\$ 301,971
Fringe Benefits	\$ 98,752	\$ 0	\$ 98,752	\$ 101,347	\$ 0	\$ 101,347
Services	\$ 52,713	\$ 0	\$ 52,713	\$ 49,435	\$ 0	\$ 49,435
Materials & Supplies Consumed	\$ 115,634	\$ 0	\$ 115,634	\$ 117,287	\$ 0	\$ 117,287
Utilities	\$ 10,146	\$ 0	\$ 10,146	\$ 9,158	\$ 0	\$ 9,158
Casualty & Liability	\$ 73,499	\$ 0	\$ 73,499	\$ 54,284	\$ 0	\$ 54,284
Taxes	\$ 275	\$ 0	\$ 275	\$ 160	\$ 0	\$ 160
Miscellaneous	\$ 9,996	\$ 0	\$ 9,996	\$ 8,767	\$ 0	\$ 8,767
Interest	\$ 1,788	\$ 0	\$ 1,788	\$ 1,956	\$ 0	\$ 1,956
Leases & Rentals	\$ 9,370	\$ 0	\$ 9,370	\$ 12,230	\$ 0	\$ 12,230
Capital Purchases	\$ 0	\$ 0	\$ 0	\$ 220,477	\$ 0	\$ 220,477
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
Bus Pass	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Total - Expense Sources	\$ 701,437	\$ 0	\$ 701,437	\$ 877,072	\$ 0	\$ 877,072

County: Jefferson
 CTC: Big Bend Transit, Inc.
 Contact: Shawn Mitchell
 Post Office Box 1721
 Tallahassee, FL 32302
 850-574-6266

Email: smitchell@bigbendtransit.org

Demographics	Number
Total County Population	0
Unduplicated Head Count	181



Trips By Type of Service	2023	2024	2025	Vehicle Data	2023	2024	2025
Fixed Route (FR)	0	0	0	Vehicle Miles	304,579	340,664	385,944
Deviated FR	226	3,978	5,262	Roadcalls	4	6	0
Complementary ADA	0	0	0	Accidents	0	0	0
Paratransit	16,481	17,164	13,920	Vehicles	12	12	10
TNC	0	0	0	Drivers	7	11	10
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	16,707	21,142	19,182				

Passenger Trips By Trip Purpose			
Medical	4,695	4,033	2,790
Employment	2,660	2,546	1,383
Ed/Train/DayCare	512	360	0
Nutritional	3,950	3,416	193
Life-Sustaining/Other	4,890	10,787	14,816
TOTAL TRIPS	16,707	21,142	19,182

Passenger Trips By Revenue Source			
CTD	11,113	10,876	8,163
AHCA	1,379	796	761
APD	1,700	1,617	1,323
DOEA	0	0	0
DOE	0	0	0
Other	2,515	7,853	8,935
TOTAL TRIPS	16,707	21,142	19,182

Trips by Provider Type			
CTC	16,707	21,142	19,182
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	16,707	21,142	19,182

Financial and General Data			
Expenses	\$882,126	\$877,072	\$701,437
Revenues	\$1,048,070	\$824,462	\$701,437
Commendations	2	2	0
Complaints	1	0	3
Passenger No-Shows	271	232	2,170
Unmet Trip Requests	2	0	0

Performance Measures			
Accidents per 100,000 Miles	0	0	0
Miles between Roadcalls	76,145	56,777	0
Avg. Trips per Passenger	64.01	55.93	105.98
Cost per Trip	\$52.80	\$41.48	\$36.57
Cost per Paratransit Trip	\$52.80	\$41.48	\$36.57
Cost per Total Mile	\$2.90	\$2.57	\$1.82
Cost per Paratransit Mile	\$2.90	\$2.57	\$1.82

AGENDA ITEM: 3b

SUBJECT: Community Transportation Coordinator Report

BACKGROUND: The LCB serves as an advisory Board to the CTC and evaluates their services and seeks innovative ways to improve cost-effectiveness, efficiency, and safety. To fulfill this requirement, the CTC provides a quarterly summary of coordination activities and a financial report of sponsored and non-sponsored trip costs.

ATTACHMENTS: CTC Quarterly Report

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:



JEFFERSON COUNTY RIDERSHIP REPORT

QUARTERLY REPORT

JULY 2025 – SEPTEMBER 2025

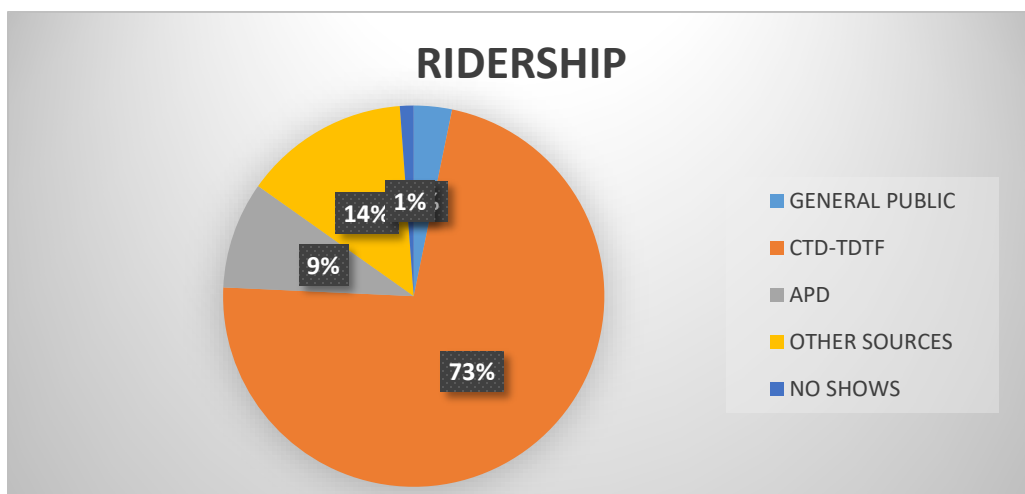
COMMUNITY TRANSPORTATION QUARTERLY REPORT

(JULY 2025 – SEPTEMBER 2025)

Number of Trips Provided From Funding Sources

During this reporting period BBT provided a total of 3,000 trips. Approximately 73 percent of the trips provided were CTD-TDTF funded trips, 3 percent of the trips were GENERAL PUBLIC, 9 percent APD passengers, 14 percent were from OTHER SOURCES and less than 1 percent of the total scheduled trips were NO SHOWS.

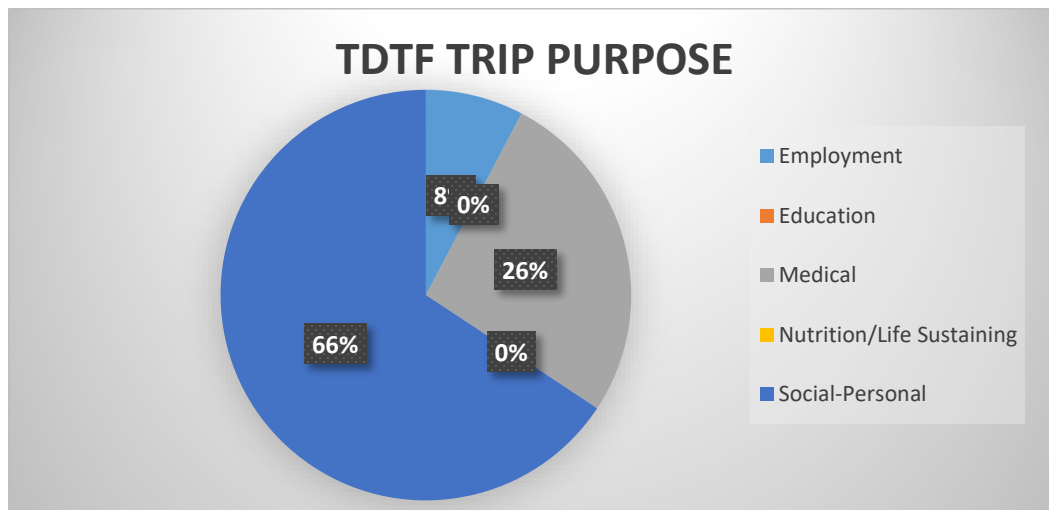
SOURCES	JULY	AUGUST	SEPTEMBER	TOTAL
GENERAL PUBLIC	62	21	14	97
CTD-TDTF	829	711	635	2,175
APD	95	106	71	272
OTHER SOURCES	90	264	67	421
NO SHOWS	19	5	11	35
TOTAL	1,095	1,107	798	3,000



TDTF TRIP PURPOSE

Of the CTD-TDTF trips BBT provided during this period, 8 percent were for employment; 26 percent for medical appointments, 0 percent for education, 0 percent for nutritional and life sustaining activities, and 66 percent for Social/Personal.

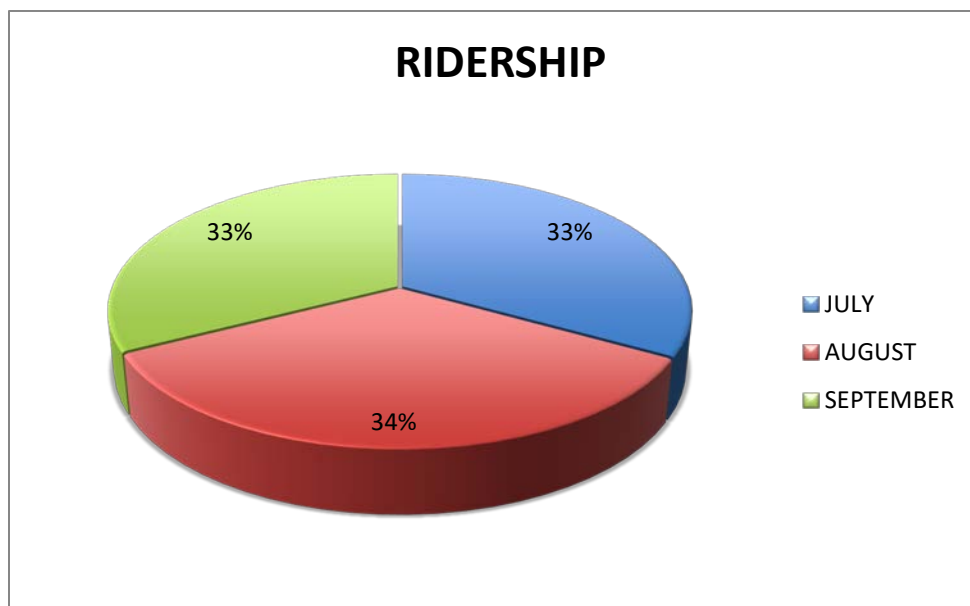
TDTF TRIP PURPOSE	JULY	AUGUST	SEPTEMBER	TOTAL
Employment	81	58	29	168
Education	0	0	0	0
Medical	209	190	179	578
Nutrition/Life Sustaining	0	0	0	0
Social-Personal	539	463	427	1,429
Total	829	711	635	2,175



NUMBER OF GRIEVANCES FILED (0)

JEFFERSON EXPRESS

JULY	AUGUST	SEPTEMBER	TOTAL
342	354	336	1,032



AGENDA ITEM: 3c

SUBJECT: ARPC Quarterly Report

BACKGROUND: The Designated Official Planning Agency (DOPA) submits a quarterly report to the Commission for the Transportation Disadvantaged as part of the planning grant deliverables. The **first quarter** report is provided for review.

ATTACHMENTS: ARPC first quarter report

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:



SERVICE AREA/COUNTIES:

JEFFERSON

INVOICE NUMBER:

G3D16 Q1

INVOICE DATE:

October 8, 2025

QUARTER SERVICE DATES:

July 1 - September 30, 2025

AGENCY

Apalachee Regional Planning Council

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . The 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 by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter.
B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	Used process to appoint members to LCB with terms effective 7/1/25.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Prepared and submitted September LCB agenda to CTD and LCB members. A copy of the agenda is attached.
D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a 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)	Final minutes of the June 2025 LCB meeting are attached. Draft minutes of the September 2025 LCB meeting are attached.
E. Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop 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 this quarter.
F. Provide staff support for committees of the local coordinating board. (Task 3)	The Administrative and Grievance committees were appointed at the September 2025 meeting. Staff support remains ongoing as necessary.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	Bylaws were adopted by the LCB at the September 2025 LCB meeting. LCB approved Bylaws to CTD are attached.
H. 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 dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	Grievance Procedures were adopted by the LCB at the September 2025 LCB meeting. LCB approved Procedures to CTD are attached.
I. 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)	A copy of the current membership roster and mailing list is attached.
J. Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice was mailed to the local newspaper announcing the September 2025 LCB meeting. A copy of the notice is attached.

K. 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 this quarter.
L. Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The AER was submitted to the CTD on September 15, 2025.

II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter.
B. Encourage integration of “transportation disadvantaged” issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	Ongoing.
C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	Ongoing.

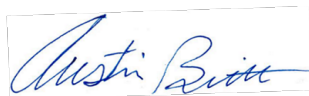
III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	April-June 2025 Quarterly Report was emailed to the CTD in July 2025 and was provided to the LCB at the September 2025 meeting.
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training. (Task 10)	Planning Agency Staff attended the 2025 FPTA/CTD Annual Training Conference & Expo, held in St. Pete Beach, FL from September 2-4, 2025.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	Planning Agency staff attended the CTD business meeting on September 25th.
D. Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.
E. Provide training for newly-appointed LCB members. (Task 3)	No activity this quarter.
F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity this quarter.

G. To the extent feasible, collect and review proposed funding applications involving “TD” funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity this quarter.
H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission’s <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (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 2B)	No activity this quarter.
I. Assist the CTD in joint reviews of the CTC.	No activity this quarter.
J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	There are no coordination contracts. No activity this quarter.
K. Implement recommendations identified in the CTD’s QAPE reviews.	No activity this quarter.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

1. Presented TD information at the ARPC Board meetings in August.
2. Updated ARPC website as needed.

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.



Representative

Date: 10/8/2025