



**GULF COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

Wednesday, November 12th, 2025

12:00 PM Eastern Time

**Florida Department of Health in Gulf County
2475 Garrison Ave, Port St. Joe, FL 32456**



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 12th, 2025

The Gulf 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	Sandy Quinn
Public Comment/Pick up Speaker's card	Chairperson
 Roll Call & Welcome New Members	 Austin Britt
	ARPC Staff
 1. Approval of Meeting Minutes – September 2025	
a. Approval of Minutes	Chairperson
* <u>Action Item</u>	
 2. Old Business:	
 3. New Business:	
a. Annual Operating Report Review	Mr. Britt
* <u>Action Item</u>	

- b. Community Transportation Coordinator (CTC) Report
Information Only CTC Staff
 - c. ARPC Staff Quarterly Report
Information Only Mr. Britt
 - d. Commission for the Transportation Disadvantaged Update
Information Only Mr. Britt
 - e. Grant Review (if applicable)
***Action Item** 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 Wednesday, March 11th, 2026, at
12:00 PM 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:



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



Wednesday, September 10, 2025

12:00 PM Eastern Time

Florida Department of Health in Gulf County
2475 Garrison Ave, Port St. Joe, Florida

Call to Order

Vice-Chairperson Lynn Lanier called the meeting to order, led the Prayer, and the 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	Sandy Quinn	A			
Elderly	Eddie Fields	P			
Disabled	(Vacant)	(Vacant)			
Citizen Advocate	(Vacant)	(Vacant)			
Citizen Advocate/User	(Vacant)	(Vacant)			
Veterans	Lynn Lanier	P			
Community Action	Peggy Sullivan	A			
Public Education	Renee Lynn Joni Mock, alt. 1 Diana Dykes, alt. 2 Susie McFarland, alt. 3	A			
Children at Risk	Sharon Trainor Tracey Leep, alt. 1	A			
Workforce Dvp Bd	Maria Goodwin	A			
Medical	Sarah Quaranta D.T. Simmons, alt. 1	ALT 1			
FDOT	Debbie "Toni" Prough Zach Balassone, alt. 1	ALT 1			
FDCF	Mylisa Lee Kayla Williams, alt. 1	ALT 1			
FDOE/VR	Derrick Henderson Michelli Ordoyne, alt. 1	P			
FDEA	Stormy Johnson	A			
AHCA	Ashlee Barton Latarsha Hampton, alt. 1	P			
APD	Mariah Evans Dwayne Jones, alt. 1	P			

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

Others Present

Big Bend Transit	Shawn Mitchell
Big Bend Transit	Tamara Watkins
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: Evans, Second: Henderson)

2. Old Business

a. Transportation Disadvantaged Service Plan (TDSP) Update

Mr. Britt presented amendments to the TDSP, to update the current CTC information, making note of the changes that were made to the previous adoption/revision.

Action: A motion was made to approve the TDSP with amendments. The motion was passed and the TDSP was approved with amendments.
(Motion: Barton, Second: Williams)

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 Ms. Lanier to continue to serve as the Vice-Chairperson. With no further nominations, the motion was passed and Ms. Lanier was elected as Vice-Chairperson.
(Motion: Fields, Second: Henderson)

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: Fields, Second: Henderson)

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. Barton to the lone vacancy on the Administrative Committee, and retain Mr. Fields and Ms. Trainor from the previous year.
With no further nominations, the motion was passed and the appointment of the Administrative Committee members was approved.
(Motion: Henderson, Second: Williams)

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 Ms. Barton to the lone vacancy on the Grievance Committee and to retain Ms. Lanier and Mr. Fields from the previous year.
With no further nominations, the motion was passed and the appointment of the Grievance Committee members was approved.
(Motion: Williams, Second: Evans)

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: Evans, Second: Williams)

f. Community Transportation Coordinator (CTC) Report

Mr. Mitchell presented the report from July 1, 2025 to August 31, 2025 (this is due to the emergency designation of Big Bend Transit as the new CTC effective July 1, 2025). He reported that they had 2,699 total trips during this reporting period, 1,752 of these were CTD/TDTF trips, 0 trips were for the general public, 517 APD passengers, 302 from other sources, and 128 were no shows. Mr. Mitchell further stated that of the 1,752 CTD/TDTF funded trips, 1% were for employment, 17% for medical appointments, 1% for education, 31% for nutritional and life-sustaining, and 50% for social/recreational trips.

Mr. Mitchell informed the LCB that regional vanpools are currently being developed to help provide transportation for workers.

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 has applied for an Innovative Service Development (ISD) grant to provide On-Demand service in Gulf County.

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

Vice-Chairperson Lynn Lanier requested the CTC look into possibly locating more stretcher-capable transportation options for veterans in Gulf County.

Board member Eddie Fields stated that he and those at the senior center are grateful for Mr. Mitchell and Big Bend Transit for visiting the center to help educate elderly citizens on how to sign up for and use the Transportation Disadvantaged services.

7. Adjourn

There being no further business, a motion to adjourn was passed.

(Motion: Fields, Second: Lanier)

Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 12th day of November 2025.

Signed:

Attest:

Sandy Quinn, Chairperson
Lynn Lanier, Vice-Chairperson

Austin Britt,
TD Program Coordinator, ARPC

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.

Note: *Information from the Annual Operating Report, FY 2023-2024, is being re-used for the FY 2024-2025 review due to the Emergency Designation of the new CTC in June 2025.

ACTION TAKEN AT MEETING:



CTC Organization

County: Gulf

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

CTC Status: Submitted

CTD Status: Under Review

Date Initiated: 9/15/2025

CTC Organization Name: Gulf County ARC & Transportation

Address: P.O. Box 8

City: Port Saint Joe

State: FL

Zip Code: 32457

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: Sandy Quinn

CTC Contact: Kristen Garcia

CTC Contact Title: Chief Financial Officer

CTC Contact Email: gtran@fairpoint.net

Phone: (850) 229-6327

CTC Certification

I, Kristen Garcia, 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, Sandy Quinn, 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: Gulf

CTC Status: Submitted

CTC Organization: Gulf County ARC & Transportation

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

CTD Status: Under Review

	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	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	16,385	0	16,385	16,385	0	16,385
Non-Ambulatory	829	0	829	829	0	829
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	17,214	0	17,214	17,214	0	17,214
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)	1,175	0	1,175	1,175	0	1,175
Agency for Persons with Disabilities (APD)	1,932	0	1,932	1,932	0	1,932
Comm for the Transportation Disadvantaged (CTD)	11,278	N/A	11,278	11,278	N/A	11,278
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)	2,829	0	2,829	2,829	0	2,829
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	0	0	0	0	0	0
Local Non-Government	0	0	0	0	0	0
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	17,214	0	17,214	17,214	0	17,214



CTC Trips (cont'd)

County: Gulf

CTC Status: Submitted

CTC Organization: Gulf County ARC & Transportation

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

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	9,187	0	9,187	9,187	0	9,187
Children At Risk	63	0	63	63	0	63
Persons With Disabilities	6	0	6	6	0	6
Low Income	4,746	0	4,746	4,746	0	4,746
Other	3,212	0	3,212	3,212	0	3,212
Total - Passenger Type	17,214	0	17,214	17,214	0	17,214
Trip Purpose - One Way						
Medical	5,543	0	5,543	5,543	0	5,543
Employment	5,059	0	5,059	5,059	0	5,059
Education/Training/Daycare	1,093	0	1,093	1,093	0	1,093
Nutritional	4,207	0	4,207	4,207	0	4,207
Life-Sustaining/Other	1,312	0	1,312	1,312	0	1,312
Total - Trip Purpose	17,214	0	17,214	17,214	0	17,214
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	283	0	283	283	0	283
Total - UDPHC	283	0	283	283	0	283
Unmet & No Shows						
Unmet Trip Requests	233	N/A	233	233	N/A	233
No Shows	939	N/A	939	939	N/A	939
Customer Feedback						
Complaints	0	N/A	0	0	N/A	0
Commendations	0	N/A	0	0	N/A	0



CTC Vehicles & Drivers

County: Gulf

CTC Status: Submitted

CTC Organization: Gulf County ARC & Transportation

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

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	586,214	0	586,214	586,214	0	586,214
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	586,214	0	586,214	586,214	0	586,214
Roadcalls & Accidents						
Roadcalls	2	0	2	2	0	2
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	14	0	14	14	0	14
Number of Wheelchair Accessible Vehicles	8	0	8	8	0	8
Drivers						
Number of Full Time & Part Time Drivers	7	0	7	7	0	7
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Gulf

CTC Status: Submitted

CTC Organization: Gulf County ARC & Transportation

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

CTD Status: Under Review

	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)	\$ 123,191	\$ 0	\$ 123,191	\$ 123,191	\$ 0	\$ 123,191
Agency for Persons with Disabilities (APD)	\$ 14,695	\$ 0	\$ 14,695	\$ 14,695	\$ 0	\$ 14,695
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)	\$ 16,405	\$ 0	\$ 16,405	\$ 16,405	\$ 0	\$ 16,405
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	\$ 186,180	N/A	\$ 186,180	\$ 186,180	N/A	\$ 186,180
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 161,256	N/A	\$ 161,256	\$ 161,256	N/A	\$ 161,256
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	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 300,435	\$ 0	\$ 300,435	\$ 300,435	\$ 0	\$ 300,435
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	\$ 32,902	\$ 0	\$ 32,902	\$ 32,902	\$ 0	\$ 32,902
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 15,830	\$ 0	\$ 15,830	\$ 15,830	\$ 0	\$ 15,830
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	\$ 5,853	\$ 0	\$ 5,853	\$ 5,853	\$ 0	\$ 5,853
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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	\$ 856,747	\$ 0	\$ 856,747	\$ 856,747	\$ 0	\$ 856,747



CTC Expense Sources

County: Gulf

CTC Status: Submitted

CTC Organization: Gulf County ARC & Transportation

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

CTD Status: Under Review

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 314,100	\$ 0	\$ 314,100	\$ 314,100	\$ 0	\$ 314,100
Fringe Benefits	\$ 33,629	\$ 0	\$ 33,629	\$ 33,629	\$ 0	\$ 33,629
Services	\$ 72,639	\$ 0	\$ 72,639	\$ 72,639	\$ 0	\$ 72,639
Materials & Supplies Consumed	\$ 73,237	\$ 0	\$ 73,237	\$ 73,237	\$ 0	\$ 73,237
Utilities	\$ 8,565	\$ 0	\$ 8,565	\$ 8,565	\$ 0	\$ 8,565
Casualty & Liability	\$ 6,519	\$ 0	\$ 6,519	\$ 6,519	\$ 0	\$ 6,519
Taxes	\$ 4,610	\$ 0	\$ 4,610	\$ 4,610	\$ 0	\$ 4,610
Miscellaneous	\$ 4,054	\$ 0	\$ 4,054	\$ 4,054	\$ 0	\$ 4,054
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 13,231	\$ 0	\$ 13,231	\$ 13,231	\$ 0	\$ 13,231
Capital Purchases	\$ 161,256	\$ 0	\$ 161,256	\$ 161,256	\$ 0	\$ 161,256
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	\$ 691,840	\$ 0	\$ 691,840	\$ 691,840	\$ 0	\$ 691,840

County: Gulf
 CTC: Gulf County ARC & Transportation
 Contact: Kristen Garcia
 P.O. Box 8
 Port Saint Joe, FL 32457
 850-229-6327
 Email: gtran@fairpoint.net

Demographics	Number
Total County Population	0
Unduplicated Head Count	283



Trips By Type of Service	2023	2024	2025
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Complementary ADA	0	0	0
Paratransit	15,254	17,214	17,214
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	15,254	17,214	17,214

Passenger Trips By Trip Purpose			
Medical	5,019	5,543	5,543
Employment	4,636	5,059	5,059
Ed/Train/DayCare	1,257	1,093	1,093
Nutritional	3,674	4,207	4,207
Life-Sustaining/Other	668	1,312	1,312
TOTAL TRIPS	15,254	17,214	17,214

Passenger Trips By Revenue Source			
CTD	5,440	11,278	11,278
AHCA	2,297	1,175	1,175
APD	4,302	1,932	1,932
DOEA	3,215	2,829	2,829
DOE	0	0	0
Other	0	0	0
TOTAL TRIPS	15,254	17,214	17,214

Trips by Provider Type			
CTC	15,254	17,214	17,214
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	15,254	17,214	17,214

Vehicle Data	2023	2024	2025
Vehicle Miles	254,648	586,214	586,214
Roadcalls	0	2	2
Accidents	0	0	0
Vehicles	13	14	14
Drivers	10	7	7

Financial and General Data			
Expenses	\$576,638	\$691,840	\$691,840
Revenues	\$581,625	\$856,747	\$856,747
Commendations	0	0	0
Complaints	0	0	0
Passenger No-Shows	908	939	939
Unmet Trip Requests	96	233	233

Performance Measures			
Accidents per 100,000 Miles	0	0	0
Miles between Roadcalls	0	293,107	293,107
Avg. Trips per Passenger	52.60	60.83	60.83
Cost per Trip	\$37.80	\$40.19	\$40.19
Cost per Paratransit Trip	\$37.80	\$40.19	\$40.19
Cost per Total Mile	\$2.26	\$1.18	\$1.18
Cost per Paratransit Mile	\$2.26	\$1.18	\$1.18

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:



GULF COUNTY RIDERSHIP REPORT

QUARTERLY REPORT

JULY 2025 – SEPTEMBER 2025

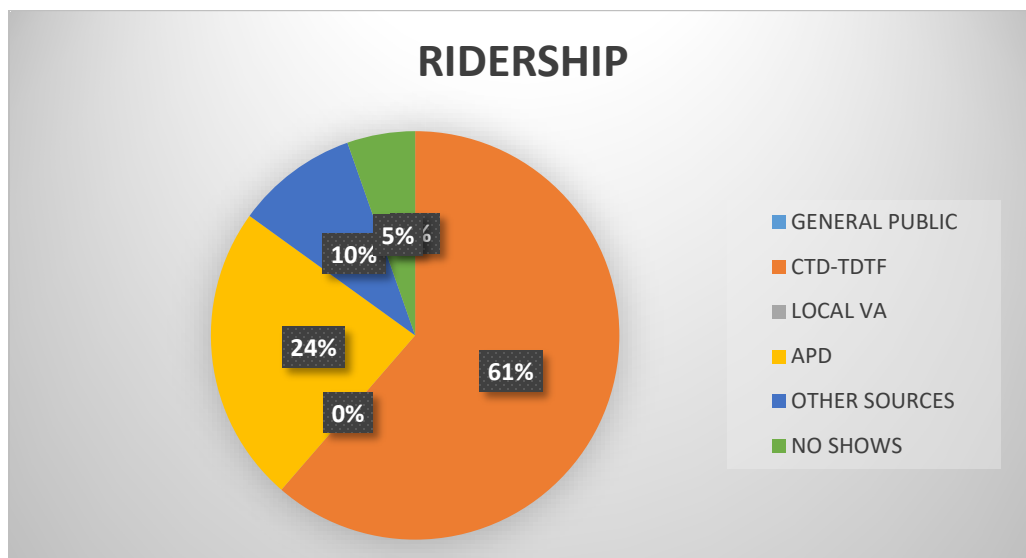
COMMUNITY TRANSPORTATION QUARTERLY REPORT

(JULY 2025 – SEPTEMBER 2025)

Number of Trips Provided from All Funding Sources

During this reporting period BBT provided a total of 4,405 trips. Approximately 61 percent of the trips provided were CTD-TDTF funded trips, 0 percent of the trips were GENERAL PUBLIC, 0 percent VA passengers, 10 percent other sources, 24 percent of the trips were APD and less than 5 percent of the total scheduled trips were NO SHOWS.

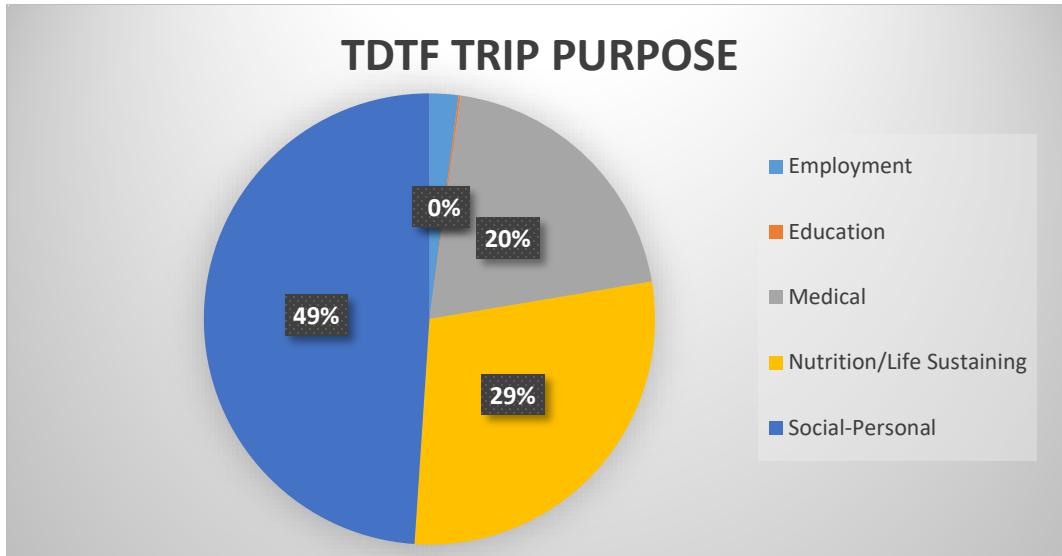
SOURCES	JULY	AUGUST	SEPTEMBER	TOTAL
GENERAL PUBLIC	0	0	0	0
CTD-TDTF	893	876	934	2,703
LOCAL VA	0	0	0	0
APD	487	315	237	1,039
OTHER SOURCES	141	149	136	426
NO SHOWS	75	76	86	237
TOTAL	1,596	1,416	1,393	4,405



TDTF TRIP PURPOSE

Of the TDTF trips provided during this period, 1 percent were for employment; 20 percent for medical appointments, less than 1 percent for education, 29 percent for nutritional and life sustaining activities, and 49 percent for Social/Recreational.

TDTF TRIP PURPOSE	JULY	AUGUST	SEPTEMBER	TOTAL
Employment	14	20	22	56
Education	0	0	4	4
Medical	195	166	183	544
Nutrition/Life Sustaining	259	250	267	776
Social-Personal	425	440	458	1,323
Total	893	876	934	2,703



NUMBER OF GRIEVANCES FILED (0)

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:

GULF

INVOICE NUMBER:

G3D10 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)	Jointly the Planning Agency, CTC and LCB developed/updated the TDSP to include the rate model for the new fiscal year.
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.

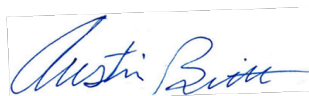
III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	April-June 2025 Quarterly Report was emailed 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

AGENDA ITEM: 3e

- SUBJECT:** Grant Review: 2025 – 2026 Shirley Conroy Rural Area Capital Assistance Grant
- BACKGROUND:** The purpose of the Transportation Disadvantaged Trust Fund is to provide a dedicated funding source for the operational and planning expenses of the Florida Commission for the Transportation Disadvantaged (Commission) in carrying out its legislative responsibilities. The trust fund is appropriated by the Legislature annually from revenues collected from vehicle registrations and voluntary contributions. Each year, the Florida Department of Transportation (FDOT) transfers \$1.4 million to the Transportation Disadvantaged Trust Fund to provide financial assistance for the purchase of capital equipment to eligible recipients in rural areas. This grant provides ninety-percent (90%) state funding and requires a ten-percent (10%) cash match generated from local sources, and no state or federal government revenues are acceptable as local match. This is a reimbursement grant, with Grant funds to be expended and utilized in accordance with Chapter 427, Florida Statutes; Rule 41-2, Florida Administrative Code; Commission policies; the grant agreement; and the CTD grant manual.
- ATTACHMENTS:** 2025 – 2026 Shirley Conroy Rural Area Capital Assistance Grant Request Form
- REQUESTED ACTION:** A motion to approve to certify that this request for funding has been reviewed in its entirety by the Local Coordinating Board, and approve the authorization of the Chairperson to sign the 2025 – 2026 Shirley Conroy Rural Area Capital Assistance Grant Request Form.

ACTION TAKEN AT MEETING:



SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT REQUEST FOR FUNDING

DATE SUBMITTED	
LEGAL NAME OF REQUESTING CTC	Big Bend Transit, Inc.
FEDERAL IDENTIFICATION NUMBER	59-1909296
REGISTERED ADDRESS	2201 Eisenhower Street
CITY, STATE, ZIP CODE	Tallahassee, Florida 32302
CONTACT PERSON FOR THIS GRANT	Shawn Mitchell
PHONE NUMBER	850.574.6266
E-MAIL ADDRESS	smitchell@bigbendtransit.org
PROJECT LOCATION [County(ies)]	Gulf
PROPOSED START DATE	July 1, 2025
AMOUNT OF FUNDING REQUESTED (90%)	\$49,014.00

<u>CTC REPRESENTATIVE AUTHORIZATION AND ACKNOWLEDGEMENT</u>	<u>LOCAL COORDINATING BOARD APPROVAL</u>
I hereby certify that this request has been duly authorized by the governing body of the CTC. The CTC also certifies that it has reviewed and understands the Grant Program Manual and intends to complete the project in compliance with all grant program requirements if the assistance is awarded.	I hereby certify that this request for funding has been reviewed in its entirety by the Local Coordinating Board.
Signature Of Authorized Representative	Coordinating Board Chairperson's Signature
Date	Date
Shawn Mitchell	
Name of Authorized Representative and Title	Name of LCB Chairperson

JUSTIFICATION FOR EQUIPMENT REQUESTED (must include specific details supporting the need, the impact/value the equipment will provide to the coordinated system. If space provided is not enough for explanation of need, please attach an additional page):

Original application was from Gulf ARC requesting replacement of a 2017 and 2018 minivan. Request for funding one vehicle was approved. BBT became the emergency CTC for Franklin County effective 7/1/2025.

DESCRIPTION OF CAPITAL EQUIPMENT REQUESTED:

Vehicles

1, 2, 3, etc. +	(R) or (E)*	Fuel Type **	Description/Vehicle Type/Procurement Source	Quantity	Estimated Cost (from Order Form)
1	R	Gas	Chrysler Voyager minivan	1	\$49,014.00

+ Prioritization of Need

*Replacement (R) or Expansion (E)

** Fuel Type – D=Diesel G=Gas A=Alternative

Other Equipment Requested (NOT as part of a Vehicle Purchase)

1, 2, 3, etc. +	Description	Quantity	Estimated Cost

+ Prioritization of Need

Total Project Cost	(100%)	\$49,014.00
Less Local Match	(10%) *	\$0.00
Transportation Disadvantaged Trust Funds	(90%)	\$49,014.00

SOURCE OF REQUIRED LOCAL MATCH:

Request waiver of match.