



**FRANKLIN COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

Wednesday, November 12th, 2025

10:00 AM Eastern Time

Florida Department of Health in Franklin County
139 12th Street, Apalachicola, FL 32320



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 Franklin 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	Cheryl Sanders
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
<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 Wednesday, March 11th, 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:



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



Wednesday, September 10, 2025

10:00 AM Eastern Time

Florida Department of Health in Franklin County
139 12th Street, Apalachicola, Florida

Call to Order

Interim-Chairperson Ashlee Barton called the meeting to order. Alma Pugh 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	Cheryl Sanders Ricky Jones, alt. 1	A			
Elderly	Kay Carson	P			
Disabled	(Vacant)	(Vacant)			
Citizen Advocate	Jennifer Daniels Amanda Anthony, alt. 1	A			
Citizen Advocate/User	Donna Webb	A			
Veterans	Charles Elliott William Scott, alt. 1	P			
Community Action	Peggy Sullivan	A			
Public Education	(Vacant)	(Vacant)			
Children at Risk	Sharon Trainor Tracey Leep, alt. 1	A			
Workforce Dvp Bd	Cathy Rutherford Kimberly Bodine, alt. 1 Donna Williams, alt. 2	A			
Medical	Alma Pugh Stephanie Cash, alt. 1	P			
FDOT	Debbie "Toni" Prough Zach Balassone, alt. 1	ALT 1			
FDCF	Byron Wade Terrence Watts, alt. 1	A			
FDOE/VR	Michelli Ordoyne Derrick Henderson, alt. 1	A			
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

Others Present

Big Bend Transit	Shawn Mitchell
Big Bend Transit	Tamara Watkins
Apalachee Regional Planning Council	Austin Britt

The Interim-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: Balassone, Second: Pugh)

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 amendments to the TDSP as presented. The motion was passed and the amendments to the TDSP were approved as presented.
(Motion: Carson, Second: Pugh)

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. Elliott to continue to serve as the Vice-Chairperson. With no further nominations, the motion was passed and Mr. Elliott was elected as Vice-Chairperson.
(Motion: Balassone, Second: Pugh)

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: Barton, Second: Pugh)

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 reappoint Ms. Barton, Mr. Elliott, and Ms. Trainor to the Administrative Committee from the previous year. With no further nominations, the motion was passed and the appointment of the Administrative Committee members was approved.
(Motion: Pugh, Second: Evans)

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. Pugh and Mr. Elliott from the previous year. With no further nominations, the motion was passed and the appointment of the Grievance Committee members was approved.
(Motion: Carson, Second: Balassone)

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 the 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: Pugh, Second: Carson)

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 211 total trips during this reporting period, 130 of these were CTD/TDTF trips, 0 trips were for the general public, 0 APD passengers, 75 from other sources, and 6 were no shows. Mr. Mitchell further stated that of the 130 CTD/TDTF funded trips, 0% were for employment, 81% for medical appointments, 0% for education, 11% for nutritional and life-sustaining, and 8% for social/recreational trips.

Per request from the LCB, Mr. Mitchell also provided an overview of Big Bend Transit operations in Franklin County. He presented to the LCB current services available to residents within the county, future goals such as increased trip options and destinations, and the development of an upcoming “rider-app” for users of the system. Mr. Mitchell offered to speak with and send any information on behalf of Big Bend Transit to those who would like, and also requested the help of the LCB with spreading news to local riders.

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 Franklin 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

There were no comments from LCB Members at this time.

7. Adjourn

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

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

Signed:

Attest:

Cheryl Sanders, Chairperson
Charles Elliott, 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: Franklin

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: 122 Water Plant Rd

City: Port Saint Joe

State: FL

Zip Code: 32456

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: Cheryl Sanders

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, Cheryl Sanders, 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: Franklin

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	4,269	0	4,269	4,269	0	4,269
Non-Ambulatory	140	0	140	140	0	140
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	4,409	0	4,409	4,409	0	4,409
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)	1,626	0	1,626	1,626	0	1,626
Agency for Persons with Disabilities (APD)	0	0	0	0	0	0
Comm for the Transportation Disadvantaged (CTD)	2,783	N/A	2,783	2,783	N/A	2,783
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	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	4,409	0	4,409	4,409	0	4,409



CTC Trips (cont'd)

County: Franklin

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	1,269	0	1,269	1,269	0	1,269
Children At Risk	9	0	9	9	0	9
Persons With Disabilities	2	0	2	2	0	2
Low Income	130	0	130	130	0	130
Other	2,999	0	2,999	2,999	0	2,999
Total - Passenger Type	4,409	0	4,409	4,409	0	4,409
Trip Purpose - One Way						
Medical	2,895	0	2,895	2,895	0	2,895
Employment	398	0	398	398	0	398
Education/Training/Daycare	0	0	0	0	0	0
Nutritional	11	0	11	11	0	11
Life-Sustaining/Other	1,105	0	1,105	1,105	0	1,105
Total - Trip Purpose	4,409	0	4,409	4,409	0	4,409
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	112	0	112	112	0	112
Total - UDPHC	112	0	112	112	0	112
Unmet & No Shows						
Unmet Trip Requests	4	N/A	4	4	N/A	4
No Shows	132	N/A	132	132	N/A	132
Customer Feedback						
Complaints	0	N/A	0	0	N/A	0
Commendations	0	N/A	0	0	N/A	0



CTC Vehicles & Drivers

County: Franklin

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	131,944	0	131,944	131,944	0	131,944
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	131,944	0	131,944	131,944	0	131,944
Roadcalls & Accidents						
Roadcalls	3	0	3	3	0	3
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	9	0	9	9	0	9
Number of Wheelchair Accessible Vehicles	0	0	0	0	0	0
Drivers						
Number of Full Time & Part Time Drivers	2	0	2	2	0	2
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Franklin

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)	\$ 94,433	\$ 0	\$ 94,433	\$ 94,433	\$ 0	\$ 94,433
Agency for Persons with Disabilities (APD)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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	\$ 117,023	N/A	\$ 117,023	\$ 117,023	N/A	\$ 117,023
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	\$ 200,956	\$ 0	\$ 200,956	\$ 200,956	\$ 0	\$ 200,956
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	\$ 12,360	\$ 0	\$ 12,360	\$ 12,360	\$ 0	\$ 12,360
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	\$ 2,234	\$ 0	\$ 2,234	\$ 2,234	\$ 0	\$ 2,234
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	\$ 588,262	\$ 0	\$ 588,262	\$ 588,262	\$ 0	\$ 588,262



CTC Expense Sources

County: Franklin

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	\$ 194,284	\$ 0	\$ 194,284	\$ 194,284	\$ 0	\$ 194,284
Fringe Benefits	\$ 25,561	\$ 0	\$ 25,561	\$ 25,561	\$ 0	\$ 25,561
Services	\$ 45,846	\$ 0	\$ 45,846	\$ 45,846	\$ 0	\$ 45,846
Materials & Supplies Consumed	\$ 53,643	\$ 0	\$ 53,643	\$ 53,643	\$ 0	\$ 53,643
Utilities	\$ 6,154	\$ 0	\$ 6,154	\$ 6,154	\$ 0	\$ 6,154
Casualty & Liability	\$ 53,040	\$ 0	\$ 53,040	\$ 53,040	\$ 0	\$ 53,040
Taxes	\$ 178	\$ 0	\$ 178	\$ 178	\$ 0	\$ 178
Miscellaneous	\$ 7,201	\$ 0	\$ 7,201	\$ 7,201	\$ 0	\$ 7,201
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 7,638	\$ 0	\$ 7,638	\$ 7,638	\$ 0	\$ 7,638
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	\$ 554,801	\$ 0	\$ 554,801	\$ 554,801	\$ 0	\$ 554,801

County: Franklin
 CTC: Gulf County ARC & Transportation
 Contact: Kristen Garcia
 122 Water Plant Rd
 Port Saint Joe, FL 32456
 850-229-6327

Email: gtran@fairpoint.net

Demographics	Number
Total County Population	0
Unduplicated Head Count	112



Trips By Type of Service	2023	2024	2025	Vehicle Data	2023	2024	2025
Fixed Route (FR)	0	0	0	Vehicle Miles	117,621	131,944	131,944
Deviated FR	0	0	0	Roadcalls	0	3	3
Complementary ADA	0	0	0	Accidents	0	0	0
Paratransit	2,795	4,409	4,409	Vehicles	9	9	9
TNC	0	0	0	Drivers	1	2	2
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	2,795	4,409	4,409				
Passenger Trips By Trip Purpose				Financial and General Data			
Medical	2,668	2,895	2,895	Expenses	\$384,612	\$554,801	\$554,801
Employment	11	398	398	Revenues	\$399,141	\$588,262	\$588,262
Ed/Train/DayCare	4	0	0	Commendations	0	0	0
Nutritional	15	11	11	Complaints	0	0	0
Life-Sustaining/Other	97	1,105	1,105	Passenger No-Shows	98	132	132
TOTAL TRIPS	2,795	4,409	4,409	Unmet Trip Requests	0	4	4
Passenger Trips By Revenue Source				Performance Measures			
CTD	1,016	2,783	2,783	Accidents per 100,000 Miles	0	0	0
AHCA	1,779	1,626	1,626	Miles between Roadcalls	0	43,981	43,981
APD	0	0	0	Avg. Trips per Passenger	22.72	39.37	39.37
DOEA	0	0	0	Cost per Trip	\$137.61	\$125.83	\$125.83
DOE	0	0	0	Cost per Paratransit Trip	\$137.61	\$125.83	\$125.83
Other	0	0	0	Cost per Total Mile	\$3.27	\$4.20	\$4.20
TOTAL TRIPS	2,795	4,409	4,409	Cost per Paratransit Mile	\$3.27	\$4.20	\$4.20
Trips by Provider Type							
CTC	2,795	4,409	4,409				
Transportation Operator	0	0	0				
Coordination Contractor	0	0	0				
TOTAL TRIPS	2,795	4,409	4,409				

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:



FRANKLIN COUNTY RIDERSHIP REPORT

QUARTERLY REPORT

JULY 2025 – SEPTEMBER 2025

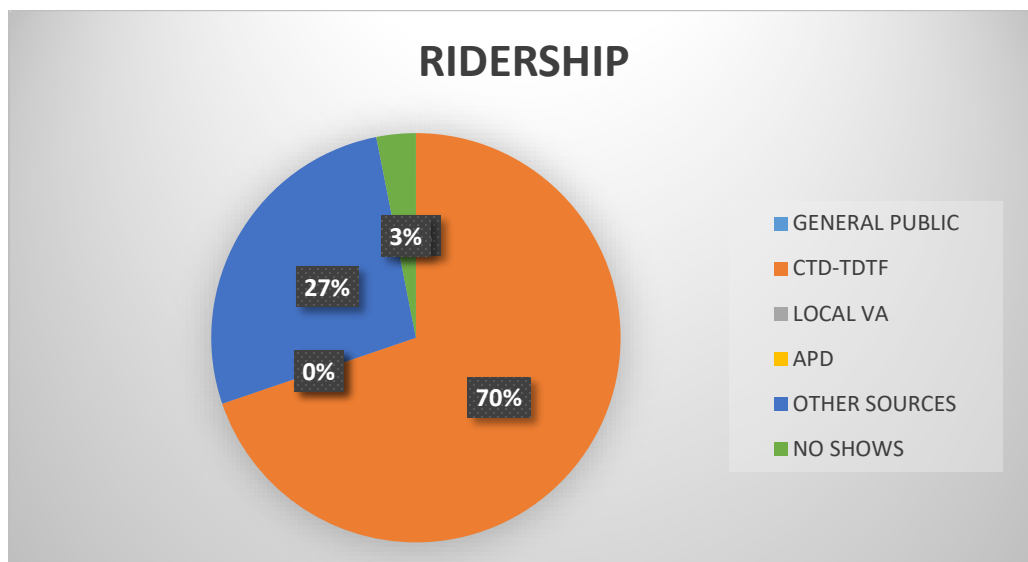
COMMUNITY TRANSPORTATION QUARTERLY REPORT

(JULY 2025 – SEPTEMBER 2025)

Number of Trips Provided from All Funding Sources

During this reporting period BBT provided a total of 354 trips. Approximately 70 percent of the trips provided were CTD-TDTF funded trips, 0 percent of the trips were GENERAL PUBLIC, 0 percent VA passengers, 27 percent other sources, 0 percent of the trips were APD and less than 3 percent of the total scheduled trips were NO SHOWS.

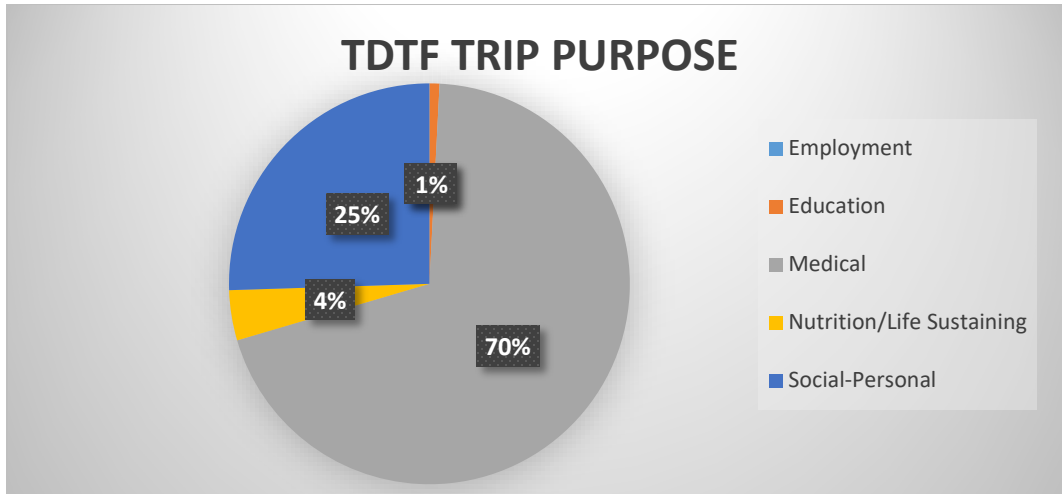
SOURCES	JULY	AUGUST	SEPTEMBER	TOTAL
GENERAL PUBLIC	0	0	0	0
CTD-TDTF	55	75	117	247
LOCAL VA	0	0	0	0
APD	0	0	0	0
OTHER SOURCES	34	41	21	96
NO SHOWS	4	2	5	11
TOTAL	93	118	143	354



TDTF TRIP PURPOSE

Of the TDTF trips provided during this period, 0 percent were for employment; 70 percent for medical appointments, 1 percent for education, 4 percent for nutritional and life sustaining activities, and 25 percent for Social/Recreational.

TDTF TRIP PURPOSE	JULY	AUGUST	SEPTEMBER	TOTAL
Employment	0	0	0	0
Education	0	0	2	2
Medical	40	55	77	172
Nutrition/Life Sustaining	0	0	10	10
Social-Personal	15	20	28	63
Total	55	75	117	247



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:

FRANKLIN

INVOICE NUMBER:

G3D06 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.

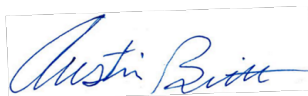
III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	April-June 2025 Quarterly Report was emailed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