



**LIBERTY COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**
Tuesday, November 18th, 2025
3:30 PM Eastern Time
Liberty County Transit Office
15629 Co Rd 12, Bristol, FL 32321



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 18th, 2025

The Liberty 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	Jim Johnson
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 Tuesday, March 10th, 2026, at 3:30 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:



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



Tuesday, September 9, 2025

3:30 PM Eastern Time

Liberty County Transit Office
15629 Co Rd 12, Bristol, Florida

Call to Order

Interim-Chairperson Woody Stewart 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
Chairman	Jim Johnson	A			
Elderly	(Vacant)	(Vacant)			
Disabled	(Vacant)	(Vacant)			
Citizen Advocate	Cathia Schmarje Rachel Revell, alt. 1	A			
Citizen Advocate/User	Bridgett Washington	A			
Veterans	Woody Stewart	P			
Community Action	Peggy Sullivan	A			
Public Education	Ricky Samson Robert Manspeaker, alt. 1	A			
Children at Risk	Theresa Harrison	A			
Workforce Dvp Bd	Richard Williams Debby Wood, alt. 1	A			
Medical	Marissa Barfield Aisha Chambers, alt. 1	ALT 1			
FDOT	Debbie "Toni" Prough Zach Balassone, alt. 1	ALT 1			
FDCF	Byron Wade Terrance Watts, alt. 1	P			
FDOE/VR	Darlene Boykin Tiffinie Sorey, alt. 1	A			
FDEA	Stormy Johnson	P			
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

Liberty County Transit	Melissa Sanders
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: Barton, Second: Chambers)

2. Old Business

a. Transportation Disadvantaged Service Plan (TDSP) Update

Mr. Britt presented amendments to the TDSP, per request from the CTC, 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: Evans, Second: Johnson)

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

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: Wade, Second: Johnson)

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 to retain Ms. Barfield and Ms. Boykin from the previous year.
With no further nominations, the motion was passed and the appointment of the Administrative Committee members was approved.
(Motion: Johnson, Second: Chambers)

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. Johnson and Ms. Barfield from the previous year.
With no further nominations, the motion was passed and the appointment of the Grievance Committee members was approved.
(Motion: Barton, Second: Chambers)

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: Barton, Second: Evans)

f. Community Transportation Coordinator (CTC) Report

Ms. Sanders presented the CTC Report for the previous quarter. She reported that the CTC had 2,066 trips during this reporting period that totaled 45,906 vehicle miles, 38,890 revenue miles, and 45,906 passenger miles. Ms. Sanders reported 0 road call(s), 46 deferred trip(s), 115 no show(s), and 108 unduplicated passengers. She also noted that for the Fiscal Year 2024 – 2025, the CTC spent \$294,509.92 of the \$252,723 annual allocation amount.

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. Britt informed the LCB that there were currently no grants to review.

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 18th day of November 2025.

Signed:

Attest:

Jim Johnson, Chairperson
Peggy Sullivan, 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: Liberty

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

CTC Status: Approved

CTD Status: Approved

Date Initiated: 9/12/2025

CTC Organization Name: Liberty County Transit

Address: P.O. Box 399

City: Bristol

State: FL

Zip Code: 32321

Organization Type: County

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: Jim Johnson

CTC Contact: Monica Welles

CTC Contact Title: Executive Director

CTC Contact Email: mwelles@libertybocc.com

Phone: (850) 643-2524

CTC Certification

I, Monica Welles, 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, Jim Johnson, 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: Liberty

CTC Status: Approved

CTC Organization: Liberty County Transit

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

CTD Status: Approved

	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	6,715	0	6,715	5,271	0	5,271
Non-Ambulatory	315	0	315	535	0	535
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	7,030	0	7,030	5,806	0	5,806
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)	1,946	0	1,946	2,376	0	2,376
Agency for Persons with Disabilities (APD)	0	0	0	0	0	0
Comm for the Transportation Disadvantaged (CTD)	4,929	N/A	4,929	3,247	N/A	3,247
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)	150	0	150	181	0	181
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	0	5	2	0	2
Local Non-Government	0	0	0	0	0	0
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	7,030	0	7,030	5,806	0	5,806



CTC Trips (cont'd)

County: Liberty

CTC Status: Approved

CTC Organization: Liberty County Transit

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

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	2,393	0	2,393	3,519	0	3,519
Children At Risk	26	0	26	24	0	24
Persons With Disabilities	315	0	315	0	0	0
Low Income	1,673	0	1,673	0	0	0
Other	2,623	0	2,623	2,263	0	2,263
Total - Passenger Type	7,030	0	7,030	5,806	0	5,806
Trip Purpose - One Way						
Medical	4,189	0	4,189	3,787	0	3,787
Employment	614	0	614	205	0	205
Education/Training/Daycare	820	0	820	0	0	0
Nutritional	193	0	193	193	0	193
Life-Sustaining/Other	1,214	0	1,214	1,621	0	1,621
Total - Trip Purpose	7,030	0	7,030	5,806	0	5,806
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	209	0	209	191	0	191
Total - UDPHC	209	0	209	191	0	191
Unmet & No Shows						
Unmet Trip Requests	234	N/A	234	187	N/A	187
No Shows	528	N/A	528	241	N/A	241
Customer Feedback						
Complaints	2	N/A	2	0	N/A	0
Commendations	3	N/A	3	0	N/A	0



CTC Vehicles & Drivers

County: Liberty

CTC Status: Approved

CTC Organization: Liberty County
Transit

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

CTD Status: Approved

	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	183,803	0	183,803	164,193	0	164,193
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	183,803	0	183,803	164,193	0	164,193
Roadcalls & Accidents						
Roadcalls	1	0	1	0	0	0
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	14	0	14	19	0	19
Number of Wheelchair Accessible Vehicles	6	0	6	8	0	8
Drivers						
Number of Full Time & Part Time Drivers	9	0	9	9	0	9
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Liberty

CTC Status: Approved

CTC Organization: Liberty County
Transit

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

CTD Status: Approved

	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)	\$ 106,886	\$ 0	\$ 106,886	\$ 73,998	\$ 0	\$ 73,998
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)	\$ 4,203	\$ 0	\$ 4,203	\$ 4,785	\$ 0	\$ 4,785
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	\$ 223,147	N/A	\$ 223,147	\$ 206,467	N/A	\$ 206,467
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 20,133	N/A	\$ 20,133
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	\$ 327,137	\$ 0	\$ 327,137	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 208,844	\$ 0	\$ 208,844	\$ 0	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 418,518	\$ 0	\$ 418,518
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	\$ 52,244	\$ 0	\$ 52,244	\$ 50,507	\$ 0	\$ 50,507
County In-Kind	\$ 8,000	\$ 0	\$ 8,000	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 40,487	\$ 0	\$ 40,487	\$ 13,643	\$ 0	\$ 13,643
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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	\$ 970,948	\$ 0	\$ 970,948	\$ 788,051	\$ 0	\$ 788,051



CTC Expense Sources

County: Liberty

CTC Status: Approved

CTC Organization: Liberty County
Transit

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

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 334,461	\$ 0	\$ 334,461	\$ 269,126	\$ 0	\$ 269,126
Fringe Benefits	\$ 196,026	\$ 0	\$ 196,026	\$ 162,650	\$ 0	\$ 162,650
Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Materials & Supplies Consumed	\$ 20,388	\$ 0	\$ 20,388	\$ 72,617	\$ 0	\$ 72,617
Utilities	\$ 17,000	\$ 0	\$ 17,000	\$ 13,400	\$ 0	\$ 13,400
Casualty & Liability	\$ 35,000	\$ 0	\$ 35,000	\$ 35,000	\$ 0	\$ 35,000
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 17,007	\$ 0	\$ 17,007	\$ 2,534	\$ 0	\$ 2,534
Capital Purchases	\$ 328,904	\$ 0	\$ 328,904	\$ 57,032	\$ 0	\$ 57,032
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 50,000	\$ 0	\$ 50,000	\$ 50,000	\$ 0	\$ 50,000
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	\$ 998,786	\$ 0	\$ 998,786	\$ 662,359	\$ 0	\$ 662,359

County: Liberty
 CTC: Liberty County Transit
 Contact: Monica Welles
 P.O. Box 399
 Bristol, FL 32321
 850-643-2524
 Email: mwelles@libertybocc.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	209



Trips By Type of Service	2023	2024	2025	Vehicle Data	2023	2024	2025
Fixed Route (FR)	0	0	0	Vehicle Miles	172,623	164,193	183,803
Deviated FR	0	0	0	Roadcalls	1	0	1
Complementary ADA	0	0	0	Accidents	0	0	0
Paratransit	6,153	5,806	7,030	Vehicles	17	19	14
TNC	0	0	0	Drivers	10	9	9
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	6,153	5,806	7,030				
Passenger Trips By Trip Purpose				Financial and General Data			
Medical	2,806	3,787	4,189	Expenses	\$726,368	\$662,359	\$998,786
Employment	609	205	614	Revenues	\$808,038	\$788,051	\$970,948
Ed/Train/DayCare	42	0	820	Commendations	0	0	3
Nutritional	242	193	193	Complaints	0	0	2
Life-Sustaining/Other	2,454	1,621	1,214	Passenger No-Shows	266	241	528
TOTAL TRIPS	6,153	5,806	7,030	Unmet Trip Requests	11	187	234
Passenger Trips By Revenue Source				Performance Measures			
CTD	3,241	3,247	4,929	Accidents per 100,000 Miles	0	0	0
AHCA	2,709	2,376	1,946	Miles between Roadcalls	172,623	0	183,803
APD	0	0	0	Avg. Trips per Passenger	30.16	30.40	33.64
DOEA	203	181	150	Cost per Trip	\$118.05	\$114.08	\$142.07
DOE	0	0	0	Cost per Paratransit Trip	\$118.05	\$114.08	\$142.07
Other	0	2	5	Cost per Total Mile	\$4.21	\$4.03	\$5.43
TOTAL TRIPS	6,153	5,806	7,030	Cost per Paratransit Mile	\$4.21	\$4.03	\$5.43
Trips by Provider Type							
CTC	6,153	5,806	7,030				
Transportation Operator	0	0	0				
Coordination Contractor	0	0	0				
TOTAL TRIPS	6,153	5,806	7,030				

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:

COMMUNITY TRANSPORTATION COORDINATOR OPERATIONAL REPORT

COUNTY/CTC	Liberty County Transit
REPORTING PERIOD	7/01/2025-9/30/2025
NAMES OF OTHER OPERATORS	None

TRIP PURPOSE	# TRIPS	VEHICLES	15
Medical	1,118	VEHICLE MILES	48,125
Employment	203	REVENUE MILES	41,187
Education/Training	-	PASSENGER MILES	46,966
Shopping	143		
Nutrition	57	ACCIDENTS	0
Other / Personal	270	Persons Only	0
TOTAL TRIPS	1,791	Vehicles Only	0
		Veh & Persons	0
PURCHASERS	# TRIPS	ROADCALLS	1
<i>List all purchasers -</i>			
CTD/Non-Sponsored	1,181	COMMENDATIONS	
Modivcare	16	SUGGESTIONS	
Local Non-Govt	-	CONCERNS	
LCSC	39	GRIEVANCES	
		Other No Shows	98
Alivi	548	UNMET REQUESTS	25
Safe Ride	7	DEFERRED TRIPS	15
		CTD NO-SHOWS	47
TOTAL TRIPS	1,791	UNDUP PASSENGERS	117

CONTRACTS	CONTRACT PERIOD	ANNUAL AMOUNT OF ALLOCATION	AMOUNT SPENT TO DATE
CTD/Non-Sponsored	July- Sept	238,070	70,905
Local Match			15,772
Mod			1,304
Senior Citizens			1,167
Alivi			25,456
SafeRide			622

Attachments: Year-to-date Financial Report including Revenue sources & amounts and Expenditures by cost categories.

Also attach: grievances & complaints, advertising efforts, monitoring reports conducted by funding agencies.

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:

LIBERTY

INVOICE NUMBER:

G3D23 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.

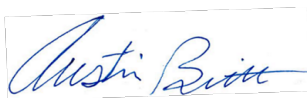
III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	April-June 2025 Quarterly Report was emailed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