



**PUTNAM COUNTY  
TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD (LCB) QUARTERLY MEETING**



**MEETING AGENDA**

Putnam County Administration Conference Room  
2509 Crill Avenue, Suite 200, Palatka, Florida, 32177  
Teams Meeting ID: 246 060 031 730 1  
Passcode: 5ti7i2Ti

Monday, February 9, 2026, at 10:30 a.m.

\*Denotes Required Action Item

1. Welcome, Call to Order, Roll Call/Quorum Review – Chair Wilkinson
2. Additions, Deletions, and Changes to the Agenda – Chair Wilkinson
3. Approval of November 17, 2025, Public Hearing and Meeting Minutes – Chair Wilkinson \*
4. Northeast Florida Regional Council Update
  - Election of Grievance and Evaluation Committee (nominees cannot make a motion and/or second)
  - LCB Membership – Review/Approval\*
  - Annual Review of Bylaws\*
  - LCB Recommendation for CTC\*
  - Annual CTC Evaluation – Discussion of date/time for ride-along
  - TDSP Annual Review (Roll Call Vote)\*
5. Community Transportation Coordinator (CTC) System Update – Mr. Thompson
  - a. CTC Quarterly Update
  - b. Grants Update\* (Approval if required)
6. Old Business
7. New Business
8. Public Comment – LIMITED TO 3 MINUTES PER SPEAKER
9. Member and Department Reports
10. Adjournment – Chair Wilkinson

Next LCB Meeting: May 18, 2026, at 10:30 a.m.  
Putnam County Planning & Development Conference Room,  
2509 Crill Avenue, Suite 300, Palatka, Florida, 32177



## Putnam County Transportation Disadvantaged Annual Public Hearing

Monday, November 17, 2025

Northeast Florida Regional Council  
Elizabeth Payne, AICP  
Chief Executive Officer

St. Johns County Commission  
Hon. Leota Wilkinson, Chair

Florida Transportation  
Disadvantaged Commission  
Monica Russell, Chair

### MINUTES

\*Denotes Required Action Item

#### 1. Welcome, Call to Order

The Annual Public Hearing of the Putnam County Transportation Disadvantaged (TD) Local Coordinating Board (LCB) was held in person and virtually via Microsoft Teams on Monday, November 17, 2025. Vice-Chair Christopher Glymph called the meeting to order at 10:33 a.m. with the following members present:

<b>Representing:</b>	<b>Voting Member:</b>
Florida Department of Transportation	Geanelly Reveron (Virtual)
Department of Children and Families	John Wisker (Virtual)
Public Education	Sharon Spell (Virtual)
Department of Education Voc. Rehab.	Frances Dollinger (In-Person)
Veterans	Allen Buquo (In-Person)
Citizen Advocate/User	Darlene Laibl-Crowe (In-Person)
Citizen Advocate/Non-User	Christopher Glymph (In-Person)
Agency for Health Care Administration	Pamela Hagley (Virtual)
Agency for Persons with Disabilities	Sheryl Stanford (Virtual)
Workforce Development	Lou Anne Hasty (In-Person)
Medical Community	Nancy Russo (Virtual)

#### Members Not Present

Elected Official/Chair	Leota Wilkinson
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#### Community Transportation Coordinator Staff Present

Boyd Thompson, MariCarmen Beltran (In-Person)

#### Planning Agency Staff Present

Summer Jones, Apurva Jhamb (In-Person)

#### Guests

None

## 2. Presentation – NEFRC

Ms. Jones had a presentation on how the Florida TD Program works and how Putnam County residents can access local TD services. Due to no members of the public being present, Ms. Jones chose to forgo the presentation.

## 3. Service Overview – The Ride Solution

There was no service overview as there were no members of the public present.

## 4. Public Comment

There was no public comment as there were no members of the public present.

## 5. Additional Discussion

There was no additional discussion as there were no members of the public present.

## 6. Adjournment

Vice-Chair Glymph adjourned the public hearing at 10:33 a.m.



## Putnam County Transportation Disadvantaged Local Coordinating Board Quarterly Meeting

Monday, November 17, 2025

Northeast Florida Regional Council  
Elizabeth Payne, AICP  
Chief Executive Officer

Putnam County Commission  
Hon. Leota Wilkinson, Chair

Florida Transportation  
Disadvantaged Commission  
Monica Russell, Chair

### MINUTES

\*Denotes Required Action Item

#### 1. Welcome, Call to Order, Roll Call/Quorum Review

A quarterly meeting of the Putnam County Transportation Disadvantaged (TD) Local Coordinating Board (LCB) was held in person and virtually via Microsoft Teams on Monday, November 17, 2025. Vice-Chair Glymph called the meeting to order at 10:34 a.m. with the following members present:

Representing:	Voting Member:
Florida Department of Transportation	Geanelly Reveron (Virtual)
Department of Children and Families	John Wisker (Virtual)
Public Education	Sharon Spell (Virtual)
Department of Education Voc. Rehab.	Francis Dollinger (In-person)
Veterans	Allen Buquo (In-person)
Citizen Advocate/User	Darlene Laibl-Crowe (In-person)
Citizen Advocate/Non-User	Christopher Glymph (In-person)
Agency for Health Care Administration	Pamela Hagley (Virtual)
Agency for Persons with Disabilities	Sheryl Stanford (Virtual)
Workforce Development	Lou Anne Hasty (In-person)
Medical Community	Nancy Russo (Virtual)

#### Members Not Present

Elected Official/Chair	Leota Wilkinson
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#### Community Transportation Coordinator Staff Present

Boyd Thompson, MariCarmen Beltran (In-Person)

#### Planning Agency Staff Present

Summer Jones, Apurva Jhamb (In-Person)

## Guests

None

After a roll call took place, a quorum was met.

## 2. Additions, Deletions, and Changes to the Agenda

There were no changes to the agenda.

## 3. Approval of September 15, 2025, Meeting Minutes\*

Mr. Buquo motioned for the approval of the September 15, 2025, meeting minutes. Ms. Stanford seconded the motion. The meeting minutes were approved unanimously.

## 4. LCB Membership

Ms. Jones reviewed the LCB membership vacancies. There were several suggestions on who to reach out to potentially fill these vacancies.

## 5. Election of LCB Vice-Chair\*

Ms. Jones stated it is time to elect a Vice-Chair and Christopher Glymph is currently the Vice-Chair. Mr. Glymph volunteered to continue to serve as Vice Chair. Ms. Laibl-Crowe moved to approve Christopher Glymph as Vice-Chair, with a second from Mr. Buquo. The motion passed unanimously.

## 6. Annual Grievance Procedure Review\*

Ms. Jones reviewed the Grievance Procedure. There was a suggested change to have contact information in the Grievance Procedure added.

There was a motion to approve the Annual Grievance Procedure with the suggested changes by Ms. Laibl-Crowe and was seconded by Ms. Hagley. The motion passed unanimously.

## 7. Election of Grievance Committee\*

Ms. Jones discussed the need for a Grievance Committee. Mr. Glymph and Ms. Russo, current committee members, volunteered to continue serving. Ms. Laibl-Crowe and Ms. Stanford also volunteered to serve. Following discussion, Mr. Glymph and Ms. Russo were reappointed, and Ms. Laibl-Crowe and Ms. Stanford were appointed to the committee. A motion was made by Ms. Laibl-Crowe and seconded by Ms. Reveron. The motion passed unanimously.

## 8. Election of CTC Evaluation Committee\*

Ms. Jones discussed the need for the Evaluation Committee and noted that Chair Wilkinson, Ms. Spell, Mr. Glymph, Ms. Stanford, and Ms. Hasty are currently on the Evaluation Committee. Ms. Laibl-Crowe and Mr. Glymph volunteered to serve on the committee. There was a motion from Ms. Laibl-Crowe and a second from Ms. Spell. The motion passed unanimously.

## 9. Northeast Florida Regional Council Update

### a.) TD 101

Summer Jones provided an overview of the Transportation Disadvantaged program, highlighting the responsibilities of the Designated Official Planning Agency and the Local Coordinating Board.

## 10. Community Transportation Coordinator (CTC) System Update

### a) Annual Operation Report\*

The Annual Operation Report (AOR) was reviewed by Mr. Thompson. There was a motion to approve the AOR by Mr. Buquo, with a second from Ms. Stanford.

### b) Mr. Thompson gave the quarterly update:

- September 2025 there was a total of 1,252 trips.
- October 2025 there was a total of 1,465 trips.

Mr. Thompson and Ms. Beltran addressed the condition of the fleet, indicating that some vehicles have been retired while others remain available for service. It was mentioned that this year marks the first time in three years they will apply for new vehicles, primarily to replace those that have aged out. The discussion also touched on the necessity of finding recurring funding to support the operation of flex routes.

There was also a discussion of the impact of rural road conditions on transportation for individuals with disabilities, noting that over 50% of the road mileage in Putnam County is dirt. They mentioned the potential for using certain vehicles for additional dwelling units and expressed support for initiatives that enhance community transportation options, especially for the rural population.

There were raised concerns about the challenges of hiring drivers due to background check policies that can disqualify candidates for offenses dating back many years. Ms. Beltran mentioned that while there is a process for addressing drug test results, no similar process exists for background checks. Pamela Hagley suggested considering the option to apply for an exemption if background screening results indicate ineligibility.

Ms. Beltran highlighted a \$2.1 million state appropriation for the bus depot improvement project, which is nearing the end of its design phase. The project includes a new administration building and a driver lounge, aimed at enhancing facilities for staff. She also noted that the service is back to its normal schedule, pending the hiring of an additional driver, and emphasized the importance of community engagement through various media outlets. Additionally, she mentioned ongoing discussions with the Palatka Housing Authority and the Chamber of Commerce to promote the service.

### c) Grants Update: There were no grants updates.

## 11. Old Business

There was no old business.

## 12. New Business

There was no new business.

13. Public Comment

There was no public comment.

14. Member and Department Reports

There were no members and department reports.

15. Adjournment

Vice-Chair Glymph adjourned the meeting at 11:49 a.m. The next LCB meeting will take place on February 9, 2026, at 10:30 a.m. in the Putnam County Planning and Development Conference Room.

ATTENDANCE RECORD  
PUTNAM COUNTY  
LOCAL COORDINATING BOARD

Position	Name/Alt.	11/17/25	09/15/25	5/19/25	2/10/25
1. Chairperson	Commissioner Wilkinson/ <del>Commissioner- Adamczyk</del>	<b>a</b>	<b>P</b>	<b>P</b>	<b>a</b>
2. Dept. of Transportation	Geanelly Reveron / Christina Nalsen / Lauren Adams	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
3. Dept. Of Children and Families	Christina Gillis / John Wisker	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
4. Public Education	Sharon Spell	<b>P</b>	<b>P</b>	<b>a</b>	<b>a</b>
5. Vocational Rehab. (Dept. Ed.)	Francis Dollinger/ <del>Rechelle Price</del>	<b>P</b>	<b>P</b>	<b>a</b>	<b>a</b>
6. Veteran Services	Allen Buquo	<b>P</b>	<b>P</b>	<b>a</b>	<b>a</b>
7. Community Action(Econ. Disadv)	VACANT-Cyperianina Murray	-	-	-	<b>a</b>
8. Elderly	VACANT/ <del>Fran Rossano / Betty Fisher</del>	-	-	-	-
9. Disabled	Vacant/ <del>Brenda Lang</del>	-	-	-	-
10. Citizen Advocate/User	Darlene Laibl-Crowe	<b>P</b>	<b>P</b>	<b>P</b>	<b>a</b>
11. Citizen Advocate/Non-User	Christopher Glymph	<b>P</b>	<b>a</b>	<b>P</b>	<b>P</b>
12. Children at Risk	Vacant	-	-	-	-
13. Dept. Of Elder Affairs	Vacant	-	-	-	-
14. Private for Profit Transportation	Vacant	-	-	-	-
15. Agency for Health Care Adm.	Pamela Hagley / Reeda Harris	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
16. Agency for Persons w/Disabilities	Sheryl Stanford / Diana Burgos- Garcia	<b>P</b>	<b>P</b>	<b>P</b>	<b>a</b>
17. Regional Workforce Dev. Brd.	Lou Anne Hasty/ <del>Marc Albert</del>	<b>P</b>	<b>P</b>	<b>P</b>	<b>a</b>
18. Local Medical Community	Nancy Russo	<b>P</b>	<b>a</b>	<b>a</b>	<b>a</b>

VACANT  
Community Action (Econ. Disadvantaged)  
Elderly  
Disabled  
Children at Risk  
Private for Profit Transportation  
Elder Affairs



# PLEASE SIGN IN!



## COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

Date: November 17, 2025  
Time: 10:30 a.m.

Putnam County Government Complex, 2509 Crill Avenue, Palatka, FL 32177

Name	Address	Phone	E-Mail
Allen Boudin	2509 Crill St 800	386 329 0328	ALLEN.BOU@PUTNAM-FL.GOV
LouAnne Hasty	"	904 376 3656 ?	LHasty@TransSourceNEFL.com
Dwight Hasty	"	"	LDH@LEIC3217@icloud.com
Marlaeimer Beltran	220 N 4th St. Palatka 32177	888 335 9999	mBeltran@thevideosolution.org
Boyd Hobbs	"	"	Boyd@thevideosolution.org
Francis Dollinger	350 Ceeding Blvd, Orange Lake	904-388- ?	Francis.dollinger@vir.fildoe.org
Chris Glymph	110 Nancy Place Palatka	352-672-2525	chglymph@yahoo.com
Summer Jones	NEFLC		sgjones@neflc.org
Apurva Jhamb	NEFLC	406 Adams	

Salutation	First Name	Last Name	Organization	Representing		Grievance Committee	Evaluation Committee	Comments	VC Expire
<b>PUTNAM COUNTY</b>									
Hon.	Leota	Wilkinson	Putnam Co Board of County Commissioners	Elected Official	Voting Member			Chair	
Ms.	Geanelly	Reveron	FDOT, District 2	FDOT	Voting Member				
Ms.	Janell	Damato	FDOT, District 2	FDOT	Alternate				
Ms.	Heather	Fish	FDOT, District 2	FDOT	Alternate				
Ms.	Chris	Nalsen	FDOT, District 2	FDOT	Alternate				
Ms.	Lauren	Adams	FDOT, District 2	FDOT	Alternate				
Ms.	Christina	Gillis	Department of Children and Families	DCF	Voting Member				
Mr.	John	Wisker	Department of Children and Families	DCF	Alternate				
Ms.	Sharon	Spell	Putnam County School District	Public Education	Voting Member				
Mr.	Francis	Dollinger	Vocational Rehabilitation	Dept. of Education	Voting Member				
Mr.	Allen	Buquo	Putnam County Veterans Services	Veterans	Voting Member				
VACANT				Community Action (Econ. Disadvantaged)	VACANT				
VACANT				Elderly	VACANT				
VACANT				Persons w/Disabilities	VACANT				
Ms.	Darlene	Laibl-Crowe		Citizen Advocate/User	Voting Member	Nov-26	Nov-26	**please send Ms. Laibl-Crowe a packet by email**	
Mr.	Christopher	Glymph	Hanley Center Foundation	Citizen Advocate/Non-User	Voting Member	Nov-26	Nov-26	Vice Chair	
VACANT				Children at Risk	VACANT				
VACANT				Elder Affairs	VACANT				
VACANT				Private for Profit Transportation	VACANT				
Ms.	Pamela	Hagley	Agency for Health Care Administration	Agency for Health Care Admin.	Voting Member				
Ms.	Reeda	Harris	Agency for Health Care Administration	Agency for Health Care Admin.	Alternate				
Ms.	Sheryl	Stanford	Agency for Persons with Disabilities	Agency for Persons with Disabilities	Voting Member	Nov-26			
Ms.	Diana	Burgos-Garcia	Agency for Persons with Disabilities	Agency for Persons with Disabilities	Alternate				
Ms.	Rhonda	Bryant	CareerSource NEFL Career Center	Workforce Development	Voting Member				
Ms.	Nancy	Russo	SMA Healthcare	Medical Community	Voting Member	Nov-26			
Mr.	Boyd	Thompson	Ride Solution, Inc.	Local Mass/Public Transit	Non-Voting Member			CTC Director	
Ms.	MariCarmen	Beltran	Ride Solution, Inc.	Local Mass/Public Transit	Non-Voting Member			Director of Operations	
Ms.	Karin	Flositz	Community Partnership for Children		Interested Party			Send November mtg invite to her	
Ms.	Laura	Berardi	Putnam Co Board of County Commissioners	Executive Assistant to County Commissioners	Interested Party			reserves BOCC room	

# **PUTNAM COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD BYLAWS**

## **ARTICLE I: PREAMBLE**

### **Section 1: Preamble**

The following sets forth the Bylaws which shall serve to guide the proper functioning of the coordination of transportation services provided to the transportation disadvantaged in Putnam County through the Transportation Disadvantaged Local Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), Rule 41-2, Florida Administrative Code (FAC), and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

## **ARTICLE II: DEFINITIONS, NAME, AND PURPOSE**

### **Section 1: Definitions**

*Commission for the Transportation Disadvantaged*: an independent agency created in 1989 to accomplish the coordination of transportation services provided to the transportation disadvantaged population.

*Community Transportation Coordinator (also known as the “CTC” or “Coordinator”)*: a transportation entity recommended by the appropriate planning agency as provided for in Section 427.015(1), Florida Statutes, and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area.

*Designated Official Planning Agency (also known as the “DOPA”)*: the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the planning agency in areas covered by such organizations.

*Non-sponsored Trip*: means a trip which is not subsidized in part or in whole by any local, state, or federal government funding source, other than the Transportation Disadvantaged Trust Fund.

*Sponsored Trip*: a passenger trip that is subsidized in part or in whole by a local, state, or federal government funding source (not including monies provided by the TD Trust Fund).

**Transportation Disadvantaged:** those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

**Transportation Disadvantaged Service Plan (also known as the “TDSP”):** a five-year implementation plan, with annual updates developed by the CTC and the planning agency which contains the goals the CTC plans to achieve and the means by which they plan to achieve them. The plan shall be approved and used by the Coordinating Board to evaluate the coordinator.

**Transportation Disadvantaged Trust Fund (also known as the “TDTF”):** a fund administered by the Commission for the Transportation Disadvantaged in which all fees collected for the transportation disadvantaged program shall be deposited. The funds deposited will be appropriated by the legislature to the Commission to carry out the Commission's responsibilities. Funds that are deposited may be used to subsidize a portion of a transportation disadvantaged person's transportation costs which are not sponsored by an agency.

**Transportation Operator:** one or more public, private for profit, or private non-profit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated transportation service plan.

## **Section 2: Name**

The name of the Local Coordinating Board shall be the Putnam County Transportation Disadvantaged Local Coordinating Board, hereinafter referred to as the “Board”.

## **Section 3: Purpose**

The purpose of the Board is to identify local service needs and to provide information, advice and direction to the Putnam County Community Transportation Coordinator, hereinafter referred to as the “CTC”, on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System. The Board is recognized as an advisory body to the Commission for the Transportation Disadvantaged in its respective service area.

## **ARTICLE III: MEMBERSHIP, APPOINTMENT, TERM OF OFFICE, AND TERMINATION OF MEMBERSHIP**

### **Section 1: Voting Members**

In accordance with Chapter 427.012 F.S., all members of the Board shall be appointed by the Designated Official Planning Agency, hereinafter referred to as the "DOPA," after consideration by the Board. The DOPA for the Putnam County Transportation Disadvantaged program, as designated by the Commission for the Transportation Disadvantaged, shall be the Northeast Florida Regional Council. The Putnam County Board of County Commissioners shall appoint one of its members to serve as the official chairperson for all Coordinating Board meetings. The following agencies or groups are eligible to be represented on the Board as voting members, pursuant to 41-2.012(3)(a-n):

1. A local representative of the Florida Department of Transportation;
2. A local representative of the Florida Department of Children and Family Services;
3. A representative of the Public Education Community;
4. A representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services who shall represent the Department of Education;
5. A person who is recommended by the local Veterans Service Office representing the veterans of the county;
6. A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
7. A person over sixty representing the elderly in the county;
8. A person with a disability representing the disabled in the county;
9. Two citizen advocate representatives in the county; one who must be a person who uses the transportation services(s) of the system as their primary means of transportation
10. A local representative for children at risk;
11. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit Systems board, except in cases where they are also the Community Transportation Coordinator;
12. A local representative of the Florida Department of Elder Affairs;
13. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;
14. A local representative of the Florida Agency for Health Care Administration;
15. A representative of the Regional Workforce Development Board established in Ch. 445, F.S.;

16. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, the local health department or other home and community based services, etc.
17. A local representative of the Agency for Persons with Disabilities.

## **Section 2: Alternate Members**

Each member of the Board may name an alternate who may vote only in the absence of that member on a one-vote-per-member basis. Alternates for voting members may be changed at the discretion of the voting member. The Board member or agency represented shall confirm alternative representation with the DOPA in advance of a meeting where such representation is to be in place and will indicate if such representation is to be long term.

## **Section 3: Terms of Appointment**

Pursuant to Rule 41-2.012(4) FAC, except for the Chair, the non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two, and three years. Furthermore, the Chair shall serve until replaced by the DOPA Putnam County Board of County Commissioners, as specified in Rule 41-2.012(4) FAC.

## **Section 4: Termination of Membership**

Any members of the Board may resign at any time by notice in writing to the Chair and the DOPA. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chair. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should make every effort to ensure that the designated alternate will attend in his/her place. The DOPA shall review, and consider rescinding, the appointment of any voting member of the Board who fails to attend three consecutive meetings.

## **ARTICLE IV: OFFICERS AND DUTIES**

### **Section 1: Number**

The officers of the Board shall be a Chair and a Vice Chair.

## **Section 2: Chair**

The Board of County Commissioners shall appoint an elected official to serve as the official Chair to preside at all Board meetings. The Chair shall be an elected official from the county area of the Board. The Chair shall preside at all meetings and in the event of his/her absence, or at his/her discretion, the Vice-Chair shall assume the powers and duties of the Chair. Pursuant to section 41-2.012(4), the Chair shall serve until replaced by the Board of County Commissioners.

## **Section 3: Vice Chair**

During a regular quarterly meeting each State Fiscal Year, the Board shall elect a Vice Chairperson. The Vice Chair shall be elected by a majority vote of a quorum of the members of the Board present and voting at the quarterly meeting. The Vice Chair shall serve a term of one year starting with the next meeting. The Vice Chair shall assume the powers and duties of the Chair in his/her absence.

## **ARTICLE V: BOARD MEETINGS**

### **Section 1: Regular Meetings**

Pursuant to Chapter 427.0157 F.S., the Board shall meet quarterly.

### **Section 2: Special Meetings**

The Chair may convene special meetings of the Board as deemed necessary provided that proper notice is given to all members of the Board, other interested parties, and news media within a reasonable amount of time prior to the special Board meeting. For purposes of establishing a quorum for special meetings, Board attendance by conference call is permissible. However, under no circumstance shall the representative from the Community Transportation Coordinator or the DOPA participate in the special meeting via conference call.

### **Section 3: Notice of Meetings**

Notices and tentative agendas shall be sent to all Board members, other interested parties, and the news media (meeting announcement only) within a reasonable amount of time prior to the Board meeting. Meeting notices shall state the date, time, and the location of the meeting.

## **Section 4: Quorum**

At all meetings of the Board, the presence in person of at least two of the voting members, or their alternates, in addition to virtual representation sufficient to make up 40% of the voting members, shall be necessary and sufficient to constitute a quorum for the transaction of business. Positions on the Board, as specified in Article 3, Section 1, which are temporarily vacant, shall not be included in the number of persons required to be present in order to constitute a quorum.

In the absence of a quorum, the Chair or Vice Chair may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. Any such recessed meeting shall be then conducted as a “workshop”. At any such workshop, items on the agenda which were scheduled for Board action shall be deferred until either a quorum of voting members or their alternates arrives at the meeting, or until the next scheduled meeting of the Board. Board members present at a workshop may discuss agenda items for informational purposes only and may receive comments from any members of the general public in attendance, however no formal Board action can be taken on any such topics until such time as the Board meets with a full quorum.

## **Section 5: Voting**

At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these bylaws, shall be decided by the vote of a majority of the members of the Board present, in person or remotely.

## **Section 6: Parliamentary Procedures**

The Board will conduct business using parliamentary procedures according to *Robert's Rules of Order*, except when in conflict with these bylaws.

## **ARTICLE VI: STAFF**

### **Section 1: General**

The DOPA shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427.0157 F.S. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets, and other necessary administrative duties.



## **ARTICLE VII: BOARD DUTIES**

### **Section 1: Board Duties**

The Board shall perform the following duties as specified in Rule 41-2(5) FAC.

1. 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 DOPA;
2. Review and approve the Memorandum of Agreement and the Service Plan;
3. On a continuing basis, evaluate services provided under the approved service plan. Annually, provide the DOPA with an evaluation of the CTC's performance in general and relative to Commission standards and the completion of the current service plan elements. Recommendations relative to performance and the renewal of the CTC's Memorandum of Agreement shall be included in the report.
4. In cooperation with the CTC, review and provide comments to the Commission and the DOPA, on all applications for local government, state, or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner;
5. Review coordination efforts and service provision strategies in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours, and types of service available in an effort to increase system ridership to a broader population. Such strategies should also encourage multicounty and regional transportation service agreements between area CTCs and consolidation of adjacent designated service areas if it is deemed appropriate and cost effective to do so. Pursuant to Chapter 427.0157(6) F.S., evaluate multicounty or regional transportation opportunities.
6. Appoint a Grievance committee as required by law and rule.
7. Coordinate with the CTC, and if necessary, jointly develop applications for grant funds that may become available.
8. Review and approve the Transportation Disadvantaged Service Plan (TDSP) for consistency with approved minimum guidelines and the goals and objectives of the

Board. The TDSP shall include a complete vehicle inventory for the local system and shall be updated with the assistance of the CTC on an annual basis.

## **ARTICLE VIII: COMMITTEES**

### **Section 1: Committees**

Committees may be designated by the Chair to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures. All committees can be assembled and dissolved as deemed necessary, with the exception of the Grievance Committee which shall be a standing committee. The Chair may serve as a voting member of all committees but does not count against the quorum if absent. Each committee may elect a Chair from its membership.

### **Section 2: Grievance Committee**

The Grievance committee will serve as a mediator to process and investigate complaints, from agencies, users, potential users of the system and the CTC in the designated service area and make recommendations to the CTC and the full Board for improvement of service. The Board shall establish procedures to provide ample opportunity for aggrieved parties to be brought before such committee and to address properly filed and documented grievances in a timely manner. Members appointed to the committee shall be voting members of the Board.

## **ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES**

### **Section 1: General**

The Northeast Florida Regional Council authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2, FAC.

## **ARTICLE X: AMENDMENTS**

### **Section 1: General**

The bylaws may be amended by a two-thirds (2/3) vote of members present, if a quorum exists, providing the proposed change(s) are discussed at a meeting prior to the meeting where action is taken, or are provided to all members in advance of the meeting where bylaws are amended.

## **ARTICLE XI: CERTIFICATION**

The undersigned hereby certifies that he/she is the Chair of the Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the bylaws of this Board as adopted by the Transportation Disadvantaged Coordinating Board on the 9th day of February, 2026.

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Hon. Leota Wilkinson, Chair



**Putnam County Transportation Disadvantaged  
Local Coordinating Board Quarterly Meeting**

**Monday, February 09, 2026**

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Northeast Florida Regional Council  
Elizabeth Payne, AICP  
Chief Executive Officer

Putnam County Commission  
Hon. Leota Wilkinson, Chair

Florida Transportation  
Disadvantaged Commission  
Monica Russell, Chair

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## **MEMORANDUM**

**DATE:** February 09, 2026

**TO:** Putnam County Local Coordinating Board

**FROM:** Putnam County CTC RFP Evaluation Committee  
Northeast Florida Regional Council

**SUBJECT:** Recommendation for Putnam County Community Transportation  
Coordinator

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The NEFRC is designated as the Designated Official Planning Agency (DOPA) for the Transportation Disadvantaged Program for Putnam County. Sec. 427.015, Florida Statutes, states that each DOPA shall recommend to the Commission for the Transportation Disadvantaged (Commission) a single community transportation coordinator. P. 41-2.010, Florida Administrative Code, states that selection of the Community Transportation Coordinator will be accomplished through public competitive bidding or proposals in accordance with applicable laws and rules.

The current contract for the Putnam County Community Transportation Coordinator (CTC) for the Transportation Disadvantaged program expires on June 30, 2026. In order to initiate the public competitive bidding process, a request for Proposals (RFP) for the provision of service in Putnam County was published in the Florida Administrative Register (FAR) and the Palatka Daily News in December. We received a response to the RFP from the following transportation agencies:

The Ride Solution  
JTA

After careful consideration of all aspects of the RFP process, the evaluation committee believes The Ride Solutions is capable of the continued provision of cost-effective, quality transportation services to Putnam County. The Ride Solution has a proven record in the County and has excelled in its service to the needy residents in the County.

**Recommendation:**

**The Putnam County CTC RFP Evaluation Committee unanimously recommends to the LCB that the NEFRC recommend to the Commission for the Transportation Disadvantaged that The Ride Solution continue to be the Community Transportation Coordinator for Putnam County.**

**PUTNAM COUNTY CTC RFP**  
**EVALUATION COMMITTEE**

**SUBMISSION FROM: RIDE SOLUTIONS AND JTA**

**Combined Average Scores of the Evaluation Committee  
(made up of five members)**

Appropriateness of Submission		Average Scores	
	Possible	<b>RIDE SOLUTIONS</b>	<b>JTA</b>
Experience and Ability to Coordinate Transportation Services	20	18	16
Quality Assurance	10	9	7
Management Resources	10	10	6
Transportation Operations	15	15	9
Financial Capacity to Undertake Project	20	19	18
Finance Plan and Rates	15	15	10
Understanding of Proposal to the RFP	10	9	8
<b>TOTALS</b>	<b>100</b>	<b>95</b>	<b>74</b>

2021 – 2026  
Putnam County  
Transportation Disadvantaged Service Plan

Approved by the

Putnam County  
Transportation Disadvantaged Coordinating Board

2509 Crill Avenue, Suite 200,  
Palatka, Florida 32177

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**Chair, Hon. Leota Wilkinson**

With Assistance From



Northeast Florida Regional Council  
40 E Adams St. Ste. 40,  
Jacksonville, FL 32202

[www.nefrc.org](http://www.nefrc.org)  
(904) 279-0880

February 2026

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# SECTION 1: DEVELOPMENT PLAN

## INTRODUCTION OF SERVICE PLAN

### Background of the Transportation Disadvantaged Program

The overall mission of Florida's Transportation Disadvantaged program is to ensure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged persons. People served by the program include those who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Florida's transportation disadvantaged program is governed by Part 1 of Chapter 427, Florida Statutes (F.S.), and Florida Administrative Code (F.A.C.) Rule 41-2, and is implemented at the county or multi-county level by the following major participants:

- Florida Commission for the Transportation Disadvantaged (CTD)
- Local Coordinating Board (LCB)
- Designated Official Planning Agency (DOPA)
- Community Transportation Coordinator (CTC)
- Purchasers of Transportation Services
- Transportation Operators

Part I of Chapter 427 was enacted in 1979 and has subsequently been amended and re-enacted. Amendments made in 1989 resulted in the creation of the Florida Transportation Disadvantaged Commission, establishment of the Transportation Disadvantaged Trust Fund, and enhancement of local participation in the planning and delivery of coordinated transportation services to the transportation disadvantaged through the creation of LCBs and CTCs. Amendments made since 1989 have, among other things, changed the name of the Florida Transportation Disadvantaged Commission to the Commission for the Transportation Disadvantaged (CTD), added members to the CTD, modified the definition of "transportation disadvantaged," and supplemented or modified the responsibilities of the CTD, the LCBs, the DOPAs, and the CTCs.

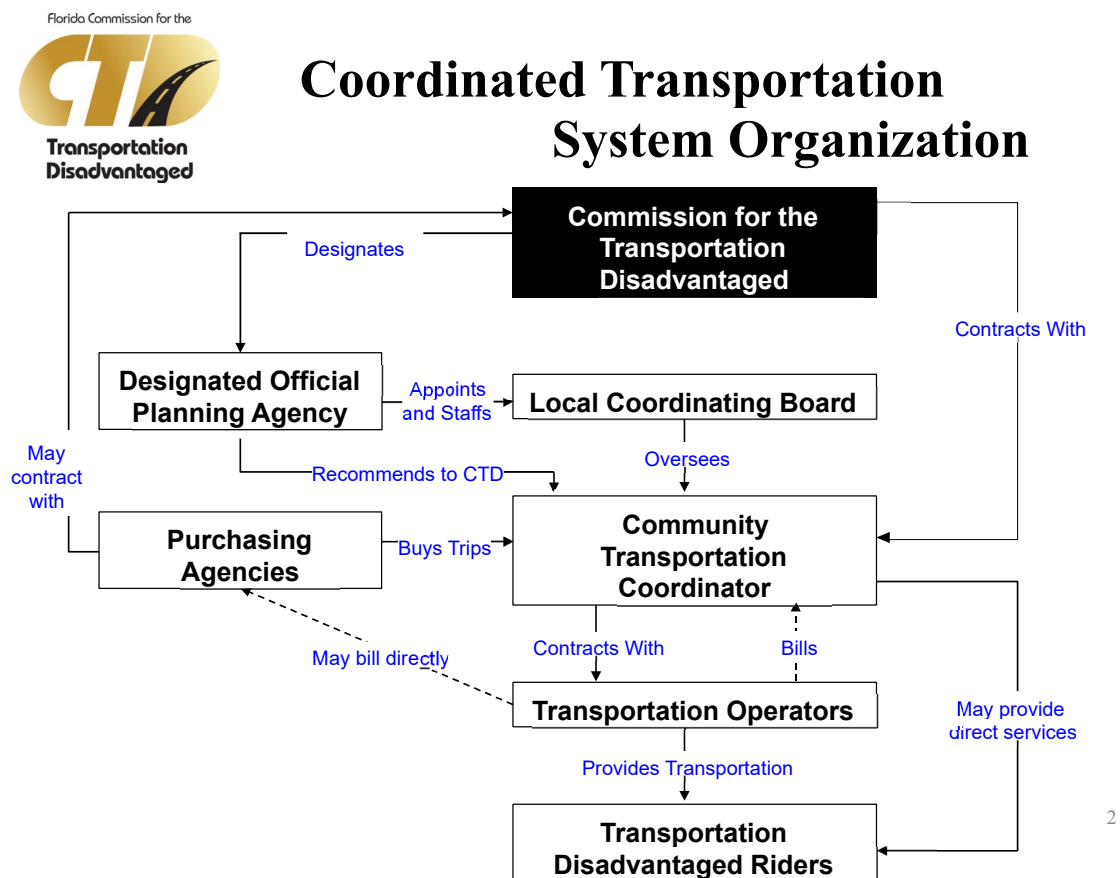
### Community Transportation Coordinator Designation Date/History

In April of 1984, the Putnam County Board of County Commissioners adopted a Transportation Disadvantaged Service Plan for Putnam County, recommending the Putnam County Association of Retarded Citizens (ARC) to serve as the Coordinated Community Transportation Provider. The ARC formed a separate non-profit corporation known as ARC Transit, Inc. to coordinate county-wide transportation. Beginning in 1985, the ARC Transit began to coordinate all county resources and execute Purchase of Service Agreements with other agencies that sponsor transportation for their respective eligible clients.

Since that time, ARC Transit, Inc. became known as Ride Solutions and has been the service provider. In 2015, a request for qualifications for Community Transportation Coordination was issued by the Northeast Florida Regional

Council as the DOPA. Ride Solutions responded and was ultimately designated as the service provider for another five years, beginning in 2016.

## Organizational Chart



## Consistency Review with Other Plans

### **Local Government Comprehensive Plan**

The 2021-2026 Putnam County Transportation Disadvantaged Service Plan (TDSP) has been reviewed for consistency with the Putnam County Comprehensive Plan, as adopted by the Putnam County Board of County Commissioners. The Transportation Disadvantaged program in Putnam County is addressed in the required Traffic Circulation Element of the Putnam County Comprehensive Plan and the TDSP is consistent with policies B.1.6.5 and B.1.6.6.

### **Strategic Regional Policy Plan**

This TDSP is consistent, to the maximum amount feasible, with “Strategic Directions: The Northeast Florida Strategic Regional Policy Plan”, which was adopted by the NEFRC by Rule on January 16, 2014. The 2014 SRPP was based on a regional visioning process and included extensive public input. The transportation disadvantaged system in the region is addressed by Policies 2, 3, and 16 of the Regional Transportation Element.

### **Mobility Planning**

Putnam County is not located within an MPO. However, Putnam County has been a long time participant in the Northeast Florida Mobility Coalition. The Northeast Florida Coordinated Mobility Plan is the guide to enhanced transportation access through improved coordination of transportation information, services and resources in

Northeast Florida. The Plan was developed by members of the general public, transportation providers, social service agencies, and elected officials who identified gaps and redundancies in transportation services and have initiated coordination methods to provide cost effective and efficient services in the Northeast Florida region. It was superseded by the Regional Transit Action Plan.

### **Regional Transit Action Plan**

Ride Solutions was represented in the creation of the Regional Transportation Commission's Regional Transit Action Plan 2016 and the direction of that plan aligns with this TDSP. Ride Solutions is represented on the Regional Transit Working Group, which is working on implementation of the plan. The Regional Transportation Commission has sunsetted.

### **Commission for the Transportation Disadvantaged 5yr/20yr Plan**

The TDSP is consistent with the themes of the Commission's 2005 plan, although much of the plan is outdated.

### **Public Participation**

Representatives of public, private and non-profit transportation and human services providers and members of the public participate in the development of the Transportation Disadvantaged Service Plan. Many of the Local Coordinating Board members are staff to these agencies, and review the Service Plan at least annually. They are all invited to participate with the development and update of the TDSP.

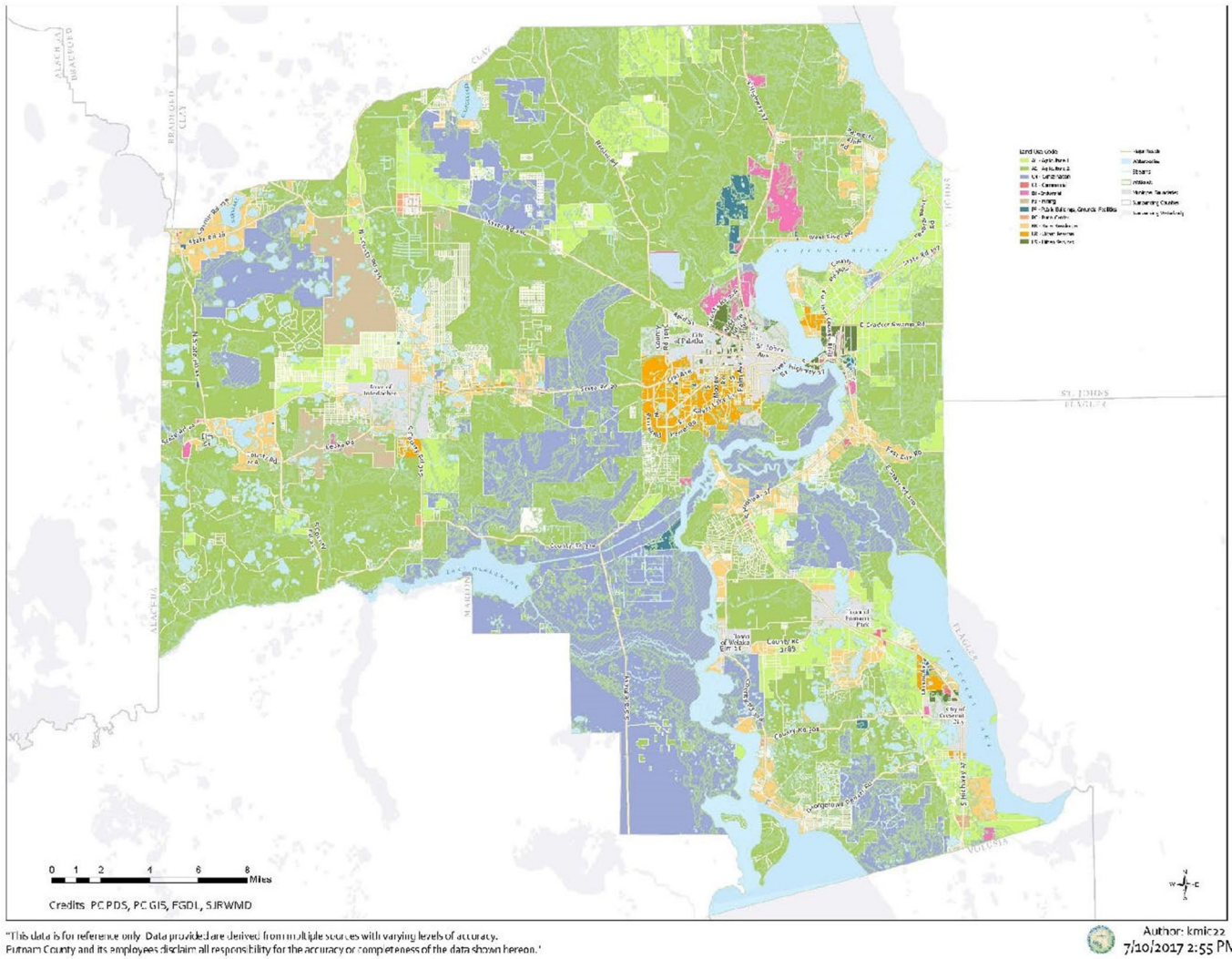
- a. Transportation – Staff for the Northeast Florida Regional Council actively participates with the development of the TDSP and coordinates the efforts to ensure that the policies in the plan are followed fully.
- b. Passengers and Advocates – The CTC has close contact with its riders, and get input on a continuing basis.
- c. Human Service Partners – The CTC staff has a close relationship with many local churches, health care facilities, independent living centers, and job training and placement agencies, and receive input on a continuing basis.

Others - A public hearing is held annually in conjunction with a quarterly board meeting for public input.

## **SERVICE AREA PROFILE/DEMOGRAPHICS**

### **Land Use**

## Putnam County Future Land Use



Source: Putnam County, 2017

## Putnam County BEBR Population Estimates and Projections

Estimate	Projections					
April 1, 2024 76,138	April 1, 2025	April 1, 2030	April 1, 2035	April 1, 2040	April 1, 2045	April 1, 2050
Low	74,500	73,100	71,000	68,900	66,900	65,100
Medium	76,400	77,600	78,100	78,600	79,000	79,400
High	78,300	82,000	85,300	88,300	91,100	93,700

Estimates of Population by County and City	April 1, 2024	April 1, 2020	Total Change 2020- 2024
Putnam County	76,138	73,321	2,817
Crescent City	1,702	1,654	48
Palatka	10,503	10,446	57
Interlachen	1,495	1,441	54
Pomona Park	801	784	17
Welaka	815	714	101
Unincorporated	60,822	58,282	2,540

SOURCE: University of Florida, Bureau of Economic and Business Research <http://www.bebf.ufl.edu/population>

## Putnam County Veterans - Total Population - Projections

Year	Data
2025	5,814
2030	5,049
2035	4,392
2040	3,904
2045	3,545
2050	3,251

SOURCE: Veterans Administration Website: [https://www.va.gov/vetdata/Veteran\\_Population.asp](https://www.va.gov/vetdata/Veteran_Population.asp)

## Putnam County Population - 5-year Estimates and Projections

### Putnam County Population - 5-year Estimates and Projections

	Census	Estimate	Projections				
Age	2023	2025	2030	2035	2040	2045	2050
0-4	4,454	4,510	4,464	4,423	4,325	4,352	4,396
5-9	4,428	4,468	4,620	4,553	4,517	4,434	4,459
10-14	4,526	4,426	4,538	4,672	4,609	4,585	4,497
15-19	4,332	4,442	4,198	4,288	4,423	4,380	4,357
20-24	3,799	3,776	4,043	3,785	3,873	4,014	3,974
25-29	3,867	3,708	3,666	3,906	3,658	3,758	3,891
30-34	4,082	4,221	3,812	3,754	4,001	3,762	3,867
35-39	4,055	4,021	4,412	3,967	3,908	4,178	3,938
40-44	4,187	4,323	4,243	4,637	4,174	4,118	4,396
45-49	4,196	4,219	4,599	4,502	4,929	4,446	4,382
50-54	4,459	4,429	4,491	4,891	4,798	5,267	4,744
55-59	5,177	4,781	4,713	4,769	5,206	5,125	5,622
60-64	6,018	5,985	4,970	4,897	4,956	5,430	5,347
65-69	5,727	5,962	5,916	4,922	4,858	4,926	5,401
70-74	4,631	4,753	5,315	5,293	4,421	4,375	4,434
75-79	3,560	3,775	4,096	4,630	4,666	3,936	3,916
80-84	2,222	2,362	2,804	3,081	3,525	3,594	3,049
85+	2,186	2,282	2,660	3,170	3,676	4,285	4,729
Total	75,906	76,443	77,560	78,140	78,523	78,965	79,399

SOURCE: University of Florida, Bureau of Economic and Business Research, Florida Population Studies, Bulletin 178 <http://www.bebr.ufl.edu/population>

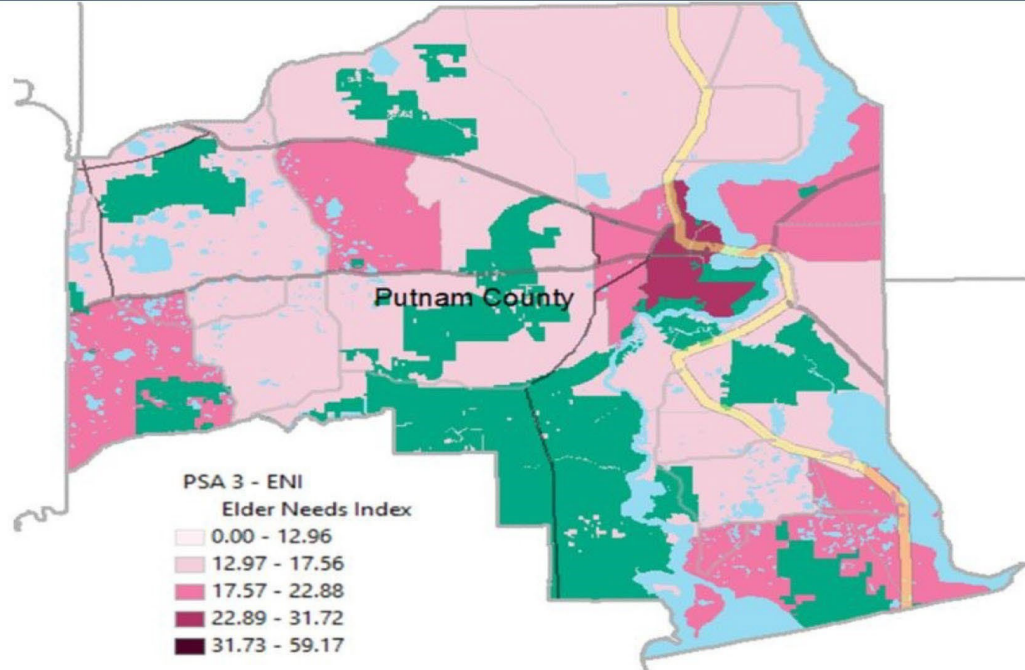
## Statistics Related to County Population Age 60+



### Putnam County

This profile of older Floridians is a source of current information related to seniors in the county. Topics include the current and future population of older adults, the prevalence of older adults who experience financial and housing issues, the array of health and medical resources, and information related to disasters. As Florida's older adult population grows, awareness of these issues is needed to ensure that elders continue to be vital participants in their communities.

#### Elder Needs Index



The Elder Needs Index (ENI) is a measure that includes: (1) the percentage of the 60 and older population that is age 85 and older; (2) the percentage of the 55 and older population that are members of racial or ethnic minority groups; (3) the percentage of the 65 and older population with one or more disability; and (4) the percentage of the 55 and older population living below 125 percent of the Federal Poverty Level. ENI is an averaged score indicating older adults who may need social services within a geographic area. **It is not a percentage of the area's population.** The green areas of the map represent bodies of land such as national parks, state forests, wildlife management areas, and local and private preserves. The blue areas of the map represent bodies of water such as lakes, streams, rivers, and coastlines. Interactive maps, viewing software, and a detailed user's guide are available at [http://elderaffairs.state.fl.us/doea/eni\\_home.php](http://elderaffairs.state.fl.us/doea/eni_home.php)

The index cutpoints in the ENI is scaled at the PSA-level

Source: Florida Department of Elder Affairs using U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

#### Useful Websites

Bureau of Economic and Business Research (BEBR)  
U.S. Census Bureau, American Community Survey (ACS)  
U.S. Census Bureau, Quick Facts  
Florida Agency for Health Care Administration (AHCA)  
Florida Department of Elder Affairs (DOEA)  
How to Become an Age Friendly Community

Florida Division of Emergency Management (Shelters)  
Florida Housing Data Clearinghouse  
County Chronic Disease Profile  
Aging Integrated Database (AGID)  
Florida DOEA ENI Maps

### Putnam County Demographic Profile

The demographics section presents the population characteristics of those age 60 and older and examines traits about older Floridians, such as the number of veterans, voters, and drivers.

Age Category	Value	Percent
All Ages	72,981	100%
Under 18	15,795	22%
Under 60	51,304	70%
18-59	35,509	49%
60+	21,677	30%
65+	15,995	22%
70+	10,890	15%
75+	6,780	9%
80+	3,798	5%
85+	1,896	3%

Source: BEBR, 2019

Gender	Value	Percent
Male	10,334	48%
Female	11,343	52%

Source: BEBR, 2019

Living Alone	Value	Percent
Male Living Alone	2,005	37%
Female Living Alone	3,355	63%

Source: AGID 2012-16 ACS

Educational Attainment (65+)	Value	Percent
Less than High School	3,273	20%
High School Diploma	6,321	40%
Some College, No Degree	2,759	17%
Associates Degree or Higher	3,348	21%

Source: U.S. Census Bureau, 2013-2017 ACS

Marital Status	Male	Female
<b>Never Married</b>	455	380
Percentage Never Married	5%	4%
<b>Married</b>	6,245	5,050
Percentage Married	65%	47%
<b>Widowed</b>	1,245	3,475
Percentage Widowed	13%	32%
<b>Divorced</b>	1,640	1,885
Percentage Divorced	17%	17%

Source: AGID 2012-16 ACS

Race and Ethnicity	Value	Percent
White	19,267	89%
Black	2,212	10%
Other Minorities	198	1%
<b>Total Hispanic</b>	720	3%
White Hispanic	658	3%
Non-White Hispanic	62	0%
Total Non-Hispanic	20,957	97%
Total Minority	3,328	15%

Source: BEBR, 2019

Driver License Holders	Value	Percent
Drivers	19,210	36%

Source: Florida Department of Highway Safety and Motor Vehicles, 2019

Registered Voters	Value	Percent
Registered Voters	21,296	42%

Source: Florida Department of State, 2018

Veterans	Value	Percent
Age 45-64	2,377	35%
Age 65-84	3,003	44%
Age 85+	497	7%

Source: U.S. Department of Veterans Affairs

Grandparents	Value	Percent
<b>Living With Grandchildren</b>	815	4%
Grandparent Responsible for Grandchildren	490	2%
Grandparent Not Responsible for Grandchildren	325	1%
<b>Not Living With Grandchildren</b>	19,125	88%

Grandchildren are defined as being under the age of 18.

Source: AGID 2012-16 ACS

English Proficiency	Value	Percent
With Limited English Proficiency	330	2%

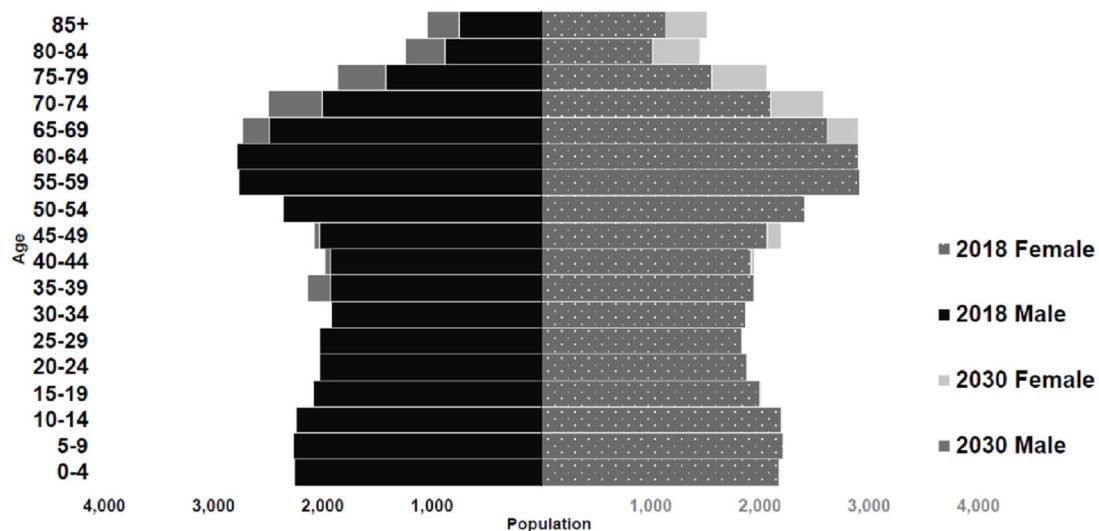
Source: AGID 2012-16 ACS

Note: The American Community Survey (ACS) requires a minimum of 50 cases in a geographic area and therefore a value of 0 may denote fewer than 50 seniors in a region.



### Putnam County Demographic Profile

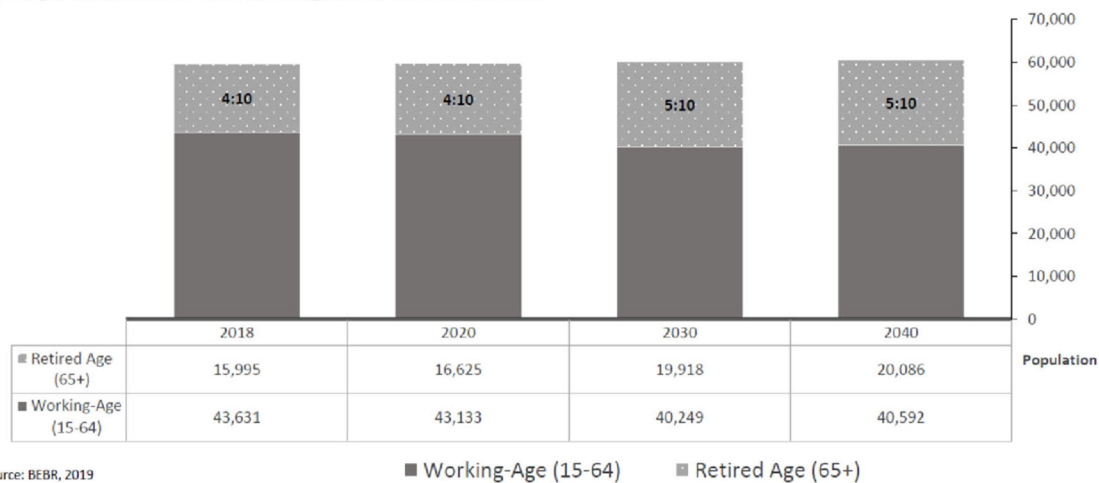
The population pyramid below compares the projected older adult population by gender between 2018 and 2030, demonstrating the changes expected in the next decade. As a whole, Florida is expected to experience population growth, with some areas expecting notable growth in the proportion of those age 65 and older.



Source: BEBR, 2019

### Senior Dependency Ratio

The dependency ratio contrasts the number of working-age (15-64) individuals compared to the number of individuals age 65 and older who are likely retired from the workforce. This ratio reflects the ongoing contributions of taxes and wages to support the health care and retirement systems used by retirees, as well as the availability of younger individuals to serve as caregivers to older loved ones.



Source: BEBR, 2019

### Putnam County Financial Profile

This section examines financial conditions, poverty rates, and the cost of living for older Floridians. The ratio of income to poverty level graphic below shows the distribution of older adults relative to the poverty level to show the proportion of the senior population who fall below the Federal Poverty Level (FPL). The portrayal of the financial conditions of older adults is detailed in the final graphic, which includes information about income relative to rates of homeownership and partnership status in the consideration of cost of living.

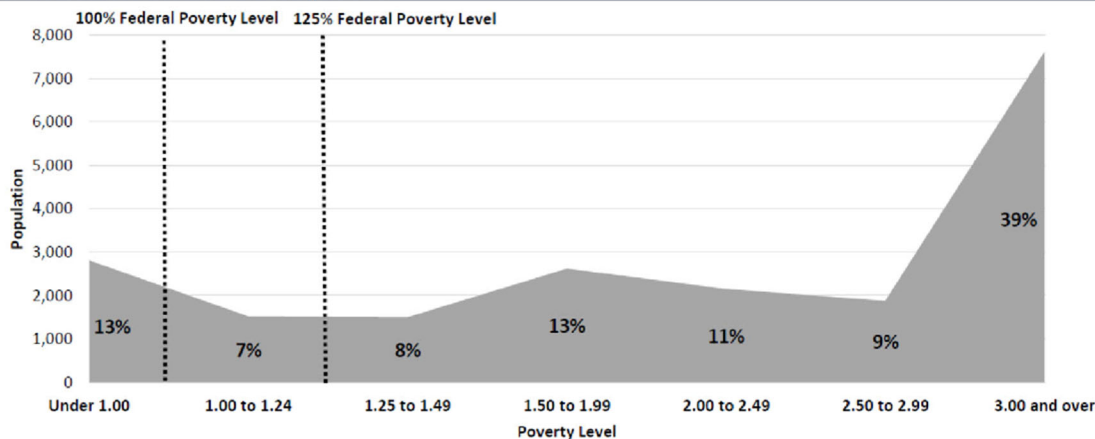
Federal Poverty Level	Value
Single-Person Household	\$12,140
Two-Person Household	\$16,460
125% Single-Person Household	\$15,175
125% Two-Person Household	\$20,575

Source: U.S. Department of Health & Human Services, 2018

Poverty	Value	Percent
At Poverty Level	2,805	13%
Below 125% of Poverty Level	4,320	20%
Minority At Poverty Level	695	3%
Minority Below 125% of Poverty Level	975	4%

Source: AGID 2012-16 ACS

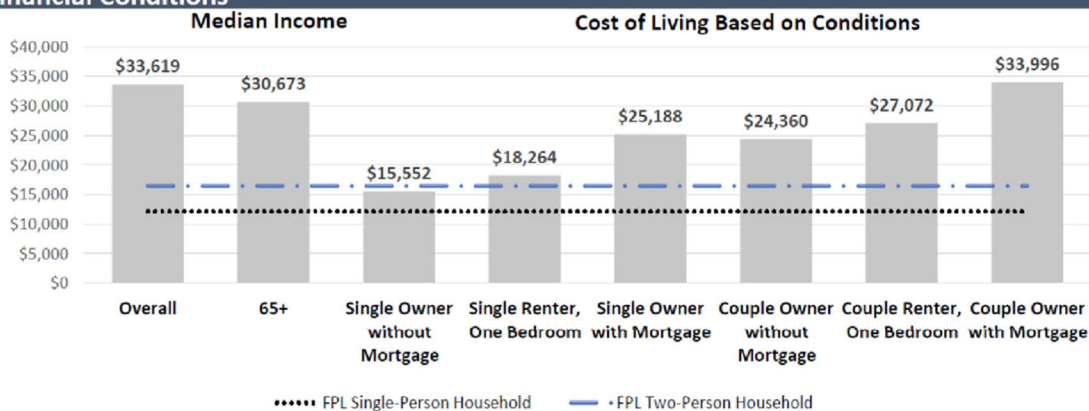
### Ratio of Income to Poverty Level



Value is expressed as the percentage of the 60+ population, with the dotted lines representing the Federal Poverty Level.

Source: AGID 2012-16 ACS

### Financial Conditions



Cost of living is an index of how much income retired older adults require to meet their basic needs to live in their community without assistance.

Source: U.S. Census Bureau, 2013-2017 ACS and WOW Elder Economic Security Standard Index, 2016

## Putnam County Livability Profile

The livability section presents new elements, such as available affordable housing for older adults. Many essential community elements are also included below, such as sidewalk safety, the safety of roadways, and availability of green spaces. The rates of older Floridians who have access to a vehicle or public transportation, as well as the availability of internet access and various food resources, are also provided. These provide estimates of older adults' ability to access community resources.

### Pedestrian Safety Percent

Sidewalks with Barriers	22%
-------------------------	-----

Physical barriers are those that separate motorized vehicle lanes from sidewalks or shared path (e.g. areas for parking lots, guardrail, trees, etc.).

Source: Florida Department of Transportation, 2018

### Road Incidents Value

Total Involved in Fatal Car Crashes per 100,000	51
---	----

This figure includes occupants and non-occupants involved in a crash.

Source: National Highway Traffic Safety Administration, 2017

### SNAP or Food Stamps Value

Participants	3,130
Potentially Eligible	4,320
Participation Rate	72%

Source: Florida Department of Children and Families, 2018

### Food Resource Centers Value

SNAP Access Site	6
Fresh Access Bucks Outlet	0
Farmer's Market	2
Food Distribution (No Cost)	18
SNAP Retailers	97
Congregate Meal Sites	2

Food Distribution (No Cost) is the number of food pantries, soup kitchens, and food banks in the area.

Source: Feeding Florida.org, USDA, and Florida DOEA, 2019

### Public Transportation Options Value

Bus Operations at least at the County	1
Rail Operations at least at the County	0
Public Transit Service Area (sq. mi.)	137
Public Transit Service Area Population	503,506
Annual Unlinked Trips	130,947
Vehicles Operated in Maximum Service (VOMS)	31
Total Miles of Bike Lanes	46

Information on service area is not reported by rural and intercity public transit.

VOMS are the number of vehicles operated to meet the annual max service, and unlinked trips are the number of passengers boarding public transit.

Source: Federal Transit Administration, 2017, and FDOT, 2018

### Green Space Value

Number of Nearby State Parks	8
------------------------------	---

Nearby refers to the park that has the shortest distance from the center of the county.

Source: Florida Department of Transportation, 2018

### Rural-Urban Designation Value

Census Tracts Rural	76%
Census Tracts Urban	24%
Number of Census Tracts	17

Source: U.S. Department of Agriculture, 2019

### Households With High Cost Burden (65+) Value

Owner-Occupied Households	8,834
Percent of Owners with High Cost Burden	13%
Renter-Occupied Households	1,389
Percent of Renters with High Cost Burden	36%

Households with a high cost burden have occupants age 65+ paying more than 30% of income for housing costs and having an income below 50% of the area median income.

Source: The Shimberg Center for Housing Studies, 2018

### Affordable Housing Inventory Value

Properties	11
Properties Ready for Occupancy	11
Total Units	703
Units with Rent and/or Income Restrictions	701
Units Receiving Monthly Rental Assistance	269

Affordable housing inventory receives funding from HUD, Florida Housing Financing Corp., and the USDA. The inventory above includes older adults as its target population.

Source: The Shimberg Center for Housing Studies, 2018

### Housing Units by Occupancy (65+) Percent

Owner-Occupied Housing Units	56%
Renter-Occupied Housing Units	25%

Source: U.S. Census Bureau, 2013-2017 ACS

### Vehicle Access (65+) Percent

Owner-Occupied Households with Access to Vehicle(s)	95%
Renter-Occupied Households with Access to Vehicle(s)	78%

Source: U.S. Census Bureau, 2013-2017 ACS

### Employment Status (65+) Value Percent

Number of Seniors Employed	1,774	11%
Number of Seniors Unemployed	808	5%

Source: U.S. Census Bureau, 2013-2017 ACS

### Retirement (65+) Value Percent

Social Security Beneficiaries	14,150	67%
SSI Recipients	556	18%

SSI stands for Supplemental Security Income. To qualify, a person must be at least age 65 OR be blind or disabled. Also, the person must have limited income and resources.

Source: U.S. Social Security Administration, 2018

### Internet Access (65+) Percent

Have Internet Access	64%
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Source: U.S. Census Bureau, 2013-2017 ACS



## Putnam County Health Profile and Medical Resources

The health and medical section presents the variety and availability of different types of facilities, medical professionals, and treatment services in the community. This includes complex estimates based on probable usage by older adults. For example, the "Medically Underserved" are areas designated by the U.S. Department of Health and Human Services as having too few primary care providers, high infant mortality, high poverty, or a high elderly population. Medical access and health support services information is an important area for community planners to ensure that support is in place to accommodate an older population.

Ambulatory Surgical Centers	Value
Facilities	0
Operating Rooms	0
Recovery Beds	0

Source: Florida AHCA, 2019

Hospitals	Value
Hospitals	1
Hospitals with Skilled Nursing Units	0
Hospital Beds	99
Skilled Nursing Unit Beds	0

Source: Florida AHCA, 2019

Medical Professionals	Value
Medical Doctors	
Licensed	54
Limited License	0
Critical Need Area License	2
Restricted	0
Medical Faculty Certification	0
Public Health Certificate	0

Other Professionals	
Licensed Podiatric Physicians	1
Licensed Osteopathic Physicians	5
Dentists	13

Licensed Registered Nurses	564
Pharmacies	19

Source: Florida Department of Health, 2019

Assisted Living Facility	Value
Total ALF Beds	250
Optional State Supplementation (OSS) Beds	69
Non-OSS Beds	181
Total ALF Facilities	10
Facilities with Extended Congregate Care License	2
Facilities with Limited Mental Health License	1
Facilities with Limited Nursing Service License	4

Source: Florida AHCA, 2019

Medically Underserved	Value	Percent
Total Medically Underserved	3,078	14%
Living in Areas Defined as Having Medically Underserved Populations	0	0%
Living in Medically Underserved Areas	3,078	14%

Source: Calculated using U.S. Health Resources & Services Administration and AGID

Health Insurance 65+	Value	Percent
Insured	15,359	100%
Uninsured	70	0%

Source: U.S. Census Bureau, 2013-2017 ACS

Disability Status	Value	Percent
With One Type of Disability	2,865	13%
With Two or More Disabilities	3,365	16%

Total With Any Disability		
Hearing	2,560	12%
Vision	1,050	5%
Cognitive	1,570	7%
Ambulatory	3,805	18%
Self-Care	1,295	6%
Independent Living	2,510	12%
With No Disabilities	13,825	64%
Probable Alzheimer's Cases (65+)	2,011	13%

Source: AGID 2012-16 ACS

Medicaid & Medicare Beneficiaries	Value	Percent
60+ Medicaid Eligible	3,394	15%
60+ Dual Eligible	3,039	68%

Source: Florida AHCA, 2019

Adult Day Care (ADC)	Value
ADC Facilities	0
Capacity	0

Source: Florida AHCA, 2019

Home Health Agencies	Value
Agencies	7
Medicaid Certified Agencies	0
Medicare Certified Agencies	3
Homemaker and Companion Service Companies	2

Source: Florida AHCA, 2019

### Putnam County Health Profile and Medical Resources

Skilled Nursing Facility (SNF) Use	Value
<b>SNFs With Beds</b>	3
Community Beds	3
Sheltered Beds	0
Veteran Administration Beds	0
Other Beds	0
<b>SNF Beds</b>	337
Community Beds	337
Sheltered Beds	0
Veteran Administration Beds	0
Other Beds	0
<b>SNFs With Community Beds</b>	3
Community Bed Days	123,005
Community Patient Days	109,634
Medicaid Patient Days	76,121
Occupancy Rate	89%
Percent Medicaid	69%

The day the patient is admitted is a patient day. A bed day is a day during which a person is confined to a bed and in which the patient stays overnight in a hospital.

Source: Florida AHCA, 2019

Emergency Medical Services (EMS) Providers	Value
--	-------

3

EMS providers include air ambulances and ambulances with Basic Life Support (BLS) or Advanced Life Support (ALS).

Source: Florida Department of Health, 2019

Adult Family Care Homes	Value
Homes	0
Beds	0

Source: Florida AHCA, 2019

Memory Disorder Clinics	Value
Total	0

Source: Florida DOEA's Summary of Programs and Services (SOPS), 2019

Dialysis	Value
End-Stage Renal Disease Centers	2

Source: Florida Department of Health, 2019

### Putnam County Disaster Preparedness

The disaster preparedness section presents the count and percentage of people age 60 or older living in Census tracts that fall within particular FEMA-designated evacuation zones, as well as the portions of DOEA Home and Community-Based Services (HCBS) clients who reside in these zones. The estimate of electricity-dependent individuals is presented by insurance type to show the number of people who use electricity-dependent medical equipment necessary for things such as survival or mobility. This information can also be used to evaluate the sufficiency of shelters, generators, and evacuation route roadways to handle the needs of seniors and medically fragile adults in emergencies.

Electricity-Dependent	Value
Medicare Beneficiary	1,024
Medicaid Beneficiary	63

Medicare beneficiary includes the entire Medicare population (65+ and SSI Recipients).

Medicaid beneficiaries are individuals age 60 to 64.

Source: Florida AHCA and U.S. Centers for Medicare & Medicaid Services, 2018

Shelter Resources	Value
<b>Number of General Shelters</b>	21
General Shelter Max Capacity in People	4,621
<b>Number of Special Needs Shelters</b>	1
Special Needs Shelters Max Capacity in People	145

Source: FDEM, 2018

Evacuation Zones	Value	Percent
<b>Total Population Residing in Evac Zone:</b>	0	0%
Zone A	0	0%
Zone B	0	0%
Zone C	0	0%
Zone D	0	0%
Zone E	0	0%
<b>DOEA HCBS Clients</b>	208	100%
Zone A	5	2%
Zone B	1	0%
Zone C	6	3%
Zone D	1	0%
Zone E	0	0%
Lives in an Evac Zone and Has Memory Problems	3	1%
Lives in an Evac Zone and Lives Alone	7	3%

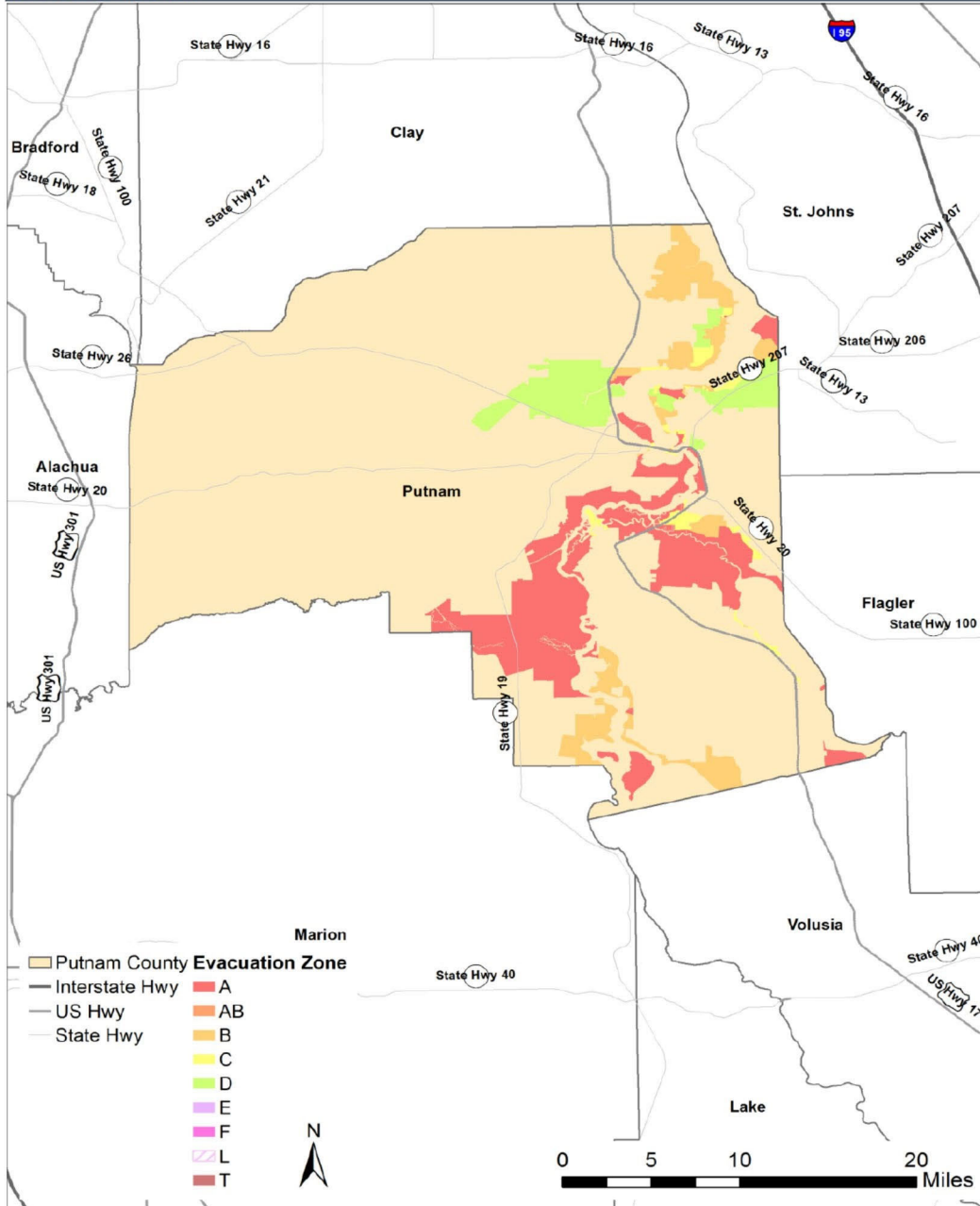
Zones are associated with the following surge heights: Zone A up to 11 feet, Zone B up to 15 feet,

Zone C up to 20 feet, Zone D up to 28 feet, and Zone E up to 35 feet.

Source: Florida DOEA CIRT, ACS, Florida Division of Emergency Management (FDEM), 2019

## Putnam County Disaster Preparedness

## Evacuation Zones



Zones are associated with the following surge heights: Zone A up to 11 feet, Zone B up to 15 feet, Zone C up to 20 feet, Zone D up to 28 feet, and Zone E up to 35 feet.  
Source: FDEM, 2018

Source: 2018 Putnam County Profile of Older Floridians, State of Florida, Department of Elder Affairs,  
[http://elderaffairs.state.fl.us/doea/pubs/stats/County\\_2018/Counties/Putnam.pdf](http://elderaffairs.state.fl.us/doea/pubs/stats/County_2018/Counties/Putnam.pdf)

## Number of Homeless Students PK-12 in Putnam County

Total Homeless Students 2022-2023 Survey	Living Situation:	Shelters	Shared housing	Other	Motels
434		56	308	48	22

Source: Florida Department of Education's website:

<https://www.fldoe.org/policy/federal-edu-programs/title-ix-mvp/data-reports.stml>

## The Percentage of Population Below the Poverty Line by Age in Putnam County, 2023

<u>Age</u>	<u>Total Estimates</u>	<u>Total Margin of Error</u>	<u>Total Below the Poverty Line Estimates</u>	<u>Total Below the Poverty Line Margin of Errors</u>	<u>Percent Below Poverty Line</u>	<u>Percent Below Poverty Line Margin of Error</u>
<u>Under 18 years</u>	15,641	+/-147	5,276	+/-842	33.7%	+/-5.4
<u>Under 5 years</u>	4,091	+/-62	1,368	+/-296	33.4%	+/-7.2
<u>5-17 Years Old</u>	11,550	+/-152	3,908	+/-723	33.8%	+/-6.2
<u>Related Children of Householder Under 18 Years</u>	15,553	+/-164	5,188	+/-835	33.4%	+/-5.4
<u>18 to 64 years</u>	40,269	+/-72	9,875	+/-885	24.5%	+/-2.2
<u>18 to 34 years</u>	13,276	+/-190	3,634	+/-510	27.4%	+/-3.9
<u>35-64 years</u>	26,993	+/-200	6,241	+/-711	23.1%	+/-2.7
<u>60 years and over</u>	23,483	+/-484	3,870	+/-482	16.5%	+/-1.9
<u>65 years and over</u>	17,015	+/-74	2,258	+/-323	13.3%	+/-1.9

Note: The poverty line is based on the U.S. Census's Poverty Threshold which is the minimum annual income determined by the age, household type, and the number of children in a household for each family unit. The number of family units below that minimum annual income for each group are considered living below the poverty line. The minimum breakdown for each group is found at <https://www.census.gov/data/tables/time-series/demo/income-poverty/historical-povertythresholds.html>

Source: The American Community Survey 2023-Five Year Estimates

[https://data.census.gov/table/ACSST5Y2023.S1701?q=S1701&g=050XX00US12107&vintage=2018&layer=VT\\_2018\\_050\\_00\\_PY\\_D1](https://data.census.gov/table/ACSST5Y2023.S1701?q=S1701&g=050XX00US12107&vintage=2018&layer=VT_2018_050_00_PY_D1)

## Employment

Subject	Putnam			
	Total		Labor Force Participation Rate	
Native Hawaiian and Other Pacific Islander alone	340	+/-71	63.8%	+/-20.6
Some other race alone	8	+/-14	100%	+/-100
Two or more races	428	+/-189	74.3%	+/-16.4
	755	+/-202	46.4%	+/-16.3
Hispanic or Latino origin (of any race)				
White alone, not Hispanic or Latino	4,742	+/-88	58%	+/-5
	44,029	+/-174	46.2%	+/-1.4
Population 20 to 64 years				
SEX	39,528	+/-195	64.1%	+/-1.7
Male				
Female	19,560	+/-86	67.7%	+/-2.6
With own children under 18 years	19,968	+/-165	60.5%	+/-2.4
With own children under 6 years only	5,369	+/-433	67.9%	+/-5.5
With own children under 6 years and 6 to 17 years old	1,242	+/-298	53.3%	+/-12.7
With own children to 6 to 17 years	1,137	+/-251	62.4%	+/-10.7
	2,990	+/-335	76%	+/-6.1
POVERTY STATUS IN THE PAST 12 MONTHS				
Below poverty level				
At or above the poverty level	9,508	+/-913	44.5%	+/-4.4
	29,223	+/-863	72.2%	+/-1.6
DISABILITY STATUS				
With any disability				
	6,276	+/-603	7.6%	+/-4.9
EDUCATIONAL ATTAINMENT				
Population 25 to 64 years				
Less than high school graduate	35,570	+/-167	64.1%	+/-1.9



High school graduate (includes equivalency)	6,671	+/-630	51.9%	+/-4.7
Some college or associate degree	14,471	+/-674	65%	+/-3.2
Bachelor's degree or higher	10,550	+/-790	66.8%	+/-3.5
	3,878	+/-479	74.3%	+/-4.3

Subject	Employment/Population Ratio		Unemployment rate	
	Estimate		Estimate	
	Margin of Error		Margin of Error	
Population 16 years and over	42.5%	+/-1.3	10.5%	+/-1.7
AGE				
16 to 19 years	19.3%	+/-5.8	28.9%	+/-12.4
20 to 24 years	52.8%	+/-6.9	17.4%	+/-7.6
25 to 29 years	67.3%	+/-6.4	9.5%	+/-5.2
30 to 34 years	63.6%	+/-6.2	11.9%	+/-4.8
35 to 44 years	64.4%	+/-5.1	9%	+/-3.7
45 to 54 years	61.9%	+/-3.8	10.8%	+/-3.7
55 to 59 years	56.1%	+/-5.4	7.9%	+/-2.5
60 to 64 years	32.8%	+/-3.6	6.9%	+/-4.1
65 to 74 years	15.2%	+/-2.7	3.4%	+/-3.7
75 years and over	4.1%	+/-2.1	4.4%	+/-7.8
RACE AND HISPANIC OR LATINO ORIGIN				
White alone	42.8%	+/-1.5	8.8%	+/-1.6
Black or African American alone	39%	+/-4.5	18.8%	+/-6
American Indian and Alaska Native alone	23.1%	+/-28	57%	+/-48.5
Asian alone	59.1%	+/-23	7.4%	+/-12.4
Native Hawaiian and Other Pacific Islander alone	100%	+/-100	0%	+/-100
Some other race alone	70.8%	+/-14.2	4.7%	+/-7.1
Two or more races	42.5%	+/-14.9	8.3%	+/-12.2
Hispanic or Latino origin (of any race)	53.6%	+/-5.6	7.5%	+/-4.8
White alone, not Hispanic or Latino	41.9%	+/-1.6	9.2%	+/-1.7
Population 20 to 64 years	57.4%	+/-1.9	10.4%	+/-1.8
SEX				
Male	60.9%	+/-2.8	9.9%	+/-2.7
Female	53.9%	+/-2.8	10.8%	+/-2.6
With own children under 18 years	59.6%	+/-5.2	12.2%	+/-4.7
With own children under 6 years only	44.7%	+/-13	16.2%	+/-12.6
With own children under 6 years and 6 to 17 years	50.9%	+/-11.2	18.5%	+/-12.4
With own children under 6 to 17 years only	69.1%	+/-6.8	9.1%	+/-5.7
POVERTY STATUS IN THE PAST 12 MONTHS				
Below poverty level	28.1%	+/-3.6	36.9%	+/-6.3
At or above the poverty level	68.5%	+/-1.9	5%	+/-1.4
DISABILITY STATUS				
With any disability	20.3%	+/-3.8	26.7%	+/-10.1
EDUCATIONAL ATTAINMENT				
Population 25 to 64 years	57.9%	+/-2	9.6%	+/-1.8
Less than high school graduate	45.9%	+/-5	11.5%	+/-4.7
High school graduate (includes equivalency)	57.7%	+/-3.3	11.1%	+/-3.4
Some college or associate degree	60.9%	+/-3.9	8.8%	+/-2.9
Bachelor's degree or higher	71.3%	+/-4.6	4.1%	+/-2.5

Source: The American Community Survey 2023-Five Year Estimates

[https://data.census.gov/table/ACSST5Y2023.S2301?q=S2301&g=050XX00US12107&vintage=2018&layer=VT\\_2018\\_050\\_00\\_PY\\_DI](https://data.census.gov/table/ACSST5Y2023.S2301?q=S2301&g=050XX00US12107&vintage=2018&layer=VT_2018_050_00_PY_DI)

## **Overview of Land Use, Population/Composition and Employment**

The future land use map and demographics, when considered together indicate that Putnam is a rural County with slow population and job growth, when compared to other Counties in Northeast Florida. The population is aging. The ALICE (Asset Limited, Income Constrained, Employed) report, done in 2018 by the United Way of Florida, analyzed households that earn more than the U.S poverty level but less than the basic cost of living for the County. In the case of Putnam County, the median household income at \$ 41,608 is significantly lower than the statewide average of \$ 55,462. The ALICE report identifies the household survival budget for a single adult as \$ 22,584 and for a family with two working parents, an infant and a Pre-K child as \$ 59,676. The transportation portion of the family survival budget exceeds food and housing and is the second largest expense after childcare for a family of two adults with two children in childcare. The number of households below the poverty level (22%) combined with the number of ALICE households, who earn less than the household survival budget (36%), make up 58% of Putnam County's total households. These households are among those in need of transit, so they can save money and build wealth.

### **Major Trip Generators/Attractors**

In addition to trip generated by the needs of individual rural residents, trips are generated by nursing homes and long term care facilities, and public or multi-family housing. Social service facilities, doctor's offices and shopping areas are attractors for trips, as are the downtowns of the County seat of Palatka, and the smaller towns such as Satsuma, Crescent City, Pomona Park and Interlachen. St. Johns River Community College, the VA hospital in Gainesville, Green Cove Springs, Orange Park and the City of Jacksonville are all attractors outside of the county, for those seeking education, health care and/or jobs.

### **Inventory of Available Transportation Services**

Other than transportation network companies that may provide rides to or from Putnam County and Ride Solutions as the Community Transportation Coordinator for Putnam County, the following companies provide transportation:

- Beep Beep Taxi
- Coastal Cab
- Courtesy Transport

## **SECTION 2: SERVICE ANALYSIS**

### **Forecasts of Transportation Disadvantaged Population**

Based on the Center for Urban Transportation Research (CUTR) 2013 Methodology Guidelines for Forecasting TD Transportation Demand, the general TD population estimate for 2018 is 35,757 or 49.1% of the total population. The forecast for 2020 considers that of the TD population, 3,975 persons are considered to be of critical need. This is comprised of 2,837 persons who are considered to have severe disabilities and 1,138 persons of low income without access to an automobile or transit. The critical need population could be expected to make 2,378 daily trips and 618,279 annual trips in 2020. The forecast model is included as Appendix 6.

### **Needs Assessment**

This section provides an overview of the programs that are qualified for funding under the Public Transportation, Elderly Individuals and Individuals with Disabilities, Job Access and Reverse Commute Program (JARC), and New Freedom programs in support of the Federal Safe Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

(SAFETEA-LU). The CTC provides paratransit service inside the County and to outside destinations, supplemented by local ambulance service to meet the demand for stretcher trips.

**Section 5310 - Transit for the Elderly and Persons with Disabilities** – This program provides formula funding to states for the purpose of assisting private non-profit groups in meeting the transportation needs of the elderly and persons with disabilities with the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.

**Section 5311 – Rural and Small Urban Areas** – This program provides formula funding to states for the purpose of supporting public transportation in areas for less than 50,000 people. Funds may be used of capital, operating, and administrative assistance to state agencies, local public bodies, and nonprofits organizations and operators of public transportation services.

5-Year Transportation Disadvantaged Transportation Improvement Program and other Funding Requests and Results				
*Same Need				
Fiscal Year	Section 5310	Section 5311	Section 5339	Funding Received
16/17	Operational grant for \$223,313 and \$73,861 for the Orange Park and Palatka route. \$745,110 (plus a match of \$82,790) in capital grant vehicle replacement *	Operating expenses of \$949,809. \$808,764 for Greyhound routes.	\$827,900, full cost of replacement vehicle.*	\$74,900 5310 Capital, \$256,071 5310 Operating
17/18	Operational budget of \$256,072 and one vehicle at \$74,900.	Operational budget of \$799,378, \$808,764 Greyhound routes.	One vehicle at \$74,500.	5310 Operating \$349,640
18/19	Operating \$200,000, Capital \$90,119	Total \$831,768, Local \$415,884.	\$187,368 no match required.	5310 Total \$180,000, Local \$90,000 Federal \$90,000 5311 Total \$831,768, Local \$415,884. 5339 Total \$187,368 No match required.

<b>19/20</b>	Capital: Total \$90,119, Federal \$72,095, State \$9,012 Local \$9,012 Same as applied. Operational: Requested Total \$400,00 Federal \$200,000.	\$454,245 Federal Local Share same, total-\$908,490 Requested Total \$1,000,000.00 Local \$500,000 Federal \$500,000	26' vehicle (10 amb, 2 w/c positions) \$90,119 (100% Fed)	5310 Operating \$180,000 (50% 1 5310 Capital \$90,119 (\$72,095 Fed, \$9,012 State, \$9,012 local)ocal),
<b>20/21</b>	Capital: 2 replacement cutaways \$178,330 (\$142,664 Fed, \$17,838 State, \$17,838 local)  Operating: Continue existing level of services for flex routes in the City of Palatka (\$340,400 total)	\$907,276 Total (Fed \$453,638 , Local \$453,638)		5310 Total Operating \$340,400 (\$170,200 Fed, \$170,200 Local)  5310 Total Capital \$178,330 (\$142,664 Fed, \$17,833 State, \$17,833 local)  5311 Total \$907,276 (\$453,638 Fed, \$453,638 Local)
<b>21/22</b>	\$320,000 (\$160,000 Fed, \$160,000 Local) OPERATING funds to continue flex route and demand services in the City of Palatka. \$2,136,843 Operating funds; \$2,978,800 Capital (CRRSAA/ARP)	\$2,136,843 Operating funds; \$2,978,800 Capital (CRRSAA/ARP)		\$1,334,948 (all federal)
<b>22/23</b>	Ride Solution requesting \$1,455,549 (\$727,774 Federal, \$727,775 Local) OPERATING funds to increase frequency on Palatka City Route and expand service hrs on existing in-county flex routes			
<b>23/24</b>	Requesting \$406,871 in federal CAPITAL funds for			

	<p>three (3) REPLACEMENT cutaways. Two (2) cutaways with 10AMB and 3W/C positions and one (1) cutaway with 6 AMB and 6W/C positions.</p> <p>Additional request for \$1,401,285 in federal OPERATING funds to increase frequency on Palatka City Route and expand service hours on existing in-county flex routes.</p>			
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## Barriers to Coordination

The following are identified barriers to the Coordination process:

- Continued funding cuts for transportation services from the Commission for the Transportation Disadvantaged and other purchasing agencies.
- Agencies that do not pay the fully allocated operating cost for transportation services. This causes other agencies to pay a higher cost for transportation services in effect subsidizing the agencies that do not pay the fully allocated operating cost.
- Agencies that do not include a line-item budget for transportation services. These agencies then place a heavy reliance on the TD Trust Funds for their transportation needs. Agencies that do not adequately fund client transportation cause other agencies and funding sources to pay the additional cost of agency transportation services.
- Lack of a dedicated funding source for operating and capital expenses.
- Increasing cost of vehicles and insurance.
- Lack of, or limited, specialized medical care available within Putnam County itself, which results in numerous trips being made outside of the service area for specialized care.

## GOALS, OBJECTIVES, STRATEGIES AND IMPLEMENTATION SCHEDULE

**Goal 1:**                    **Coordination of transportation disadvantaged services**

OBJECTIVE 1.1:            Contract with agencies purchasing transportation services using public funds.

Strategy 1.1.1:            Utilize executed Purchase of Service Agreements (POS) as necessary with all agencies purchasing transportation services with public funds prior to service being initiated. Such POS Agreements shall specify the service and cost of each type of transportation service to be provided (fixed, direct, indirect, per mile, etc.).

Implementation Schedule: The CTC will act as soon as it becomes aware of the need for a POS. Reporting will be as needed or in the final quarter, when the TDSP is reviewed.

**Goal 2:**                    **Focus on consumer choice and efficiency.**

OBJECTIVE 2.1:            Arrange transportation services to maximize consumer choice and vehicle efficiency.

Strategy 2.1.1:            As funding permits, maintain operations of deviated fixed-route systems.

Strategy 2.1.2:            Using Trapeze, analyze current service delivery and demands for service to develop consumer travel patterns.

Strategy 2.1.3:            Survey transportation system users for potential ridership levels and develop routes accordingly.

Strategy 2.1.4:            Increase number of clients/riders served.

Strategy 2.1.5:            Maximize the multi-loading of vehicles trips as practical to reduce cost per trip and maximize efficiency.

Strategy 2.1.6            As the State and County allow, and as the TD Commission develops a mechanism to authorize and fund rides from transportation network companies or other providers, utilize the range of services that make sense in Putnam County or regionally to maximize efficiency and choice.

Implementation Schedule: The CTC will track data and report in the final quarter, when the TDSP is reviewed.

OBJECTIVE 2.2:            Market the system within Putnam County and regionally.

Strategy 2.2.1:            Promote service availability to agencies and consumers through advertising efforts, social media, partnerships, the distribution of flyers to social service agencies and consumers, and to the general public at County events.

Strategy 2.2.2:            Maintain an on-time performance of at least 90 percent, as this will help the system “sell itself” by word of mouth.

Implementation Schedule: The CTC will market on an ongoing basis. On-time performance will be reported with the annual evaluation done by the LCB.

**Goal 3:**                    **Accountability: Utilize the Transportation Disadvantaged trust fund non-sponsored grant monies efficiently.**

OBJECTIVE 3.1: Adhere to strict budget of non-sponsored funding to prevent over-spending or under-spending of non-sponsored trip monies at end of grant year cycle.

Strategy 3.1.1: Delineate budget utilizing non-sponsored monies with monthly allocation. Provide report to Coordinating Board on status of these funds at each meeting.

Implementation Schedule: The CTC will track the budget on an ongoing basis and report quarterly to the LCB.

**Goal 4:** **Utilize the expertise of the Local Coordinating Board.**

OBJECTIVE 4.1: Complete all reports in a timely fashion which require Coordinating Board approval and/or review, including all reports requested by the Coordinating Board.

Strategy 4.1.1: Final draft preparation of reports will be completed prior to the Quarterly meeting and presented to the Board for their review.

Strategy 4.1.2: Provide a written overview of ridership totals, vehicles miles, costs, and revenue at each quarter, with a comparison to the same quarter of the previous year.

Strategy 4.1.3: Provide and present the Annual Operating Report to the LCB prior to its submittal to the Commission for the Transportation Disadvantaged on or before September 15.

Strategy 4.1.4: Present rate calculation for the LCB approval.

Strategy 4.1.5: Information on grants applied for will be provided to the LCB for their approval for incorporation into this plan.

Implementation Schedule: The CTC and Planning Agency will provide timely reporting to the LCB and the Commission on an ongoing basis.

**Goal 5:** **Customer Satisfaction.**

OBJECTIVE 5.1: The Local Coordinating Board shall monitor the quality of service provided by the Community Transportation Coordinator.

Strategy 5.1.1: The Community Transportation Coordinator shall report complaints to the Local Coordinating Board.

Strategy 5.1.2: The Community Transportation Coordinator will respond to grievances as specified by the bylaws of the Local Coordinating Board.

Strategy 5.1.3 The Community Transportation Coordinator will develop a system to serve non-English speaking customers more effectively.

Implementation Schedule: The CTC will provide timely reporting to the LCB on an ongoing basis.

**Goal 6:** **Maintain and plan for a safe and adequate fleet.**



**OBJECTIVE 6.1:** Develop and maintain a transit capital acquisition/replacement plan with an emphasis on safety.

**Strategy 6.1.1:** Identify vehicles due for replacement during the budget process at the start of each CTC fiscal year.

**Strategy 6.1.2:** Utilize all available Federal, State, and local grant funding sources including but not limited to FDOT Section 5310, 5311(f), and 5339, as well as FDOT Service Development program funds for procurement of vehicles for either replacement or expansion purposes as necessary.

**Implementation Schedule:** The CTC will provide timely reporting to the LCB on an ongoing basis.

**Goal 7:** **Support regional transit.**

**OBJECTIVE 7.3:** Increase coordination with other counties in Northeast Florida and surrounding communities.

**Strategy 7.3.1:** Continue to participate in the Northeast Florida Regional Transportation Commission’s Northeast Florida Regional Transit Coordinating Committee (RTCC) in implementing the Regional Transit Action Plan.

**Strategy 7.3.2:** Coordinate multi-county trips and service enhancement between Putnam County and other counties by cooperating and working with nearby counties as well as the Community Transportation Coordinators represented on the RTCC (Baker, Clay, Duval, Nassau, and St. Johns Counties).

**Implementation Schedule:** The CTC and Planning Agency will attend monthly meetings of the RTCC as needed. Other efforts are ongoing.

**Performance Measures**

These measures will assist in determining if the goals, objectives and strategies are being met:

Performance Measure	Target
Accidents per 100,000 Paratransit Miles	Less than 1.2
Vehicle miles between Road Calls (PT)	At least 10,000
On-Time Performance	At least 90%

## SECTION 3: SERVICE PLAN OPERATIONS

The operations element is a profile of the Putnam County Transportation Disadvantaged system. This element is intended to provide basic information about the daily operations of Ride Solution Inc.

## LCB Prioritization Policy for Non-Sponsored Trips by Trip Purpose

Coordinated Trips that are funded by the Transportation Disadvantaged Trust Fund are managed by the Community Transportation Coordinator (CTC) according to the Local Coordinating Board's Prioritization Policy. The Policy ranks certain trip purposes in a priority order. The funding is allocated according to a monthly spending plan. Trips are provided based on trip efficiency, seating availability and available funding. There may be times when the Community Transportation Coordinator cannot provide every trip requested. Passengers may be asked if they could take their trip on a different day, when there may be more funding available. The CTC will track the purpose and date of all trip requests that are denied.

### **Priority Order Trip Purposes – Categories and Definitions**

1. **MEDICAL** – medical, dental or therapeutic services including hospital appointments, clinic visits, dialysis, health department, mental health centers, speech, occupational, physical therapies, psychiatric, psychological services, pharmaceuticals, etc.
2. **NUTRITIONAL** – adult congregate meal programs, breakfast programs, food stamp procurement and food shopping trips.
3. **EMPLOYMENT** – work or employment related education.
4. **SOCIAL SERVICE AGENCY** – agency related support services, churches, senior citizen programs (excluding nutritional programs).
5. **PERSONAL BUSINESS** – non-agency activities essential to maintenance of independence including banking, non-shopping, legal appointments, etc.
6. **RECREATION** – non-essential, non-employment related trips to activities such as: bowling, bingo, beach, parks, restaurants, libraries, theaters, etc.

## Types, Hours and Days of Service

The transportation disadvantaged services in Putnam County are provided in various methods, determined by the needs of the transportation users and the frequency of use. Ride Solution, Inc. has developed fixed routes with deviation which serve Palatka, Interlachen, Crescent City, St. Augustine (St. Johns County), Gainesville (Alachua County) and Orange Park (Clay County). All trip requests are coded for pick up and drop off locations. Route corridor flow studies are then utilized to determine the feasibility of fixed route with deviation service. Routes are then designed to include stops at all service centers (Government offices, shopping malls, medical facilities, etc.). Route deviation time is then added to the route schedule so that the bus can provide door-to-door service when needed. All vehicles used on the fixed route with deviation are wheelchair-lift equipped with vehicles having between two and seven wheelchair lock down positions. Pure demand/response service is used when routes are either not yet established or are not financially feasible.

## Accessing Services

Individuals wishing to utilize the Ride Solution, Inc. transportation services can access the system by calling the central reservation number at (386) 325-9999 by 12:00 p.m. (noon) the previous work day. This notification is required in order to group trips for individuals who are sponsored and non-sponsored to obtain the most cost-effective method of service delivery. Transportation services are provided seven days a week, 24 hours per day. **Trip Cancellation / No Show Policy**

Ride Solution staff monitors trip cancellations and no shows daily. Passengers with a 20% trip cancellation and no show percentage rate are counseled on their impact to the overall system and to their fellow passengers. Passengers with standing orders who have a 30% or greater trip no show rate may have their standing orders cancelled. This will require the passenger to call each day to schedule their trip. **After-Hours Service**

In order to access service on weekends, individuals need to reserve transportation by noon on Friday.

### **Ride Solution Non-sponsored Transportation Priorities**

The following priorities further refine the LCB priorities. They will be observed in scheduling trips using non-sponsored TD grant funds, unless the trip occurs entirely on a regularly scheduled route.

1. Life Threatening Medical
  - a) Kidney Dialysis
  - b) Cancer Treatment
2. Routine Medical
  - a) Doctor Appointments
  - b) Therapy
  - c) Prescription & Medical Supplies
3. Life-Sustaining Activities
  - a) Nutrition/Food Stamps
  - b) Medical Re-Certification
4. Work - Transportation to and from work will be limited to thirty (30) days during a one year period and will be accessible by the priority schedule.
5. Education
6. Personal Business (i.e.: banking, hair appointments, paying bills, etc.)
7. Recreational (restaurants, movies, bowling, etc.)

Requesting a trip will not insure transportation. Trips will be provided according to the priority schedule. Request must be received by 12:00 noon the work day prior to the date of service. Same day service will be provided for medically necessary trips only with the driver and vehicle availability when possible.

To insure funding for priority #3 or lower trips, contact the transportation office prior to 12:00 noon the day before the requested trip.

### **Eligibility of Riders**

Any resident of Putnam County may request an eligibility application from Ride Solution. An eligibility application must be completely filled out to be considered for transportation service. If assistance is needed completing the application, Ride Solution staff members are available to help. The completed application is reviewed by Ride Solution staff and a determination of eligibility will be made based on the information provided. A staff interview or assessment may be required to complete the process.

In addition to riders at general public bus stops, Ride Solution serves a limited group of people, including those sponsored under the following limited to availability of funding:

- **Transportation Disadvantaged (TD):** Includes qualifying individuals in areas where fixed route service does not operate and have no other means of transportation.
- **Medicaid:** Ride Solution provides trips for Medicaid eligible services for those persons who cannot travel by fixed route and have no other means of transportation.
- **Agencies:** Includes people whose trips are under a negotiated agency contract. Ride Solution staff will determine the funding category appropriate for each customer.

### Transportation Operators and Coordination Contractors

Ride Solution Inc. currently has purchase of service or rate agreements with the following agencies: ARC of Putnam County, Inc., AHCA Medicaid, Putnam County Health Department, St. Johns River Water Management employees, and Suwannee River Economic Opportunity Council (Community Care for Elderly, Older Americans Act).

The CTC will utilize a competitive RFP process when acquiring the services of private for profit operators. The execution and implementation of the operator contracts will be the responsibility of and at the discretion of Ride Solution, Inc.

### Public Transit Utilization

In addition to its county wide, general public flex route system, Ride Solution also operates seven day a week Greyhound connector services to St. Augustine, Gainesville, and Jacksonville. Respectively, these Greyhound routes also connect with Sunshine Bus, RTS, and JTA.

### School Bus Utilization

Ride Solution Inc. does not maintain an agreement with the Putnam County School Board to utilize the school buses when needed. There has been no need for this contract for several years.

### Vehicle Inventory

A vehicle inventory for Ride Solution Inc. is included as Appendix 4.

### System Safety Program Plan Certification

The System Safety Program Plan Certification for Ride Solution Inc. is included as Appendix 5.

### Intercounty Services

Ride Solution serves Gainesville with through its contract with Greyhound on a seven day a week schedule. Ride Solution has also, as needed, supplied transport for clients of St. Johns and Clay counties as requested by the neighboring CTCs. Ride Solution also provides service to and from Palatka and Orange Park four times a day, five days per week.

### Natural Disaster/Emergency Preparedness

The Disaster Preparedness Plan for Ride Solution Inc. has been included as Appendix 9.

## Educational Efforts/Marketing

In the past Ride Solution Inc. has primarily used the word of mouth marketing approach in addition to working with the sponsoring programs to obtain ridership for the system. Ride Solution is now working with many social service agencies to share information about the services available and is participating in community events. Ride Solution is also revamping their website and taking advantage of social media platforms.

## Acceptable Alternatives

There have been no acceptable alternatives for the provision of transportation service identified in Putnam County.

## Service Standards

Service standards are integral to the development and implementation of a quality transportation program and are intended to bring about uniform service provision in the coordinated system. The Putnam County Local Coordinating Board (LCB) will evaluate the CTC's compliance of the established service standards annually. The LCB will also accept any other agency's review of the CTC (i.e.: FDOT, etc.) which encompasses any of the standards as part of the evaluation to determine compliance for that standard.

### **COMMISSION SERVICE STANDARDS**

#### Drug and Alcohol Testing

All safety sensitive job positions shall comply with the pre-employment, randomization, post-accident and reasonable suspicion testing requirements of the Federal Transit Administration.

#### Transport of Escorts and Dependent Children

Children under the age of 12 and individuals requiring special loading assistance will be required to be accompanied by an escort. The escorts must be an adult and able to provide the necessary assistance to the passenger, and will be transported at the additional passenger rate (per company policy for escorts). Ride Solution will provide escorts if the sponsoring agency will pay the salary.

#### Use, Responsibility and Cost of Child Restraint Devices

All passengers under the age of 5 and/or fewer than 45 pounds shall be required to use a child restraint device. This device will be provided by the parent or sponsoring agency.

#### Passenger Property

Passengers will be allowed to have all personal property which they can place in their lap or stow under the seat. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

#### Vehicle Transfer Points

Vehicle transfer points shall be located in a safe and secure place that provides shelter.

#### Local Toll Free Telephone Number

A local toll free telephone number shall be posted in all vehicles within the transportation system. This telephone number shall be included in the complaint process.

#### Out-of-Service Area Trips

The CTC will provide out-of-service area trips as necessary on weekdays for specified reasons.

### Vehicle Cleanliness

Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger. All vehicles shall be cleaned (interior and exterior) on a regular schedule.

### Billing Requirements

The CTC shall pay all bills within 15 days to subcontractors after receipt of said payment by the CTC.

### Passenger/Trip Database

The CTC shall collect the name, telephone number, address, funding source eligibility and special requirements on each prescheduled passenger in a database.

### Adequate Seating

Vehicle seating shall not exceed the manufacturer's recommended capacity.

### Driver Identification

Drivers shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger upon pickup except in situations where the driver regularly transports the rider on a recurring basis. All drivers shall have a picture identification and/or name badge displayed at all times when transporting passengers.

### Passenger Assistance

All drivers shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door.

Other assistance may be provided except in situations in which providing assistance would not be safe for passengers remaining on the vehicle.

Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step. Smoking There will be no smoking on any vehicles in the coordinated system.

### Eating & Drinking on Vehicles

Eating and drinking on board vehicles in the coordinated system is prohibited.

### Passenger No-Shows

Passenger no-shows are defined as trips not canceled prior to the dispatch of the vehicle. Ride Solution staff monitors trip cancellations and no shows daily. Passengers with a 20% trip cancellation and no show percentage rate are counseled on their impact to the overall system and to their fellow passengers. Passengers with standing orders who have a 30% or greater trip no show rate may have their standing orders cancelled. This will require the passenger to call each day to schedule their trip.

### Two-Way Communications

All vehicles will be equipped with 2-way radios. Cell phones will be provided for long-distance trips.

### Air Conditioning/Heating of Vehicles

All vehicles in the coordinated system shall have working air conditioning and heating. Vehicles that do not have a working air conditioner and heater will be scheduled for repair or replacement as soon as possible.

Should a vehicle incur a problem, it will be repaired as soon as possible. The owner/operator is responsible for its repair. The priority of the LCB is that the CTC provide transportation. If a vehicle's air conditioning or heating is not functioning

properly, and, if there are no other vehicles available, the passengers will be transported, rather than removing the vehicle from service.

Passengers with health conditions which are affected by A/C, or lack of it, will be notified if their vehicle's A/C is not working, and the passenger will be given the opportunity to decide whether to take the trip.

## **LOCAL STANDARDS**

### CPR / First Aid

All drivers will be certified in First Aid annually. All drivers will be certified in Cardiopulmonary Resuscitation (CPR) every two years.

### Driver Background Screening

All drivers in the coordinated system must have a favorable FDLE background screening as approved by the Department of Children and Families.

### Service Effectiveness The CTC shall:

1. Increase the number of passenger trips per vehicle miles annually.
2. Maintain the cost per passenger trip annually.
3. Maintain the cost per vehicle mile annually.

### Contract Monitoring

The CTC will perform on-going monitoring and an annual evaluation of the contracted operator according to the Local Coordinating Board's evaluation process, using applicable portions of the evaluation materials.

### Pick-up Window

There is a 30-minute pick-up window in place for all trips within the coordinated system.

For trips that are prescheduled:

There is a 30-minute window on appointment time and return pick up time. (15/15 on either side)

For will-call trips:

There is a 60-minute pickup window. The passenger should expect the vehicle to pick them up within 30 minutes after the customer contacts the CTC.

### On-Time Performance

The CTC shall have a 90% on-time performance rate for all completed trips.

### Advance Reservation Requirement

There will be a 24-hour notice requirement for all trips scheduled within the coordinated system.

### Accidents

During each evaluation period, there shall be a target standard of not more than 1.2 accidents per 100,000 miles traveled within the coordinated system.

### Road Calls

There shall be no less than 10,000 miles between each road call.

### Call-hold Time

All calls shall be answered as soon as possible.

### Passenger Behavior

Ride Solution deals with a variety of agencies, some of which have policies regarding disciplinary problems. When an agency has an existing policy regarding behavioral problems, Ride Solution will abide by the agencies' existing policy.

If no policy exists, Ride Solution will deal with behavioral problems as follows:

1. First incident, a verbal warning to advise the responsible agency that an incident has occurred.
2. Second incident shall be reported to the sponsoring agency for possible corrective action.
3. Third incident, Ride Solution will meet with all concerned parties and decide if transportation privileges are to be suspended.

## **ADA Policies**

### Life Support Systems

Portable medical oxygen is allowed on board all vehicles provided that the passenger is not oxygen dependent and is capable of administering the oxygen themselves. At no time will Ride Solution employees be involved in the administration of oxygen. Passengers who are oxygen dependent or incapable of administering their own oxygen will be referred to EMS for transport.

### Standees on Lift

Persons who use canes or walkers and other standees with disabilities will be permitted to use the wheelchair lifts provided they are capable of grasping the lift handrail while self-supporting. Persons incapable of self-supporting while grasping the lift handrail will be provided the use of a wheelchair if one is available.

### Driver Assistance

Drivers will assist passengers with the securement of their mobility devices where necessary or requested by the passenger.

### Personal Care Attendants (PCAs)

Personal Care Attendants must reserve a seat on all prescheduled trips. Limitations on the number of PCAs per passenger are determined by the funding source. Boarding assistance remains the driver's responsibility in the event that the passenger is being accompanied by a PCA.

### Service Animals

Service animals shall always be permitted to accompany their users in any Ride Solution vehicle or facility. One of the most common misunderstandings about service animals is that they are limited to being guide dogs for persons with visual impairments. Dogs are trained to assist people with a wide variety of disabilities, including individuals with hearing and mobility impairments. Other animals (e.g., monkeys) are sometimes used as service animals as well. In any of these situations, Ride Solution will permit the animal to accompany its user.

### Transfer

The decision of whether to transfer from a mobility device to a vehicle seat remains the option of the passenger. With the exception of three-wheeled scooters, driver assistance for this activity remains the option of the driver. Passengers using three wheeled scooters will be required by the driver to transfer to a vehicle seat. Under no circumstances will passengers with three wheeled scooters be transported while sitting on the scooter.



### Passenger Sensitivity

All employees of Ride Solution will receive passenger sensitivity training.

## Local Complaint and Grievance Procedure/Process

### **Definition of a Complaint**

A complaint is defined as:

*“An issue brought to the attention of the Community Transportation Coordinator (CTC) either verbally or in writing by a system user/advocate, sponsoring agency, or community service provider/subcontractor which addresses an issue or several issues concerning transportation services of the CTC or operators used by the CTC.”*

### Filing a Complaint

The Community Transportation Coordinator will provide all system user/advocates, sponsoring agencies, and/or community service providers using Transportation Disadvantaged services a description of and process to be used to make a complaint to the CTC. The complaint will be filed within 30 working days of the incident. If a system user/advocate, sponsoring agency, or community service provider/subcontractor has a complaint, the CTC will address each complaint, making whatever investigation is required to determine the facts in the issue presented and take appropriate action to address each complaint. Complaints that cannot be resolved by the CTC directly or through mediation with operators and/or sponsoring agencies can be brought before the County Transportation Disadvantaged Coordinating Board Grievance Committee.

### Recording of Complaints

The CTC will keep a MEMO OF RECORD file of all complaints received. A copy of the Memo of Record file will be made available to the Local Coordinating Board on an as needed basis.

### Appeal to the Grievance Committee

The CTC shall advise and provide directions to all persons, system user/advocates, sponsoring agencies, and/or community service providers from which a complaint has been received by the CTC of the right to file a formal written grievance. If after the CTC attempts to resolve the complaint, the complainant is not satisfied with the action taken by the CTC the individual should proceed to the next step.

### Responsibility of the Local Coordinating Board to Grievances

The Local Coordinating Board shall appoint a Grievance Committee to serve as a mediator to process and investigate complaints from agencies, users, potential users of the system and the CTC in the designated service area, and make recommendations to the Local Coordinating Board for improvement of service. The Local Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Members appointed to the committee shall be voting members of the Local Coordinating Board. (Rule 41-2.012, F.A.C.)

Definition of a Grievance A grievance shall be defined as:

*“A circumstance or condition thought to be unjust and grounds for bitterness of resentment due to lack of clear resolution by the CTC through the notice of complaint procedure or due to the seriousness of the grievance.”*

### **Grievance Procedures**

The following Grievance Procedures are established for grievances to be brought before the Grievance Committee. When a passenger, system user/advocate, sponsoring agency, and/or community service provider/subcontractor has a concern,

complaint, or problem relative to transportation services, proper grievance procedures which are described below should be followed in sequence.

#### Filing a Grievance

If a passenger, system user/advocate, sponsoring agency, and/or community service provider/subcontractor has a complaint as defined in Section 1, the party should first discuss the matter with the staff involved for immediate resolution, if possible. If no resolution or satisfaction is reached, the individual should proceed to the grievance level. You may contact the CTC at 386-325-9999 and/or [customerservice@theridesolution.org](mailto:customerservice@theridesolution.org).

If a system user/advocate, sponsoring agency, and/or community service provider/subcontractor has a grievance with the service; the individual will present the grievance to the CTC within 10 working days from the response of the CTC to the original complaint. All grievances must be in writing and shall include the following:

- 1) The name and address of the grievant;
- 2) Transit route, date and approximate time of incident(s);
- 3) A statement of the grounds for the grievance and supporting documentation; 4) An explanation of the relief desired by the grievant.

Facts concerning the grievance should be stated in clear and concise language. If assistance is needed in preparing a written grievance, assistance will be provided by the CTC staff and/or the designated official planning agency. Within 15 working days following the date of receipt of the formal grievance, the CTC staff will respond, in writing, to the system user/advocate, or other party concerning the registered grievance. The CTC's response shall explain the factors that entered into the decision and shall identify the action, if any, that will be taken.

The CTC will keep a GRIEVANT RECORD file of all grievances received. A copy of the Record file will be made available to the Local Coordinating Board on an as needed basis.

#### Appeal to the Grievance Committee

The decision of the CTC may be appealed to the Grievance Committee of the Local Coordinating Board within 15 working days of the receipt of the CTC's final decision. Within 30 working days of receipt of the appeal the Grievance Committee will meet and make recommendations to the Local Coordinating Board.

The grievant will be notified in writing of the date, time and place of the committee meeting at which the appeal will be heard. This written notice will be mailed at least 10 working days prior to the meeting. The notice shall clearly state the purpose of the discussion and a statement of issues involved.

A written copy of the recommendation will be forwarded to the Board and all parties involved within 15 working days of the date of the recommendation. The written recommendation will include the following information:

1. A statement that a meeting was held in which the involved parties, their representatives, and witness were given an opportunity to present their position;
2. A statement that clearly defines the issues discussed;
3. An opinion and reasons for the recommendations based on the information provided;
4. A finding that the issue affects safety, provision of service, or efficiency; and
5. A recommendation by the Grievance Committee based on their investigation and findings.

#### Grievance Committee Hearing Procedures

The Grievance Committee agenda shall be conducted in accordance with the following procedures:

1. Call to order - Planning Staff;
2. Election of Grievance Committee Chairman - Committee members;
3. Presentation of grievance by planning staff;
4. Presentation of grievance by complainant;
5. Response of party(s) concerned;
6. Discussion of grievance, shall take place in accordance with Robert's Rule of Order amongst the Grievance Committee, the complainant and other interested parties. Discussion shall focus solely on the grievance;
7. Following discussion of the grievance, the Grievance Committee shall provide its recommendation to all interested parties in response to the grievance; and
8. Close hearing.

#### Recommendation to the Local Coordinating Board

Within 30 working days of the receipt of the recommendation, the Local Coordinating Board will meet and consider the recommendation. A written copy of the recommendation will be forwarded to the Board and all parties involved within 10 working days of the date of the recommendation.

The grievant will be notified in writing of the date, time and place of the Board meeting at which the recommendation will be presented. This written notice will be mailed at least ten working days prior to the meeting.

# **COST/Revenue Allocation and SERVICE RATES SUMMARY**

## **BASED ON THE COMMISSION’S RATE CALCULATION MODEL**

**COMMUNITY TRANSPORTATION COORDINATOR:** Ride Solution, Inc.

**EFFECTIVE DATE:** July 2025

<b>TYPE OF SERVICE TO BE PROVIDED</b>	<b>UNIT (PASSENGER MILE OR TRIP)</b>	<b>COST PER UNIT \$</b>
Ambulatory	Passenger Mile	\$4.75
Wheelchair	Passenger Mile	\$8.15
Public Transit	Trip – In County	\$1.00
	Trip – Out of County	\$2.00

## **SECTION 4: QUALITY ASSURANCE**

### **CTC EVALUATION PROCESS**

#### **CTC Evaluation**

The Northeast Florida Regional [Planning] Council conducts an annual evaluation of the Putnam County TD program pursuant to Rule 41-2, *Florida Administrative Code* (FAC) and utilizing guidelines established by the Commission for the Transportation Disadvantaged. This evaluation utilizes, at a minimum, Chapters 5 (Competition), 7 (Cost Effectiveness & Efficiency) and 12 (Availability) of the Commission’s *Workbook for CTC Evaluations*. The most recent evaluation is included as Appendix 7.

#### **CTC Monitoring Procedures of Operators and Coordination Contractors**

The Putnam County TD program does not have any sub-contracted operators at this time.

## **Coordination Contract Evaluation Criteria**

The Putnam County TD program currently does not have any coordination contracts. However, any future coordination contracts shall be evaluated on an annual basis and the performance of these coordination contracts shall be included in the annual joint LCB/Planning Agency evaluation of the CTC.

## **Planning Agency Evaluation Process**

The Florida Commission for the Transportation Disadvantaged conducts biennial reviews of the planning agency's performance based upon established procedures utilizing staff from the CTD's Quality Assurance & Program Evaluation (QAPE) section.

### Cost / Revenue Allocation and Rate Structure Justification

The Rate Calculation Model provided by the Florida Commission for Transportation is reviewed and updated annually. The Rate Calculation Model allows for annual changes to occur based on changes to the level of service, expenditures and revenues.

## **Updates and Amendments**

### Updates

The Local Coordinating Board approves any changes to the TDSP. The NEFRC submits the changes to the Commission after it has been reviewed and approved by the LCB.

### Amendments

Amendments may occur in any section of the TDSP. Amendments are changes that need to be made to the Plan that were not made during the annual update process. Each year, certain portions of the TDSP should be amended to be current.

# TRANSPORTATION DISADVANTAGED SERVICE PLAN LOCAL COORDINATING BOARD ROLL CALL VOTE (PUTNAM COUNTY)

REPRESENTATION	MEMBER	VOTED FOR	VOTED AGAINST	ABSENT FROM VOTING
1. Chairperson	Comm. Leota Wilkinson			
2. Dept. of Transportation	Geanelly Reveron / ALT			
3. Dept. Of Children and Families	Christina Gillis/ ALT			
4. Public Education Community	Sharon Spell			
5. Dept. of Education (Voc. Rehab)	Francis Dollinger			
6. Veteran Services	Allen Buquo / ALT			
7. Econ. Disadvantaged (Comm. Action)	VACANT			
8. Elderly	VACANT			
9. Disabled	VACANT			
10. Citizen Advocate/User	Darlene Laibl-Crowe			
11. Citizen Advocate/Non-User	Christopher Glymph			
12. Children at Risk	VACANT			
13. Dept. Of Elder Affairs	VACANT			
14. Private for Profit Transportation Industry	VACANT			
15. Agency for Health Care Adm.	Pamela Hagley / ALT			
16. Agency for Persons w/Disabilities	Sheryl Stanford / ALT			
17. Regional Workforce Dev. Brd.	Rhonda Bryant/ ALT			
18. Local Medical Community	Nancy Russo			

The Coordinating Board hereby certifies that an annual evaluation of this Community Transportation Coordinator was conducted consistent with the policies of the Commission for the Transportation Disadvantaged and all recommendations of that evaluation have been incorporated in this Service Plan, We further certify that the rates contained herein have been thoroughly reviewed, evaluated and approved. This Transportation Disadvantaged Service Plan was reviewed in its entirety and approved by this Board at an official meeting held on: **02/09/2026**

02/09/2026  
Date

\_\_\_\_\_  
Coordinating Board Chairperson

Approved by the Commission for the Transportation Disadvantaged.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director



## **RIDE SOLUTION, INC.**

### **FEBRUARY 2026 LOCAL COORDINATING BOARD UPDATE**

<b>A.</b>	<b>2025</b>	<b>TRIPS INVOICED</b>	<b>TOTAL NS TRIPS</b>
	• JAN.	1283	1283
	• FEB.	1265	1266
	• MAR.	1168	1168
	• APR.	1288	1288
	• MAY	1256	1256
	• JUNE	1267	1267
	• JULY	1333	1427
	• AUG.	1375	1375
	• SEPT.	1252	1420
	• OCT.	1268	1467
	• NOV.	1205	1239
	• DEC.	1331	1397

#### **B. FDOT VISIT TO PUTNAM – DECEMBER 17, 2025**

- Putnam County overview
- Funding strategies for Flex routes
- Putnam County Transit Study
- Bus Depot Tour

## PUTNAM

## 2025-2026

## CTD TRIP INVOICE

Ride Solution, Inc.  
220 N 11th, Street  
Palatka, FL, 32177  
386-325-9999

<b>Bill To:</b>		<b>Invoice Number:</b>	G3E1710
Commission for the Transportation Disadvantaged		<b>Invoice Date:</b>	11/16/2025
605 Suwannee Street, MS49		<b>Grant Number:</b>	G3E17
Tallahassee, FL 32399-0450		<b>Monthly Disbursement Amount from Exhibit "B" of Grant:</b>	\$ 36,654.00

Dates of Services	Start Date			End Date		
	October	1	2025	October	31	2025

[illegible]

<b>Total Project Cost</b>	\$ 43,026.60
<b>Less: Amount over Exhibit "B" of the Grant</b>	\$ (2,299.93)
<b>Add: Amount to be Recovered from Previous Billing</b>	
<b>Subtotal</b>	\$ 40,726.67
<b>Less: 10% Local Match</b>	\$ (4,072.67)
<b>TOTAL</b>	<b>\$ 36,654.00</b>





## PUTNAM

## CTD TRIP INVOICE

<b>Bill To:</b>		<b>Invoice Number:</b>	G3E1711
Commission for the Transportation Disadvantaged		<b>Invoice Date:</b>	
605 Suwannee Street, MS49		<b>Grant Number:</b>	G3E17
Tallahassee, FL 32399-0450		<b>Monthly Disbursement Amount from Exhibit "B" of Grant:</b>	\$ 36,654.00

Dates of Services	Start Date			End Date		
	November	1	2025	November	30	2025

[illegible]

<b>Total Project Cost</b>	\$ 46,945.05
<b>Less: Amount over Exhibit "B" of the Grant</b>	\$ (6,218.38)
<b>Add: Amount to be Recovered from Previous Billing</b>	
<b>Subtotal</b>	\$ 40,726.67
<b>Less: 10% Local Match</b>	\$ (4,072.67)
<b>TOTAL</b>	<b>\$ 36,654.00</b>



## Florida Commission for the Transportation Disadvantaged Trip Summary Data Report

CTC:

Ride Solution, Inc.

County/Countries:

PUTNAM

Dates of Services:

November 1 - November 30, 2025

Mode	Number of Trips	Number of Miles
Ambulatory	929	7032
Wheelchair	276	1647
Stretcher		
Group Per Passenger		
<b>Total</b>	<b>1205</b>	<b>8679</b>

Bus Pass Type	Number of Bus Passes Issued
MONTHLY	4

***By submission of this form, Grantee certifies the information provided on this Trip Summary Data Report is accurate and accountable and corresponds with the supporting back-up documentation. All individuals included in the supporting back-up documentation have a Transportation Disadvantaged application on file and the individuals have been determined eligible for services rendered.***

Revised 07/01/2025

## PUTNAM

## CTD TRIP INVOICE

<b>Bill To:</b>		<b>Invoice Number:</b>	G3E1712
Commission for the Transportation Disadvantaged		<b>Invoice Date:</b>	01/21/2026
605 Suwannee Street, MS49		<b>Grant Number:</b>	G3E17
Tallahassee, FL 32399-0450		<b>Monthly Disbursement Amount from Exhibit "B" of Grant:</b>	\$ 36,654.00

Dates of Services	Start Date			End Date		
	December	1	2025	December	31	2025

[illegible]

<b>Total Project Cost</b>	\$ 45,147.95
<b>Less: Amount over Exhibit "B" of the Grant</b>	\$ (4,421.28)
<b>Add: Amount to be Recovered from Previous Billing</b>	
<b>Subtotal</b>	\$ 40,726.67
<b>Less: 10% Local Match</b>	\$ (4,072.67)
<b>TOTAL</b>	<b>\$ 36,654.00</b>



# ADMINISTRATION BUILDING AND BUS DEPOT SITE IMPROVEMENTS



## IMPROVEMENTS TO INCLUDE:

- New administration building with training and breakroom.
- New covered bus wash rack building.
- Reconstructed bus depot parking lot and stormwater treatment facility.
- Beautification of the site and improved buffer to adjacent residential uses treatment facility.

## THANKS!



- Project championed by former State Rep. Bobby Payne and former State Sen. Travis Hutson.
- Funded by the State of Florida's Transportation Trust Fund under FDOT Financial Project No. 453223-1-94-01; Contract No. G2T27.
- Supported by and in partnership with FDOT, the Putnam County Board of County Commissioners, the City of Palatka, and other elected officials from Putnam County municipalities.

