

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MAY 14, 2014

Directors:

City of Lakeland Commissioner Keith Merritt (Chairman)
City of Lakeland Commissioner Don Selvage (Vice-Chairman)
Polk County Commissioner John Hall (Secretary)
Polk County Commissioner George Lindsey
City of Lakeland Commissioner Jim Malless

Executive Director: Tom Phillips
Attorneys: Ben and Tim Darby
Administrative Assistant: Tina Moore

Call to Order

8:30 a.m. by Chairman Merritt

Roll Call

<u>Present</u>	<u>Absent</u>	<u>Arrived Late</u>
Commissioner Lindsey	Commissioner Malless	Commissioner Hall 8:40a.m.
Commissioner Merritt		
Commissioner Selvage	(Exhibit 1)	

Welcome

The Executive Director introduced the new Chief Financial Officer, David Persaud to the Board.

Agenda Item #1 - Approval of Minutes

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Selvage:

“Approval of April 9, 2014, Board of Directors Meeting Minutes.” (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

No comments at this time.

Board meeting was recessed at 8:34 a.m. to conduct a Public Hearing on the Program of Projects (POP).

Board meeting was reconvened at 8:37 a.m.

Commissioner Hall arrived at the meeting at 8:40 a.m.

Agenda Item #3 - Awards and Commendations

Items discussed:

- A GEM Award was given to Citrus Connection employees: Lisa Harris, Contract/Grant Specialist, and Marco Reinoso, IT Analyst.

Agenda Item #4 – Legal Matters

Resolution #14-05, Expanding the District Boundaries

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Selvage:

“Approval of the expansion of the District Boundaries located at 3150 Kathleen Road, and associated Resolution #14-05, by Roll Call Vote.” *(Exhibit 3)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner Hall	Yes
Commissioner Lindsey	yes
Commissioner Merritt	Yes
Commissioner Malless	Absent
Commissioner Selvage	Yes

Resolution #14-06, Expanding the District Boundaries

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Selvage:

“Approval of the expansion of the District Boundaries located at 4830 Drane Field Road, and associated Resolution #14-06, by Roll Call Vote.” *(Exhibit 4)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner Hall	Yes
Commissioner Lindsey	yes
Commissioner Merritt	Yes
Commissioner Malless	Absent
Commissioner Selvage	Yes

Lakeland Youth Summer of Safety Universal Access Program (UAP)

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Selvage:

“Approval of the Lakeland Youth Summer of Safety Universal Access Program as circulated to the Board.” *(Exhibit 5)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The agreement provides youth residing within the city limits of Lakeland between the ages of 12 and 18 years old unlimited access to public transit as a safe means of commuting, and to provide enhanced access to transportation for summer employment, internships, and/or summer activities.
- The City of Lakeland will fund the program by using state asset forfeiture money collected by the police department.
- The agreement is for a period of three (3) months commencing on June 1, 2014, through August 31, 2014.

Winter Haven Youth Summer of Safety Universal Access Program (UAP)

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Selvage:

“Approval of the Winter Haven Youth Summer of Safety Universal Access Program.” *(Exhibit 6)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The agreement provides youth residing within the city limits of Winter Haven between the ages of 12 and 18 years old unlimited access to public transit as a safe means of commuting, and to provide enhanced access to transportation for summer employment, internships, and/or summer activities.
- The City of Winter Haven will fund the program by using state asset forfeiture money collected by the police department.
- The agreement is for a period of three (3) months commencing on June 1, 2014, through August 31, 2014.

Other Legal Items discussed:

- A private meeting will be held following the May 11, 2014, LAMTD Board of Directors Meeting to discuss the settlement of the Ours lawsuits. The private meeting will begin at 10:00am and a certified Court Reporter will be present.

Agenda Item #5 - Financial Matters

Financial Statement

Distributed an unaudited Financial Statement for the month of March 2014. *(Exhibit 7)*

Items discussed:

- Budgetary narratives will be added to the financial statements in the future.

FY14 Audit Progress Report

Items discussed:

- The District and the Polk Transit are required to engage the services of an independent certified public accountant to audit the financial records of the District and Authority on an annual basis. The audits consist of a financial audit and the National Transit Database (NTD) audit.
- The Districts audit is in progress and should be completed by the end of June 2014.

Resolution #14-07, Florida Department of Transportation (FDOT) Joint Participation Agreement Grant Application, Section 5316

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Hall:

"Approval of Florida Department of Transportation Joint Participation Agreement Grant Application, Section 5316 and associated Resolution #14-07, by Roll Call Vote." *(Exhibit 8)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner Hall	Yes
Commissioner Lindsey	yes
Commissioner Merritt	Yes
Commissioner Malless	Absent
Commissioner Selvage	Yes

Items discussed:

- The grant will fund the continued operation of Saturday service and thirty minutes headways in order to serve the increasing ridership numbers along the South Florida Corridor known as Route 1.
- FDOT has allocated the funding in the amount of \$351,858 for fiscal year 13/14.

Resolution #14-08, Florida Department of Transportation (FDOT) Joint Participation Agreement Grant Application, Section 5317

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Hall:

“Approval of Florida Department of Transportation Joint Participation Agreement Grant Application, Section 5317 and associated Resolution #14-08, by Roll Call Vote.” *(Exhibit 9)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner Hall	Yes
Commissioner Lindsey	yes
Commissioner Merritt	Yes
Commissioner Malless	Absent
Commissioner Selva	Yes

Items discussed:

- The grant will fund the continued operation of Saturday service and thirty minutes headways in order to serve the increasing ridership numbers along the South Florida Corridor known as Route 1.
- FDOT has allocated the funding in the amount of \$135,509 for fiscal year 13/14.

Resolution #14-09, Florida Department of Transportation (FDOT) Joint Participation Agreement Grant Application

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Hall:

“Approval of Florida Department of Transportation Joint Participation Agreement and associated Resolution #14-09, by Roll Call Vote.” *(Exhibit 10)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner Hall	Yes
Commissioner Lindsey	yes
Commissioner Merritt	Yes
Commissioner Malless	Absent
Commissioner Selva	Yes

Items discussed:

- FDOT has allocated the funding in the amount of \$127,248 for fiscal year 13/14 under the State Public Transit Corridor Program for operating, marketing, and promotional expenditures of a transit corridor service operating along South Florida Avenue and State Road 37, known as Route 3.

Resolution #14-10, Amended Budget

On a motion made by, Commissioner Lindsey, and seconded by Commissioner Hall:

“Approval of the amended FY13/14 Budget and associated Resolution #14-10, by Roll Call Vote.” *(Exhibit 11)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner Hall	Yes
Commissioner Lindsey	yes

Commissioner Merritt	Yes
Commissioner Malless	Absent
Commissioner Selvage	Yes

Items discussed:

- The District has received three (3) grants in FY13/14 that require an amendment to the current year's budget to reflect the grant income and the related grant expenses.

Agenda Item #6 – Memo of Understanding with TWU

On a motion made by, Commissioner Selvage, and seconded by Commissioner Lindsey:

“Approval of the Memorandum of Understanding between the District and the Transport Workers Union (TWU) of America AFL-CIO Local 525.” *(Exhibit 12)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The District shall provide up to a \$1,200 annual allowance to all full-time employees which equals a credit of \$46.15 per pay period from all full-time employees to be used for the purpose of subsidizing dependent coverage or for the election of supplemental coverage (AFLAC) made available by the District.

Agenda Item #7 – Public Outreach Efforts

Items Discussed:

- Cathy Wolosin, Director, Community Relations & Marketing, briefed the Board on public outreach efforts being made by Citrus Connection.
- Informed the Board of an upcoming ribbon cutting for the Youth Summer of Safety Universal Access Program. *(Exhibit 13)*
- Carol Saavedra, Polk Vision Representative, thanked the Board for the opportunity of sponsoring this year's Arts in Transit week. A slide show was shown to the Board from the Arts in Transit Week events.
- Discussed having another Arts in Transit week prior to the November elections.

Action Item – Examine the District's Budget for FY 14/15 to fund a second week of Arts in Transit.

Agenda Item #8 – Reports

FDOT Report

- Jan Parham, FDOT Representative, had no comments to share at this time.

Polk County Transit Services Report (PCTS)

Items discussed:

- Gwen Johnson, PCTS Representative had no comments to share at this time.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for April 2014: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 14)*
- Monthly Activities report was distributed to the Board. *(Exhibit 15)*
- Informed the Board of upcoming meetings and speaking engagements.
- Working with Salvation Army to provide bus service to their new location on Kathleen Road.

- Discussed the issue with the Veterans wrapped bus.
- There will be major changes to the Medicaid transportation program beginning on June 1, 2014.

Action Item – Commissioner Selvage requested ridership data at the end of the Youth of Summer Safety program.

Public Meeting was recessed at 9:59 a.m. to conduct a Private Meeting regarding Ours settlement.

Private Meeting – Under F.S. 286.011(8)

Present at the Private Meeting; LAMTD Board of Directors, John Hall, George Lindsey, Keith Merritt, and Don Selvage; Attorneys, Ben Darby, Tim Darby; Attorney, Clay Morris; Executive Director, Tom Phillips; and a certified Court Reporter.

- During the Public Meeting, LAMTD Attorney, Ben Darby, announced the commencement of the Private Meeting.
- A certified court reporter was also present to transcribe the Private Meeting; however the Private Meeting minutes will not be made public until the conclusion of the Ours settlement.

Private Meeting was adjourned at 10:30 a.m. by LAMTD Attorney, Ben Darby.

Public Meeting was reconvened at 10:32 a.m.

Present at the Public Meeting; LAMTD Board of Directors, John Hall, George Lindsey, Keith Merritt, and Don Selvage; Attorneys, Ben Darby and Tim Darby; Executive Director, Tom Phillips.

On a motion made by, Commissioner Selvage, and seconded by Commissioner Lindsey:

“Approval of the Ours settlement of \$256,179.43 at the recommendation of both internal and external Council and to give the Chairman of the LAMTD Board of Directors the authorization to sign the Ours settlement agreement.”

MOTION CARRIED UNANIMOUSLY

Agenda Item #9 – Other Business



Items discussed:

- A PowerPoint presentation of the Lakeland Terminal improvements was shown to the Board.
- Digitech will be patching the Veterans bus as soon as possible.

Adjournment

10:38 a.m.

Approved this 11 day of June, 2014.

Chairman – Commissioner Keith Merritt
(Acronyms – Exhibit 16)



Minutes Taker – Tina L. Moore