

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 8, 2012

Directors:

Polk County Commissioner Bob English (Chairman)
City of Lakeland Commissioner Keith Merritt (Vice-Chairman)
City of Lakeland Mayor Gow Fields
Polk County Commissioner Sam Johnson
City of Lakeland Commissioner Don Selvage

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

Call to Order

9:00 a.m. by Chairman English

Roll Call

Present

Commissioner English
Commissioner Johnson
Commissioner Merritt
Commissioner Selvage

Arrived Late

Mayor Fields 9:03 a.m.

(Exhibit 1)

Agenda Item #1 – Consent Agenda

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

“Approve Consent Agenda for individual items as indicated on their summary sheets.”

- Agenda Item #2 - Approval of July 11, 2012, Meeting Minutes.
- Agenda Item #7 - My Ride Plan.
- Agenda Item #9 - Collective Bargaining Agreement.

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Approval of Minutes - refer to Agenda Item #1 CONSENT AGENDA

“Approval of July 11, 2012, Board of Directors Meeting Minutes.” *(Exhibit 2)*

Agenda Item #3 – Public Comments

Items discussed:

- Kevin Smith, President of Transport Workers Union, informed the Board the Collective Bargaining Agreement (CBA) has been a successful process and looks forward to working with the District’s employees. Also, thanked Tom Phillips for all of his hard work on the CBA.
- Carol Castagnero, Resident of Lakeland, discussed her concerns regarding the bus stop located at Robinson and north Florida Avenue and asked that the stop be removed. Ms. Castagnero distributed Epilepsy Services brochures to the Board. *(Exhibit 2)*

Agenda Item #4 – Awards and Commendations

No GEMs for the month of July.

Agenda Item #5 - Legal Matters

On a motion made by, Mayor Fields, and seconded by Commissioner Selvage:

“Board approve the agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and Southeastern University (SEU) Universal Access Program (UAP) to all Citrus Connection and Winter Haven Area Transit (WHAT) Fixed Routes for Southeastern University students and staff.” *(Exhibit 4)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The Board of County Commissioners approved the agreement on August 7.
- SEU will hold a ribbon cutting and lunch on August 20 at the university to kick off the agreement.
- The employment agreement between the District and the Executive Director provides the Executive Director’s salary for the second year of the initial two (2) year term will be set by the Board based on a performance evaluation. The anniversary date of the Executive Director’s contract is August 29. Legal suggested the performance evaluation commence on August 8 and will contact Tommy Hamrick from the City of Lakeland to facilitate the evaluation.
- Legal will send the performance evaluations to the Board.

Agenda Item #6 – Financial Matters

Financial Statement

Distributed unaudited June 2012 Financial Statement. *(Exhibit 5)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$86.96, and FY12 cost per hour forecast is \$88.22.

Preliminary FY13 Budget

Items discussed:

- Reviewed Preliminary FY13 Budget in its entirety. *(Exhibit 6)*

Agenda Item #7 – My Ride Plan - refer to Agenda Item #1 CONSENT AGENDA

“Board approve and adopt “My Ride” Plan which is the draft Consolidated Transit Development Plan (TDP), for LAMTD and WHAT for FY 2013-2022, for submission to the Florida Department of Transportation, which includes the capital and operating cost of 31.8 million and includes matching revenue projections of 31.8 million and for the recommended service improvements for WHAT and LAMTD .” *(Exhibit 7)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #8 – Enterprise Resource Planning (ERP) Software and Implementation

On a motion made by, Commissioner Selvage, and seconded by Mayor Fields:

“Board approve award of Contract #12-004, ERP Software and Implementation to Edmunds & Associates, Inc. for a one (1) year base term in the amount not to exceed \$125,000, subject to review by Counsel.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- ERP Software integrates the essential back office business functions of Finance and Accounting, Requisitioning and Procurement, and Human Resources into a single computer application. *(Exhibit 8)*
- The top two (2) ranked firms entered into negotiations providing product demonstrations and best and final pricing. The evaluation resulted in Edmunds & Associates, Inc. being selected.

Miscellaneous Architectural and Engineering (A&E) Services

On a motion made by, Mayor Fields, and seconded by Commissioner Selvage:

“Board approve award of Contract #12-006, (a) and (b), Misc A&E Services to Lunz Prebor Fowler Architects and Furr & Wegman Architects, P.A. for a two (2) year base term in an amount not to exceed \$1,000,000, subject to review by Counsel.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The A&E services pool was procured for multiple firms to perform various A&E services under a variety of projects. Two (2) known projects pending deployment are: 1) Park and Ride Lot located at US 98 north and Pyramid Parkway, and 2) design and engineering of ADA deployment pads and bus shelter pads. *(Exhibit 9)*
- The top two (2) ranked firms provided fair and reasonable labor rates as compared to the Bureau of Labor and Statistics.

Agenda Item #9 – Collective Bargaining Agreement – refer to Agenda Item #1 CONSENT AGENDA

“Board approve the Collective Bargaining Agreement (CBA) with the Transport Workers Union (TWU) of America AFL-CIO Local 525 for the time period of August 8, 2012, to August 8, 2015.” *(Exhibit 10)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #10 – Second Quarter Trip Screening Index (TSI) Report

Items discussed:

- The Second Quarter TSI results, comparisons, and the new Community Score Card were presented to the Board. *(Exhibit 11)*

Agenda Item #11 – Reports

FDOT Report

- No report given at this time.

PT Update

- Photos of the soon-to-be wrapped Legoland themed bus were shown to the Board. *(Exhibit 12)*

- Legoland's Universal Access Program (UAP) agreement has been approved by all Boards and will go live on August 23, with a ribbon cutting event at Legoland.

Executive Director Report

- All Citrus Connection employees will take part in the District's Annual Morale Survey, which will begin in August 2012. This survey will host some of the same questions asked on the 2008 Moral Survey. Survey is located on-line at Survey Monkey.
- An Eno-tran news article on the District and Polk Transit were distributed to the Board. *(Exhibit 13)*
- Dean Kirkland-McMillan and Paul Simmons were accepted into Eno-trans Mid-level Management Training Course.
- Polk State College's UAP will be re-launched in the fall when students and staff return to school.
- Discussed Map21, Moving Ahead Progress.
- Staff and Rebecca Leng, Lighthouse for the Blind, met with Lakeland Resident Carol Castagnero to discuss her concerns with the bus stop located at north Florida Avenue and Robinson. Staff contacted Epilepsy Services regarding the bus stop and they along with the District and the Lakeland Police Department could find no negative issues with the bus stop. Staff recommended the bus stop to stay where it is currently located.
- On August 7, Attorney, Ed McKenna gave a training course to all of the District's management on how to work in a union environment.
- In September, the LAMTD Public Hearings and Board Meeting will be held at the Lakeland City Hall in their Commissioners Conference Room. Thereafter, all LAMTD Public Hearings and Board Meetings will be held in the new modular that will be located at 1212 George Jenkins Blvd.
- Recognized and congratulated the Revenue Services Staff for being ask by Ed Coven, Section Chief for FDOT Projects, to present the TSI Report and Community Score Card as best practices at the FPTA Annual Conference.
- Distributed Performance Indicators for July 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 14)*

Agenda Item #12 – Other Business

Items discussed:

- Commissioner Selvage thanked Staff for handling the wounded warrior transportation requirements for Marine Unit from Washington.
- Commended a bus operator that drove the bus to the National Night Out event for being a good ambassador for the District.
- Discussed hosting a Lakeland Economic Development Council (LEDC) meeting.

Adjournment

10:45 a.m.

Approved this 17 day of Sep., 2012.

Bob E. O.

Chairman – Commissioner English

(Acronyms – Exhibit 15)

Tina L. Moore

Minutes Taker – Tina L. Moore