

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 12, 2012

Directors:

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

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

Call to Order

9:02 p.m. by Vice-Chairman Merritt

Roll Call

Present

Mayor Fields
Commissioner Hall
Commissioner Lindsey
Commissioner Merritt
Commissioner Selvage

(Exhibit 1)

Welcome

Tom Phillips welcomed Polk County Commissioner's John Hall and George Lindsey to the LAMTD Board of Directors.

Agenda Item #1 - Election of Officers

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

"Appoint Commissioner Keith Merritt as Chair of the LAMTD Board of Directors for a one year period beginning December 12, 2012, meeting through the end of the December 2013 meeting."

NOMINATION CARRIED UNANIMOUSLY

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

"Appoint Commissioner Don Selvage as Vice-Chair of LAMTD Board of Directors for a one year period beginning December 12, 2012, meeting through the end of the December 2013 meeting."

NOMINATION CARRIED UNANIMOUSLY

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

“Appoint Commissioner John Hall as Secretary of the LAMTD Board of Directors for a one year period beginning December 12, 2012, meeting through the end of the December 2013 meeting.”

NOMINATION CARRIED UNANIMOUSLY

Agenda Item #2 - Consent Agenda

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

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

- Agenda Item #3 – Approval of November 14, 2012, Meeting Minutes.
- Agenda Item #10 – Community Transportation Coordination Interlocal Agreement.

MOTION CARRIED UNANIMOUSLY

Agenda Item #3 - Approval of Minutes - refer to Agenda Item #1 CONSENT AGENDA

“Approval of November 14, 2012, Board of Directors Meeting Minutes.” *(Exhibit 2)*

Agenda Item #4 - Public Comments

No comments at this time.

Agenda Item #5 - Awards and Commendations

Items discussed:

- No GEM Award recipients at this time.
- Tom Phillips was presented with a plaque commemorating his honor of being nominated as a Top Forty Under Forty Award recipient by Mass Transit Magazine.

Agenda Item #6 - Action Item

Board Action Item was addressed. *(Exhibits 3)*

Agenda Item #7 - Legal Matters

Designate a Representative to attend the mediation in the Coleman Case

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

“Board appointed Executive Director, Tom Phillips, to represent the District at the mediation in the Coleman Case.”

MOTION CARRIED UNANIMOUSLY

University of South Florida Universal Access Program

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 University of South Florida Universal Access Program (UAP) to all Citrus Connection and Winter Haven Area Transit (WHAT) Fixed Routes for University of South Florida students and staff.” *(Exhibit 4)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The monthly rate to be charged to University of South Florida (USF) by LAMTD and the County for transit service will be \$2475.00.
- The initial term of the agreement shall be for a period of one (1) year commencing on January 7, 2013.
- The agreement will go before the BoCC at the December Board meeting for an approval.
- USF agrees to provide all current students, faculty, and staff with a photo identification card which shall include an expiration date.
- USF agrees to design and fund the wrapping of one (1) District bus with USF artwork and advertisement.

Agenda Item #8 - Financial Matters

Financial Statement

Distributed unaudited October 2012 and November 2012 Financial Statements. *(Exhibit 5)*

Items discussed:

- The District is a Federal Transit Administration (FTA) grantee and is required to follow FTA's Standard Chart of Accounts.
- An excerpt from the FTA's handbook of Standard Chart of Accounts was distributed and reviewed with the Board. *(Exhibit 6)*
- Reviewed the format of the Financial Statements for the benefit of the new Board members.
- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$84.65, and FY12 cost per hour forecast is \$84.65.

Action Item:

If the District used Compressed Natural Gas (CNG) what would be our return on investment?

Resolution #13-06 – Supplemental Joint Participation Agreement (JPA) for Fuel Efficiency Initiative

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

“Board approve Resolution #13-06 – Joint Participation Agreement (JPA) for Fuel Efficiency Initiative, by roll call vote. *(Exhibit 7)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Mayor Fields	Yes
Commissioner Hall	Yes
Commissioner Lindsey	Yes
Commissioner Merritt	Yes
Commissioner Selvage	Yes

Items discussed:

- FDOT has approved funding for a Service Development Grant to pursue a fuel efficiency initiative.

- The total project amount is \$507,500 which will be funded jointly by FDOT (50%) and the District (50%).

Agenda Item #9 - Resolution #13-05 – Florida Department of Transportation (FDOT) serve as the designated recipient of Federal Transit Administration Section 5310 Funds for the Lakeland Transportation Management Areas (TMA).

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

“Board adopt Resolution #13-05 – approving the selection of FDOT as the Designated Recipient of FTA Section 5310 funds for the Lakeland TMA, by roll call vote. (Exhibit 8)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Mayor Fields	Yes
Commissioner Hall	Yes
Commissioner Lindsey	Yes
Commissioner Merritt	Yes
Commissioner Selvage	Yes

Items discussed:

- The Lakeland urbanized areas were identified as having a population over 200,000 as part of the 2010 Census. This action necessitated the appointment of a Designated Recipient to receive and apportion FTA Section 5310 transit funding allocated to the new TMA’s for eligible program activities within the Lakeland Urbanized Areas.
- The selection of a Designated Recipient is made by the Governor with the concurrence of the local metropolitan planning organization and transit operators. The FDOT acted on behalf of the Governor in this matter.

Agenda Item #10 – Community Transportation Coordination (CTC) Interlocal Agreement refer to Agenda Item #1 CONSENT AGENDA

“Approval of Standard Coordination / Operator Agreement 2012-2013.” (Exhibit 9)

Agenda Item #11 – Proposed Route Changes

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

“Board approve the route changes as indicated at the November Board of Directors Meeting with an effective date of January 7, 2013.” (Exhibit 10)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- A PowerPoint presentation on the TSI Third Quarter Report and Community Scorecard was shown to the Board. (Exhibit 11)
- A PowerPoint presentation on the proposed route changes was shown to the Board. (Exhibit 12)
- Public workshops were held at the terminal and other various locations. (Exhibit 13)

Action Item:

Set up a meeting with the Lake Hunter Terrace Homeowners Association to discuss public transportation.

Agenda Item #12 – Florida Southern College Presentation

Items discussed:

- Traditional Customer Appreciation Day was held on Friday, November 23, the day after Thanksgiving, with all rides free for the entire day on both LAMTD and WHAT routes. LAMTD's ridership for the day was 5,666 compared to last year's ridership of 4,179.
- USF's Advertising and Public Relations class project – "how to get more students to ride the bus" video was shown to the Board.
- On December 5, USF's Advertising and Public Relations class presented their findings to students, faculty, staff, and guest.

Agenda Item #13 – Reports

FDOT Report

- Jan Parham, FDOT Representative, introduced herself to the new Board members.
- Rodney Wetzel, Polk County Transit Services, discussed the grant process to the new Board members.

Executive Director Report

- Distributed Performance Indicators for September 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 14)*
- Distributed the third update to the Board on the FTA Maintenance Report. *(Exhibit 15)*
- Monthly Activities report was distributed to the Board. *(exhibit 16)*
- The District is partnering with Polk Works with their 2013 initiative "Race to Place".
- Regional Mobility Call Center opening has been delayed due to some procurement issues. Estimated go-live date is late January 2013.
- QR Codes are going through an approval process with FDOT.

PT Update

- New bus routes; Route 416, 417, and the SMART Shuttle will be coming to the Haines City area. The new routes are to begin in December 17, 2012, and the routes are funded by Board of County Commissioners.
- My Ride Plan presentations are ongoing throughout the County.
- Polk Transit logos will be placed on LYNX buses that run routes in the Polk Transit service area.

Action Item:

Research news articles on HART's 2010 failed referendum.

Curb Appeal

- Luis Suazo-Hurtado, Fixed Route Supervisor, showed a PowerPoint presentation to the Board depicting Bus Operators parking close to the curb at the Lakeland Square Mall.

Agenda Item #14 – Other Business

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

"Board approve the Community Transportation Coordination (CTC) Interlocal Agreement between Polk County's Board of County Commissioners (BoCC) and Lakeland Area Mass Transit District (LAMTD) with the revision that the indemnification obligation of the District in paragraph 9 provides the LAMTD's contractual indemnity will be limited to the sovereign immunity limits to which the BoCC is subject to as well, motion is based upon the County Attorney's final approval." *(Exhibit 17)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Agenda Item #10 – Community Transportation Coordination Interlocal Agreement’s Consent Agenda approval was amended.

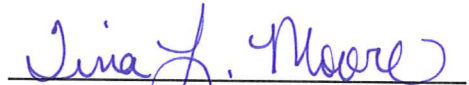
Adjournment

10:56 a.m.

Approved this 9 day of January, 20 13.



Chairman – Commissioner Keith Merritt



Minutes Taker – Tina L. Moore

(Acronyms – Exhibit 18)