

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
JANUARY 9, 2013

**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**

9:03 p.m. by Chairman Merritt

**Roll Call**

Present

Mayor Fields  
Commissioner Hall  
Commissioner Lindsey  
Commissioner Merritt  
Commissioner Selvage

*(Exhibit 1)*

**Agenda Item #1 - Approval of Minutes**

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

**“Approval of December 12, 2012, Board of Directors Meeting Minutes.”** *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 - Public Comments**

No comments at this time.

**Agenda Item #3 - Awards and Commendations**

Items discussed:

- Tom Phillips recognized a local artist, Ronald Fields and presented him with a letter of recommendation signed by the Chairman of the Board of Directors. *(Exhibit 3)*
- Mr. Fields art work is being showcased on the walls of Citrus Connection.
- GEM Awards were given to Citrus Connection employees: Julie Jencks, Accounting Associate, and Luis Suazo-Hurtado, Supervisor of Fixed Route Operations.

**Agenda Item #4 - Action Item**

Board Action Items were addressed. *(Exhibit 4)*

**Action Item – How much cleaner is compressed natural gas (CNG) over clean diesel?**

**Agenda Item #8 – Disposition of Vehicles – Taken out of order**

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

**“Board approve to dispose of four rolling stock buses that have surpassed their useful life in years of service and/or mileage as defined by the Federal Transit Administration Circular 5010.1C- Grant Management Guidelines, Chapter II, Paragraph 3.f.(4).”**

**MOTION CARRIED UNANIMOUSLY**

**Items discussed:**

- Vehicles will be disposed of through a private sell and the buses that cannot be sold will be disposed of as scrap.
- Based on the information from the buyer, no proceeds will exceed \$5,000 per unit.
- All buses that are listed will be disposed of by January 31, 2013.

**Agenda Item #5 - Legal Matters**

**Amendment No. 1 to Universal Access Service Agreement between University of South Florida, Polk County, and LAMTD.**

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

**“Board approve the Amendment No. 1 to Universal Access Service Agreement between University of South Florida, Polk County, and Lakeland Area Mass Transit District.”** *(Exhibit 5)*

**MOTION CARRIED UNANIMOUSLY**

**Items discussed:**

- Section No. 1 and No. 15 were amended.
- The Amendment No. 1 will go before the BoCC at the January 22, 2013, Board meeting for an approval.

**Cost Sharing Agreement**

**Items discussed:**

- Informational item only.
- Cost Sharing Interlocal Agreement will go before the BoCC at the January 14, 2013, Board meeting for an approval and then back before the LAMTD Board at the February 13, 2013, Board meeting.

**Agenda Item #6 - Financial Matters**

**Financial Statement**

Distributed an unaudited Financial Statement for a two (2) month period, October 2012 and November 2012. *(Exhibit 6)*

**Items discussed:**

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.60, Year-to-date cost per revenue hour is \$82.18, and FY12 cost per hour forecast is \$82.18.

Resolution #13-07 – Florida Department of Transportation (FDOT) Grant Application

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

**“Board approve to execute a FDOT Grant Application, and associated Resolution #13-07, for submission to FDOT, by roll call vote.”** *(Exhibit 7)*

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

<b>Mayor Fields</b>	<b>Yes</b>
<b>Commissioner Hall</b>	<b>Yes</b>
<b>Commissioner Lindsey</b>	<b>Yes</b>
<b>Commissioner Merritt</b>	<b>Yes</b>
<b>Commissioner Selvage</b>	<b>Yes</b>

Items discussed:

- In 2011, the District submitted a grant application under Section 5317 (New Freedom Program) to secure funding for the operation of Fixed Route service on Saturday, and to reduce the headway on Route 1 (Florida Avenue) from 60 minutes to 30 minutes.
- The FDOT Grant Application and Resolution #13-07 is for the continuation of the project under Section 5310 of the new surface transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).

Resolution #13-08 – Florida Department of Transportation (FDOT) Grant Application

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

**“Board approve to execute a FDOT Grant Application, and associated Resolution #13-08, for submission to FDOT, by roll call vote.”** *(Exhibit 8)*

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

<b>Mayor Fields</b>	<b>Yes</b>
<b>Commissioner Hall</b>	<b>Yes</b>
<b>Commissioner Lindsey</b>	<b>Yes</b>
<b>Commissioner Merritt</b>	<b>Yes</b>
<b>Commissioner Selvage</b>	<b>Yes</b>

Items discussed:

- The grant application is for the new express bus service to operate between Lakeland (Park and Ride Lot) and Tampa.
- The grant is being submitted under Section 5311 of the new surface transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).
- The estimated capital cost is approximately \$135,000 and will fund two (2) 23 foot medium duty buses.

Resolution #13-09 – Florida Department of Transportation (FDOT) Grant Application

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

**“Board approve to execute a FDOT Grant Application, and associated Resolution #13-09, for submission to FDOT, by roll call vote.”** *(Exhibit 9)*

**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 grant application is for the new express bus service to operate between Lakeland (Park and Ride Lot) and Tampa.
- The grant is being submitted under Section 5311 of the new surface transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).
- The estimated operating cost is approximately \$335,000 and will fund service from Monday through Friday between the hours of 5am and 9pm, with a two (2) hour headway.

**Agenda Item #7 – Fire Extinguisher Services – Inspections, Maintenance, Repair, and Recharging**

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

**“Board approve award of Contract #13-003, Fire Extinguisher Services – inspections, maintenance, repair, and recharging to VSC Fire & Security, Inc., for a one (1) year base term and two (2) – one (1) year option terms, in an amount not to exceed \$25,000 annually, subject to review by counsel.”** *(Exhibit 10)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- The District issued a Request for Quote on behalf of the Facilities and Fleet Maintenance Departments, for experienced and qualified firms interested in providing fire extinguisher services.
- The solicitation was provided to seven (7) firms selected from the District’s vendor database, Disadvantaged Business Enterprise firms found on the BizNet website, and through Internet research.
- All bus operators receive fire extinguisher training.

**Agenda Item #8 – Disposition of Vehicles**

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

**“Board approve to dispose of four (4) rolling stock buses that have surpassed their useful life in years of service and/or mileage as defined by the Federal Transit Administration Circular 5010.1C, Grant Management Guidelines, Chapter II, Paragraph 3.f.(4).”**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Disposal of the vehicles will be through a private sale and the buses that cannot be sold will be disposed of as scrap.
- Based on the information from the buyer, no proceeds will exceed \$5,000 per unit.
- All buses listed on the Disposal Vehicle Chart will be disposed of by January 31, 2013.  
*(Exhibit 11)*

**Agenda Item #9 – Human Resources Policy – Benefit Change for LAMTD Family Bus Riders**

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

**“Board approve the LAMTD Employee / Dependent Transportation Policy.”** *(Exhibit 12)*

**MOTION CARRIED WITH 2 NAYS and 3 YAYS**

Items discussed:

- The District would like to offer Citrus Connection employee’s family members spouse and children under the age of 19 years old and that live in the same household the opportunity to ride the fixed route transit system at no cost.
- Qualified family members would only have to show a Citrus Connection issued identification badge.
- This request follows best practices from other state transit agencies.
- A lengthy discussion ensued.

**Agenda Item #10 – Reports**

FDOT Report

- Jan Parham, FDOT Representative, discussed the upcoming deadline for grants submission.
- FDOT is working on a program of projects of all grant applications that will be submitted to Tallahassee by April 3.

Executive Director Report

- Distributed Performance Indicators for December 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 13)*
- Monthly Activities report was distributed to the Board. *(exhibit 14)*
- My Ride Plan presentations are ongoing throughout the County.
- Informed the Board of upcoming meetings.
- Current price for diesel is \$3.06.
- Working with the City of Lakeland and Polk County Transit Services to coordinate a celebration of Black History Month in February.
- The Board was asked to forward any contact information to Staff they may have on African Americans within the community.
- Discussed the BoCC’s Polk County Efficiency Commission.

**Action Item:**

**Is the District putting a bus in Lakeland’s annual Martin Luther King Parade?**

PT Update

- Thanked Bill Knieriem, Dean Kirkland-McMillan, and Paul Simmons for their hard work on the new route changes that went into effect on January 7, 2013.

**Agenda Item #11 – Other Business**

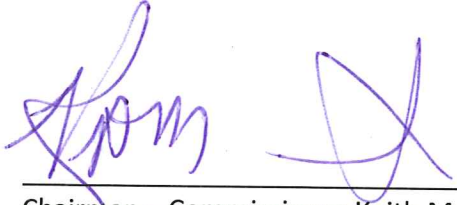
Items discussed:

- Commissioner Lindsey thanked Staff for the new Board member orientation.
- Staff will be ordering the Board members Citrus Connection business cards.
- Board members will now be issued Citrus Connection identification badges.

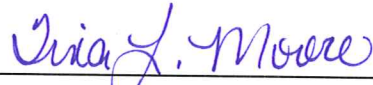
**Adjournment**

10:23 a.m.

Approved this 13 day of February, 2013.



Chairman – Commissioner Keith Merritt



Minutes Taker – Tina L. Moore

*(Acronyms – Exhibit 15)*