

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
JULY 10, 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

8:30 a.m. by Chairman Merritt

Roll Call

Present

Mayor Fields
Commissioner Hall
Commissioner Merritt
Commissioner Selvage

Excused Absence

Commissioner Lindsey

(Exhibit 1)

Agenda Item #1 - Approval of Minutes

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

“Approval of June 12, 2013, 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:

- GEM Award were given to Citrus Connection employee: Susan Alfano, HR Coordinator, and Marcia Roberson, Paratransit Operations Supervisor.
- Thanked Dean Kirkland-McMillan, Paul Simms, Dave Walters, and Bus Operator, Richard Murray, for all their efforts the day the Ledger followed a COLTS passenger during his bus ride from his home in Auburndale to the Harrison School of the Arts.

Board meeting was recessed at 8:34 a.m. to conduct a Public Hearing on the DBE Program.

Board meeting was reconvened at 8:40 a.m.

Agenda Item #4 – Board Action Items

Items discussed:

- All Board Action Items were addressed.

Agenda Item #5 – Legal Matters

Items discussed:

- The Executive Director's employment agreement was read to the Board. The agreement renews on August 29, 2013.
- Legal will send the performance evaluations to the Board.
- Tommy Hamrick from the City of Lakeland will facilitate the evaluation.

Agenda Item #6 - Financial Matters

Financial Statement

Distributed an unaudited Financial Statement for the month of May 2013. *(Exhibit 3)*

Items discussed:

- Reviewed Revenues and Expenses.
- Salaries and Benefits are under budget.
- Materials and Supplies over budget due to obsolete parts.
- Prior year cost per hour is \$83.62, Year-to-date cost per revenue hour is \$84.06, and FY12 cost per hour forecast is \$84.48.
- Added the year-to-date revenue hours and year-to-date revenue miles to the financial statement.

Preliminary FY14 Budget

Items discussed:

- Preliminary FY14 Budgets were distributed to the Board. *(Exhibit 4)*
- Reviewed budget line by line for the Board.
- Budget will be presented again at the August 13, Board meeting.

ACTION ITEM: CFO was asked to re-examine the FY14 Budget and to find a way to give all Citrus Connection employees a salary increase.

ACTION ITEM: Legal was asked to research the salaries of Executive Directors in organizations the size of LAMTD to see if we are comparable.

Proposed FY14 Millage Rate

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

“Approval of the proposed aggregate millage rate of .5000 mills.” *(Exhibit 5)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The DR-420, Certification of Taxable Value, is due to the Property Appraiser by August 2, 2013. On the DR-420 Certificate of Taxable Value the maximum allowable millage rate of .5000, the current rate of .5000, and the aggregate rolled back rate of .4831.

Mayor Fields left the Board meeting at 9:23am.

National Transit Database (NTD) Agreed Upon Procedures Report *(Exhibit 6)*

Items discussed:

- One of the requirements for submission of the annual NTD Report is that an independent review of the data and procedures be performed by a third party. The firm Crowe Horwath, LLP performed this review for the FY2012 NTD Report.

- The review covers seven (7) aspects of the report, and is based upon Federal Transit Administration recommended procedures.
- The review of the 2012 submitted report revealed no findings that required reporting to the Board.

ACTION ITEM: Report on the District’s Cyber Security.

Agenda Item #7 – Set Public Hearings for Millage Rate and Budget

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

“Board approve the first Public Hearing for FY14 Millage Rate and Budget on Tuesday, September 3, 2013, at 5:35pm, at the Lakeland City Hall, City Commission Conference Room and the second Public Hearing for FY14 Millage Rate and Budget on Monday, September 16, 2013, at 5:35pm, at the Lakeland City Hall, City Commission Conference Room.

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- The City of Lakeland Public Hearings for Millage Rate and Budget adoption are set for Tuesday, September 3, and Monday, September 16, 2013, at 6:00pm.
- LAMTD intends to hold its Public Hearings on the same day as, and just prior to the City of Lakeland.

Agenda Item #8 – Reports

FDOT Report

- Jan Parham, FDOT representative, distributed a notice regarding a Public Hearing that was held on June 25, 2013, discussing “refuge islands” for pedestrians crossing south Florida Avenue. *(Exhibit 7)*
- Congratulated Staff on the PT RMCC.
- Waiting on program of projects from Tallahassee before FDOT is able to announce the winners of grants.

Polk County Transit Services Report (PCTS)

- Paul Simmons, Director of PCTS, invited the Board to take a tour of the Polk Transit Regional Mobility Call Center (PT RMCC).
- Gave the Board an update on the PT RMCC.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for June 2013: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 8)*
- Monthly Activities report was distributed to the Board. *(Exhibit 9)*
- At the BoCC Board Meeting on June 18, 2013, the BoCC voted unanimously in favor of the 2014 Referendum. Next steps are to educate the public on the referendum.
- Three (3) new Para-transit vehicles will soon be delivered. These vehicles are FTA funded.
- Discussed the Park and Ride project.
- Discussed extending the COLTS program.
- The District will be participating in the Polk Works Summer Youth Program.
- The 2nd annual Art in Transit Brochures were distributed to the Board. *(Exhibit 10)*

- On July 30, at 10:00am the Bikes on Buses partnership kick-off event will be held at the Lakeland Terminal.
- Working on the 10 Pillars of Public Education Campaign.
- Ridership low due to summer season.

Agenda Item #9 – Other Business

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

“Approval of a Sole Source Award to the Trapeze Group, for Trapeze FX Mon, in the amount of \$52,018.” *(Exhibit 11)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- This sole source procurement is necessary as part of the ITS purchased under Collier County Contract 11-5650.


Adjournment

10:10 a.m.

Approved this 13 day of August, 20 13.



Chairman – Commissioner Keith Merritt
(Acronyms – Exhibit 12)



Minutes Taker – Tina L. Moore