

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
JUNE 12, 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 Lindsey
Commissioner Merritt
Commissioner Selvage

Arrived Late

Commissioner Hall 8:31 a.m.

(Exhibit 1)

Agenda Item #1 - Approval of Minutes

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

“Approval of May 8, 2013, Board of Directors Meeting Minutes.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

Items discussed:

- Tom Phillips read a letter to the Board from citizen, John Gerlach, regarding living outside the PT Connect service area and asked the Board to extend the ADA boundaries to accommodate his family member that requires ADA service. He lives 1.5 miles from the nearest bus stop.
- If Mr. Gerlach can get to the bus stop of his choice, then Staff recommended Mr. Gerlach become eligible for medical trips via Polk County Transit Services.

Agenda Item #3 - Awards and Commendations

Items discussed:

- GEM Award was given to Citrus Connection employee: Ernie Coven, Bus Operator, and Jay Steinbauer, Master Technician.

Agenda Item #4 – Board Action Items

Items discussed:

- All Board Action Items were addressed.

Agenda Item #5 – Legal Matters

Resolution #13-10 – 2014 Transit Referendum

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

“Board approve Resolution #13-10 – 2014 Transit Referendum, a resolution relating to referendum on the Charter County Transportation Surtax, remission of half of the proceeds from the Surtax to the Polk Transit Authority, and the levy of Ad Valorem Tax for 2015; providing an effective date.” *(Exhibit 3)*

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 resolution, #13-10, is relating to a referendum to approve a Charter County Transportation Surtax; remission of half of the proceeds from the surtax to the Polk Transit Authority; levy of Ad Valorem Tax for 2015; providing an effective date.
- Discussed the Ours and Coleman lawsuits.

Agenda Item #6 - Financial Matters

Financial Statement

Distributed an unaudited Financial Statement for the month of April 2013. *(Exhibit 4)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.62, Year-to-date cost per revenue hour is \$87.64, and FY12 cost per hour forecast is \$87.74.

Action Item – Report on the average day pass usage by passengers.

Action Item – Add to the financial statement the number of revenue miles.

Agenda Item #7 – Proposed Route Changes

Items discussed:

- Effective on July 1, 2013, Routes 46, 57, and 39 will be modified.
- Public workshops were conducted at the terminal and handouts were provided for riders detailing the changes to allow riders time to adjust their schedules.
- A good ideas presentation was presented to the Board.

Agenda Item #8 – Intelligent Transit System (ITS) Server and Workstation Hardware and Software

Items discussed:

- Advisement to the Board of PO Award for RFQ #13-021, for a one (1) month base term in the amount for \$90,450. *(Exhibit 5)*
- The Board previously approved the ITS contract at the April 10, 2013, LAMTD Board Meeting.

Agenda Item #9 – Employee Referral Policy

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

“Board approve the Employee Referral Policy.” *(Exhibit 6)*

MOTION PASSED WITH 3 YAYS and 2 NAYS

Items Discussed:

- The policy would offer Citrus Connection employees a \$200 bonus for referring qualified candidates to open positions within the company.
- The applicants must have six (6) months of continuous employment with the company for the first payment to initiate, the second payment would be payable when the candidate reaches the twelve month mark of continuous employment.
- A lengthy discussion ensued regarding the policy.

Agenda Item #10 – Reports

FDOT Report

- Jan Parham, FDOT representative, reminded Staff all invoices need to be paid.
- 5310 and 5311 grants have been awarded and awardees will be announced in July.

Polk County Transit Services Report (PCTS)

- Paul Simmons, Director of PCTS, informed the Board the Polk Transit Regional Mobility Call Center (RMCC) ribbon cutting would be held on June 17, at 10:30am.
- Thanked Staff for their hard work on the RMCC.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for May 2013: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 7)*
- Monthly Activities report was distributed to the Board. *(Exhibit 8)*
- At the BoCC Board Meeting on June 18, 2013, the BoCC will vote on the 2014 Referendum.
- Launched the COLTS Program.
- The Learning Resource Center renewed their UAP.
- Discussed setting a goal to launch twelve UAP’s in the next twelve months.
- The Big 4 Radio has changed LAMTD’s radio ads to educate the listeners about the District being good stewards of tax payer dollars.

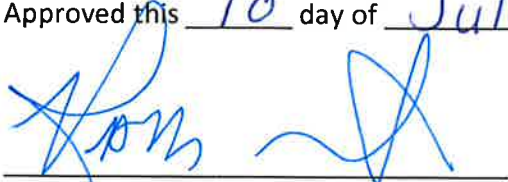
Agenda Item #11 – Other Business

No other business was brought before the Board.

Adjournment of Public Meeting

10:05 a.m.

Approved this 10 day of July, 2013.



Chairman – Commissioner Keith Merritt
(Acronyms – Exhibit 9)



Minutes Taker – Tina L. Moore