

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
JUNE 13, 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

9:03 a.m. by Chairman English

Roll Call

Present

Commissioner English
Mayor Fields
Commissioner Johnson
Commissioner Merritt
Commissioner Selvage

(Exhibit 1)

Agenda Item #1 – Consent Agenda

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

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

- Agenda Item #2 – Approval of May 9, 2012, Meeting Minutes.

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Agenda item #8; Service Agreements between LAMTD, BoCC, and the Learning Resource Center of Polk County, Inc. was removed from the Consent Agenda due to a change in the agreement.

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

“Approval of May 9, 2012, Board of Directors Meeting Minutes.” *(Exhibit 2)*

Agenda Item #3 – Public Comments

No comments at this time.

Board meeting was recessed at 9:04 a.m. to conduct a Public Hearing on the adoption of route changes.

Board meeting was reconvened at 9:10 a.m.

Agenda Item #4 - Awards and Commendations

Items discussed:

- Two (2) Citrus Connection Team Members received GEM Awards: John Duryee, Superintendent Utility Maintenance and Marco V. Reinoso, Information Technology Analyst.

Agenda Item #5 - Legal Matters

No legal matters at this time.

Agenda Item #6 – Financial Matters

Financial Statement

Distributed unaudited April 2012 Financial Statement. *(Exhibit 3)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$86.82, and FY12 cost per hour forecast is \$89.44.
- Human Resource and Risk Manager, Don Wood, resigned.

ACTION ITEM: On the next budget split Legal fees and Professional and Technical fees.

American Recovery and Reinvestment Act (ARRA) Audit

Items discussed:

- LAMTD Fiscal 2011 Audit Report contained a finding related to the identification of direct costs charged to a federal award (grant).
- As a result of the finding, the District requested a review of the questioned costs to validate the District's assertion that the costs were in fact, direct costs.
- On May 11, 2012, LAMTD received the draft Audit Report that resulted from the review. The draft report concluded that the District did have sufficient direct costs to charge to the federal grant. *(Exhibit 4)*

National Transit Database (NTD) Report

Items discussed:

- The LAMTD FY 2011 NTD Report was officially closed on May 7, 2012, and the close-out letter contained no findings, no issues, and two (2) notes. *(Exhibit 5)*

Agenda Item #7 – Revised Part-time Employee Benefits Policy

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

“Board approve a Personal Leave Policy for Part-time Employees, replacing the existing policy titled “Personal Days – Part-time Employees.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The existing policy for benefit time to part-time employees contained confusing language and complex logic. *(Exhibit 6)*
- The proposed policy simplified the rules for granting personal leave for part-time employees, and allows the time to be used in hourly increments. *(Exhibit 7)*

Agenda Item #9 – Modular Building Purchase – Taken Out Of Order

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

“Board approve the purchase of a 2010 or newer modular building intended to replace the existing unit located at 1212 George Jenkins Blvd., for an amount not to exceed \$65,000.” *(Exhibit 8)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- LAMTD is replacing the 24x60 modular office located behind LAMTD Administration Building as its lease agreement is due to expire and the unit no longer offers a functional work space for the District.

Agenda Item #10 – Intended Paratransit Bus Purchase – Take Out Of Order

Items discussed:

- LAMTD recently was notified of a \$200,000 earmark that was awarded to the District in 2010.
- The earmark falls under FTA Section 5309 Capital Programs.
- The intended use of the grant is to purchase four (4) 24’ medium duty buses to be used as Paratransit vehicles.

Agenda Item #8 – Agreements between Lakeland Area Mass Transit District (LAMTD), Board of County Commissioners (BoCC), and the Learning Resource Center of Polk County Inc., Service Agreement

“On a motion made by Commissioner Selvage and seconded by Commissioner Merritt”

“Board approve agreements between Lakeland Area Mass Transit District (LAMTD), Board of County Commissioners (BoCC), and Learning Resource Center of Polk County, Inc., (LRC), Service Agreement for universal access to all Citrus Connection and Winter Haven Area Transit (WHAT) Fixed Routes for current students, and staff.” *(Exhibit 9)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- LRC’s fixed monthly fee of \$911.25 will cover current students and staff rides for a trial time period between June 18, 2012, to August 22, 2012.

Agenda Item #11 – Reports

FDOT Report

- No FDOT Representative was present during the meeting.

PT Update

- Staff invited the Board members to attend the unveiling of the My Ride Plan being held at Polk State College on June 13, at 1:00 pm.
- Distributed and reviewed the My Ride Plan brochures with the Board. *(Exhibit 10)*
- Adoption of the My Ride Plan will go before the LAMTD and PT Board of Directors for approval at the July Board meetings.
- Continuing to meet with the City of Eagle Lake to resolve the matter of having bus service within the City.

Executive Director Report

- Regional Mobility Call Center (RMCC) will go live in December 2012. The phone number for the RMCC is 1-855-PolkBus (765-5287).
- The Mulberry demonstration project, Flex Route, is on hold. Per Legal another referendum would have to be called and approved by the citizens of Mulberry in order for Mulberry to receive bus service.
- Discussed a bus stop being located at the USF Polytechnic college campus.
- 33% ridership increase since the launch of the PSC service agreement. (33% increase does not include WHAT ridership)
- Southeastern University (SEU) has accepted the Universal Access Program and their contract will begin in the fall in conjunction with students returning to school.
- Discussing the Universal Access Programs with Explorations V, Legoland, and Everest University.
- Park and Ride ground breaking ceremony will be held on June 18. *(Exhibit 11)*
- Art in Transit week will begin on June 18 in conjunction with Polk County Commuter Services, "Taking It To The Streets" promotion. *(Exhibit 12)*
- A lengthy discussion ensued regarding funding options for the future of a countywide transit system.
- Collective Bargaining Agreement is still ongoing.
- Reviewed the Performance Indicators for May 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 13)*
- A 15 year vinyl wrap does not exist, the vinyl wraps last two (2) to three (3) years with a maximum of 5 years.

Agenda Item #12 – Other Business

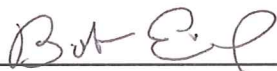
Items discussed:

- Discussed the venue for future LAMTD Board meetings.
- Discussed videoing the Board meetings for the citizens to view.
- A Lengthy discussion ensued regarding the future of public transportation in Polk County.

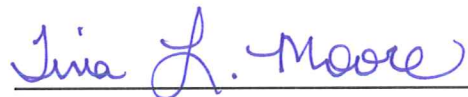
Adjournment of Public Meeting

11:04 a.m.

Approved this 11 day of July, 2012.



Chairman – Commissioner English



Minutes Taker – Tina L. Moore