

LAKELAND AREA MASS TRANSIT DISTRICT
PUBLIC HEARING MEETING MINUTES
MARCH 14, 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

9:06 a.m. by Chairman English

Roll Call

Present

Commissioner English
Mayor Fields
Commissioner Johnson
Commissioner Merritt
Commissioner Selvage

(Exhibit 1)

Agenda Item #1 – Proposed FY 11-12 Program of Projects

Items Discussed:

- Distributed the FY11-12 Program of Projects. *(Exhibit 2)*
- Reviewed each line item of the proposed Program of Projects.

Agenda Item #2 – Public Comments

No comments at this time.

Agenda Item #3 – Adoption of FY 11-12 Program of Projects

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

- **“Approve the proposed FY 11-12 Program of Projects.”** *(Exhibit 3)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 – Proposed Day Pass

Items Discussed:

- April 14, 2012, is the preliminary launch of the three (3) Day Pass units for Adults, Students, and Seniors/Disabled. *(Exhibit 4)*

- Transfer period will be a period of two (2) weeks with an official launch of the Day Pass effective on Wednesday, May 2, 2012. Transfers will be eliminated at that time.

Agenda Item #5 – Public Comments

No comments at this time.

Agenda Item #6 – Adoption of Day Pass

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

“Approve Adoption of the Day Pass.”

MOTION CARRIED BY UNANIMOUSLY

Adjournment

9:35 a.m.

Approved this 11 day of April, 2012.



Chairman – Commissioner English



Minutes Taker – Tina L. Moore

(Acronyms – Exhibit 5)

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MARCH 14, 2012

Directors:

City of Lakeland Commissioner Don Selvage (Chairman)
Polk County Commissioner Bob English (Vice-Chairman)
City of Lakeland Mayor Gow Fields
City of Lakeland Commissioner Keith Merritt
Polk County Commissioner Sam Johnson

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

Call to Order

9:02 a.m. by Chairman English

Roll Call

Present:

Commissioner English
Mayor Fields
Commissioner Johnson
Commissioner Merritt
Commissioner Selvage

Left Early

Commissioner English - 10:50 a.m.

(Exhibit 1)

Agenda Item #1 – Consent Agenda

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

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

- Agenda Item #2 – Approval of February 22, 2012, Meeting Minutes.
- Agenda Item #7 – Submission of State of Good Repair Grants, Bus Livability Grant, & Clean Fuels Grant, Motion of Support for TIGER 4 Grant.
- Agenda Item #7 - Updated Salary Schedule
- Agenda Item #8 - P-Card Policy and Procedure Manual
- Agenda Item #9 - System Safety Program Plan
- Agenda Item #9 - Annual Safety Certification
- Agenda Item #9 - Annual Security Certification

MOTION CARRIED UNANIMOUSLY

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

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

Agenda Item #4 - Awards and Commendations – Taken Out of Order

Items discussed:

- One (1) Citrus Connection Team Member received a GEM Award: James Newton, Apprentice Technician.

Board meeting was recessed at 9:05 a.m. to conduct a public hearing on the Proposed Day Pass Changes.

Board meeting was reconvened at 9:36 a.m.

Agenda Item #3 - Public Comments

No comments at this time.

Agenda Item #5 - Board Action Items

All Board Action Items were addressed. *(Exhibit 3)*

Agenda Item #6 - Legal Matters

No legal matters were brought before the Board at this time.

Agenda Item #7 – Financial Matters

Financial Statement

Distributed unaudited January 2012 Financial Statement. *(Exhibit 4)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$89.89, and FY12 cost per hour forecast is \$89.71.
- Discussion ensued regarding avenues that are being taken to increase ridership.

Action Item – Present the Board with route change data from the route changes made in July 2011 to the present.

Submission of the State of Good Repair Grants, Bus Livability Grant, Clean Fuels Grant, and for the Motion of Support of the TIGER 4 Grant.

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

“Board approve the submission of the State of Good Repair Grants, Bus Livability Grant, and the Clean Fuels Grant, and for the Board to approve the Motion of Support of the Transportation Investment Generating Economic Recovery (TIGER) 4 Grant.”

Items discussed:

- Through the State of Good Repair Grant LAMTD would purchase six (6) El Dorado EZ Rider II thirty-two foot vehicles; renovate the Lakeland bus terminal, and pave the bus parking lot located at 1212 George Jenkins Blvd.
- Through the Bus Livability Grant it would allow LAMTD to update all bus stops throughout Polk County to become ADA compliant.
- Through the Clean Fuels Grant LAMTD would purchase gasoline hybrid vehicles.
- The TIGER 4 Grant is for a proposed Intermodal Center in Bartow.

Action Item – Find out who owns the vacant property located north of the Lakeland bus terminal.

Salary Schedule / Organizational Chart

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

“Board approve the Updated Salary Schedule and Organizational Chart.” *(Exhibit 5)*

Items discussed:

- Staff identified an opportunity within the Revenue Services Division to create an additional layer in the organizational chart for a Deputy Superintendent reporting directly to the Superintendent of Fixed Route Services.
- The Trainer position will be converted into the Deputy Superintendent position.

Agenda Item #8 – Modification to Contract 10-011 – Construction Manager at Risk

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

“Board approve the contract modification / change order to permit unforeseen roof repair necessary to complete the 1212 George Jenkins Renovation project, and to allow for additional incremental change orders. The modification shall reflect an increase to Task Order III causing the Not to Exceed amount to be adjusted from \$452,950 to \$473,450.” *(Exhibit 6)*

Items Discussed:

- On February 9, 2012, it was brought to the attention of the District by Henkelman Construction that subsequent to the removal of the old roofing material, as outlined in Task Order III, the condition of the metal roof decking revealed rust, and some superficial and structural damage. It was determined that the phrase “remove the existing roof and install a new roof” was not inclusive of the metal decking attached directly to the roof decking.
- In addition to the necessary roof repairs, the District recommended adding an additional \$10,000 to the construction phase to allow for any final change orders that may arise from unforeseen conditions or unplanned change orders.
- The additional funds requested will be paid using FTA funds, from existing grants that have available funds in the appropriate Activity Line Item for the change order.

Cutaway Transit Vehicle Purchase

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

“Board approve the purchase of two (2) Goshen Cutaway Transit Vehicles from Florida Transportation Systems, off of the FDOT Contract #TRIPS-110CA-FTS in the amount of \$125,000.” *(Exhibit 7)*

Items discussed:

- The District was awarded a Section 5317 New Freedom Grant through the Florida Department of Transportation (FDOT) for the purchase of two (2) 22' medium duty buses from Florida Transportation Systems. The buses will be used on Route 39 which services the rural areas of Mulberry and Bradley.

P-Card Policy and Procedure Manual - refer to Agenda Item #1 CONSENT AGENDA

"Board approve the updated P-Card Policies and Procedures Manual." (Exhibit 8)

Transit Operators Agreement Amendment #1

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

"Board approve the amended Transit Operator Agreement (TOA) with the Polk County Board of County Commissioners (BoCC), for the period of October 1, 2011, through September 30, 2012, subject to final review by counsel." (Exhibit 9)

Items discussed:

- Based on feedback from the BoCC and the County Attorney's Office, several revisions to the TOA have been proposed and incorporated.

Park and Ride Lot Lease at I-4 and Highway 98

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

"Board approve the lease of the Park and Ride Lot and subsequent funding in the amount of \$750,000 for the construction of the Park and Ride Lot." (Exhibit 10)

Items discussed:

- FDOT has agreed to lease the 1.313 acre parcel of land to the District.
- Per Jan Parham, FDOT Representative, a Resolution is needed for the JPA.

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

"Board approve a Resolution for the Joint Participation Agreement (JPA) for the acceptance of the \$750,000 for construction of the Park and Ride Lot."

Action Item – Legal contact the Florida League of Cities regarding insurance coverage on the Park and Ride Lot.

Agenda Item #9 – System Safety Program Plan – refer to Agenda Item #1 CONSENT AGENDA

"Board approve the 2012 System Safety Program Plan and its component the Security Program Plan."

Annual Safety Certification - refer to Agenda Item #1 CONSENT AGENDA

"Board approve the Annual Safety Certification." (Exhibit 11)

Annual Security Certification - refer to Agenda Item #1 CONSENT AGENDA

"Board approve the Annual Security Certification." (Exhibit 12)

Agenda Item #10 - Reports

FDOT Report

- Jan Parham, FDOT Representative, informed Staff that on June 12, 2012, the FDOT and FTA are holding a Technical Assistance Workshop at the FDOT District Headquarters in Bartow.
- Reminded Staff to be mindful of the language in third party contracts of JPAs.

Executive Director Report

- Reported Performance Indicators for February 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 13)
- Congratulated LAMTD's Para-transit services for their on-time performances.
- On April 14 – 21, 2012, Executive Director will be attending the Transit Executive Seminar in Washington, DC.
- Regional Mobility Call Center (RMCC) will be located on 1290 Golfview Avenue in Bartow.
- Future LAMTD agenda packets will be made accessible via a link on LAMTD's website www.ridecitrus.com.
- Discussed compressed natural gas vehicles.

PT Update

- Updated the Board on Transit Listening Sessions. (Exhibit 14)
- The PT Board voted to meet on a bi-monthly basis and on the opposite months of the Transportation Planning Organization (TPO) meetings.
- In September 2012, the Transportation Development Plan (TDP) document will be ready to present to the Board for approval.

Agenda Item #11 – Other Business


No other business was brought before the Board.

Commissioner English left the Board meeting at 10:50 a.m.

Adjournment

10:57 a.m.

Approved this 11 day of April, 2012.



Chairman – Commissioner English



Minutes Taker – Tina Moore

(Acronyms – Exhibit 15)