

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
SEPTEMBER 16, 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**

4:00 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 August 13, 2013, Board of Directors Meeting Minutes and September 3, 2013, Public Hearing Meeting Minutes.” *(Exhibit 2)*

**Agenda Item #2 - Public Comments**

No comments at this time.

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

Items discussed:

- Sterling Minick was presented with a Million Milers Award.
- A GEM Award was given to Citrus Connection employee: Tim Clement, Facilities Technician, Linda Koehler, Bus Operator, and Linda McCalpin, Fixed Route Operations Supervisor.

**Agenda Item #4 – Board Action Items**

Items discussed:

- Board Action Item was addressed.

## **Agenda Item #6 – Legal Matters**

### Executive Director's Performance Evaluation

#### Items discussed:

- The Executive Director's Performance Evaluations were distributed to the Board and reviewed. *(Exhibit 3)*

### Executive Director's Salary

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

**"Board approve the Executive Director's salary increase with a 5% merit increase and to include 2% COLA increase."**

**MOTION CARRIED UNANIMOUSLY**

#### Items discussed:

- A lengthy discussion ensued regarding the Executive Director's salary increase.

### Amend the Executive Director's Employment Agreement

#### Items discussed:

- Executive Director's Employment agreement will remain as originally written.

## **Agenda Item #6 - Financial Matters**

### Financial Statement

Distributed an unaudited Financial Statement for the month of July 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 \$82.81, and FY12 cost per hour forecast is \$84.46.

## **Agenda Item #7 – Two (2) Positions Upgrade Proposal**

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

**"Board approve two (2) position upgrades."** *(Exhibit 5)*

#### Items Discussed:

- Approve title changes for Susan Alfano from HR Assistant to HR Generalist and Joseph Cheney from Maintenance Manager to Maintenance Director.

## **Agenda Item #8 – Cell Phone Reimbursement Policy**

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

**"Board approve Cell Phone Reimbursement Policy."** *(Exhibit 6)*

#### Items Discussed:

- The District contracts with Verizon Wireless for cellular phone services of certain employees (Senior Staff, Supervisors, and IT Staff).
- The proposed policy has been modeled after the Polk County Policy.
- The stipend amount will be less than the current monthly service charges; the District will realize a cost savings of approximately \$3,000 - \$4,000 annually.

**Agenda Item #9 – Contracts / Leases / Interlocal Agreement**

**Fuel Agreement / Ultra Low Sulfur Diesel Fuel (Bulk Fuel)**

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

**“Board approve award of Contract #13-020(a) for Ultra Low Sulfur Diesel Fuel to Indigo Energy Partners, LLC for a one (1) year base term, subject to review by counsel.”** *(Exhibit 7)*

**MOTION CARRIED UNANIMOUSLY**

**Items discussed:**

- On May 31, 2013, the District entered into a consortium with Pinellas Suncoast Transit Authority, City of St. Petersburg, Hillsborough Area Transit Authority, Hillsborough County Board of County Commissioners, and the Polk County Board of County Commissioners for the purchase of the fuel.
- Of the seven (7) bids submitted the firm of Indigo Energy was selected.

**Transit Operators Agreement Amendment #2 – Polk Transit Authority**

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

**“Board approve the amended Transit Operator Agreement #2 with the Polk Transit Authority for the period of October 1, 2013, through December 31, 2014, subject to final review by counsel.”** *(Exhibit 8)*

**MOTION CARRIED UNANIMOUSLY**

**Items discussed:**

- The amendment to the Transit Operator Agreement is for the purpose of extending the terms of the contract through December 31, 2014, and provides for an updated billable hourly rate for services to operate Route 11.

**Transit Operators Agreement Amendment #3 – Board of County Commissioners**

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

**“Board approve the amended Transit Operator Agreement with the Polk County Board of County Commissioners for the period of October 1, 2013, through December 31, 2014, subject to final review by counsel.”** *(Exhibit 9)*

**MOTION CARRIED UNANIMOUSLY**

**Items discussed:**

- The amendment to the Transit Operator Agreement is for the purpose of extending the terms of the contract through December 31, 2014, and provides for an updated billable hourly rate.

**State of Florida Unified Certification Program (UCP) Agreement**

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

**“Board approve the State of Florida Unified Certification Program (UCP) Agreement.”** *(Exhibit 10)*

**MOTION CARRIED UNANIMOUSLY**

**Items discussed:**

- Federal Regulations (48 CFR Part 26) require that all Department of Transportation recipients participate in a statewide UCP.
- The Florida UCP has been established for the purpose of certifying certain organizations that meet the criteria to be included in the Disadvantaged Business Enterprise Program.

- Human Resources will have the All Employee Moral Survey ready for employees at the October Board Meeting.
- Reviewed the COLTS high school program with the Board. Distributed COLTS Universal Access Program ribbon cutting flyers to the Board. *(Exhibit 14)*
- Distributed My Ride educational cards to the Board. *(Exhibit 15)*

**Agenda Item #12 – Other Business**

No other business was brought before the Board.

**Adjournment**

5:19 p.m.

Approved this 9 day of October, 20 13.

  
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Chairman – Commissioner Keith Merritt  
*(Acronyms – Exhibit 16)*

  
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Minutes Taker – Tina L. Moore