

**POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING**

County Administrative Building - County Commission Chambers
330 West Church Street, Bartow, FL

August 11, 2016, 10:30am (Following TPO)

	<u>Action Required</u>
Call to Order	
• Roll Call	
1. Approval of Minutes	Approval
2. Public Comments (20 minute limit at 3 minutes per individual)	None
3. Financial Matters / David Persaud	
• PTA Financials	None
• FY 2016-2017 Proposed Budget	Approval
4. Public Comments (20 minute limit at 3 minutes per individual)	None
5. Other Business	TBD
6. Board Members Comments	TBD
Adjournment	

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 11, 2015
AGENDA ITEM #1

Agenda Item: **Approval of April 14, 2016 PTA Board Meeting Minutes**

Presenter: Marcy Harrison

Recommended
Action: Approval of the April 14, 2016 PTA Board Meeting Minutes

Attachments: April 14, 2016 minutes

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS
MEETING MINUTES
April 14, 2016

Directors:

City of Auburndale Mayor Keith A. Cowie
Town of Dundee Commissioner Willie Quarles
Polk County Commissioner John E. Hall
City of Winter Haven Commissioner Steven M. Hunnicutt – **Chairman**
Polk County Commissioner George M. Lindsey, III
City of Lakeland Commissioner Keith Merritt
City of Lakeland Commissioner Don Selvage
City of Lake Wales Mayor Eugene Fultz – **Vice Chairman**
Polk County Commissioner Edwin V. Smith

Executive Director: Tom Phillips
Attorneys: Tim Darby
Administrative Assistant: Marcy Harrison

Call to Order

8:30 a.m. Chairman Steven Hunnicutt

Roll Call

Present

Commissioner Walker
Commissioner Hall
Commissioner Quarles
Commissioner Hunnicutt
Commissioner Don Selvage
Commissioner Fultz
Commissioner Lindsey

Excused Absence

Commissioner Cowie
Commissioner Smith

Agenda Item #2 – Public Comments

None at this time

Agenda Item #3 – Finance / David Persaud

POLK TRANSIT AUTHORITY
STATEMENTS OF NET POSITION
September 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
ASSETS		
Current assets		
Cash (Note 2)	\$ 59,880	\$ 87,602
Due from other governments	-	-
Total current assets	59,880	87,602
Property and Equipment		
Office furnishings and equipment	835	835
Less accumulated depreciation (Note 4) Net property and equipment	<u>(835)</u> -	<u>(835)</u> -
Total assets	<u>59,880</u>	<u>87,602</u>
LIABILITIES		
Accrued liabilities	2,865	18,997
Total current liabilities	<u>2,865</u>	<u>18,997</u>
Total liabilities	<u>2,865</u>	<u>18,997</u>
NET POSITION		
Unrestricted	<u>57,015</u>	<u>68,605</u>
Total net position	<u>\$ 57,015</u>	<u>\$ 68,605</u>

POLK TRANSIT AUTHORITY
 STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
 Years ended September 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Operating revenues	\$ -	\$ -
Operating expenses		
Professional services	11,324	42,001
Office expense	91	4,231
Travel and meetings	-	140
Taxes and licenses	175	175
Total operating expenses	11,590	46,547
Operating Loss	(11,590)	(46,547)
Non-operating revenues	-	50,000
Federal and state operating grants		
Pre-operational government support	-	-
Total non-operating revenues	-	50,000
Change in net position	(11,590)	3,453
Net position at beginning of year	68,605	65,152
Net position at end of year	\$ 57,015	\$ 68,605



FY 2016
MONTHLY FINANCIAL STATEMENT
MONTH OF FEB 2016

	Month				Year to date				Adopted Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
REVENUES (BY SOURCE):									
Reserve Audited (9-30-13)	\$ -	\$ 842	\$ (842)	-100%	\$ -	\$ 4,208.35	\$ (4,208)	-100%	\$ 10,100
Reserve Projected (9-30-14)	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL REVENUES	\$ -	\$ 842	\$ 842		\$ -	\$ 4,208	\$ (4,208)	0.0%	\$ 10,100
ELIGIBLE EXPENSES:									
Operating Costs - Contracted Service	\$ -	\$ 742	\$ (742)	-100%	\$ -	\$ 3,708.35	\$ (3,708)	-100%	\$ 8,900
Salaries	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Employee Benefits	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Professional & Technical Services	\$ -	\$ 83	\$ (83)	-100%	\$ 347	\$ 416.65	\$ (70)	-17%	\$ 1,000
Materials & Supplies	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Utilities/Telephone	\$ 49	\$ -	\$ 49	0%	\$ 49	\$ -	\$ 49	0%	\$ -
Dues & Subscriptions	\$ -	\$ 17	\$ (17)	-100%	\$ 175	\$ 83.35	\$ 92	110%	\$ 200
Education/Training/Meeting/Travel	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Office Expense	\$ 5	\$ -	\$ 5	0%	\$ 20	\$ -	\$ 20	0%	\$ -
Advertising & Promotion	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Leases & Rentals	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Contingency	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL ELIGIBLE EXPENSES:	\$ 54	\$ 842	\$ (788)	-94%	\$ 591	\$ 4,208	\$ (3,618)	-88.0%	\$ 10,100
Ending Cash Balance C/F									\$ -

Agenda Item #4 – Government & Community Relations / Erin Killebrew

a. Oral presentations updating the Board on the below items:

- LEGOLAND Ribbon Cutting – Sunday Service
- LDDA Update
- LYNX Buses Update

Agenda Item #5 – Marketing / Dave Walters

a. Try Transit Day Proclamation

Proclamation

The Polk Transit Authority Board of Directors Try Transit Day Proclamation

WHEREAS, the State of Florida is dedicated to improving air quality, reducing traffic congestion, promoting health and physical fitness, and reducing energy consumption; and

WHEREAS, the Florida Department of Transportation, District One, through its Commuter Services Program, contributes to these state goals by reducing traffic congestion and lowering greenhouse gas emissions throughout the region, by promoting the use of alternative commute modes; and

WHEREAS, Commuter Services, the Polk Transit Authority and Citrus Connection are promoting the regional “Go Green, Save Green” campaign in conjunction with the April 26, 2016 “Try Transit Day” to shift commuters away from drive-alone travel in Polk County and throughout the 12 counties of southwest Florida.

NOW, THEREFORE, WE THE POLK TRANSIT AUTHORITY BOARD OF DIRECTORS do hereby proclaim April 26, 2016 to be

“TRY TRANSIT DAY”

in Polk County, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public transportation and to utilize the services provided by Citrus Connection.

PRESENTED this 14th day of April 2016

Agenda Item #6 – Executive Director / Tom Phillips

a. Merger Update – Presentation attached

b. Revised PTA Schedule Resolution # 16-05

AMENDED SCHEDULE OF REGULAR MEETINGS

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>
June 9, 2016	10:30 a.m.	Neil Combee Administration Building County Commission Chambers 330 W. Church St., Bartow, FL
August 11, 2016	10:30 a.m.	Neil Combee Administration Building County Commission Chambers 330 W. Church St., Bartow, FL

Agenda Item #9 – Public Comments

None at this time

Agenda Item #10 – Other Business

None at this time

Agenda Item #11 – Board Member Comments

None at this time

Adjournment

9:20 a.m.

Approved this 14th_day of April, 2016.

Chairman – Commissioner Hunnicutt

Minutes Taker – Marcy Harrison

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 11, 2015
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended

Action: The Board Chair applies Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case basis.

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
August 11, 2016
AGENDA ITEM #3 (a)

Agenda Item: June 30, 2016 Monthly Financial Statement
FY 2015-16

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget.

Attachments: See Attachments

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POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
August 11, 2016
AGENDA ITEM #3(b)

Agenda Item: PTA Proposed Operating Budget
FY 2016-17 Budget

Presenter: David Persaud, CFO
Tom Phillips, Executive Director

Recommended
Action: Presentation to the Board FY 2016-17 Proposed Budget

Summary: Proposed Operating Budget is included.

The proposed budget for the Authority is included herewith with revenues and expenses balanced for a total budget of \$1,700. The budget is balanced with funding for operations using fund balance reserve of \$1,700.

A summary level description of the revenues and expenses are also included.

Attachment: See attached Proposed Operating Budget

Polk Transit Authority

FY 2016-2017

Proposed Budget



Proposed Budget
Fiscal Year 2016-17

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Proposed Budget
REVENUES (BY SOURCE):					
Polk County BoCC		50,000	0		
LAMTD	6,145	0	0		
FTA - JARC	229,006		0		
FAREBOX		0	0		
Reserve				10,100	1,700
TOTAL SERVICES	235,151	50,000	0	0	1,700
EXPENSES:					
Salaries		0	0		
Employee Benefits		0	0		
Advertising		0	0		
Professional & Technical Services		42,001	11,324	9,900	1,000
Other Services - Operational Contract Costs □	272,571	0	9,000	0	
Materials & Supplies					
Utilities/Telephone		0	0		
Dues & Subscriptions		175		200	
Education/Training/Meeting/Travel		140	200		200
Office Expense	2,395	4,231	91		500
Advertising & Promotion		0	0		
Leases & Rentals		0	175		
TOTAL EXPENSES:	274,966	46,547	11,590	10,100	1,700
Change in NET Position	-39,815	3,453	-11,590	-10,100	-1,700
Reserve Beginning Year	104,967	65,152	57,015	57,015	
Reserve End of Year	65,152	68,605	57,015	46,915	
Ending Reserve	65,152	68,605	57,015	46,915	45,215

Polk Transit Authority FY 2016-17 Proposed Budget

Revenue and Expense Summary

The proposed budget for Revenues consists of Reserves, \$1,700. The reserve balance is estimated at \$45,215 at 9/30/17.

The proposed budget for expenses for FY 2017 consists of \$1,000 for the legal fees, office/misc. expenses totaling \$700 and special service district dues \$200.

Since there are no fares or grant revenues, the budgetary activities for FY 2016 has been reduced significantly with no operational activity.

In November 2014 the My Ride referendum failed resulting in no transportation activities in FY 2014-2015 and 2016.

Audited Financials

The FYE 9-30-15 PTA financials were not audited, likewise the FYE 9-30-16 financials will not be subject to the Single Audit requirements of \$750,000 in grant expenses.

PTA Financial Trends

- 2009- Initial funding of \$425,000
- 2010- Advertising for the November 2010 referendum
- 2011- JARC grant received , route operations started
- 2013- Last year for JARC grant funding

PTA Expense Trends

- 2009- Initial funding received
- 2010- Preparation for November 2010 referendum
- 2010- Creation of master strategic plan and public communications plan later replaced with the 'My Ride' transit development plan.
- 2011- JARC grant received, route operations started in August 2011
- 2012- First full year of route operations under JARC grant

Proposed Budget

The Proposed Budget is being presented to the PTA Board for approval on August 11, 2016 at 8:30AM.

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 11, 2015
AGENDA ITEM #4

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: The Board Chair applies Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case basis.

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 11, 2015
AGENDA ITEM #5

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
AUGUST 11, 2015
AGENDA ITEM #6

Agenda Item: **Board Members Comments**

Presenter: TBD

Recommended
Action: None

Summary: Oral Presentation

Attachments: None