

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
APRIL 10, 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

9:00 p.m. by Chairman Merritt

Roll Call

<u>Present</u>	<u>Arrived Late</u>	<u>Excused Absence</u>
Commissioner Hall	Commissioner Selvage 9:04am	Mayor Fields
Commissioner Lindsey		
Commissioner Merritt		(Exhibit 1)

Welcome

Tom Phillips welcomed two (2) new employees to Citrus Connection; IT Manager, Dave Wise, and Fleet Maintenance Manager, Joe Cheney.

Board meeting was recessed at 9:06 a.m. to conduct a Public Hearing on the Program of Projects.

Board meeting was reconvened at 9:20 a.m.

Agenda Item #1 - Approval of Minutes

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

“Approval of February 13, 2013, Board of Directors Meeting Minutes.” (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

No comments at this time.

Agenda Item #3 - Awards and Commendations

Items discussed:

- GEM Awards were given to Citrus Connection employees: Ibrahim Abuelhawa, Bus Operator, and Angela Kendrick, Bus Operator.

Agenda Item #5 – Audit – TAKEN OUT OF ORDER

Audit Report

Items discussed:

- Deborah Garringer, Representative from Crowe Horwath, presented the FY12 draft Audit Report to the Board. *(Exhibit 3)*
- Reviewed Financial Highlights and Audit Report Summary.
- Met with Finance Audit Committee to give complete report.
- Reviewed FY12 Financial Results.
- No material weaknesses or significant deficiencies were found.

Agenda Item #4 – Legal Matters

Polk County School Board Universal Access Program

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

“Board approve the Universal Access Service Agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and the School Board of Polk County (PCSB) to provide students participating in the Summer Enrichment Program throughout the County public transportation.” *(Exhibit 4)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The rate to be charged to the School Board by the District and the County for the transit service will be \$4,500.
- The initial term of the agreement shall be for a period of three (3) months.

Learning Resource Center Universal Access Program

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

“Board approve the Universal Access Service Agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and the Learning Resource Center (LRC) to provide students and staff the benefit of unlimited access to public transit as a means of commuting to school and other activities.” *(Exhibit 5)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The rate to be charged to LRC by the District and the County for the transit service will be \$911.25.

Artistic Nails Beauty Academy Universal Access Program

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

“Board approve the Universal Access Service Agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and Artistic Nails Beauty Academy to provide students and staff the benefit of unlimited access to public transit as a means of commuting to school and other activities.” *(Exhibit 6)*

MOTION CARRIED UNANIMOUSLY

Other Legal Matters discussed:

- A private meeting will be held following the May 8, 2013, LAMTD Board of Directors Meeting to discuss ongoing litigation on the Coleman and Ours lawsuits. The private meeting will begin at 10:30am.
- Mediation is scheduled on May 29, 2013, at 10:00am on the Ours Lawsuit.

Agenda Item #5 - Financial Matters

Financial Statement

Distributed an unaudited Financial Statement for the month of February 2013. *(Exhibit 7)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.62, Year-to-date cost per revenue hour is \$88.92, and FY12 cost per hour forecast is \$87.53.

Resolution #13-09 – Florida Department of Transportation (FDOT) Grant Application

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

“Board approve to execute the Florida Department of Transportation (FDOT) Joint Participation Agreement (JPA) AQW56 (FM#429961-1-58-01), and associated Resolution #13-09, for submission to FDOT, by Roll Call Vote.” *(Exhibit 8)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Mayor Fields	Absent
Commissioner Hall	Yes
Commissioner Lindsey	Yes
Commissioner Merritt	Yes
Commissioner Selvage	Yes

Items discussed:

- FDOT allocated funding in the amount of \$70,235 in FY 12/13 under the State Congestion Management Program for capital expenditures for Americans with Disabilities Act (ADA) related accessibility and compliance improvements at bus stops on the State Highway System (SHS) in Polk County.
- This funding will allow the District to make improvements to approximately twenty bus stops along various fixed routes. The improvements may include the purchase and installation of bus shelters, benches, and other transit stop amenities. It is anticipated that the majority of the improvements will be made along the Lakeland Hills Boulevard corridor.
- The grant will be funded 100% by FDOT.

Auditor General Letter

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

“Approve FY 11-12 Auditor General’s Letter.” *(Exhibit 9)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- LAMTD’s response to the Auditor General for the findings and comments listed in the FY11/12 External Audit Report.

Agenda Item #6 – Intelligent Transportation System (ITS)

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

“Board approve the use of the Collier County Contract #11-5650 for the purchase and installation of an Intelligent Transit System (ITS), subject to final review by counsel.” *(Exhibit 10)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The ITS software, hardware, and implementation was awarded to Avail Technologies, Inc., with its use by LAMTD for a one (1) year base term in the amount not to exceed \$1,050,000.
- THE ITS will monitor, track, and analyze operational data.
- The ITS will allow LAMTD to be more successful in complying with Title VI requirements for fixed route service.
- Life cycle of the system is approximately twelve years.

Agenda Item #7 – Tool Allowance and Tools Memorandum of Understanding (MOU) between Lakeland Area Mass Transit District (LAMTD) and Transit Workers Union (TWU) Local 525

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

“Board approve the Tool Allowance and Tools Memorandum of Understanding (MOU) between LAMTD and the TWU, Local 525.” *(Exhibit 11)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- LAMTD and TWU mutually agree to extend the tool allotment of \$500 annually (2 semi-annual payments of \$250) contained in Article 13 of the Collective Bargaining Agreement to Facilities Technician I & II employees.
- A brief description of the requested tools must be submitted to the employee’s immediate supervisor for approval of the purchase of the tools with a minimum of two (2) business days notice. LAMTD has the sole discretion to approve or reject any request for the purchase of such tools.
- The MOU has been reviewed by the Darby Law Group.

Agenda Item #8 – Strategy for Countywide Transit Presentation

Items discussed:

- Agenda Item #8 was removed from Agenda due to time constraints. Item will be brought back before the Board at the May 8, 2013, LAMTD Board of Directors Meeting.

Agenda Item #9 – Trip Screening Index (TSI) Report

Items discussed:

- Agenda Item #9 was removed from Agenda due to time constraints. Item will be brought back before the Board at the May 8, 2013, LAMTD Board of Directors Meeting.

Agenda Item #10 – Public Outreach Efforts

Items Discussed:

- Cathy Wolosin, LAMTD Director of Community Relations and Marketing, briefed the Board on public outreach efforts being made by LAMTD.
- The Lakeland City Commission signed a proclamation establishing April 15, 2013, through April 19, 2013, as Art in Transit Week.

- Discussed Art in Transit Week. Kick-off event will be held at the Lakeland Terminal on April 15 from 11:30am – 12:30pm.
- Kiwanis Club of Lakeland is sponsoring a covered bus shelter fundraising event to be held on April 19 from 7:00pm – 10:00pm at the Polk Theatre.

Agenda Item #11 – Citrus Flex

Items discussed:

- Agenda Item #11 was removed from Agenda due to time constraints. Item will be brought back before the Board at the May 8, 2013, LAMTD Board of Directors Meeting.

Agenda Item #12 – Reports

FDOT Report

- Jan Parham, FDOT Representative, congratulated LAMTD Staff on a successful Audit and John Duryee, LAMTD Superintendent Facilities Maintenance, for working with John Starling, FDOT Project Manager, to ensure all bus stops in the District are ADA compliant.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for January 2013: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 12)*
- Monthly Activities report was distributed to the Board. *(Exhibit 13)*
- Distributed the “Our Journey” booklets to the Board for their review. *(Exhibit 14)*
- Informed the Board of upcoming meetings.
- A joint work session between LAMTD, Polk Transit, and the Board of County Commissioners (BoCC) will be held on April 30, 2013, 9:00am in the BoCC Chambers in Bartow.
- Discussed a Universal Access Program being developed with the Polk County School Board. The program will be called COLTS. *(Exhibits 15)*
- Rotarian Club of Lakeland raised money for a covered bus shelter to be installed at Common Grounds Park.

Agenda Item #13 – Other Business

Items discussed:

- Board of Directors agreed to move the monthly LAMTD Board of Directors meetings from 9:00am to 8:30am.

Adjournment

11:15 a.m.

Approved this 8 day of May, 2013.



Chairman – Commissioner Keith Merritt



Minutes Taker – Tina L. Moore