

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

8:30 a.m. by Chairman Merritt

Roll Call

Present

Commissioner Hall
Commissioner Lindsey
Commissioner Merritt

Late Arrivals

Mayor Fields - 8:31am
Commissioner Selvage - 8:31am

(Exhibit 1)

Agenda Item #1 - Consent Agenda

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

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

- Agenda Item #2 – Approval of July 10, 2013, Meeting Minutes and July 10, 2013, Public Hearing Meeting Minutes.
- Agenda Item #9 – Transit Development Plan Progress Report.

MOTION CARRIED UNANIMOUSLY

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

“Approval of July 10, 2013, Board of Directors Meeting Minutes and July 10, 2013, Public Hearing Meeting Minutes.” *(Exhibit 2)*

Agenda Item #3 - Public Comments

Items discussed:

- Carol Castagnero, Resident of Lakeland, discussed her concerns regarding the bus stop near her home located at Robinson and north Florida Avenue and asked that the stop be removed.
- Per the Executive Director, a ADA site survey was done by FDOT, Light House for the Blind, and the Epilepsy Foundation and no negative findings were found.

Agenda Item #4 - Awards and Commendations

Items discussed:

- A GEM Award was given to Citrus Connection employee: Dean Kirkland-McMillan, Director of Revenue Services.

Agenda Item #5 – Board Action Items

Items discussed:

- All Board Action Items were addressed.

Agenda Item #6 – Legal Matters

Residential Employment Transportation Assistant Program (RETAP) Lakeland Housing Authority Universal Access Program

On a motion made by, Mayor Fields, 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 Lakeland Housing Authority (LHA) to provide 100 current LHA residents unlimited free access for each fixed route transit trip participating in the RETAP Program throughout the County public transportation system.” *(Exhibit 3)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The rate to be charged to the Lakeland Housing Authority for the transit service will be \$3,000.
- The initial term of the agreement shall be for a period of one (1) year.

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 in grades nine (9) through twelve (12), unlimited free access throughout the County public transportation system.” *(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 \$3,923.75.
- The initial term of the agreement shall be for a period of one (1) year.
- Students must show the appropriate Community of Learning Transportation Services (COLTS) identification card.
- Parents and/or legal guardians must sign a permission slip provided by the PCSB.

Executive Director Performance Evaluations

Items discussed:

- The Executive Director’s Employment Agreement renews on August 29, 2013.
- Legal will send the performance evaluations to the Board members.
- Tommy Hamrick from the City of Lakeland will facilitate the evaluation.
- The performance evaluations will be presented at the September 16, 2013, Board of Directors Meeting.

Agenda Item #7 - Financial Matters

Financial Statement

Distributed an unaudited Financial Statement for the month of June 2013. *(Exhibit 5)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.62, Year-to-date cost per revenue hour is \$83.67, and FY12 cost per hour forecast is \$85.33.

Preliminary FY14 Budget

Items discussed:

- Preliminary FY14 Budgets were distributed to the Board. *(Exhibit 6)*
- Reviewed budget line by line for the Board.
- Budget will be presented again at the September 3, 2013, Public Hearing.

Procurement

Items discussed:

- Purchase orders less than \$50,000 are brought before the Board as an advisement only.
- Staff is purchasing a forklift for \$31,000.

Agenda Item #8 – Affordable Care Act Update

Items Discussed:

- Showed a PowerPoint presentation to the board on the potential impact of the Affordable Care Act on the District. *(Exhibit 7)*

Mayor Fields and Commissioner Selva left the Board meeting at 9:50am.

Agenda Item #9 – Transit Development Plan Progress Report - refer to Agenda Item #1 CONSENT AGENDA

“Board approve the My Ride: Polk Consolidated Transit Development Plan (TDP) 2013 Progress Report as presented for submittal to FDOT.” *(Exhibit 8)*

Agenda Item #10 – Reports

FDOT Report

- Jan Parham, FDOT representative, distributed information to the Board regarding the “Refuge Island” project for pedestrians crossing south Florida Avenue. *(Exhibit 8)*

Polk County Transit Services Report (PCTS)

- Paul Simmons, Director of PCTS, attended the Florida Commission for the Transportation Disadvantaged 21st Annual Best Practices and Training Workshop in Daytona.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for July 2013: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 9)*
- Monthly Activities report was distributed to the Board. *(Exhibit 10)*
- Human Resources will have the All Employee Moral Survey ready for employees by the end of the month.

- Referenced an article in the Ledger, *Emphasizes Job Growth at SteriPack*, regarding Governor Rick Scott's tour of the facility in Lakeland.
- Discussed upcoming My Ride Plan speaking engagements across the County.
- Distributed a book to each Board, *Confronting Suburban Poverty in America*.
- Distributed a news article from the Frostproof News regarding the 2014 Referendum.
- Thanked John Chambliss from the Ledger for all of his news articles on public transportation in Polk County.

Agenda Item #11 – Other Business

No other business was brought before the Board.

Adjournment

10:24 a.m.

Approved this 16 day of September, 2013.



Chairman – Commissioner Keith Merritt
(Acronyms – Exhibit 11)



Minutes Taker – Tina L. Moore