

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 14, 2011

Directors:

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

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

Call to Order

9:00 a.m. Chairman Selvage

Roll Call

Present

Commissioner English
Mayor Fields
Commissioner Higgins
Commissioner Johnson
Commissioner Selvage

(Exhibit 1)

Presentations

- Tom Phillips presented retiring Commissioner Glenn Higgins an award for his nine (9) years of service on the LAMTD Board of Directors.

Agenda Item #1 – Consent Agenda

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

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

- Agenda Item #2 – Approval of November 9, 2011, Meeting Minutes. *(Exhibit 2)*

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on November 9, 2011, be approved as circulated.”

- Agenda Item #9 – Community Transportation Coordinator Interlocal Agreement *(Exhibit 3)*

“Approve the Community Transportation Coordinator Interlocal Agreement.”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Approval of Minutes - refer to Agenda Item #1 Consent Agenda

Agenda Item #3 - Public Comments

Tom Phillips read a statement by a Citizen of Lakeland, Samantha Ramono, referencing the closest bus stop to her home which is more than $\frac{3}{4}$ of mile and requested the District expand the boundary to a mile and half. *(Exhibit 4)*

Agenda Item #4 - Awards and Commendations

Items discussed:

- Two (2) Citrus Connection Team Members received GEM Awards: Aaron Mixon, Utilities Supervisor, and Eva Mershon, Bus Operator.

Agenda Item #5 - Board Action Items

All Board Action Items were addressed. *(Exhibits 5, 6, 7 & 8)*

Action Item:

Meet with Mulberry Officials regarding two (2) bus stops that will need to be removed unless the City of Mulberry agrees to join the District.

Action Item:

Present information to Board on exactly what MMS Media plans on advertising on our current bus shelters and how many new shelters they would construct.

Action Item:

Research the details of the Agreement the City of Lakeland has with Metro Benches.

Items discussed:

- Jan Parham, FDOT Representative, informed the Board that LAMTD will receive Service Development Funds, in the amount of \$120,000 for bus shelters sometime in July of 2012.

Agenda Item #6 - Legal Matters

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

Agenda Item #7 – Route Change Review & Media Coverage

Items discussed:

- Citrus Connection Gift Certificates available for purchase. *(Exhibit 9)*
- Thank You letter from Interact. *(Exhibit 10)*
- Random Acts of Kindness. *(Exhibit 11)*
- December 5, Route Change Celebration.
- A PowerPoint presentation was presented to the Board displaying photos of the two wrapped Community Partner Buses. *(Exhibits 12)*

Agenda Item #8 – Financial Matters

Financial Statement

Distributed unaudited October 2011 Financial Statement. *(Exhibit 13)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$87.15, and FY12 cost per hour forecast is \$87.15.

Updated Financial Policy & Procedures

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

“Approve the Updated Finance Policies and Procedures Manual.” *(Exhibit 14)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The current Finance Policies and Procedures Manual was adopted on October 1, 2006, by the Chief Financial Officer and Controller.
- The revised Policies and Procedures Manual updated all existing procedural steps for transactions processed by the Finance Department.
- Updated asset capitalization thresholds.
- Jan Parham informed the Board that all Audits are reviewed by the FDOT.

Execution of Section 5317 Grant

Items discussed:

- Advisement on the execution of Section 5317 Grant.
- The JPA was fully executed on December 2, 2011, and service on Route 1 was returned to a 30 minute headway, and Saturday service will be sustained.
- Staff informed the Board that Procurement has ordered eight (8) bus shelters from Brasco with monies identified through federal funding. Expected delivery time is six (6) to eight (8) weeks.
- Remodel of LAMTD building at 1212 George Jenkins Blvd. *(Exhibit 15)*
- Advised Board on the American Recovery and Reinvestment Act (ARRA) Audit.

Agenda Item #9 – Community Transportation Coordinator (CTC) Interlocal Agreement – refer to Agenda Item #1 Consent Agenda *(Exhibit 16)*

Agenda Item #10 – District Policies – TABLED until the next Board Meeting

Items Discussed:

- Retirement Policy. *(Exhibit 17)*
- Vacation Leave Policy. *(Exhibit 18)*
- Sick Leave Policy. *(Exhibit 19)*

Action Item:

Benefits of adding new policies i.e. moral, absenteeism, financials, and union vs. non-union employees.

Agenda Item #11 - Reports

FDOT Report

- Jan Parham, FDOT Representative, reminded Staff that the deadline for applying for the Section 5310 Grant Application and the Service Development Grant is fast approaching.

Action Item:

LAMTD and Chairman host a Lakeland Economic Development Council (LEDC) meeting upon the completion of the 1212 build out.

Action Item:

Find out if LAMTD is a member of LEDC.

Executive Director Report

- Third sketch of the Highway 98 and I-4 Park 'N Ride lot were distributed to the Board. (Exhibit 20)
- Collective Bargaining discussions have begun with Kevin Smith, President of TWA.
- One Click, One Call Center floor plans were distributed to the Board. (Exhibit 21)
- Section 5316 JARC Application will be presented to the Board at the January Board Meeting proposing the Swan, a driver dispatched Call and Ride service. A PowerPoint presentation was shown to the Board on the proposed Swan (Exhibit 22)
- Performance Indicators were distributed in the Board packets. (Exhibit 23)

Mayor Fields left the Board meeting at 11:06 am.

Action Item:

Meet with Howard Johnson's owner, Malcolm Taffe, regarding the Highway 98 and I-4 Park N Ride location. Tom Phillips

PTA Update

No report given at this time.

Agenda Item #12 – Other Business

No other business was brought before the Board.

Agenda Item #13 – Election of Officers – TABLED until the next Board meeting

Adjournment

11:22 a.m.

Approved this 11 day of January, 2012.



Chairman – Commissioner Selvage



Minutes Taker – Tina Moore

(Acronyms – Exhibit 24)