

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
FEBRUARY 12, 2014

**Directors:**

City of Lakeland Commissioner Keith Merritt (Chairman)  
City of Lakeland Commissioner Don Selvage (Vice-Chairman)  
Polk County Commissioner John Hall (Secretary)  
Polk County Commissioner George Lindsey  
City of Lakeland Commissioner Jim Malless

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 Malless  
Commissioner Merritt  
Commissioner Selvage

*(Exhibit 1)*

**Agenda Item #1 –Consent Agenda**

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

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

- Agenda Item #2 – January 8, 2014, Board Meeting Minutes.
- Agenda Item #9 – Substance Abuse Policy.
- Agenda Item #10 – System Safety Program Plan.

**MOTION CARRIED UNANIMOUSLY**

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

“Approval of January 8, 2014, Board Meeting Minutes.” *(Exhibit 2)*

**Agenda Item #3 - Public Comments**

No comments at this time.

**Agenda Item #4 - Awards and Commendations**

Items discussed:

- A GEM Award winner for the month was Victor Rubio, Maintenance Technician.
- Acknowledge and thanked AARP Volunteer, Eileen Collins, for all of her hard work and dedication while volunteering at the District.

### **Agenda Item #5 - Action Item**

Board Action Item was addressed. *(Exhibits 3)*

### **Agenda Item #8 – Amendment to the Interlocal Agreement between Polk County and the Lakeland Area Mass Transit District (LAMTD) related to cost sharing for the consolidated Regional Mobility Call Center (RMCC) – Taken Out of Order**

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

**“Board of Directors approve the first amendment to the Interlocal Agreement between Polk County and LAMTD related to cost sharing for the consolidated Regional Mobility Call Center (RMCC).”**

**MOTION CARRIED UNANIMOUSLY**

#### **Items discussed:**

- On January 22, 2013, the County and LAMTD entered into an Interlocal Agreement for the allocation of costs to operate a consolidated transit call center to service Fixed Route and Paratransit services in the County.
- As part of the agreement, the County and LAMTD agreed to share the personnel costs associated with a Systems Analyst/IT Manager.

#### **Purchase of Bus for Expansion of Service**

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

**“Board approve the purchase of one (1) cutaway transit vehicles from Florida Transportation Systems, utilizing FDOT Contract #TRIPS-11-CA-FTS, or similar, in an amount not to exceed \$90,000.”** *(Exhibit 4)*

**MOTION CARRIED UNANIMOUSLY**

#### **Items discussed:**

- The District is currently exploring the ability to provide new circulator service, subject to securing funding for the capital and operating needs.
- A Circular route would service the Polytechnic University.
- A UAP contract with Polytechnic was distributed to the Board. *(Exhibit 5)*

#### **Purchase of Bus for Expansion of Service – Gateway Commons**

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

**“Board approve the purchase of one (1) heavy-duty Fixed Route vehicle, in an amount not to exceed \$460,000.”** *(Exhibit 6)*

**MOTION CARRIED UNANIMOUSLY**

#### **Items discussed:**

- On May 16, 2011, the City of Lakeland entered into a development agreement with Ramco Gershenson, Inc., for the purpose of detailing the requirement for the Gateway Commons development project which will be located along I-4 at the intersection of US-98 in Lakeland.
- The project requirements include transportation impact fees that will be used to fund the purchase of one (1) new bus that will provide peak afternoon transit circulator service between downtown Lakeland and Gateway Commons.

Insurance Agent/Broker Services for the District's Employee Health & Welfare Insurance Benefit Suites

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

**"Board approve award of Contract #14-004, Insurance Agent/Broker Services for the District's Employee Health & Welfare Insurance Benefits Suites to AllTrust Insurance, Inc., for a three (3) year base term with one (1) two year (2 year) option terms, in the amount not to exceed \$45,000 annually, subject to review by Counsel."** *(Exhibit 7)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Sozon Vatikiotis, AllTrust Representative, addressed the Board.

**Agenda Item #6 – Legal Matters**

Polk Health Care Universal Access Program

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

**"Board approve the Universal Access Service Agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and Polk Health Care."** *(Exhibit 8)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- The initial term of the agreement shall be for a period of one (1) year commencing on February 18, 2014.

2014 Referendum Ballot Update

Items discussed:

- On February 4, 2014, the Board of County Commissioners adopted an ordinance calling for a referendum, My Rides / My Roads Initiative.
- A fourteen year sunset provision is included in the ballot language.
- A lengthy discussion ensued regarding the marketing of the My Roads portion of the referendum.

**Action Item – create a prototype of express bus service from the Lakeland / Winter Haven areas to the Tampa and Orlando area (hospitals and airports) and the cost of the service.**

**Action Item – create a simple version of the My Ride / My Roads financials.**

*Commissioner Malless left the Board meeting at 9:15am.*

**Agenda Item #7 - Financial Matters**

Financial Statement

Distributed an unaudited Financial Statement for the month of December 2013. *(Exhibit 9)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.67, Year-to-date cost per revenue hour is \$85.02, and FY12 cost per hour forecast is \$88.10.

**Agenda Item #9 – Substance Abuse Policy - refer to Agenda Item #1 CONSENT AGENDA**

**“Board approve the revised Substance Abuse Policy.”** *(Exhibit 10)*

**Agenda Item #10 – System Safety Program Plan- refer to Agenda Item #1 CONSENT AGENDA**

**“Board approve the 2014 System Safety Program Plan and its component the Security Program Plan.”** *(Exhibit 11)*

**Agenda Item #11 – Lakeland Hills Corridor Bus Shelters Compliant Deployments Pads Project – Skipped due to time constraints**

**Agenda Item #12 – My Ride Marketing Update**

Items discussed:

- Reviewed the Marketing Brief outlining the My Ride Education Campaign. *(Exhibit 12)*
- Showed the edited My Ride Air commercial to the Board.
- A My Ride Hot line phone number has been set up, 863-327-1326.
- A My Ride details website will be up and running soon.

**Agenda Item #13 – Reports**

FDOT Report

- No FDOT Representative present at the meeting.

Polk County Transit Services Report (PCTS)

Items discussed:

- Veterans groups have been requesting the Purple Heart Bus be present at Veteran’s events.
- The Anti-bullying bus will participate in both Winter Haven and Lakeland’s MLK parades.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for January 2014: Over-time, Ridership *(does not include WHAT numbers)*, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 13)*
- Monthly Activities report was distributed to the Board. *(Exhibit 14)*
- Informed the Board of upcoming meetings and speaking engagements.
- Working with Lakeland Downtown Development Association (LDDA) regarding signage being installed at the terminal and the potential of a food truck set up at the terminal.
- County Attorney, Elizabeth Voss, has been reassigned to represent the Polk Transit.
- On March 25, 2014, Leadership Lakeland Alumni Association is hosting a Mass Transit Summit at the Lakeland Center. *(Exhibit 15)*

**Agenda Item #14 – Other Business**

Items discussed:

- UAP monthly ridership numbers were discussed.
- Maintenance overtime was discussed.

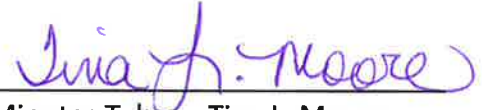
**Adjournment**

10:07 a.m.

Approved this 13 day of March, 20 14.



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



Minutes Taker – Tina L. Moore