

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
FEBRUARY 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

9:02 p.m. by Chairman Merritt

Roll Call

Present

Mayor Fields
Commissioner Lindsey
Commissioner Merritt
Commissioner Selvage

Arrived Late

Commissioner Hall

(Exhibit 1)

Agenda Item #1 - Approval of Minutes

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

“Approval of January 9, 2013, Board of Directors Meeting Minutes.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

Items Discussed:

- Eugenia Jackson, resident of Lakeland, requested a bus stop on 540a and Lakeland Highlands Rd area. Staff will schedule a meeting with Ms. Jackson to explain to her the My Ride Plan.
- Eddie Hall, resident of Lakeland, informed the Board he was running for Lakeland City Commission.

Agenda Item #3 - Awards and Commendations

No Going the Extra Mile (GEM) Awards were given at this time.

Agenda Item #4 - Action Item

Board Action Items were addressed. *(Exhibit 3)*

Agenda Item #5 – Legal Matters

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

“Board approve the Interlocal Agreement between BoCC and LAMTD for the creation, and allocation of costs, of a Consolidated Transit Call Center.” *(Exhibit 4)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Cost Sharing Interlocal Agreement was approved by the BoCC at the January 14, 2013, Board meeting.
- The Cost Sharing Agreement is an Interlocal Agreement between the Lakeland Area Mass Transit District (LAMTD) and Polk County in regards to the cost relating to the Regional Mobility Call Center (RMCC).

Board Designate a Representative authorized to settle the Ours and Coleman lawsuit in any mediation or any other context.

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

“The Board appointed Executive Director, Tom Phillips, to be the designated person authorized to act on behalf of the LAMTD Board on the Ours and Coleman Case.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- A lengthy discussion ensued between the Board members regarding appointing a representative on the Ours and Coleman case prior to the private meeting.
- There are two (2) lawsuits pending against the District.
- Under the provisions of the Sunshine Law, the District’s Board of Directors can hold a private meeting to discuss pending litigations. An announcement of scheduling the private meeting must be announced in a public meeting. A public notice will be advertised once location, date, and time of private meeting has been set.
- The private meeting will take place on March 11, 2013, immediately following the District’s Board of Directors Meeting.
- The previous motion made by Commissioner Selvage, and seconded by Commissioner Hall was amended.

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

“The Board amended the previous motion to designate Tom Phillips as the representative authorized to act on behalf of the LAMTD Board on the Ours and Coleman Case with no action being taking until after the private meeting has been held.”

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 - Financial Matters

Financial Statement

Distributed an unaudited Financial Statement for the month of December 2012. *(Exhibit 5)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.62, Year-to-date cost per revenue hour is \$91.40, and FY12 cost per hour forecast is \$91.40.

Agenda Item #7 – Advertising / Marketing Services

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

“Board approve award of Contract #13-010, Advertising / Marketing Services to TMR Creative, Inc., for a three (3) year base term and one (1) – two (2) year option term, in an amount not exceed \$100,000 annually, subject to review by counsel.” *(Exhibit 6)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The District issued a Request for proposal on behalf of the Community Relations and Marketing Department, for experienced and qualified firms interested in providing a wide array of advertising and marketing – related services for the District.
- The solicitation was publicly posted and ultimately provided to twenty-six firms selected from the District’s vendor database.
- A responsibility review was conducted and revealed that TMR Creative, Inc., had the required licensing, was not on the federal governments debarred/suspended vendor list, met insurance requirements, and received positive references.

Agenda Item #8 – System Safety Program Plan

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

“Board approve the 2013 System Safety Program Plan (SSPP) and its component the Security Program Plan.” *(Exhibit 7)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Annually, the District is required to update the SSPP.
- The 2013 update describes the functions and responsibilities required to implement and maintain a high level of safety at the District.
- The SSPP provides a means for improving communications, documentation, and coordination within the entire system.
- The SSPP contributes to employees; safety knowledge in order to reduce injuries, property damage, and delays in service.
- The SSPP applies to all areas of the transit system.

Agenda Item #9 – Reports

FDOT Report

- No FDOT Representative was present during the meeting.

Polk County Transit Services Report (PCTS)

- Paul Simmons, Director of PCTS, presented the My Ride Plan, Universal Access Plan, and updated the Managers on the Regional Mobility Call Center (RMCC) status at the All County City Managers meeting that was held on January 31.
- On February 4, a presentation was given to the Christina Rotary Club on the Past, Present, and Future of public transit in Polk County.

Executive Director Report

- Distributed Performance Indicators for January 2013: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 8)*
- Monthly Activities report was distributed to the Board. *(exhibit 9)*
- February 6, the University of South Florida's Universal Access Program ribbon cutting was held at the campus with lunch being sponsored by the Student Government services.
- Informed the Board of upcoming meetings.
- February 11, the Black History Month event was kicked off at the terminal. *(exhibit 10)*
- 2013 Art in Transit week will be held April 15 – 19, 2013.
- Lakeland Kiwanis Club is sponsoring a fundraiser to pay for a covered bus shelter on April 19 at the Polk Theatre in Lakeland.

PT Update

- Working with PCTS on WHAT's Route 15 to correct on time performance issues.
- Informed the Board, former Polk County Clerk of the Courts, Richard Weiss was chosen as the Executive Director of the Polk County Efficiency Commission.

Agenda Item #10 – Other Business

Items discussed:

- Diane Slaybaugh, Polk TPO, informed the Board the TPO submitted the My Ride Transit Development Plan to the Heart of Florida Division of American Planning Association and received an Award of Merit for the plan. *(exhibit 11)*
- Tom Phillips was recommended for the spring class of Leadership Polk.
- The Lakeland Highlands area is not within the District boundaries.
- A lengthy discussion ensued regarding the possibility of a Transportation Referendum being placed on the 2014 ballot.
- Once the BoCC approves the 2014 transportation referendum a Political Action Committee (PAC) may be formed.
- Per Legal, any items needing Board approval must be placed on the Agenda prior to the Board meetings.
- Citrus Connection lapel pins were distributed to the Board.

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

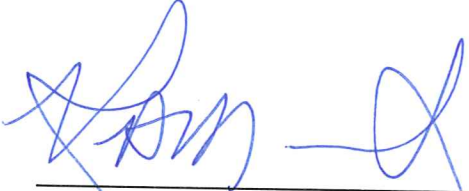
“Board recommended Tom Phillips for the 2013 Leadership Polk Class and to cover the cost of the class.

MOTION CARRIED UNANIMOUSLY

Adjournment

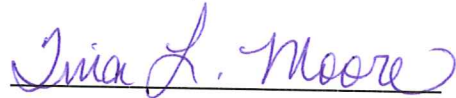
10:54 a.m.

Approved this 10 day of April, 2013.

A handwritten signature in blue ink, appearing to be 'KM', written over a horizontal line.

Chairman – Commissioner Keith Merritt

(Acronyms – Exhibit 12)

A handwritten signature in blue ink, 'Tina L. Moore', written over a horizontal line.

Minutes Taker – Tina L. Moore