

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
FEBURARY 14, 2012

**Directors:**

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

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

**Call to Order**

9:00 a.m. Chairman English

**Roll Call**

Present

Commissioner English  
Mayor Fields  
Commissioner Johnson  
Commissioner Merritt  
Commissioner Selvage

*(Exhibit 1)*

**Agenda Item #1 – Approval of Minutes**

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

**“Board approve the minutes of the January, 11, 2012, Board of Directors Meeting as circulated.”** *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

No comments at this time.

**Agenda Item #3 - Awards and Commendations**

- Two (2) Citrus Connection Team Members received Going the Extra Mile (GEM) Awards: Bill Knieriem, Superintendent Fixed Route Operations, and Armando Morales, Bus Operator.
- On January 26, Polk Work’s State of the Workforce Summit was held at the Lakeland Center. At the summit Polk Works showed their new Community Development Partnership advert commercial where LAMTD was asked to be a business sponsor participant. The Community Development Partnership commercial was shown to the Board.
- To date, LAMTD has hired 13 employees through Polk Works and nine (9) of those employees were trained through the Training Grant Reimbursement Program.

#### **Agenda Item #4 - Board Action Items**

All Board Action Items were addressed. *(Exhibits 3)*

##### **Items discussed:**

- A newspaper article on the City of Lake Alfred's sign ordinance was distributed to the Board. *(Exhibit 4)*
- Jan Parham, FDOT Representative, informed the Board that FDOT has hired a consultant to assess all bus stops and benches that are being installed within in the District to ensure they are ADA compliant.
- LAMTD has partnered with FDOT by submitting a plan to the consultant, that states within 3 years if all non-ADA compliant bus stops and benches on FDOT's right-of-way are not brought up to ADA compliance they will be removed.
- LAMTD supports the City of Lakeland as they reevaluate the City's advertising ordinance in the context of Metro Bench.
- Tabled Action Item #2 until a recommendation has been received from the Lakeland Leadership Council on Seniors.

##### **Action Item:**

**How many benches on the FDOT right-of-way are not ADA compliant?**

#### **Agenda Item #5 – Legal Matters**

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

#### **Agenda Item #6 – Tri-party Agreement between Polk State College, Lakeland Area Mass Transit District, and the Board of County Commissioners**

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

**“Approval of the Tri-party Agreement between Polk State College, Lakeland Area Mass Transit District, and the Board of County Commissioners for universal access to all Citrus Connection and Winter Haven Area Transit Fixed Routes for current faculty, students, and Staff subject to an agreement of compensation and the end of each renewal year .”**

*(Exhibits 5)*

**MOTION CARRIED UNANIMOUSLY**

##### **Items discussed:**

- A fixed monthly fee of \$3,000 will cover current students, faculty, and staff rides.
- Polk State College has agreed to pay the cost of one (1) Citrus Connection bus wrap; the actual monthly advertising fee for wrapping a bus would be waived for the term of the contract.
- Reimbursements between LAMTD and the BoCC will be based on system ridership apportionment utilizing the current Transit Operator Agreement.
- Insert language to agreement to revisit contract annually.

**Agenda Item #7 – Purpose Statement of Park & Ride at I-4 and Highway 98 – Resolution #12-03**

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

**“Approval of Resolution # 12-03 - Purpose Statement of Park and Ride at I-4 and Highway 98, by Roll Call Vote.”** *(Exhibit 6)*

Commissioner English	Yes
Mayor Fields	Yes
Commissioner Johnson	Yes
Commissioner Merritt	Yes
Commissioner Selvage	Yes

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

Items discussed:

- FDOT has agreed to lease the 1.313 acre parcel of land located at US Highway 98 north, south of Interstate 4, between Robson Road, and Pyramid Parkway to the District for construction of a Park and Ride lot.
- Maps of the property were shown to the Board. *(Exhibit 7)*
- Complete site plans will be submitted to the Board prior to construction.

**Agenda Item #8 – Financial Matters**

Financial Statement

Distributed unaudited December 2011 Financial Statement. *(Exhibit 8)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$84.19, and FY12 cost per hour forecast is \$84.19.

Salary Schedule Update

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

**“Approval of the updated Salary Schedule.”** *(Exhibits 9)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Updated the Administrative Assistant position from part time to a full time status.
- Converted an open part time Utility Worker I position and added a part time add-to-staff position, Money Counter. The two (2) roles will report directly to the Chief Financial Officer.

**Agenda Item #9 – Reports**

FDOT Report

- Jan Parham, FDOT Representative, informed the Board that a committee at FDOT reviewed the discretionary grant applications and all agencies that submitted applications will be notified sometime in April or May.

Executive Director Report

- February 16, a presentation was given to the Lakeland Housing Authority to discuss public transit.
- Staff met with the citizens in the Bradley and Pierce area to discuss Route 39 as a flex service.
- Four (4) weeks into using the Trip Screening Index (TSI) system.
- Handed out an updated schedule of Transit Listening Sessions *(Exhibit 10)*
- Goal of the Transit Listening Sessions are to find out what public transit means to the citizens of Polk County. The listening sessions will assist Staff in developing the Transit Development Plan (TDP), which is a visioning document to what quality public transit means to Polk County.
- My Ride logo was presented to the Board. *(Exhibit 11)*
- The Newly wrapped Public Servant bus was on hand for the Board Members to see.
- Performance Indicators were distributed in the Board packets. *(Exhibit 12)*

Agenda Item #10 – Other Business

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

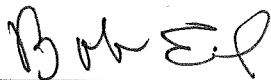
**“Approval of the Executive Director to enroll in the Lakeland Leadership Program and the enrollment fee to be paid by the District.”**

**MOTION CARRIED UNANIMOUSLY**

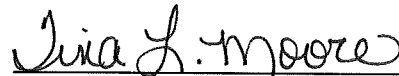
Adjournment

10:50 a.m.

Approved this 14 day of March, 2012.



Chairman – Commissioner English



Minutes Taker – Tina Moore

*(Acronyms – Exhibit 13)*