

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MAY 8, 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 Lindsey  
Commissioner Merritt  
Commissioner Selvage

Arrived Late

Commissioner Hall 8:35 a.m.  
Mayor Fields 8:50 a.m.

*(Exhibit 1)*

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

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

**“Approval of April 10, 2013, Board of Directors Meeting Minutes.”** *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

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

**“Approval of April 10, 2013, Public Hearing Meeting Minutes.”** *(Exhibit 3)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 - Public Comments**

No comments at this time.

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

Items discussed:

- Viste presented Citrus Connection with a certificate for their commitment to Viste and the programs to benefit the elderly in the community.
- GEM Award was given to Citrus Connection employee: Debbie Moore, Procurement / Financial Analyst.
- Aaron Corbitt, local artist, loaned his artwork to Citrus Connection to hang in the Administration Building.

#### **Agenda Item #4 – Legal Matters**

##### **Ours Mediation Authorization**

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

**“Board approve the motion to authorize Tom Phillips, Executive Director, to represent the Board during the Ours lawsuit.”**

**MOTION CARRIED UNANIMOUSLY**

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

- Mediation Conference is scheduled for May 29, 2013; 10:00 a.m. Ours, and 10:30 a.m. Coleman.

#### **Agenda Item #5 - Financial Matters**

##### **Financial Statement**

Distributed an unaudited Financial Statement for the month of March 2013. *(Exhibit 4)*

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

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.62, Year-to-date cost per revenue hour is \$86.47, and FY12 cost per hour forecast is \$85.68.
- Materials and Supplies are under budget due to the sale of parts.
- Over time pay has increased due to being understaffed.
- Approximately four (4) part-time bus operator positions are available.
- Audit Reports were distributed to the Board. *(Exhibit 5)*

**Action Item – on the financial statement show percentages when over and under budget.**

#### **Agenda Item #6 – Employee Benefits Package**

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

**“Board approve the proposed Employee Benefits Package which includes Medical, Dental, Vision, Basic and Supplemental Life Insurance, Employee Assistance Program (EAP), and Long Term Disability Benefits for the plan year 6/2013 – 5/2014.”** *(Exhibit 6)*

**MOTION CARRIED UNANIMOUSLY**

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

- Shawn Fleming, Gehring Group Benefits Consultant reviewed the Employee Benefits Package with the Board.
- Renewal of Health and Welfare Benefits are for all Citrus Connection full-time employees.

#### **Agenda Item #7 – Regional Fare Collection Memorandum of Understanding (MOU)**

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

**“Board approve the Regional Fare Collection Memorandum of Understand (MOU) between the Hillsborough Transit Authority (HART), Pasco County Public Transportation (PCPT), Pinellas Suncoast Transit Authority (PSTA), and Polk Transit Authority (PT) subject to review by legal counsel.”** *(Exhibit 7)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Florida Department of Transportation provides funding for intermodal transportation projects annually.
- The funding is available for public transit projects and usually requires a 50% match, if the submitted project is a regional project that includes multiple agencies, no matching funds are required and the project can be funded at 100%.
- Funding will be awarded to HART as the project administrator.
- Once the other transit agencies have approved the MOU it will be amended to add LAMTD.

**Agenda Item #8 – Trip Screening Index (TSI) Report**

Items discussed:

- A PowerPoint presentation was shown to the Board presenting updated TSI results.
- The updated TSI results along with the Community Score Card can be found on Citrus Connection's website, [www.ridecitrus.com](http://www.ridecitrus.com). *(Exhibit 8)*

**Agenda Item #9 – Route 39 Update**

Items discussed:

- A PowerPoint was shown to the Board regarding changes to the route.
- Saturday service will be eliminated due to low ridership.
- Public workshops will be held to educate riders of the route changes.

**Action Item – Contact WS Badcock Corporation regarding the Universal Access Program.**

**Agenda Item #10 – Advertising Rate Change**

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

**“Board approve an increase in the fees the District currently charges for interior ad cards and exterior ad space.”** *(Exhibit 9)*

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- Interior ad cards and exterior ad space rates have not changed in over two (2) years.

**Agenda Item #11 – Reports**

FDOT Report

- No representative was present at the meeting.

Polk County Transit Services Report (PCTS)

- Paul Simmons, Director of PCTS, showed a PowerPoint presentation to the Board regarding the newly purchased MV1 vehicles.
- MV1's were purchased with grant dollars.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for April 2013: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 10)*
- Monthly Activities report was distributed to the Board. *(Exhibit 11)*

**Agenda Item #12 – Other Business**

Items discussed:

- Commissioner Selvage informed the Board that Tom Phillips will be graduating from Leadership Lakeland on May 9, 2013.
- Discussed the possibility of working with SUN n FUN in the future.

*Public Meeting was recessed at 10:00 a.m. to conduct a Private Meeting regarding pending Litigation.*

**Private Meeting – Under F.S. 286.011(8)**

*Present at the Private Meeting; LAMTD Board of Directors, Gow Fields, John Hall, George Lindsey, Keith Merritt, Chairman, and Don Selvage; Attorneys, Ben Darby and Tim Darby; Executive Director, Tom Phillips; and a certified Court Reporter.*

- During the Public Meeting, LAMTD Attorney, Ben Darby, announced the commencement of the Private Meeting.
- A certified court reporter was also present to transcribe the Private Meeting; however the Private Meeting minutes will not be made public until the conclusion of the pending litigation.

*Private Meeting was adjourned at 11:13 a.m. by LAMTD Attorney, Ben Darby.*


*Public Meeting was reconvened at 11:14 a.m.*

*Present at the Public Meeting; LAMTD Board of Directors, Gow Fields, John Hall, George Lindsey, Keith Merritt, and Don Selvage; Attorneys, Ben Darby and Tim Darby; and Executive Director, Tom Phillips.*

**Adjournment of Public Meeting**

11:14 a.m.

Approved this 12 day of June, 2013.

  
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 Chairman – Commissioner Keith Merritt

  
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 Minutes Taker – Tina L. Moore

*(Acronyms – Exhibit 12)*