

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 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

9:05 p.m. by Vice-Chairman Merritt

Roll Call

| <u>Present</u> | <u>Excused</u> | <u>Arrived Late</u> |
|----------------------|----------------------|--------------------------------|
| Mayor Fields | Commissioner Selvage | Commissioner English 10:00a.m. |
| Commissioner Johnson | | |
| Commissioner Merritt | (Exhibit 1) | |

Agenda Item #1 – Consent Agenda

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

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

- Agenda Item #2 – Approval of October 10, 2012, Meeting Minutes.
- Agenda Item #5 – Transit Operator Agreement Amendment #1 – PT
- Agenda Item #5 – Transit Operator Agreement Amendment #2 - BoCC
- Agenda Item #6 – Legal Services Contract

MOTION CARRIED UNANIMOUSLY

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

“Approval of October 10, 2012, Board of Directors Meeting Minutes.” (Exhibit 2)

Agenda Item #3 – Public Comments

No comments at this time.

Agenda Item #4 - Awards and Commendations

Items discussed:

- Two (2) Citrus Connection Team Members received a GEM Award: Shawn Pough, Fixed Route Supervisor, and Robert Todd, Bus Operator.
- Tom Phillips presented Commissioner Sam Johnson an award for his years of service on the LAMTD Board of Directors. Commissioner Johnson termed out as a Polk County Commissioner.

Agenda Item #5 - Legal Matters

Transit Operators Agreement #1 – refer to Agenda Item #1 CONSENT AGENDA *(Exhibit 3)*

Transit Operators Agreement #2 – refer to Agenda Item #1 CONSENT AGENDA *(Exhibit 4)*

Cost Sharing Agreement

Items discussed:

- Discussed for informational purposes only.
- The County Attorney is reviewing the agreement to identify all efficiencies before the agreement can be presented to the Board of County Commissioners (BoCC) for an approval.
- Distributed and reviewed the Regional Mobility Call Center (RMCC) Business Plan to the Board. *(Exhibit 5)*

Action Item:

Add the Regional Mobility Call Center (RMCC) Business Plan to the Polk Transit Website.

Agenda Item #5 – Financial Matters

Financial Statement

Distributed unaudited September 2012 Financial Statement. *(Exhibit 6)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$86.80, and FY12 cost per hour forecast is \$86.80.
- Fuel and Lubricants over budget.
- Salaries and Benefits under budget.
- The District ended the year under budget.
- Cost per Revenue Hour decreased from \$94.90 an hour to \$85.50. The cost savings will be shared with the BoCC in the form of a refund of approximately \$65,000 due to decreased costs associated with operating Winter Haven Area Transit (WHAT) Fixed Routes.

Legal Services Contract – refer to Agenda Item #1 CONSENT AGENDA *(Exhibit 7)*

Resolution #13-01 – Joint Participation Agreement (JPA) for FY12/13 State Transit Block Grant Program.

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

“Board approve Resolution #13-01 – Joint Participation Agreement (JPA) for FY 12/13 State Transit Block Grant Program, by roll call vote. *(Exhibit 8)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

| | |
|-----------------------------|---------------|
| Commissioner English | Absent |
| Mayor Fields | Yes |
| Commissioner Johnson | Yes |
| Commissioner Merritt | Yes |
| Commissioner Selvage | Absent |

Items discussed:

- The Public Transit Block Grant Program was established by the Florida Legislature to provide a stable source of funding for public transit.
- Funds are awarded by FDOT to those public transit providers eligible to receive funding from the FTA's Section 5307 and 5311 Programs and to Community Transportation Coordinators.
- Public Transit Block Grant funds may be used for eligible capital and operating costs of providing public transit service and for transit service development and transit corridor projects.
- State participation is limited to 50% of the non-federal share of capital projects.
- Program funds may be used to pay up to 50% of eligible operating costs or an amount equal to the total revenue, excluding farebox, charter, and advertising revenue, and federal funds received by the provider for operating costs, whichever is less.
- This is a five (5) year JPA, and carries an expiration date of December 31, 2017.
- Funding in the amount of \$847,889 has been identified for year one (1) of this program.

Resolution #13-02 – Joint Participation Agreement (JPA) for FY12/13 Service Development Program – Americans with Disabilities Act (ADA) – Related Bus Stop Improvements on the State Highway System.

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

“Board approve Resolution #13-02 – Joint Participation Agreement (JPA) for FY 12/13 Service Development Program – Americans with Disabilities Act (ADA) – Related Bus Stop Improvements on the State Highway System, by roll call vote. (Exhibit 9)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

| | |
|-----------------------------|---------------|
| Commissioner English | Absent |
| Mayor Fields | Yes |
| Commissioner Johnson | Yes |
| Commissioner Merritt | Yes |
| Commissioner Selvage | Absent |

Items discussed:

- The Public Transit Service Development Program was enacted by the Florida Legislature to provide initial funding for special projects.
- The Program is selectively applied to determine whether a new or innovative technique or measure can be used to improve or expand public transit services.
- Service Development Projects specifically include projects involving the use of new technologies; services, routes, or vehicle frequencies; the purchase of special transportation services; and other such techniques for increasing service to the riding public.
- This is a three (3) year JPA, carries an expiration date of December 31, 2015 and the total budget for this project is \$156,250 (80% FDOT funding of \$125,000, 20% local funding of \$31,250).

Agenda Item #7 – Approve Resolution #13-03 - Selection of Polk Transit as Designated Recipient of Section 5307 Federal Transit Administration (FTA) Funds for the Lakeland Transportation Management Area (TMA).

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

“Board approve Resolution #13-03 – the Selection of Polk Transit as the Designated Recipient of Section 5307 FTA funds for the Lakeland TMA, by roll call vote.” *(Exhibit 10)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

| | |
|----------------------|--------|
| Commissioner English | Absent |
| Mayor Fields | Yes |
| Commissioner Johnson | Yes |
| Commissioner Merritt | Yes |
| Commissioner Selvage | Absent |

Items discussed:

- The Lakeland urbanized area was identified as having a population over 200,000 as part of the 2010 Census and therefore, the FTA and Federal Highway Administration identified this urbanized area as a TMA on July 18, 2012.
- This action necessitated the appointment of a designated recipient to receive and apportion transit funding allocated to the new TMA for the provision of public transportation services within the Lakeland urbanized area.
- The selection of a designated recipient is made by the Governor with the concurrence of the local metropolitan planning organization and transit operators.
- The FDOT acts on behalf of the Governor in this matter.

Agenda Item #8 – Selection of Polk Transit as Designated Recipient of Federal Transit Administration (FTA) Funds for the Lakeland Transportation Management Area (TMA)

Items discussed:

- Discussed for informational purposes only.
- Moving Ahead Progress in the Twenty-First Century (MAP21), the new Service Transportation Bill, is still exploring what it means to be a federal recipient.
- Staff will be participating in a workshop with FDOT the first week of December to learn what it means to be a federal recipient of Section 5310 Funds.

Agenda Item #9 – Lakeland Area Mass Transit District (LAMTD) Employee Handbook and Human Resource Policies

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

“Board approve LAMTD’s Employee Handbook and the listed expanded Policies; Family and Medical Leave; and Reasonable Accommodations Guidance (ADA).” *(Exhibit 11)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The last update to the LAMTD Handbook was January 1, 2007. This handbook provided employees with updated policies, guidelines, and procedures to follow. It also fulfilled the legal requirements necessary to stay compliant with all State and Federal Laws.

- The Americans with Disabilities Act (ADA) and Family and Medical Leave Act (FMLA) Policies are summarized in the Handbook, however the entire expanded Policy provides the details necessary for compliance.
- The Employee Handbook is scheduled to be rolled out to LAMTD Staff at the next All Employee Team Meeting.
- The Employee Handbook has already been uploaded on the District's Intranet site for all Staff to view.

Agenda Item #10 – Proposed Route Changes and Third Quarter TSI Report

Items discussed:

- A PowerPoint presentation on the TSI Third Quarter Report and Community Scorecard was shown to the Board. *(Exhibit 12)*
- A PowerPoint presentation on the proposed route changes was shown to the Board. *(Exhibit 13)*
- Public workshops will be held at the terminal and other various locations and Staff will report back to the Board at the December Board meeting.

Agenda Item #11 – Mulberry / Bradley Flex Service Update

Items discussed:

- Citrus Flex brochures were distributed to the Board. *(Exhibit 14)*
- Photos of the newly wrapped Citrus Flex bus were distributed to the Board. *(Exhibit 15)*
- The Flex Service will begin on December 1, 2012.
- Reservations are required twenty-four hours in advance.
- Walk-up Service will be available 6:00am – 4:00pm Monday – Friday.
- The Flex Service will be on a 60-90 day trial period and after that time the Mulberry City Commission will discuss joining the District. No referendum will be necessary since it was previously approved by the Citizens' of Mulberry in a previous election.

Agenda Item #11 – Reports

FDOT Report

- No FDOT representative present at the meeting.

Executive Director Report

- Distributed Performance Indicators for September 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 16)*
- Distributed the second update to the Board of the FTA Maintenance Report. One more formal report due to the Board in December. *(Exhibit 17)*
- From October of 2011 to October of 2012 the District has seen a 27.8% ridership increase.
- Reported on the Polk State College ridership and the Legoland ridership since joining the Universal Access Program.
- On October 29, presented the My Ride Plan and Cost Savings Measures to the Lakeland Economic Development Council (LEDC).
- On November 5, presented the My Ride Plan to the East Polk County Republican Group.
- Before disposing of retired vehicles all fuel will be pumped out and reused. This change will be reflected in our Policy and Procedures manual.
- The PEACE group has taken on public transportation as their issue of choice for 2013.

- Legal pointed out that the consent agenda item, Legal Services Contract, needed to include the optional renewal year terms.

PT Update

- New bus routes; Route 416, 417, and the SMART Shuttle will be coming to the Haines City area. The new routes are to begin in December 17, 2012, and the routes are funded by Board of County Commissioners.

Agenda Item #10 – Other Business

- Tom Phillips presented Commissioner Bob English an award for his years of service on the LAMTD Board of Directors. Commissioner English termed out as a Polk County Commissioner.

Public Meeting was recessed at 9:59 a.m.

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

Present at the Private Meeting; LAMTD Board of Directors, Bob English, Keith Merritt, Gow Fields, and Sam Johnson; 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 adjourned at 9:59 a.m. by LAMTD Attorney, Ben Darby.

Public Meeting reconvened at 9:59 a.m.

Present at the Public Meeting; LAMTD Board of Directors, Bob English, Keith Merritt, Gow Fields, and Sam Johnson; Attorneys, Ben Darby and Tim Darby; Executive Director, and Tom Phillips.

Adjournment of Public Meeting

10:31 a.m.

Approved this 12 day of December, 2012.


Chairman – Commissioner Merritt


Minutes Taker – Tina L. Moore

(Acronyms – Exhibit 18)