

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 10, 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

9:06 p.m. by Chairman English

Roll Call

<u>Present</u>	<u>Excused</u>	<u>Arrived Late</u>
Commissioner English Mayor Fields Commissioner Selvage	Commissioner Merritt (Exhibit 1)	Commissioner Johnson 9:17a.m.

Agenda Item #1 – Approval of Minutes

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

“Approval of September 17, 2012, Board of Directors Meeting Minutes.” (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

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

“Approval of September 17, 2012, 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:

- Several Citrus Connection Team Members received Service Awards for their years of service to the company. Years of service range from 5 years to 25 years.
- GEM Awards were given to Citrus Connection employees: Aaron Mixon, Utilities Supervisor and Subrina Ramnauth, Part-time Revenue Money Counter.

Agenda Item #4 - Legal Matters

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

“Board approve the Trapeze Software and Maintenance agreement.” *(Exhibit 4)*

MOTION CARRIED UNANIMOUSLY

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

“Board approve an extension of the Transit Operator Agreement for one (1) year.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- LAMTD and PCTS will be foregoing their individual software and maintenance agreements and become co-licensees with the new Trapeze software and maintenance agreements.
- Legal has reviewed the Trapeze contract for its legal form and content.
- Initial capital cost for the Trapeze license will be paid for through the grant PCTS has obtained.
- The Transit Operator Agreement (TOA) is between LAMTD and PCTS for the provision of services to the Winter Haven area.
- The TOA was effective October 2011 and executed in December 2011.
- Executive Director’s salary increase was discussed in length.

Agenda Item #5 – Financial Matters

Financial Statement

Distributed unaudited August 2012 Financial Statement. *(Exhibit 5)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$85.46, and FY12 cost per hour forecast is \$87.56.
- Discussed part-time employee’s benefits and staying in compliance with part-time employee rules.

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

“Board appoint Commissioner Selvage to serve on the Finance / Audit Committee.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Florida Auditor General Rules require the auditor of a government entity to present the Annual Audit Report to an Audit Committee of that entity, and it is the responsibility of the Audit Committee to formally accept the Audit Report on behalf of the governing body.
- There are two required meetings: First meeting to discuss any preliminary results and preliminary potential findings that the Auditors may have identified during the interim testing phase; Second meeting to discuss and accept the preliminary audit report.

- Proposed meeting date is October 31.

Agenda Item #6 – LAMTD Reorganization

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

“Board approve LAMTD’s reorganization structure and salary increases.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The District’s new restructure proposal packet was distributed to the Board. *(Exhibit 6)*
- The restructure proposal was reviewed with the Board.
- Currently Maintenance reports directly to the Operations Manager after the restructure all Fleet Maintenance will report to the Executive Director.
- The Parts Department currently reports to Fleet Maintenance after the restructure they will report to the Finance/Procurement Department.
- All positions being restructured will be effective by December 31, 2012.

Agenda Item #7 – Free Ride Friday-Day After Thanksgiving

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

“Approve the Customer Appreciation Free Ride Day to be held jointly with Winter Haven Area Transit on November 23, 2012.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Traditional Customer Appreciation Day on Friday, November 23, the day after Thanksgiving, with all rides free for the entire day on both LAMTD and WHAT routes.
- Estimated Fare Box Revenue loss for the LAMTD service area is \$2,900.

Agenda Item #8 – Senior / Disabled Fare Adjustment

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

“Board approve the change to the fare structure of the Senior / Disabled Fare Adjustment from \$.80 to \$.75 effective October 22, 2012.” *(Exhibit 7)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- During LAMTD’s Triennial review deficiencies were found with the FTA requirements for Half Fare.
- Public workshops were conducted at the downtown terminal regarding the fare change, along with posting signs to convey the fare change information.
- FTA ruling is for half fare in off-peak hours only however LAMTD will maintain the fare for all hours of operation.

Agenda Item #9 – Reports

FDOT Report

- No FDOT representative present at the meeting.

Executive Director Report

- Reviewed Performance Indicators for September 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 8)
- Triennial Review Corrective Action reviewed. (Exhibit 9)
- Everest UAP ribbon cutting will be held on October 25.
- Bill Knieriem, Superintendent of Fixed Route Operations, will be giving a Trip Screening Index (TSI) presentation at the Florida Public Transportation Association's Annual Conference in Daytona Beach on October 29.
- Staff will be presenting the My Ride Plan at the Lakeland Economic Development Council (LEDC) meeting on October 29.

PT Update

- Presented the My Ride Plan to the Auburndale and Winter Haven City Commission meetings.
- A meeting is scheduled with Tindale-Oliver and Associates to discuss a 2014 Political Action Committee (PAC).
- Dean McMillan-Kirkland and Paul Simmons will be attending the ENO seminar in Pittsburg, PA the week of October 15 – 19.
- Center for Independent Living (CIL) will hold a meeting at Citrus Connection to discuss the renaming of the Paratransit service.

Agenda Item #4 - Legal Matters – revisited to discuss Executive Director's Salary Increase

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

"Board approve the Executive Director's salary increase by 7% retroactively effective August 29, 2012."

MOTION CARRIED UNANIMOUSLY

Items discussed:

- A lengthy discussion ensued regarding the Executive Director's salary increase.

Agenda Item #10 – Other Business

No other business brought before the Board.

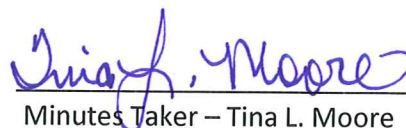
Adjournment

10:43 a.m.

Approved this 14 day of November, 2012.



Chairman – Commissioner English



Minutes Taker – Tina L. Moore