

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
OCTOBER 9, 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**

8:31 a.m. by Chairman Merritt

**Roll Call**

<u>Present</u>	<u>Arrived Late</u>
Commissioner Hall	Mayor Fields – 8:35 a.m.
Commissioner Lindsey	
Commissioner Merritt	
Commissioner Selvage	(Exhibit 1)

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

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

“Approval of September 16, 2013, Board of Directors Meeting Minutes and September 16, 2013, Public Hearing Meeting Minutes.” (Exhibit 2)

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 - Public Comments**

No comments at this time.

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

Items discussed:

- A GEM Award was given to Citrus Connection employee: Chad Pridemore, PT Connect Bus Operator, and Marco V. Reinoso, Information Technology Analyst.
- Retiree, Robert Todd, a Bus Operator with Citrus Connection was presented with an award and was congratulated on his retirement.

**Agenda Item #4 – Legal Matters**

Universal Access Program – Polk County Veterans Services – Pulled from Agenda

**Agenda Item #5 - Financial Matters**

Financial Statement

Distributed an unaudited Financial Statement for the month of August 2013. (Exhibit 3)

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.62, Year-to-date cost per revenue hour is \$83.98, and FY13 cost per hour forecast is \$84.33.

Impact of Federal Government Shutdown

Items discussed:

- No immediate impact to Citrus Connection.

**Agenda Item #6 – 2013 Employee Satisfaction Survey Summary**

Items Discussed:

- Survey results were distributed to the Board. *(Exhibit 4)*
- Sixty employees out of 137 completed the survey.

**Action Item – Research a program where employees can share ideas to the District and be rewarded with a portion of the cost savings.**

**Agenda Item #7 –Position Upgrade**

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

“Board approve title change for William Knieriem from Manager Operation Services to Director Operations Services.”

**Agenda Item #8 – Free Ride Friday – Day after Thanksgiving**

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

“Approve the Customer Appreciation Free Ride Day to be held jointly with Winter Haven Area Transit on November 29, 2013.”

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Traditional Customer Appreciation Day on Friday, November 29, 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 \$2,600.

**Agenda Item #9 – Public Outreach Efforts**

Items discussed:

- Showed the My Ride Plan TV commercials to the Board.
- The commercials will educate the public about the My Ride Plan.
- The commercials will air on the Brighthouse network.

**Agenda Item #10 – Transit Development Plan (TDP) Progress Report Revised**

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

“Board approve the revised Transit Development Plan Progress Report. *(Exhibit 5)*”

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- On page 26 of the TDP; two (2) planning studies were added to be funded through Transportation Planning Organization's planning grants. One (1) on Bus Rapid Transit (BRT) in the North US 98 corridor and the other regarding extending SunRail into Polk County.
- FDOT/FTA requires that these studies be added to the TDP in order to be eligible for funding reimbursement, in addition to other TPO documents.

**Agenda Item #11 – Reports**

FDOT Report

- No report given at this time.

Polk County Transit Services Report (PCTS)

- Paul Simmons, Manager of PCTS, updated the Board with current events within Polk County Transit Services.
- Regional Mobility Call Center update.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for September 2013: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 6)*
- Monthly Activities report was distributed to the Board. *(Exhibit 7)*
- COLTS ridership has doubled since the go-live date.
- Formed an Executive Strategic Transit Advisory Team (E-STAT). The purpose of the E-STAT is to coordinate activities related to the My Ride Plan implementation.
- All Employee Team meeting was held on Sunday, October 6, where the My Ride Plan presentation was shown to all Citrus Connection and Polk County Transit Services employees.

**Agenda Item #12 – Other Business**

No other business was brought before the Board.

**Adjournment**

10:15 a.m.

Approved this 12 day of November, 20 13.



Chairman – Commissioner Keith Merritt  
*(Acronyms – Exhibit 8)*



Minutes Taker – Tina L. Moore