

POLK TRANSIT
BOARD OF DIRECTORS MEETING

County Administrative Building - County Commission Chambers
330 West Church Street, Bartow, FL

Thursday, April 14, 2015, 10:30am

	<u>Action Required</u>
Call to Order	
• Roll Call	
1. Approval of Minutes	Approval
2. Public Comments (20 minute limit at 3 minutes per individual)	None
3. Finance / David Persaud	
• PTA Income Statement	None
• Polk Transit Authority Financial Statement Fiscal year ending FY2014-2015	None
4. Government & Community Relations / Erin Killebrew	
• LDDA Update	None
• LEGOLAND Ribbon Cutting	None
• LYNX Buses Update	None
5. Marketing / Dave Walters	
• Try Transit Day Proclamation	None
6. Executive Director / Tom Phillips	
• Merger Update of LAMTD and Polk Transit (PowerPoint Presentation)	None
• PTA Schedule Changes – Resolution 16-05	Approval
7. Public Comments (20 minute limit at 3 minutes per individual)	None
8. Other Business	TBD
9. Board Members Comments	TBD
Adjournment	

POLK TRANSIT
BOARD OF DIRECTORS MEETING
APRIL 14, 2016
AGENDA ITEM #1

Agenda Item: **-INFORMATIONAL DOCUMENT ONLY -
January 22, 2015, Board of Directors Meeting .**

Presenter: Marcy Harrison

Recommended
Action: NO QUORUM - INFORMATIONAL MEETING ONLY

Summary: **polk Transit Authority Board of Directors Meeting
agenda for the January 22, 2015 - INFORMATIONAL
MEETING ONLY**

Attachments: January 22, 2015, Board of Directors Meeting Agenda



POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS
MEETING MINUTES
JANUARY 27, 2016

Directors:

City of Auburndale Mayor Keith A. Cowie
Town of Dundee Commissioner Willie Quarles
Polk County Commissioner John E. Hall
City of Winter Haven Commissioner Steven M. Hunnicutt – **Chairman**
Polk County Commissioner George M. Lindsey, III
City of Lakeland Commissioner Keith Merritt
City of Lakeland Commissioner Don Selvage
City of Lake Wales Mayor Eugene Fultz – **Vice Chairman**
Polk County Commissioner Edwin V. Smith

Executive Director: Tom Phillips
Attorneys: Tim Darby
Administrative Assistant: Marcy Harrison

Call to Order

8:30 a.m. Chairman Steven Hunnicutt

Roll Call

Present

Commissioner Walker
Commissioner Hall
Commissioner Quarles
Commissioner Hunnicutt

Excused Absence

Commissioner Cowie
Commissioner Fultz
Commissioner Lindsey
Commissioner Don Selvage
Commissioner Smith

NO QUORUM – INFORMATIONAL MEETING ONLY

Agenda Item #2 – Public Comments

None at this time

Agenda Item #3 – Action Items

None at this time

Agenda Item #4 – Safety & Security Update / Dean Kirkland-McMillan, Director

Agenda Item #5 – Community Score Card / Bill Knieriem, Director

Agenda Item #6 – CTC Designation Update / Diane Slaybaugh, TPO

Agenda Item #7 – Fast Act 2015 Update / Erin Killebrew, Director

Agenda Item #8 – Executive Director Report / Tom Phillips

Agenda Item #9 – Public Comments

None at this time

Agenda Item #10 – Other Business

None at this time

Agenda Item #11 – Board Member Comments

None at this time

Adjournment

9:20 a.m.

Approved this 27th day of January, 2016.

Chairman – Commissioner Hunnicutt

Minutes Taker – Marcy Harrison

POLK TRANSIT
BOARD OF DIRECTORS MEETING
APRIL 14, 2016
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended

Action: The Board Chair apply Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case bases

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
April 14, 2016
AGENDA ITEM #3

Agenda Item: February 29, 2016 Monthly Financial Statement
FY 2015-16

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the Authority's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the Authority's Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget.

Attachments: See Attachments

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING

April 14, 2016

AGENDA ITEM #3

Agenda Item: February 29, 2016 Polk Transit Authority Financial Statement
Fiscal year ending FY2014-15

Presenter: David Persaud, Chief Financial Officer

Recommended
Action: None

Summary: The Polk Transit Authority fiscal year ending September 30, 2015 Unaudited Financial Statement is provided herewith. The report is unaudited as requested by the Polk Transit Authority Board in light of no operational financial activities and to not incurred the cost of auditing services. This report is permissible under Florida Statutes Section 218.39 with entities with revenues/expenses less than \$50,000 annually.

Attachments: See Attachments

POLK TRANSIT AUTHORITY
 STATEMENTS OF NET POSITION
 September 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
ASSETS		
Current assets		
Cash (Note 2)	\$ 59,880	\$ 87,602
Due from other governments	-	-
Total current assets	59,880	87,602
Property and Equipment		
Office furnishings and equipment	835	835
Less accumulated depreciation (Note 4) Net property and equipment	<u>(835)</u>	<u>(835)</u>
	-	-
Total assets	<u>59,880</u>	<u>87,602</u>
LIABILITIES		
Accrued liabilities	<u>2,865</u>	<u>18,997</u>
Total current liabilities	<u>2,865</u>	<u>18,997</u>
Total liabilities	<u>2,865</u>	<u>18,997</u>
NET POSITION		
Unrestricted	<u>57,015</u>	<u>68,605</u>
Total net position	<u>\$ 57,015</u>	<u>\$ 68,605</u>

POLK TRANSIT AUTHORITY
 STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
 Years ended September 30, 2015 and 2014

	<u>2015</u>	<u>2014</u>
Operating revenues	\$ -	\$ -
Operating expenses		
Professional services	11,324	42,001
Office expense	91	4,231
Travel and meetings	-	140
Taxes and licenses	175	175
Total operating expenses	11,590	46,547
Operating Loss	(11,590)	(46,547)
Non-operating revenues		
Federal and state operating grants	-	50,000
Pre-operational government support	-	-
Total non-operating revenues	-	50,000
Change in net position	(11,590)	3,453
Net position at beginning of year	68,605	65,152
Net position at end of year	\$ 57,015	\$ 68,605

POLK TRANSIT
BOARD OF DIRECTORS MEETING
April 14, 2016
AGENDA ITEM #5

Agenda Item: **Government & Community Relations Update**

Presenter: Erin Killebrew

Recommended
Action: Informational Only

Summary:

- LDDA Update
- LEGOLAND Florida Ribbon Cutting
- LYNX Update

Attachments: None

POLK TRANSIT
BOARD OF DIRECTORS MEETING
April 14, 2016
AGENDA ITEM #5

Agenda Item: **Try Transit Day Proclamation**

Presenter: Dave Walters

Recommended
Action: Approval Needed

Summary: Oral Presentation

Attachments: None

Proclamation

The Polk Transit Authority Board of Directors Try Transit Day Proclamation

WHEREAS, the State of Florida is dedicated to improving air quality, reducing traffic congestion, promoting health and physical fitness, and reducing energy consumption; and

WHEREAS, the Florida Department of Transportation, District One, through its Commuter Services Program, contributes to these state goals by reducing traffic congestion and lowering greenhouse gas emissions throughout the region, by promoting the use of alternative commute modes; and

WHEREAS, Commuter Services, the Polk Transit Authority and Citrus Connection are promoting the regional “Go Green, Save Green” campaign in conjunction with the April 26, 2016 “Try Transit Day” to shift commuters away from drive-alone travel in Polk County and throughout the 12 counties of southwest Florida.

***NOW, THEREFORE, WE THE POLK TRANSIT AUTHORITY BOARD OF DIRECTORS** do hereby proclaim April 26, 2016 to be*

“TRY TRANSIT DAY”

in Polk County, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing public transportation and to utilize the services provided by Citrus Connection.

PRESENTED this ____ day of April 2016

John Hall, Chairman

Marcy Harrison, Executive Assistant

POLK TRANSIT
BOARD OF DIRECTORS MEETING
April 14, 2016
AGENDA ITEM #6

Agenda Item: **Executive Director Update**

Presenter: Tom Phillips

Recommended
Action: Informational Only

Summary:

- Merger Update of LAMTD and Polk Transit
- Approval - New PTA Schedule

Attachments: None

**POLK TRANSIT AUTHORITY
RESOLUTION NO. 16-05**

A RESOLUTION RELATING TO THE SCHEDULE OF REGULAR MEETINGS; ADOPTING THE SCHEDULE OF REGULAR MEETINGS FOR THE 2016 YEAR; AUTHORIZING AND DIRECTING THE CHAIRMAN TO FILE THE SCHEDULE WITH THE LOCAL GOVERNING AUTHORITY AND TO PUBLISH THE SCHEDULE AS REQUIRED BY LAW; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE GOVERNING BODY OF POLK TRANSIT AUTHORITY

SECTION 1. Pursuant to Section 189.417, Florida Statutes, there is hereby adopted a schedule of regular meetings of the Polk Transit Authority for the fiscal year commencing April 14, 2016 as follows:

SCHEDULE OF MEETINGS 2016

June 9, 2016	10:30a.m. or immediately following the TPO Mtg	330 W. Church St., Bartow, BoCC Boardroom
August 11, 2016	10:30a.m. or immediately following the TPO Mtg	330 W. Church St., Bartow, BoCC Boardroom
October 13, 2016	10:30a.m. or immediately following the TPO Mtg	330 W. Church St., Bartow, BoCC Boardroom

MEETING CANCELLATIONS 2016

DATE	TIME	PLACE
April 27, 2016	9:00a.m.	330 W. Church St., Bartow, BoCC Boardroom
July 27, 2016	9:00a.m.	330 W. Church St., Bartow, BoCC Boardroom

SECTION 2. The Chairman of Polk County Authority, or such other person or persons designated by the governing body, is hereby authorized and directed to file the above Schedule of Regular Meetings with Stacy Butterfield, Clerk of the Board of County Commissioners, Bartow, Florida, and to publish the schedule as required by law.

Section 3. This Resolution shall take effect April 14, 2016.

PASS AND CERTIFIED AS TO PASSAGE this 14th day of April, 2016.

Polk Transit Authority

BY: _____
Commissioner Steven Hunnicutt, Chairman

ATTEST BY: _____
Marcy Harrison, Administrative Assistant

APPROVED AS TO FORM AND CORRECTNESS: _____
Attorney of District

POLK TRANSIT
BOARD OF DIRECTORS MEETING
APRIL 14, 2016
AGENDA ITEM #7

Agenda Item: **Public Comments**

Presenter: TBD

Recommended

Action: The Board Chair apply Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case bases

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT
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AGENDA ITEM #8

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD

Attachments: None

POLK TRANSIT
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APRIL 14, 2016
AGENDA ITEM #9

Agenda Item: **Board Members Comments**

Presenter: TBD

Recommended
Action: None

Summary: Oral Presentation

Attachments: None