

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 19, 2011

Directors:

City of Lakeland Commissioner Don Selvage (Chairman)
Polk County Commissioner Bob English (Vice-Chairman)
City of Lakeland Commissioner Glenn Higgins (Secretary)
City of Lakeland Mayor Gow Fields
Polk County Commissioner Sam Johnson

Executive Director: Tom Phillips
Attorney: Ben Darby
Administrative Assistant: Tina Moore

Call to Order

4:00 p.m. by Chairman Selvage

Roll Call

Present

Commissioner English
Mayor Fields
Commissioner Higgins
Commissioner Selvage

Arrived Late

Commissioner Johnson - 4:02 p.m.

(Exhibit 1)

Agenda Item #1 – Consent Agenda

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

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

- Agenda Item #2 – Approval of August 10, 2011, Meeting Minutes and September 7, 2011, Public Hearing Meeting Minutes. *(Exhibit 2)*
- Agenda Item #10 – Americans with Disability Act (ADA) Certification Interlocal Agreement *(Exhibit 3)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Approval of Minutes - Refer to Consent Agenda

Agenda Item #3 –Public Comments

No comments at this time.

Agenda Item #4 – Board Action Items

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

“Approve Board Action Item #4 – Staff’s recommendation of the Operating Reserve Balance/Requirement as a number of days operating rather than as a percentage of the Budget.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- All Board Action Items were addressed. *(Exhibit 4)*

Agenda Item #5 – Million Milers Recognition / Going the Extra Mile Awards (GEM)

Items discussed:

- Nineteen Citrus Connection Bus Operators who have driven a Citrus Connection bus for over twelve years and for approximately one million miles were recognized by Staff for their achievements.
- GEM Awards were given to Citrus Connection employees: Tim Clement, Facilities Tech I, Cynethia "CC" Patterson, Handy Bus Operator, and Steven Schmidt, Technician II.

Agenda Item #13 (Taken Out of Order) – Review/Approval of Draft Public Transportation Memorandum of Understanding (MOU)

On a motion made by Commissioner Higgins, and seconded by Commissioner English:

"Approve a draft Memorandum of Understanding (MOU) to ensure appropriate coordination for the planning, programming, and implementation of public transportation services in Polk County." *(Exhibit 5)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The draft MOU is replacing the existing 2002 MOU.
- The MOU is an agreement between the Polk Transportation Planning Organization (TPO), The PTA, The Polk County BoCC, and the LAMTD.
- The MOU will be reviewed every five (5) years.

Agenda Item #6 – Information Briefing

Policy / Procedures

Items discussed:

- Amended Cell Phone Policy and Electronics Device Policy. *(Exhibit 6)*
- Cell Phone Policy amended to be family friendly; however the main focus will continue to be on the safety and security of passengers.
- New Progressive Disciplinary Policy. *(Exhibit 7)*

Funding Options

Items discussed:

- A PowerPoint presentation was presented to the Board. *(Exhibit 8)*
- The goal of the Information Briefing was to discuss possible increased local funding options and the expansion of services to the District.
- Four (4) options were presented to the Board: 1. Extend the District in small increments to areas that have been identified as needing transit services because riders walk, bike, or hitchhike into the District to ride the bus; 2. Extend the District into any area of Polk County that has a desire to have LAMTD services; 3. Increase the millage rate to .1 Mill and; 4. Status quo.

Coordination / Consolidation

Items discussed:

- A PowerPoint presentation was presented to the Board. *(Exhibit 9)*
- Three (3) options presented to the Board: 1. Coordinate & Consolidate after another Transit Referendum and dedicated source of funding are found; 2. Coordinate & Consolidate resources and personnel as quickly as possible under existing structures via Intergovernmental Agencies (IGA) moving towards the umbrella of the PTA and; 3. Status quo.
- The recommendation of Staff is to proceed towards Coordination & Consolidation efforts with other County Transit providers via IGA's with an eventual consolidation under the umbrella of the PTA.
- Federal funds have been identified for the build out and infrastructure of a Coordinated and Consolidated Dispatch Center. Current site proposed is the old 911 Center in Bartow or other location(s).

Agenda Item #7 – Decision Briefing

Transit Center

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

“Approve recommendation for a proposed new site for a transit facility or provide approval for another course of action.”

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- A PowerPoint presentation was presented to the Board. *(Exhibit 10)*
- The Federal Transit Administration (FTA) has a 527 million dollar multimodal, merit-based grant program under TIGGER 3 and LAMTD meets all eligibility requirements.
- 100% grant funded with in-kind match.
- Three (3) options were presented to the Board: 1. Demolition of current transit facility and rebuild a newer facility; 2. Identify a new, centrally located site to build on and; 3. Pass on TIGER 3 grant application.

Action Item

Staff and City of Lakeland Staff research and propose two (2) site locations to build a new transit facility.

Agenda Item #8 – Legal Matters

No legal matters were brought before the Board at this time.

Agenda Item #9 – Financial Statement

Distributed unaudited October 2010 through July 2011 Financial Statement. *(Exhibit 11)*

Items discussed:

- Reviewed Revenues and expenses.
- Revenues over budget by \$50,000, and Expenses over budget by approximately \$116,000.
- Prior year cost per hour is \$91.29, Year-to-date cost per revenue hour is \$86.90, and FY11 cost per hour forecast is \$89.18.

Agenda Item #10 – Interlocal Agreement / Contracts / Leases

Transit Operators Agreement - BoCC

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

“Approve the Transit Operators Agreement with the Polk County Board of County Commissioners (BoCC), for the period of October 1, 2011, through September 30, 2012, subject to final review by counsel.” *(Exhibit 12)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The District currently operates three Winter Haven Area Transit (WHAT) routes, with annual revenue hours and deadhead hours totaling approximately 12,200.
- Agreement is nearly identical to the existing contract, but provides that the revenue and deadhead hours be billed at a rate of \$94.90 per hour.
- An Escalation Clause will be added to Agreement in the event of an increase in fuel costs.
- Agreement will commence on October 1, 2011.

Transit Operators Agreement - PTA

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

“Approve the Transit Operators Agreement with the Polk Transit Authority (PTA), for the period of October 1, 2011, through September 30, 2012.” *(Exhibit 13)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- In 2010 the PTA was awarded a Section 5316 Job Access and Reverse Commute (JARC) Grant to operate a new route (Route 10) in the WHAT service area.
- The District currently operates three WHAT routes under a contract with the BoCC, with revenue hours and deadhead hours totaling approximately 12,000 annually.
- Agreement is identical to the contract with the BoCC.
- Agreement will commence on October 1, 2011.

Uniform Rental Service – RFP #11-008

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

“Approve award of Contract #11-008, to Unifirst Corporation for Uniform Rental and Shop Towel Service for the Facility/Fleet Maintenance and Parts Department at the District. The Term of this Contract will be five (5) years from Notice to Proceed (NTP).”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Purchase order will be issued on an annual basis throughout the contract. The new contract provides uniforms for the Parts Department in addition to the Maintenance Department and offers an estimated cost reduction of approximately \$6,000 annually.
- The solicitation was broadcast to a combined total of 75 firms. The District received two (2) qualified proposals in response to the Request: Unifirst Corporation, Tampa, Florida and AlSCO, Inc., Tampa, Florida. *(Exhibit 14)*

Diesel Fuel, Ultra Low Sulfur Diesel Fuel No. 2

Items discussed:

- The FY11 Oil Price Index Service (OPIS) markup is .0057 while the FY12 OPIS is .0049 offering a slight decrease in fuel cost delivered. The successful bidder offered a 1% discount for prompt payment within six (6) calendar days. *(Exhibit 15)*
- HART issued an Indefinite Quantity/Indefinite Delivery (IDIQ) solicitation for sealed bids from qualified firms interested in providing diesel fuel in bulk to HART, PSTA, Hillsborough County BoCC, and the District.
- The solicitation was sent to thirty-one bulk diesel providers, which was a combined list based on all four (4) individual agency registered vendor lists.
- Award was given to Ports Petroleum to provide the District's Diesel No. 2 Fuel with a mark-up against OPIS purchases and SSI Petroleum to provide the District Diesel No. 2 Fuel with a mark-up against New York Mercantile Exchange (NYMEX).

Americans with Disability Act (ADA) Interlocal Agreement – Refer to Consent Agenda

Board meeting was recessed at 5:34 p.m. to conduct a Public Hearing on the FY11/12 Millage Rate and FY 11/12 Budget.

Board meeting was reconvened at 5:50 p.m.

Agenda Item #11 – Re-organization Structure & Chart

Items discussed:

- After a reduction in employee force was completed in July 2011, it was determined by Staff that a restructure was needed based on the remaining headcount.
- Job titles were revised based on industry standards and to prepare the District for future growth and also to create efficiency within the organization based on the remaining human capital. *(Exhibit 16)*

Agenda Item #12 – FY 12 Salary Schedule

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

“Approve the updated FY 12 Salary Schedule inclusive of the changes made based on the Re-organizational Chart.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Based on the new Re-organization Chart, amendments were made to the FY 12 Salary Schedule. *(Exhibit 17)*
- Changes to Salary Schedule Chart were highlighted in red.
- The Maintenance Department's new re-organizational structure will meet the Audit requirements.

Agenda Item #14 – Board of Directors Meeting Times for FY 11/12 Resolution # 11-06

On a motion made by Commissioner Higgins, and seconded by Commissioner English

“Approve the FY 11/12 Board of Directors Regular Meeting Times – Resolution # 11-06”

(Exhibit 18)

Commissioner English	Yes
Mayor Fields	Absent
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Selvage	Yes

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Items discussed:

- Meetings will be held on the second Wednesday of every month at 9:00 a.m. LAMTD, 1248 George Jenkins Blvd, Bldg. B Training Room.

Agenda Item #15 – Reports

FDOT Report

- Jan Parham stated she had received the contract for the New Freedom Grant and a revised application.

PTA Update

No update was brought before the Board.

Interim Executive Director Report

- Performance Indicators were distributed in the Board packets. *(Exhibit 19)*

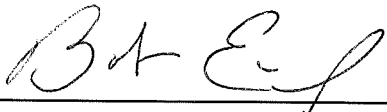
Agenda Item #16 – Other Business

No further business was brought before the Board.

Adjournment

5:59 p.m.

Approved this 12 day of October, 2011.



Vice Chairman – Commissioner English



Minutes Taker – Tina Moore

(Acronyms – Exhibit 20)