

**POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING**

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

**Wednesday, September 23, 2015 @ 9:00am**

Action Required

Call to Order

- Roll Call

- |  |          |
|--|----------|
| 1. Approval of Minutes   | Approval |
| 2. Public Comments (20 Minute limit at 3 minutes per individual) | None     |
| 3. Service Reductions for Routes 416 and 427 / Tom Phillips      | Approval |
| 5. Public Comments (3 minute per individual limit)               | None     |
| 6. Board Members Comments  | TBD      |

Adjournment

POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
September 23, 2015  
AGENDA ITEM #1

Agenda Item: **Approval of September 3, 2015, Board of Directors Meeting Minutes**

Presenter: Marcy Harrison

Recommended Action: Board approve the September 3, 2015, Board of Directors Meeting Minutes.

Summary: **The Polk Transit Authority Board of Directors Meeting minutes for September 3, 2015, summarizes agenda items covered during that meeting.**

Attachments: September 3, 2015, Board of Directors Meeting Minutes



POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS  
MEETING MINUTES  
SEPTEMBER 3, 2015

**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 Lindsey  
Commissioner Hall  
Commissioner Selvage  
Commissioner Quarles  
Commissioner Smith

Excused Absence

Commissioner Merritt

**Agenda Item #2 – Public Comments**

None at this time

### **Agenda Item #3 – Financial / David Persaud**

a. PTA FY 2015-2016 Operating Budget and Resolution #15-16. The proposed FY 2015-16 Budget for the Polk Transit Authority includes the forecasted revenues/reserves to be received and expenditures to be occurred as part of the normal operation of the Authority. As such, the proposed budget reflects only a minimal amount of administrative activity, and does not include a significant amount of expenditures related to transit services.

- **Revenue and Expense Summary**

The proposed budget for Revenues consists of Reserves, \$10,100. The reserve balance is estimated at \$44,310 at 9/30/2016.

The proposed budget for expenses for FY 2016 consists of \$10,100 basically for the auditing fees \$8,900, planning expenses totaling \$1,000 and special service district dues \$200.

Since there are no fares or grant revenues, the budgetary activities for FY 2016 has been reduced significantly with no operational activity.

In November 2014 the My Ride referendum failed resulting in no transportation activities in FY 2014-15.

### **PTA FINANCIAL TREND**

- 2009- Initial funding of \$425,000
- 2010- Advertising for the November 2010 referendum
- 2011- JARC grant received , route operations started
- 2013- Last year for JARC grant funding

### **PTA EXPENSE TRENDS**

- 2009- Initial funding received
- 2010- Preparation for November 2010 referendum
- 2010- Creation of master strategic plan and public communications plan later replaced with the ‘My Ride’ transit development plan.
- 2011- JARC grant received, route operations started in August 2011
- 2012- First full year of route operations under JARC grant

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

**“Board approval of the proposed PTA Budget FY 2015-2016”**

**MOTION CARRIED UNANIMOUSLY**

b. Resolution No. 15-16 / PTA FY 2015-2016 Budget:

POLK TRANSIT AUTHORITY

RESOLUTION NO. 15-16

A RESOLUTION OF THE POLK TRANSIT AUTHORITY ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2015-2016 AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the Polk Transit Authority received as information the FY 2015-16 preliminary budget on August 25, 2015.

**WHEREAS**, the Polk Transit Authority set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2015-2016 in the amount of \$ 10,100.

**NOW, THEREFORE, BE IT RESOLVED** by the Polk Transit Authority that:

1. The FY 2015-2016 Final Budget be adopted.
2. This resolution will take effect immediately upon its adoption.

**DULY ADOPTED** at a public hearing this 3<sup>RD</sup> day of September 2015

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

**“Board approval for the adoption of the final budget for FY 2015-2016”**

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #5 – Public Comments**

None at this time

**Agenda Item #6 – Other Business**

None at this time

**Agenda Item #7 – Board Member Comments**

None at this time

**Adjournment**

9:02 a.m.

Approved this 3rd day of September, 2015.

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Chairman – Commissioner Hunnicutt

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Minutes Taker – Marcy Harrison

POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
September 23, 2015  
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended

Action: The Board Chair applies 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 basis.

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  
September 23, 2015  
AGENDA ITEM #3

Agenda Item: **Service Reductions for Routes 416 and 427**

Presenter: Tom Phillips

Recommended: Approval of Service Reductions for Routes 416 and 427

Summary: Service Reduction Haines City to Poinciana Route 416:

- Route 416 Federal funding expires January 23, 2016
- Route 416 provides service between Haines City and Poinciana
- Full yearly finding is \$275,405
- Recommend reducing service by 50 percent weekdays and discontinuing Saturday service thus reducing yearly cost to \$106,000.

Service Reduction North Ridge Route 427:

- Route 427 provides one-hour service via one northbound and one southbound bus starting from Haines City and Legacy Boulevard.
- Reduction calls for the elimination of one bus weekdays making it a two-hour route.
- Also included in the route 427 reduction is the elimination of Saturday service.
- Route 427 Service reduction is effective October 1, 2015

POLK TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
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AGENDA ITEM #4

Agenda Item: **Public Comments**

Presenter: TBD

Recommended

Action: The Board Chair applies 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 basis.

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

Attachments: None



POLK TRANSIT AUTHORITY  
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AGENDA ITEM #5

Agenda Item: **Board Members Comments**

Presenter: TBD

Recommended  
Action: None

Summary: Oral Presentation

Attachments: None