

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815.
Wednesday, November 18th, 2020, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the October 14, 2020 LAMTD Meeting Minutes	Approval
2. Public Comments	None
3. Finance / David Persaud, Chief Financial Officer	
a. 5311 FTA Formula Grant, Resolution 21-03	Approval
b. 5339 Bus and Bus Facility Grant, Resolution 21-04	Approval
c. 5310 FTA Formula Grant, Resolution 21-05	Approval
4. Operations / Aaron Dunn, Director of Revenue Services	
a. FDOT Funding Cut Route Solutions and Next Steps	Approval
5. Legal / Ben Darby, Esq.	
a. Hawthorne Annexation, Resolution 21-06	Approval
6. Regional Mobility Call Center / Marcia Roberson, Director of RMCC	
a. Absenteeism & Tardiness Guidelines and Policy	Approval
7. PTASP Adoption for FY20/ Bill Knieriem, Director of Safety, Security and Training	Approval
8. Maintenance and Facilities / Joe Cheney, Director of Fleet Maintenance	
a. CIP funds for purchase of new vehicles	Approval
9. Executive Director Report / Tom Phillips	
a. CTC Request Letter	Approval
b. Agency Update(s)	None
10. Executive <u>Informational</u> Summary / Tom Phillips	
a. October Calendar	None
b. Ridership and UAP Update	None
11. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
NOV 18, 2020
AGENDA ITEM #1

Agenda Item:	Approval of the October 2020 LAMTD Meeting Minutes
Presenter:	James Phillips
Recommended Action:	Board approval of the October 2020 LAMTD Meeting Minutes
Attachments:	October 14, 2020 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Oct 14th, 2020 at 8:30 a.m.

Directors:

Polk County Commissioner John Hall
Polk County Commissioner George Lindsey III
City of Lakeland Commissioner Sara McCarley
City of Lakeland Commissioner Phillip Walker
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:37am By Commissioner Hall

Agenda Item #1 – Approval of the Minutes

- a. Approval of minutes for the month of September 2020

[Attachments available]

“Approval of meeting minutes for the month of September”
1st Sara McCarley/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

Julia Davis – Brief presentation of the Long-range transit plan from Polk TPO

Presentation from Citrus Connection Staff expressing well wishes to Commissioner Hall

Agenda Item #4 – Finance

- a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date AUGUST 31, 2020
FY 2019-2020

Year to Date August 31, 2020

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	92%	\$10,078,770	\$9,730,100	97%	\$11 Million
Expenses YTD	92%	\$10,078,770	\$8,574,760	85%	\$11 Million

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BOARD OF DIRECTORS MEETING
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REVENUES:

The total revenues realized year-to-date through August 31, 2020 totaled \$9.73 million or 97% of the YTD budget.

- Farebox revenues reflect \$353,407 or 65% of YTD budgeted revenues through August 31, 2020.
- Contract revenues totaled \$126,928 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues for RAMCO. Payment of \$93,600 billed in January 2020 and received in June 2020.
- Ad Valorem taxes reflects \$4.97million or 102% of budget. The total budgeted revenues are \$4.86 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1st, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$97,000 under budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$1.1 million.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled \$1.66 million.
- Advertising income reflects \$102,000 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$57,300 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

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BOARD OF DIRECTORS MEETING
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Wednesday, Oct 14th, 2020 at 8:30 a.m.

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date August 31, 2020
FY 2019-2020

EXPENSES:

The total expenses year-to-date through August 31, 2020 totaled \$8.57 million or 85% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of August 31, 2020, these expenses totaled \$5.8 million or 10% under budget of \$6.5 million a favorable variance.
- Professional and Technical Services expenses totaled \$375,450 of the YTD budget, and over budget.
- Other services expenses totaled \$67,563 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$305,645 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$505,280 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments totaling \$257,706 for Tax Year 2019 is paid.

Other remaining expenses are under the YTD budget through August 31, 2020

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through August 31st the financials reflect a favorable actual variance of \$1.16 million with 92% of the fiscal year due to collection of property taxes.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/19	9/30/18	9/30/17	9/30/16	9/30/15
* 1. Farebox Recovery Ratio (All modes)	10.13%	13.00%	10.04%	13.95%	25.50%
2. Cost per revenue hour	\$116.62	\$108.42	\$106.94	\$104.76	\$89.45
3. Revenue Hours	145,405	146,597	142,189	139,228	103,550
4. Fuel Cost (\$)	\$949,887	\$1,082,166	\$834,971	\$757,485	\$847,360
5. Ridership	1,294,771	1,252,600	1,346,211	1,393,620	1,424,965

* Total 10.13%, LAMTD 13.37%, PCTS 4.70%

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of August 31, 2020
Year to Date Report
Percent of FY Reported (92%)

Revenues

- The revenues totaled \$5.8 million or 81% of the year-to-date budget.
- The FTA grants drawdown \$1.5 million year-to-date.
- Fare Revenues totaled \$67,880 or 54% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$495,620 and in line with the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$2.584 million for the total payments.
- The FDOT Grants drawdown reflects \$1.14 million or 71%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$6.1 million or 85% of the year-to-date budget.
- Salaries and wages totaled \$3.4 million or 88% of the YTD Budget
- Operating expenses totaled \$1.9 million or 85% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$825,480 or 92% of budget.
- Capital Expenses shows no activity.

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of August 31, 2020
Year to Date Report
Percent of FY Reported (17%)
State FY July 1, 2020 thru June 30, 2021

Revenues

- The revenues totaled \$191,310 or 77% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$175,380 or 79% of the grant.
- Contract Revenues and other revenues totaled \$6.
- The County funding for the match totaled \$15,920 or 64%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$170,490 or 69% of the year-to-date budget.
- Salaries and wages totaled \$141,770 or 89% of the YTD Budget.
- Operating expenses totaled \$28,720 or 33% of the YTD Budget.

Operating Results

- Actual Revenues exceeded actual expenses by \$20,820.

d. Internet Service Provider with Service Upgrade

On August 31, 2020, the District issued an Informal Request for Quote, #20-008, for an Internet Service Provider with Service/System Upgrades for various locations.

- Bartow RMCC,
- Winter Haven Terminal
- Lakeland Terminal
- Gow Fields Park & Ride
- LAMTD Administrative Office

Currently and agency wide, the internet service/system does not provide the reliability, redundancy, or the failover (backup operations) necessary for the seamless functionality of the District or to implement essential software upgrades. The service upgrade will also increase internet speed while eliminating outages and lag time agency wide.

The request for quote was conveyed both verbally and electronically to 3 internet service providers, as dictated by serviceable territory.

Offers were received by each of the 3 provider and reviewed for responsiveness by the IT Department. All were found responsive and evaluated on price.

The process resulted in a cost increase of roughly \$16,000 annually with a total annual cost Not to Exceed \$50,000, based on a 60-month

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contract term and would reflect the following funding breakdown:

Location	Service Upgrades	Current Fees	New Svc Fees
Bartow RMCC	30 Mbps to 100 Mbps w/redundancy	\$1,844.00	\$1,338.25
Winter Haven Terminal	100 Mbps coax to 100 Mbps fiber w/redundancy	\$235.00	\$1,045.00
County Monthly Subtotal		\$2,079.00	\$2,383.25
Lakeland Terminal	100 Mbps coax to 100 Mbps fiber	\$214.98	\$214.98
LAMTD Admin. Office	100 Mbps coax to 200 Mbps fiber w/redundancy	\$218.95	\$1,225.00
Gow Fields Park & Ride	100 Mbps coax to 100 Mbps fiber	\$134.98	\$134.98
Lakeland Monthly Subtotal		\$568.91	\$1,574.96

In conclusion, Spectrum Enterprise is being recommended for award.

“Approve award of Contract #20-008 for an Internet Service Provider with Service/System Upgrade to Spectrum Enterprises, for a Not to Exceed \$50,000 annually.”

1st George Lindsey / 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

Agenda Item #5– Legal

a. Agreement w/ Elderpoint Ministries for use of Park and Ride Facility

[Tabled]

b. Gresham Farms addition of land, Resolution 21-01

This annexation will add a portion of Gresham Farms to the district.

[Attachment Available]

“Approve the annexation of additional lands to the district.”

1st George Lindsey/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

c. Gresham Farms Commercial addition of land, Resolution 21-02

This annexation will add the remaining portion of Gresham Farms to the district.

[Attachment Available]

“Approve the annexation of additional lands to the district.”

1st George Lindsey/ 2nd Bill Mutz

MOTION CARRIED UNANIMOUSLY

LAKELAND AREA MASS TRANSIT DISTRICT
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d. Agreement for Legal Service

This agreement will continue legal services between the Lakeland Area Mass Transit District and the Darby Law Group [Attachment Available]

“Approve the agreement for legal services.”
1st George Lindsey/ 2nd Phillip Walker

MOTION CARRIED UNANIMOUSLY

e. Ratification of memo with TWU 525

On September 30, 2020, the LAMTD Board of Directors held an emergency meeting at staff recommendation to approve a memo allowing the local TWU-525 chapter to restart the bid process after an error was occurred. Following a 3-1 vote, the motion was passed and is before the board today for ratification.

“Ratify the memo signed on September 30, 2020.”
1st Bill Mutz/ 2nd Sara McCarley

MOTION PASSES 4 Yays 1 Nay

Agenda Item #6 – Executive Director Report

- a. Agency Updates
 - Thanked Commissioner Hall again for his years of service and dedication to the board

Agenda Item #7 – Executive Director Informational Summary

- b. Sep Calendar

[Attachment Available]

- c. Ridership and UAP Update

[Attachment Available]

Agenda Item #8 – Other Business

None

Adjournment at 9:13 a.m.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, Oct 14th, 2020 at 8:30 a.m.

Approved this 18th day of November 2020.

Chair – Lakeland City Commissioner Sara McCarley

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
NOV 18, 2020
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: NOVEMBER 18, 2020
AGENDA ITEM #3a

Agenda Item: **Federal Transit Administration 2021-2022 Section 5311 Formula Grants for Rural Areas application and Resolution 21-03.**

Presenter: David Persaud, CFO

Recommended
Action: Staff recommend approval of the 2021-2022 Section 5311 grant application and corresponding Resolution for the County Operations.

Summary: This grant provides needed services to citizens in the rural areas of Polk County. The District is requesting 5311 grant funding in the amount of \$1,590,972. This is a 50/50 match. FTA will provide \$795,486 with in-kind match of \$795,972 to be provided by the County. If awarded this program will be included in the 2021-2022 budget

Attachments: #21-03 Resolution

Resolution #21-03

A **RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, the Lakeland Area Mass Transit District has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY **Lakeland Area Mass Transit District, FLORIDA:**

This resolution applies to Federal Program(s) under U.S.C. Section(s) 5339.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Tom Phillips, Executive Director is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 18, 2020**

By

Signature, Chairperson of the Board

Sara Roberts-McCarley, Board Chair

Typed Name and Title

ATTEST:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: NOVEMBER 18, 2020
AGENDA ITEM #3b

Agenda Item: **Federal Transit Administration 2021-2022 Section 5339 Formula Grants for Rural Areas application and Resolution 21-04.**

Presenter: David Persaud, CFO

Recommended
Action: Staff recommend approval of the 2021-2022 Section 5339 grant application and corresponding Resolution for the County Operations.

Summary: This grant provides for the installation of a security cameras system at the Ponser Center Park and Ride. The District is requesting 5339 grant funding in the amount of \$35,668. This is a 80/20 match. FTA will provide \$28,534 with in-kind match of \$7,134, to be provided by the County. If awarded this program will be included in the 2021-2022 budget

Attachments: #21-04 Resolution

Resolution #21-04

A **RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Lakeland Area Mass Transit District has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY **Lakeland Area Mass Transit District** FLORIDA:

This resolution applies to Federal Program(s) under U.S.C. Section(s) 5339.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Tom Phillips, Executive Director is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 18, 2020**

By

Signature, Chairperson of the Board

Sara Roberts-McCarley, Board Chair

Typed Name and Title

ATTEST:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: NOVEMBER 18, 2020
AGENDA ITEM #3c

Agenda Item: **Federal Transit Administration 2021-2022 Section 5310 Formula Grants Enhanced Mobility of Seniors and Individuals with Disabilities**

Presenter: David Persaud, CFO

Recommended
Action: Staff recommend approval of the 2021-2022 Section 5310 grant application and corresponding Resolution for the District.

Summary: This grant provides needed services to citizens in the Lakeland Urbanized Zoning Area through the services of a travel trainer. The District is requesting 5310 grant funding in the amount of \$52,620. This is an 80/10/10 match. FTA will provide \$42,096, FDOT will provide \$5,262 and with match of \$5,262 to be provided by the District. If awarded this program will be included in the 2021-2022 budget

Attachments: #21-05 Resolution

Resolution #21-05

A **RESOLUTION** of the **Lakeland Area Mass Transit District** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Lakeland Area Mass Transit District has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Lakeland Area Mass Transit District**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5310.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Tom Phillips, Executive Director is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 18, 2020**

By

Signature, Chairperson of the Board

Sara Roberts-McCarley, Board Chair

Typed Name and Title

ATTEST:

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
NOV 18, 2020
AGENDA ITEM #4a

Agenda Item: **FDOT Funding Cut Route Solutions and Next Steps**

Presenter: Aaron Dunn, Director of Revenue Services

Recommended
Action: Approve staff recommendations and begin the necessary steps
to complete.

Summary: It was informed by the Florida Department of Transportation
District One staff on November 10, 2020 there would be
significant reductions to grants awarded for the State Corridor
and State Bloc Grant to the agency in FY 2022. Staff today will
be presenting their recommendations.

Attachments: Presentation

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
NOV 18, 2020
AGENDA ITEM #5a

Agenda Item: **Hawthorne Development Addition of Land Annexation**

Presenter: Ben Darby, Esq.

Recommended
Action: Approve the annexation of additional lands to the district

Summary: This annexation will add Hawthorne Development project to
the District.

Attachments: Resolution 21-6

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 21-6

A RESOLUTION RELATING TO DISTRICT BOUNDARIES; APPROVING AN ENLARGEMENT OF THE DISTRICT; INCLUDING WITHIN THE DISTRICT CERTAIN TERRITORY IN LAKELAND, FLORIDA, LOCATED EAST OF COUNTY LINE ROAD BETWEEN WEST PIPKIN ROAD AND EWELL ROAD; FINDING APPROVAL BY THE PROPERTY OWNER; FINDING COMPLIANCE WITH THE COUNTY ORDINANCE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lakeland Area Mass Transit District was created on June 19, 1980, by the adoption of Ordinance No. 80-13 by the Board of County Commissioners of Polk County, Florida; and

WHEREAS, certain territory located East of County Line Road between West Pipkin Road and Ewell Road, more particularly described on Exhibit "A" attached hereto, is within the City of Lakeland; and

WHEREAS, that territory was not included within the boundaries of the district established by Polk County Ordinance No. 80-13, and approved by City of Lakeland Ordinance No. 2205; and

WHEREAS, the Board of County Commissioners has adopted Ordinance No. 81-23, which amended Ordinance No. 80-13, to provide a procedure for adding territory to the District subsequent to its creation; and

WHEREAS, both the governing body of the Lakeland Area Mass Transit District and the owner of the property are desirous of adding such territory to the District,

NOW, THEREFORE, BE IT RESOLVED BY GOVERNING BODY OF THE LAKELAND AREA MASS TRANSIT DISTRICT:

SECTION 1. The boundaries of the District are hereby revised to include the territory described on Exhibit "A" attached hereto.

SECTION 2. The approval of the owner of the territory described in Section 1 to the inclusion shall be evidenced by a letter executed by the owner of said property expressing its approval to being included in the District, and subject to the levy of an ad valorem tax by the District.

SECTION 3. The transit director has received a letter complying with Section 2, and it is hereby found that such letter complies with Ordinance No. 81-23.

SECTION 4. This resolution shall take effect upon its approval by the governing body, except that Section 1 shall not take effect until the City Commission of the City of Lakeland has adopted an ordinance approving of the inclusion of this territory, which is located in the City, into the District.

PASSED AND CERTIFIED AS TO PASSAGE this 18th day of November, 2020.

Chairman

ATTEST: _____
Administrative Assistant

APPROVED AS TO FORM AND LEGAL SUFFICIENCY: _____
Ben H. Darby, Jr., Attorney for the District

LEGAL DESCRIPTION:

A PORTION OF THE SW 1/4 OF SECTION 8, THE SE 1/4 OF SECTION 7 AND THE EAST 1/2 OF SECTION 18, ALL IN TOWNSHIP 29 SOUTH, RANGE 23 EAST, POLK COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

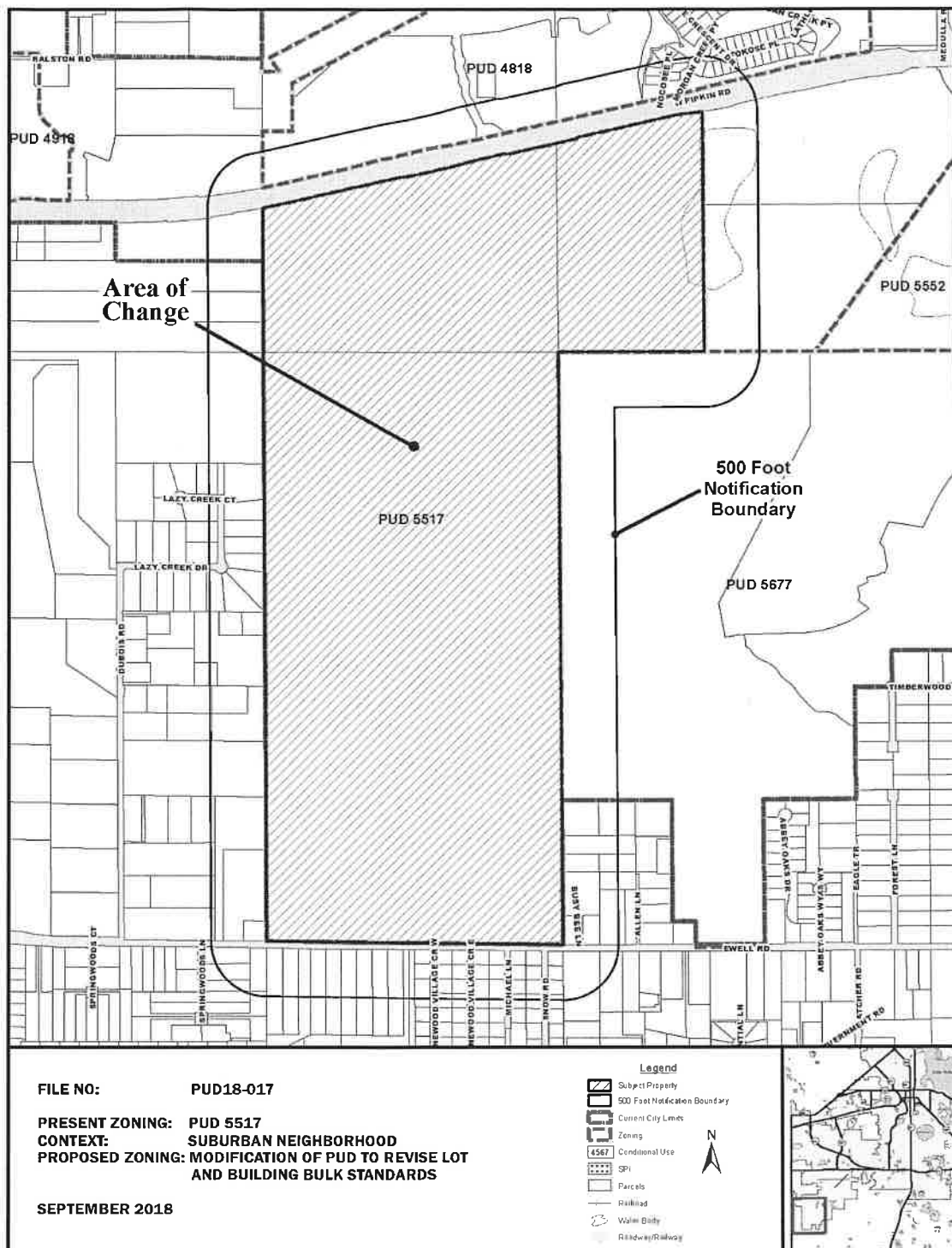
THE SOUTHEAST 1/4 OF SAID SECTION 7, LESS THAT PORTION LYING NORTH OF THE SOUTH RIGHT-OF-WAY LINE OF WEST PIPKIN ROAD, AS RECORDED IN OFFICIAL RECORDS BOOK 4374, PAGE 911, OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA; TOGETHER WITH THE EAST 1/2 OF SAID SECTION 18, LESS THE SOUTH 30 FEET FOR ROAD RIGHT-OF-WAY; TOGETHER WITH THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION 8, LESS THAT PORTION LYING NORTH OF THE SOUTH RIGHT-OF-WAY LINE OF THE AFOREMENTIONED WEST PIPKIN ROAD.

ALSO BEING DESCRIBED AS FOLLOWS:

A PARCEL OF LAND LYING IN SECTIONS 7, 8 AND 18, TOWNSHIP 29 SOUTH, RANGE 23 EAST, POLK COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF THE AFORESAID SECTION 18, FOR A POINT OF BEGINNING, RUN THENCE ALONG THE EAST BOUNDARY OF SAID SECTION 18, THE FOLLOWING TWO (2) COURSES: 1) SOUTH 00°18'05" EAST, 2707.52 FEET; 2) SOUTH 00°17'46" EAST, 2650.33 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF EWELL ROAD; THENCE ALONG SAID NORTH RIGHT-OF-WAY LINE, LYING 30.00 FEET NORTH OF AND PARALLEL WITH THE SOUTH BOUNDARY OF SAID SECTION 18, NORTH 89°16'13" WEST, 2670.07 FEET TO A POINT ON THE WEST BOUNDARY OF THE EAST ONE-HALF (E 1/2) OF SAID SECTION 18; THENCE ALONG SAID WEST BOUNDARY OF THE EAST ONE-HALF (E 1/2) OF SECTION 18, THE FOLLOWING TWO (2) COURSES: 1) NORTH 00°17'11" WEST, 2639.82 FEET; 2) NORTH 00°14'25" WEST, 2684.25 FEET TO THE SOUTH ONE-QUARTER (S 1/4) CORNER OF THE AFORESAID SECTION 7, NORTH 00°12'21" WEST 1303.41 FEET TO A POINT ON A CURVE ON THE SOUTH RIGHT-OF-WAY LINE OF WEST PIPKIN ROAD, AS RECORDED IN OFFICIAL RECORDS BOOK 4374, PAGE 911, OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE ALONG SAID SOUTH RIGHT-OF-WAY, THE FOLLOWING TWELVE (12) COURSES: 1) EASTERLY, 244.96 FEET ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 7090.00 FEET AND A CENTRAL ANGLE OF 01°58'47" (CHORD BEARING NORTH 78°21'11" EAST, 244.95 FEET) TO A POINT OF TANGENCY; 2) NORTH 77°21'48" EAST, 991.75 FEET; 3) NORTH 80°13'33" EAST, 200.25 FEET; 4) NORTH 77°21'48" EAST, 300 FEET; 5) NORTH 74°30'03" EAST, 200.25 FEET; 6) NORTH 77°21'48" EAST, 300.00 FEET; 7) NORTH 88°40'24" EAST, 50.99 FEET; 8) NORTH 77°21'48" EAST, 435.35 FEET; 9) CONTINUE NORTH 77°21'48" EAST, 164.65 FEET; 10) NORTH 66°03'12" EAST, 50.99 FEET; 11) NORTH 77°21'48" EAST, 900.00 FEET; 12) NORTH 82°21'50" EAST, 243.58 FEET TO A POINT ON THE EAST BOUNDARY OF THE WEST ONE-HALF (W 1/2) OF THE SOUTHWEST ONE-QUARTER (SW 1/4) OF THE AFORESAID SECTION 8; THENCE ALONG SAID EAST BOUNDARY OF THE WEST ONE-HALF (W 1/2) OF THE SOUTHWEST ONE-QUARTER (SW 1/4) OF SECTION 8; SOUTH 00°15'34" EAST, 2168.03 FEET TO THE SOUTHEAST CORNER OF SAID WEST ONE-HALF (W 1/2) OF THE SOUTHWEST ONE-QUARTER (SW 1/4) OF SECTION 8; THENCE ALONG THE SOUTH BOUNDARY OF SAID WEST ONE-HALF (W 1/2) OF THE SOUTHWEST ONE-QUARTER (SW 1/4) OF SECTION 8; SOUTH 89°51'39" WEST, 1324.86 FEET TO THE POINT OF BEGINNING.

CONTAINING: ± 486.79 ACRES



LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
NOV 18, 2020
AGENDA ITEM #6

Agenda Item: **Regional Mobility Call Center Absenteeism & Tardiness Guidelines and Policy**

Presenter: Marcia Roberson, Director of RMCC

Recommended

Action: Approve the policy as exception to employee handbook

Summary: Upon publication of the revised Employee Handbook, it was identified the employees assigned to the RMCC were in a unique position of neither fully encompassing the Bargaining Unit nor admin staff. As such, a separate policy was developed to address the uniqueness of this section.

Attachments: Regional Mobility Call Center Staff Absenteeism & Tardiness Guidelines and Policy

Regional Mobility Call Center Staff Absenteeism & Tardiness Guidelines and Policy

Guidelines

When employees are absent or tardy, it can cause hardship on the business through delivery of service and/or day-to-day operations. Therefore, Call Center Management has developed a set of standards and procedures for all staff as follows:

Procedures:

- Call Center who report for duty more than three (3) minutes late, without advanced approval, will be assessed a tardy.
- All Call Center Staff must make contact by calling a member of Management to give notification of call offs (60) minutes prior to shift to assure service delivery.

Unexcused/Unplanned Absences

When a member of the team is unexpectedly absent from work it raises immediate cause for concern regarding:

- Disruption to the quality and continuity of service delivery
- Increased workload and pressure for team member who take on other's work
- Cost incurred in replacing staff
- Loss of productivity and efficiency
- drop in motivation and employee engagement and commitment
- Decrease internal and external customer satisfaction and retention

For these reasons, the Call Center Management has established the following work rules:

Call Center staff who call off (60) minutes or more prior to their scheduled start time may use accrued benefit time (vacation/or sick).

A tardy is defined as any missing work time from your assigned schedule that is unplanned and has not been preapproved as defined by a leave policy vacation or sick time policy or otherwise in advance of taking the time off will result in an occurrence.

Unplanned Planned Absences /Call offs is define as any time taken without advanced approval.

An unexcused absence or tardy is considered one occurrence. The third occurrence in a rolling six-month period. Will result in disciplinary action. Any combination of unexcused absences and tardiness to meet the third occurrence will be considered.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
NOV 18, 2020
AGENDA ITEM #7

Agenda Item: **Adoption of Public Transportation Agency Safety Plan for
FY 21**

Presenter: Bill Knieriem, Director of Safety, Security, and Training

Recommended
Action: Approve the PTASP for adoption

Summary: In 2019 the FTA asked for all transit agencies to transition by
Dec 31, 2020 to the PTASP format from the SSPP. This
includes elements of the Safety System Program Plan but also
allows agency wide ownership of safety to help facilitate a safer
work environment.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
NOV 18, 2020
AGENDA ITEM #8

Agenda Item: **Purchase of Support Vehicles for East Polk County**

Presenter: Joseph Cheney, Director of Maintenance

Recommended

Action: Approve the purchase of 1-Chevy Equinox \$24,000
 Approve the purchase of 1-Chevy 4x4 2500 Pickup \$32,127

Summary: Service has expanded into East Polk County and Citrus Connection has received grant funding that will assist us in maintaining East Polk County bus stops and work with the City of Winter Haven to establish the first East Polk County Garage. The above two listed vehicles are needed to support this activity.

Both vehicles will be equipped with 4 corner strobe light for safety. The 4x4 feature will assist in preventing the truck from getting stuck in the dump area and in off road situations. The pickup truck will also be a crew cab to facilitate a team approach to completing work in the Terminal areas.

Funding: Funding is available from the county to support this capital request.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: NOV 18, 2020
AGENDA ITEM 9a

Agenda Item: **Letter to Commission for the Transportation Disadvantaged**

Presenter: Tom Phillips

Recommended
Action: Approve the letter written to the Florida Commission for the Transportation of Disadvantaged

Summary: The role of Community Transportation Coordinator (CTC) for Polk county is set to expire on June 30, 2021. This letter from the Executive Direct with board support will help secure the Citrus Connection as the CTC for Polk County.

Attachments: Letter to Commission for the Transportation Disadvantaged

November 18, 2020

Florida Commission for the Transportation Disadvantaged
Attn: David Darm- Executive Director
605 Suwanee Street
Tallahassee, FL 32399

Dear Mr. Darm,

LAMTD is currently the CTC for Polk County and has been the CTC since 2016. We would like to thank you for allowing LAMTD to serve as the CTC in the last few years. It is our goal to work to improve our service and increase mobility for Polk County residents. Over the last few years, we've made major headways in improving the service provided by changing program structures.

- *The Fixed Route Bus programs outreach has increased our visibility in the public, resulting in increased ridership and public use.*
- *In 2018 the Travel Training program became a major focus to help assist those who wanted to gain self-sufficiency by accessing the Fixed Route bus and Para-transit if needed. The program took on an innovative approach by partnering with Community stakeholders to help train and educate the community on transit, with an emphasis on both individual and group training.*
- *Call Center Operations Intake eligibility is now done in-house. This reduces the timeline it takes for application approvals. As a result, residents now have access to transit sooner.*
- *Re-Route 2020 changed the way we did transit for West Polk County. The Public received earlier and later hours, without increasing Operational cost.*

On behalf LAMTD and the LAMTD Board of Directors we would like to continue to serve in the role of the Community Transportation Coordinator for Polk County, for the five-year MOA contract starting July 1, 2021. Thank you for your time and consideration.

Sincerely,

Tom Phillips
Executive Director

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: NOV 18, 2020
AGENDA ITEM 9b

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Items and information from the Executive Director

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: NOV 18, 2020
AGENDA ITEM 10a

Agenda Item: **October calendar**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: Review and summary of events taken place in October.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 27	28 9:00am 1 on 1 with HR; Tom's office ; Tom Phillips 9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips 4:00pm LEDC Zoom Meeting; Click for Instructions; Steve Scruggs	29	30 8:30am Emergency LAMTD Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815... 9:00am Intern Celebration; Outdoor break area; 1212 George Jenkins Blvd, L... 11:15am Lunch - 1961 5:00pm ABC Meeting for Davenport High School; Choice of District Office or Zoo...	Oct 1 10:30am Fair Share Contracts Meeting; Darby Law Firm; Erin Killebrew Kinlaw 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	2 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 8:30am Communication Workshop	3
4	5 Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever 9:00am 1 on 1 with HR; Tom's office ; Tom Phillips 9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips	6 1:00pm Jamestown Community Bus Service; 100 W Murphy St, Davenport, FL 33837; Tom Phillips	7 8:15am Coffee; Mitchell's Coffee 9:30am 1-on-1 w/ Jay Kirkland; Tom Phillips 11:30am Lunch- 1961	8 8:00am Repatha 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	9 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 9:30am Reopen Lakeland Taskforce (30 Minutes); Zoom; Sarah Breed	10
11	12 Columbus Day; United States 9:00am 1 on 1 with HR; Tom's office ; Tom Phillips 5:00pm Boundary Committee Meeting for Davenport High School; https://us02web.zoom.us/j/82721052893?pwd=L29vUFp1ejRwOFY4Zis0RUxFTJFU T09; Luce, Pam L.	13 8:30am Email Ridership Update to LAMTD Board of Directors 9:30am Senior Staff Call; https://us02web.zoom.us/j/8195069848... 10:00am Grant Meeting; https://us02web.zoom.us/j/8769976565... 10:00am Polk's Comprehensive Emerge...	14 8:00am Reception for Commissioner Hall; 1212 George Jenkins Blvd, Lakeland, FL ... 8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Lakeland, FL 33815... 10:00am Oxford House ; Microsoft Teams Meeting; Mick Pickos 2:00pm GoToMeeting Invitation - W. La...	15 9:00am Open Enrollment Wrap-up Meeting; https://us02web.zoom.us/j/8382822466... 10:30am Florida Polytech Follow-up Discussion; https://us02web.zoom.us/j/8596032152... 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	16 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 3:00pm GoToMeeting Invitation - LRTP - TDP - TDSP Discussion: Polk TPO; Gaither, Wayne 3:00pm LRTP - TDP - TDSP Discussion: Polk TPO; Virtual Meeting - Platform TBD; Gaither, Wayne	17
18	19 9:00am 1 on 1 with HR; Tom's office ; Tom Phillips 9:30am Senior Staff Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips	20	21	22 8:00am Repatha 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips	23 Out of Office 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday (EDT) (tphillips@ridecitrus.com); 3rd fl Community Room, BB&T building, 600 ...	24
25	26 9:30am Senior Staff Call; https://us02web.zoom.us/j/8195069848... 10:00am 1 on 1 with HR; Tom's office ; Tom Phillips 11:00am Grant Meeting; Toms Office; Rodney Wetzel 4:00pm LEDC Zoom Meeting; Click for I...	27 9:00am Vacation Accrual Verification; Hollingsworth Board Room; James Phillips	28 9:20am Labs; Watson Main Labs 12:30pm Meeting with Wes and Kevin	29 2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips 6:00pm Lift Lakeland; RP Funding Center	30 8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830 1:30pm LAMTD Board Intro Brief and Tour of Facilities; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips	31 Halloween; United States

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: NOV 18, 2020
AGENDA ITEM #10b

Agenda Item: **Ridership Report**

Presenter: Tom Phillips, ED

Recommended
Action: Information only

Summary: Year to date ridership information for the entire system including LAMTD, Winter Haven, Rural and Demand Response through August 31, 2020.

Attachments: Ridership Report.

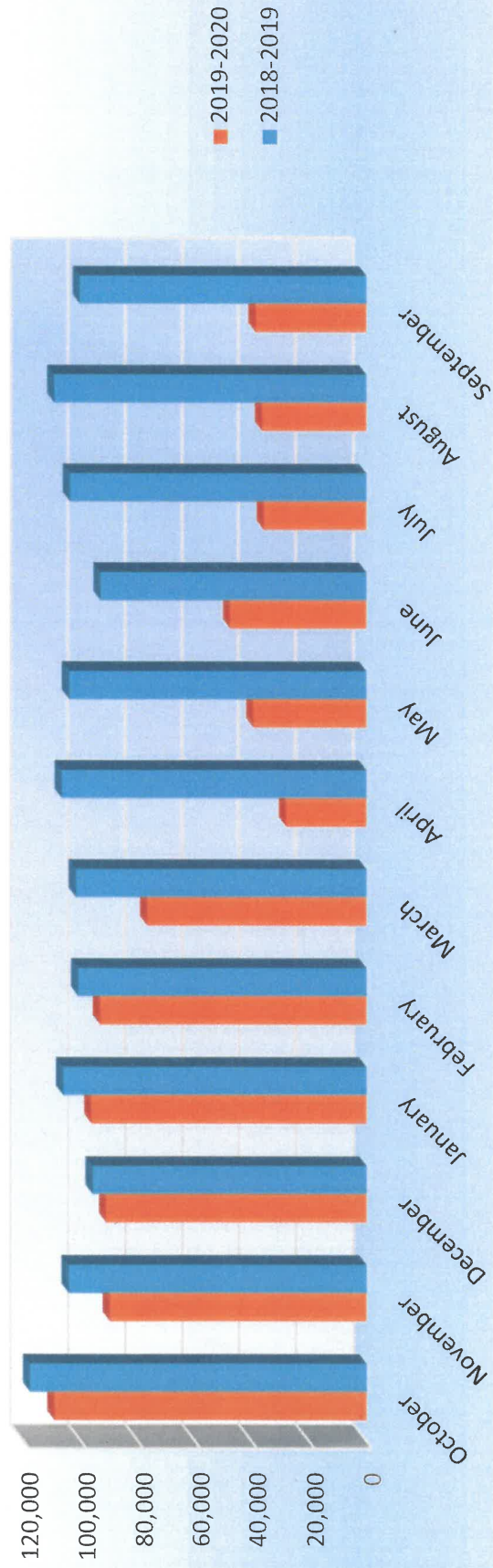
Citrus Connection and PCTS Fixed Route						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	125,714	108,078	113,220	117,763	109,219	-7%
November	111,028	106,998	104,149	104,192	89,803	-14%
December	122,018	111,197	95,520	95,813	91,147	-4%
January	101,190	103,647	93,227	106,080	96,288	-9%
February	111,486	108,068	100,300	100,900	93,231	-7%
March	117,618	116,794	99,916	101,697	76,736	-21%
April	110,754	103,274	95,993	106,578	27,855	-76%
May	105,362	108,224	95,476	104,034	39,257	-60%
June	106,252	102,092	93,781	93,028	47,522	-45%
July	100,929	98,193	92,042	103,793	35,612	-69%
August	115,998	118,104	111,898	109,285	36,186	-62%
September	109,705	89,794	98,550	100,468	38,505	-69%
Totals	1,338,053	1,274,460	1,194,072	1,243,631	781,361	-37%

Citrus Connection and PCTS Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	7,846	7,071	8,654	9,820	9,745	-1%
November	6,690	7,002	7,940	8,495	8,246	-4%
December	7,330	7,014	7,660	8,032	8,177	2%
January	7,020	7,521	9,478	8,846	8,734	-1%
February	7,027	7,413	9,514	8,559	8,231	-4%
March	7,780	8,715	10,469	9,204	6,109	-36%
April	7,334	7,757	9,947	9,377	2,815	-85%
May	7,431	8,460	9,534	9,801	3,590	-73%
June	7,548	8,374	8,777	8,784	4,640	-49%
July	6,846	8,131	8,247	9,502	4,527	-61%
August	8,166	9,533	9,642	9,455	4,441	-53%
September	7,791	6,711	8,437	7,866	4,790	-46%
Totals	88,809	93,702	108,299	107,741	74,045	-31%

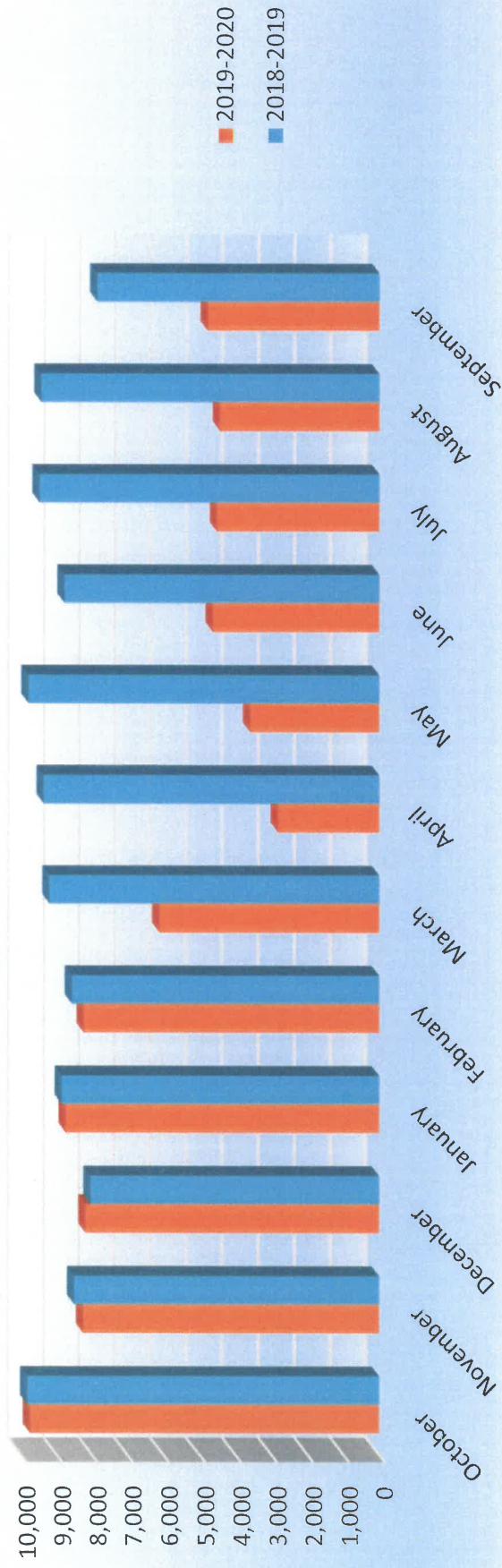
Citrus Connection only Fixed Route Totals						
	2015-2016	2016-2017	2017-2018	2018-2019'	2019-2020	Change
October	83,092	67,636	73,349	74,739	67,938	-9%
November	73,987	71,083	67,437	66,084	55,331	-15%
December	82,287	72,646	60,879	60,217	55,960	-6%
January	67,774	70,767	58,830	66,889	58,774	-11%
February	74,506	71,884	63,140	62,854	57,800	-7%
March	79,428	78,158	62,897	63,867	47,927	-20%
April	73,926	67,338	59,873	67,078	19,363	-71%
May	69,120	72,329	60,039	66,297	25,570	-56%
June	71,398	67,965	59,754	60,242	30,667	-44%
July	68,162	66,347	59,884	67,655	23,294	-67%
August	76,847	79,427	71,375	70,546	23,297	-59%
September	72,624	54,155	62,306	65,477	25,651	-74%
Totals	893,149	839,734	759,763	791,945	491,572	-38%

Citrus Connection only Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	4,094	3,229	4,025	4,745	4,889	3%
November	3,437	3,252	3,734	3,963	3,980	1%
December	3,695	3,154	3,444	3,818	3,930	4%
January	3,512	3,507	4,055	4,252	4,277	1%
February	3,496	3,505	3,909	4,248	4,255	0%
March	3,897	4,040	4,217	4,513	2,392	-53%
April	3,651	3,694	3,935	4,630	1,111	-95%
May	3,589	4,060	3,848	4,916	1,431	-86%
June	3,660	3,880	3,627	4,352	2,041	-60%
July	3,269	3,681	3,437	4,612	1,768	-77%
August	3,866	4,306	3,978	4,686	1,960	-63%
September	3,747	6,039	3,396	3,414	2,036	0%
Totals	43,913	46,347	45,605	52,149	34,070	-35%

Citrus Connection and PCTS Fixed Route Total Ridership



Citrus Connection and PCTS Para-Transit Total Ridership



UAP Ridership Totals FY 2019	LAMTD	WHAT	Total
August	4,040	2,151	6,191
September	5,084	2,974	8,058
UAP Ridership 2019	LAMTD	WHAT	Total
Polk State College			
August	213	215	428
September	251	117	368
LEGOLAND			
August	27	322	349
September	25	262	287
Southeastern University			
August	56	25	81
September	91	50	141
COLTS			
August	256	322	578
September	676	590	1,266
Veterans			
August	1,865	525	2,390
September	2,018	617	2,635
Southern Technical College			
August	13	63	76
September	27	52	79
Central Florida Healthcare			
August	640	157	797
September	703	171	874
New Beginnings High School			
August	90	372	462
September	163	921	1,084
LDDA			
August	8	0	8
September	10	0	10
PACE			
August	9	6	15
September	124	150	274
Peace River			
August	820	56	876
September	996	44	1,040
Summer of Safety			
August	43	88	131
September	0	0	-

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: NOV 18, 2020
AGENDA ITEM#11

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD