

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
APRIL 11, 2012

**Directors:**

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

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

**Call to Order**

9:00 a.m. by Chairman English

**Roll Call**

Present

Commissioner English  
Mayor Fields  
Commissioner Johnson  
Commissioner Merritt  
Commissioner Selvage

*(Exhibit 1)*

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

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

“Board approve the minutes of the March 14, 2012, Board of Directors meeting and the minutes of the March 14, 2012, Public Hearing.” *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

No comments at this time.

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

Items discussed:

- One (1) Citrus Connection Team Member received a GEM Award: Marcia Roberson, Supervisor, Paratransit Operations.
- LAMTD’s first official retiree, Fred Scott, Bus Operator, was presented with an award and was congratulated on his retirement.

**Agenda Item #4 - Board Action Items**

All Board Action Items were addressed. *(Exhibit 3)*

## **Agenda Item #5 - Legal Matters**

### Items discussed:

- Legal requests the Board's advice concerning an upcoming litigation.
- Under the provisions of the Sunshine Law, the District's Board of Directors can hold a private meeting to discuss pending litigations. A Public Notice will be advertised once location, date, and time of private meeting has been set.

## **Agenda Item #6 – Financial Matters**

### Financial Statement

Distributed unaudited February 2012 Financial Statement. *(Exhibit 4)*

### Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$89.78, and FY12 cost per hour forecast is \$90.16.

**Action Item** – Add the fare box and pass sales revenues month by month to the financial statements.

**Action Item** – Research zone based fixed route systems.

### Renewal of Health Care Benefits Contract

#### Items discussed:

- Annually LAMTD evaluates the health care benefits and partners with a Health Care Broker, The Gehring Group, to determine the most reasonable course of action for the next play year.
- During the previous plan year LAMTD experienced a 12% increase in medical benefits, and for the upcoming plan year the Gehring Group negotiated a 7% decrease in cost compared to the current year. *(Exhibit 5)*
- Shawn Fleming, Representative from the Gehring Group, explained to the Board how LAMTD received a decrease in cost of medical benefits.

## **Agenda Item #7 – Audit**

### Audit Report

#### Items discussed:

- Deborah Garringer, Representative from Crowe Horwath, presented the FY 11 Audit Report to the Board. *(Exhibit 6)*
- Reviewed Financial Highlights and Audit Report Summary.
- Met with Finance Audit Committee to give complete report.
- Reviewed FY11 Financial Results.

### Auditor General Letter

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

**“Approve FY 11-12 Auditor General’s Letter.”** *(Exhibit 7)*

**MOTION CARRIED UNANIMOUSLY**

### **Agenda Item #8 – Increase in Part-time Bus Operators Positions**

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

**“Board approve the addition of five (5) part-time Bus Operator Positions.”**

#### **Items discussed:**

- Payroll data from January 2012 through March 2012 was analyzed to identify trends and patterns in the overtime (OT) being incurred by the Operations Department. *(Exhibit 8)*
- Given the observations, an increase in the part-time Bus Operator headcount would allow the District to reduce the amount of (OT) incurred weekly.

### **Agenda Item #9 – Disposition of Vehicles**

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

**“Board approve the disposal of three (3) rolling stock buses that have surpassed their useful life in years of service and/or mileage as defined by the Federal Transit Administration Circular, 5010.1C – Grant Management Guidelines, Chapter II, paragraph 3.f.(4).”**

#### **Items discussed:**

- The rolling stock buses will be sold through private sell and the buses that cannot be sold will be disposed of as scrap.
- All buses will be disposed of by April 31, 2012. *(Exhibit 9)*

### **Agenda Item #10 - Reports**

#### **FDOT Report**

- No report given at this time.

#### **Executive Director Report(s)**

- Transit Operator Agreement (TOA) Amendment #1 approved by the Board of County Commissioners at their April Board meeting. The first movement of the TOA was to include WHAT routes on the Find My Routes website. [www.findmyroutes.com](http://www.findmyroutes.com)
- On April 23, 2012, Polk State College (PSC) will hold a press conference to announce to the public their partnership with the Polk Transit Authority.
- On April 24, 2012, the Transit Needs Forum will be held in Winter Haven at Nora Mayo Hall.
- The Day Pass soft launch will be held on April 14, 2012.
- Transit Workers Union 525 (TWU) president will be at the District the week of April 11, 2012, to educate union members on the union agreement.
- Performance Indicators for March 2012 were distributed in the Board packets. *(Exhibit 10)*

### **Agenda Item #11 – Other Business**

- The Board bid farewell to Debbie Porte and commended her on a job well done while working for the District.
- Executive Director briefed the Board with concerns from an ADA passenger.

**Adjournment**

10:45 a.m.

Approved this 9 day of May, 2012.



Chairman – Commissioner English



Minutes Taker – Tina L. Moore

*(Acronyms – Exhibit 11)*