

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 11, 2013

**Directors:**

City of Lakeland Commissioner Keith Merritt (Chairman)  
City of Lakeland Commissioner Don Selvage (Vice-Chairman)  
Polk County Commissioner John Hall (Secretary)  
City of Lakeland Mayor Gow Fields  
Polk County Commissioner George Lindsey

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

**Call to Order**

8:30 a.m. by Chairman Merritt

**Roll Call**

**Present**

Mayor Fields  
Commissioner Lindsey  
Commissioner Merritt  
Commissioner Selvage

**Excused Absence**

Commissioner Hall

(Exhibit 1)

**Agenda Item #1 - Consent Agenda**

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

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

- Agenda Item #2 - Approval of October 9, 2013, and November 12, 2013, Meeting Minutes and November 20, 2013, Public Hearing Meeting Minutes.
- Agenda Item #7 - Community Transportation Coordination Interlocal Agreement.
- Agenda Item #9 - Software License and Maintenance Agreement Amendment #2.

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 - Approval of Minutes - refer to Agenda Item #1 CONSENT AGENDA**

“Approval of October 9, 2013, and November 12, 2013, Meeting Minutes and November 20, 2013 Public Hearing Meeting Minutes.” (Exhibit 2)

**Agenda Item #3 - Public Comments**

No comments at this time.

*Board meeting was recessed at 8:34 a.m. to conduct a Public Hearing on route changes.*

*Board meeting was reconvened at 8:40 a.m.*

#### **Agenda Item #4 – Farewell Celebration for Mayor Gow Fields**

##### Items discussed:

- Mayor Gow Fields spent 21 years on the LAMTD Board of Directors.

*Board meeting was recessed at 8:41 a.m. for Mayor Gow Fields farewell celebration.*

*Board meeting was reconvened at 9:00 a.m.*

#### **Agenda Item #5 - Awards and Commendations**

##### Items discussed:

- A GEM Award was given to Citrus Connection employee: Marco Diaz, Maintenance Technician.
- Tom Phillips recognized a local artist, Bonnie Mosley and presented her with a letter of recommendation signed by the Chairman of the Board of Directors. *(Exhibit 3)*
- Ms. Mosley's art work is being showcased on the walls of Citrus Connection.

#### **Agenda Item #6 – Legal Matters**

##### Southern Technical College Universal Access Program

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

**“Board approve the Universal Access Service Agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and the Southern Technical College.”** *(Exhibit 4)*

**MOTION CARRIED UNANIMOUSLY**

##### Items discussed:

- The initial term of the agreement shall be for a period of one (1) year.

##### 2014 Referendum Ballot Language Update

##### Items discussed:

- Legal updated the Board on the status of the 2014 Referendum ballot language.
- 2014 Referendum Ballot language will go before the BoCC on January 7, 2014, for an approval.

#### **Agenda Item #8 - Financial Matters**

##### Financial Statement

Distributed an unaudited Financial Statement for the month of October 2013. *(Exhibit 5)*

##### Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$83.67, Year-to-date cost per revenue hour is \$78.31, and FY12 cost per hour forecast is \$81.09.

#### **Agenda Item #9 – Janitorial Services**

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

**“Board approve award of Contract #14-002, Janitorial Services to United States Service Industries, Inc. (USSI) for a two (2) year base term with three (3) – one (1) year option terms, in the amount not to exceed \$40,000 annually, subject to review by counsel.”**

**MOTION CARRIED UNANIMOUSLY**

#### Items Discussed:

- The District issued a Request for Proposal #14-002, on behalf of the Facilities Maintenance Department, for experienced and qualified firms interested in providing Janitorial Services for the District. *(Exhibit 6)*
- Offers were evaluated 60% technically and 40% price.
- The evaluation resulted in United States Service Industries, Inc. (USSI) being recommended as the best value for the District.

#### Software License and Maintenance Agreement Amendment #2 – refer to Agenda Item #1 **CONSENT AGENDA**

#### **Agenda Item #10 – V2 Employee Handbook**

##### Items discussed:

- The District updated V1 of the Employee Handbook that had been previously approved by the Board of Directors on January 9, 2013.
- Updates include adding policies and benefits that had been previously approved by the Board over the course of the year, clarification to current policies or addressing issues that were not addressed in version 1.

#### **Agenda Item #11 – Reports**

##### FDOT Report

- Jan Parham, FDOT representative, reminded Staff that grants applications are due by the end of January 2014.
- Thanked Mayor Gow Fields for his knowledge and years of service on the LAMTD Board of Directors.

##### Polk County Transit Services Report (PCTS)

- Paul Simmons, Director of PCTS, updated the Board on the Transportation Disadvantaged (TD) workshop that was held on December 10, 2013.

##### Executive Director Reports for Citrus Connection and Polk Transit

##### Items discussed:

- Distributed Performance Indicators for November 2013: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 7)*
- Monthly Activities report was distributed to the Board. *(Exhibit 8)*
- Informed the Board that Walt Smith, PCTS Finance Director, is retiring at the end of the year.
- On December 12, 2013, a UAP ribbon cutting will be held at Southern Technical College in Auburndale.
- Informed the Board of upcoming meetings and speaking engagements.
- A transportation summit is in early planning stages for March 2014.

**Action Item - include all UAP ridership numbers as part of the monthly Performance Indicators.**

#### **Agenda Item #12 – Other Business**

##### Items discussed:

- Commissioner Selva commented how the Veterans UAP will have a positive impact on the Veterans in Polk County.
- Ben Darby thanked Mayor Gow Fields for being a great public servant.

**Adjournment**

10:17 a.m.

Approved this 8 day of January, 2014.



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Chairman – Commissioner Keith Merritt  
*(Acronyms – Exhibit 9)*

  
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Minutes Taker – Tina L. Moore