

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
JULY 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  
Commissioner Johnson  
Commissioner Merritt  
Commissioner Selvage

Arrived Late

Mayor Fields 9:03 a.m.

*(Exhibit 1)*

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

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

**“Approval of June 13, 2012, Board of Directors Meeting Minutes and June 13, 2012, Public Hearing Meeting Minutes.”** *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

No comments at this time.

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

Items discussed:

- Retiree, Elaine Ahlers, a Bus Operator with Citrus Connection for seventeen years, was presented with an award and was congratulated on her retirement.
- The new Director of Human Resource and Risk, Nancy Smith, was introduced to the Board.
- Cathy Wolosin, LAMTD Director of Community Relations and Marketing, briefed the Board on public outreach efforts being made by LAMTD highlighting Art in Transit week.

**Agenda Item #5 - Legal Matters – Taken out of order**

No legal matters at this time.

**Agenda Item #4 – Board Action Item**

Board Action Item was addressed.

**Agenda Item #6 – Financial Matters**

Financial Statement

Distributed unaudited May 2012 Financial Statement. *(Exhibit 3)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$85.75, and FY12 cost per hour forecast is \$88.61.
- Working with the Florida League of Cities to recover cost on Professional and Technical services.

Preliminary FY13 Budget

Items discussed:

- Reviewed Preliminary FY13 Budget in its entirety. *(Exhibit 4)*
- The proposed FY12/13 Budget will be reviewed at the September 5, Public Hearing with the Final Hearing for FY12/13 Budget and Millage being held on September 17.

Proposed FY13 Millage Rate

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

**“Board approve the proposed aggregate millage rate of .5000 mills.”**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- The Department of Revenue (DR) 420, Certification of Taxable Value, is due to the Property Appraiser by August 3, 2012. *(Exhibit 5)*
- The DR-420 uses the maximum allowable millage rate of .5000, the current rate of .5000, and the aggregate rolled back rate of .5241.

**Agenda Item #7 – Set Public Hearings for Millage Rate and Budget**

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

**“Board approve the first Public Hearing for FY2013 Millage Rate and Budget on Wednesday, September 5, 2012, at 5:35pm, at the Lakeland City Hall Commission Conference Room.**

**Board approve the second Public Hearing for FY2013 Millage Rate and Budget on Monday, September 17, 2012, at 4:00pm, at the Lakeland City Hall Commission Conference Room.”**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- The City of Lakeland Public Hearings for Millage Rate and Budget adoption are set for Wednesday, September 5, and Monday, September 17, 2012, at 6:00 pm. LAMTD intends to hold its Public Hearings on the same day and just prior to the City.

## **Agenda Item #8 – My Ride Plan**

### Items discussed:

- The My Ride Plan PowerPoint presentation was shown to the Board. *(Exhibit 6)*
- Distributed the Polk Transit Consolidation and Transition Plan Flowchart to the Board. *(Exhibit 7)*
- Distributed the My Ride Plan brochures to the Board. *(Exhibit 8)*
- The Executive Director met with Congressman Dennis Ross and received the Congressman's support of the My Ride Plan.
- Commissioner English presented to the Board his "Penny for Polk" one cent sales tax idea that could possibly fund the My Ride Plan and transportation throughout the County.
- Lengthy discussion ensued regarding ballot language for a future referendum. Legal is researching the language.
- My Ride Plan will be brought back for an approval by the LAMTD Board of Directors at the August Board meeting.

## **Agenda Item #9 – Bus Cleaning Service**

"On a motion made by Mayor Fields and seconded by Commissioner Merritt"

**"Board approve award of Contract #12-003, Bus Cleaning Services to D&A Building Services for a two (2) year base term in the amount of \$199,617, subject to review by counsel."** *(Exhibit 9)*

**MOTION CARRIED UNANIMOUSLY**

### Items discussed:

- On May 18, 2012, the District issued an RFP requesting qualified cleaning firms to provide bus cleaning services for the District's fixed route and Paratransit fleet.
- The solicitation was posted on the District's website and on our business-2-government web service through Demandstar.com.
- The solicitation was evaluated 70% technically and 30% price. The technical review was given a higher weight to ensure that the selected firm was experienced, adequately staffed, understood the service requirements, had the ability to perform the necessary duties, and would be able to provide the essential equipment and supplies.
- The Source Evaluation Committee (SEC) reviewed the proposals and selected D & A Building Services.
- The District's existing cleaning firm, Southern FI Cleaning Services, also submitted a bid and even though they received very good reviews and were praised many times on how well the buses looked clean their overall evaluation score was not as high as the company that was selected.

## **Agenda Item #10 – Reports**

### FDOT Report

- Jan Parham, FDOT Representative, informed Staff that on July 6, 2012, the president signed the Transportation Bill.
- Two (2) significant changes to the bill are the way the JARC and New Freedom grants are administered. They will no longer be administered through FDOT.
- Distributed Map 21 – Transit Provisions to the Board. *(Exhibit 10)*
- Executive Director thanked the County Manager, Jim Freeman, for sending delegates to Washington to lobby for Map 21.

PT Update

- The District was not awarded a grant under the TIGER 4 Program.

Executive Director Report

- On July 12, 2012, Citrus Connection union employees will vote on the Transit Workers Union (TWU) Collective Bargaining Agreement (CBA).
- On July 9, 2012, training for new part-time bus operators will begin. The District has ten part-time bus operator positions still open.
- Distributed Performance Indicators for June 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 11)*

Agenda Item #11 – Other Business

“On a motion made by Mayor Fields and seconded by Commissioner Merritt”

“Board approve the agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and Legoland, Universal Access Program (UAP) to all Citrus Connection and Winter Haven Area Transit (WHAT) Fixed Routes for Legoland Staff and Legoland guests staying at Legoland preferred hotels.” *(Exhibit 12)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- The UAP will allow current Legoland employees’ unlimited free access for each fixed route transit trip by showing a proper identification badge.
- The base monthly rate to be charged to Legoland by the District and the County for transit service during the first two (2) years will be \$1,000.
- The District and County will track monthly Legoland employee ridership and the District will distribute the funds by percentage of ridership.
- Polk State College ridership is up 34% from the previous month.

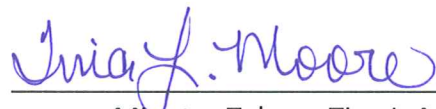
Adjournment of Public Meeting

10:55 a.m.

Approved this 8 day of August, 2012.



Vice-Chairman – Commissioner Merritt



Minutes Taker – Tina L. Moore

*(Acronyms – Exhibit 13)*