LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MINUTES JULY 30, 2014

Directors:

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

Executive Director: Tom Phillips Attorneys: Ben and Tim Darby

Administrative Assistant: Laura Blake on behalf of Tina Moore

Call to Order

8:30 a.m. by Vice-Chairman Selvage

Roll Call

<u>Present</u> <u>Absent</u> <u>Arrived Late</u>

Commissioner Lindsey Commissioner Merritt 8:55 a.m.

Commissioner Malless Commissioner Selvage

Commissioner Hall (Exhibit 1)

Agenda Item #1 - Approval of Minutes

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

"Approval of June 11, 2014, Board of Directors Meeting Minutes." (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

Tom Phillips announced a public record request from Carole Castagnero which was filled in less than four hours and is currently pending at the front of the District office per her request.

Agenda Item #3 - Awards and Commendations

Items discussed:

- A GEM Award was given to Citrus Connection employees: Jesse Kennedy, Maintenance Technician, and Carl Williamson, Maintenance Technician.
- A Certificate of Achievement Award and Appreciation was presented to three students in our Summer Youth Program/Summer Intern: Alondra Hernandez, Donald Andrews, and Adam Smith.

Agenda Item #4 - Board Action Item

Items discussed:

• Compare fare box, pass sales and universal access program revenue from prior fiscal year to the current fiscal year

Agenda Item #5 - Legal Matters

Resolution #14-11, Annexation for Additional Land within the District

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

"Approval Of The Annexation For Additional Land Within District Boundaries, Located At 4040 S. Pipkin Road, And Subject To Ad Valorem Tax, By Roll Call Vote." (Exhibit 3)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner Hall Yes
Commissioner Lindsey Yes
Commissioner Merritt Absent
Commissioner Malless
Commissioner Selvage Yes

Items discussed:

- The City of Lakeland drives these annexations due to new development or property changing. However, the property owner has to sign a letter requesting their property to be added to the District.
- City Planner, Celeste Deardorf, spoke about the challenges 10+ years ago to voluntary annex outside property development. Tom Phillips commented on the challenges the Transit District faced which included 3800 Kathleen Road which was targeted at families trying to get back on their feet.
- A question was posed, "What is a reasonable expectation of someone who is required to annex?" Answer per Tom Phillips was additional revenues; however, the staff has done a wonderful job with cost savings over the past year. The idea of expanded service for the short term would only happen with a significant source of new revenues. Incremental ½ mill property tax would not cover it. Currently, there might not be service to the front door of businesses in Lakeland, but the short-term goal would be to at least provide a good mass transit service to the public. Huge problem is that Lakeland does not have routes that run down every main road.
- The challenge with the George Jenkins Center is extremely unique in that they are
 moving from their downtown facility with bus service running every 20 minutes to
 an area that had nothing. The entire population is transit dependent.
- If passengers are within three quarters of a mile of the District, the Federal government does not care whether they are in the transit district or not. We will provide transit service to public whether they are within the ¾ mile range or not.

Resolution #14-12, Annexation For Additional Land Within District Boundaries

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

"Approval Of The Annexation For Additional Land Within District Boundaries, Located At 4223 S. Pipkin Road, And Subject To Ad Valorem Tax, By Roll Call Vote." (Exhibit 4)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner Hall Yes
Commissioner Lindsey Yes
Commissioner Merritt Absent
Commissioner Malless
Commissioner Selvage Yes

Resolution #14-13, Addition of Salvation Army Property

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

"Approval Of The Addition Of The Salvation Army Property Located At 3800 Kathleen Road, But Not Subject To Ad Valorem Tax By Roll Call Vote." (Exhibit 5)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

| Commissioner Hall | Yes |
|-----------------------------|---------------|
| Commissioner Lindsey | Yes |
| Commissioner Merritt | Absent |
| Commissioner Malless | Yes |
| Commissioner Selvage | Yes |

Items discussed:

• Kathleen Road will be provided service even if the Referendum is not passed.

COLTS Universal Access Program (UAP)

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

MOTION CARRIED UNANIMOUSLY

Items discussed:

- COLTS UAP is between Lakeland Area Mass Transit District, Polk County, and the Polk County School Board. The difference of this agreement versus the previous agreement is that it is for a period of three (3) years, monthly term of \$3,929.76 which is based on the 56,270 rides that took place during term of initial agreement. There will be a percentage increase if they go over the number of rides.
- The other difference in agreement is a custom punch device for ID badges. We supply schools with punches.
- Moving forward on August 18th, 2014 is the start date, from Monday Friday subsidized program accepted by School Board.

Poly-Tech Universal Access Program (UAP)

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

"Approval of the Poly-Tech Universal Access Program (UAP)." (Exhibit 7/Brochure)

Commissioner Merritt arrived at 8:55 a.m.

MOTION CARRIED UNANIMOUSLY

[&]quot;Approval of the COLTS Universal Access Program (UAP)." (Exhibit 6)

Items discussed:

- One year agreement, yearly cost \$192,892.00, and one difference is allowing FL Poly advertising credit for any advertising purchased and displayed on buses. The credit can be up to \$27,000 dollars, but not guaranteed.
- This will be a Monday Sunday agreement; however Friday nights, Saturday nights, and Sundays will only run for 9 months.

Executive Director Performance Evaluation

- Summary of all evaluations were distributed to the Board for their review. Employment
 Agreement term is August 29, 2011 2013 unless renewed upon successful review by
 Board for one year at a time.
- Commissioner Selvage recommended to delay discussion for salary until Budget is ready. Compensation should be included in the Budget.
- Commissioner Hall agrees to discuss compensation at a later date giving time to compare salary with other local Executive Directors.
- Commissioner Merritt voted to extend contract for another 2 years.
- Commissioner Hall voted to let contract ride out through 2013, and then extend it for another 2 years. Recommended to discuss salary at August 13th, 2014 LAMTD Board Meeting.
- Commissioner Selvage voted to lock Tom Phillips in now for 2 more years.

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

"Approval to extend Executive Director's contract to three (3) years starting August 29, 2014 (30 —day resignation notice is required). The contract is to be amended to add 1 more year to the terms set forth for automatic renewal."

MOTION CARRIED UNANIMOUSLY

Agenda Item #6 - Financial Matters

Audit Report

Corrine Ahnend and John Weber, Crowe Horwath representatives, gave a Powerpoint presentation on the FY13 Audit Report. (Exhibit 8)

Management Letter -

Five recommendations from management were implemented from 2012

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

BOARD CONCURRENCE

Proposed FY15 Millage Rate

Millage Taken Out of Order (Exhibit 9)

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

BOARD CONCURRENCE

Commissioner Hall left meeting at 9:53 a.m.

Financial Statement

Reviewed the Financial Statement for the month of May 2014 to the Board members (Exhibit 10)

Preliminary FY15 Budget

Preliminary FY15 Budget was presented to the Board members (Exhibit 11)

Agenda Item #7 - Public Outreach Efforts

Items discussed:

• Success/Failure of My Ride/My Roads Referendum. (Exhibit 12)

Commissioner Merritt left meeting at 10:34 a.m.

Action Item - LAMTD Board wants to present My Ride on Youtube.com.

Agenda Item #8 - Reports

FDOT Report

• FDOT was not represented at this meeting

Polk County Transit Services Report (PCTS)

Items discussed:

• Rodney Wetzel, PCTS Representative had no comments to share at this time.

Executive Director Reports for Citrus Connection and Polk Transit

Items discussed:

- Distributed Performance Indicators for June 2014: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 13)
- Monthly Activities report was distributed to the Board. (Exhibit 14)

MOTION CARRIED UNANIMOUSLY

Agenda Item #9 - Other Business

Items discussed:

None

Adjournment

10:55 a.m.

Approved this

day of

2014.

Chairman – Commissioner Keith Merritt

(Acronyms – Exhibit 15)

Minutes Taker – Laura Blake on

behalf of Tina L. Moore