LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MINUTES NOVEMBER 9, 2011

Directors:

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

Executive Director: Tom Phillips

Attorney: Ben Darby

Administrative Assistant: Tina Moore

Call to Order

9:00 a.m. Chairman Selvage

Roll Call

Present

Arrived Late

Commissioner English

Mayor Fields 9:02 a.m.

Commissioner Higgins Commissioner Johnson

Commissioner Selvage

(Exhibit 1)

Agenda Item #1 - Approval of Minutes

On a motion made by Commissioner Higgins, and seconded by Commissioner English:

"Board approve the minutes of the October 12, 2011, Board of Directors meeting." (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

No comments at this time.

Agenda Item #3 - Awards and Commendations

Items discussed:

• Four (4) Citrus Connection Team Members received GEM Awards: Susan Alfano, Human Resources Coordinator; Billy Gray, Electronics Technician; Cheryl Roscillo, Bus Operator; and Tom Phillips, Executive Director.

Agenda Item #4 - Board Action Items

All Board Action Items were addressed. (Exhibit 3)

Agenda Item #5 - Legal Matters

No legal matters were brought before the Board at this time.

Agenda Item #6 - Finance Report

Financial Statement

Distributed unaudited September 2011 Preliminary Financial Statement. (Exhibit 4)

Items discussed:

- Auditors will be at LAMTD on November 14, to complete the yearend audit field work.
- Reviewed Revenues and Expenses.
- Salaries are the biggest cost savings to date largely attributed to the reduction in employee force.
- Professional and Technical Services over by \$120,000 attributed to legal fees.
- Fuel and Lubricants over budget.
- Prior year cost per hour is \$91.29, Year-to-date cost per revenue hour is \$91.84, and FY11 cost per hour forecast is \$92.84.
- Fuel increase is based on Oil Price Index Service (OPIS) pricing.
- Discussion ensued regarding the use of natural gas.

Action Item:

Research the use of natural gas as an alternative fuel.

<u>Disadvantaged Business Enterprise (DBE) Update - Quarterly Reporting</u> Items discussed:

- American Recovery and Reinvestment Act (AARA) Grant recipients are required to
- The District's DBE participation goal for reporting period August 1, 2010, through September 30, 2013, is 2%.
- The DBE report is a spreadsheet which captures a detailed breakdown of DBE participation in the District's DBE Program. (Exhibit 5)

Agenda Item #7 – Amended Section 5317 New Freedom Grant Application

Items discussed:

report quarterly.

- The grant application was approved by the LAMTD Board at the July 13, 2011, Board meeting subsequent to the approval; the application was amended to reflect an updated total operational cost of 2.7 million dollars. (Exhibit 6)
- The amended application also included a capital request in the amount of \$125,000, which will be funded 80% by FDOT and 20% by LAMTD.

Agenda Item #8 - Advisement of Purchase Orders under \$50,000

Items discussed:

- Purchase Order (PO) was issued to Alan Jay Automotive Network in Sebring, FL, for the purchase of a 2011 F150 Truck to be used as a full service shop vehicle.
- The truck was purchased using funds received through a Federal Transit Association (FTA) Section 5309 Grant.
- \$70,000 was budgeted for the purchase of truck but by piggybacking on an existing Florida Sheriff's State Contract the truck was purchased for \$48,183.
- The full service shop vehicle is equipped to repair buses that breakdown while in service.
- Commissioner Selvage gave the Board an Audit Committee update.

Action Item:

Farebox recovery vs. Road Call Cost.

Agenda Item #9 - Flex Service and Smaller Vehicles

Items Discussed:

- A PowerPoint presentation was presented to the Board. (Exhibit 7)
- Briefed the Board with a description of Flex Services and the use of smaller vehicles on Flex Routes.
- Flex Service typically is used in rural areas such as Route 39 in Bradley.
- Trip Scoring Index (TSI) was presented to the Board. (Exhibit 8)
- Preventative Maintenance program is up and running.

Action Item:

Meet with Mulberry City Manager regarding past and future bus service to Mulberry.

Action Item:

Present data documentation to the Board supporting the use of a fifteen body on chassis vehicle vs. using a 30' vehicle.

Agenda Item #10 - Palm Tran Asset Transfer

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

"Approve the Transit Bus Transfer Agreement between the Lakeland Area Mass Transit District and Palm Tran Inc., for the transfer of one (1) Arboc Mobility twenty passenger low floor cut-away bus, subject to final review by legal counsel." (Exhibit 9)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Palm Tran Inc., offered to sell LAMTD the Arboc Mobility twenty passenger vehicle for a one time expenditure of \$1.
- Vehicle is in very good condition with low mileage and is valued at \$122,000.

Agenda Item #11 - Policy and Procedures

Items Discussed:

- Reviewed Policy and Procedures.
- Reviewed new/updated Policy and Procedures with all LAMTD employees.
- Absenteeism and Tardiness Policy. (Exhibit 10)
- Accident/Incident Policy. (Exhibit 11)
- Progressive Discipline Policy. (Exhibit 12)
- Accident/Incident Determination Form. (Exhibit 13)
- Counseling Statement Form. (Exhibit 14)
- Grievance Hearing Request Form. (Exhibit 15)

Agenda Item #12 - Disposal of Vehicles

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

"Approve to dispose 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)." (Exhibit 16)

MOTION CARRIED UNANIMOUSLY

<u>Items Discussed:</u>

- The buses &/or van that is not sold will be disposed of as scrap. Based on the information from the buyer, no proceeds will exceed \$5,000.
- Buses &/or van will be disposed of by November 31, 2011.

Agenda Item #13 - Reports

FDOT Report

• Jan Parham, FDOT Representative, reminded Staff that the deadline for applying for the FTA Section 5316 JARC Discretionary Grants Application and the FTA Section 5317 New Freedom Service Development Grant Application is January 20, 2012.

Executive Director Report

- Performance Indicators were distributed in the Board packets. (Exhibit 17)
- LAMTD is Accident and Incident free for 99 days.
- Public workshops are being held to educate bus riders of the upcoming route changes.
- As part of a successful job fair, Polk Works and LAMTD have developed an agreement to work together in the future hiring of new Bus Operator Trainees. Polk Works has agreed to pay for 50% of a new bus operator's training cost through a grant pilot program.
- FDOT has agreed to assist LAMTD in developing a new preventative maintenance program to ensure that proper Policy and Procedures are being followed.
- Working with Polk State College Staff to pay a monthly "fee for service" to allow their students and employees to ride the bus for free only by displaying their student/employee id's when boarding the buses.
- Met with Senator Paula Dockery on November 8.
- FDOT requested an artist rendering of the Highway 98 and I4 Park 'N Ride by November 30. Distributed an artist rendering of the site. (Exhibit 18)

Mayor Fields left the Board meeting at 10:40 am.

PTA Update

- Briefed the Board on the new Community Partnerships Bus Program. The program partners' local businesses with the transit agencies by purchasing a three (3) month ad for \$100 that would include the business name, logo, phone number and website. The ads will be placed on two buses that are not currently wrapped, one bus from WHAT and one from LAMTD. Ad wraps can be renewed every three (3) months.
- FDOT and Staff are working with the marketing firm, BowStern, on the PTA rebranding efforts through a \$50,000 grant secured by FDOT.

- A new downtown terminal has been put on hold until a National Environmental Policy Act (NEPA) Certification can be obtained.
- Presented a PowerPoint presentation to the Board displaying advertisements on Bus Shelters. (Exhibit 19)

Action Item:

Staff schedule a meeting with the City of Lakeland Officials to discuss the City's Ordinance on advertising.

Agenda Item #14 - Other Business

No other business was brought before the Board.

<u>Adjournment</u>

11:00 a.m.

Approved this 14 day of December, 20 1.

Chairman - Commissioner Selvage

Minutes Taker – Tina Moore

(Acronyms – Exhibit 20)