

**POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING**

County Administrative Building – 4th Floor, Room 407
330 West Church Street, Bartow, FL

Thursday, September 3, 2015, 8:30am

	<u>Action Required</u>
Call to Order	
• Roll Call	
1. Approval of Minutes	Approval
2. Public Comments (20 minute limit at 3 minutes per individual)	None
3. Financial Matters / David Persaud	
(a) FY 2015-2016 Budget	Approval
(b) Resolution 15-16 / PTA FY 2015-2016 Budget	Approval
4. Public Comments (20 minute limit at 3 minutes per individual)	None
5. Other Business	TBD
6. Board Members Comments	TBD
Adjournment	

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 2015
AGENDA ITEM #1

Agenda Item: **Approval of August 25, 2015, Board of Directors Meeting Minutes**

Presenter: Marcy Harrison

Recommended Action: Board approve the August 25, 2015, Board of Directors Meeting Minutes.

Summary: **The Polk Transit Authority Board of Directors Meeting minutes for August 25, 2015, summarizes agenda items covered during that meeting.**

- 1. Polk Transit Authority Proposed Budget FY 2015-2016**
- 2. Service Reduction for Routes 416 & 427**

Attachments: August 25, 2015, Board of Directors Meeting Minutes



POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS
MEETING MINUTES
AUGUST 25, 2015

Directors:

City of Auburndale Mayor Keith A. Cowie
Town of Dundee Commissioner Willie Quarles
Polk County Commissioner John E. Hall
City of Winter Haven Commissioner Steven M. Hunnicutt – **Chairman**
Polk County Commissioner George M. Lindsey, III
City of Lakeland Commissioner Keith Merritt
City of Lakeland Commissioner Don Selvage
City of Lake Wales Mayor Eugene Fultz – **Vice Chairman**
Polk County Commissioner Edwin V. Smith

Executive Director: Tom Phillips
Attorneys: Tim Darby
Administrative Assistant: Marcy Harrison

Call to Order

8:30 a.m. Vice Chairman Eugene Fultz

Roll Call

Present

Commissioner Lindsey
Commissioner Hall
Commissioner Selvage
Commissioner Quarles
Commissioner Smith

Excused Absence

Commissioner Hunnicutt
Commissioner Merritt

Agenda Item #2 – Public Comments

None at this time

Agenda Item #3 – Financial / David Persaud

July Financial Overview –

**FY 2016
MONTHLY FINANCIAL STATEMENT
MONTH OF Jul 2016**

	Month				Year to date				Adopted Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
REVENUES (BY SOURCE):									
Reserve Audited (9-30-13)	\$ -	\$ 5,429	\$ (5,429)	-100%	\$ -	\$ 54,292	\$ (54,292)	-100%	\$ 85,150
Reserve Projected (9-30-14)	\$ -	\$ 4,854	\$ (4,854)	-100%	\$ -	\$ 48,542	\$ (48,542)	-100%	\$ 50,250
	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
TOTAL REVENUES	\$ -	\$ 10,283	\$ (10,283)	-100%	\$ -	\$ 102,833	\$ (102,833)	-100%	\$ 125,400
ELIGIBLE EXPENSES:									
Operating Costs - Contracted Service	\$ -	\$ 750	\$ (750)	-100%	\$ -	\$ 7,500	\$ (7,500)	-100%	\$ 9,000
Salaries	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Employee Benefits	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Professional & Technical Services	\$ -	\$ 417	\$ (417)	-100%	\$ 8,550	\$ 4,167	\$ 4,383	105%	\$ 5,000
Materials & Supplies	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Utilities/Telephone	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Dues & Subscriptions	\$ -	\$ 17	\$ (17)	-100%	\$ 175	\$ 167	\$ 8	5%	\$ 200
Education/Training/Meeting/Travel	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Office Expense	\$ -	\$ -	\$ -	0%	\$ 921	\$ -	\$ 921	0%	\$ -
Advertising & Promotion	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Leases & Rentals	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -
Contingency	\$ -	\$ 9,100	\$ (9,100)	-100%	\$ -	\$ 91,000	\$ (91,000)	-100%	\$ 106,200
TOTAL ELIGIBLE EXPENSES:	\$ -	\$ 10,283	\$ (10,283)	-100%	\$ 9,646	\$ 102,833	\$ (93,188)	-90.6%	\$ 123,400
Ending Cash Balance O/F									\$ -

Agenda Item #3 – Financial / David Persaud

PTA FY 2015-2016 Proposed Budget-

• **Revenue and Expense Summary**

The proposed budget for Revenues consists of Reserves, \$10,100. The reserve balance is estimated at \$44,310 at 9/30/2016.

The proposed budget for expenses for FY 2016 consists of \$10,100 basically for the auditing fees \$8,900, planning expenses totaling \$1,000 and special service district dues \$200.

Since there are no fares or grant revenues, the budgetary activities for FY 2016 has been reduced significantly with no operational activity.

In November 2014 the My Ride referendum failed resulting in no transportation activities in FY 2014-15.

PTA FINANCIAL TREND

- 2009- Initial funding of \$425,000
- 2010- Advertising for the November 2010 referendum
- 2011- JARC grant received , route operations started
- 2013- Last year for JARC grant funding

PTA EXPENSE TRENDS

- 2009- Initial funding received
- 2010- Preparation for November 2010 referendum
- 2010- Creation of master strategic plan and public communications plan later replaced with the ‘My Ride’ transit development plan.
- 2011- JARC grant received, route operations started in August 2011
- 2012- First full year of route operations under JARC grant

FINAL BUDGET

The final Budget will be presented to the PTA Board for approval on September 3, 2015 at 8:30am.

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

“Board approval of the proposed PTA Budget FY 2015-2016”

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 – Executive Report / Tom Phillips

Service Reduction Haines City to Poinciana Route 416:

- Route 416 Federal funding expires Jan. 23, 2016.
- Route 416 provides service between Haines City and Poinciana.
- Full yearly funding is \$275,405.
- Recommend reducing service by 50 percent weekdays and discontinuing Saturday service thus reducing yearly cost to \$106,000.
- Partial year funding for eight months in FY 15/16 is \$71,000.

Service Reduction North Ridge Route 427:

- Route 427 provides one-hour service via one northbound and one southbound bus starting from Haines City and Legacy Boulevard.
- Reduction calls for the elimination of one bus weekdays making it a two-hour route.
- Also included in the route 427 reduction is the elimination of Saturday service.
- Route 427 Service reduction is effective Oct. 1.

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

“Board approval of the service reductions for Routes 416 and 427”

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Public Comments

None at this time

Agenda Item #6 - Other Business

Commissioner Selvage and Lindsey request for Tom Phillips to summarize the operational and governance issues as we move forward with the consolidation. It's time to outline the role of the three different agencies (WHAT, PT, & LAMTD) to include the change of dynamics, revenue, level of service, personnel, and fleet with-in the District.

Tom Phillips Response: Currently the Lakeland Area Mass Transit District (LAMTD) levy's a half mill property tax with-in the boundaries of the District which make up the majority of Lakeland and over the years they have expanded their service area to include Mulberry, Bradley Pierce and other areas south. That half mill property tax levy's State and Federal grants for the provision of public transportation in those areas.

The PTA Board of Directors is legislated to levy a sales tax or property tax but also the Winter Haven Area Transit Board, in other words, decision outside regarding all public transportation outside of the LAMTD area district falls to the PTA Board.

The Polk County Board of County Commissioners (BOCC) will continue to be the fiduciary agent, the funding agent, for the Winter Haven urbanized area and all points outside of the LAMTD area. As we move forward, the BOCC have determined that subcontracting service to LAMTD is the next step in that process. For the past 10 years the BOCC has subcontracted the Winter Haven fixed route service to LAMTD. Effective October 1, 2015, the majority of the Polk County BOCC transit staff will transition over to LAMTD staff. The Polk County BOCC through a contract with LAMTD will determine the level of service that they would like outside the LAMTD area, we will identify the Federal/State and general revenues that will support that level of service and we will deliver that level of service and report to this body as an oversight body and to the BOCC on how those funds are being spent.

In moving forward, the next step will be most likely the 20-20 census where the Lakeland and the Winter Haven urbanized areas and funds will be combined. At that point it would make sense to hand over all the public transportation to the PTA. All boards are necessary because the PTA is the Winter Haven policy board and that give region wide representation to the County and Municipalities on the public transportation that is going on outside of Polk County.

The LAMTD for the recent history has used its 100% of the \$10.8M budget for operation and with the failure of the referendum we knew we had to reduce our operating 20% to meet our capital needs. Effective July 6, 2015 we reduced weekday service by 18%, weekend service by 88% and reduced our staff by 23% with no lay-offs. However, we continue to fill that void with our public private partnerships: Universal Access Program. The Polk County BOCC through legislative mandate in Tallahassee is no longer the Medicaid provider for transportation in Polk County, so you have seen a reduction in Medicaid trips and funding now going to private carriers. Our fleet reduction includes 30 to 22 buses in fixed route and 28 to 20 buses in our paratransit fleet.

Agenda Item #7 – Board Member Comments

Commissioner Hall asked Mr. Phillips what will be the combined budget for WHAT, PT, and LAMTD.

Mr. Phillips Response: Approximately \$18.7M – LAMTD is heavily investing in large fixed route buses, stopping at bus stops, and the County is heavily invested in rural and paratransit vehicles due to the population density within the County.

Adjournment

9:02 a.m.

Approved this 25th day of August, 2015.

Chairman – Commissioner Fultz

Minutes Taker – Marcy Harrison

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 2015
AGENDA ITEM #2

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: The Board Chair applies Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case basis.

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 2015
AGENDA ITEM #3

Agenda Item: **FY 2015-16 – Budget Resolution # 15-16**

Presenter: David Persaud, CFO
Tom Phillips, CEO

Recommended
Action: Recommended approval of FY 2015-16 Operating Budget and
Resolution # 15-16.

Summary: The proposed FY 2015-16 Budget for the Polk Transit
Authority includes the forecasted revenues/reserves to be
received and expenditures to be incurred as part of the normal
operation of the Authority.

As such, the proposed budget reflects only a minimal amount of
administrative activity, and does not include a significant
amount of expenditures related to transit services.

Attachments: Final Budget Revenue & Expenses Summary

- Resolution # 15-16

POLK TRANSIT AUTHORITY
FY 2015-16 FINAL BUDGET

Revenue and Expense Summary

The final budget for Revenues consists of Reserves, \$10,100.

The final budget for expenses for FY 2016 consists of \$10,100 basically for the auditing fees \$8,900, planning expenses totaling \$1,000 and special service district dues \$200.

Since there are no fares or grant revenues, the budgetary activities for FY 2016 has been reduced significantly.

PTA Financial Trends

- 2009- Initial funding of \$425,000
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PTA Expense Trends

- 2009- Initial funding received
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POLK TRANSIT AUTHORITY

RESOLUTION NO. 15-16

A RESOLUTION OF THE POLK TRANSIT AUTHORITY ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2015-2016 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Polk Transit Authority received as information the FY 2015-16 preliminary budget on August 25, 2015.

WHEREAS, the Polk Transit Authority set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2015-2016 in the amount of \$ 10,100.

NOW, THEREFORE, BE IT RESOLVED by the Polk Transit Authority that:

1. The FY 2015-2016 Final Budget be adopted.
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this 3RD day of September 2015

POLK TRANSIT AUTHORITY

BY: _____
Chairman

ATTEST BY: _____
Administrative Assistant

APPROVED AS TO FORM AND CORRECTNESS: _____
Attorney for District

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 2015
AGENDA ITEM #4

Agenda Item: **Public Comments**

Presenter: TBD

Recommended
Action: The Board Chair applies Board Policy of a 3 minute limit for each speaker with the Chair having the latitude to permit a time extension on a case by case basis.

Summary: Open forum for the public to address any comments, questions, or concerns to the Board of Directors.

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 2015
AGENDA ITEM #5

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD

Attachments: None

POLK TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 2015
AGENDA ITEM #6

Agenda Item: **Board Members Comments**

Presenter: TBD

Recommended
Action: None

Summary: Oral Presentation

Attachments: None