

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 17, 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
Purchasing Associate: Debbie Moore

Call to Order

4:03 p.m. by Chairman English

Roll Call

Present

Commissioner English
Mayor Fields
Commissioner Johnson
Commissioner Merritt
Commissioner Selvage

(Exhibit 1)

Agenda Item #1 – Approval of Minutes

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

“Approval of August 8, 2012, Board of Directors Meeting Minutes.” (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

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

“Approval of September 5, 2012, Public Hearing Meeting Minutes.” (Exhibit 3)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

No comments at this time.

Agenda Item #3 – Awards and Commendations

Items discussed:

- GEM Awards were given to Citrus Connection employees: Courtney McKay, Paratransit Scheduler, and Debbie Moore, Purchasing Associate.
- Nancy Smith, Director of HR & Risk, distributed the 2012 Employee Moral Survey results and reviewed them with the Board. (Exhibit 4)
- Survey was available to all LAMTD employees via www.SurveyMonkey.com with 88 out of 135 LAMTD employees completing the survey.

Agenda Item #4 - Legal Matters

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

"Board approve the agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and Everest University Universal Access Program (UAP) to all Citrus Connection and Winter Haven Area Transit (WHAT) Fixed Routes for Everest University students and staff." *(Exhibit 5)*

MOTION CARRIED UNANIMOUSLY

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

"Board approve the agreement between Lakeland Area Mass Transit (LAMTD), Board of County Commissioners (BoCC), and Explorations V Universal Access Program (UAP) to all Citrus Connection and Winter Haven Area Transit (WHAT) Fixed Routes for Explorations V students and staff." *(Exhibit 5)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The monthly rate to be charged to Everest by LAMTD and the County for transit service will be \$750.
- Everest UAP agreement gives the university the option to wrap a bus as opposed to other UAP agreements that have been presented to the Board. If Everest elects to design and fund the wrapping of one LAMTD bus, they will notify LAMTD in writing thirty days prior to commencement of the design and wrapping of the bus.
- Lengthy discussion ensued regarding the UAP.
- Tommy Hamrick, Civil Service and Human Resource Director for the City of Lakeland, distributed the Executive Directors Performance Evaluations and reviewed them with the Board.
- The Executive Director's performance evaluation raise will be brought back to the October Board meeting for discussion and approval.

Agenda Item #5 – Financial Matters

Financial Statement

Distributed unaudited July 2012 Financial Statement. *(Exhibit 6)*

Items discussed:

- Reviewed Revenues and Expenses.
- Prior year cost per hour is \$91.26, Year-to-date cost per revenue hour is \$86.85, and FY12 cost per hour forecast is \$89.22.

Agenda Item #6 – Position Authorization

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

"Board approve the creation of an IT Manager position in the Finance Department at a Grade 15 with a pay range of \$45,323.20 to \$70,824.00." *(Exhibit 7)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- No net increase to the proposed budget, as this position and the current IT Analyst position will be funded through a cost sharing agreement with the Polk County Board of County Commissioners (BoCC).
- With the implementation of the consolidated one-click, one-call center initiative, the technical complexity of the IT infrastructure will increase significantly.
- The net impact to the operating budget will be negligible, as this position (and the existing IT Analyst) position are intended to be funded jointly by LAMTD and the BoCC through the terms of a cost sharing agreement that is currently being negotiated by LAMTD and the County.
- It is LAMTD's intention to fill the position only after execution of the cost sharing agreement to ensure no negative budgetary impact.

Commissioner Selvage left the Board meeting at 4:56 p.m.

Agenda Item #7 – Ultra Low Sulfur Diesel Fuel (Bulk Fuel)

Items discussed:

- Presented to the Board as an informational item Contract #12-007(a) and 12-007(b), Ultra Low Sulfur Diesel Fuel to SSI Lubricants LLC (tank wagon) and Petroleum Traders (transport truck) for a one (1) year base term, subject to review by counsel. *(Exhibit 8)*
- The FY12 OPIS markup was .0049, while the FY13 OPIS will be .0005, offering a significant decrease in fuel cost delivered.
- LAMTD entered into a consortium with Pinellas Suncoast Transit Authority, Hillsborough Transit Authority, and the City of Safety Harbor for the purchase of No. 2 Ultra Low Sulfur Diesel Fuel Regular Unleaded 87 Octane Gasoline.
- The two firms chosen were: SSI Lubricants LLC and Petroleum Traders.

Agenda Item #8 – Disposition of Vehicles

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

“Board approve the disposal of seven (7) rolling stock buses that have surpassed their useful life in years of service and/or mileage as defined by the Federal Transit Administration (FTA) Circular 5010.1C – Grant Management Guidelines, Chapter II, paragraph 3.f.(4).” *(Exhibit 9)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- LAMTD's Maintenance Department will be disposing of the equipment through a public auction sale. The buses that cannot be sold will be disposed of as scrap.
- All buses being disposed of will be replaced with new El Dorado buses.

Agenda Item #9 – Board of Directors Meeting Times for FY 12/13 Resolution #12-07

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

“Board approve the FY 12/13 Board of Director's Regular Meeting Times – Resolution #12-07 by roll call vote. *(Exhibit 10)*

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner English	Yes
Mayor Fields	Yes
Commissioner Johnson	Yes
Commissioner Merritt	Yes
Commissioner Selva	Absent

Items discussed:

- Each fiscal year the Board is required to establish regular meeting dates for the next twelve month period.
- Staff proposed the Board continue to conduct regular meetings on the second Wednesday of each month at 9:00 a.m. at LAMTD, with the exception of Monday, March 11, 2013, Tuesday, August 13, 2013, and Monday, September 16, 2013, due to conflicts with some of the Board members calendars.

Agenda Item #10 – Senior / Disabled Fare Adjustment

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

“Board approve Staff to conduct Public Workshops informing customers of the upcoming Senior / Disabled Fare Adjustment.” *(Exhibit 11)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- During LAMTD’s Triennial review deficiencies were found with the FTA requirements for Half Fare.
- The recommended corrective action is to correct the fare structure to offer a half fare to disabled, seniors, and those exhibiting a Medicare card to not exceed FTA thresholds.
- Senior/Disabled/Medicare rates will be reduced to \$.75 and Senior/Disabled/Medicare Day Pass rates will be reduced to \$1.50.

Agenda Item #11 – Reports

FDOT Report

- No report given at this time.

PT Update

- No report given at this time.

Executive Director Report

- Federal Transit Administration (FTA) Triennial Review of the District was done on September 4 and 5.
- Discussed renaming LAMTD’s Paratransit/Handy bus service. Partnering with Central Florida Center for Independent Living to assist in renaming the service.
- On September 19, Staff will be attending a FDOT grants workshop in Bartow.
- Offering political briefing to any candidate running for an open office in Polk County.
- LAMTD’s Quick Response (QR) code was distributed to the Board. Customers with Smart phones are able to scan the QR code to download www.findmyroutes.com
- Reviewed Performance Indicators for August 2012: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 12)*

Agenda Item #12 – Other Business

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

“Board endorsed the upgrade of the bus stops on north Commercial Drive and Polk State College/USF Campus.”

MOTION CARRIED UNANIMOUSLY

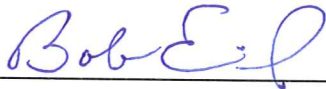
Items discussed:

- Chuck Barmby, Transportation Planner for the City of Lakeland, informed the Board of the upcoming FDOT construction project for a six (6) lane improvement to be done on Winter Lake Road and 540A. There are two (2) bus stops that are in need of upgrading on north Commercial Drive and at the Polk State College/USF Campus.
- Legal will be contacting the Board and Staff to set up a private meeting to discuss the Ours lawsuit.

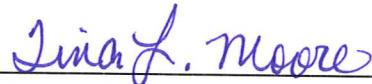
Adjournment

5:30 p.m.

Approved this 10 day of October, 2012.



Chairman – Commissioner English



Minutes Taker – Tina L. Moore

(Acronyms – Exhibit 13)