

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
APRIL 11, 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

Interim Executive Director: Dean Kirkland-McMillan

Attorney: Ben Darby

Executive Assistant: Aimee DeMasi

Call to Order

9:00 a.m. by Chairman Selvage

Roll Call

Present

Commissioner English
Mayor Fields
Commissioner Higgins
Commissioner Johnson
Commissioner Selvage

(Exhibit 1)

Agenda Item #1 – Ratify Board Approved Items from March 17, 2011, Emergency Meeting

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

“Board of Directors ratifies approved items from the March 17, 2011, Board of Directors Emergency Meeting and approval of the meeting minutes for the emergency meeting.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Board meeting was recessed at 9:02 a.m. to conduct a public hearing on the proposed fare increase.

Board meeting was reconvened at 9:20 a.m.

Agenda Item #2 – Approval of Minutes

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

“Board approve the minutes of the March 9, 2011, Board of Directors meeting and the minutes of the March 9, 2011, Public Hearing.” *(Exhibit 3)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #3 – Public Comments

No comments at this time.

Agenda Item #4 – Board Action Items

Agenda Item skipped by Chairman. *(Exhibit 4)*

Agenda Item #5 – Finance Report

Audit Report

Deborah Garringer presented the FY 10 Audit Report and distributed it to the Board. *(Exhibit 5)*

Items discussed:

- Reviewed Financial Highlights and Audit Report Summary.
- Met with Finance Audit Committee to give complete report.
- One 'Significant Deficiency', one 'Material Weakness', and three 'Controlled Deficiencies' were noted during the audit.
- Reviewed FY10 Financial Results.
- Outline of proposed budget cost saving options to be presented to the Board in May.
- Unknown when Census Information will affect the District.
- 50% of Revenues for the District come from Ad Valorem and Fareboxes.

Auditor General Letter

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

“Approve FY 09-10 Auditor General’s Letter.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Time requirement for submitting the Letter.

Agenda Item #6 – Financial Statement

Distributed unaudited October 2010 through December 2010 Financial Statement. *(Exhibit 6)*

Items discussed:

- Revenues are over budget.
- Expenses are over budget
- Professional and Technical Services are over budget.
- Professional and Technical Services expenditures are approved based on the amount of the expenditures for the services rendered.
- Board prefers new format of Financial Statement.

Agenda Item #7 – Legal Matters

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

“Upon acceptance of all the Board members of the job description and pay range to use in the advertisement and subject to Mr. Darby’s meeting with Tommy Hamrick and Mr. Darby sharing all information with the Chair, who will give final approval for the Board, that Mr. Darby commence the search for a new Executive Director.”

MOTION CARRIED UNANIMOUSLY

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

“Raise Interim Executive Director salary 25% of the current salary, retroactive to March 17, 2011.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Discussed whether a management services organization was needed at this time to review company structure.
- Determination was that the services of a management company would have to be procured through the RFP process due to current circumstance not meeting ‘Emergency Purchase’ regulations as outlined by the FTA. FTA regulations were read to the Board.
- Board determined that there is a need for a management review to come at some point.
- Tommy Hamrick, Director of Civil Services with the City of Lakeland, will assist Mr. Darby in determining the best process for the search of a new Executive Director and will review all applications and determine the top five applicants. Board will review top five picks.

Agenda Item #10 – Reports

Agenda Item skipped by Chairman. *(Exhibit 7)*

Agenda Item #11 – Other Business

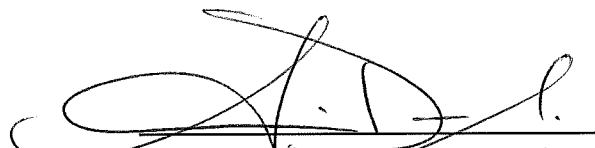
No further business was brought before the Board.

Adjournment

10:45 a.m.

Approved this 17th day of May, 2011.


Chairman – Commissioner Selvage
(Acronyms – Exhibit 8)


Minutes Taker – Aimee DeMasi