

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 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

Executive Director: Danny Ours
Attorney: Ben Darby
Executive Assistant: Aimee DeMasi

Call to Order

8:32 a.m. by Chairman Selvage

Roll Call

Present

Commissioner English
Mayor Fields
Commissioner Higgins
Commissioner Johnson
Commissioner Selvage

(Exhibit 1)

Agenda Item #1 – Approval of December 14, 2010, Meeting Minutes

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

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on December 14, 2010, be approved as circulated.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

No comments at this time.

Agenda Item #3 – Board Action Items

All Board Action Items were reviewed. *(Exhibit 3)*

Action Item:

Speak with Lee County regarding if they are going over 200,000 in the 2010 Census. Also speak with transit agencies that went over 200,000 population in the 2000 Census regarding the loss of federal funding for operations.

Agenda Item #4 – Legal Matters

No comments at this time.

Agenda Item #5 – Finance Report

Financial Statement

Distributed unaudited October 2010 through November 2010 Financial Statement. *(Exhibit 4)*

Items discussed:

- Revenues are over budget.
- Expenses are over budget
- Salaries are under budget.
- Employee Benefits are over budget.
- Professional and Technical Services are over budget.
- Materials and Supplies are over budget due to the condition of the aging fleet.
- Fuel and Lubricants are over budget due to the raising fueling costs.
- Prior year cost per hour is \$91.29, Year-to-date cost per revenue hour is \$92.61, and FY11 cost per hour forecast is \$92.61.

Audit Status Report

Items discussed:

- Distributed Proposed FY 09 Financial Statement notes. *(Exhibit 5)*
- Distributed Proposed FY 10 Financial Statement notes. *(Exhibit 6)*
- Auditors are required to notate if they observe an issue with future funding. Such observation was made in FY 09 and FY10.
- Statement notes reflect possible remedies to funding issues the District is researching.

Agenda Item #6 – LAMTD Board Meeting Schedule

Items discussed:

- Discussed proposed meeting schedule change that is needed due to scheduling conflicts. *(Exhibit 7)*
- Changing meeting time from 8:30a.m. to 9:00a.m.
- April proposed date changed from the 13th to the 11th.
- Amended Resolution will be presented at the February meeting.

Agenda Item #7 – System Safety Program Plan

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

“Board approve the 2011 System Safety Program Plan.” *(Exhibit 8)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- District is required to update the SSPP annually.
- The SSPP describes the functions and responsibilities required to implement and maintain a high level of safety at Citrus Connection.

Agenda Item #8 – Procurement Update

Items discussed:

- Notice of Intent has been sent for Contract 11-001 – Architectural services for the renovation of 1212 George Jenkins Blvd.
- Procurement item to come before the Board in February is an RFP for Bus Shelters. This RFP should result in a cost savings of at least \$10,000.

Agenda Item #9 – ADA Curb to Curb Service

Items discussed:

- The District began Door-to-Door ADA service in 1985, seven years before required.
- ADA only requires Curb-to-Curb service. The District never adjusted its policy after the requirements for service were enacted.
- Change of policy will increase safety and on-time performance.
- Will communicate to customers via mailings, flyers, and Operators.
- There will be a two week comment period that will start three days after mailings. Staff will consider comments received for four days and make any necessary adjustments.

Agenda Item #10 – Reports

FDOT Report

- No report given at this time.

Executive Director Report

- WHAT Policy Board will have a workshop on January 20th.
- The next PTA Board meeting is on January 26th.
- The WHAT Policy Board is considering asking the PTA Board to assume the WHAT Policy Board responsibilities.
- Reported Performance Indicators for November 2010: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 9)*
- News packet was distributed. *(Exhibit 10)*

Agenda Item #11 – Other Business

Items discussed:

- The securment of funding for the WHAT system has gone well this year with all municipalities receiving transit services providing their requested amounts. The amounts did not increase from last year.
- There was a blog in the Lakeland Ledger from a Mr. Kemp Brinson recording him riding the bus systems to and from work in the month of December.
- The Board meeting focus heavily on future operations, would like to spend time focusing on the state of current operations at least annually.

Action Item:

Contact Votran – What is their policy for benches and how much do they cost?

Adjournment

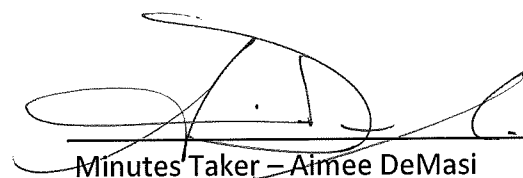
9:58 a.m.

Approved this 8th day of February, 2010.



Chairman – Commissioner Selvage

(Acronyms – Exhibit 11)



Minutes Taker – Aimee DeMasi