

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
JUNE 8, 2010

Directors:

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

Executive Director: Danny Ours  
Attorney: Ben Darby  
Administrative Assistant: Tina Moore

**Call to Order**

8:32 a.m. by Chairman Johnson

**Roll Call**

Present

Commissioner English  
Mayor Fields  
Commissioner Higgins  
Commissioner Johnson  
Commissioner Selvage

(Exhibit 1)

**Agenda Item #1 – Approval of May 11, 2010, Meeting Minutes**

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

**“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on May 11, 2010, be approved as circulated.”** (Exhibit 2)

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

No comments at this time.

*Meeting was recessed at 8:35 a.m. to conduct a Public Hearing on Route Changes.*

*Meeting reconvened at 8:41 a.m.*

**Agenda Item #3 – Finance Report**

Distributed October 1, 2009, through May 31, 2010, Financial Statement. (Exhibit 3)

Items discussed:

- Farebox revenue is over budget.
- Monthly billings for Winter Haven are on target.
- Professional and Technical Services are over budget.
- Investment revenue is under budget.
- Operating reserves are projected to increase by the end of the year.

- Federal Operating Grant higher than anticipated based on FTA numbers.
- Advertising revenues are over budget.
- Fuel and Lubricants are under budget.
- Contract Maintenance Services are over budget.
- Materials and supplies are over budget.

#### **Agenda Item #4 – Investment Policy**

##### **Item Discussed:**

- Legal determined a Resolution is required for the Investment Policy.
- Legal and Controller will be meeting to discuss requirements of the Investment Policy to ensure compliance with statutory provisions, which are governed by FS 218.415.
- Eight (8) hours of annual Continuing Legal Education (CLE) was added to the statute.
- Final draft of the Investment Policy and Resolution will be presented at the July 13<sup>th</sup>, LAMTD Board of Directors meeting.
- Board Action Item addressed: Florida League of Cities (FLC) possible source of investment? Investment Pool at the FLC are multiple investment funds composed of different underlying securities each with different underlying maturities, risk, and yield. Moving funds to the FLC would require an analysis of each of their investment options.

##### **Action Item:**

**Investment Policy will be brought back to the July 13, 2010, LAMTD Board of Directors meeting accompanied by a Resolution.**

##### **Action Item:**

**Commissioner English asked if there are any investments listed in the LAMTD Investment Policy that are not permitted by the City or the County.**

#### **Agenda Item #5 – State of Good Repair Grant**

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

**“ Approve a twenty percent hard dollar match toward application for a maximum of a ten million dollar FTA Grant for State of Good Repair to acquire up to 17 new buses; repower 14 buses; replace fareboxes, farebox vault and ticket vending machines; purchase IT software; upgrade bus stops to ADA standards; and, remodel downtown terminal. This approval is to be used only in the event the January 12, 2010 LAMTD ten million dollar FTA Grant Application for Bus and Bus Facilities is unsuccessful.”**

**MOTION CARRIED UNANIMOUSLY**

##### **Items discussed:**

- If the Bus Livability Grant is successful then the approval of the State of Good Repair Grant becomes null and void. Also, if Bus Livability Grant is not successful then the State of Good Repair Grant application will be submitted.
- The differences in the two grants pending are: Bus Livability – six (6) hybrid buses were requested, and in the State of Good Repair Grant – ten (10) clean diesels buses were requested.

- Discussion ensued regarding a long range plan for the downtown terminal restructuring and it was recommended that Staff work with the City of Lakeland’s Planning Department during terminal restructuring planning process.

**Agenda Item #6 – State of Good Repair Grant**

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

**“Approve a twenty percent hard dollar match toward application for a maximum of a two million dollar FTA Grant for State of Good Repair to acquire new fareboxes, vault, and ticket vending machines; IT software; upgrade bus stops to ADA standards, and remodel the downtown terminal. This approval is to be used only if, the January 12, 2010, ten million dollar FTA Grant Application for Bus and Bus Facilities is successful.”**

**MOTION CARRIED UNANIMOUSLY**

**Items Discussed:**

- If Bus Livability grant is awarded then LAMTD will apply for an additional two-million dollar FTA grant to acquire new fareboxes, vault, and ticket vending machines; IT software; upgrade bus stops to ADA standards, and remodel the downtown terminal.

**Agenda Item #7 – Resolution #10-06 – Joint Participation Agreement (JPA) for Bi-lingual and Visual Enunciators**

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

**“Approve Resolution #10-06 – Joint Participation Agreement (JPA) for Bi-lingual and Visual Enunciators in the amount of \$282,450, of which \$141,225 will be funded by the District.”**

*(Exhibit 4)*

Mayor Fields	Yes
Commissioner English	Yes
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Selvage	Yes

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

**Items Discussed:**

- Two Service Development Grants were awarded in 2008 for Bi-lingual and Visual Enunciators. Fifty percent of the grants were funded by FDOT in the first year, and in July 2010, FDOT funded the remaining fifty percent. FDOT was asked in the process to combine grants and permitted LAMTD an extension in having the Enunciators installed.
- All bus stops are supposed to be announced by the bus operators.

**Agenda Item #8 – Resolution #10-07 – Joint Participation Agreement (JPA) for Automatic Passenger Counter**

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

**“Approve Resolution #10-07 – Supplemental Joint Participation Agreement (JPA) for Automated Passenger Counter in the amount of \$401,978, of which \$200,989 will be funded by the District.”**

*(Exhibit 5)*

Mayor Fields	Yes
Commissioner English	Yes
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Selvage	Yes

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

Items Discussed:

- Sensors on buses count bus riders as they load and unload the buses.
- Project is already under way and should be completed by September.
- Bus stop load and unload data is currently collected manually.
- Dr. Schuler’s report is the most reliable data LAMTD has to determine bus rider’s destinations.

**Action Item:**

Mayor Fields asked how often the Transportation Planning Organization (TPO) count bus riders.

**Agenda Item #9 – Resolution #10-08 – Joint Participation Agreement (JPA) for Fuel Reduction Initiative**

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

**“Approve Resolution #10-08 – Joint Participation Agreement (JPA) for Fuel Reduction Initiative in the amount of \$507,500, of which \$253,750 will be funded by the District.”**

*(Exhibit 6)*

Mayor Fields	Yes
Commissioner English	Yes
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Selvage	Yes

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

Items Discussed:

- Purchasing electric brushless generators has a twenty percent improvement in fuel consumption.

**Agenda Item #10 – Resolution #10-09 – Relating to referendum on the Charter County Transportation Surtax, remission of the proceeds from the Surtax to The Polk Transit Authority, and the levy of an Ad Valorum Tax for 2011 for the 2011-2012 fiscal year; providing an effective date.**

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

**“Approve Resolution #10-09 – A Resolution to cease levy of the Lakeland Area Mass Transit District Ad Valorum Tax for 2011 taxes contingent upon voter approval of the Charter County Transportation Surtax on November 2, 2010.”**

*(Exhibit 7)*

Mayor Fields	Yes
Commissioner English	Yes
Commissioner Higgins	Yes

Commissioner Johnson      Yes  
Commissioner Selva        Yes

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

Items Discussed:

- At a previous LAMTD Board meeting the LAMTD Board agreed not to levy the Ad Valorum Tax for the 2011 calendar year.
- The District's decision to not levy the Ad Valorum tax for the 2011 calendar year is contingent on the passage of the County's Referendum for the one-half cent sales tax providing dedicated funding for the Polk Transit Authority.
- The District's focus should be more on educating the public on the benefits of a county-wide system.

**Agenda Item #11 – Ratification of Purchase exceeding Executive Director Approval**

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

**“Board ratify an initial purchase that exceeded the Executive Director's Approval Authority and add additional funding for expenditures up to a total amount of \$140,000 to Detroit Diesel for major repair on buses beginning March 24, 2010.”**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- The cost for Detroit Diesel to repair buses in-house is approximately \$17,000, and to send buses to Detroit Diesel cost approximately \$35,000.

**Agenda Item #12 – Legal Matters**

Items discussed:

- Board Action Items - Prepare a Resolution regarding LAMTD's Ad Valorum Surtax for the next LAMTD Board of Director meeting and Confirm the District may hold a Referendum in an off year.
- Resolution #10-09 was prepared.
- A referendum election may be held in an off year.

**Agenda Item #13 – Reports**

Attorney's Report

- No report given at this time.

FDOT Report

- No report given at this time.

Polk Transit Authority Update

- Proposed County-wide Transit Plan Public Workshops schedules were distributed to the Board. *(Exhibit 8)*
- CUTR will present their display boards used at the Proposed County-wide Transit Plan Public Workshops during the June 23, 2010, PTA Board of Directors meeting.
- Political Action Committee update will be presented to the Polk Transit Authority Board of Directors during the PTA Board meeting to be held on June 23, 2010.

- Polk Vision is hosting a Public Transit in Polk County Forum at Polk State College (PSC) USF Polytechnic Auditorium on June 24, 2010, at 6:00 pm; Don Upton is the facilitator.

Executive Director Report

- No bus service on July 5, 2010, as it is a recognized July 4<sup>th</sup> holiday for LAMTD.
- New automatic portable bus wash is in operation.
- Executive Director will be on vacation July 1, 2, 6 and 7.
- Performance Indicators for May 2010 were distributed in the Agenda packets. (Exhibit 9)
- News packets were distributed in the Agenda packets. (Exhibit 10)

Adjournment

10:02 a.m.

Approved this 13 day of July, 2010.

BKED

Vice - Chairman – Commissioner ~~Johnson~~

English

(Acronyms – Exhibit 11)

Tina L. Moore

Minutes Taker – Tina L. Moore

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING MEETING MINUTES  
JUNE 8, 2010

Directors:

Polk County Commissioner Sam Johnson (Chairman)  
Polk County Commissioner Bob English (Vice-Chairman)  
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Executive Director: Danny Ours  
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**Call to Order**

8:35 a.m. by Chairman Johnson

**Agenda Item #1 – Route Changes**

Items Discussed:

- Although final route changes were under the District's thresholds to hold a public hearing, Staff decided to give the public an opportunity to present opinions to the Board as noticed instead of cancelling the public hearing.
- Distributed route changes. (Exhibit 1)
- Reasons for route changes: on-time performance, enhancements, and low ridership.
- Route change workshops were set-up at bus stops with frequent riders and the downtown terminal.
- Route changes workshops were advertised in the Ledger, and flyers were posted at the downtown bus terminal and in the Front Office of LAMTD.


**Agenda Item #2 – Public Comments**


No comments at this time.

Adjournment

8:41 a.m.

Approved this 13 day of July, 2010.

  
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Vice-Chairman – Commissioner Johnson  
English  
(Acronyms – Exhibit 2)

  
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Minutes Taker – Tina L. Moore