

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MARCH 10, 2009

Directors:

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

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

**Call to Order**

8:32 a.m. by Vice - Chairman Verplanck

**Roll Call**

Present

Commissioner Fields  
Commissioner Higgins  
Commissioner Verplanck

Regrets

Commissioner Johnson  
Commissioner English  
(Exhibit 1)

**Correspondence**

**Agenda Item #1 - Approval of Minutes**

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

**"Minutes of the Lakeland Area Mass Transit District meeting on February 10, 2009, be approved as circulated." (Exhibit 2)**

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 - Public Comments**

No comments at this time.

**Presentation**

Representatives from Bank of America presented the Vice-Chairman a \$3,524.37 rebate check for the District's purchases over the past year under our Purchasing Card Program.

*Meeting was adjourned at 8:39a.m. to conduct a Public Hearing on FY 09 Program of Projects.*

*Meeting was reconvened at 8:51a.m.*

**Agenda Item #3 – Financial Statement**

Distributed January 2009 Statement of Revenues and Expenses. (Exhibit 3)

Discussion:

- Ridership is down – believed to be due to the cold weather.
- Ad Valorem over-budget. Will level out over the course of year.
- Employee Benefits have been broke out to reflect Salary costs and Benefit costs.
- Professional Services over-budget. Previously anticipated to dwindle to even out over the year. May require a budget adjustment.
- Fuel remains under budget due to lower than anticipated costs.
- Materials and Supplies is currently under budget
- Currently the District is under its total FY 09 Budget Projections.

**Agenda Item #4 –Contracts / Leases / Interlocal Agreements**

Auditing Services Change Order

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

**“Board of Directors approve additive change order to allow for additional services related to the audit of the FY08 NTD Report on Contract #07-005, Crowe Horwath, External Auditing Services for an additional amount of \$6,000.”**

**MOTION CARRIED UNANIMOUSLY**

Discussion:

- New Provision put into place for FY 2005.
- Provision requires that each agency have an independent audit conducted each year.
- Crowe Horwarth reviewed previous NTD reports and requirements and estimated an additional cost of \$6,000.
- Previously reported that an audit of the accounting system/charts of accounts was done in 1986.
- Reported on this year’s submission that the District is in the process of conducting a new audit.

Insurance Brokerage

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

**“Board of Directors approve a three year base term contract with The Gehring Group, Inc. with one two-year option term. The estimated annual brokerage fees will be approximately \$35,000, based on current claims history data.” (Exhibit 4)**

**MOTION CARRIED UNANIMOUSLY**

Discussion:

- Brokerage Services not previously solicited.
- 8 responses received.
- Current vendor is the Elan Group

- The Gehring Group will look at the different providers and make suggestions based on our current services and costs.
- Their fees are included in the costs that are paid to the carrier.
- Cost savings are done by analyzing the District's claim history to make changes to the policies, by using outside agency information to negotiate with providers, and provide on-line enrollment tools.
- The Gehring Group's level of service is their strong point. While project managers are assigned, multiple employees are cross-trained to assist if one of them are out.
- All SEC members ranked Gehring Group as number 1.
- Brochures that are produced in-house, were passed out to the Board. *(Exhibit 5)*

Collision Repair Service

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

**“Board of Directors approve award of fixed-price contract to Bryan’s Auto & RV Collision Repair Center, Inc., with a base term of two years, and one option term of three years. The contract not-to-exceed maximum is \$150,000 (including option terms).”** *(Exhibit 6)*

**MOTION CARRIED UNANIMOUSLY**

Discussion:

- Previously awarded but no contract executed.
- Sent the RFP back out.
- Received two proposals.

**Agenda Item #5 – Policy / Program / Plan**

Contingency Fleet Plan

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

**“Approve the Lakeland Area Mass Transit District Contingency Fleet Plan consisting of eight fixed route and one paratransit van.”** *(Exhibit 7)*

**MOTION CARRIED UNANIMOUSLY**

Discussion:

- Three new paratransit vans will be arriving shortly.
- Adding one paratransit van to the fleet.
- Will carry more wheelchair passengers (5) compared to a big bus (2).

**Agenda Item #6 – Participation in Polk Transit Authority Grants**

Interlocal Agreements

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

**“Approve the Interlocal Agreement between the Lakeland Area Mass Transit District and the Polk Transit Authority to participate in Polk Transit Authority grant applications, with**



agencies such as the Federal Transit Administration and Florida Department of Transportation, to improve transit services in Polk County.” (Exhibit 8)

**MOTION CARRIED UNANIMOUSLY**

Discussion:

- PTA is pursuing grant applications and will be required to have matching funds.
- The PTA is seeking partnership with both LAMTD and WHAT to coordinate service efforts and support with funding issues.
- The Interlocal Agreement only states that the District is partnering with them.
- Services provided by the District will be put before the Board for separate approval and will outline the Districts obligations.
- The Attorney will add standard contractual clauses.

Job Access and Reverse Commute (JARC) Grant

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

**“Approve Lakeland Area Mass Transit District (LAMTD) participation in the Polk Transit Authority (PTA) Section 5316, Job Access and Reverse Commute (JARC) Grant application “Enhancement to WHAT Service Area” to enhance/expand fixed-route service in the Auburndale and North Winter Haven WHAT Service Area. Lakeland Area Mass Transit District will partner with the Polk County to provide an In-Kind Match totaling \$504,900. LAMTD will provide the portion of its existing budget dedicated to the Route 12 – Connector and any associated Staff time as In-Kind Match for the grant; along with any additional LAMTD In-Kind Match that is recognized by the Florida Department of Transportation (FDOT) which does not add a new expense to the LAMTD budget.” (Exhibit 9)**

**MOTION CARRIED UNANIMOUSLY**

Discussion:

- No hard dollars will be provided for the grant.
- LAMTD portion of the Route 12 used for match.
- In-Kind services by LAMTD Staff used for match.

**Agenda Item #7 – Reports**

Attorney’s Report

No report at this time.

FDOT Report

No report at this time. Representative not present.

Polk County Transit Services

- Still visiting municipalities to secure funding.
- No firm commitments at this point.

Polk Transit Authority Update

- APTA has placed '100 Bus Coalition' on high priority.
- 'Charter County Transit Surtax' has both a senate and house bill
- The Bills are different and representatives are working to correct the differences.
- LYNX and Lee County have shown strong support of the bill.
- The next SPC meeting will be held on March 26<sup>th</sup> prior to the TPO's TAC meeting.
- The PTA currently has 8 members on the CTAC.

**ACTION ITEM: Could the Federal Government mandate that States allow Transit Agencies the means to have citizens the right to choose if and how the agency should receive it's funding?**

Executive Director's System Performance and Activities Report

- Distributed the Executive Director Job Description for Board Review. (Exhibit 10)
- Requested each Board member submit their comments.
- This is part of the Districts Compensation Study.
- The Senior Staff is currently reviewing the Employee Handbook.
- Requested guidance on how the Board would like to review the new handbook.
- Staff will try to arrange a Retreat to brief the Board on the proposed changes and then ask for approval at the following meeting.
- Reviewed Performance Indicators for February 2009: Preventative Maintenance, Over-time, Ridership, Accident Repair Cost, and Road Calls. (Exhibit 11)
- Ridership: increased by 184 average riders per day over January 2009 and decreased by 536 average riders per day over February 2008.
- Distributed Brochures for the Community Bus Shelter Program. (Exhibit 12)
- News packets distributed. (Exhibit 13)

**Action Item: Break out of minor and severe accident repair costs.**

Agenda Item #10 – Other Business


No further business was brought before the Board.

Adjournment

9:59 a.m.

Approved this 14 day of April, 2009.

  
Chair – Commissioner Sam Johnson

  
Minutes Taker – Aimee DeMasi

(Acronyms – Exhibit 14)

LAKELAND AREA MASS TRANSIT DISTRICT  
PUBLIC HEARING MINUTES  
MARCH 10, 2009

Directors:

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

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

**Call to Order**

8:39 a.m. by Vice - Chairman Verplanck

**Roll Call**

Present

Commissioner Fields  
Commissioner Higgins  
Commissioner Verplanck

Regrets

Commissioner Johnson  
Commissioner English  
*(Exhibit 1)*

**Agenda Item #1 – Proposed FY 08-09 Program of Projects**

Presented the Program of Project as advertised in the Lakeland Ledger. *(Exhibit 2)*

Discussion:

- Reviewed the FY 2009 Program of Projects
- Broken out by Program type
- Contingency Needs were put into place while Stimulus Package discussions were ongoing in congress.
- The District was allotted \$3,327,724 in the Stimulus Package.
- This funding will be used to fund Capital Maintenance Costs, Bus Wash, Fuel Farm, and Vault Room.
- Stimulus Money must be spent on Capital Expenses.

**Agenda Item #2 - Public Comments**

No comments at this time.

**Agenda Item #4 –Adoption of the FY 08-09 Program of Projects**

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

**“Board of Directors approve the Proposed FY 08-09 Program of Projects.”**

**MOTION CARRIED UNANIMOUSLY**




**Adjournment**

8:51 a.m.

Approved this 14 day of April, 2009

  
Chair – Commissioner Sam Johnson

  
Minutes Taker – Aimee DeMasi

*(Acronyms – Exhibit 3)*