

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MARCH 9, 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

Executive Assistant: Aimee DeMasi

**Call to Order**

8:31 a.m. by Chairman Johnson

**Roll Call**

Present

Mayor Fields  
Commissioner Higgins  
Commissioner Johnson  
Commissioner Selvage

Excused

Commissioner English

*(Exhibit 1)*

**Agenda Item #1 – Approval of February 9, 2010, Meeting Minutes**

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

**“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on February 9, 2010, be approved as circulated.”** *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

No comments at this time.

**Agenda Item #3 – Finance Report**

*Financial Statement*

Distributed October 1, 2009, through January 30, 2010, Financial Statement. *(Exhibit 3)*

Items discussed:

- Farebox revenue is under budget.
- Winter Haven revenue is over budget.
- AD Valorem is on budget.
- Investment revenue is under budget.
- Advertising revenues is over budget.
- Fuel and Lubricants are under budget and the biggest cost savings to date.
- Materials and supplies are under budget.

- Meetings set up with Gary Clark from CPS Investment Advisors and with Jeff Stearns from the City of Lakeland to discuss other Investment options.

**Action Item:**

**Mayor Fields requested a report from Controller after his meeting with investors.**

**Agenda Item #4 – Resolution #10-04 – Joint Participation Agreement (JPA) for Transit Project**

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

**“Approve Resolution #10-04 – Joint Participation Agreement for Transit Projects, subject to legal review.”** *(Exhibit 4)*

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

<b>Mayor Fields</b>	<b>Yes</b>
<b>Commissioner Higgins</b>	<b>Yes</b>
<b>Commissioner Johnson</b>	<b>Yes</b>
<b>Commissioner Selvage</b>	<b>Yes</b>

*Meeting was recessed at 8:42 a.m. to conduct a Public Hearing on Proposed FY 09-10 Program of Projects*

*Meeting reconvened at 9:07 a.m.*

**Agenda Item #5 – Transit Facilities License Agreement**

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

**“Approve a Polk County – Lakeland Area Mass Transit District Transit Facilities License Agreement; subject to final legal review and revision. This agreement is necessary to permit the Lakeland Area Mass Transit District to place bus shelters on County property.”** *(Exhibit 5)*

**MOTION CARRIED UNANIMOUSLY**

**Items discussed:**

- Placing bike racks, bus shelters, and trash receptacles on County property.

**Agenda Item #6 – Interlocal Agreement / Contracts / Leases**

**Grant Administration**

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

**“Approve Amendment 1 to the Interlocal Agreement between the Polk Transit Authority and Lakeland Area Mass Transit District regarding Grant Administration.”** *(Exhibit 6)*

**MOTION CARRIED UNANIMOUSLY**

**Items Discussed:**

- March 10, 2009, LAMTD entered into an Interlocal Agreement with the PTA. However, it was determined that the County should provide overall Grant Administration. The PTA entered into a similar agreement with the County.
- The amendment provides any local match would not exceed 50%.

Contract of Security Services

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

**“Approve award of Contract 10-004, with U.S. Security Associates for the provision of Security Guards Services for the District. The Contract will have a 2 year base term and three (3) one (1) year Options to Renew at an estimated price of \$94,068 per year.”** *(Exhibit 7)*

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- Services will include both unarmed security guards and armed security guards when escorting money.
- U.S. Security Associates is the existing Security Guard Service.

Lubricant Management and Supply

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

**“Approve award of Contract 10-002, with Fleetwing Distribution Services (Fleetwing) for the Lubricant Management and Supplies Program. The term of this contract will be 5 years for the goods and services as described in the District’s RFP #10-002.”** *(Exhibit 8)*

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- Services will include the supply of various lubricants and the management of a “Keep Full Program”.

**Action Item:**

**Mayor Fields requested that future Selection Committee summary sheets include location of responder(s).**

Additive Change Order to Contract 09-025, Crowe Horwath, P.A. (External Auditing Services)

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

**“Approve additive change order to support final services related to auditing activities for the Fiscal 2009 annual audit in an amount not to exceed \$11,200.”**

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- Cost overruns were due to additional accounting standards, on-site schedule changes, and delays due to the posting of late entries. This resulted in approximately 96 additional hours being incurred.
- No further charge orders are expected.

**Agenda Item #7 – Reports**

Attorney’s Report

- Working on ballot language with Supervisor of Elections for County’s referendum for a half-cent sales tax and the LAMTD’s language to dissolve the District and repeal the Ad Valorem tax if County’s referendum is successful.

### FDOT Report

- No report given at this time.

### Polk Transit Authority Update

- March 5 - gave a presentation at the East Polk County Committee of 100 monthly membership luncheon.
- Transportation forum helped the Public realize the need for more transit in Polk County.
- March 17 - Citizen's Transit Advisory Committee (CTAC) meeting at the City Hall in Winter Haven.
- April 21 - Half-cent sales tax ordinance ballot language will be presented to the Board of County Commissioners for approval.
- April 28 – next Polk Transit Authority (PTA) Board of Directors meeting.

### Executive Director Report

- Reviewed Performance Indicators for February 2010: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 9)*
- Ridership: decreased 36 average passengers' trips per day.
- Fixed Route bus preventative maintenance was unsatisfactory due to: The month of February was a shorter than usual month with a 45% increase in the number of Fixed Route Buses requiring preventative maintenance; The planned production for the month was reduced 14% due to sickness; and, there were six (6) major breakdowns.
- Gas/unemployment/ridership comparisons spreadsheet distributed to the Board. *(Exhibit 10)*
- Gigs and Garland news article distributed. *(Exhibit 11)*
- Schedule for the tour of the facilities under construction as well as the Parts Department and current fuel island was distributed. *(Exhibit 12)*
- The fuel island construction will not be completed by the March 31<sup>st</sup> EPA deadline. Bus fueling will be conducted at Pacific Pride. *(Exhibit 13)*
- News packets were distributed. *(Exhibit 12)*

### Agenda Item #8 – Other Business / Bus Advertising Campaign Review

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

**“Approve the “buy one, get one” advertising promotional pricing be made available to Advertisers through June 30, 2010, at a price of \$500.00 per side.”** *(Exhibit 13)*

**MOTION CARRIED UNANIMOUSLY**

#### Items Discussed:

- Results of “BOGO” campaign: 6 new advertisers and 1 existing advertiser expanded their buy—17 bus panels covered.
- Based on the current market environment the recommendation was to leave the pricing at a flat \$500 per side. Full bus, 3 sides, 20% discount = \$1200
- Discussion ensued by the Board regarding the existing “BOGO” campaign and its positive results.

**Agenda Item #9 – Tour of Construction Site**

Commissioner Johnson, Mayor Fields, Commissioner Higgins and Staff toured the construction site.

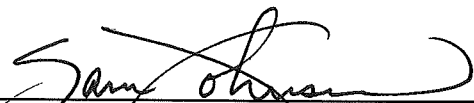
**Items Discussed:**

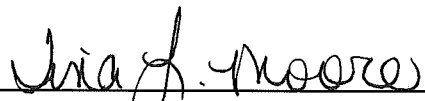
- Bus fare collection and fueling procedures once construction is completed.
- Parts Department storage system and bar code system.
- Current Fuel Island will be used as a detail station once construction is completed.

**Adjournment**

10:36 a.m.

Approved this 13 day of April, 2010.

  
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Chairman – Commissioner Johnson

  
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Minutes Taker – Tina L. Moore

*(Acronyms – Exhibit 14)*