

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
NOVEMBER 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**

9:04 a.m. by Vice-Chairman Verplanck

**Roll Call**

Present

Commissioner English  
Commissioner Higgins  
Commissioner Verplanck

Excused

Commissioner Johnson

Arrived Late

Commissioner Fields – 9:07 a.m.

*(Exhibit 1)*

**Agenda Item #1 – FDOT Certification of Transit Trainer**

Items Discussed:

- Ms. Jan Parham presented Mr. Paul Simms a Certification of Transit Trainer issued by the Florida Department of Transportation.

**Agenda Item #2 – Recognition and Awards**

Items Discussed:

- Certificates were presented to Jimmy Doan, Justin Woodard, and Steve Schmidt from the Maintenance Department for attending a Climate Control System School, and for taking an online course where they obtained a certification which now allows the Maintenance Shop to be an authorized repair facility. The certification will allow Lakeland Area Mass Transit District to receive financial reimbursements for warranty repairs.
- Certification in Public Records Management for Florida was presented to Aimee DeMasi by the Florida Institute of Government.
- The Marketing Department attended the Florida Public Transportation Association Conference held in Jacksonville, and received numerous awards for self promotion via a television ad, interior ad cards, and customer awareness campaigns.

**Agenda Item #3 – Approval of October 13, 2009, Meeting Minutes**

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

**“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on October 13, 2009, be approved as circulated.”** *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #4 – Public Comments**

No comments were made.

**Agenda Item #5 – Financial Statement**

Distributed October 2008 through September 2009 Financial Statement.

*(Exhibit 3)*

Items discussed:

- Farebox revenue is under budget.
- Winter Haven revenue is under budget.
- Investment revenue is under budget
- Advertising revenues is under budget.
- Salaries are under budget.
- Employee Benefits are over budget.
- Professional and Technical Services are over budget.
- Fuel and Lubricants are under budget – largest cost savings.
- Materials and supplies are under budget.

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

Camera Data Collection and Archive

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

**“Approve award of a sole source contract to REI, Inc. for the one-time purchase and installation of 53 wireless bridges kits for all buses (fixed and para-transit). The cost of this contract is \$51,410.00”.**

**“Additionally, approve award of a contract to C3 Wireless for the purchase and installation of equipment to create wireless access points that will automatically download the camera data. The cost of this contract is \$13,289.00. The total project price is \$64,699.00”.** *(Exhibit 4)*

**MOTION CARRIED UNANIMOUSLY**

Janitorial Services

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

**“Approve award of a two year term with three (1) year Options to Renew (OTR) fixed price, indefinite delivery, indefinite quantity (IDIQ) contract to JTBay dba Performance Cleaning Group (PCG) for the provision of janitorial services for the Lakeland Area Mass Transit District facilities. The estimated expenditures for the contract are approximately \$73,000 for the two-year base term and \$38,900 for each of the OTR’s.”**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- No local agencies bid on the job.

**Agenda Item #7 – Census Buses Free Ad Space**

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

**“Approve the donation of a bus wrap, free space, on two buses for the period December 2009 through June 2010 to permit the Census Bureau to place public education ads on the buses.”** *(Exhibit 5)* **MOTION CARRIED UNANIMOUSLY**

**Agenda Item #8 – Free-Ride Friday – Day after Thanksgiving**

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

**“Approve Customer Appreciation Free Ride Day on November 27, 2009.”**  
**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- Only loss of revenue is for the Lakeland service areas.
- Average weekday revenue is \$1,700.00.

**Agenda Item #9 – Evaluation Process of Executive Director**

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

**“Approve Evaluation Process to be done by George Brooks of the City of Lakeland and Evaluation forms be returned to him by November 30”** *(Exhibit 6)*  
**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- A City of Lakeland employee, George Brooks, volunteered to handle the evaluation process as he has done in the past. Forms need to be returned to George Brooks by November 30, 2009.
- A summary will be completed and presented to the Board at the next Board Meeting.

**Agenda Item #10 – December Board Meeting Change**

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

**“Approve the December Lakeland Area Mass Transit Board of Directors regular meeting be moved to Monday, December 14, 2009, due to a run-off election for Mayor of Lakeland and two Board members are involved in the run-off election.”**  
**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #11 – Merger/Dissolution Issues**

Items Discussed:

- Polk Transit Authority is nearing a decision on the best source of local funding to support the Polk Transit Authority. When funding is secured it is in the best interest of Lakeland Area Mass Transit District to merge with the Polk Transit Authority.
- Research is being done to render a legal decision on the process required for the Lakeland Mass Area Transit Authority to merge with Polk Transit Authority.
- A referendum may be required.

- Polk Transit Authority and Lakeland Mass Area Transit District are both legal entities. *(Exhibit 7)*

### **Agenda Item #12 – Customer Service Enhancements**

#### Items Discussed:

- Reviewed a slideshow presentation demonstrating Customer Service Enhancements:
  - Extended hours for phone assistance.
  - Visits are made to the terminal once a month, schools and senior facilities to provide ID Badges to customers.
  - Conducts regular visits to terminal to survey riders for comments and opinions.
  - Wi-Fi has been added to several buses.

### **Agenda Item #13 – Reports**

#### Attorney's Report

- No Report given

#### FDOT Report

- Community Service Program is hosting a Transportation Demand Management Workshop on November 17, 2009, for Planners and Florida Department of Transportation Employees.
- On December 8, 2009, they will be hosting a Webinar on Polk Government Television (PGTV).
- Reviewed annual funding for Service Development Grants.

#### Polk Transit Authority

- The next Board meeting will be held on December 9, at 9:00 a.m. in the Board of County Commissioners Chambers in Bartow.
- The Staff will be meeting on November 11, 2009, with the Lakeland Chamber Legislative Committee to present a combined presentation from the Lakeland Area Mass Transit District and the Polk Transit Authority.
- Polk Vision Steering Committee meeting will receive a Polk Transit Authority briefing on November 16, 2009
- Citizens Transit Advisory Committee meeting will be held on November 18, 2009.
- The Staff will be meeting with the County Manager to discuss issues related to the Charter County Transportation Surtax.


#### Executive Director Report

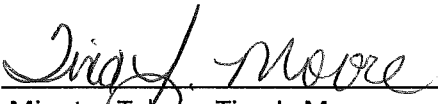
- Reviewed Performance Indicators for October 2009: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. *(Exhibit 8)*
- Ridership: decreased 453 over October 2008 and increased by 180 over September 2009.
- News packets were distributed. *(Exhibit 9)*

**Adjournment**

10:32 a.m.

Approved this 14<sup>th</sup> day of December, 2009.

  
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Chairman – Commissioner Sam Johnson  
(Acronyms - Exhibit 10)

  
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Minutes Taker – Tina L. Moore