

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

3:30 p.m. by Chairman Johnson

**Roll Call**

Present

Commissioner Higgins  
Commissioner Johnson  
Commissioner Selvage

Late Arrival

Mayor Fields – 3:34 p.m.

Excused

Commissioner English

*(Exhibit 1)*

**Agenda Item #1 – Approval of October 12, 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 October 12, 2010, be approved as circulated.”** *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 - Correspondence Response**

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

**“Board approve response to Ms. Kidd’s letter dated October 29, 2010.”** *(Exhibit 3)*

**MOTION CARRIED UNANIMOUSLY**

**Items Discussed:**

- A letter addressed to the Board was received from Ms. Kidd regarding City bus service needed in Lake Wales at the Village Green Apartments. *(Exhibit 4)*
- Ms. Kidd’s request has been forwarded to Paul Simmons, PCTS, since Lake Wales is outside of the District boundaries.

**Agenda Item #3 – Public Comments**

No comments at this time.

#### **Agenda Item #4 – Board Action Items**

All Board Action Items were reviewed. *(Exhibit 5)*

#### **Agenda Item #5 – Finance Report**

Distributed unaudited October 1, 2009, through September 30, 2010, Financial Statement. *(Exhibit 6)*

##### Items discussed:

- Salaries are under budget.
- Employee Benefits are over budget.
- Professional and Technical Services are over budget.
- Contract Maintenance Services are over budget.
- Fuel and Lubricants are under budget and a cost savings of \$100,000.
- Materials and Supplies are over budget by \$250,000.
- Prior year cost per hour is \$84.36, Year-to-date cost per revenue hour is \$90.85, and FY10 cost per hour forecast is \$90.85.
- Annual Audit does not require LAMTD to have a balanced budget by year end.
- Fiscal Year 2011, each LAMTD Department Manager will be responsible for maintaining their department's budgets which include: professional and technical services, contract maintenance services, other services, education/training/meeting/travel, office expense, and materials and supplies.

##### Appointment to Finance / Audit Committee

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

**“Board appoint Commissioner Selvage to serve on the Finance / Audit Committee.”**

**MOTION CARRIED UNANIMOUSLY**

##### Items Discussed:

- Florida Auditor General Rules require the auditor of a government entity to present the Annual Audit Report to an Audit Committee of that entity, and it is the responsibility of the Audit Committee to formally accept the Audit Report on behalf of the governing body.
- There are two required meetings: First meeting to discuss any preliminary results and preliminary potential findings that the Auditors may have identified during the interim testing phase; Second meeting to discuss and accept the preliminary audit report.
- First proposed meeting dates will be November 30 or December 1.

##### Interim Drawdown from Capital Reserve Account

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

**“Board approve to drawdown funds from the District's Capital Reserve Account, as needed, to fund operating costs until the District's FTA Section 5307 Grant is awarded.”**

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- The District's FTA grant for the annual Section 5307 FY10 Grant apportionment in the amount of \$2,924,516 has not yet been awarded. The District has depleted the existing operating reserve account.
- The District drafted this grant application in August, 2010 and was notified by FTA to submit the grant on November 3, 2010.
- Once funds are awarded, the District will transfer back into the Capital Reserve account an amount equal to the total of all amounts transferred out of the Capital Reserve account.

**Agenda Item #6 – Disadvantaged Business Enterprise (DBE) Update- Semi-Annual Reporting**

Items discussed:

- The DBE report is a detailed breakdown of DBE participation in the District's DBE program. (Exhibit 7)
- The District's DBE participation goal for reporting period April 1, 2010, through September 30, 2010, is 10.46%. The District's actual percentage is less than 1% with an ongoing goal of 2%.
- Starting in January 2011 the semi-annual reporting will be done electronically in the Transportation Electronic Award and Management System.
- Staff attended a DBE Outreach Program in Orlando hosted by Henkelman Construction. The DBE certifier for Polk County spoke on how to become a certified DBE.

**Agenda Item #7 – Legal Matters**

No Legal Matters at this time.

**Agenda Item #8 – Impact of Referendum Results**

Items discussed:

- Distributed Countywide Precinct Results Data Sheet. (Exhibit 8)
- Distributed LAMTD Precinct Results Data Sheet. (Exhibit 9)
- Discussion ensued regarding outcome of countywide referendum results.
- Distributed 5-year Operating Plan. (Exhibit 10)

**Action Item:**

LAMTD Board of Directors members possibly schedule meetings with City and County officials to discuss the future of countywide transit.

**Agenda Item #9 – Report**

FDOT Report

- No report given at this time.

Executive Director Report

- Marketing awards received from FPTA for LAMTD's print ad collateral, and for the bus exterior picture of children.
- Performance Indicators (Exhibit 11) for October 2010: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance, and News packets (Exhibit 12) were distributed in the Agenda packets, but were not reviewed during the meeting due to time constraints.

**Agenda Item #10 – Other Business**

**Items discussed:**

- Commissioner Selvage thanked the Executive Director and his Staff for their efforts in educating the public on the expansion of countywide transit.

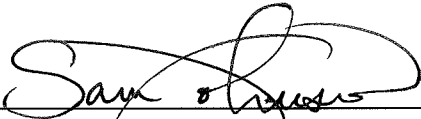
**Action Item:**

Send thank you letters to Cindy Rodriguez, Sheri McInvale, and Carolyn Simpson for their tremendous efforts toward educating citizens on expanding countywide transit.

**Adjournment**

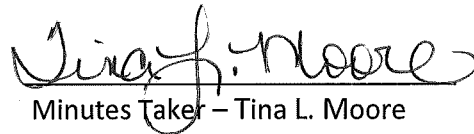
4:39 p.m.

Approved this 14 day of December, 2010.



Chairman – Commissioner Johnson

(Acronyms – Exhibit 13)



Minutes Taker – Tina L. Moore