

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 20, 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

4:05 p.m. by Chairman Johnson

Roll Call

Present

Commissioner English

Mayor Fields

Commissioner Higgins

Commissioner Johnson

Late Arrival

Commissioner Selvage – 4:56 p.m.

(Exhibit 1)

Agenda Item #1 – Approval of August 10, 2010, Meeting Minutes and Approval of September 8, 2010, Public Hearing minutes.

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

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on August 10, 2010, and Public Hearing on September 8, 2010, be approved as circulated.”

(Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments (other than Public Hearing)

No comments at this time.

Agenda Item #3 – Board Action Items

All Board Action Items were reviewed. *(Exhibit 3)*

Agenda Item #4 – Legal Matters

No Legal Matters at this time.

Agenda Item #5 – Interlocal Agreement / Contracts / Leases

Construction Manager at Risk

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

“Approve award of Contract # 10-011, to Henkelman Construction, Inc. for Construction Manager at Risk Services for the District. The initial term of the Contract is a two (2) year base with three (3) one (1) year Options to Renew with a two million dollar (\$2,000,000.00) cap for total projects cost throughout the term of this contract.

Additionally, the District is requesting approval for the issuance of Task Order # 1(Pre-construction phase) and Task Order # 2 (Construction phase), for the rehabilitation of 1212 George Jenkins Administrative Building with a Not to Exceed amount of \$400,000.00 including contingency. ” (Exhibit 4)

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Staff issued a Request for Proposal # 10-011, on behalf of the Maintenance Department, requesting responses from experienced and qualified Construction Manager at Risk firms that will have the responsibility of assessing construction project needs at District property, cost estimates, bids for work to be completed, and construction oversight.
- The Source Evaluation Committee reviewed seven (7) proposals.
- The evaluation resulted in a shortlist of two (2) firms being invited back to clarify their proposal with an oral presentation: Henkelman Construction Inc. and Walbridge Aldinger Company.

Modification to Contract: # 09-023 – Transit Shelter Landing Pad Site Survey and Civil Engineering

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

“Approve contract modification to add services for the provision of Independent Cost Estimates (ICE), and to increase the Not To Exceed price from \$80,000 to \$205,000 of Contract # 09-023.” (Exhibit 5)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- On July 13, 2009, the Board approved award of Contract # 09-023, for Transit Shelter Landing Pad Site Survey and Civil engineering to DMA Engineering and EAS Engineering, Inc.
- The term of the contract approved by the Board was for five years with an estimated budget not to exceed \$80,000.
- District is preparing a solicitation for the purchase of a maximum of twenty-four (24) shelters. The site design for these additional shelters will be handled under Contract # 09-023. As a result, the initial funding Identified for the Contract # 09-023 is not adequate to complete the services.
- District issued a separate contract for installation of the bus shelters to Tilton Construction (Contract # 09-026) based on firm pricing for the installation. Contract # 09-023 will cover the cost of reviewing Tilton Construction change orders and creating the ICE for the District.

Grade No. 2-D Ultra Low Sulfur Diesel Fuel

Items discussed:

- Solicitation was sent to twenty-eight (28) bulk diesel providers which was a combined list of HART, PSTA and LAMTD's registered vendor list.
- Responsibility determination was conducted and award was made to Mansfield Oil Company to provide the District diesel No. 2 fuel with a mark-up against Oil Price Index Service purchases.

Vehicle Lifts and Related Garage Equipment (Mobile Lift System)

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

"Approve Contract # 10-017 Vehicle Lifts and Related Garage Equipment to Steril-Koni USA, Inc. at a total cost of \$76,550.84." *(Exhibit 6)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Lifts can be used on fixed route buses, paratransit, vans, service vehicles, and equipment.

Agenda Item #6 – Finance Report

Financial Statement

Distributed October 1, 2009, through July 31, 2010, Financial Statement. *(Exhibit 7)*

Items discussed:

- Year-to-date actual revenues are higher primarily due to Ad Valorem income.
- Salaries are under budget.
- Employee Benefits are over budget due to a switch from a self funded insurance healthcare plan to a fully funded insurance healthcare plan.
- Professional and Technical Services are over budget.
- Contract Maintenance Services are over budget.
- Fuel and Lubricants are under budget and the biggest cost savings to date.
- Materials and Supplies are over budget attributed to maintenance fees for repairing aging buses.
- Prior year cost per hour is \$84.36, Year-to-date cost per revenue hour is \$89.50, and FY10 cost per hour forecast is \$89.83.

Position Authorization

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

"Board approve an Electronics Technician Position in the Fleet and Facilities Maintenance Department at a Grade 12 with a pay range of \$38,417.60 to \$57,636.80." *(Exhibit 8)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Over the past five years Fleet Maintenance has assumed responsibility for more sophisticated electronics components in the basic design of the buses.
- New smart transportation systems are to be added on the buses in FY10-11. *(Exhibit 9)*

- Previously installed electronic systems have aged, and have become a constant maintenance problem.
- The farebox trim unit breakdowns have been attributed to inadequate preventive maintenance due to dependence on a bus technician with little training and experience related to farebox trim unit maintenance and sharing his work time with general bus maintenance, preventive maintenance, and running repair.
- Last year alone \$80,000 was paid to Detroit Diesel for electronics maintenance repairs.

Board Action Item:

If the Referendum does not pass in November then documentation needs to be done on the Electronics Position to prove a cost savings; and if no cost savings is proven then the position is on the table to be cut also.

FY 10-11 Salary Schedule

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

“Board approve the FY 10-11 Salary Schedule based on Staffing changes.” *(Exhibit 10)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- An estimated combined total of \$51,000 will be added to the Salaries and Benefits line item for the Electronics Position with no net increase to the proposed budget.

FY 10-11 Budget

Items discussed:

- Reviewed Budget items line by line.
- The budget reflects a decrease of 3% in revenues compared to the FY 09-10 approved budget, and a decrease of 1% in operating expenses compared to the FY 09-10 approved budget. *(Exhibit 11)*
- Amended budget to reflect a \$51,000 increase in Salaries and Wages for an addition of an Electronics Position.

Agenda Item #7 – Board of Directors Meeting Times for FY 10-11 Resolution # 10-11

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

“Approve the FY 10-11 Board of Directors Regular Meeting Times – Resolution # 10-11.”
(Exhibit 12)

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

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Items discussed:

- Meetings will be held on the second Tuesday of the month at 8:30 a.m. LAMTD, 1248 George Jenkins Blvd, Bldg. B Training Room.

- The September meeting is scheduled for September 19, 2011, at 4:00 p.m. at the Lakeland City Hall, City Commission Conference Room in conjunction with the District's Public Hearing for the FY Budget and FY Millage Rate.

Agenda Item #8 – Reports

FDOT Report

- Discretionary Grants Workshop will be held at FDOT District Offices for Section 5310, 5311, 5316 and 5317 Grants.

Polk Transit Authority Update

- Polk Vision is hosting a workshop, Public Transportation in Polk County, with a group of panelist on Tuesday, September 21st at 6:00 p.m. (exhibit 13)
- An article from the publisher of Inside Polk Magazine supports the half cent sales surtax referendum. (exhibit 14)
- Presented the Board with a list of public education presentations and resolutions of support. (Exhibit 15)
- PTA Board of Directors meetings will be held on Wednesday, October 27 at 9:00 a.m. and on Monday, November 8 at 9:00 a.m.

Executive Director Report

- Maggie Sandberg, the new FTA Region Program Manager, visited LAMTD and PCTS.
- The paratransit vans cashless service has an estimated savings of \$7,000 annually in reduced processing and money counting.
- Reviewed Performance Indicators for August 2010: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 16)
- Executive Director will be attending the APTA Conference on October 3-7 in San Antonio, Texas.
- A phone number will be placed on the lower right hand corner of bus shelter recognition panels for customers to call and express their appreciation for the bus shelter.
- Coney Funeral Parlor Director donated an easement for a bus shelter to be installed on the property.
- FDOT is investigating the safety of existing bus stop benches.
- News packets were distributed. (Exhibit 17)

Board Action Item:

Research the bus stop bench agreement between the City of Lakeland and the Jaycees.

Agenda Item #13 – Other Business

No Comments at this time.

Adjournment

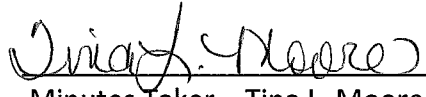
5:35 p.m.

Approved this 12 day of October, 2010.



Chairman – Commissioner Johnson

(Acronyms – Exhibit 18)



Minutes Taker – Tina L. Moore