

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 21, 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

3:32 p.m. by Chairman Johnson

Roll Call

Present

Commissioner English
Commissioner Fields
Commissioner Higgins
Commissioner Johnson
Commissioner Verplanck

(Exhibit 1)

Agenda Item #1 – Approval of August 11, 2009, Meeting Minutes and September 9, 2009, Public Hearing Minutes

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

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on August 11, 2009, and Public Hearing on September 9, 2009, be approved as circulated.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 –Public Comments

No comments at this time.

Agenda Item #3 – Final Negotiation of Property Purchase

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

“Approve the purchase of the approximately 35,700 square foot of unimproved property adjacent to the southwest corner of the District’s property pending a clean Phase 1 Environmental Study. The purchase price will be \$150,000 with the seller

reimbursing the District for a clean Phase 1 Environmental study and the District absorbing the loss if the Phase I calls for a Phase II." *(Exhibit 3)*

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Current administration and maintenance facility would become the northside operations base for the PTA.
- If a Phase II is needed, the District would not proceed with the purchase.
- Known previous use is a previous parking lot. Phase II would reveal all previous uses.
- District planned usage is for a parking lot. Would increase distance between buses to do a proper pre-trip inspection without moving the bus.

Agenda Item #4 – TDP Update

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

"Approval of the Draft 2009 Progress Report for the Polk Consolidated Transit Development Plan for submittal to the FDOT." *(Exhibit 4)*

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- This is the required yearly update.
- The next major update of the TDP will be in 2012.
- Reviewed the PowerPoint presentation. *(Exhibit 5)*

Agenda Item #5 – Policy / Plan / Program

Vacation Buyout Policy

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

"Approval to offer a one-time payout of vacation hours to employees who will have accrued vacation time in excess of 160 hours as of 09/30/2009."

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The vacation payout is approximately \$17,460.
- No financial impact on the District, accrued vacation hours are already factored in the budget.
- Accrued vacation hours will be paid at current rates –higher rates if paid out years from now.

Contingency Fleet Plan

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

“Approve modifications to current Contingency Fleet Plan.” *(Exhibit 6)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Previously maintained vehicles are unfit for their designated usage due to age and deterioration.
- Substitute active fleet usage plan in the event of an emergency.
- The savings to the District will be approximately \$100,000.00 annually.

Agenda Item #6 – Disposal of Vehicles

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

“Dispose of six (6) 30 foot buses and two paratransit vans through useful salvage and the heavy equipment auction.” *(Exhibit 7)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- 30 foot buses – 1024, 1026, 1027, 1029, 1038, and 1039
- Paratransit vans – 527 and 534
- Vehicles have exceed their useful life, are expensive to maintain, and are not in the active fleet.
- Will reduce insurance cost.

Agenda Item #7 – Finance

Financial Statement

Distributed October 2008 through July 2009 Financial Statement. *(Exhibit 8)*

Items discussed:

- Farebox revenue is under budget.
- Winter Haven revenue is under budget.
- The District has received about 100% of the Ad Valorem revenue.
- 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.

Position Authorization – taken out of order at Executive Director request

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

“The approval of staffing changes to include:

- **The addition of an Information Technology Analyst position.”**

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Not a position that Staff foresees as being a position that would be laid off.
- The District technology requirements and needs continue to increase.
- The District has seven servers, forty workstations, and several specialized software programs.
- The District has eliminated a CFO position – a reduction of approximately \$87,000.
- New position would be between \$50,000 and \$60,000.
- Current vendor cannot handle current workload and response time to issues is twenty-four hours plus.

FY 09-10 Compensation Plan and Salary Schedule – taken out of order at Executive Director request

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

“Approve and adopt the new Compensation Plan and Revised Salary Schedule based on Human Resources Management Partners, Inc.’s (HRMP) market survey analysis.”
(Exhibit 9)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Will not add any additional funds to the budget.

Compensation Adjustment – taken out of order at Executive Director request

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

“Approval of a compensation adjustment up to the market minimum for all employees that are currently below the market minimum, and a compensation adjustment of 3% for all other employees, at a total cost of \$185,285.” *(Exhibit 10)*

MOTION CARRIED – 4 Yea, 1 Nay

Items discussed:

- Study showed the District is 20% below market (Public and Private), 15% below market (public), and 22% below the City of Lakeland.
- 33 employees are currently below the market minimum.
- Cost to bring those employees up to the minimum is \$63,507

- Adjust remaining employees by 3% at a cost of \$121,778. This compensation adjustment will assist in bringing longtime employees closer to their appropriate mid or maximum market pay level.

Tentative FY 09-10 Budget – taken out of order at Executive Director request

Items discussed: (Exhibit 11)

- Reviewed funding and policy outline for Employee Computer Purchase Program.
- Reviewed funding and policy outline for Employee Tuition Reimbursement Program.
- Staff will issue an RFP for Property Insurance this fiscal year.

Agenda Item #8 – Board of Directors Meeting Times for FY 09-10 – Resolution #09-01

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

“Approve the FY 09-10 Board of Directors Regular Meeting Times – Resolution #09-01.” (Exhibit 12)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner English	Yes
Commissioner Fields	Yes
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Verplanck	Absent

Items discussed:

- Meetings will continue to be held on the second Tuesday of the month at 8:30 a.m. at the LAMTD Administration Building, 1248 George Jenkins Blvd, Building B., Training Room.
- The September meeting is scheduled for September 20 at 4:00 p.m. at the Lakeland City Hall, City Commission Conference Room. This change is due to public hearings for budget and millage rate.
- Unlike recent years, the Board will not skip a month, only having 11 meetings in the year. This year the Board will have 12 meetings.

Agenda Item #9 – Contracts / Leases / Interlocal Agreements / Purchases

Interlocal Agreement – Public Communications

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

“Approval of an Interlocal Agreement, subject to review and approval by legal counsel, between the Polk Transit Authority and the Lakeland Area Mass Transit District through which the Lakeland Area Mass Transit District creates a temporary position for Public Communications support services at prevailing wage rates and the

Polk Transit Authority pays the Lakeland Area Mass Transit District for Public Communications Support services rendered by the temporary position.” (Exhibit 13)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Will be a temporary position through 2010 and will be fully reimbursed through the PTA.
- An RFP was already issued, the respondents cost exceed PTA funding abilities.

Transit Operator Agreement

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

“Approve a Transit Operator Agreement with the Polk County Board of County Commissioners to operate three Winter Haven Area Transit routes with a combined revenue and deadhead hours of 12,197.42 at an annual cost of \$89.61 per hour with credit to the Board of County Commissioner for the difference if the cost per hour is less than \$89.61. The agreement includes provision to modify hours of operation and cost adjustments. The current agreement will remain in effect until the Board of County Commissioner approves this agreement which is effective October 1, 2009, thru September 30, 2010.” (Exhibit 14)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Reviewed Exhibit A, sections 2 and 3.

Design Build Shelter Contract

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

“Approve task-order design/build construction contract to Tilton Construction, Inc. of Lakeland, FL in the amount of a \$5,000 - \$15,000 range per shelter site installed, including amenities, with concrete landing pad design. The cost of each site will vary depending on site conditions that may involve permitting requirements such as heavy excavation, steel reinforcement, retaining walls, installation of connection sidewalks to the pad, and demolition.” (Exhibit 15)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Have 30 sites that are planned.
- Additional 30 possible sites

Inventory Storage System Installation

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

“Approve fixed price contract to Deluxe Systems Inc. of Florida in the amount of \$38,338.67 for upgraded parts inventory storage system hardware and installation.”
(Exhibit 16)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Will simplify and secure the storage of parts inventory.

Agenda Item #10 – Resolution #09-02 – Support of High Speed Rail

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

“Approve Resolution #09-02, in support of the Florida High Speed Rail Program Grant Application, subject to review and approval by legal counsel.” (Exhibit 17)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner English	Yes
Commissioner Fields	Absent
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Verplanck	Yes

Agenda Item #11 – Letter to Senator Paula Dockery

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

“Approve a letter of appreciation to Senator Paula Dockery for her support of Mass Transit in Polk County.” (Exhibit 18)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Letter was read.

Agenda Item #12 – Reports

Attorney’s Report

- Introduced Tim Darby, recently started working with the firm and will be assisting with District duties.
- In response to a previous Board request, reviewed land purchases made by the District. The District has spent approximately \$790,900 on land purchases including the original purchases, the east parcel, and two parcels from Mr. Earhart.

FDOT Report

FDOT Representative could not be present due to a scheduling conflict.

Polk Transit Authority

- The next Board meeting will be held on October 28 at 9:00 a.m. in the BoCC Chamber in Bartow.

Executive Director Report

- Reviewed the District H1N1 Plan.

Meeting was adjourned at 5:30 p.m. to conduct a Public Hearing on FY 09-10 Budget and Millage Rate.

Meeting was reconvened at 5:40 p.m.

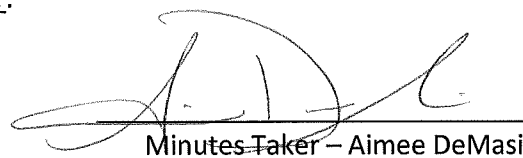
Executive Director Report - continued

- APTA Conference will be held October 3 through October 7 in Orlando, FL. (Exhibit 19)
- The Financial Audit Committee will be meeting soon. The Committee needs to have one Board member on it. The Board member will be selected at the next meeting.
- Reviewed Performance Indicators for August 2009: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 20)
- Ridership: decreased 720 over August 2008 and increased by 149 over July 2009.
- Staff is working on a Consent Agenda Policy to be presented at a later Board meeting.
- The next Board packet will be presented only electronically. The packet will be projected on a screen for Staff and public viewing. The Board members will have laptops to view. Paper packets will be produced by request only. This is an effort to reduce copying costs and to reduce paper waste.
- Mr. Ours will be on vacation from September 23 to October 2. He will then be commuting to Orlando for the APTA Conference.
- News packets distributed. (Exhibit 21)

Adjournment
5:50 p.m.

Approved this 13th day of October, 2009.


Chair – Commissioner Sam Johnson


Minutes Taker – Aimee DeMasi

(Acronyms - Exhibit 22)