

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
APRIL 13, 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

8:32 a.m. by Chairman Johnson

Roll Call

Present
Commissioner English
Mayor Fields
Commissioner Higgins
Commissioner Johnson
Commissioner Selvage *(Exhibit 1)*

Agenda Item #1 – Approval of March 9, 2010, Meeting Minutes and Approval of March 9, 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 March 9, 2010, and Public Hearing on March 9, 2010, be approved as circulated.”

(Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

No comments at this time.

Agenda Item #3 – Audit

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

“Board approve the FY 08-09 External Audit Process.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Two Representatives from Crowe Horwath gave a brief executive summary of the Audit.
- Financial Highlight Booklets were distributed. *(Exhibit 3)*
- Reviewed the list of Audit Reports issued; Basic Financial Statement, Internal Controls, and Federal and State Financial Assistance.
- Cost Per Revenue Hour for FY 08-09 is \$84.36
- Reviewed Audit Findings: Material Weaknesses - 1; Significant Deficiency - 2; Control Deficiency - 3; Best Practice - 4.
- Findings are different from previous years.
- IT person hired to split security duties with Controller.
- Reviewing current and new financial computer software programs to ensure it will assist and fit our future needs.
- District will consider options for expediently completing next years audit.

Letter to Auditor General

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

“Approve of Management’s Responses as sufficient to the FY 08-09 Auditor General.”

(Exhibit 4)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Appropriate actions are being taken to manage Fiscal Assets of the District.

Agenda Item #4 - Finance Report

Financial Statement

Distributed October 1, 2009, through February 28, 2010, Financial Statement. *(Exhibit 5)*

Items discussed:

- Farebox revenue is under budget.
- Salaries are under budget.
- Professional and Technical Services over budget.
- Fuel and Lubricants are under budget and the biggest cost savings to date.
- Materials and Supplies are under budget.
- Added Prior Year Cost Per Revenue Hour to statement for comparison.

Investment Strategy

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

“Board approve Lakeland Area Mass Transit District pooling their investments with the City of Lakeland subject to the Attorneys review of investment policy, any future policy revisions will be considered at next meeting, and provided it would produce the liquidity needed for Operations.”

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Staff met with Jeff Stearns with the City of Lakeland and Gary Clark at CPS Investment Advisors to discuss investment strategies.

- Considering pooling investments with the City of Lakeland.
- Current return on investments with State Board Administration is 0.2 percent.

Agenda Item #5 – Interlocal Agreement / Contracts / Leases

Medical Benefits

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

“Approve award of Contract #10-006 Health Insurance/Medical to Connecticut General Life Insurance Company d/b/a CIGNA for the provision of medical benefits for District staff. The Contract will have a 1-year base term and 4 (1) year Options to Renew.” (Exhibit 6)

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- The resulting 5-year projection for health benefit costs under the fully-insured plan is approximately \$800,000 less than the 5-year projection under the self-funded plan.
- Solicitation was broadcast to over 200 suppliers and downloaded by 21 firms. Six firms received direct email notification of the solicitation. The District received one response.

Service Vehicles

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

“Approve award of Contract #10-010 Staff Vehicles, to Hub City Ford for the purchase of five (5) replacement Staff/Service vehicles.” (Exhibit 7)

Items Discussed:

- All replacement Staff/Service vehicles selected were awarded on the Florida State Contract to Hub City Ford in Crestview, Florida.
- Delivery is an estimated sixty days after order issuance.

Procurement Update

- Informed Board on a recent purchase of two (2) portable bus wash systems that were ordered on March 26th with an estimated delivery date of May 7th. Purchase price and freight cost for both systems came to a total cost of \$ 47,500.00.

Agenda Item #6 – Americans with Disabilities (ADA) Cashless Environment

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

“Approve an American with Disabilities Act (ADA) multi-ride pass “Added Value” promotion. The added value will be two one-way passes (\$3 value) given when a 10 ride pass is purchased for \$15. Promotional window is a six (6) months period with one (1) three (3) month extension option effective April 13, 2010. Approval to provide qualified ADA riders an on-going free ride pass on fixed route buses using specifically marked ID badges effective May 15, 2010.” (Exhibit 8)

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Elimination of cash payments is a customer service and business decision.
- Bus Pass Promotional offer on the Handy Bus and free ride for certified ADA riders on the Fixed Route service is designed to improve pass sales, shorten boarding time, and increase on-time performance.

Action Item:

Commissioner Selvage requested that an attorney review the Agenda Item #6 to ensure LAMTD is following ADA standards and not removing a reasonable accommodation.

Agenda Item #7 – Proposed Route Changes

Items Discussed:

- Distributed proposed route changes for workshop and public workshop dates. (Exhibit 9)
- Reasons for route changes: on-time performance, enhancements, and low ridership.
- Full presentation and feed back from riders will be presented at next Board meeting.
- Public Hearing scheduled for the next Board meeting.

Agenda Item #8 – Community Bus Shelter Program Thank You Letter

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

“Board sign a letter of appreciation to Kevin F. Browne Family Fund.” (Exhibit 10)

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- The donation will be used towards the installation of a future bus shelter.

Agenda Item #9 – 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

- 139 Ambassadors have been acquired.
- Working on Ballot language for the County Ordinance.


Executive Director Report

- April 15 - Employee Appreciation Luncheon 10:30 a.m. – 2:30 p.m. at new Fueling Island.
- Reviewed Performance Indicators for March 2010: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 11)
- News packets were distributed. (Exhibit 12)

Adjournment

10:35 a.m.

Approved this 11 day of May, 2010.


Chairman – Commissioner Johnson
(Acronyms – Exhibit 13)


Minutes Taker – Tina L. Moore