

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
APRIL 14, 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**

8:29 a.m. by Chairman Johnson

**Roll Call**

**Present**

Commissioner English  
Commissioner Higgins  
Commissioner Johnson  
Commissioner Verplanck

**Regrets**

Commissioner Fields

*(Exhibit 1)*

**Agenda Item #1 - Approval of Minutes**

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

**"Minutes of the Lakeland Area Mass Transit District meeting on March 10, 2009, be approved as circulated."** *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Correspondence**

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

**"Approval of Chairman signing letters of appreciation to Doc Dockery and Mr. & Mrs. Barnett."** *(Exhibit 3)*

**MOTION CARRIED UNANIMOUSLY**

**Items Discussed:**

- Check received from the Barnett Family.
- The shelter for Doc Dockery has already been installed.
- All future sponsors will receive letters.

### **Agenda Item #3 – Recognition**

#### **Items Discussed:**

- Jose Ocasio – Associates Degree in Accounting Technology.
- Debbie Porte – Professional in Human Resources Certification.

### **Agenda Item #4 - Public Comments**

No comments at this time.

### **Agenda Item #5 – Financial Statement**

Distributed February 2009 Statement of Revenues and Expenses. (*Exhibit 4*)

#### **Items discussed:**

- Winter Haven Revenue totals reflect three (3) months.
- Advertising Revenue is under budget due to low consumer interest.
- Investment returns are under budget due to interest rates being lower than expected.
- Employee Benefits are under budget.
- Professional Services over-budget. Capitalized some of the cost reducing the overage.
- Fuel remains under budget due to lower than anticipated costs and is the best cost savings.
- Materials and Supplies are currently under budget. This is due to maintenance cost saving measures.
- Currently the District is under its total FY 09 Budget Projections.
- Currently researching the District's ability to have exemptions to Federal Excise Tax.
- Potential Savings is \$120,000 a year, with a potential recovery of \$360,000 for previous payments.

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

#### **New Tire Contract**

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

**“Award of a contract for new tire management services to Callaghan Tire. This contract will be an indefinite quantity contract, allowing LAMTD the flexibility to order all of its new tire requirements as needs arise. The base period of this contract will be two (2) years with three (3) one - year options for renewal, which the agency may exercise if performance is satisfactory. The estimated budget for the initial two-year term of this contract is approximately \$115,000. The annual budget for the three renewal years (if exercised) is estimated at approximately a minimum of \$65,000 or a maximum of \$75,000 per year.”** (*Exhibit 5*)

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Original RFP split between two firms.
- Brand of tire is based on best available product at the time of purchase.
- Only one brand of tire will be on the bus at a time.

Retread Tire Contract

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

**"Award of a contract for retreads to Pride, Inc. This contract will be an indefinite quantity contract, allowing LAMTD the flexibility to order all of its retreads from Pride, Inc. as the needs arise. The base term will be two (2) years, with three (3) one - year options for renewal. The estimated budget for the initial two-year term of this contract is approximately \$30,000. The annual budget for the three renewal years (if exercised) is estimated at approximately a minimum of \$20,000 or a maximum of \$25,000 per year." (Exhibit 6)**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Retreads only go on the rear tires of the bus.
- Pride, Inc. is contracted with many companies to do their retreads.

General Planning and Intelligent Transportation System Consultant

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

**"Approve a three-year base term task-order contract to Runways Transportation Co., Inc. for General Planning and Intelligent Transportation System Consulting with a two-year option term. The estimated annual budget for this contract is \$60,000." (Exhibit 7)**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Reviewed SEC summary graph.
- Tindale-Oliver & Associates will be used as a sub-contractor.

**Agenda Item #7 – Policy / Program / Plan**

Drug-Free Workplace

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

**"Approve the updated Drug-Free Workplace Policy conforming to Florida Statute 112.0455." (Exhibit 8)**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Attorney reviewed policy update.

- Partnered with First Lab to maintain compliance with policy.
- Moving forward, any changes with this policy will coincide with the SSPP yearly update.
- Added Definitions section.
- Updated type of testing description.
- Added a self identifying clause to the policy.

#### Substance Abuse Policy

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

**“Approve the Substance Abuse Policy adopted from the FDOT Model policy.” (Exhibit 9)**  
**MOTION CARRIED UNANIMOUSLY**

#### Items discussed:

- For Safety Sensitive employees.
- Moving forward, any changes with this policy will coincide with the SSPP yearly update.
- If the employee self identifies as having an issue, will be considered for rehire following completion of a treatment program.

#### ADA Accommodation Policy

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

**“Approve the ADA Reasonable Accommodations Policy.” (Exhibit 10)**  
**MOTION CARRIED UNANIMOUSLY**

#### Items discussed:

- Attorney reviewed.
- Covers applicants and current employees.
- Brand new policy.
- Our current facilities will accommodate any ADA accommodations.

#### Sick Leave Pool Program

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

**“Approve the a Lakeland Area Mass Transit District Sick Leave Pool Program based on volunteer employee donation from specified accrued time for employees with extended serious, catastrophic, or unforeseen illnesses and no available sick or vacation time. Additional language added that an employee has to have contributed to the program to receive time.” (Exhibit 11)**

**MOTION CARRIED UNANIMOUSLY**

#### Items discussed:

- Reviewed the City of Lakeland and Polk County Sick Leave Pool Policy and Program.

- Cost is not expected to have a large impact on the District.
- Employees donate time on a volunteer basis.

#### **Agenda Item #8 – Personnel Position**

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

**“Approve Salary Schedule effective April 14, 2009, to convert vacant Procurement Specialist position to a Contracts Administration position at the existing Grade of 24.” (Exhibit 12)**  
**MOTION CARRIED UNANIMOUSLY**

#### **Items discussed:**

- Department is currently busy with recent contracts.
- Stimulus funding received by the District will continue to add projects to the Procurement department by requiring more RFP's and contracts – specifically construction contract that require a great deal of oversight.
- Maybe able to pay for position, the first fiscal year, through the Stimulus funding. Further work with the FDOT is required to try to accomplish this.

#### **Agenda Item #9 – Reports**

##### **Attorney's Report**

- Working on several annexation requests.
- Issues with the annexations include boundaries, who is the actual owner, and who signs the agreements.
- Annexation process should be complete prior to June 1.
- Possibly nine properties will be annexed into the District.

##### **FDOT Report**

- Service Development Grant Application information will be sent out at the end of the month.

##### **Polk Transit Authority**

- Next Board meeting is April 29, 2009, at Bartow in the County Commission Chamber.
- The CTAC currently has 10 members.
- The first meeting will be held in Winter Haven.
- The Charter County Transit System Surtax will be heard in the final Senate Committee tomorrow.
- No companion bill in the House at this time.

##### **Executive Director's System Performance and Activities Report**

- PCTS received \$2,454,000 in stimulus funding.
- New Discretionary Grant – TIGGER – Properties can apply from 2 to 25 million dollars.
- The District is going to apply for an estimated 8 million dollars for new buses.

- APTA announced a Coalition Grant for \$5,000 – application submitted for website development for the PTA.
- CFTE is having a Transit Initiatives Conference at the end of May. Commissioner English will be attending the conference for the PTA. Made offer to the Board for one of them to attend.
- Reviewed Performance Indicators for February 2009: Preventative Maintenance, Over-time, Ridership, Accident Repair Cost, and Road Calls. *(Exhibit 13)*
- Ridership: decreased by 101 average riders per day over February 2009 and decreased by 281 average riders per day over March 2008.
- Two new graphs were added: Ridership vs. Gas Prices and Preventable Accidents Graphs.
- Newspaper supplement will be in the Ledger shortly. Looking to have it in a Thursday paper.
- News packets. *(Exhibit 14)*

#### **Agenda Item #10 – Other Business**

No further business was brought before the Board.

#### **Adjournment**

10:01 a.m.

Approved this 12<sup>th</sup> day of May, 2009.

  
Chair – Commissioner Sam Johnson

  
Minutes Taker – Aimee DeMasi

*(Acronyms – Exhibit 15)*