

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 10, 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

8:30 a.m. by Chairman Johnson

Roll Call

Present

Commissioner English
Commissioner Higgins
Commissioner Johnson
Commissioner Selvage

Late Arrival

Mayor Fields – 8:50 a.m.

Left Early

Commissioner Johnson – 10:23 a.m.

(Exhibit 1)

Agenda Item #1 – Approval of July 13, 2010, Meeting Minutes and Approval of July 13, 2010, Public Hearing minutes.

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

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on July 13, 2010, and Public Hearing on July 13, 2010, be approved as circulated.”

(Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

No comments at this time.

Agenda Item #3 – Board Action Items

All Board Action Items were addressed.

- DBE outreach is ongoing, and businesses and/or organizations that were suggested to be contacted regarding DBE opportunities were contacted.
- Passenger counts on buses; times of day and peak times were identified. *(Exhibit 3)*
- Smaller buses are used more frequently by the WHAT system, and are filled to capacity more frequently. When WHAT and LAMTD buses are filled to capacity with riders, the bus operators post the “full bus” sign and then have to bypass awaiting riders at bus stops.

- SBA accounts are split into two separate funds with the bulk of funds being in Fund A. Funds in Fund A are \$2,776,352. Funds in Fund B are \$1,749,820.
- Two sections in the Florida Statutes that address tangible personal property owned by local governments are FS.274.05 and FS.274.06. These statutes state how to properly dispose of vehicles.
- Agencies that were spoken to in regards to donating vehicles were documented.
- There are currently two (2) routes on Pipkin Road near the VA Lakeland Clinic. The routes on Pipkin Road and the future of a bus shelter near the VA Clinic are still being explored.

Agenda Item #4 – Legal Matters

No Legal Matters at this time.

Agenda Item #5 – Finance Report

Distributed October 1, 2009, through June 30, 2010, Financial Statement.

(Exhibit 4)

Items discussed:

- Total revenue is under budget by approximately \$42,000 for the year.
- Ad Valorem is over budget due to the proceeds from the Tax Certificate Sale.
- Total revenues are under budget by approximately \$65,000 for the year.
- Salaries are under budget.
- Employee benefits are over budget.
- Professional and Technical Services are over budget.
- Maintenance and Supplies are over budget.
- LAMTD is no longer self insured with medical benefits; now fully insured with Cigna.

Action Item:

Is it feasible to combine with other governmental agencies for Health Insurance coverage?

Agenda Item #6 – Transit Operators Agreement

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

“Approve an amendment to the Transit Operator Agreement with the Polk County Board of County Commissioners (BoCC), to extend the term of the contract until September 30, 2011.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The District currently operates three (3) WHAT routes with revenue hours and deadhead hours totaling approximately 12,200 annually. The existing agreement provides that the revenue and deadhead hours will be billed at a rate of \$89.61 per hour, with an end of year credit being issued to the BoCC for the difference if the audited cost per hour is less than \$89.61. *(Exhibit 5)*
- The current agreement expires on September 30, 2010. This amendment will extend the contract until September 30, 2011.

Agenda Item #7 – Transportation Development Plan (TDP) Update

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

“Approve the TDP 2010 Progress Report as presented for submittal to the FDOT.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The TDP is a requirement under F.A.C. Rule 14-73 for Block Grant Recipients.
- The TPO prepares the Consolidated TDP for LAMTD and WHAT. *(Exhibit 6)*
- The 2010 Progress Report is required in interim years between major updates. The next major update is FY 2012.

Agenda Item #8 – 2010 – 2011 Transit Advertising Rates

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

“Approve bus and van advertising rates with discounts as shown on 2010-2011 Transit Advertising Rates Schedule dated August 10, 2010. Set discounts for seven (7) panels and ten (10) panels with authority to negotiate between the points.”

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Transit advertising has been flat for the past several months even with the extended BOGO offer in place.
- After a review of potential client comments, it was determined that the cost of the vinyl production and installation has been a big deterrent to the sale.
- The proposed advertisement rates take into consideration the price of vinyl production and installation. *(Exhibit 7)*
- Discussion ensued regarding offering more levels of advertising.
- Non-profit agencies receive free interior ad card advertising on the buses and receive a 20% discount on exterior advertising.

Action Item:

How much exposure does bus advertising receive when driving down the road? Is there a formula, like used for Billboards, for bus advertising?

Action Item:

Assemble an advertising package to include volume discounts.

Agenda Item #9 – Preliminary FY 10/11 Budget

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

“Approve the Preliminary FY 10/11 Budget.”

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- The preliminary budget was presented for discussion purposes. *(Exhibit 8)*
- Reviewed Budget items line by line.

- APTA membership currently runs through July 2011; after that date LAMTD is not renewing the membership with APTA. If the half cent sales tax referendum passes the PTA will look into an APTA membership.
- The public will be able to comment on the proposed Budget at two (2) Public Hearings. One Scheduled for September 8, at 5:35 pm, and the second one scheduled for September 20, at 5:05 pm.
- The final budget will be submitted for approval during the second Public Hearing.
- LAMTD would like to add two (2) new positions; one for an Electronics Technician, and one for a Compliance Analyst. These new positions will be funded through cost savings in the budget. *(Exhibit 9)*
- The Electronics Technician position is being created to oversee all the new electronic devices LAMTD has acquired.
- Staff attended an FTA Training Seminar on Compliance Issues, it was determined that LAMTD needed to create a position for a Compliance Analyst.
- Staff attended a Florida Government Finance Officers Association Conference, and it was discussed at the conference that Florida Legislature is going to make changes to the Florida Retirement System in the near future. Discussion ensued regarding the Florida Retirement System.

Action Item:

How much did the unemployment insurance changed from last fiscal year to current fiscal year, and are we close to budget this fiscal year?

Action Item:

What is the expense of using outside technicians in relation to the Electronics Technician position?

Action Item:

If referendum passes, and organization integrates into one, then who will assume the liability of the County employees Florida State Retirement under the current legislation and proposed legislation?

Agenda Item #10 – Reports

FDOT Report

- No report given at this time.

Polk Transit Authority Update

- A Steering Committee meeting is to be held on Thursday, August 12, to discuss the PAC and the PTA's Public Education program.
- PTA Board of Directors meeting is to be held on Wednesday, August 25.
- A WHAT Policy Board Workshop is in the early planning stages.
- BoCC purchased the new WHAT buses through ARRA funds.
- Any information provided to the public regarding public transportation that is incorrect needs to be addressed quickly and often.

Action Item:

Ridership be made available to the PAC at the August 12, 2010, Steering Committee meeting.

Executive Director Report

- Friday, August 13, the Lakeland Police Department is recognizing Robert Werner at the Lakeland Police Department. A weekly bus pass will be purchased from money donated from District Staff and will be donated to Mr. Werner. (Exhibit 10)
- Reviewed Performance Indicators for June 2010: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 11)
- News packets were distributed. Pertinent information in the news articles are now highlighted in yellow. (Exhibit 12)
- Upcoming LAMTD Board meetings will be held at the Lakeland City Hall on September 8 and on September 20.

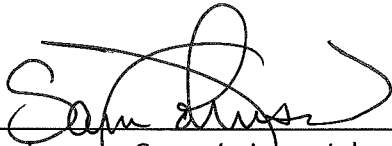
Agenda Item #13 – Other Business

No Comments at this time.

Adjournment


10:31 a.m.

Approved this 20 day of Sept., 2010.



Chairman – Commissioner Johnson

(Acronyms – Exhibit 13)



Minutes Taker – Tina L. Moore