

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 9, 2008

Directors:

City of Lakeland Commissioner Glenn Higgins (Chairman)
Polk County Commissioner Sam Johnson (Vice-Chairman)
City of Lakeland Commissioner Jim Verplanck (Secretary)
Polk County Commissioner Bob English
City of Lakeland Commissioner Gow Fields

Executive Director: Danny Ours

Attorney: Ben Darby

Executive Assistant: Aimee DeMasi

Call to Order

8:33 a.m. by Chairman Higgins

Roll Call

Present

Commissioner English
Commissioner Fields
Commissioner Higgins
Commissioner Johnson
Commissioner Verplanck

Left Early

Commissioner Fields – 9:47 a.m.
Commissioner Johnson – 9:56 a.m.

(Exhibit 1)

Agenda Item #1 - Approval of Minutes

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

“Minutes of the Lakeland Area Mass Transit District meeting on October 14, 2008, be approved as circulated.” (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Consideration of Format Change to Board Meeting Minutes

Items discussed:

- Bullet points instead of narrative.
- Format by preference, not required by Statutes. (Exhibit 3)

BOARD CONCURRED

Agenda Item #3 - Public Comments

No comments at this time.

Agenda Item #4 – Mission, Vision, and Value Statements

Item discussed during Worksession.

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

“Approval of the adoption of the Mission Statement: ‘To be a superior provider of transportation services that contribute to the economic growth and quality of life for the communities we serve.’, the Vision Statement: ‘Effectively connecting people with their world through expanded, environmentally friendly service with full support of the communities we serve.’, and Values: ‘Humor/fun, Integrity, Respect, Trust, and Teamwork.’, as discussed during the worksession.”

MOTION CARRIED UNANIMOUSLY

Agenda Item #5 – Financial Statement

Financial Statement

Distributed October 2008 Statement of Revenues and Expenses. (*Exhibit 4*)

Discussion:

- Ad Valorem is currently negative – due to revenue not recognized yet and Property Appraiser fee was paid.
- Professional and Technical Services over budget – due to service/salary costs for RS&H in relation to building demolition.
- Travel/Training/Education over budget – due to timing, APTA Conference was held in October and that is a significant amount of the total budget for the line item.

FTA Letter

Distributed letter and read one paragraph from Mr. White, FTA Region IV, concerning the 2007 Follow-up Financial Management Oversight Review. (*Exhibit 5*)

‘A subsequent analysis of the costs associated with the three material weaknesses was requested and received from Deva & Associates on January 11, 2008, regarding the questioned costs for the cited activities, and determined that LAMTD has sufficient excess match for its operating grants to cover these ineligible costs and that no reimbursement to FTA would be required for these amounts in every applicable period.’

Discussion:

- Related to Apple School and After-School Charter trips.
- Findings are closed.
- No further reimbursements required.

Audit Committee

Distributed Audit Planning Report dated September 30, 2008. (*Exhibit 6*)

Discussion:

- Met on November 24.
- New check and balance procedures in place; another audit firm checks on our audit firm's procedures.
- Should be complete in January.

Agenda Item #6 – Executive Director Evaluation

Item discussed during worksession.

BOARD ACCEPTED EVALUATION AS PRESENTED BY GEORGE BROOKS

Discussion:

- Evaluation Process – History, how process was established.

Agenda Item #7 – Contracts / Leases / Interlocal Agreements

DBE Semi-Annual Update

Distributed and reviewed semi-annual Uniform Report of DBE Commitments/Awards and Payments that was submitted to the FTA. (*Exhibit 7*)

Purchasing Policy Update

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

“Approval of an amendment to the Purchasing Policies and Procedures Manual to enable Staff to use FTA Simplified Acquisition Procedures for purchases estimated to be up to \$80,000.”

MOTION CARRIED UNANIMOUSLY

Discussion:

- Will reduce paperwork and workload of Staff.
- Will enable better competition with less paperwork for bidders.
- Better for DBE bidders and small business owners.
- Purchases above \$24,999.99 will still require Board approval.

Bus Camera Systems

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

“Approval of a sales agreement and purchase order with Transit Plus, Inc. in the amount of \$34,566.49, excluding standard shipping costs, for 10 complete bus camera systems and 48 forward facing cameras to upgrade existing systems.”

MOTION CARRIED UNANIMOUSLY

Discussion:

- Funded by FTA Grant.
- Will enable views of what the Operator sees when driving.
- Assist in accident investigation.

Land Purchase

Discussion:

- Previous approval was dependent on CSX Land Purchase Option.
- CSX Land not an option due to of the 1.87 acres, 1.17 acres are easement that we already have access to and could not build on.
- Will continue discussions with Stanley Property's regarding the potential purchase of leased land.

Agenda Item #8 – Transit Survey Reports

On-Board Bus Survey was discussed during the Worksession.

Distributed Draft of 2008 Survey of Voters telephone survey PowerPoint and reviewed.

(Exhibit 8)

Discussion:

- 800 County voters polled.
- Highlighted items: Transit System Awareness, Current Usage Needs, Perceived Needs, Urgent Needs – HWY 27 and I-4 Corridor, Type of Buses to be Purchased, and Funding sources.
- More work is needed on the PowerPoint.
- Will have further presentation in January, possibly by Dr. Schuler.

Agenda Item #9 – Reports

Attorney's Report

- No Report at this time.

FDOT Report

- No Report at this time.

Polk Transit Authority Update

- Next Board meeting December 10 at 9 a.m. in Auburndale.
- WHAT Update:
 - Winter Haven committed \$60,000 of their fair share.
 - Will provide remaining \$79,000 when other cities commit to providing their entire fair share.
 - County provided their fare share. Kept system whole through December 1, 2008.

- LAMTD provided extra service to ensure a safe transfer point at District cost.

Executive Director's System Performance and Activities Report

- Received three Service Development Grants from the FDOT totaling \$485,000 before LAMTD 50% match.
 - Automatic Passenger Counters – Completely funded.
 - Fuel Reduction Systems.
 - Voice and Visual Annunciator Systems.
- APTA announced support of the '100 Bus Coalition' Legislation.
- 'Charter County Transit System Surtax' a Polk County Legislative Priority.
- Unclear who sponsors would be for the Charter County Transit System Surtax.
- Met with Representative Seth McKeel – Did not think it had legs.
- WHAT service changes impact on LAMTD:
 - Ten operators returned to our service.
 - LAMTD operated seven buses Monday through Saturday, now six Monday through Friday and one on Saturday.
- Shelter Update:
 - Three are ordered and are for Doc Dockery, Watson Clinic, and Mulberry Wal-Mart.
 - Several locations that will be having shelters installed are due to the partnership with City of Lakeland Community Development Division, specifically Mr. Chuck Barmby.
- Ridership for the Day After Thanksgiving 'Free Ride' day was down.
- tm+r funded LAMTD's portion with in-kind services.
- Reviewed Performance Indicators for November 2008: Preventative Maintenance – October and November – new layout (and failed to meet fixed route bus requirement in November), Over-time, Ridership, Accident Repair Cost, and Road Calls. (*Exhibit 9*)
- Ridership: decreased 221 over November 2007 and 430 over October 2008.
- News packets distributed. (*Exhibit 10*)

Agenda Item #10 – Other Business

Executive Director Salary

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

“Approval of increasing Executive Director Danny Ours’ annual salary by 7%, reflective of the approved District FY '09 COLA 2% increase and up to 5% Merit increase to be retroactive from anniversary date.”

MOTION CARRIED UNANIMOUSLY

Discussion:

- Review discussed prior to meeting and at Item #6.
- Last year's salary increase – 7%.

Agenda Item #11 – Election of Officers

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

“Appoint Commissioner Sam Johnson as Chair of the LAMTD Board of Directors for a one year period beginning close of the December 9, 2008, meeting through the December 2009 meeting.”

NOMINATION CARRIED UNANIMOUSLY

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

“Appoint Commissioner Jim Verplanck as Vice-Chair of the LAMTD Board of Directors for a one year period beginning close of the December 9, 2008, meeting through the December 2009 meeting.”

NOMINATION CARRIED UNANIMOUSLY

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

“Appoint Commissioner Gow Fields as Secretary/Treasurer of the LAMTD Board of Directors for a one year period beginning close of the December 9, 2008, meeting through the December 2009 meeting.”

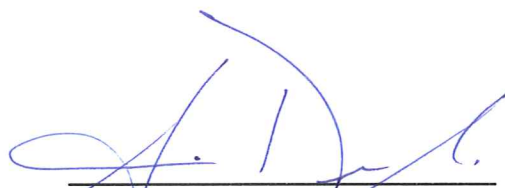
NOMINATION CARRIED UNANIMOUSLY

Adjournment

10:03a.m.

Approved this 13th day of January, 2009.


Chair – Commissioner Sam Johnson


Minutes Taker – Aimee DeMasi

(Acronyms - Exhibit 11)