

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

8:32 a.m. by Vice - Chairman Verplanck

Roll Call

Present

Commissioner English
Commissioner Fields
Commissioner Higgins
Commissioner Verplanck

Late Arrival

Commissioner Johnson – 8:34 a.m.

(Exhibit 1)

Agenda Item #1 - Approval of Minutes

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

“Minutes of the Lakeland Area Mass Transit District meeting on January 13, 2009, be approved as circulated.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

No comments at this time.

Agenda Item #3 – Financial Statement

Distributed December 2008 Statement of Revenues and Expenses. *(Exhibit 3)*

Discussion:

- Ad Valorem over-budget. Will level out over the course of year.
- Salaries under budget. Should continue due to Bid Run changes.
- Professional Services over-budget. Previously anticipated to dwindle to even out over the year. May require a budget adjustment.
- Fuel remains under budget due to lower than anticipated costs.

Action Item Follow-up: The IRS usually adjusts the Mileage Reimbursement Rates once a year, except in years of extreme inflation.

Note: The Vice-Chairman turned the meeting over to the Chairman.

Agenda Item #4 – Disposal of Vehicles

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

“Approval to dispose of Paratransit vehicles 525 & 526.” *(Exhibit 4)*

MOTION CARRIED UNANIMOUSLY

Discussion:

- Both vehicles have surpassed their useful life in both years of service and mileage as defined by the FTA.
- Vehicles will be stripped of useful parts before sale.
- Will be sold as scrap.
- Estimated market value of stripped vehicles is \$500.
- Yields a greater value than if sold at auction.

Agenda Item #5 –Contracts / Leases / Interlocal Agreements

Shredding/Scanning Services

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

“Approval of an award to Scanning America, Inc. for a fixed price, 12 month contract, with four option terms of one year each. The not-to-exceed maximum of this contract is \$80,000.” *(Exhibit 5)*

MOTION CARRIED UNANIMOUSLY

Discussion:

- Lack of space to store documents required by the State of Florida, FTA, and DOT.
- Space issue due to non-disposal of records in accordance with retention requirements.
- Estimate 80 file boxes of records to be shredded the first year.
- Records with a retention requirement of 10 years or more to be scanned to microfiche and compact discs.
- First year will be largest batch of documents.

Action Item: How much does the District spend in time and effort to comply with the record retention requirements?

External Auditing Services

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

“Approval of an additive change order to support ongoing inventory and related auditing activities continuing from the FY 2008 Agreement on Contract #07-005, Crowe Horwath, External Auditing Services, in the amount of \$16,000.”

MOTION CARRIED UNANIMOUSLY

Discussion:

- Parts Inventory requires a recount.
- Fixed Assets inventory requires further evaluation.
- Additional Audit Staff hours due to District Personnel Changes.
- Allowance for assistance, if requested by Staff, to prepare Financial Statement.

Agenda Item #6 – Bus Passes

Weekly Unlimited Use Pass

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

“Approval of the introduction of the new weekly pass at \$9.00 for unlimited rides as a way to better serve the needs of our customers/riders.”

MOTION CARRIED UNANIMOUSLY

Discussion:

- Review of pass sales revealed possible misuse of discounted passes.
- Conducted a rider survey at the terminal related to passes.
- 60% do not use discounted passes.
- Monthly and 20 Ride passes to expensive for some riders to pay at once.
- Positive response to a Weekly Unlimited Use Pass for \$9.

Revise Fare Structure of Bus Passes

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

“Approval of the restructure of the Senior/Disabled pass from 10 Rides for \$6 to 15 rides for \$9 and restructure the Student pass from 10 Rides for \$6 to 15 Rides for \$9.”

MOTION CARRIED UNANIMOUSLY

Discussion:

- Fare cost remains the same, just more rides per pass.
- ID Badges being made for use with discounted pass.
- Will assist Operators in identifying qualified passengers.

Further Discussion:

- Update requested on the status of the Advertising Program.
- tm+r now handling advertising for the District.
- Advertising down, economic situation not helping efforts.

Agenda Item #7 – Reports

Attorney's Report

No report at this time.

FDOT Report

- Awaiting further information on the anticipated stimulus package.
- Agencies were asked to list capital projects and prioritize them.
- Stimulus Package is scheduled to go before the Senate today.

Polk Transit Authority Update

- Received three responses for the Citizen's Transit Advisory Committee.
 - Haines City
 - Mulberry
 - Auburndale
- Have been attending City Commission Meetings with Paul Simmons.
 - Show of support for further funding of WHAT system.
 - Provide information on the PTA and how the systems connect and depend on one another.
- Next Board meeting will be held on February 25 at the City of Lakeland.
- Chuck Barmby will be making the presentation for the City of Lakeland.

Executive Director's System Performance and Activities Report

- Triennial Review will be conducted April 30 – May 1.
- Public Hearing for the Program of Projects is scheduled for March 10.
- Reviewed Performance Indicators for December 2008: Preventative Maintenance, Over-time, Ridership, Accident Repair Cost, and Road Calls. *(Exhibit 6)*
- Ridership: decreased by 469 average riders per day over January 2009 and by 232 average riders per day over December 2008.
- WHAT Service – cut 33% of their service and experienced a 27% decrease of ridership in December compared to December 2007.
- County Commissioner Edwin Smith recently toured the facility.
- News packets distributed. *(Exhibit 7)*

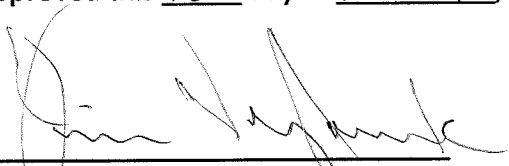
Agenda Item #10 – Other Business

No further business was brought before the Board.


Adjournment

9:24 a.m.

Approved this 10 day of March, 2009.



Vice-Chair – Commissioner Jim Verplanck



Minutes Taker – Aimee DeMasi

(Acronyms – Exhibit 8)