LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MINUTES FEBRUARY 8, 2011

Directors:

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

Executive Director: Danny Ours

Attorney: Ben Darby

Executive Assistant: Aimee DeMasi

Call to Order

8:32 a.m. by Chairman Selvage

Roll Call

<u>Present</u> <u>Left Early</u>

Commissioner English Mayor Fields – 9:48 a.m.

Mayor Fields Commissioner Higgins – 9:46 a.m.

Commissioner Higgins Commissioner Johnson

Commissioner Selvage

Correspondence

January 20th an e-mail was received from the FTA stating that the District has been scheduled for an ARRA review. This review is due to a finding in a previous year's external audit. The FTA stated that this is a common review across the country. Staff feels that no major findings should be noted during the review. The review should occur the week of February 21st.

(Exhibit 1)

- January 18th an e-mail questioning the safety of our buses as well as the Maintenance Shop was sent out. This e-mail prompted an FDOT safety review. At the out briefing, it was stated that the Citrus Connection had no unsafe buses operating in review services. The reviewer stated he had never seen so many checks and balances for tire depth, communications level between Operations and Maintenance departments far exceeded other agencies, the safety and functionality of the shop is the best that the reviewer has seen during his 13 years of reviewing the District. The only concern is the lack of a spare ratio, which puts day-to-day service in jeopardy. This is due to the condition of the aging fleet. The final report will be received in 2 to 3 weeks.
- The District has received the Lease Agreement between the Polk BoCC and the District regarding the contract services with WHAT. The Agreement has been signed by the County and is ready for the Chairs signature.

Agenda Item #1 - Approval of December 14, 2010, Meeting Minutes

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

"Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on January 11, 2011, 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 reviewed. (Exhibit 3)

Action Item:

Staff review and/or develop the District's bench policy. Develop a private/public partnership similar to the Community Bus Shelter Program.

Agenda Item #4 - Legal Matters

No comments at this time.

Agenda Item #5 - Finance Report

Financial Statement

Distributed unaudited October 2010 through December 2010 Financial Statement. (Exhibit 4) Items discussed:

- Revenues are over budget.
- Expenses are over budget
- Salaries are under budget.
- Professional and Technical Services are over budget.
- Discussion on how the District purchases fuel and lubricants.
- Prior year cost per hour is \$91.29, Year-to-date cost per revenue hour is \$92.53, and FY11 cost per hour forecast is \$92.53.

NTD Audit Status Report

Items discussed:

- Distributed NTD Audit Agreed Upon Procedures Report. (Exhibit 5)
- Distributed FY 11 Program of Projects that was published in the Ledger and will be presented at the public hearing next month. (Exhibit 6)
- Auditors look at procedures that are in place and if the District is following those procedures.
- Clean NTD Audit Report.

Agenda Item #6 - Resolution #11-02 - Amended LAMTD Board Meeting Schedule

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

"Board approve Resolution #11-02 – LAMTD Amended Board of Directors Meeting Times for FY 10/11 by roll call vote." (Exhibit 7)

Commissioner English Yes
Commissioner Higgins Yes
Commissioner Johnson Yes
Commissioner Selvage Yes

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Items discussed:

- NOTE: Mayor Fields left the room momentarily just prior to the vote.
- Reviewed changing meeting from the second Tuesday of every month to the second Wednesday of every month and time change.
- Exceptions include April and September. April will be the second Monday of the month and the September meeting was previously set to coincide with public hearings for the Budget and Millage Rates.
- Next meeting will be held on March 9th at 9:00a.m.

Agenda Item #7 - Bus Shelters - RFP #10-012

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

"Board approve award of Contract #10-012 bus Shelters, to Brasco International, Inc., to provide bus shelters to the District and the Polk County Transit Services (PCTS) for a one (1) year base term with one (1) year option to renew. The anticipated maximum value of the contract is \$141, 355.00" (Exhibit 8)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Shelters will be purchased with local funds and upon installation, the local funds will be reimbursed through other funds such as FTA, Community Bus Shelter Program, congestion management, depending on the program the shelter is being installed under.
- Shelters will continue to look the same with colors matching those approved by the City of Lakeland.
- Shelter locations are determined by boardings at a stop along with boardings at stops immediately before and after the proposed site.

Agenda Item #8 – Community Outreach

Items discussed:

Staff was asked to research how it can make a more widespread impact with a variety of charitable organizations without focusing on one and without the use of Lakeland Area Mass Transit District funds. (Emilia)

Agenda Item #10 - Reports

FDOT Report

No report given at this time.

PTA Update

- The next PTA Board meeting is scheduled for February 23rd.
- The BoCC approved the PTA's requested to hold a meeting of all the elected officials in the county. Staff is trying to coordinate the meeting to be held on February 24th.

Executive Director Report

• Reported Performance Indicators for January 2011: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 10)

Minutes,Taker – Aimee DeMasi

• News packet was distributed. (Exhibit 11)

Agenda Item #11 - Other Business

No further business was brought before the Board.

Adjournment

9:52 a.m.

Approved this 9^{R} day of March, 20 //.

Chairman – Commissioner Selvage

(Acronyms – Exhibit 12)