

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
JANUARY 12, 2010

Directors:

Polk County Commissioner Sam Johnson (Chairman)  
City of Lakeland Commissioner Don Selvage  
City of Lakeland Mayor 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**

8:31 a.m. by Chairman Johnson

**Roll Call**

Present

Commissioner English  
Commissioner Higgins  
Commissioner Johnson  
Commissioner Selvage

Excused

Mayor Fields

*(Exhibit 1)*

**Welcome**

Chairman Johnson welcomed City of Lakeland Commissioner, Don Selvage to the Lakeland Area Mass Transit District Board of Directors.

**Introduction**

Executive Director introduced Lakeland Area Mass Transit District Staff to Commissioner Selvage.

**Agenda Item #1 – Approval of December 14, 2009, Meeting Minutes**

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

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on December 14, 2009, be approved as circulated.” *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

No comments at this time.

**Agenda Item #3 – Bus Rider Survey**

Items Discussed:

- Dr. Schuler of Schuler and Associates was contracted to conduct 801 face-to-face interviews with bus riders.

- The interviews were conducted at twelve different bus boarding locations over a one week period in the District's service area.
- 85% of bus riders walk to bus stops.
- Approximately 11,000 people use public transportation weekly.
- 31% of the riders ride the bus for shopping, and 51% say they spend an average of \$42.40 per trip.
- Information will be used to educate the Public on the public transit service.

*(Exhibit 3)*

**Action Item:**

**Commissioner Selva** ask if **11,000 bus riders** in a city of an estimated **100,000** in population was average or above average.

**Agenda Item #4 – Finance**

Distributed October 1, 2009, through November 30, 2009, Financial Statement. *(Exhibit 4)*

Items discussed:

- Farebox revenue is under budget.
- Winter Haven revenue under budget.
- AD Valorem is under budget.
- Investment revenue is under budget.
- Advertising revenues is over budget.
- Salaries are under budget.
- Fuel and Lubricants are under budget. (biggest cost savings)
- Materials and supplies are under budget.
- New item added to financial statement (on the bottom) a table showing year-to-date cost per revenue hour and cost per revenue hour forecast for entire fiscal year.
- Year-End Audit planned to be presented in February will now be presented at the March meeting due to changes in Accounting Standards.

**Agenda Item #5 – System Safety Program Plan**

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

**“Approve the 2010 System Safety Program Plan as presented.”** *(Exhibit 5)*

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- Addition to the Florida Administrative Code 1490; the Cellular Phone and Electronic Device Policy.

## **Agenda Item #6 – Status of Construction / Diesel Fuel Contract Extension**

### **Status of Construction**

#### **Items Discussed:**

- Staff came to a decision to close the underground storage tanks for a fee of \$42,066.20. This service will be performed as part of the Henkelman contract #09-022.
- Removing underground storage tanks would not be cost effective, due to the removal fee of \$45,969.73 plus an additional service fee of \$39,331.00 plus other cost.

### **Action Item:**

**Commissioner Selvage asked how deep the underground storage tanks were?**

### **Diesel Fuel Contract Extension**

#### **Items Discussed:**

- Extension of Contract #08-031 with Mansfield Oil Company for a period of 180 days.
- Extension allows for continued service while LAMTD Fuel Island with above ground fuel storage tanks is being completed.
- LAMTD Purchasing Policies and Procedures Contract states that the supply and delivery of fuel shall be exempt from prior Board authorization, due to the volatile nature of the commodity in terms of price. Board will be notified at the Board meeting following award of the contract.
- Tour of construction site and Parts Department will be scheduled for the next LAMTD Board of Directors Meeting.

## **Agenda Item #7 – Polk Transit Authority Update**

#### **Items Discussed:**

- At the request of the Polk Transit Authority, the Board of County Commissioners passed a Resolution on December 16<sup>th</sup>, 2009, with the intent to set a referendum on the November 2, 2010, ballot to remit a one half cent sales tax to the Polk Transit Authority upon voters approval.
- Two reading dates of the ordinance; February 2010, and the final date on April 21, 2010.
- The Ledger published under the 2010 Agenda for Progress Article, the article showed support for public transportation.
- New Board members will be seated at the Polk Transit Authority Board of Directors meeting on February 24, 2010.
- Sherry McInvale was hired as the Public Affairs Education and Communication Specialist in a full-time temporary position.
- Ad to be placed in The Ledger, thanking contributors for their \$14,675 donations to the Bus Shelter Program.
- Executive Director discussed “empty” buses.

### **Action Item:**

**Commissioner Johnson requested a Question and Answer session during an upcoming meeting.**

**Agenda Item #8 – Bus and Bus Facilities Grant**

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

**“Approve a twenty percent hard dollar match toward application for a maximum of a ten million dollar FTA Grant for Bus and Bus Facilities to acquire up to 17 new buses and repowering of 14 buses.”** *(Exhibit 6)*

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- 17 new buses would consist of 11 clean diesel powered buses and 6 hybrid buses.
- Repower 14 buses to meet 2010 emission standards.

**Agenda Item #9 – Reports**

Attorney’s Report

- Purchase of property was completed on December 31, 2009, for \$150,000.00. *(Exhibit 7)*

FDOT Report

- Representative not present.

Executive Director’s System Performance and Activities Report – (Skipped due to time constraints)

- News packets were distributed prior to Call to Order. *(Exhibit 8)*

**Agenda Item #11 – Evaluation of Executive Director – (Taken out of order due to time constraints)**

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

**“Approve the postponement of the consideration of compensation adjustment for the Executive Director until the next LAMTD Board of Directors Meeting on February 9, 2010.”**

**MOTION CARRIED UNANIMOUSLY**

**Action Item:**

**Commissioner Selvage requested comparative data and current salary information on Executive Director.**

**Agenda Item #12 – Election of Officers – (Taken out of order due to time constraints)**

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

**“Appoint Mayor Gow Fields as Chair of the LAMTD Board of Directors for an eleven month period beginning close of the January 12, 2010, meeting through the end of the December 2010 meeting.”**

**NOMINATION CARRIED UNANIMOUSLY**

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

**“Appoint Commissioner Bob English as Vice-Chair of LAMTD Board of Directors for an eleven month period beginning close of the January 12, 2010, meeting through the end of the December 2010 meeting.”**

**NOMINATION CARRIED UNANIMOUSLY**

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

**“Appoint Commissioner Don Selvage as Secretary of the LAMTD Board of Directors for an eleven month period beginning close of the January 12, 2010, meeting through the end of the December 2010 meeting.”**

**NOMINATION CARRIED UNANIMOUSLY**

**Agenda Item #10 – Other Business – (Taken out of order due to time constraints)**

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

**“Approve presenting retiring Mayor Buddy Fletcher and his wife with lifetime bus passes at his going away dinner by the Executive Director.”**

**MOTION CARRIED UNANIMOUSLY**


**Adjournment**

10:19 a.m.

Approved this 9 day of February, 2010.

  
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Chairman – Commissioner Sam Johnson

(Acronyms - Exhibit 9)

  
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Minutes Taker – Tina L. Moore