

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 13, 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

8:33 a.m. by Chairman Johnson

Roll Call

Present

Commissioner English
Commissioner Fields
Commissioner Higgins
Commissioner Johnson
Commissioner Verplanck

(Exhibit 1)

Presentation

Presented a plaque to Commissioner Higgins, for his service to the District, as Chairman of the Board, from December 2007 to December 2008.

Agenda Item #1 - Approval of Minutes

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

“Minutes of the Lakeland Area Mass Transit District meeting and worksession on December 9, 2008, be approved as circulated.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Public Comments

No comments at this time.

Agenda Item #4 – Financial Statement – Item taken out of order

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

Discussion:

- Ad Valorem is currently negative – will correct itself as funds are received.
- Professional and Technical Services over budget – due to service/salary costs for RS&H in relation to building demolition.

Agenda Item #5 –Contracts / Leases / Interlocal Agreements

Maintenance Facility Roofing Contract

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

“Approval of awarding of fixed price contract to Southern Roof, Co. (Tampa, FL) of \$112,924.00 (base contract lump sum) with change orders up to 20% of this amount for contingency depending on severity of wood blocking deterioration and metal roof decking. The contractor has bid these unit prices lowest at \$4/linear ft and \$13.50/s.f. respectively.”
(Exhibit 4)

MOTION CARRIED UNANIMOUSLY

Discussion:

- Change Orders to be verified by RS&H prior to acceptance.
- Will replace membrane, replace all necessary support structure, and remove sky lights.
- 20 year warranty.
- Water drainage will be achieved through increasing the pitch of the roof.
- Estimated to be a 30-day project with a 30-day contingency.

APC Contract

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

“Approval of awarding of a base system (Phase I) firm, fixed price contract of \$198,050 to Urban Transportation Associates, with Phase II options to purchase up to \$39,750 in additional replacement hardware (\$15,500), extended warranty support (\$18,750 for five years), and NTD statistical consulting (\$5,500).” (Exhibit 5)

MOTION CARRIED UNANIMOUSLY

Discussion:

- Low maintenance equipment, no moving parts.
- Counts passenger on/off level at each stop.
- Any necessary additional hardware will be purchased with contract.

Magnetic Fare Media

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

“Approval of a firm, fixed price contract with a base term of one year and four option terms of one year each to Magnetic Ticket and Label, Inc., with a not-to-exceed maximum of

\$80,000. "

MOTION CARRIED UNANIMOUSLY

Discussion:

- \$80,000 is the estimated amount for the five years.

Agenda Item #6 – Policy / Program / Plan

System Safety Program Plan

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

"Approval of the 2009 System Safety Program Plan." (Exhibit 6)

MOTION CARRIED UNANIMOUSLY

Security Program Plan

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

"Approval of the 2009 Security Program Plan."

MOTION CARRIED UNANIMOUSLY

Agenda Item #3 – Transit Telephone Survey – Item taken out of order

Dr. Schuler with Susan Schuler and Associates, Inc. was introduced to the Board.

Discussion:

- 800 County registered voters polled.
- Four agencies focused on: Citrus Connection, LAMTD, WHAT, and PTA
- Will help determine course of future public education programs.
- Reviewed Slides. (Exhibit 7)

Action Item: Are the numbers reflected in Slide #23, related to the HWY 27 need, correct?

Agenda Item #7 – Travel Reimbursement Policy

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

"Approval of an increase for mileage reimbursement from fifty and one half cent to fifty-five cents as published by the IRS, with an effective date of January 1, 2009. " (Exhibit 8)

MOTION CARRIED UNANIMOUSLY

Discussion:

- Only change to policy was the mileage rate

Action Item: How often does the IRS review their published mileage rate?

Agenda Item #8 – Service Changes

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

“Approval of Staff proposal to discontinue the dedicated Park and Ride Express 24X bus, and change the Bartow Express 22XL bus route, allowing it to service the Park and Ride lot.” (Exhibit 9)

MOTION CARRIED UNANIMOUSLY

Discussion:

- Elimination of the dedicated Park and Ride Express Bus effective January 23, 2009.
- Beginning January 26, 2009, the Lakeland Park and Ride lot will be serviced by the 6:50 a.m. Bartow Express Bus 22XL with the last three Bartow Express Buses returning in the evening providing transportation between Bartow and the Lakeland Park and Ride lot.

Agenda Item #9 – Reports

Attorney’s Report

- No Report at this time.

FDOT Report

- Deadlines for the following grants are approaching: 5310, 5311, and JARC – LAMTD does not apply for these grants.
- Service Development Grants and Quarterly Grant applications are due in May – LAMTD does apply for these grants.
- Thanked Commissioner Fields and LAMTD Staff members for attending the Commuter Service event.

Polk Transit Authority Update

- Charter County Transit Surtax – is a top legislative priority for the County.
- Representatives Stargel and Woods have been approached to support the Surtax Bill – further discussions will be scheduled after the conclusion of the Special Legislative Session.
- Discussions regarding the scope of service and contract negotiations for the MSP will be concluded soon.
- The next meeting will be held on February 25th in Lakeland at the City Commission Chamber at City Hall.

Executive Director’s System Performance and Activities Report

- New bus stop signs have been installed on the South Florida Corridor.
- The shelter that is sponsored by Doc Dockery has been installed.
- Putting together a brochure highlighting the Community Shelter Program.

- Doc Dockery will assist with setting up meeting with about five other individuals to discuss sponsorship of a shelter.
- Reviewed Performance Indicators for December 2008: Preventative Maintenance, Over-time, Ridership, Accident Repair Cost, and Road Calls. *(Exhibit 10)*
- Ridership: decreased by 15 over December 2007 and by 146 over November 2008.
- WHAT Service – cut 33% of their service and experienced a 27% decrease of ridership in December compared to December 2007.
- The Compensation Study kicked off last week – results should be received within 90-days.
- County Commissioner Edwin Smith has been appointed to the PTA Board of Directors. He will be touring the LAMTD facility on January 29th.
- News packets distributed. *(Exhibit 11)*
- Status of WHAT Service financial update.
 - A worksession is being arranged for the Haines City City Commission
 - A meeting was set up in Eagle Lake on the 20th.
 - The County Manager sent out a letter to all the City Managers asking to have worksessions arranged with the City Commissioners to discuss the issues further.

Agenda Item #10 – Other Business

No further business was brought before the Board.


Adjournment

9:55 a.m.

Approved this 10 day of February, 2009.



 Chair – Commissioner Sam Johnson



 Minutes Taker – Aimee DeMasi

(Acronyms - Exhibit 12)