

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS
JANUARY 8, 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

Chairman Glenn Higgins called the January 8, 2008, Lakeland Area Mass Transit District Board of Directors meeting to order at 8:30 a.m.

Roll call. Commissioner English, Higgins, Verplanck, and Johnson were present at the time of the Roll Call. Quorum was called. Commissioner Fields entered at 8:38 a.m.

Executive Director Danny Ours made a presentation to Commissioner English from the LAMTD Staff for his dedication and leadership as the LAMTD Board Chairman from 12/05 through 12/07.

Agenda Item #1 – Approval of Board Meeting Minutes.

Commissioner Verplanck moved for approval of the Minutes of the Lakeland Area Mass Transit District Board of Directors Meeting on December 11, 2007. Commissioner Johnson seconded the motion. The motion was passed without dissent.

Agenda Item #2 – Public Comments

No one addressed the Board at this time.

Agenda Item #3- Financial Report / LAMTD Staff

Chief Financial Officer Sheila Thompson reported that the audit report was delayed until February due to the merger between Crowe, Chizek, and Company, L.L.C. and Carter, Belcourt & Atkinson. The printed reports now have to go to South Bend, Indiana, for final review. There are no additional fees and everything still looks great. Ms. Thompson also announced that the FTA had sent an email stating that LAMTD

would not need to repay the FTA for the material weaknesses related to the 2005 FTA Financial Management Oversight Review.

Ms. Thompson presented the Financial Report. She stated that a third year was added to track our fuel costs. Commissioner Verplanck asked if Winter Haven reimbursement would be leveled out for the last fiscal year. Ms. Thompson responded that it is leveled out and we will be reporting on it in February when the audited cost per hour is presented. Commissioner Higgins asked if we are in good shape financially. Ms. Thompson replied yes.

Controller Craig Fetherman stated that we are in compliance with the SBA guidance given by Board. Mr. Fetherman updated the Board on a recent meeting held by the City of Lakeland addressing SBA accounts. Commissioner Verplanck asked that we continue to work with the Finance Department at the City. A brief discussion followed.

Agenda Item #4 – System Safety Program Plan / Dean Kirkland

Safety, Security, and Training Manager Dean Kirkland presented the SSPP update. She recommended the Board approve the 2008 System Safety Program Plan as presented. A brief discussion followed.

Commissioner Verplanck moved for approval of the 2008 System Safety Program Plan. Commissioner Fields seconded the motion. The motion was passed without dissent.

Agenda Item #5 – Contracts / Interlocal Agreements / Adam Goldman

Purchasing/Contracts Manager Adam Goldman distributed tabulation of the source evaluation committee's scores for RFP # 08-002 - Advertising Agency Services. Over the past year LAMTD has used Blue Marlin Group for our advertising. The contract has expired and the \$25,000 limit has been reached. Mr. Goldman recommended Board approve the source evaluation committee's recommendation and enter into negotiations with Blue Marlin Group to do LAMTD's layout and design for printed materials, bus wraps, and website support. A brief discussion followed.

Commissioner Verplanck moved for approval to negotiate with Blue Marlin Group for RFP # 08-002 - Advertising Agency Services, for a term of three years with one two-year option. Commissioner Fields seconded the motion. The motion passed without dissent.

Mr. Goldman distributed tabulation and discussed the results of the reverse auction for IFB # 08-031 – Ultra-Low Sulfur Diesel (ULSD) and 89 Octane Fuel Supply. Mr. Goldman stated that the LAMTD staff selected Mansfield Oil Company of Gainesville, Inc., based in Georgia, for the ULSD supply, which was about \$0.0212 mark up rate, which was the lowest we had ever seen. The low bidder, RKA, for the 89 Octane unleaded fuel supply offered a flat \$0.0200 markup. Mr. Goldman discussed the different

options for bidding the IFB and why Ms. Thompson and Mr. Whitaker chose the adjustable rate pricing method. This item was presented as an information item only due to recent LAMTD Purchasing Policy updates related to fuel bids; the update permits the Executive Director to approve the supply and deliver and then follow up with a briefing to the Board on action taken.

Agenda Item # 6 – Marketing / Cathy Wolosin

Marketing Manager Cathy Wolosin distributed a handout regarding proposed new names for passes. Name changes would include, but are not limited to: ‘Citpak’ to ‘31 Day Unlimited Pass’. Proposed changes the Staff is considering include adding Disabled Veteran’s to the approved users of the ‘VIP Pass’, a one-day pass with elimination of the transfers upon implementation, and allowing seniors and ADA qualified customers to ride free in off peak hours. Ms. Wolosin stated that Public Workshops were scheduled to be held in February with a possible Public Hearing being held in March. A discussion followed.

Agenda Item # 7 – Polk Transit Authority

Executive Director Ours stated the next RTO Meeting will be held the end of January and at that time the Board would be seated. Executive Director Ours asked the Board to consider encouraging the RTO to defer the next meeting until there is a greater financial commitment for the start up of the Polk Transit Authority. A discussion followed.

Executive Director Ours stated that he had met with Ben Walker, FDOT Staff, and Mike Herr, Polk County Manager, last week to discuss future support of the PTA. Executive Director Ours pointed out that Mr. Herr had followed the recommendation of one of his advisors and only asked the Board of County Commissioners to approve \$150,000. He was not made aware of the fact that much more was expected from the County since it is a countywide transit service. A discussion followed.

Executive Director Ours stated that the PTA would need approximately one million dollars for start-up funding. The Center for Urban Transportation Research estimates \$680,000 for various administrative and technical tasks and the Executive Director pointed out approximately \$300,000 would be required for the referendum.

Executive Director Ours stated that after the 2010 census, both LAMTD and WHAT will lose FTA operating funds. This will result in the loss of the WHAT service, unless Polk County provides approximately three million dollars a year for operating costs or the PTA secures a dedicated funding base. A discussion followed.

Commissioner Fields recommended we move forward to seat the PTA and look toward the county to lead the way financially. Commissioner Verplanck stated we should seek the support of the Economic Development Councils, Chambers of Commerce, and

the county business leaders, with the Board of County Commissioners leading the way financially. A lengthy discussion followed.

Agenda Item # 8 – Reports

Attorney's Report

Mr. Ben Darby reported we are waiting for information relating to the CSX property to include building demolition and environmental information. The Earhart Parcel is to be appraised and an offer made to purchase the small parcel to gain better access to LAMTD property. Mr. Darby met with Ann Gibson at the County concerning the Harden Blvd. CRA interlocal agreement.

PCTS

No comments made PCTS.

FDOT

Ms. Jan Parham from FDOT stated that the Discretionary Grant Service Development is coming up in May. Ms. Parham introduces Ms. Christine Diaz, Program Manager for the Commuter Services. Ms Diaz briefed the Board on her main job function and the purpose of the Commuter Services program.

TPO

Ms. Dianne Slaybaugh, of the TPO, stated that the RTO Board will meet at the end of January and will be seating the PTA Board at that time. The PTA Board is estimated to meet in February, however, that could be delayed if we do not have all the appointments in. Ft. Meade is scheduled to make their appointment on February 12, 2008. Commissioner Verplanck stated that as long as we had a quorum we can move forward. Ms. Slaybaugh states she will move forward with the February date.

Agenda Item # 9 – Other Business (taken out of sequence to accommodate a Board member that needed to leave for another meeting)

Executive Director Ours recommended Board approve changing the bank signers for the three Colonial Bank LAMTD Accounts. Mr. Ours stated we needed to remove Commissioner Sam Johnson, previous Board Secretary, and add Commissioner Verplanck, current Board Secretary.

Commissioner Fields moved to approve changes to the LAMTD Bank Account signers. Commissioner Verplanck seconded the motion. The motion passed without dissent.

Commissioner Fields left at 10:18am, Quorum lost. Commissioner Johnson left at 10:13am, and Commissioner English left at 10:15am.

Agenda # 8 – Reports (continued)

Executive Director Ours presented the performance indicators for the month of December. He briefed the Board on the Over-time, Ridership, Accidents, Road Calls, and Preventative Maintenance

Executive Director Ours read an email from Chris White with FTA Region IV, stating the FTA will not seek any financial reimbursement from LAMTD as laid out in the material weaknesses and identified in the 2005 Deva and Associates Financial Management Oversight Review; a letter for the Region IV FTA Administrator's signature is being drafted. Brief discussion followed.

Executive Director Ours discussed his meeting with Dr. Goodman from USF following the last Board meeting. LAMTD will provide all their service on and off campus.

Ticket Vending Machines (TVM) should be completed by the end of January, provided there are no permitting issues.

Executive Director Ours briefed the Board on the Roadeo, Bus Ride article, and News Paper articles.

There was no further business to come before the Board. Commissioner Higgins adjourned the meeting at 10:25am.