

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
JULY 13, 2010

Directors:

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

Executive Director: Danny Ours  
Attorney: Ben Darby  
Executive Assistant: Aimee DeMasi

**Call to Order**

8:30 a.m. by Chairman Johnson

**Roll Call**

Present

Commissioner English  
Mayor Fields  
Commissioner Higgins  
Commissioner Johnson  
Commissioner Selvage

Left Early

Commissioner Johnson - 9:47 a.m.

(Exhibit 1)

**Presentation**

The Executive Director congratulated Dean Kirkland-McMillan for earning her Bachelor of Science Degree in Business from Glendale University.

**Agenda Item #1 – Approval of June 8, 2010, Meeting Minutes and Approval of June 8, 2010, Public Hearing 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 June 8, 2010, and Public Hearing on June 8, 2010, be approved as circulated.”**

(Exhibit 2)

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

No comments at this time.

*Meeting was recessed at 8:34 a.m. to conduct a Public Hearing on DBE Goal.*

*Meeting reconvened at 8:46 a.m.*

**Agenda Item #3 – Board Action Items**

All Board Action Items were addressed.

- LAMTD Investment Policy is consistent with the City of Lakeland and Polk County's investment policies.
- Diane Slaybaugh, TPO's Senior Transportation Planner, was contacted regarding past passengers counts performed by the TPO. Ms. Slaybaugh was unaware of any past, present or future passenger count programs.

**Action Item:**

Contact Tom Deardorff regarding passenger counts that were done in past years.

**Action Item:**

Jan Parham, FDOT Representative, suggested the District contact FDOT in assisting with passenger counts.

**Action Item:**

Can GFI produce passenger counts on buses; by times of day and by route to identify peak times.

**Agenda Item #4 – Legal Matters**

No Legal Matters at this time.

**Agenda Item #5 – Finance Report**

Distributed October 1, 2009, through June 30, 2010, Financial Statement. *(Exhibit 3)*

**Items discussed:**

- Farebox revenue is under budget.
- Monthly billings for Winter Haven are over budget.
- Miscellaneous Income is under budget.
- Advertising revenues are over budget due to BOGO.
- Professional and Technical Services are over budget.
- Contract Maintenance Services are over budget due to aging fleet.
- Investment revenue is under budget.
- Investment Interest revenue will begin turning around as the rate of return for the SBA account doubled from the month of May to the month of June.
- Salaries are under budget.
- Employee benefits are under budget.
- Fuel and Lubricants is the biggest cost savings to date.

**Agenda Item #6 – Resolution #10-10 -Investment Policy**

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

**“Approve Resolution #10-10 – A Resolution Relating to Investment Policies; Amending the Lakeland Area Mass Transit District Investment Policy; Making Findings; and Providing an Effective Date.”**

Commissioner English	Yes
Mayor Fields	Yes
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Selvage	Yes

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

Items discussed:

- The Resolution will serve as the Board’s adoption of the amended Investment Policy.
- The Controller read resolution orally for the record with the corrections noted. *(Exhibit 4)*
- Primary change in Investment Policy was the removal of the provision that required LAMTD to only use the State Board of Administration (SBA), and now LAMTD has the options of investing in a variety of other investment options.
- Members of the LAMTD Board of Directors, Danny Ours, and Debbie Porte have the authority to move funds.
- Bulk of funds are in Fund A and immediately available. Funds in Fund B are locked in for a specific length of time.

**Agenda Item #7 – Investment Recommendation**

**“Controller recommended leaving funds in the SBA account due to the increased rate of return, and the transactional cost of pulling money out of the account.”**

Items discussed:

- Current rate of return has doubled from eighteen (18) basis points to thirty-eight (38) basis points.
- CD’s are currently paying five (5) basis points for funds under a million dollars, and eight (8) to ten (10) basis points for funds over a million dollars. Money Market accounts are currently paying thirteen (13) to fifteen (15) basis points.
- A monthly report will be given on the SBA account.
- LAMTD funds currently invested are 4.6 million dollars. (2.8 million in the capital reserve and 1.8 million in the operational reserve)

**Action Item:**

**Commissioner Higgins asked Staff, what was in Fund A and in Fund B.**

**Action Item:**

**Mayor Fields asked Staff, in the last year what has been the average return on investments.**

**Agenda Item #8 – Proposed FY 2011 Millage Rate**

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

**“Approve the proposed aggregate millage rate of .5000 mills.”**

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- The maximum allowable millage rate is .5000, the current rate is .5000, and the aggregate rolled back rate is .5703. *(Exhibit 5)*

**Agenda Item #9 – Set Public Hearings for Millage Rate and Budget**

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

**“Approve first Public Hearing for FY 2011 Millage Rate and Budget on Wednesday, September 8, 2010, at 5:30 pm, at the Lakeland City Hall, City Commission Conference Room.”**

**“Approve second Public Hearing for FY 2011 Millage Rate and Budget on Monday, September 20, 2010, at 5:05 pm, at the Lakeland City Hall, City Commission Conference Room.”**

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #10 – Interlocal Agreement / Contracts / Leases**

*Building A and B Lease Renewal*

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

**“Approve the option to renew, for one year, the lease agreement between Lakeland Industrial Park and Lakeland Area Mass Transit District for Building “A” and “B1” located at 1248 George Jenkins Blvd., Lakeland, Florida, effective September 1, 2010, through August 31, 2011, for a total cost of \$52,200.”**

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- The owner of Building A and B1, Mr. Bob Stanley, is offering the renewal at the same rate paid the past three (3) years.

*Grade No. 2-D Ultra Low Sulfur Diesel Fuel*

Items Discussed:

- This item was an informational item as required by purchasing policy for the procurement of No. 2-D Ultra Low Sulfur Diesel Fuel for the District’s bus fleet. *(Exhibit 6)*
- The District’s fuel contract expired in June 2010, and it was determined to be in the best interest of the District to access the State of Florida Bulk Fuel Contract #405-000-10-1.

**Agenda Item #11 – Disposition of Vehicles**

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

**“Staff is to send out appropriate notice of intent to dispose of vehicles, as approved by legal council and required by Florida Statute, to governmental agencies first, then to non-profit organizations and then obtain Board approval of disposal after those steps have been taken. Vehicle condition may be factored into disposal process if allowed in the Florida Statute.”**

**MOTION CARRIED UNANIMOUSLY**

### Items Discussed:

- Legal council is investigating if the District is following guidelines in the Florida Statute on the disposal of vehicles.
- First consideration of disposing of vehicles should be given to governmental entities, and then to non-profit agencies.
- Documentation needs to be done when offering vehicles to any governmental agencies or non-profit agencies.
- State statutes need to be followed when disposing of vehicles.

### Action Item:

**Ben Darby will check the Florida Statutes on the proper way of disposing of vehicles, and the acceptable conditions of vehicles, and determine how the District is to dispose of the vehicles. (Ben Darby will send a copy of the Florida Statutes to Staff)**

### Action Item:

**Commissioner Selvage asked Staff to document all governmental entities that were spoken to prior to selecting Reverend Greg Robinson's Church.**

### Action Item:

**Mayor Fields asked Staff to send out notifications to all governmental entities, and non-profit entities on available vehicles. (Based on what Ben Darby finds out in the Florida Statutes)**

### Agenda Item #12 – Reports

#### FDOT Report

- Jan Parham reported on the Discretionary Grants; City of Lakeland is going to receive, for FY 2011, a Service Development Grant in the amount of \$141,225; and, Corridor Funds for South Florida Avenue have increased from \$65,000 to \$81,250.
- The Block Grant increased from \$771,000 to \$791,676 and the District will receive these funds in the FY 2011.
- City of Lakeland is hosting a "Commuter Services Day". The City has not yet set a date for the event.

#### Polk Transit Authority Update

- Six (6) county-wide transit plan public workshops were held at various venues around the County, with the most successful ones being held at the Lakeland Square Mall and the Eagle Ridge Mall.
- Public Education presentations by Sheri McInvale and Cindy Rodriguez have been well received around the County. Sheri McInvale, Carolyn Simpson, Rick Asnani, Cindy Rodriguez, and Jeff Kincart will meet with the Lakeland Chamber Legislative Committee on Wednesday July 14, to speak on the importance of a successful referendum and campaign.
- Interim Executive Director met with Political Action Committee (PAC) members, Carolyn Simpson - Chair, Jeff Kincart – Secretary/Treasurer. PAC is mailing out 100 letters to perspective committee members, and donors around Polk County.
- Next PTA Board of Directors meeting is August 25, 2010.
- Mayor Fields and Commissioner English attended the Central Florida Development Council (CFDC) Executive Committee meeting on July 12, and issues were raised

regarding PTA's referendum campaign. Hunt Berriman chaired two successful referendum campaigns in Polk County, and it was suggested that he be contacted by Cindy Rodriguez.

Executive Director Report

- Reviewed Performance Indicators for June 2010: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 7)
- Operations are below goal for eleven (11) consecutive months.
- Maintenance overtime is over goal due to being under staffed.
- Administration is below goal of 2%.
- Ridership increased by 144 a day when compared to May 2009; decreased by 54 trips when compared to May 2010.
- News packets were distributed. (Exhibit 8)

Agenda Item #13 – Other Business

Items Discussed:

- Commissioner Selvage spoke with Jim Studiale, City of Lakeland's Director of Community Development, regarding possible locations for a new downtown bus terminal.
- Discussion ensued regarding a future bus shelter being installed at the Veteran's Administration (VA) Clinic on Pipkin Road.


Action Item:

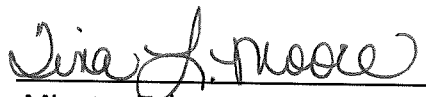
Commissioner English requested a follow-up be made on the bus stop located on Pipkin Road near the Veterans Administration (VA) Lakeland Clinic and an update on a future bus shelter being built there.

Adjournment

10:08 a.m.

Approved this 10 day of August, 2010.

  
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Chairman – Commissioner Johnson  
Vice-Chairman – Commissioner English  
(Acronyms – Exhibit 9)

  
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Minutes Taker – Tina L. Moore