

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

Interim Executive Director: Dean Kirkland-McMillan

Attorney: Ben Darby

Executive Assistant: Aimee DeMasi

**Call to Order**

9:00 a.m. by Chairman Selvage

**Roll Call**

Present

Commissioner English  
Mayor Fields  
Commissioner Higgins  
Commissioner Johnson  
Commissioner Selvage

Left Early

Mayor Fields – 10:32 a.m.  
Commissioner English – 10:41 a.m.

*(Exhibit 1)*

**Agenda Item #1 – Approval of Minutes**

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

“Board approve the minutes of the June 8, 2011, Board of Directors meeting and the minutes of the June 8, 2011, Public Hearing.” *(Exhibit 2)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments (not related to Public Hearing)**

No comments at this time.

**Agenda Item #11 – Chairman Comments**

Items discussed:

- Update on search for new Executive Director.
- About 64 people responded and submitted applications.
- Fifty-one were minimally qualified based on basic competency requirements.
- City of Lakeland Staff narrowed applicants to fifteen, and Commissioner Selvage and Ben Darby added three additional applicants.
- Fifteen applicants responded to written questions.
- Eight applicants were then interviewed via telephone.
- Tours of Lakeland and LAMTD Facilities will be conducted August 2 and 3 with a Meet and Greet and interviews of the five finalists held the morning of August 3.

Board meeting was recessed at 9:05 a.m. to conduct a public hearing on the Proposed Route Changes.

Board meeting was reconvened at 9:21 a.m.

### **Agenda Item #11 – Chairman Comments - Continued**

- Copies of the five finalists' resumes were distributed. *(Exhibit 3)*
- Structured interviews with about ten questions will be conducted.
- Background checks will be completed prior to the interviews.
- Interview panel will consist of the five Board members and representatives from the City of Winter Haven, Polk County Government, and FDOT.

### **Agenda Item #3 – Legal Matters**

#### Items discussed:

- A committee has been meeting to discuss transit issues and the consolidation of transit services in Polk County.
- Agreements are being drawn up to define the responsibilities of multiple agencies in regards to public transit in Polk County.
- Work will begin on the Branding/Imaging of the PTA with the help of a consultant and possibly the public.
- Work toward consolidation of public transit efforts prior to the referendum passing.
- One first step would be having the PTA be the recipient of all Federal Funds and then distributed between the various agencies.

### **Agenda Item #4 – Financial Statement**

Distributed unaudited October 2010 through May 2011 Financial Statement. *(Exhibit 4)*

#### Items discussed:

- Reviewed revenues and expenses.
- Forecast to be under budget at an estimated \$108,000.
- Staff reductions consisted of fourteen layoffs – nine Operators and five Support Staff.
- Forecast assumes fuel costs will remain constant.

### **Agenda Item #5 – Cost Saving Options**

#### Items discussed:

- Five-year Operating Plan distributed to the Board. *(Exhibit 5)*
- Document will be updated to reflect Saturday service continuation and one-hour headways.

**Agenda Item #6 – Joint Participation Agreement – Resolution #11-03**

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

**“Approval to execute a Section 5317 New Freedom Grant Application and associated Resolution, for submission to Florida Department of Transportation, by Roll Call Vote.”** *(Exhibit 6)*

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

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

Items discussed:

- Discussions needed with FDOT to determine in-kind or hard match solution.
- Grammer correction needed on page 14 second to last paragraph.
- Competitive grant, funds are not guaranteed year after year.

**Agenda Item #7 – Proposed FY 2012 Millage Rate**

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

**“Approval of the proposed aggregate millage rate of .5000 mills.”** *(Exhibit 7)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Recommending approval of maximum rate allowed to be levied by the District.
- Approximately \$145,000 loss in revenue compared to FY11.
- Current year loss in revenue is \$400,000.

**Agenda Item #8 – Set Public Hearings for Millage Rate and Budget**

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

**“Approve first Public Hearing for FY 2012 Millage Rate and Budget on Wednesday, September 7, 2011, at 5:35 p.m., at the Lakeland City Hall, City Commission Conference Room.**

**Approve second Public Hearing for FY 2012 Millage Rate and Budget on Monday, September 19, 2011, at 5:35 p.m., at the Lakeland City Hall, City Commission Conference Room.”**

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- City of Lakeland holds Public Hearing regarding their budget at 6 p.m. on the same day.
- The September LAMTD Board Meeting will be held September 19, at 4 p.m.

**Agenda Item #9 – Transit Center Park & Ride**

Vote tabled until August Meeting.

Items discussed:

- Park and Ride Lot to include bus shelters to be located just south of Interstate 4 (I-4).

*(Exhibit 8)*

- FDOT is unaware that approval of site location has been granted.
- Approval process has been put in place by FDOT.
- Additional Park and Ride lot with transit center is being developed by the City of Lakeland just north of I-4 at Gateway Commons.
- TPO is conducting a study on Park and Ride's along the I-4 corridor.
- Proposed site is currently being utilized.

Procurement Update

- Aerotek Services – two (2) maintenance technicians, working 480 hours, contract total \$25,400.
- Bus Cleaning Services – contracting total \$28,000, services start July 14, 2011.

**Agenda Item #10 – Medium Duty Type Bus Purchase**

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

**“Approve expenditure not to exceed \$1,241,078 of capital reserve funds to purchase four medium duty type buses from Florida Transportation Systems, off the Contract # TRIPS-09-MD-FTS.”** *(Exhibit 9)*

**MOTION CARRIED UNANIMOUSLY**

Items discussed:

- Two technicians acquired from Aerotek; one technician has been hired.
- Coming months should show improvement in Preventative Maintenance.
- Ten to twelve year buses, thirty-two feet long, twenty-seven passengers.
- All buses are rear engine and are diesel.
- Some of the recently obtained LYNX buses are on the road.
- Six to ten months until new buses are available.

**Agenda Item #12 – Reports**

PTA Update

- Next PTA Board meeting is scheduled for July 27.
- Applying for several grants with Polk County.

Interim Executive Director Report

- Currently hiring part-time bus operators. Operators that were laid off were offered the option of going part-time.
- DOT Medical cards are being taken from Operators. Operators do not need to carry cards because the District is not a Federal Agency.
- Training for Operators is provided on an as needed basis.
- Union Activities continue. The next activity will be a conference call to determine when and if a vote will occur.
- Performance Indicators were distributed in the packet and discussed. *(Exhibit 10)*

FDOT Report

- Submitted a grant for \$250,000 (reported at the previous meeting). This grant is for ADA improvements to stops and shelters and requires a hard match of \$250,000.

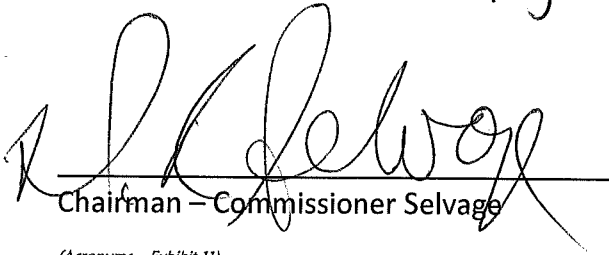
**Agenda Item #13 – Other Business**

No further business was brought before the Board.

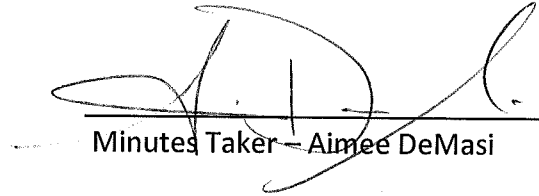
**Adjournment**

11:18 a.m.

Approved this 10 day of August, 2011.

  
Chairman – Commissioner Selvage

*(Acronyms – Exhibit 11)*

  
Minutes Taker – Aimee DeMasi