

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

8:34 a.m. by Chairman Johnson

Roll Call

Present

Commissioner English
Commissioner Higgins
Commissioner Johnson
Commissioner Verplanck
Commissioner Fields

Left Early

Commissioner Fields – 9:52 a.m.

(Exhibit 1)

Agenda Item #1 - Approval of Minutes – Taken Out of Order

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

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

MOTION CARRIED UNANIMOUSLY

Correspondence – Taken Out of Order

Items discussed:

- Final report should be sent to Commissioner Johnson toward the end of May or beginning of June.
- Distributed the May 1 Draft Triennial Review findings and June 2006 findings. *(Exhibit 3)*
- May 1 report showed two findings in the 23 areas reviewed.
- Corrective action has already been implemented and a response sent to FTA detailing the corrective action within seven days of the review.
- If a response is received within seven days the FTA can clear the finding.
- June 2006 report detailed that out of 23 areas reviewed eight (8) had findings and there were 19 deficiencies.

- Staff was commended by the Executive Director for their work of the past three years to correct the previous Triennial findings.

Agenda Item #2 - Public Comments

No comments at this time.

Agenda Item #3 – Financial Statement

Audit Report

Items discussed:

- Letter outlining new auditing requirements was distributed. *(Exhibit 4)*
- Preliminary Audit Report was distributed. *(Exhibit 5)*
- Letter signed on day of presentation, the final report is released that day.
- Clean opinion on Financial Statement.
- Reviewed Preliminary Audit Report.
- Reported Cost per Revenue Hour for FY 06/07 was \$66.04.
- Cost per Revenue Hour for FY 07/08 is \$83.11.
- There have been justifiable reasons that have driven up the Cost per Hour.
- Reviewed the Audit findings: Material Weaknesses – 1; Significant Deficiency – 2; Audit Reference – 3.
- Staff revised small parts inventory procedures and was able to accomplish another inventory recount on February 14.
- Staffing changes occurred during the audit process.
- Audit completion was delayed due to the inventory and staffing changes.
- Reviewed prior year findings – whether procedures were implemented or if new instances had occurred during the current year.
- Also delivered was the NTD Audit Report that is being issued today.

Auditor General Letter

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

“Approve of Management’s Responses as sufficient to the Auditor General.” *(Exhibit 6)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Distributed letter.
- Reviewed letter.

Financial Statement

Distributed March 2009 Statement of Revenues and Expenses. *(Exhibit 7)*

Items discussed:

- Ad Valorem – received almost all of budgeted revenue.
- Winter Haven Revenue is under budget.

- Advertising Revenue is under budget but should be increasing.
- Investment returns are under budget due to interest rates being lower than expected.
- Employee Benefits are under budget.
- Professional Services over-budget.
- Fuel remains under budget due to lower than anticipated costs and is the best cost savings.
- Materials and Supplies are currently under budget.
- Cost per Hour is \$82.77 for first six months of this fiscal year.
- If projected budget and revenue hours stay true then the FY 08/09 Cost per Hour is estimated to be \$89.00, which is a 7.4% increase over FY 07/08.

Agenda Item #4 –Contracts / Leases / Interlocal Agreements

Healthcare Contract

Items discussed:

- Item is delayed until the next Board meeting.

Interlocal Agreement

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

“Approve in principle of an agreement between Lakeland Area Mass Transit District and Polk Transit Authority to permit the Polk Transit Authority to purchase Administrative support services from the Lakeland Area Mass Transit District. The agreement will be drawn up and finalized by the Board Attorney and submitted to the Board Chairman for signature.”
(Exhibit 6)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Executive Assistant duties have grown and will continue to grow due to additional duties associated with the PTA.
- Position will be a temporary position and will not be placed on the salary schedule.
- Cost split between PTA and LAMTD based on workload.

Agenda Item #5 – Route Changes

Items discussed:

- Outlined changes on: Route 20 – Grove Park/Crystal Lake; Route 21 – Edgewood; and, Route 22XL – Bartow Express. (Exhibit 8)
- A press release will be published in the Ledger and notices placed on buses two weeks prior to change.
- Changes do not require a public hearing.

- Route changes for the 22XL will take effect on May 26 and Route changes for the 20 and 21 will take effect June 1.

Agenda Item #6 – Reports

Attorney's Report

- Still working on annexation requests.
- Need to get with City of Lakeland to finalize boundaries.
- Should have complete list of annexations by next Board meeting.

FDOT Report

Representative not present.

Polk Transit Authority

- The Charter County Transit System Surtax has gone to the Governor's desk for signing.
- The first CTAC meeting will be held on May 8 at the Winter Haven City Hall.

Executive Director's System Performance and Activities Report

- Requested Board guidance on how to proceed with finalization of the Executive Director's Job Description for the Compensation Study – Ben Darby will complete the process for the Board members.
- Reviewed Performance Indicators for April 2009: Preventative Maintenance, Overtime, Ridership, Accident Repair Cost, and Road Calls. *(Exhibit 9)*
- Ridership: decreased by 116 average riders per day over March 2009 and decreased by 487 average riders per day over April 2008.
- The Executive Director will be on vacation from May 27, returning June 8. While on vacation he will be attending the CFTE "Transit Initiatives" conference in Salt Lake City, UT, from May 31 to June 2.
- News packets. *(Exhibit 10)*
- Newspaper supplement was distributed to the Board. *(Exhibit 11)*
- Working on an agreement with the City of Lakeland regarding the Park and Ride on Kentucky Ave.

Agenda Item #7 – Other Business

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

"Approve the District absorbing the full loss of approximately \$1,200 dollars of fare revenue on the 22XL during the period 26 through 29 May 2009 and offer free rides to the public at large on route 22XL in order to cooperate with Polk County's Commuter Services Program to market and increase bus ridership and to promote the District's Park and Ride Facility on Rose at Main Street in Lakeland."

MOTION CARRIED UNANIMOUSLY

Items discussed:

- This is in coordination with the Commuter Services Program headed by the FDOT.
- For Route 22XL – Bartow Express on May 26 through 29, 2009.

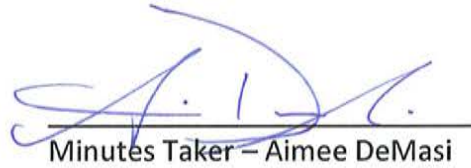
Adjournment

10:27 a.m.

Approved this 10 day of June, 2009.



Chair – Commissioner Sam Johnson



Minutes Taker – Aimee DeMasi

(Acronyms – Exhibit 12)