LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING MINUTES OCTOBER 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

8:32 a.m. by Chairman Johnson

Roll Call

PresentExcusedCommissioner EnglishCommissioner FieldsCommissioner JohnsonCommissioner HigginsCommissioner Verplanck

(Exhibit 1)

<u>Agenda Item #1 - Approval of September 21, 2009, Meeting Minutes and September 21, 2009, Public Hearing Minutes</u>

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

"Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on September 21, 2009, and Public Hearing on September 21, 2009, be approved as circulated." (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Public Comments

No comments at this time.

Agenda Item #3 - Finance

Financial Statement

Distributed October 2008 through August 2009 Financial Statement. (Exhibit 3)

Items discussed:

- Farebox revenue is under budget.
- Winter Haven revenue is under budget.
- Investment revenue is under budget
- Advertising revenues have increased.

- The District is in compliance with Block Grant requirements funds will be reported in the September statement.
- Salaries are under budget.
- Employee Benefits are over budget.
- Professional and Technical Services are over budget.
- Fuel and Lubricants are under budget largest cost savings.
- Materials and supplies are under budget.

Appointment to Finance/Audit Committee

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

"Appoint Commissioner Glenn Higgins to serve on the Finance/Audit Committee." MOTION CARRIED UNANIMOUSLY

Items discussed:

- Two Meetings that will last approximately one hour each.
- The first meeting will be to discuss the potential audit findings.
- The second meeting will be to discuss the preliminary audit report.

Agenda Item #4 - Policy / Plan / Program

Computer Purchase Program

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

"Approval of District Computer Purchase Program Policy." (Exhibit 4)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- City of Lakeland has similar program.
- Money has been set aside in the District's budget to cover funds. Full-time employees would be eligible for up to \$1,500. Only cost to the District is the loss of bank interest if the funds were in an account.
- Unknown how many employees already have computers. A survey of employees showed a great interest in the program.

Tuition Reimbursement Program

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

"Approve the Tuition Reimbursement Policy." (Exhibit 5)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Only full-time regular employees are eligible; after completing one year of service.
- Tuition will be provided up to an annual maximum of one thousand dollars (\$1000).
- Schools of higher education must be accredited.
- There will be no reimbursements granted if all allocated funds are exhausted during the current budget year.

- Reimbursements will be for tuition cost only (lab fees, registration fees, etc. are not included)
- Course of study must be job-related
- The amount budgeted for the program is \$15,000

Amendment of District Purchasing Policy Manual

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

"Approve increase of Board of Director's approval threshold of purchases and contracts from \$25,000 to \$50,000 and to have a review of any approved contracts above \$25,000 done between meetings at the next Board meeting."

MOTION CARRIED UNANIMOUSLY

<u>Items discussed:</u>

- There is no change to how the District approaches purchases, only the amount that requires Board approval.
- A yearly report of all purchases will be given to the Board.

Agenda Item #5 - Contracts / Leases / Interlocal Agreements

Underground Storage Tanks

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

"Approve a fixed price fuel storage tank remediation and construction services contract to HCR Handex Remediation and Consulting of Mt. Dora, Florida with a base amount of \$45,969.73. A contingency amount \$39,334.06 is required should the following actions by the contractor become necessary upon discovery: sheet piling to prevent subsidence of cavity wall as tanks are removed; dewatering system installation and operation (should ground water table not float tanks out of the cavity); petroleum contact water removal, treatment and/or transport and disposal." (Exhibit 6)

MOTION CARRIED UNANIMOUSLY

Items discussed:

• The District must stop using the current tanks no later than March 31 of 2010 due to EPA regulations.

Uniform Purchase

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

"Approve award of a two year term with three (1) year Options to Renew (OTR) fixed price, indefinite delivery, indefinite quantity (IDIQ) contract to Patrick's Uniforms (Patrick's) for the provision of uniforms for LAMTD operators. The estimated expenditures for the contract are approximately \$70,641.00 for the two year base term and \$35,321.00 for each of the OTR's. This represents a 4% savings from the proposed price." (Exhibit 7)

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Contract is for purchase, not rental, of Bus Operator Uniforms.
- Each Operator will receive six (6) uniforms.

Agenda Item #6 - Annexation of Land - Resolution #10-01

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

"Approve proposed Resolution #10-01." (Exhibit 8)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner English Yes
Commissioner Johnson Yes
Commissioner Verplanck Yes

Items discussed:

- CPH Florida, Manager Member, property located at 500 Eagle Landing Drive.
- Adjacent to LAMTD Boundaries.
- Annexation requests are due to City of Lakeland development requirements.

Agenda Item #6 - Annexation of Land - Resolution #10-02

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

"Approve proposed Resolution #10-02." (Exhibit 9)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner English Yes
Commissioner Johnson Yes
Commissioner Verplanck Yes

Items discussed:

- Property owned by Tiger Contracting, LLC., property located at 3971, 3975, 3979, and 3983 South Pipkin Road.
- Not included in District.
- Near new VA Center.
- Annexation requests are due to City of Lakeland development requirements.

Agenda Item #6 - Annexation of Land - Resolution #10-03

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

"Approve proposed Resolution #10-03." (Exhibit 10)

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Commissioner English Yes
Commissioner Johnson Yes
Commissioner Verplanck Yes

Items discussed:

- Manager Member Monarch Center LLC. Property located at 6500 North Socrum Loop Road.
- One mile north of LAMTD Boundary.
- Annexation requests are due to City of Lakeland development requirements.

Agenda Item #7 - Reports

Attorney's Report

- A Phase I assessment was previously done on the property that the District is leasing that was approved for purchase.
- The Phase I called for a Phase II only if the soil needs to be disturbed for drainage.
- The District has notified the owner of the issue and will move forward once answers are received from RS&H regarding the drainage issues.

FDOT Report

• Discretionary grant funds workshops were conducted last week and several Citrus Connection employees participated.

Polk Transit Authority

- The next Board meeting will be held on October 28 at 9:00 a.m. in the BoCC Chamber in Bartow.
- The CTAC currently has about 14 members.
- The Staff will be meeting with the County Manager to discuss issues related to the Charter County Transportation.
- Communications Specialist job description is being finalized.

Executive Director Report

- Reviewed Performance Indicators for September 2009: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 11)
- Ridership: decreased 802 over September 2008 and increased by 238 over August 2009.
- The Bus Advertising Special (Buy One/Get One) approved at a previous meeting has generated over \$23,000.
- Small Parts Inventory was recently completed. Two minor issues arose and they were quickly corrected. Dollar amount of Small Parts Inventory has been reduced from \$525,000 to \$389,000, putting the District below the industry standards.
- APTA Conference was held October 3rd through October 7th in Orlando, FL. The LAMTD Staff made a presentation at the Small Operations Worksession regarding the Community Bus Shelter Program and the City of Lakeland Community Development programs.
- News packets were distributed. (Exhibit 12)

<u>Adjournment</u>

9:55 a.m.

Approved this 10 day of Ovember, 2009.

Vice Chairman – Commissioner Jim Verplanck

Minutes Taker Aimee DeMasi

(Acronyms - Exhibit 13)