

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
APRIL 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 April 8, 2008, Lakeland Area Mass Transit District Board of Directors meeting to order at 8:30 a.m.

Roll call. Commissioner Fields, Higgins, Johnson, and Verplanck were present at the time of the Roll Call. Quorum was called. Commissioner English (8:43 a.m.) entered after quorum was called.

Agenda Item #1 – Approval of Board Meeting and Public Hearing Minutes.

Commissioner Verplanck moved for approval of the Minutes of the Lakeland Area Mass Transit District Board of Directors Meeting on March 11, 2008, and the Minutes of the Lakeland Area Mass Transit District Public Hearing on March 11, 2008. Commissioner Johnson seconded the motion. There was no further discussion. The motion was passed without dissent.

Agenda Item #2 – Public Comments

No one addressed the Board at this time.

Agenda Item #3- Financial Report

Financial Statement / Sheila Thompson

Chief Financial Officer Sheila Thompson presented the February 2008 Statement of Revenues and Expenses for review. Ms. Thompson stated that probably in May the Budget will need an amendment for 'Other Services' line item. This is due to locksmith charges incurred during the relocation of Administrative Building and towing services for both Paratransit and Fixed Route buses. A brief discussion followed.

Investment Strategy / Craig Fetherman

Controller Craig Fetherman cited a meeting with Mr. Finch, Mr. Croussard, and Mr. Sterns with the City of Lakeland regarding possible comingling of funds in City investment funds. Mr. Fetherman stated that would not be a possibility due to City cash-sweep arrangements with their bank and accountability requirements. The LAMTD finance department is preparing data to determine the feasibility of LAMTD using the City's investment firms. The February State Board of Administration account earnings rate was 3.68%, which is down from 4.6% in January. The Money Market account earning rate is still at 3%.

Agenda Item #4 – Contracts

Spare Bus Engine Purchase / Adam Goldman

Mr. Adam Goldman, Purchasing/Contracts Manager, briefed the Board on the RFP process and responses for RFP# 08-052 – Transit Bus Engine Purchase. Mr. Goldman stated that only one bid was received from Detroit Diesel for the Series 50 Detroit Diesel remanufactured engine. No bid was received for the Cummins ISM remanufactured engine. A new RFP is currently on the street for that engine. A brief discussion followed involving the advantages of having an extra engine in inventory.

Commissioner Verplanck moved for approval to enter into a contract with Detroit Diesel for the purchase of a Series 50 Detroit Diesel remanufactured engine at the approximate cost of \$24,074 with the option for one additional engine. Commissioner Fields seconded the motion. There was no further discussion. The motion passed without dissent.

Maintenance and Operator Uniform Service

Mr. Goldman requested approval to enter into a contract with Unifirst Corp. for the purchase of uniforms for the Lakeland Area Mass Transit District Mechanics and Bus Operators as a Blanket Purchase Order. This contract would be executed from an RFP process and contract awarded by Polk County government. The Lakeland Area Mass Transit District would 'piggyback' off of the County contract.

Commissioner Fields moved for approval to contract with Unifirst Corp. for Maintenance and Bus Operator uniforms for a period of three (3) years with a two (2) year renewal option. Commissioner Verplanck seconded the motion. There was no further discussion. The motion passed without dissent.

General Engineering Consultant Services

Executive Director Danny Ours reviewed the RFP, award, and contract for General Engineering Consultant Services with PB America, Inc. Mr. Ours stated that

both the District and PB America representative mutually agreed to terminate the contract for convenience. Mr. Ours stated that Mr. Goldman had contacted the FTA Procurement consultant as to the District options concerning negotiation with the Source Evaluation Committee's second ranked proposer. With the RFP being issued and contract being issued within the last year, the District is allowed to enter into negotiations with the next firm selected by the Source Evaluation Committee. Mr. Ours requested authorization to enter into contract negotiations with Reynolds, Smith & Hill for General Engineering Services and to award the contract with successful negotiations.

Commissioner Verplanck moved for approval to enter into negotiations with Reynolds, Smith, & Hill for General Engineering Services and contract award with successful negotiations. Commissioner Fields seconded the motion. There was no further discussion. The motion passed without dissent.

Agenda Item # 5 – Vacation Accrual Carry Over Policy

Ms. Thompson requested approval to change the Vacation Accrual Carryover Policy from the maximum allotted carryover of ten (10) days to 160 hours. This would clarify the language of the policy to only state time in hours instead of days. Due to the various work hours of District personnel, the term 'day' may be interpreted to mean an eight (8) hour or ten (10) hour work day.

Commissioner Verplanck moved for approval of a Vacation Accrual Carryover Policy to 160 hours from one calendar year to the next. Commissioner Fields seconded the motion. There was no further discussion. The motion passed without dissent.

Agenda Item #6 – Resolution No.: 08-01 – Joint Participation Agreement for Transit Projects

Ms. Thompson presented for approval Resolution No.: 08-01 – Joint Participation Agreement for Transit Projects. Ms. Thompson stated that the Board had approved the District submitting an application to the Florida Department of Transportation (FDOT) for a multi-year Joint Participation Agreement for the Block Grant program at the July 10, 2007, meeting. Resolution No.: 08-01 is required to submit the application.

Commissioner Johnson moved for approval of Resolution No.: 08-01 – Joint Participation Agreement for Transit Projects. Commissioner Verplanck seconded the motion. There was no further discussion. The motion was passed by unanimous roll call vote.

Commissioner English	Yes
Commissioner Fields	Yes
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Verplanck	Yes

Agenda Item #7 – Annexation Resolutions

Mr. Ben Darby briefed the Board on the current status of 12 to 13 Annexation requests. Mr. Darby stated that several meetings with Mr. Chuck Barmby with City of Lakeland Community Development had taken place and more discussions would be necessary to ensure all necessary steps are taken to annex new areas into the District. Mr. Darby stated that Annexation Resolutions would be presented to the Board at the May meeting. A brief discussion followed.

Agenda Item #8 – Polk Transit Authority Expenses – Interim Funding

Executive Director Ours requested authorization to advance the Polk Transit Authority a total amount of \$10,000 until the Authority can establish a bank account and get the required resolutions signed. The funds would be used to pay for public notices, bonding, and other miscellaneous administrative expenses.

Commissioner Verplanck moved for approval of advancing \$10,000 of local funds to the Polk Transit Authority until a bank account and required resolutions can be signed, at that time the Authority will pay back the District. Commissioner Johnson seconded the motion. There was no further discussion. The motion passed without dissent.

Agenda Item #9 – Resolution No.: 08-02 – LAMTD Amended Schedule of Board of Directors Meetings for FY 07-08

Mr. Darby presented Resolution No.: 08-02 – LAMTD Amended Schedule of Board of Directors Meetings for FY 07-08 for approval. The amendment is required when any change to the original schedule is made and the change being amended is the location of the meetings. The location is being changed from Lakeland City Hall, City Commission Conference Room at 228 South Massachusetts Avenue to the Lakeland Area Mass Transit District Administrative Building at 1248 George Jenkins Boulevard, Building B-1, Training Room.

Commissioner Verplanck moved for approval of Resolution No.: 08-02 – LAMTD Amended Schedule of Board of Directors Meetings for FY 07-08. Commissioner Johnson seconded the motion. There was no further discussion. The motion was passed by unanimous roll call vote.

Commissioner English	Yes
Commissioner Fields	Yes
Commissioner Higgins	Yes
Commissioner Johnson	Yes
Commissioner Verplanck	Yes

Agenda Item #10 - Reports

Attorney's Report

Mr. Darby updated the Board on the progress of the Harden CRA agreement. Mr. Darby stated that there was only one issue to be resolved and Ms. Anne Gibson was working on the issue. That issue involves incorporating in the CRA document the City of Lakeland's Development Order wording relating to the obligation of the District to provide transit services once CRA funding is exhausted. A brief discussion followed.

Mr. Darby stated that he had been in contact with a representative with CSX regarding the demolition of the CSX building. Mr. Darby stated that a demolition company, contracted by CSX, was currently working on a cost estimate for the demolition of the entire building. Mr. Darby would be working with Mr. Goldman to ensure that all guidelines were followed. Both CSX and the District would pay for their portion of the demolition fees. A brief discussion followed.

PCTS Report

No Representation

FDOT Report

No report at this time

TPO Report

No Representation

Polk Transit Authority Update

Mr. Ours stated that the most pressing issue right now facing the Polk Transit Authority Board is the Charter County Transit Surtax. Currently, Mr. Paul Simmons is in Tallahassee representing the Authority during a House Committee hearing. Mr. Ours stated that there are plans for a representative of Polk County to be present at each Committee hearing. It will either be himself or Paul Simmons, to answer any questions that arise and to show support of the Bill.

Executive Director's System Performance and Activities Report

Executive Director Ours briefed the Board on several awards that have recently been won by Ms. Cathy Wolosin, Marketing Manager, for her advertising efforts. The awards were presented for an Ad Card campaign, Transit Talk campaign for both radio and print, and the 25th Anniversary Christmas Ornament.

Mr. Ours presented the performance indicators for the month of March. He briefed the Board on the Over-time, Ridership, and Accidents. Ms. Jan Parham with the FDOT indicated when FDOT audits an Agency they look for retraining of operator's involved in preventative accidents and the formation of committees, either internally or externally formed, to evaluate and make recommendations on how to prevent further preventable accidents.

Mr. Ours stated that on April 22 at 2:30 p.m. the 'Safe Place' program will be kicked off at the Lakeland Terminal. Operations Manager Norman Whitaker will be placing the first logo on a bus due to his initiative and championing of the program. Mr. Ours extended an invitation to all the Board members to attend and participate in the placement of the first logo.

Mr. Ours reminded the Board that the week of April 21st is Administrative Professionals week. He presented the news packet and a brochure outlining information regarding the Tampa Bay Area Regional Transportation Authority.

Agenda Item # 11 – Other Business

There was no further business to come before the Board.

Chairman Higgins adjourned the meeting at 9:47 a.m.