

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 10, 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

(Exhibit 1)

Agenda Item #1 – Consent Agenda

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

“Approve Consent Agenda for individual items as indicated on their summary sheets.”

- Agenda Item #2 – Approval of July 13, 2011, Meeting Minutes and July 13, 2011, Public Hearing Meeting Minutes. *(Exhibit 2)*

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on July 13, 2011, and July 13, 2011, Public Hearing Meeting Minutes be approved as circulated.”

- Agenda Item #8 – Transit Development Plan Progress Report *(Exhibit 3)*

“Approve the Polk Consolidated Transit Development Plan (TDP) 2011 Progress Report.”

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 – Approval of Minutes - Refer to Consent Agenda

Agenda Item #3 – Approval of Special Meeting Minutes

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

“Approve the minutes of the Special Meeting of the Lakeland Area Mass Transit District Board on August 3, 2011, be approved as circulated.” *(Exhibit 4)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 – Selection of Executive Director

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

“Approve Thomas Phillips as the new Lakeland Areas Mass Transit District (LAMTD) Executive Director by roll call vote.”

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

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Items discussed:

- Tommy Hamrick, Director of Civil Services with the City of Lakeland, reviewed the contract and relocation package that was offered to Mr. Phillips.
- Controls were put into place to help avoid lawsuits and severance packages.
- Mr. Phillips is to begin work on Monday, August 29, 2011.
- Chairman Selvage thanked Mr. Hamrick and his team at the City of Lakeland for their support in the hiring process of the new Executive Director.

Action Item:

Interim Executive Director, Dean Kirkland-McMillan, assist the new Executive Director, Tom Phillips, in his housing search.

Action Item:

Staff update the new Executive Director, Tom Phillips, calendar(s) with all upcoming scheduled meetings.

Agenda Item #5 – Public Comments

No comments at this time.

Agenda Item #6 – Legal Matters

No legal matters were brought before the Board at this time.

Agenda Item #7 – Annexation of Land

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

“Approve Resolution # 11-04 – Annexation of Land by roll call vote.” *(Exhibit 5)*

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

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Items discussed:

- Distributed map of property. *(Exhibit 6)*
- Park of Commerce is located on Old Polk City Road near the USA International Speedway.
- Chuck Barmby, City of Lakeland Planner, briefed the Board on the annexations.
- Property is subject to the Ad Valorem Tax.
- Park of Commerce property owners to the north requested the annexation into the District.

Agenda Item #7 continued – Annexation of Land

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

“Approve Resolution # 11-05 – Annexation of Land by roll call vote.” *(Exhibit 7)*

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

MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE

Items discussed:

- Distributed map of property. *(Exhibit 8)*
- Property is located north of Medulla Road, south of Drane Field Road, east of Hamilton Road, and west of the Lakeland Linder Regional Airport.
- Doug Thomas, City of Lakeland City Manager, sent Ben Darby a letter requesting property be annexed.
- This is a strategic annexation that will enable undeveloped property to the west be added in the future as it is developed.
- A wording correction was made to Resolution # 11-05 to omit the phrase “subject to Ad Valorem taxation”.
- Property is not subject to the Ad Valorem Tax due to the City of Lakeland owning the property.

Agenda Item #8 – Transit Development Plan Progress Report - Refer to Consent Agenda

Agenda Item #9 – Financial Statement

Distributed unaudited October 2010 through June 2011 Financial Statement. *(Exhibit 9)*

Items discussed:

- Reviewed revenues and expenses.
- Staff will continue to look for ways to cut expenses.
- Forecasting to come in over budget by \$100,000 for the year.
- Year-to-date cost per hour is \$87.58.

Agenda Item #9 continued – Preliminary FY 11/12 Budget

Items discussed:

- Reviewed Preliminary FY 11/12 Budget in its entirety. *(Exhibit 10)*
- The proposed FY 11/12 Budget will be reviewed at the September 7, Public Hearing with the Final Hearing for FY 11/12 Budget and Milleage being held on September 19.
- Staff presented a balanced budget.
- Budgeted approximately 1.2 million dollars in additional revenue for FY 11/12.
- Largest revenue is generated from the Ad Valorem Tax.
- Discussed the need in finding additional revenues sources.
- Discussed the criteria in applying for New Freedom Grants.

Action Item:

Staff prepare a recommendation for the Board on whether to present the Operating Reserve balance on the Budget as a percentage or number of days operating.

Action Item:

Staff prepare a recommendation for the Board with further cuts to the Budget to deal with the cash operating crunch, or a plan on how to deal with the Budget if left as is.

Action Item:

Staff organize Public Forums to discuss with the Public ways they are willing to keep from cutting the service further.

Agenda Item #10 – Building A and B Lease Renewal

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

“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, 2011, through August 31, 2012, for a total cost of \$52,200.”

Items discussed:

- Owner of Lakeland Industrial Park, Bob Stanley, will not agree to a six month lease agreement.
- Remodel of 1212 LAMTD building is scheduled to be completed in January 2012, but under the current remodel configuration the building will not accommodate current LAMTD staffing.
- One possible solution in the future is to purchase a modular for a one time fee of \$50,000.
- A long term leasing strategy recommendation will be brought before the Board once the new Executive Director assumes his LAMTD duties.

Agenda Item #11 – Disposition of Vehicles

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

“Approval to dispose of 18 rolling stock buses that have surpassed their useful life in years of service and/or mileage as defined by the FTA Circular 5010.1C, Grant Management Guidelines, Chapter II, paragraph 3.f (4).” *(Exhibit 11)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Any usable parts are removed and salvaged from the buses before they are disposed of.

Agenda Item #12 – Reports

FDOT Report

- Jennifer Stults, FDOT Intermodal Systems Development Manager, congratulated Staff on the hiring process and selection of the new Executive Director.
- Ms. Stults recognized Dean Kirkland-McMillan for her hard work and cooperation as the Interim Executive Director.
- FDOT Staff is working with LAMTD Staff on the JPA for the New Freedom Grant.
- Federal government changed the rules on New Freedom Grants to include maintaining existing service.
- Grant workshops will be held on September 21, at FDOT headquarters in Bartow, and in Fort Myers on September 22. Federal funding will be discussed at the workshops.
- New focus on transit from the Governor’s office in Tallahassee.

PTA Update

- Next PTA Board meeting is scheduled for Thursday, August 11 at 8:00 a.m.

Interim Executive Director Report

- Thanked Staff for all of their hard work.
- Reviewed over-time performance and noted it was waning in all staffing areas.
- Performance Indicators were distributed in the packet. *(Exhibit 12)*

Agenda Item #13 – Other Business

Items discussed:

- Chairman Selvage bid farewell to Aimee DeMasi and thanked her for her years of service to LAMTD.
- Dean Kirkland-McMillan’s stipend will resume to her regular stipend when the new Executive Director assumes his duties.
- The ribbon cutting and reception for the VA Clinic bus shelter will be held the second week of September.
- Chairman Selvage to send a letter to the City of Lakeland’s City Manager, Doug Thomas, commending Tommy Hamrick and his team for their efforts on facilitating LAMTD’s Executive Director search.

Adjournment

10:46 a.m.

Approved this 19 day of September, 2011.


Chairman – Commissioner Selvage


Minutes Taker – Tina Moore

(Acronyms – Exhibit 13)