

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 11, 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

8:28 a.m. by Chairman Johnson

Roll Call

Present

Commissioner Higgins
Commissioner Johnson
Commissioner Verplanck

Late Arrival

Commissioner English – 8:30 a.m.
Commissioner Fields – 8:37 a.m.
(Exhibit 1)

Agenda Item #1 – Approval of July 11, 2009 Meeting Minutes

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

“Minutes of the Lakeland Area Mass Transit District meeting on July 11, 2009, be approved as circulated.” (Exhibit 2)

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 –Public Comments

No comments at this time.

Agenda Item #3 – Financial Statement

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

Items discussed:

- Majority of tax revenue has been received.
- Farebox and pass sales revenues down – reflected in ridership numbers.
- WHAT revenues are down.
- Revenues are under budget for the year.
- Salaries are approximately \$500,000 under budget.
- Employee benefits are over by approximately \$150,000.
- Largest savings year to date: fuel and lubricants.

- Materials and Supplies are approximately \$200,000 under budget.
- Expenses are under budget for the year.
- Current cost per revenue hour is \$83.64, last year's cost was \$83.11. This is an increase of \$0.53.

Agenda Item #4 – Compensation Analysis

Introduced J.C. Ayers with Human Resources Management Partners, Inc.

Items discussed:

- PowerPoint Presentation. (*Exhibit 4*)
- Compensation Analysis contained three parts: External Competitiveness, Internal Job Equity, and Internal Employee Salary Equity.
- The District salaries are 22% below City of the Lakeland and 11% below Pinellas Suncoast Transit Authority and LYNX.
- The District's pay ranges are an average of 40% compared to 55% for the City of Lakeland.
- Next step is to implement a Performance Management Plan.
- Recommendation 1: Bring employees that have mastered their jobs up to mid-range.
- Recommendation 2: Develop pay scale that factors in new employees past experiences.
- Recommendation 3: Develop a Pay for Performance evaluation plan.
- All recommendations should be considered for implementation within seven years.
- Survey reviewed both the Cost of Living for the survey area and the CPI.
- Benefits were not considered in this survey.
- Implementation Step 1: Bring employees under the new proposed pay plan minimum range to the minimum. 33 employees affected and would cost approximately \$63,000.
- Implementation Step 2: Give all other employees a 3% compensation adjustment. 114 employees affected and would cost approximately \$121,000.

Agenda Item #5 – Preliminary FY 09/10 Budget

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

“Approve the Preliminary FY 09/10 Budget for publication.”

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Distributed Preliminary FY 10 Operating Budget. (*Exhibit 5*)
- Reviewed Budget items line by line.
- Addition of an IT position. This position would reduce contract services and staff members currently tasked with IT tasks could focus on their primary job functions.
- No expected income, due to financial hardship, from the Harden CRA

Action Item: How is the District going to deal with the loss of funding for the Harden CRA?
Action Item: Should the District hire an IT employee at this time or wait until after the PTA referendum?

Agenda Item #6 – Contracts/Leases/Interlocal Agreements

External Auditing Services

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

“Approve award of a five year fee-based term contract to Crowe Horwath, LLP for external auditing services. The estimated expenditures for this contract are approximately \$54,000 to \$57,315 annually, subject to negotiation for each engagement year.” *(Exhibit 6)*

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Only one proposal received.
- Hours added for required NTD audit.
- Hours added for PTA audit of capital assets and financial statements. The PTA would cover these expenses.

Building A & B Lease Renewal

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

“Board approve the option to renew, for one year, the lease agreement between Lakeland Industrial Park and Lakeland Area Mass Transit District for Buildings “A” and “B1” located at 1248 George Jenkins Blvd., Lakeland, Florida effective September 1, 2009, through August 31, 2010, for a total cost of \$52,200.”

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Renewal rate is the same rate as the District has been paying for the past two years.
- Stimulus funding will be used to start remodeling of the 1212 Administration Building.

Agenda Item #7 — Bus Advertising Promotion

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

“Approve a bus exterior advertising promotion for ads being run for six months, with a possible six month extension, of one ad space anywhere on the bus exterior for \$500 per month and get a second space free. Promotion period begins August 17, and ends November 30, 2009.” *(Exhibit 7)*

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Economic downturn has hurt advertising.

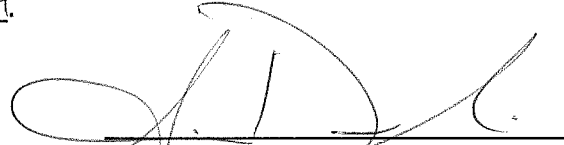
Note: Agenda Items 8, 9, 10, 11, and 12 were postponed until the next Board of Directors Meeting on September 21, 2009, due to other community commitments by Board members, lost quorum. (Exhibit 8)

Adjournment

9:34 a.m.

Approved this 21st day of September, 2009.


Chair – Commissioner Sam Johnson


Minutes Taker – Aimee DeMasi

(Acronyms - Exhibit 9)