

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 12, 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 August 12, 2008, Lakeland Area Mass Transit District Board of Directors Meeting to order at 8:31 a.m.

Roll Call. Commissioner English, Fields, Higgins, Johnson, and Verplanck were present at the time of the Roll Call. Quorum was called.

Agenda Item #1 – Approval of Minutes

July 8 Board of Directors Meeting

Commissioner Verplanck moved for approval of the minutes of the Lakeland Area Mass Transit District Board of Directors meeting on July 8, 2008. Commissioner Fields seconded the motion. There was no further discussion. The motion passed without dissent.

July 8 Public Hearing

Commissioner Verplanck moved for approval of the minutes of the Lakeland Area Mass Transit District Public Hearing on July 8, 2008. Commissioner Johnson seconded the motion. There was no further discussion. The motion passed without dissent.

Agenda Item #2 – Public Comments (Not related to the Public Hearing)

No one addressed the Board at this time.

Agenda Item #3 – Transit Development Plan

This agenda item was postponed until the next Board Meeting.

Agenda Item #4 – Financial Statement

Chief Financial Officer Sheila Thompson presented the June 2008 Statement of Revenues and Expenses for review. Ms. Thompson stated that there was nothing to report and with Board approval she would like to move on to Agenda Item #5 – Preliminary Budget. The Board granted the request.

Agenda Item #5 – Preliminary FY 08-09 Budget

Ms. Sheila Thompson presented the preliminary FY 08-09 Budget for review and explained the layout of the presentation. Ms. Thompson stated that the Staff was recommending Budget Option A which include a Millage Rate of .5000, an up to 5% merit increase for deserving employees, a 3% Cost of Living Increase, and a 25% fare increase. The proposed rate of .5000 will provide an additional \$90,300. Ms. Thompson reviewed various budget items and compared them to last year's proposed approved budget. Commissioner Higgins inquired about whether or not the District would be required to advertise the proposed Millage Rate as a tax increase and what the voting requirements were when the Board was presented with the final Millage Rate and Budget. A brief discussion followed with direction given to the Staff and District's Attorney to research regulations further by the September 3, 2008, Public Hearing.

Chairman Higgins recessed the Lakeland Area Mass Transit District Board of Directors meeting at 8:47 a.m. to convene the Lakeland Area Mass Transit District Public Hearing on a proposed fare increase.

Chairman Higgins reconvened the Lakeland Area Mass Transit District Board of Directors meeting at 9:19 a.m.

A discussion resumed involving the proposed Cost of Living in the Budget. The Staff was recommending a 3% increase based on the nature of our business. Mr. Ours stated that over 70% of our employees cannot rely on carpooling based on our clock-in policies and they are unable to use public transportation because they must report at early and varying hours to provide public transit for the citizens. He pointed out that due to these reasons our employees do not have the option to use alternate modes of transportation that employees of other companies can choose if their COLA is decreased.

Commissioner Fields indicated Staff may have to consider other options.

Agenda Item #6 – Contracts / Leases / Interlocal Agreement

Harden Blvd CRA Interlocal Agreement

Mr. Ben Darby briefed the Board on the current status of the agreement revisions on the Harden Blvd. CRA. Mr. Darby stated that discussions are ongoing concerning the wording in

the agreement in regards to the District's obligation to continue providing service once the CRA funding has been expended. A discussion followed.

Engine and Transmission Lubricant Supply

Purchasing/Contracting Manager Adam Goldman briefed the Board on the Engine and Transmission Lubricant Supply proposal, reason for the proposal, bidders, and the Source Evaluation Committee outcome. Mr. Goldman recommended the Board approve awarding the contract to J.H. Williams, Inc., not to exceed \$58,000, with one base year term and one option term of one year.

Commissioner Fields moved for approval of Staff recommendation to enter into a contract with J.H. Williams, Inc., for a total amount not to exceed \$58,000 and a term of one base year term with one option term of one year. Commissioner Verplanck seconded the motion. The motion passed without dissent.

Bus Painting Bodywork Repair Services

Mr. Goldman briefed the Board on the proposal for Bus Painting Bodywork Repair Services and the reason for the proposal. There were no official bidders to the Request for Proposal. The District has been sending vehicles out for repair for several months to High-Tech Autos and RV's, Inc. in Winter Haven, Florida. Mr. Goldman checked to ensure that the prices being charged were fair and reasonable. He determined the fees are set by the insurance company and are fare and reasonable. With the lack of bidders to the Request for Proposal, Mr. Goldman recommended awarding a contract for Bus Painting Bodywork Repair to High-Tech Autos and RV's, Inc. with a base term of three years and an option term of two years. This is an indefinite delivery of service contract with a non-guaranteed minimum of approximately \$6,000 per year, with a maximum determined by the number of accidents incurred annually. This is also a Sole-Source contract based on lack of bidders.

Commissioner Fields moved for approval of awarding the Bus Painting Bodywork Repair Services contract to High-Tech Autos and RV's, Inc. as recommended by Staff. Commissioner Verplanck seconded the motion. The motion passed without dissent.

Service Vehicle Replacement

Mr. Goldman recommended award approval of purchasing four replacement vehicles, two full-size pick-up trucks and two sedans, from Don Reid Ford of Maitland, Florida for approximately \$115,000. Mr. Goldman reviewed the proposal process and the results of the Source Evaluation Committee. A brief discussion followed.

Commissioner Fields moved for approval of purchasing four replacement vehicles from Don Reid Ford for approximately \$115,000 as recommended by Staff. Commissioner Verplanck seconded the motion. The motion passed without dissent.

Banking Services

Mr. Goldman briefed the Board on the proposal process and stated that in the best interest of the District and the Polk Transit Authority a consortium Request for Proposal was released. This will assist in the process of merging the two agencies when the time comes. Mr. Goldman reviewed the proposal responses and the Source Evaluation Committee results. A brief discussion followed.

Commissioner Verplanck moved for approval of the Staff's recommendation to award a contract to Wachovia, N.A., for a base term contract of three years with one option term of two years. Commissioner Fields seconded that motion. The motion passed without dissent.

The Profitable Group Contract

Mr. Goldman stated that subsequent to the Employee Morale survey, training sessions were developed to assist in staff development in weak areas identified in the survey. Mr. Goldman requested approval to issue a change order to The Profitable Group contract, not to exceed \$21,000. A brief discussion followed.

Commissioner Fields moved for approval of the change order to the Profitable Group contract not to exceed \$21,000. Commissioner Verplanck seconded that motion. The motion passed without dissent.

Bus Advertising/Rate Change

Marketing Manager Cathy Wolosin presented the Board with revised bus advertising rates. Ms. Wolosin stated that change was necessary to be more competitive with other mediums. A brief discussion followed.

Commissioner Verplanck moved for approval of the revised bus advertising rates. Commissioner Fields seconded the motion. The motion passed without dissent.

Transit Operator Agreement

Mr. Ours stated that the District has an agreement with Polk County's Community Transportation Coordinator to provide paratransit services in the event that the managing agency, Polk County Transit Services, does not have sufficient vehicles by other operators. The agreement was inadvertently permitted to lapse in December 2007. Mr. Ours recommended approval of reinstating the Standard Coordination/Operator contract 2003-002-TS Amendment #3, to be effective until December 31, 2009.

Commissioner Verplanck moved for approval of reinstatement of the Standard Coordination/Operator contract 2003-002-TS Amendment #3, to be effective until December 31, 2009. Commissioner English seconded the motion. The motion passed without dissent.

CSX Connected Demolition

Mr. Ours stated that due to issues with the original contract negotiated by CSX, a second company had been contacted to abate asbestos that was beyond the original bidder's capability and the cost to the District for demolition of our portion of the CSX building has increased an additional \$25,000. A brief discussion followed. Mr. Ours recommended approval of an additional \$25,000 expenditure of local funds to complete the demolition of the District's portion of the CSX building bring the approved project total to \$55,000.

Commissioner English moved to approve the additional expenditure of \$25,000 of local funds for the CSX demolition project as recommended by Staff. Commissioner Fields seconded the motion. The motion passed without dissent.

New Land Purchase Consideration

Mr. Ours stated that he was recently approached by Mr. Stanley with Stanley Properties regarding the possible purchase of land recently leased by the District for bus parking and additional property located between the current Administration buildings and the Maintenance facility. A brief discussion regarding the asking price, appraised value, and possible usage of land and facilities followed. Mr. Ours stated that this was an informational item only at this time.

Agenda Item #7 – Reports

Attorney's Report

Mr. Darby stated that three years ago the Board and he had entered into an agreement for a three year term for legal services and the first contract option would be fulfilled at the end of September 2008. A discussion followed regarding the terms of the contract. Mr. Darby stated that he would review the details and brief the Board on the contract options for renewing.

FDOT Report

Mr. Ours stated that Ms. Jan Parham had to leave early for a conference call.

Polk Transit Authority Update

Mr. Ours stated the next Polk Transit Authority Board of Directors meeting would be held on August 27 at 9:00 a.m. in the City of Bartow Commission Chamber. Mr. Ours stated that on July 16 he had met with and gave the County Manager, Mr. Mike Herr, a letter requesting the Board of County Commissioner fund \$275,000 for a Master Strategic Plan and Public Communications Program. On August 11 the Board approved \$100,000 toward that request.

Executive Director's System Performance and Activities Report

Mr. Ours confirmed for the Board that the first Public Hearing on the Proposed Millage Rate and the Tentative FY 08-09 Budget would be held on September 3, 2008, at the Lakeland City Commission Conference Room at 5:30 p.m. The September Board meeting and second Public Hearing will be held on September 15 at the Lakeland City Commission Conference Room at 4:00 p.m. and 5:05 p.m. respectively.

As previously mentioned, a ribbon cutting ceremony for the Pass Vending Machines will be held at the Downtown Terminal on Tuesday, August 19th at 9:15 a.m. The Staff showed the Board a story board DVD of a television advertising campaign being developed.

Mr. Ours reviewed the performance indicators for the month of July. He briefed the Board on Over-time; Accidents; Road Calls; Preventative Maintenance; and Ridership. Average Ridership per day increased by 856 over July of 2007 and decreased 221 over June 2008.

Mr. Ours stated that the FDOT recently approved Lakeland Area Mass Transit District to conduct a telephone survey using a portion of a previously awarded 50/50 grant. The survey will provide feedback on citizens' understanding of the current transit system and the future of transit in Polk County.

Mr. Ours stated that he attended a State of Florida Rail Stakeholder meeting on July 29 – 30. A brief discussion followed.

Mr. Ours presented the monthly news packet.

Agenda Item #8 – Other Business

No further business came before the Board.

Chairman Higgins adjourned the meeting at 10:36 a.m.