

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 14, 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**

9:03 a.m. by Chairman Johnson

**Roll Call**

Present

Commissioner Fields  
Commissioner Higgins  
Commissioner Johnson  
Commissioner Verplanck

Arrived Late

Commissioner English 9:07a.m.

(Exhibit 1)

**Presentation**

The Executive Director presented Commissioner Verplanck a plaque for his nine years of service to the Lakeland Area Mass Transit District Board of Directors.

**Agenda Item #1 – Approval of November 10, 2009, Meeting Minutes**

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

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on November 20, 2009, be approved as circulated.” (Exhibit 2)

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

No comments at this time.

**Agenda Item #3 – Evaluation of Executive Director**

Item deferred until next meeting.

**Agenda Item #4 – Finance**

Distributed October 1, 2009, through October 31, 2009, Financial Statement. (Exhibit 3)

Items discussed:

- Farebox revenue is under budget.
- Winter Haven revenue met budget.
- AD Valorem is under budget.

- Investment revenue is under budget.
- Advertising revenues is under budget.
- Salaries are under budget.
- Fuel and Lubricants are under budget.
- Materials and supplies are under budget.

**Agenda Item #5 – Consent Agenda / Advertising Policies and Standards**

**Consent Agenda**

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

**“Approval of the Consent Agenda Policy and Procedures.”** *(Exhibit 4)*

**MOTION CARRIED UNANIMOUSLY**

**Items Discussed:**

- Items can be removed from Consent Agenda by Board members and public for further discussion.

**Advertising Policies and Standards**

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

**“Approval of the Advertising Policies and Standards, Policy/Procedures Item 2 to read: The advertisement must be for goods, services, charity, or public service.”** *(Exhibit 5)*

**MOTION CARRIED UNANIMOUSLY**

**Items Discussed:**

- Original policy did not clearly include Item 2 statement words; charity and public service.

**Agenda Item #6 – Renewal of Advertising Sale**

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

**“Approve the “buy one, get one” advertising promotional pricing be made available to Advertisers through February 28, 2010, at a price of \$500.00 per side.”** *(Exhibit 6)*

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #7 – Contingency Funds Increase – Contract 09-022**

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

**“Approve the request for an additional 20% in contingency funds (\$200,000) for Contract #09-022, Henkelman Construction, Inc., for fuel island construction, farebox collection building, and site improvements.”** *(Exhibit 7)*

**MOTION CARRIED UNANIMOUSLY**

**Items Discussed:**

- Five bids were received for the Architectural & Engineering Contract of which three were selected for oral presentations.

- Architectural & Engineering Service pricing is in-line with Florida Department of Transportation pricing for the same services.

**Agenda Item #8 – Merger / Dissolution Issues**

Items Discussed:

- Referendum election to merge and/or dissolve Lakeland Area Mass Transit District Ad Valorem Tax.
- Contacting Supervisor of Elections once Board of County Commissioners resolves Referendum issues regarding ballot language for Referendum.

**Agenda Item #9 – Resolution #10-05 Support of the Polk Transit Authority**

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

**“Approve Resolution #10-05 in support of the Polk Transit Authority, subject to review and approval by legal counsel, by roll call vote.”** *(Exhibit 8)*

**MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE**

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

**Agenda Item #10 – Resolution #10-04 – Joint Participation Agreement (JPA) for Transit Project**

Item deferred until next meeting.

**Agenda Item #11 – Job Access and Reverse Commute Grant**

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

**“Approve Lakeland Area Mass Transit District participation in the Polk Transit Authority Section 5316, Job Access and Reverse Commute (JARC) Grant application “Enhancement to Winter Haven Area Transit Service Area” to enhance/expand fixed-route service in the Auburndale and North Winter Haven WHAT Service Area. Lakeland Area Mass Transit District will partner with Polk County to provide an In-Kind Match totaling \$504,900. Lakeland Area Mass Transit District will provide the portion of its existing budget dedicated to the Route 12 – Connector and any associated Staff time as In-Kind Match for the grant; along with any additional Lakeland Area Mass Transit District In-Kind Match that is recognized by the Florida Department of Transportation which does not add a new expense to the Lakeland Area Mass Transit District budget.”** *(Exhibit 9)*

**MOTION CARRIED UNANIMOUSLY**

Items Discussed:

- No new budget dollars associated with request.

**Agenda Item #12 – Community Bus Shelter Program Thank You Letter**

Items Discussed:

- Chairman to sign a letter of appreciation to CF Industries Inc., for their contribution to the Community Bus Shelter Program. (Exhibit 10)

**Agenda Item #13 – Reports**

Attorney's Report

- Purchase of property has been delayed due to outstanding liens on property, once satisfied, closing will be scheduled.

FDOT Report

- Representative had a scheduling conflict.

Polk Transit Authority

- December 9, 2009, the Polk Transit Authority Board of Directors approved a referendum to secure a dedicated source of funding for the Polk Transit Authority.
- December 16, 2009, the Board of County Commissioners will consider a resolution to allocate a dedicated funding source to the Polk Transit Authority through the Charter County Transportation Surtax; and, set a 2010 Referendum.
- Tom Patton of the Central Florida Development Council is planning a Transportation Summit to be held in February.
- Executive Director announced vacation 20<sup>th</sup> – 29<sup>th</sup> of December 2009, during the Polk Transit Authority update.

Executive Director Report

- Reviewed Performance Indicators for November 2009: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance. (Exhibit 11)
- Ridership: decreased 23 over November 2008, and remained the same as October 2009.
- News packets were distributed. (Exhibit 12)

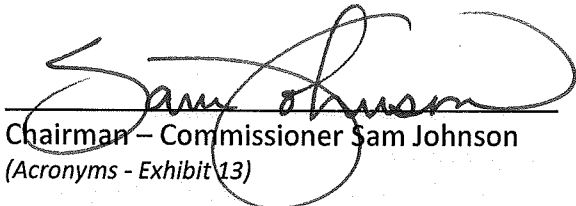
**Agenda Item #14 – Other Business**

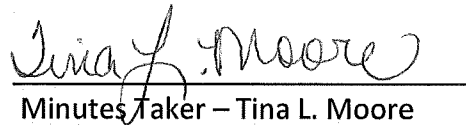
No further business was brought before the Board.

**Adjournment**

9:44 a.m.

Approved this 12 day of Jan, 2010.

  
Chairman – Commissioner Sam Johnson  
(Acronyms - Exhibit 13)

  
Minutes Taker – Tina L. Moore