

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 14, 2010

Directors:

Polk County Commissioner Sam Johnson (Chairman)
Polk County Commissioner Bob English (Vice-Chairman)
City of Lakeland Commissioner Don Selvage (Secretary)
City of Lakeland Mayor Gow Fields
City of Lakeland Commissioner Glenn Higgins

Executive Director: Danny Ours

Attorney: Ben Darby

Executive Assistant: Aimee DeMasi

Call to Order

8:32 a.m. by Chairman Johnson

Roll Call

Present

Commissioner English

Commissioner Higgins

Commissioner Johnson

Commissioner Selvage

Left Early

Mayor Fields – 10:05 a.m.

(Exhibit 1)

Agenda Item #1 – Approval of November 9, 2010, Meeting Minutes

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

“Minutes of the Lakeland Area Mass Transit District Board of Directors meeting on November 9, 2010, be approved as circulated.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #2 - Correspondence

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

“Board approve six letters of appreciation to Representative Adam Putnam, Ms. Cindy Rodriguez, Ms. Carolyn Simpson, Mr. Jeff Kincart, Ms. Sheri McInvale, and Ms. Rebecca Leng.” *(Exhibit 3)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #3 – Public Comments

No comments at this time.

Agenda Item #4 – Board Action Items

All Board Action Items were reviewed. *(Exhibit 4)*

Agenda Item #5 – Legal Matters

Items discussed:

- The Executive Director's annual evaluation is normally done on his anniversary date which was November 14, 2010, but evaluation was delayed due to the November elections.
- Attorney, Ben Darby, will be contacting Stanley Hawthorne, Assistant City Manager of Lakeland, and Mr. Hawthorne will facilitate the evaluation process. Mr. Darby will provide the evaluation forms to the Board members, and once the Board members have completed the forms they will need to forward them to Mr. Hawthorne.
- The Executive Director's second two (2) year renewal contract will expire on November 14, 2012.

Agenda Item #6 – Finance Report

Distributed unaudited October 2010, through November 2010, Financial Statement. *(Exhibit 5)*

Items discussed:

- Salaries are under budget.
- Employee Benefits are over budget.
- Professional and Technical Services are over budget.
- Materials and Supplies are over budget due to the condition of the aging fleet.
- Prior year cost per hour is \$91.29, Year-to-date cost per revenue hour is \$89.81, and FY10 cost per hour forecast is \$89.81.

District Financial Outlook

Items Discussed:

- Audit excerpt for Fiscal 2010 Outlook form was distributed to the Board. *(Exhibit 6)*
- FY10 operating budget was prepared assuming the economy would continue to experience a slight decline. The fuel cost was budgeted using an estimated 15% increase over the actual cost incurred in FY09. All other costs were budgeted using an estimated rate of inflation.
- District has operated at a loss for three (3) of the past four (4) fiscal years. Reserve funds are being used to supplement revenues to maintain the existing levels of service.
- Since the PTA referendum was unsuccessful, the District will evaluate the results and determine the appropriateness of calling a special referendum in the District to secure funds to continue operations at the existing levels of service by increasing the ad valorem millage, or wait for the outcome of a potential 2012 PTA referendum.
- 5-year Operating Plan was distributed to the Board. *(Exhibit 7)*

Action Item:

Staff contact Directors from other transit agencies in Florida that will go over 200,000 and find out how they are going to deal with it.

Action Item:

What is the ridership from the local colleges?

Agenda Item #7 – Asset Transfer of Transit Vehicles

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

“Board approve to receive, via asset transfer, twelve (12) 1999 40 ft Gillig buses from LYNX in Orlando and up to five (5) 2007 Chevy 3500 Paratransit vans from HART in Tampa.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- David Rodriguez, Fleet Maintenance Supervisor, was in attendance to field questions due to the absence of the Maintenance Manager.
- LYNX in Orlando is retiring several 40 ft Gillig buses due to funds they received from ARRA to purchase new buses.
- LYNX buses have been inspected by the Maintenance Manager and Supervisor, and have low mileage on the engines and transmissions, and many new components.
- HART in Tampa is retiring five (5) Chevy 3500 Paratransit vans due to the ARRA funding dedicated to van purchases.
- The average maintenance dollars spent per mile on the LAMTD transit buses currently in revenue service is \$1.50 per mile compared to \$0.47 on the LYNX buses we would be transferring to the LAMTD for revenue service. *(Exhibit 8)*
- The vans have yet to be inspected and only vans that have been well maintained will be accepted from HART.

Agenda Item #8 – Disposal of Buses, Paratransit Vans and support Van

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

“Board approve the disposal of six (6) 40ft buses, five (5) 35ft buses, one (1) 30 ft bus, five (5) Paratransit vans and one (1) service van.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Six (6) 1989 Gillig Phantom 40 foot buses incurred maintenance costs of \$77,000 in a one year time frame and only provided service on the street for approximately 40% of the time. Five (5) 1999 Gillig Low Floor 35 foot buses incurred maintenance costs of \$97,500 in a one year time frame and only provided service on the street for approximately 40% of the time. The five 2003 Paratransit vans have a useful life of five years or 150,000 miles and ours have over 270,000 miles. *(Exhibit 9)*

Agenda Item #9 – Vehicle Lifts and Related Garage Equipment (Mobile Lift System) Contract #11-004

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

“Board approve award of Contract #11-004 Vehicle Lifts and related garage equipment to Stertil-Koni USA, Inc at a total cost of \$88,944.” *(Exhibit 10)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- The District has two (2) sets of portable lifts and three (3) in-ground heavy duty vehicle lifts that are used for maintenance of the District’s fleet.

- Two (2) of the three (3) lifts have been experiencing failures and these failures are creating hazardous working environments for the District Staff. Estimates for repair of the lifts range from \$86,000 to \$111,000 each bay.
- The in-ground lifts require the use of an expensive biodegradable lubricant that cost approximately \$1,800 per 55 gallon drum. Six (6) drums have been used in the last year at a cost of \$10,800.
- It is in the best interest of the District to close two (2) sets of existing in-ground lifts and replace them with two (2) sets of portable lifts.
- District will purchase the lifts by utilizing the State of Florida Contract #075-490-07-ACS for vehicles, equipment, and fleet.
- Delivery is an estimated ten (10) days after order receipt.

Agenda Item #10 – Modification of Contract #09-007 General Planning and Intelligent Transportation Systems Consultant

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

“Board approve contract modification to provide additional consulting services and increase the Not to Exceed price from \$180,000 to \$252,000.”

MOTION CARRIED UNANIMOUSLY

Items discussed:

- District entered into a contract with Runways Transportation Company (Runways) for the provision of assistance to the Operations and Finance Departments regarding Title VI and National Transit Database reporting requirements and other consulting services. The contract had an initial term of three (3) years with one two (2) year option to renew. The budget was estimated to be \$60,000 annually and work was to be issued on a task order basis.
- As a result of the defeat of the November 2010 referendum regarding the District becoming the PTA and the anticipated reduction in funding from the FTA for operations, the District will be reviewing areas to identify cost reduction opportunities and determine where cost savings can be obtained.
- Runways will be tasked with conducting focus groups and surveys, evaluation of the District’s transit services and possible consolidation of the Dispatch, Scheduling, and Communications Departments with Polk County.
- Runways will be required to provide a proposal for each requested task order and negotiations will occur.
- There is a \$252,000 cap for total projects costs throughout the term of the contract unless further amended by the Board.

Agenda Item #11 – Service Changes

Items discussed:

- On January 3, 2011, the District will be implementing changes to the operating hours of the following routes: 21 Edgewood, 31 South Florida, 41 Central, and 50 Kathleen. *(Exhibit 11)*
- Route 30 Cleveland Heights will be eliminating the 5:45 p.m. run and a 1:45 p.m. run will be added.

- District will be eliminating route 57 Kidron/Flightline on Saturday and changing Route 53 Lakeside Village, in peak hours on Saturday, from one hour route, to a 90 minute route. Route 53 will cover Route 57 on Saturdays.
- The hours of ADA Paratransit service will be changed to be complementary to the fixed route adjustments, providing comparable service and follow existing policy.
- These changes to the operating hours will provide approximately \$60,000 in yearly cost savings.
- Route Changes will be posted on all of the buses.

Agenda Item #12 – Reports

FDOT Report

- No report given at this time.

Executive Director Report

- Reported Performance Indicators for November 2010: Over-time, Ridership, Accident Repair Cost, Road Calls, and Preventative Maintenance were in the packet. *(Exhibit 12)*
- Try Transit Day tracking sheets was distributed and discussed. *(Exhibit 13)*
- News packet was distributed. *(Exhibit 14)*

Agenda Item #13 – Other Business

No other business was brought before the Board.

Agenda Item #14 – Election of Officers

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

“Appoint Commissioner Don Selvage as Chair of the LAMTD Board of Directors for a one year period beginning close of the December 14, 2010, meeting through the end of the December 2011 meeting.”

NOMINATION CARRIED UNANIMOUSLY

On a nomination made by Commissioner Higgins, and seconded by Commissioner Selvage:

“Appoint Commissioner Bob English as Vice-Chair of LAMTD Board of Directors for a one year period beginning close of the December 14, 2010, meeting through the end of the December 2011 meeting.”

NOMINATION CARRIED UNANIMOUSLY

On a nomination made by Commissioner English, and seconded by Commissioner Selvage:

“Appoint Commissioner Glenn Higgins as Secretary of the LAMTD Board of Directors for a one year period beginning close of the December 14, 2010, meeting through the end of the December 2011 meeting.”

NOMINATION CARRIED UNANIMOUSLY

Adjournment

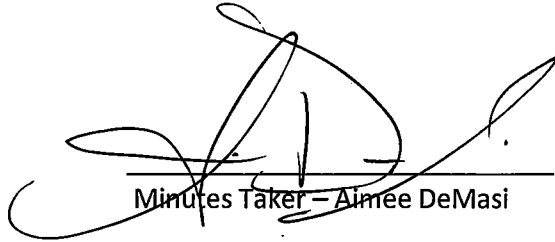
10:37 a.m.

Approved this 11th day of January, 2011.



Chairman – Commissioner Selvage

(Acronyms – Exhibit 15)



Minutes Taker – Aimee DeMasi