

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
JULY 13, 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

8:32 a.m. by Chairman Johnson

Roll Call

Present

Commissioner Higgins
Commissioner Johnson
Commissioner Fields
Commissioner English
Commissioner Verplanck

(Exhibit 1)

Agenda Item #1 – Staff Recognition

Items discussed:

- Introduced the interns that are participating in a summer internship program through Polk Works.
- Recognized Mrs. Dean Kirkland-McMillan, Security, Safety, and Training Manager for being certified through World Safety Organization as a Safety and Security Officer and certified through Florida Transit Operator Training, which is sponsored by FDOT, as a Certified Trainer.

Agenda Item #2 – Ratify Board Approved Items from June 10, 2009, Emergency Meeting

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

“Board of Directors ratifies approved items from the June 10, 2009, Board of Directors emergency meeting.” *(Exhibit 2)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Meeting declared an Emergency Meeting due to need for approval of an agenda item and lack of time to repost meeting.
- Five items required Board approval.

Agenda Item #3 – Approval of June 10, 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 June 10, 2009, be approved as circulated.” *(Exhibit 3)*

MOTION CARRIED UNANIMOUSLY

Agenda Item #4 –Public Comments

No comments at this time.

Agenda Item #5 – Financial Statement

Distributed October 2008 through May 2009 Financial Statement. *(Exhibit 4)*

Items discussed:

- Majority of tax revenue has been received.
- Slight increase in advertising revenue.
- Revenues are under budget by approximately \$900,000 and approximately \$878,000 under budget for the year in expenses.
- Salaries are \$419,000 under budget.
- Employee benefits over by \$100,000.
- Largest savings year to date: fuel and lubricants.
- Farebox revenues are down, which coincides with ridership.
- Ridership is down from last year due to a variety of reasons, primarily because of job layoffs countywide and much lower fuel costs.

Agenda Item #6 – Proposed FY 2010 Millage Rate

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

“Approve the proposed aggregate millage rate of .5000 because the final adopted millage rate approved by the Board cannot exceed the proposed millage rate, it can be only equal to or lesser than the proposed rate.” *(Exhibit 5)*

MOTION CARRIED UNANIMOUSLY

Items discussed:

- Levy of taxes shows a decrease this year due to economic situations.
- According to the DR-420 the Ad Valorem was approximately 4.2 million last year.
- This year, the Ad Valorem is approximately 3.996 million.

Agenda Item #7 – Set Public Hearings for Millage Rate and Budget

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

“Approve first Public Hearing for Wednesday, September 9, 2009, at 5:30 p.m., at the Lakeland City Hall, City Commission Conference Room. Approve second Public Hearing for Monday, September 21, 2009, at 5:30 p.m., at the Lakeland City Hall, City Commission Conference Room.”

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- City of Lakeland and LDDA will be holding their public hearings on the same days, at 6 p.m. and 5 p.m. respectively.
- City of Lakeland and LDDA hearings will be held in the City Commission Chamber.
- LAMTD’s regular Board meeting is set for September 21 at 4 p.m. in the City Commission Conference room.

Agenda Item #8 – Contracts/Leases/Interlocal Agreements

Fuel Island and Site Improvements

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

“Approve award of fixed price incentive contract to Henkelman Construction, Inc. in the amount of \$1,003,471.00 with an additional 15% or \$150,000 contingency amount to be expended should that become necessary. The incentive fee, at LAMTD’s sole discretion, for early completion shall be 0.1% for each day completed early, excluding weather delays, for each day before NTP+45 (at 90% substantial completion), not to exceed 2.0%.” (Exhibit 6)

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Henkelmen had the lowest bid out of six respondents.
- One firm was disqualified due to lack of information.
- Henkelmen will work with FDOT to qualify sub-contractors for DBE certifications.
- Removal of underground storage tanks will be done with separate contract.
- If available, Stimulus, AARA funding will be used.
- Undertook on-going categorical exemption report and study in response to FTA’s requirement to review NEPA implementation.

Survey/Design Eng. Services for Shelters

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

“Approve split award of five-year term contract to DMA Engineering of Lakeland and EAS Engineering, Inc. of Tampa. The total estimated budget authority for the two contracts will not exceed \$80,000.” (Exhibit 7)

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Have received funds for three shelters, under the Community Bus Shelter Program.
- Goal for this year is 20 shelters under the Community Bus Shelter Program.
- Florida Avenue Corridor Program and Harden Blvd have funds for shelter purchase.
- Shelter installation is prolonged due to liability issues, permitting, right-of-way, and adherence to ADA standards.

Agenda Item #9—DBE Update

Items Discussed:

- The district's DBE goal for the FY 2009-2010 is 10.46%. (*Exhibit 8*)
- Goal computation coordinated with FTA Region IV Civil Rights officer.

Agenda Item #10—Exterior Bus Ad Space to Census Bureau

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

“Board approved the donation of a bus wrap on one bus for the period January 2010 through June 2010 to permit the Census Bureau to place a public education ad on the bus.”

MOTION CARRIED UNANIMOUSLY

Items Discussed:

- Bus Wraps will be paid for by a grant from the Census Bureau.
- Laura Lockwood of TPO is working with LAMTD to prepare grant application.
- tm+r is working with the graphic designers to stay below \$2,999 grant amount.
- Ad cards will be placed on buses.
- There will be two cards per bus, at Census Bureau expense.

Agenda Item #11—Reports

Attorney's Report

- None to report.

FDOT

- July 1st is the Beginning of Fiscal Year for FDOT.
- Service Development Grants have yet to be awarded.

PTA

- Citizens' Transit Advisory Committee second meeting on July 15, 2009, at Winter Haven City Hall in Winter Haven, FL, at 10 a.m.
- Will brief members on the TPO's 2060 Vision Plan.

Executive Director

- Reviewed Performance Indicators for June 2009: Preventative Maintenance, Overtime, Ridership, Accident Repair Cost, and Road Calls. *(Exhibit 9)*
- Ridership: decreased by 34 average riders per day over May 2009 and decreased by 1,021 average riders per day over June 2008.
- News packets. *(Exhibit 10)*

Agenda Item #12—Other Business

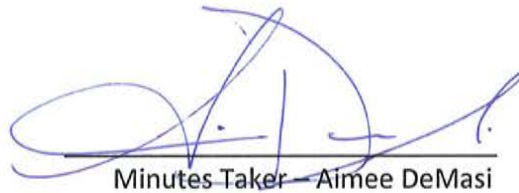
No further business was brought before the board.

Adjournment

9:35 a.m.

Approved this 11th day of August, 2009.


Chair – Commissioner Sam Johnson


Minutes Taker – Aimee DeMasi

(Acronyms - Exhibit 11)

LAKELAND AREA MASS TRANSIT DISTRICT
BUDGET RETREAT
JULY 13, 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

9:49 a.m. by Chairman Johnson

Roll Call

Present

Commissioner Higgins
Commissioner Johnson
Commissioner Fields
Commissioner English
Commissioner Verplanck

Left Early

Commissioner Fields – 11:25 a.m.

(Exhibit 1)

Agenda Item #1 – Budget Projections and Discussion

Items discussed:

- Reviewed Estimated Maintenance Savings of \$330,440 for FY 08/09. (Exhibit 2)
- Reviewed Five-year Operating Plan with successful PTA referendum. (Exhibit 3)
- Reviewed Five-year Operating Plan without successful PTA referendum. (Exhibit 4)
- Through the ARRA GRANT, FTA has recently allowed 10% of funding to be used as operating funds.
- Board agrees service cuts are not a good option and will only hurt efforts to establish a dedicated funding source for the PTA or additional funding for LAMTD.
- Board recommended Staff have discussion with the County Manager and County Commissioners about where they stand on the sales tax option provided by the Charter County Transportation System Surtax.
- Attorney Ben Darby will distribute the Charter County Transportation System Surtax Legislation to the Board members.

Action Item: What is the total amount of property purchased?

Adjournment

11:42 a.m.

Approved this 11th day of August, 2009.


Chair – Commissioner Sam Johnson


Minutes Taker – Aimee DeMasi

(Acronyms Exhibit 5)