

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
MAY 13, 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 May 13, 2008, Lakeland Area Mass Transit District Board of Directors meeting to order at 8:30 a.m.

Roll call. Commissioner Fields, Higgins, Johnson, and Verplanck were present at the time of the Roll Call. Quorum was called. Commissioner English (8:33 a.m.) entered after quorum was called.

Agenda Item #1 – Approval of Board Meeting and Public Hearing Minutes.

Commissioner Verplanck moved for approval of the Minutes of the Lakeland Area Mass Transit District Board of Directors Meeting on April 8, 2008. Commissioner Johnson seconded the motion. There was no further discussion. The motion was passed without dissent.

Agenda Item #2 – Public Comments

Mr. P. D. Sterling, a resident of Lakeland and a frequent user of the Lakeland Area Mass Transit District system addressed the Board. Mr. Sterling stated that he had already had some communications with Executive Director Danny Ours and has found him very engaged with his customer service questions and concerns. At this time, Mr. Sterling related an earlier e-mail to Mr. Ours regarding music and information recently installed at the terminal. Mr. Sterling considered the Terminal PA System to be useless as it was providing transit information to people that were already using the bus. He felt the volume constituted noise pollution. He wants the PA System turned off. A discussion regarding content and volume followed. Commissioner English asked if other than the PA System, was Mr. Sterling otherwise satisfied with the Citrus Connection service. Mr. Sterling stated that overall he was very pleased with the service he receives from the Lakeland Area Mass Transit District. Following Mr. Sterling's presentation, the

Board requested a written copy of his comments. He said he would e-mail them to Mr. Ours for distribution.

Agenda Item #3- Financial Report / Sheila Thompson

Chief Financial Officer Sheila Thompson presented the March 2008 Statement of Revenues and Expenses for review. Adjustments to the 'Actual Projected' were made to align with the "Budget" but nothing substantial. Commissioner Verplanck inquired about fuel charges, how much were we paying last year compared to current. Executive Director Danny Ours stated that currently we are paying \$3.6687 per gallon for diesel and \$3.0046 for 87 Octane. Ms. Thompson stated that last year we were paying about \$3.12 for diesel.

Agenda Item #4 – LAMTD Service Development Plan Applications

Ms. Thompson presented the LAMTD's Service Development Plan Projects that will be submitted to the Florida Department of Transportation for grant consideration upon Board approval. Ms. Thompson outlined each Service Development Project and prioritized each as follows:

1. SDP #4 – Forward Facing Cameras
2. SDP #1 – Bilingual Voice Enunciators
3. SDP #2 – Automated Passenger Counter
4. SDP #3 – Visual Enunciators

Commissioner Fields moved for approval of submitting the above referenced Service Development Plan for Florida Department of Transportation grant consideration. Commissioner Verplanck seconded the motion. A brief discussion followed. The motion passed without dissent.

Agenda Item #5 – Travel Reimbursement Policy

Ms. Sheila Thompson recommended adjusting the mileage reimbursement rate from \$.44 per mile to the 2008 IRS published mileage reimbursement rate of \$.50.5 per mile. Ms. Thompson stated that the County rate is also \$.50.5 per mile. Commissioner Verplanck confirmed that the City of Lakeland's current rate is also \$.50.5 per mile.

Commissioner Fields moved for approval of modifying the mileage reimbursement rate from \$.44 per mile to \$.50.5 per mile effective May 13, 2008. Commissioner Verplanck seconded the motion. The motion passed without dissent.

Agenda Item #6 – Proposed Disadvantaged Business Enterprise Goal

Purchasing/Contracts Manager Adam Goldman updated the Board on recent Procurement activities involving Bus Shelter Fabrication bids and Spare Engine Purchase bids.

Mr. Goldman recommended Board approve a proposed Disadvantaged Business Enterprise Goal of 10%. The Goal was published in the Lakeland Ledger and will only require further Board action if comments are received which warrant reconsideration of the DBE goal calculation. A discussion involving how the Goal percentage was determined and how the Staff plans to obtain that goal. Commissioner Fields requested that further explanation of the Disadvantaged Business Enterprise program and the criteria to be certified DBE be presented at the June 2008 Board meeting.

Commissioner Verplanck moved for approval of a Disadvantaged Business Enterprise Goal of 10%. Commissioner Fields seconded the motion. The motion passed without dissent.

Agenda Item #7 – Contracts / Leases / Interlocal Agreements

Trolley Transfer

Ms. Thompson stated that Bay County Transportation Planning Organization has contacted the District requesting transfer of our trolley to them. The transfer would include the Trolley and all unique parts for a payment of one dollar with Bay County Transportation Planning Organization meeting FTA transfer requirements. Mr. Ben Darby had reviewed the contract and stated that it meets all requirements.

Commissioner Verplanck moved for approval of the transfer of the Trolley and all unique parts to Bay County Transportation Planning Organization along with FTA grant regulation responsibility involving useful life for one dollar. Commissioner Johnson seconded the motion. The motion passed without dissent.

Transit Operator Agreement 99C-003-TRN – Amendment #5

Mr. Ours presented Amendment #5 to Transit Operator Agreement 99C-003-TRN for approval. Amendment #5 would extend the agreement through September 30, 2008, in order to align the expiration with the end of Polk County's fiscal year. There are no changes to the agreement except the date extension.

Commissioner Verplanck moved for approval of Transit Operator Agreement 99C-003-TRN – Amendment #5 extending the expiration date to September 30, 2008. Commissioner Johnson seconded the motion. The motion passed without dissent.

Park and Ride Lease with City of Lakeland

Operations Manager Norman Whitaker presented an Interlocal Agreement between the City of Lakeland and the District for use of the Park-n-Ride lot located on the northeast corner of Rose Street and Lake Avenue. The lot was funded by the Florida Department of Transportation and provides thirty-five spaces. The District plans on establishing an express route between the Park-n-Ride Facility and the County Administration Building and Courthouse in Bartow.

Commissioner Verplanck moved for approval of entering into an Interlocal Agreement with the City of Lakeland for use of the Park-n-Ride lot on the northeast corner of Rose Street and Lake Avenue with the District being responsible for the maintenance of the facility. Commissioner Johnson seconded the motion. The motion passed without dissent.

CSX Building Demolition

Mr. Ours stated that after review of the bids received for the Demolition of the CSX Building, more information is still required to establish the minimum and maximum proposal costs. Mr. Ours deferred to Mr. Darby for further update.

Mr. Darby stated that a preproposal meeting had been held at the District's office and several individuals had attended. Part of the bid request is that the CSX and the District's portions be separated by costs. At this time, that had yet to be done. A discussion involving types of demolition required and related issues followed. No action was required on this item.

Lease for Vacant Land Adjacent to Property

Mr. Ours stated that due to the demolition of the CSX building, additional parking for District vehicles will be required. A vacant lot adjacent to the District's current property, southwest corner, is available for lease from Stanley Properties. The lease would be for a term of two (2) years for \$1,450 a month with three (3) one (1) year options. Mr. Ours stated that discussions are on-going relating to a lease with option to buy clause.

Commissioner English moved to approve entering into a lease agreement with Stanley Properties for land on the southwest corner of the District's land for two (2) years at a monthly cost of \$1,450 with three (3) one (1) year options. Commissioner Verplanck seconded the motion. The motion passed without dissent.

Agenda Item #8 – PTA Service Development Grant Matching Funds

Mr. Ours requested Board approval for the Lakeland Area Mass Transit District to provide a \$50,000 match for a Polk Transit Authority, Public Communications Program, Service Development Grant. Mr. Ours told the Board the District has a vested interest in the grant in that the public education value of the grant will contribute to an increase in Citrus Connection Ridership and support from the District's business and residential communities. The grant will among other subjects promote the value of public transit to the community, businesses, individuals, the environment, and fuel savings. The Polk Transit Authority Board of Directors approved the Service Development Grant application at the April 16, 2008, meeting. The Polk Transit Authority Staff was under the impression, at the time, that a 100% grant could be requested but discovered during the grant development process that a 50% match was required. The Polk Transit

Authority Staff attempted to secure the match from the Northridge CRA but was informed by legal counsel that it was questionable if a CRA could provide such a match and due to a May 23, 2008, grant submittal deadline, time would not permit the request to be researched and processed for approval, if it was permitted. The Polk Transit Authority Staff will be working with County Manager Mike Herr to request a \$25,000 match from the Board of County Commissioners in their FY 08-09 Budget to be paid to the Lakeland Area Mass Transit District to support the grant program. Mr. Ben Darby stated that there was no legal conflict of interests due to various Board member appointments to both the LAMTD and PTA Board of Directors.

Commissioner Fields moved for approval to provide a \$50,000 match to the Polk Transit Authority for a Service Development Grant for a Public Communications Program, with a possible \$25,000 being reimbursed to the District by the Board of County Commissioners in their FY 08-09 Budget. Commissioner Verplanck seconded the motion. The motion passed without dissent.

Agenda Item #9 – Annexation Resolutions

Mr. Darby presented nine resolutions for property annexation into the District for Board approval. Recent changes to City regulation require land developers to request annexation into the District. Mr. Darby stated that District approval is not required for the land to be developed. Mr. Darby briefed the Board on information concerning the following resolutions:

- 08-03 Williams Acquisition Holding Company, LLC
- 08-04 Parkway Partners III, LLC
- 08-05 Parkway Partners II, LLC
- 08-06 MGW Development Corporation
- 08-07 APEC Properties, LLC
- 08-08 North Lakeland Development Inc.
- 08-09 33 Self Storage LLC
- 08-10 JG BMM Lakeland VA, LLC
- 08-11 JG Housing Solutions

Commissioner Verplanck moved for approval of the above listed resolutions to be annexed into the District with an amendment to Resolution 08-03 regarding to property lines. Commissioner Johnson seconded the motion. The motion passed by unanimous roll call vote.

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

Agenda Item #10 – Service Changes Under Consideration

Operations Manager Norman Whitaker briefed the Board on route changes the District is considering. Routes being consider for major changes include Route 31 – South Florida Avenue; Route 32 – Medulla Loop; Route 51 – North 98/Duff Road; and Route 57 – Kidron/Flightline. Some other routes will have small adjustments made. The District is planning public workshop in June with a possible Public Hearing in July.

Agenda Item #11 - Reports

Attorney's Report

Mr. Ben Darby updated the Board on the current status of the Harden Blvd. CRA. At this time, the final document is not ready yet. Additional verbiage is needed relating to the City of Lakeland's Development Order relating to the level of service required by the District.

FDOT Report

Ms. Jan Parham, Florida Department of Transportation, District 1, expressed her thanks for the Districts involvement in the Department's 'Bring your child to work day'. She stated that Ms. Kelly Graham and Mr. Fred Robinson were very informative and friendly.

Polk Transit Authority Update

Mr. Ours stated that the next Polk Transit Authority Board of Directors meeting will be held in Lake Wales on June 11. Mr. Ours stated that he spoke with Representative Dennis Ross regarding the Charter County Transit Surtax. Mr. Ours thanked Representative Ross for his support and Representative Ross stated that due to the change in leadership that the legislation would most likely be successful next year.

Mr. Ours expressed concerns relating to discussions during a recent Transportation Planning Organization workshop. The discussions centered on heavy rail and high speed rail. Mr. Ours concern is that there have been no discussions involving Rapid Transit. He recommended that we keep looking at other transit agencies in order to develop systems that work from the pros and cons of others. Another concern was a slide showing an umbrella with multiple agencies providing transit services. Mr. Ours indicated that establishing multiple Transit Agencies independent of one another creates operational issues that discourage ridership. You end up with different fares, different fare collection systems, forced transfers and other detriments to use of public transportation. He indicated the way we had set up the PTA to secure a dedicated funding base and then have LAMTD, PCTS, and WHAT to merge with PTA was the best course of action. Once again we should look toward other agencies, not to model ourselves after, but to use the positives to come up with a useful and successful system.

Executive Director's System Performance and Activities Report

Mr. Ours presented the performance indicators for the month of April. He briefed the Board on the Over-time, Ridership, Accidents, and Road Calls.

Mr. Ours stated the Mr. Goldman had recently returned from Austin, TX. He was selected to be part of a committee that is updating the FTA's Best Practices Procurement Manual. Mr. Goldman stated that the sub-committee he was on is working on developing Terms and Conditions for contracts and contract templates for purchases involving buses, tires, etc. Mr. Ours stated that the last week of May, Norman, Adam, and he would be traveling to Atlanta to attend an FTA Region IV Conference. Mr. Ours told the Board he had nominated the City of Lakeland Planning Division for an FTA Award for Innovative Practices – specifically, Chuck Barmby's initiative to secure over \$300,000 of current and \$100,000 in planning, stops, shelters, pullouts, and other bus stop amenities. If awarded, the award would belong to the City of Lakeland's Planning Department. Mr. Ours stated that we sent two applications to the APTA Youth Conference to represent the Lakeland area. At this time, there had been no announcement on the applicants selected to attend the Conference.

Mr. Ours presented the news packet and stated that he would be out of town on vacation May 15 – 16, 2008.

Agenda Item # 12 – Other Business

Commissioner Verplanck expressed concerns on the direction the County is going with regards to mass transit with the specific concern for an Expressway Authority. Commissioner Fields concurred with his concerns and the need for first determining what we need in the County and then creating the agency necessary to carry out the action necessary to fill the need; he feels there is a need for the County Commissioners to receive more education and information on the pros and cons of different transit systems.

Chairman Higgins adjourned the meeting at 10:30 a.m.