

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

Executive Assistant: Aimee DeMasi

Chairman Glenn Higgins called the October 14, 2008, Lakeland Area Mass Transit District Board of Directors Meeting to order at 8:34 a.m.

Roll Call. Commissioner English, Higgins, Johnson, and Verplanck were present at the time of the Roll Call. Quorum was called. Commissioner Fields entered at 8:37 a.m.

Agenda Item #1 – Approval of Minutes

Commissioner Verplanck moved for approval of the minutes of the Lakeland Area Mass Transit District Board of Directors meeting on September 15, 2008, and Public Hearing on September 15, 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 – Financial Statement

Chief Financial Officer Sheila Thompson distributed a revised August 2008 Statement of Revenues and Expenses for Review. Changes were made to the farebox distribution and the Winter Haven billing. The amounts did not change, but were reclassified. Ms. Thompson also distributed the final DR-422 - Certification of Final Farebox Value. The final amount is 6.89% higher than calculations made on the DR-420, which could have required advertisement of the increase. Ms. Thompson verified with the Truth in Millage (TRIM) office and Mr. Ben Darby that

an advertisement of the increase was not necessary. The increase was due to an error at the Property Appraisers office. The District's taxable income was increased by \$258,000 due to the error.

Agenda Item #4 – Appointment of Board Member to Audit Committee

Ms. Thompson stated that the External Auditors have requested that a member of the Board serve on the Audit Finance Committee. The Committee will have two meetings, lasting for approximately one hour each. The first meeting will be held between November 3-14 and the discussion will consist of any potential findings. The second meeting will be held sometime in January with discussion to focus on the preliminary audit report. Chairman Higgins stated that he should sit on the committee because he was the Board Chairman. The Board concurred with Chairman Higgins sitting on the Audit Finance Committee.

Agenda Item #5 – Mission, Values, and Vision

Executive Director Danny Ours presented the Staff's proposed changes to the District's Mission Statement and the addition of a Vision Statement and Company Values. Mr. Ours stated that during the Senior Staff Retreat on September 18, 2008, with Dr. Mel Jurado, the morning session focused on the development of the Mission Statement, Vision Statement, and Company Values. Commissioner Verplanck suggested that Staff bring the Statements back to the Board in a workshop session so the Board could get a better understanding of how the Staff decided on the proposed statements and to obtain Board input. The workshop will be added to the December meeting agenda.

Agenda Item #6 – Policies / Contracts / Purchases / Programs

Purchasing Policy

Purchasing/Contracting Manager Adam Goldman stated that the Federal Transit Administration was updating Circular 4220 – Third Party Contracting. One of the updates involves raising the threshold for micro-purchases. The current threshold is \$2,500 and is being raised to \$3,000.

Commissioner Verplanck moved for approval of the Micro-purchase threshold changing from \$2,500 to \$3,000 as reflected in Federal Transit Administration 4220.1F – Third Party Contracting to be effective November 1, 2008. Commissioner Fields seconded the motion. There was no further discussion. The motion passed without dissent.

Commissioner English stated that Polk County uses NAPA Auto Parts to supply parts to their fleet and inquired if that was something the District would benefit from. Mr. Goldman stated that NAPA had previously approached the District with a proposal and the Maintenance Manager at the time determined it would not be cost effective, lack of availability of parts, and

staffing issues would arise. Mr. Goldman stated that he and the new Maintenance Manager, Ms. Rita Wages, would revisit the proposal.

CSX Building Demolition

Mr. Ben Darby reviewed the CSX building demolition process, costs associated, and the Board's previous amounts approved. Mr. Darby stated that the cost of the asbestos abatement remained firm at \$22,995. The last reported cost estimation for the demolition was \$31,000 and the Board had approved a total of \$55,000 for the asbestos abatement and demolition. Due to additional environmental tests and disposal fees related to the discovery of PCB's, the new demolition cost is \$72,995, which is \$17,995 over the approved amount. This total includes the removal of the railroad spur.

Commissioner Verplanck approved the expenditure of \$72,995 of local funds for CSX Building Demolition project, with \$22,995 to the Winter Construction Company and \$50,000 to demolition contractor IPR. Commissioner English seconded the motion. There was no further discussion. The motion passed without dissent.

Land Purchase

Mr. Ours stated that he was recently approached by Stanley Properties to purchase a parcel of land and buildings currently being leased by the District along with additional land and building connected to the District's property. After conducting an appraisal, having the General Engineers and environmental Consultants access the properties, and determining the District's possible future needs, only the vacant land, which the District currently leases, would be beneficial. A brief discussion followed involving possible land use and future District needs. The District will also be contacting CSX regarding the possible purchase of land that the recently demolished building was on. Mr. Ours requested authorization to enter into negotiations to purchase the vacant land currently being leased by the District.

Commissioner Verplanck moved for approval of authorizing District Staff to negotiate with Stanley Properties to purchase the vacant lot, currently being leased, for an amount not to exceed \$150,000 pending legal reviews of the final agreement and contingent on discussions with CSX regarding the purchase of the land they had previously offered the Lakeland Area Mass Transit District. Commissioner English seconded the motion. There was no further discussion. The motion passed without dissent.

Congestion Management Shelter Program

Operations Manager Norman Whitaker stated that the District, with assistance from the Polk Transportation Planning Organization (TPO), is pursuing a Joint Participation Agreement with the Florida Department of Transportation to purchase and install four shelters from the Congestion Management Shelter Program. Mr. Whitaker stated that Staff had provided a list of potential shelter sites and the TPO narrowed that list down to five sites that may meet

installation and easement requirements. The estimated cost for each shelter, completely installed, is \$25,000, with a total estimated cost of \$100,000 for four shelters.

Commissioner Verplanck moved for approval to pursue a Joint Participation Agreement with the Florida Department of Transportation to obtain funding to fully reimburse the Citrus Connection for the purchase, site design, survey, and installation of four shelters at the locations determined by the Polk Transportation Planning Organization. Commissioner Fields seconded the motion. A discussion followed where it was decided to do a Roll Call vote in anticipation of a need for a resolution to execute the above mentioned Joint Participation Agreement. 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 #7 – Reports

Attorney's Report

Mr. Darby stated that he had no report at this time.

FDOT Report

Ms. Jan Parham stated the Florida Department of Transportation will be holding an annual workshop on 5310 and 5311 Grant funding on November 7. More information will be sent to the agencies in the near future.

Polk Transit Authority Update

Mr. Ours stated that the Polk Transit Authority has received \$630,000 in funding to conduct technical studies and to cover administrative costs. The Board of County Commissioners, Polk Transportation Planning Organization, and the Florida Department of Transportation has contributed a combined total of \$605,000 and the Lakeland Area Mass Transit District has contributed \$25,000. A discussion followed regarding concerns of the cuts of service in the Winter Haven Area Transit system and the effects that will have on the Authority's effort for a countywide transit service. At the end of the discussion it was advised that a similar discussion needed to occur at the Polk Transit Authority Board of Directors meeting the next day.

Agenda Item #10 – Other Business (Item taken out of order per Board’s request)

Route 12 – Connector – Additional Costs

Mr. Ours stated that a new transfer point was required for the Route 12 - Connector due to the pending Winter Haven Area Transit service changes to take place December 1, 2008. To provide a safe place for riders to transfer buses would require our bus to go outside the District by 4 miles. Due to the area being outside of the District, the additional cost of the route would be the responsibility of the District.

Commissioner Verplanck moved for approval to fund extending Route 12 - Connector from the proposed K-ville transfer point to the Auburndale Lowe’s – 4 miles outside of the District – on Saturdays. Commissioner Fields seconded the motion. There was no further discussion. The motion passed without dissent.

Free Ride Day

Mr. Ours stated that historically the District and the Winter Haven Area Transit have provided a ‘Free Ride’ Day the day after Thanksgiving. Mr. Ours stated that Marketing Manager Cathy Wolosin would be seeking corporate support to pay for or partner with us to cover the loss of farebox revenue. The estimated cost would be \$8,660 for the Lakeland Area Mass Transit District and \$873 for the Winter Haven Area Transit, for a total estimate of \$9,533.

Commissioner Verplanck moved for approval for the District to fully fund a ‘Free Ride’ day in the District as well as the Winter Haven Area Transit system on November 28, 2008. Commissioner Fields seconded the motion. There was no further discussion. The motion passed without dissent.

Agenda Item #7 – Reports cont.

Executive Director’s System Performance and Activities Report

Mr. Ours introduced the new Maintenance Manager, Ms. Rita Wages, and reviewed her résumé.

Mr. Ours reviewed the performance indicators for the month of September. He briefed the Board on Preventative Maintenance, Over-time, Ridership, Accident Repair Costs, and Road Calls. Average Ridership per day increased by 804 over September of 2007 and increased by 320 over August 2008.

Mr. Ours stated that he had attended the 2008 APTA Annual Conference and Expo in San Diego, CA. He stated that he had attended a session on referendums and in May of 2009 in Salt Lake City, there will be a conference regarding transit referendums. Several Board and

Staff members for the Lakeland Area Mass Transit District and Polk Transit Authority will be encouraged to attend.

Mr. Ours stated the news packet had been distributed and thanked the Board for their request to be more involved in the creation of the new Mission, Vision, and Value Statements.

No further business came before the Board.

Chairman Higgins adjourned the meeting at 10:09 a.m.