

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 15, 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 September 15, 2008, Lakeland Area Mass Transit District Board of Directors Meeting to order at 4:00 p.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 4:05 p.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 August 12, 2008, and public hearings on August 12 and September 3, 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 – Board of Directors Meeting Times for FY 08-09 Resolution #08-14

Executive Assistant Aimee DeMasi presented Resolution #08-14 – FY 08-09 Board of Directors Meeting Times for approval. Ms. DeMasi stated that the meetings had been kept on the second Tuesday of every month at 8:30 a.m. at the District's Administrative Building at 1248 George Jenkins Blvd, Building B, Training Room with two exceptions. Those exceptions include the November meeting being skipped due to Veteran's Day and the September 2009 meeting being changed to Monday, September 22 at 4:00 p.m. at Lakeland City Hall, Commission Conference Room to coincide with the City's Millage and Budget Hearings.

Commissioner Verplanck moved for approval of Resolution #08-14 – Board of Directors Meetings with the stated exceptions. 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 #4 – Finance

Chief Financial Officer Sheila Thompson introduced Mr. Brian Jaruszewski, who has been hired as the District’s new Controller. Mr. Jaruszewski briefed the Board on his background.

#### *Tentative FY 08-09 Budget*

Ms. Thompson presented, for review, the FY 08-09 Tentative Budget that reflects a 25% fare increase, and an up to 5% employee merit increase, and a 3% Cost of Living Adjustment. This item is only presented as review, it will be voted on during the public hearing. No comments were made at this time.

#### *Financial Statement FY 07-08*

Ms. Thompson presented the July 2008 Statement of Revenues and Expenses for review. No comments were made on the Financial Report at this time.

#### *Depository Authorization and Agreement Certification / Authorized Bank Signers*

Ms. Thompson stated that to open the accounts with our new banking services provider, Wachovia, N.A., a Depository Authorization and Agreement Certification was required. This document states that listed authorized signers are genuine and are authorized to conduct business on behalf of the District. The Authorized signers for the District are: Board Secretary, Executive Director, Operations Manager, Chief Financial Officer, Controller, Accountant (Jack Beck), City of Lakeland Finance Director, and City of Lakeland Assistant Finance Director. Ms. Thompson stated that all checks will still need two signers and any checks \$25,000 or greater require one signature from outside of the Staff. Ms. Thompson recommended approval of the Depository Authorization and Agreement Certification and listed Authorized Signers.

Commissioner Verplanck moved for approval of the Depository Authorization and Agreement Certification and Authorized Signers as listed above. Commissioner Johnson seconded the motion. The motion passed without dissent.

Ms. Thompson stated that the External Audit would begin soon and a new element has been added. An Audit Financial Committee is now required and one of the members must be a Board member. Ms. Thompson stated that she will be addressing the Board at the October meeting asking for a nomination of a member of the Board to sit on the committee.

#### Agenda Item #5 – FY 08-09 Cost of Living Increase

Ms. Thompson presented for approval a 3% Cost of Living Adjustment.

Commissioner Verplanck moved for approval of a 3% Cost of Living Adjustment. There was no second to the motion. The Board agreed to discuss the issue further.

A discussion followed involving the lack of possible money saving options that other companies can offer based on the nature of our business, changing the thinking process of the employees, and other discussions involving merit and performance evaluations Staff has recently had. Ms. Thompson presented a 2% Cost of Living Adjustment and the cost to the District.

Commissioner English moved for approval of a 2% Cost of Living Adjustment for FY 08-09. Commissioner Verplanck seconded the motion. The motion passed without dissent.

#### Agenda Item #6 – Salary Schedule and Pay Scale

Human Resources/Risk Manager Debbie Porte presented an updated Salary Schedule and Pay Scale with the approved 2% Cost of Living Adjustment reflected. The Salary Schedule reflects an added position of Procurement Specialist. To add this position, the pay range for the Maintenance Manager was decreased, converted an Utility Worker position to Procurement Specialist, and changed the number of Utility Worker positions.

Commissioner English moved for approval of the updated Salary Schedule and Pay Scale with 2% Cost of Living Adjustment. Commissioner Verplanck seconded the motion. The motion passed without dissent.

#### Agenda Item #7 – Contracts / Leases / Interlocal Agreement

##### *Service Vehicle/Non-Revenue Purchase Amendment*

Executive Director Danny Ours clarified the purchase of Service Vehicles that was approved at the August 12 Board of Directors meeting. The approval was for four (4) Service Vehicles for a total of \$115,000. The actual approval should have been for seven (7) Non-Revenue Service Vehicles for a total of \$115,000.

### *Paratransit Vehicle Purchase*

Purchasing/Contracting Manager Adam Goldman presented for approval the purchase of three paratransit vehicles from a statewide cooperative RFP for a total of \$271,070.10. These vehicles are being purchased to replace vehicles 527, 532, and 534, which have exceeded their useful life. Commissioner English inquired about what happens to the vehicles once they are replaced. Maintenance Manager Glen Goddard responded that they are sent to auction or if a non-profit organization is in need of a vehicle, the vehicle can be donated. Ms. Thompson stated that the Staff would be presenting a disposition form for approval in the future for disposal of the vehicles.

Commissioners Verplanck moved for approval of the purchase of three paratransit vehicles from the state-wide cooperative RFP # FVPP-05-CA-1 for a total of \$271,070.10. Commissioner Johnson seconded the motion. The motion passed without dissent.

### *Change Order for Rolling Gates*

Mr. Goldman stated that during the original scoping of the Rolling Gate process the suggested amps needed to power the gates was 200 amps of electrical service. Due to additional land and relocation of facilities, additional demands were placed on the electrical service increasing it to 400 amps. This change order exceeds the 20% approval threshold.

Commissioner Verplanck moved for approval of a change order of \$18,500.00 to Purchase Order #639 under contract number 08-015. Commissioner Fields seconded the motion. The motion passed without dissent.

### *WHAT Contract Extension*

Mr. Ours stated that during the May 14, 2008, Board meeting, the Board approved extending the Operator Agreement with the Board of County Commissioners to operate the Winter Haven Area Transit through September 30, 2008. At that time, it was believed that changes to the agreement would be requested before the renewal date. Due to funding issues with the Winter Haven Area Transit, those changes were delayed. Mr. Ours recommended extending the Operator Agreement 99C-003-TRN to September 30, 2009, as stated in Amendment #6.

Commissioner Verplanck moved for approval of Amendment #6 to Operator Agreement 99C-003-TRN including Amendment 1 through 5, to be extended through September 30, 2009. Commissioner Fields seconded the motion. A brief discussion followed. The motion passed without dissent.

### *Harden Blvd CRA Interlocal Agreement*

Mr. Ben Darby stated that an agreement on the wording of the Interlocal Agreement between the Harden Parkway Community Redevelopment Agency and the Lakeland Area Mass Transit District concerning the District's obligations to provide service had been reached. Mr. Darby stated the District's obligation would terminate when CRA Funding is exhausted. This would free the District to discontinue service if the route is unproductive. Mr. Darby recommended approval of the Interlocal Agreement and stated that it would be presented for approval by the Board of County Commissioners on September 24, 2008.

Commissioner Verplanck moved for approval of the Interlocal Agreement between the Harden Parkway Community Redevelopment Agency and the Lakeland Area Mass Transit District for donation and Operation of a bus to reduce transportation blight within the Community Redevelopment Area. Commissioners Johnson seconded the motion. The motion passed without dissent.

*Chairman Higgins recessed the Lakeland Area Mass Transit District Board of Directors meeting at 5:04 p.m. to convene the Lakeland Area Mass Transit District Public Hearing on a FY 08-09 Millage Rate and FY 08-09 Budget.*

*Chairman Higgins reconvened the Lakeland Area Mass Transit District Board of Directors meeting at 5:09 p.m.*

### Agenda Item #8 – Transit Development Plan

Ms. Diane Slaybaugh, Planner with the Polk Transportation Planning Organization, briefed the Board on the 2008 Progress Report for the Polk Consolidated Transit Development Plan 2008-2017. Ms. Slaybaugh stated that the narrative concerning the farebox recovery would need to be revised. The additional information is a type of 'Performance Measure', which consists of monitoring individual route performance, evaluating different transit methods, and public outreach. A brief discussion followed.

Commissioner Verplanck moved to approve the Polk Consolidated Transit Development Plan 2008-2017 2008 Progress Report with suggested changes to the farebox recovery narrative. Commissioner English seconded the motion. The motion passed without dissent.

### Agenda Item #9 – Reports

#### *Attorney's Report*

Mr. Darby reported that the Agreement for Legal Services between the District and his firm was dated as of September 19, 2005, and was a term of three years. The Agreement automatically renews for successive one year periods, unless either party gives written notice

to the other party at least thirty (30) days prior to the expiration of any renewal. The Agreement is in the first renewal period, which expires on September 19, 2009.

Mr. Darby reported that the asbestos abatement has been completed by The Winter Construction Company and that he had received an invoice for \$22,995.00, which was the estimated cost for the asbestos abatement. Mr. Darby indicated that this invoice would be submitted for payment after the District received the required project submittals. With regard to the demolition, Mr. Darby reported that environmental tests had revealed contaminated concrete which would need to be disposed of in a certain manner. He indicated that there would be additional costs for the demolition because of the contaminated material and the requirements for its disposition. The total cost for the demolition would thus exceed the previous estimate.

#### *FDOT Report*

Ms. Jan Parham stated that Winter Haven Area Transit has received \$75,000 in funding for a Park and Ride facility. The FDOT also has released the annual allocation of \$65,000 for the South Florida Corridor project.

#### *Polk Transit Authority Update*

Mr. Ours stated that on September 10 he addressed the Board of County Commissioners requesting the funding support of \$275,000, of which the Board approved \$100,000 on August 11, for a Master Strategic Plan and Public Communications Program. The Board committed the additional amount of \$175,000, fulfilling the initial request. Mr. Ours stated the next Polk Transit Authority Board of Directors meeting would be held on October 15 at 9:00 a.m. in the City of Fort Meade Commission Chamber.

#### *Executive Director's System Performance and Activities Report*

Mr. Ours stated that three routes would have extended service hours on September 22 to assist in Lakeland Vision meetings being held at Kathleen High School. These extensions comply with FTA regulations.

The services changes previously approved by the Board went into effect on September 2. The changes went well. The Winter Haven Area Transit service changes may impact the number of operators required to operate their routes. This would mean that possibly eight operators would return to our service area and we currently have six in training; this would put us over the allotted amount of employees in this category.

Mr. Ours reviewed the performance indicators for the month of August. He briefed the Board on Over-time; Accidents; Road Calls; Preventative Maintenance; and Ridership. Average Ridership per day increased by 484 over August of 2007 and remained the same with July 2008.

Mr. Ours stated that a Compensation Study was going to be sent out as an RFP. Job Descriptions are being reworked to assist in this process. Mr. Ours stated that we are preparing to install our first shelter under the new shelter program. This shelter is being provided by Doc and Senator Dockery. A video of a promotional advertisement for the District was shown.

Mr. Ours stated he would be on vacation from September 24 through October 3 and then he will be attending the American Public Transportation Association Annual Conference in San Diego from October 4 – 10.

Agenda Item #10 – Other Business

No further business came before the Board.

Chairman Higgins adjourned the meeting at 5:43 p.m.