



Board Meeting
Friday, December 6, 2019 – 10:00
am PSTA Board Room
3201 Scherer Drive
St. Petersburg, FL 33716

NOTICE OF PUBLIC MEETING

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIENCE AND ROLL CALL

3. PUBLIC COMMENT

Persons wishing to address the Board are requested to complete a "Comment Card" and will be limited to three (3) minutes. Please see staff prior to the meeting. This public comment period will be extended for up to 30 minutes.

4. CONSENT AGENDA ITEM

A. November 15, 2019 Board Meeting Minutes

5. INFORMATION ITEM

A. Meeting Technology Update (Chris Jadick)

B. Commuter Services Program Branding (Chris Jadick)

6. DISCUSSION AND/OR ACTION ITEMS

A. POLICY COMMITTEE REPORT – NO MEETING

B. FINANCE COMMITTEE REPORT – NO MEETING

1. Executive Director Compensation (Commissioner Janet Long)

2. October Financials (Melonie Williams)

C. LEGISLATIVE SUBCOMMITTEE REPORT – NO MEETING

D. CITIZENS ADVISORY COMMITTEE REPORT – BILL JOHNSON

E. TRANSIT MANAGEMENT COMMITTEE REPORT – NO MEETING

7. CHAIRMAN'S REPORT

8. EXECUTIVE DIRECTOR'S REPORT

9. PRESENTATIONS

A. M-CORES (Ananth Prasad, FTBA)

B. PikMyKid (Pat Bhava, PikMyKid)

10. OLD & NEW BUSINESS

A. M-CORES Resolution

11. FUTURE MEETING SUBJECTS

- A. Intermodal Centers
- B. State Funded Transit Service
- C. Cable Propelled Transit
- D. St. Pete to Westshore-TPA Express Bus Service

12. ADJOURNMENT

Tampa Bay Area Regional Transit Authority meetings are open to the public. If a decision made at a meeting is appealable, any person who decides to appeal will need a record of the proceedings and may need to ensure a verbatim record of the proceedings is made, including testimony and evidence upon which the appeal is based. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in a Tampa Bay Area Regional Transit Authority meeting is asked to advise the agency at least 2 business days before the meeting by calling 1(800) 998-7433. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

****Next Board Meeting****

January 17, 2020 – 10:00 am

**Manatee County Administrative Center
1112 Manatee Avenue West, 1st Floor
Bradenton, FL 34205**

BOARD MEETING MINUTES

November 15, 2019 | Tampa International Airport 4160 George J. Bean Pkwy, Tampa, FL 33607

Chair Jim Holton called the meeting to order at 10:00 am.

BOARD MEMBERS PRESENT:

Jim Holton, Gubernatorial; Cliff Manuel, Jr., Gubernatorial; Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA); Commissioner Reggie Bellamy, Manatee County; Commissioner Karen Seel, Pinellas County; Commissioner Pat Kemp, Hillsborough County; Commissioner Kathryn Starkey, Pasco County; Rich McClain, Gubernatorial; Commissioner John Mitten, Hernando County; Mayor Jane Castor, City of Tampa; Secretary David Gwynn, FDOT D7

BOARD MEMBERS NOT PRESENT:

Mayor Rick Kriseman, City of St. Petersburg; Secretary L.K. Nandam, FDOT D1

MEETING ATTENDEES:

David Green, Executive Director; TBARTA staff members; Joe Lopano, Tampa International Airport; Alan Zimet, BMO; Debbie Leous, PSTA; Ron Pierce, RSA and members of the public

PUBLIC COMMENT:

Ron Weaver encouraged the Board to support the HART BRT.

CONSENT AGENDA ITEM:

Approval of October 25, 2019 Board meeting minutes. Corrections were noted and made.

➤ **Commissioner John Mitten motioned to approve; Cliff Manuel seconded. Motion passes 10-0.**

INFORMATION ITEMS:

FY 2020 Appropriation

Representative Jackie Toledo presented TBARTA with a ceremonial check in the amount of \$2.5M. This will cover operational expenses and fund innovative technology studies. She thanked the Board for speaking in one voice for the region.

Tampa International Expansion Plan

Joe Lopano updated the Governing Board on the TPA expansion plan. So far, an updated rental car center with remote bag check-in, 1.4-mile automated people mover system and expanded shuttle terminals have been added. By expanding the curbside at the rental car center, they were able to go from one bus route to five. These routes are serving the airport from Pinellas, Pasco and a non-stop route from Downtown Tampa. Many exciting things are on the horizon such as a new Sky Center 9-story office building and curbside expansion to prepare for a new 16-gate airside. The Board had great questions and feedback about the presentation and hopes to be able to work with the airport on a joint effort promoting innovative transportation.

ACTION ITEMS:

Procurement/Grants Officer

The organization is preparing an application to become an FTA grantee and will now have a need for a Procurement/Grants officer. This position will be funded by the operational grant and has been included in the FY2020 budget. The Finance Committee has moved for final approval a motion to fill a Procurement/Grants officer position to the Board.

➤ **Commissioner Long motioned to approve; Cliff Manuel seconded. Motion passes 10-0.**

TBARTA Member Bill

There is a need to clarify the language regarding quorum and voting in our statute. The language is currently unclear as to whether or not we must have 7 affirmative votes to pass an item. Our State Lobbyist RSA has recommended that we modify the legislation to clarify intent. The new language would state that we only need 7 members to conduct business. Votes would be determined by simple majority. The Legislative Subcommittee has moved this to the Board for final approval.

➤ **Cliff Manuel motioned to approve; Commissioner Starkey seconded. Motion passes 10-0.**

Air Taxi Resolution

Chair Holton recommended the Board create a resolution to support the study of air taxis and explore a pilot program in the Tampa Bay region.

➤ **Cliff Manuel motioned to approve; Commissioner Starkey seconded. Motion passes 10-0.**

Regional Rapid Transit PD&E Milestone #1

Scott Pringle from WSP gave a progress update on the project. He presented five alternatives to carry into milestone #2 design concepts. They involve bus-on shoulder, business access and transit (BAT) lane, FTA freeway dedicated BRT, mixed traffic and express lane options. There will be a series of community workshops starting in December to obtain public feedback. The governing board took a vote to move forward and consider the five alternatives that were presented.

➤ **Commissioner Long motioned to approve; Cliff Manuel seconded. Motion passes 10-0.**

CHAIRMAN'S REPORT:

Chair Jim Holton extended an invitation from FDOT for Board members to go on a special behind the scenes tour of the Skyway bridge. Staff will coordinate this and reach out to get it scheduled.

EXECUTIVE DIRECTOR'S REPORT:

- David Green thanked FDOT and Secretary Gwynn for providing us with rent free office space for the next two years. The lease will start on June 1, 2020.
- We are moving forward with Granicus agenda management software. Meeting packets will be accessed through an app from your laptop or iPad. There will be a soft roll out in January, hard copies of the packets will still be available, and then the full transition will take place in February. We will have iPads available for Board members who may not have their own device.
- The Florida Automated Vehicle summit will be taking place in Miami November 20-22. He highly encouraged members to attend if they are available.

Adjournment 11:45 am

ACTION ITEM: Executive Director Compensation

Action: APPROVE AN ANNUAL SALARY INCREASE OF 3% EFFECTIVE OCTOBER 26, 2019.

Staff Resource: David Green, Executive Director
Jim Holton, Chair

Background:

- Board Officers completed an annual evaluation for the Executive Director for the year ending October 25, 2019.
- The recommended salary increase was 3%.
- The increase is included in the FY2020 operating budget.

Fiscal Impact:

3% salary increase effective October 26, 2019.

Recommendation:

Approve an annual salary increase of 3% effective October 26, 2019.

Attachments:

Rating Summary
Performance Evaluation Categories

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Rating Summary

October 26, 2018 to October 25, 2019

<u>Category</u>	<u>Holton</u>	<u>Long</u>	<u>Manuel</u>
1	5	3	5
2	5	3	3
3	4	2	3
4	5	3	4
5	5	4	4
6	5	4	3
7	4	3	4
8	5	3	4
9	5	3	3
10	5	3	3
11	5	3	5
12	5	3	5
13	5	3	4
14	5	4	5

EXECUTIVE DIRECTOR

PERFORMANCE EVALUATION CATEGORIES

1. Ensures the effective administration, management and operation of the Authority, its programs, projects and agency infrastructure, and oversees the performance of all outside contractual services.
2. Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of the entire organization.
3. Formulates and implements strategies with public and private entities that set goals and objectives for the Authority and which provide for program planning, development and funding for the organization.
4. Develops and maintains positive relations with major stakeholders, appropriate legislative and administrative bodies, federal and state regulators, policymakers and elected officials.
5. Responsible for maintaining focus on, and carrying out, the strategic initiatives and goals established by the Board of Directors.
6. Serves as the chief staff representative of the Authority at meetings and other interactions with the public, state and local officials, member governments and others having an interest in the Authority's programs, projects and operations.
7. Maintains sufficient visibility, identity, and availability in the region and effectively articulates the mission and objectives of the Authority through meetings, presentations, interviews, and written materials.
8. Works in partnership with various Committees of the Board and assigns staff as appropriate to assist those Committees by providing the necessary information for decision-making.
9. Coordinates with the Board to prepare and present a legislative program, and appears before appropriate legislative bodies as requested or as directed by the Board of Directors to provide information and explanation of the Authority's legislative program, its operations and activities.
10. Identifies sources of funding and effectively seeks funding for Authority programs, projects and operations. Regularly informs the Board of Directors of the organization's fiscal condition and of anticipated future funding needs and fiscal solutions.
11. Accountable for all necessary arrangements for Authority meetings, including the publication of notice, agenda preparation, distribution of materials to be considered at meetings, and assignment of speakers and presenters.
12. Works effectively with legal counsel, consultants, fiscal agents and others on problems and issues relevant to the operation of the Authority.
13. Performs other duties as required, assigned or prioritized by the Board.
14. Develops and maintains effective communications with the Board of Directors. Provides timely information equally and maintains personal availability to the Board.

FYE 2020 FINANCIAL PERFORMANCE REPORT
Year to Date through October 2019

October				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$805,633	\$1,174,219	(31.39%)	(\$368,586)
Expenses	\$272,720	\$632,062	56.85%	\$359,343
Surplus / (Deficit)	\$532,913	\$542,157	(1.70%)	(\$9,244)

Year to date through the month of October, the net surplus of \$532,913 is \$9,244 below the budget of \$542,157.

Revenues

Federal Funding - under budget due to use of STP and FTA 5307 funds	(1,114)
State Funding - under budget due to the timing of the PD&E and Technology Projects	(367,472)
	(\$368,586)

Expenses

Salaries and Fringe Benefits under budget due to vacant procurement position	(\$11,161)
Software- over budget due to timing of the expenditures	7,344
Professional Services under budget due to consultants in PD&E and Technology study	(319,234)
Advertising/Marketing/Outreach	(20,052)
Commuter Assistance Programs - under budget due to Van Pool	(16,484)
All other expenses	244
	(\$359,342)

Tampa Bay Area Regional Transit Authority

BALANCE SHEET

As of October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110 Cash and Cash Equivalents	171,206.14
Total Bank Accounts	\$171,206.14
Accounts Receivable	
1120 Accounts Receivable (A/R)	1,755,384.49
Total Accounts Receivable	\$1,755,384.49
Other Current Assets	
1140 Prepaid Expense	25,231.67
1240 Other Receivables	968.86
1241 Employee Receivables	8,167.69
Total Other Current Assets	\$34,368.22
Total Current Assets	\$1,960,958.85
Fixed Assets	
1200 Non-current Assets	8,870.61
Total Fixed Assets	\$8,870.61
TOTAL ASSETS	\$1,969,829.46
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	778,157.14
Total Accounts Payable	\$778,157.14
Credit Cards	
2115 SunTrust Visa CC-1983	906.90
Total Credit Cards	\$906.90
Other Current Liabilities	
2130 Accrued Liabilities	54,488.29
2190 Other Current Liabilities	19,708.00
2293 Deferred Revenue	34,234.59
Total Other Current Liabilities	\$108,430.88
Total Current Liabilities	\$887,494.92
Long-Term Liabilities	
2291 G1445 RTDP Advance	75,493.26
2292 G1C04 OPS Advance	484,665.33
Total Long-Term Liabilities	\$560,158.59
Total Liabilities	\$1,447,653.51
Equity	
3003 Net Assets	-12,289.77
3004 Investment in Capital Assets	1,552.32
Net Income	532,913.40

	TOTAL
Total Equity	\$522,175.95
TOTAL LIABILITIES AND EQUITY	\$1,969,829.46

Tampa Bay Area Regional Transit Authority

PROFIT AND LOSS

October 2019

	TOTAL
Income	
4300 Local Funds	
4305 Partner County Contributions	550,000.00
Total 4300 Local Funds	550,000.00
4400 State Funds	
4405 Trans Mgmt Orgz Coord Grant	8,850.00
4410 Commuter Assistance Program (CAP)	39,663.81
4415 Regional Transit Develop. Plan	59,791.65
4425 Operating Grant (OPS)	85,136.60
4430 TRIP	22,518.06
Total 4400 State Funds	215,960.12
4500 Federal Funds	
4505 Federal Transit Administration	1,008.42
4510 Surface Transportation Program	38,660.10
Total 4500 Federal Funds	39,668.52
4600 Miscellaneous income	
4620 Interest income	4.27
Total 4600 Miscellaneous income	4.27
Total Income	\$805,632.91
GROSS PROFIT	\$805,632.91
Expenses	
5010 Salaries & Benefits	
5013 Salaries and Wages	72,218.59
5015 Fringe Benefits	
5016 Workman's Comp Insurance	313.33
5017 Medical, Dental & Supplemental Benefits	20,709.08
5018 Employment Taxes	4,298.22
5019 Retirement Program	6,074.57
8484 Transit Subsidy Program	30.00
Total 5015 Fringe Benefits	31,425.20
Total 5010 Salaries & Benefits	103,643.79
5020 Professional/Contracted Services	
5021 Commuter Assistance Programs	
8980 Emergency Ride Home Program	39.35
9021 Pik My Kids Expense	8,850.00
Total 5021 Commuter Assistance Programs	8,889.35
5024 Lobbyist	13,000.00
5025 Consultant/Contractor Services	43,820.80
5027 PSTA	1,596.50
5028 Payroll Processing	130.00
Total 5020 Professional/Contracted Services	67,436.65

	TOTAL
5039 Supplies & Materials	
5035 Office Supplies	136.70
5036 Computer Software	14,632.74
5037 Office Equipment	482.73
5038 Postage	106.55
Total 5039 Supplies & Materials	15,358.72
5040 General Utilities	
5041 Telephone	840.34
5042 Web Hosting	484.00
Total 5040 General Utilities	1,324.34
5050 Casualty & Liability Cost	1,493.92
5090 Misc/Office Expense	40.05
5091 Printing, Advertising, & Marketing	11,442.44
5092 Public Relations/Outreach	99.00
5093 Dues, Publications & Membership	645.25
5094 Meetings Expense	20.71
5095 Staff Training	500.00
5096 Rent	8,491.92
5097 Bank Fees & Licenses	188.70
5098 Travel & Auto Mileage	1,517.88
Total 5090 Misc/Office Expense	22,945.95
9000 Projects & Programs	
5115 Vanpool-Agency Subsidy	60,516.14
Total 9000 Projects & Programs	60,516.14
Total Expenses	\$272,719.51
NET OPERATING INCOME	\$532,913.40
NET INCOME	\$532,913.40

TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY

RESOLUTION NO. 2019-09

**A RESOLUTION ON
THE FLORIDA DEPARTMENT OF TRANSPORTATION
MULTI-USE CORRIDORS OF
REGIONAL ECONOMIC SIGNIFICANCE
(M-CORES) PROGRAM**

WHEREAS, the Tampa Bay Area Regional Transit Authority (“TBARTA”) is an agency of the State of Florida created to plan, develop, finance, construct, own, operate, maintain and manage multimodal systems in Hernando, Hillsborough, Manatee, Pasco, and Pinellas Counties; and

WHEREAS, TBARTA’s purpose is to improve mobility and expand multimodal transportation options throughout its five-county region; and

WHEREAS, the Florida Department of Transportation (“FDOT”) is the agency responsible for the statewide coordination, planning and development of safe, viable, and balanced state transportation facilities, including multimodal facilities that ensure the mobility of people and goods, enhance economic prosperity, and preserve the quality of Florida’s environment and communities; and

WHEREAS, TBARTA regularly coordinates with multiple partners across the region, including but not limited to FDOT Districts 1 and 7, and the individual Metropolitan Planning Organizations (“MPOs”) in the region, and local transit agencies to enhance regional connectivity, address issues such as congestion mitigation, and transit related infrastructure improvements and projects; and

WHEREAS, on May 17, 2019, Governor Ron DeSantis signed Senate Bill (SB) 7068, “Innovation in Infrastructure,” into law, gradually shifting motor vehicle registration taxes into the State Transportation Trust Fund, providing an estimated additional \$135 million per year for transportation beginning state fiscal year 2022; and

WHEREAS, SB 7068 created the Multi-use Corridors of Regional Economic Significance (M-CORES) Program within the FDOT, with the purpose of advancing construction of regional corridors that will accommodate multiple modes of transportation and multiple types of infrastructure to accommodate population growth, revitalize rural communities, and encourage job creation, and providing regional connectivity, while leveraging technology, enhancing quality of life and public safety, and protecting the environment and natural resources; and

WHEREAS, the M-CORES Program focuses on studying the potential economic benefits and environmental feasibility of three specific corridors, including:

1. Southwest-Central Florida Connector, extending from Collier County to Polk County;

2. Suncoast Connector, extending the Suncoast Parkway from Citrus County to the Georgia state line in Jefferson County;
3. Northern Turnpike Connector, extending from the north end of the Florida Turnpike northwest to the Suncoast Parkway; and

WHEREAS, the FDOT has assembled an individual task force group for each corridor comprised of representatives from various stakeholders to evaluate and coordinate corridor analysis, environmental and land use impacts, and other pertinent impacts, and which must issue written reports with recommendations considering these factors by October 1, 2020; and

WHEREAS, the study areas for these corridors include Citrus and Polk Counties, considered part of the Tampa Bay region, and are adjacent to four of five TBARTA counties, including Hernando, Hillsborough, Manatee and Pasco; and

WHEREAS, the implementation of the M-CORES corridors is anticipated to spur economic development and address population growth through both transit and non-transit related infrastructure connecting to the Tampa Bay region, as well as needs for additional hurricane evacuation routes, transportation options such as shared-use nonmotorized trails, freight and passenger rail, and public transit, and encourage planning and implementation, where possible, of innovative technologies, including but not limited to Autonomous Vehicles.

NOW, THEREFORE, BE IT RESOLVED by the TBARTA Governing Board that:

TBARTA recognizes the opportunity the M-CORES Program provides for the strategic development of new connections to and from the Tampa Bay region that consider and encourage the use of transit and emerging transit technologies, as well as vital infrastructure.

APPROVED AND ADOPTED by the TBARTA Governing Board on this ____ day of _____ 2019.

FOR THE BOARD:

ATTEST:

JIM HOLTON, Chairman

Commissioner Janet Long, Secretary-Treasurer