



NOTICE OF PUBLIC MEETING

AGENDA

1. CALL TO ORDER

2. 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.

3. CONSENT AGENDA ITEMS

A. April 19, 2019 Finance Committee Meeting Minutes

4. PRESENTATIONS AND/OR ACTION ITEMS

A. April 2019 Financials *(Debbie Leous, PSTA)*

5. OTHER BUSINESS

6. FUTURE MEETING SUBJECTS

A. FY2018 Agency Audit

7. 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 Finance Committee Meeting ****

June 11, 2019 – 11:00 am

**HART Board Room
1201 7th Avenue East, 3rd Floor
Tampa, FL 33605**



Finance Committee Meeting
Friday, April 19, 2019 – 10:00 am
Pinellas Suncoast Transit Authority Auditorium
3201 Scherer Drive
St. Petersburg, FL 33716

Meeting Minutes

- ❖ **Items in red indicate a vote by the Committee.**
- ❖ **Items in blue indicate staff action items.**

Committee Members Present:

Janet Long, Chair, Pinellas Suncoast Transit Authority (PSTA)
Jim Holton, Gubernatorial (via phone)
Cliff Manuel, Jr., Gubernatorial
John Mitten, Commissioner
Melanie Griffin, Gubernatorial

Meeting Attendees:

David Green, Debbie Leous, Brad Miller, Allen Zimmet, Al Burns, Scott Pringle (WSP), Michael Case (via phone), Jennifer Mendez, Shantell Collette, Melonie Williams

Call to Order

- Commissioner Janet Long called the meeting to order at 10:03 am.

Public Comments

- No public comments

Consent Agenda Items

- ❖ **January 15, 2019 and February 15, 2019 Finance Committee Meeting Minutes. Motion to approve. Melanie Griffin seconded. PASSED 5-0.**

Presentation and Action Items

➤ ***PD&E Recommendation for Award-Al Burns, PSTA***

- Background: TBARTA released an RFQ (Request for Qualifications) soliciting proposals for a PD&E study for a Bus Rapid Transit (BRT) project. A rapid transit connection running in 41-miles of the I-275 corridor between downtown St. Petersburg and Wesley Chapel. This was released February 7, 2019. One supplier responded to the RFQ, and that was WSP USA, Inc. WSP USA, Inc. has 15 subcontractors working with them on this contract, four of which are disadvantaged business enterprises. On April 4th, their hourly rates were requested to make sure that they were in line with normal rates, and they were then compared to FDOT's rates. On April 9th, the firms were asked to submit their estimated hours for the task to make sure they were not excessive. WSP has the capacity to perform the work. The project will be funded by state grants and other sources.
- Director of Procurement for PSTA Al Burns recommended approval of a three-year contract to WSP for an amount not to exceed \$5M.
 - Debbie Leous asked how long the project will take to complete. Michael Case replied that WSP has laid out a plan for it to be completed over a 28-month period. For this type of project, that is more than reasonable. A typical PD&E may take anywhere between 26 and 28 months, but additional time is needed to accurately and fully complete the

process given that the corridor is 41 miles.

- Janet Long stated that after 50 years of studies being completed, it is maddening commuters will have to continue to deal with the daily congestion in traffic.
- After the study is completed, working through implementation will begin. To start the process, a PD&E is needed.

❖ **Jim Holton moved to approve the recommendation for a PD&E. Janet Long seconded. PASSED 5-0.**

➤ **March 2019 Financials-Debbie Leous, PSTA**

- Debbie Leous from PSTA provided balance sheets and profit and loss statements through March. There is currently a surplus of \$84,000, and we are currently below the budget of \$158,000. Salaries and expenses have been under budget because positions have not been filled until recently, and all the expenditures are under budget.
- Debbie mentioned that she is concerned about the retirement program balance of -\$18,158.21 that seems to be a reversal of an entry completed for fiscal year end by the previous accountant. She and Senior Accountant Melonie Williams are working to determine what it is that makes up that number. It's thought that the negative balance is a result of previously matching employees on the deferred compensation program. It appears that in some years, TBARTA did match deferred compensation in lieu of being a part of FRS, and other years they did not. There is no formal policy on the matter. The former accountant did not have any backup documentation, so they are checking within the TBARTA ranks.
 - Janet Long stated that Michael Case may be able to shed some light on the topic because she remembers a meeting where she asked the question about the match TBARTA was supposed to be putting in, and Ray said they were not always able to do the match because the money was not available, and it was a verbal agreement amongst the staff. Michael Case replied that he does have recollection of that meeting.
 - Debbie Leous continued that if the \$18,158.21 does not represent the match, does it represent payments that should have been made, which she is concerned about? If there was a verbal agreement in place, she does not believe that there is an obligation to honor it. All of the employees have recently been entered into FRS.

➤ **Request for Reimbursement-Debbie Leous,**

- Staff is recommending reimbursement to a TBARTA employee who paid \$13,457.72 worth of TBARTA's expenses on her personal credit card beginning in 2016. The employee was asked to submit a formal request for reimbursement that was received in February, and the expenses are legitimate.
 - Cliff Manuel stated that he thinks TBARTA placed an employee in a position under a board without a policy where they were trying to do the right thing for TBARTA, though it was inappropriate. She was not spending the money expecting it to become a windfall of personal income or something that would create financial benefit to her.
 - Janet Long agreed that it is the right thing to do, but she would like to be assured of that something is currently in place for the future so that this will not happen again.

❖ **Cliff Manuel moved to approve the recommendation for reimbursement. Melanie Griffin seconded. PASSED 5-0.**

Presentation and Action Items

➤ **FY2020 Local Contributions-Debbie Leous, PSTA**

- An increase for FY 2020 Local Contributions from \$300k to \$550K is needed. This figure is based on the population estimates of each county in the TBARTA region. This covers \$200k to match the FDOT RTDP grant, \$220k combined for state and federal lobbyists, \$300k for staff vacation/sick/holiday pay (not eligible from grant reimbursement) and \$100k to develop a month

operating reserve.

- Debbie stated it is very important when someone is making an investment, which each county will be, there needs to be some sort of accountability on part of TBARTA on how that money is spent.
- Cliff Manuel stated that our story has changed significantly, and the local boards need to be made aware of that. He hopes it will be well received by each county. Janet Long agrees and stated that the story is ahead of where it has been in the past.
- Janet stated given that the economy has been improving, she feels someone from Manatee County should be on the finance board. She feels they would be critical in terms of the local match. Jim Holton agreed and will converse with David to make that happen.
- Janet stated you must queue yourself on the agenda to make a presentation, so they should start pushing now to be added to it. Cliff replied that it should be financially represented in a way that makes sense, and it needs to be marketed. We are looking at the heart of transportation in Tampa Bay being funded and strengthened. If the strength is not at the core, the other counties will never get there. Hernando is involved and invested because things are being led in the right direction, and they want to be included in that investment. Manatee is the same way, but they need to hear the message and it needs to come from TBARTA. They need to know what that \$5M is being spent on, what BRT means, why the transportation projects are important, and where they are heading.
- BRT is much more than a corridor; it is an entire transportation network.
- Janet suggested that David put a work group together and complete and overlay for TBARTA's mission and why it is so important to the region. Once completed, it can be turned over to Debbie or Melonie to present the numbers. It may be a good team effort to educate the entire board.
- Cliff stated that if he were to ask the board members if they know what they are doing and why it is so important to be a part of TBARTA, he wouldn't get strong feedback and that feedback needs to be at the same level as the Tampa Bay area for outlying counties.
- John Mitten stated that it should be a full court press from all aspects for TBARTA to explain the importance.
- Janet stated that Brad, Whit and Barry meet every two weeks to come up with how they are going to help put a band aid on temporarily and suggested that Debbie go with them so she can hear firsthand how they are planning to move forward.
- Debbie announced that auditors will be at TBARTA on April 29th to correct any incorrections, and it will be a great opportunity to see what has happened and what needs to be done going forward.
- Janet announced that she is grateful to the board members for the latitude given to allow PSTA to dig in and get them on the right path. If you cannot embrace the budget, you're doing a terrible disservice to the agency. John Mitten replied it is critical to have a much better presentation to explain the funding.
- Janet stated she was in Tallahassee two weeks ago and had 16 meetings with 16 different legislators and the government staff regarding appropriation work for TBARTA. They are recognizing the relevance of TBARTA, and they want to do their part to ensure that there's a reason for us to be relevant so all the other entities that are asking for transportation dollars in our region is piling into that one appropriation so they don't have to have numerous line items when they go to conferences. They were well received and there was no pushback. That is a testament to how quickly David has gotten up to speed.
- Melanie Griffin stated it may be difficult to get local contributions, and Janet replied no it won't because they are tied together.

Adjournment 10:40 am

FYE 2019 FINANCIAL PERFORMANCE REPORT
Year to Date through April 2019

Description	April			
	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,266,486	\$1,733,226	(26.93%)	(\$466,740)
Expenses	\$1,152,514	\$1,595,977	27.79%	\$443,463
Surplus / (Deficit)	\$113,972	\$137,249	(16.96%)	(\$23,277)

Year to date through the month of April, the net surplus of \$113,972 is \$23,277 below the budget of \$137,249.

Revenues

Local Funds - below budget due to timing Hillsborough County MPO funds	(\$2,500)
Federal Funding - Timing of the use of STP and FTA 5307 funds	(25,370)
State Funding - all sources below budget but primarily due to the timing of the Regional Transit Development Plan Funding	(438,870)
	<hr/> <hr/> (\$466,740)

Expenses

Salaries and Fringe Benefits under budget due to vacancies	(\$34,775)
Office Expenses over budget due to temporary help & MPO Regional workshop	14,819
Equipment- due to time of software expenditure offset by lower computer repairs	10,670
Professional Services under budget in all areas	(168,439)
Advertising and Promotions	(62,583)
Projects and Programs - under budget primarily due to Van Pool and Pik My Kid	(200,007)
All other expenses	(3,148)
	<hr/> <hr/> (\$443,463)

Tampa Bay Area Regional Transit Authority

BALANCE SHEET

As of April 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1070 Operating - SunTrust	55,909.06
1073 SunTrust Local/Advance	0.00
1074 SunTrust - RTDP	81,836.60
Total Bank Accounts	\$137,745.66
Accounts Receivable	
1125 Due from Commuter	64.70
1200 Grant Receivable	370,975.43
1219 Local Funds & Other A/R	0.00
Total Accounts Receivable	\$371,040.13
Other Current Assets	
1240 Other Receivables	0.00
1241 Employee Receivables	-66.37
1242 Supplemental Insurances	2,057.85
1245 457 Deferred Compensation	2,189.98
1246 Dental Employee Receivables	158.05
1247 Supplemental Insurances A	-848.06
1248 Health Insurance- EE Portion	-1,002.42
1249 Life Insurance	-9,488.83
1250 Cobra Receivable	0.00
1285 Additional Life Insurance	-743.98
1286 Dental, LTD and Employee Elected Life	1,651.86
1287 Health Insurance- Major Medical	15,272.43
1289 Vision Insurance	-845.64
1290 Inter-Agency Receivable -TBARTA	0.00
1291 Transit Deduction	-805.00
Total 1241 Employee Receivables	7,529.87
1259 Former BACS Employee Receivabl	0.00
1499 Undeposited Funds	0.00
1650 Prepaid Expense	0.00
Total Other Current Assets	\$7,529.87
Total Current Assets	\$516,315.66
Fixed Assets	
1206 Furniture and fixtures	61,496.12
1207 Office Equipment	33,983.89
1210 Computer Equipment	116,741.40
1211 Leasehold Improvements	5,823.04
1216 Accumulated Depr.	-216,492.13
Total Fixed Assets	\$1,552.32
Other Assets	

	TOTAL
1251 Deposits	7,318.29
135 Employee advances	0.00
2700 Non-Current Receivables	0.00
Total Other Assets	\$7,318.29
TOTAL ASSETS	\$525,186.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	170,125.09
Total Accounts Payable	\$170,125.09
Credit Cards	
2115 SunTrust Visa CC-1983	3,693.60
Total Credit Cards	\$3,693.60
Other Current Liabilities	
2001 Vacation & Sick Accrual	21,522.16
2130 Accrued Liabilities	
2133 Accrued Taxes-Payroll	0.00
2135 Accrued Benefits Liabilities	10,031.46
Total 2130 Accrued Liabilities	10,031.46
2305 Accrued Wages	8,396.14
2306 Accrued Expenses other	28,310.00
2340 Deferred Revenue	34,234.59
2401 Advances from FDOT	0.00
2402 Advance Grant #2	0.00
3350 Event / Program Funds	
3351 Commuter Choice Summit Fund	0.00
3352 Tampa Baycycle Fund	0.00
Total 3350 Event / Program Funds	0.00
G1445 RTDP Advance	100,000.00
Total Other Current Liabilities	\$202,494.35
Total Current Liabilities	\$376,313.04
Total Liabilities	\$376,313.04
Equity	
3000 Opening Bal Equity	-129.93
3211 Investment in Capital Assets	1,552.32
3399 Net Assets	33,478.14
Net Income	113,972.70
Total Equity	\$148,873.23
TOTAL LIABILITIES AND EQUITY	\$525,186.27

Tampa Bay Area Regional Transit Authority

PROFIT AND LOSS

October 2018 - April 2019

	TOTAL
Income	
40001 Local Funds	
4045 Partner County Contributions	300,000.00
4046 Hills County MPO	0.00
4616 Chairs Coordinating Committee	15,000.00
Total 40001 Local Funds	315,000.00
40002 Federal Funding	
4044 National Transit Database	204,720.49
4510 Surface Transportation Program	52,106.67
Total 40002 Federal Funding	256,827.16
40003 State Funding	
4612 Trans Mgmt Orgz Coord Grant	18,926.05
4618 Operating/CAP grant	519,844.19
4697 Regional Transit Develop. Plan	48,797.01
4699 MPO State	107,089.50
Total 40003 State Funding	694,656.75
40004 Miscellaneous income	
4620 Interest income	2.54
Total 40004 Miscellaneous income	2.54
Total Income	\$1,266,486.45
GROSS PROFIT	\$1,266,486.45
Expenses	
8430 Liability Insurance	11,176.00
8440 Salaries	249,340.25
8450 Payroll Taxes	19,268.41
8451 Unemployment	264.91
8480 Employee Benefits / Insurance	
8130 ED Auto Expense	500.00
8479 Vision	104.32
8481 Health Insurance	26,517.58
8482 Dental Insurance	1,234.43
8483 Life & AD/D Insurance	430.92
8484 Transit Subsidy Program	85.00
8486 Long Term Disability	811.95
8487 Retirement Program	0.00
8489 Workman's Comp Insurance	1,540.00
Total 8480 Employee Benefits / Insurance	31,224.20
8510 Office Expense	
8114 Bank Charges	383.59
8115 Interest Expense	121.36
8116 Late Fees	1,157.92
8240 Meetings Expense	11,514.05
8310 Dues, Publications & Membership	816.84

	TOTAL
8512 Fees and Licences	274.50
8513 Miscellaneous	1,247.60
8520 Office Supplies	1,102.99
8580 Postage	-351.00
8650 Rent	57,892.50
8690 Moving Expense	9,633.97
897 Temporary Expense	2,000.00
Total 8510 Office Expense	85,794.32
8600 Equipment	
8661 Computer - Repair & Maint.	1,450.50
8662 Copier - Repairs & Maintenance	-59.28
8670 Office Equipment Lease & Rental	3,512.97
8800 Computer Hardware & Software	55,057.40
Total 8600 Equipment	59,961.59
8620 Professional Services	21,562.50
8490 Contract Services	201,235.47
8534 Payroll Processing	1,492.51
8621 IT	378.00
8626 Accounting Expense	6,162.25
8627 Audit	0.00
8630 Legal Expense	39,107.53
8635 Lobbyist	46,451.61
8636 PSTA	0.00
Pre-employment Costs	264.00
Total 8620 Professional Services	316,653.87
8809 Advertising/Promotional	
8010 Advertising	3,633.54
8020 Marketing	15,575.00
8601 Printing	459.00
Total 8809 Advertising/Promotional	19,667.54
8820 Communications	209.00
8840 Telephone	3,709.24
Total 8820 Communications	3,918.24
8850 Travel	7,757.28
9000 Projects & Programs	
8980 Emergency Ride Home Program	1,584.06
9057 Vanpool-Capital Cost of Leasing	328,341.64
9059 Pik My Kids Expense	14,750.00
9150 Commuter Assistance Programs	2,646.00
9050 Vanpool Program / Coordinator	
9054 VPSI - Local Travel & Supplies	165.44
Total 9050 Vanpool Program / Coordinator	165.44
Total 9150 Commuter Assistance Programs	2,811.44
Total 9000 Projects & Programs	347,487.14
Total Expenses	\$1,152,513.75
NET OPERATING INCOME	\$113,972.70

	TOTAL
NET INCOME	\$113,972.70