



BOARD MEETING MINUTES

April 24, 2020 | Online via Zoom

Jim Holton called the meeting to order at 10:05 am.

BOARD MEMBERS PRESENT:

Jim Holton, Gubernatorial; Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA); Commissioner Reggie Bellamy, Manatee County; Commissioner Karen Seel, Pinellas County; Commissioner Kathryn Starkey, Pasco County; Commissioner Pat Kemp, Hillsborough County; Cliff Manuel, Jr., Gubernatorial; Commissioner John Mitten, Hernando County; Mayor Jane Castor, City of Tampa; Mayor Rick Kriseman, City of St. Petersburg; Secretary David Gwynn, FDOT D7, Secretary L.K. Nandam (Nicole Mills), FDOT D1

BOARD MEMBERS NOT PRESENT:

Rich McClain, Gubernatorial

MEETING ATTENDEES:

TBARTA staff members; Alan Zimmet, BMO; Debbie Leous, PSTA; Bill Ball, Tindale Oliver; Scott Pringle, WSP; members of the public

PUBLIC COMMENT:

I am glad to see everyone doing their best to protect one another by having these meetings via Zoom and YouTube. I also want to thank you for reading our comments into the record and not just putting them into the record. It is a great asset for folks like me who cannot drive and the many who are normally at work. I hope this becomes a best practice for the post-Stay-at-Home rule. That said, I will comment on the TBARTA BRT community input meetings. They were not conducted fairly and accurately. I don't say this lightly as it is a serious allegation. The imagery that was used did not reflect the actual corridor. Imagery from places other than Tampa was used. Our community is being misled and it needs to be rectified. In the past, FDOT has used computerized flyover imagery to give a simulated look at their concepts. I would urge you to take a step back, look at the product, and use imagery of the existing landscape as well as simulations to conduct a more legitimate and fact-based community input meeting. (Mauricio Rosas)

CONSENT AGENDA ITEM:

Approval of February 21, 2020 Board meeting minutes.

➤ **Commissioner Long motioned to approve; Cliff Manuel seconded. Motion passes 9-0.**

ACTION ITEMS:

Resolution 2020-04

Alan Zimmet (BMO) presented Resolution 2020-04: Suspension of Physical Quorum Requirement. The Governor's Executive Order 20-52, was issued on March 9th, to allow political subdivisions to waive the procedures and formalities required by law pertaining to the performance of public work and taking

whatever prudent action is necessary to ensure the health, safety, and welfare of the community. This Resolution immediately suspended all provisions of TBARTA's bylaws requiring the physical presence of a quorum of the members of the governing board or TBARTA's committees at meetings or requiring governing board or committee meetings to be held at any certain physical location, authorizing board meetings to be conducted by communications media technology during the COVID-19 public health emergency.

➤ **Commissioner Long motioned to approve; Commissioner Starkey seconded. Motion passes 9-0.**

Commuter Assistance Program (CAP) Grant Resolution

Cyndi Raskin presented Resolution 2020-03. This allows TBARTA to accept \$870,000 in grant funding from the Florida Department of Transportation to administer the District 7 Commuter Assistance Program. The program, operated as Commute Tampa Bay, assists businesses and commuters with programs designed to reduce single occupant vehicle trips through carpool, vanpool, transit, telecommute, biking, and walking. This will cover the fiscal year 2020 program, which funds commuter services team salaries, program marketing, staff training, technology, and a portion of vanpool subsidies.

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

INFORMATION ITEMS:

Impact of COVID-19 on the Transit Agencies

The two biggest impacts have been in operations and funding. Operationally agencies are emphasizing safety of employees and passengers. They have been focusing on reducing service levels, eliminating fares, implementing rear door boarding and limiting the number of passengers that can ride at a time. They are providing PPE to bus operators and focusing on disinfecting vehicles. On the funding side there is lost revenue. On the Federal level the CARES Act was signed into law on March 27 providing \$2 trillion in support for a variety of industries affected by COVID-19. It includes the transit industry, which received \$25 billion, most of which will be administered through FTA's 5307 Urbanized Area Formula program. Tampa urbanized area (UZA) received \$91m which is split between HART, PSTA, PCPT and TBARTA. TBARTA's share is \$2.2m and the intended use is to prevent, prepare for, and respond to COVID-19. It can cover things such as: operating costs to maintain service, lost revenue due to coronavirus, purchase of PPE, paying administrative leave for personnel due to reductions in service or having to self-quarantine. FTA expanded use to include all activities normally eligible under the 5307 program. Operating expenses are eligible beginning January 20, and there is no limit on the amount of funds that can be used for operating expenses. Activities are funded at 100% federal share, meaning there is no required state or local match, and there is no lapse date (so funds are available until expended and do not expire).

Legislative Update

State update - Our appropriation made it in the budget at \$1.5M for operations, the funds will come out of the transportation trust fund. It is not viable for us to have to come back each year to request these non-recurring funds, we need to look at permanent funding. Our member bill regarding quorum and mayoral designees did not pass. This was disappointing but it gives us time to add new items for the 2020-2021 session. In addition, our two gubernatorial appointments remain vacant, but we are hoping to have them filled by summer.

Federal update - Congress has passed three supplemental appropriation bills to help communities through COVID-19 crisis. The third bill, the CARES Act included \$25 billion dollars for the transit industry. Congress is also working on phase 3.5, a smaller bill to infuse more money into the small business administration for small business loans. Democrats are also advocating for an infrastructure bill including anywhere from \$150 to \$250 billion dollars for state and local governments. This would go to cities with a population of fifty thousand or more. State DOT's have come forward with a proposal for \$50 billion to help maintain construction programs for highway and transit. They are also focusing on electrifying the highways.

Financial Update

Melonie Williams gave an update on the financials. The YTD net surplus was \$181,000. On the revenues we

were under budget by \$2.4M due to the timing of the PD&E and technology study. We were also under budget by \$2.1M on expenses also due to the timing of expenses related to the PD&E and technology study. At the end of March, we had a balance of \$310,000 in the bank.

Updated Procurement Manual

TBARTA applied to become an FTA designated recipient (grantee) in December 2019. Upon review of our packet, FTA requested more comprehensive procurement policies be added to our current manual. Staff has since developed a new procurement manual that addresses all areas identified by FTA. New content was obtained from policy manuals used by other transit agencies and directly from FTA Circular 4220.1F, Third Party Contracting Guidance. Both the draft Procurement Manual along with Procurement System Elements were given to the Committee for review. The updated manual will be reviewed by general counsel prior to a request for approval in May.

Envision 2030 Plan Recommendations

Both the TMC and CAC both voted to recommend adoption of the Envision 2030 draft plan. The CAC did have some modifications for the Boards consideration. They suggested that we give more recognition to the regional transportation disadvantaged network and to highlight the importance of the vanpool program.

PRESENTATIONS:

Draft Envision 2030 Plan

Bill Ball (Tindale Oliver) presented highlights from the Draft Executive Summary. He introduced the Regional Transit Vision Network (RRT, intermodal centers, rail center and passenger ferry) along with major transit projects (short/long term) and what our future role could be. The 10-year plan included three scenarios: status quo – maintain what we are doing today; low impact – includes TBARTA assuming responsibility for some regional bus routes, capital, and regional transportation disadvantaged services; high impact – includes new regional bus routes, regional rapid transit and more. Different revenue assumptions and operating costs/revenues were presented based on each scenario. Recommendations focus on three key areas: policy, funding, and commitment/collaboration. The draft plan offers 13 action items and 26 recommendations. Next steps include initiating a public comment period, presenting to the PSTA/HART boards, and presenting the final plan to be adopted by the TBARTA Board in June.

Regional Rapid Transit Progress and Outreach Update

Scott Pringle (WSP) provided updates on milestone #2, conceptual design. This focus area of the study includes two elements, defining alignment and the station types. There are 4 alternative alignments, each with different operating paths. Concepts include a dedicated transit lane in Pinellas county from 4th street to the Gateway/Carillion area. In Hillsborough county an inside transitway in the median of the interstate from Westshore to downtown Tampa. Heading out of downtown Tampa both inside and outside lane options are being discussed. We viewed a video highlighting the 6 charrettes. Neighborhood typology, station location, parking, amenities and building materials were all topics discussed within the groups. These events reached almost 100 participants.

Both presentations can be found here: <https://bit.ly/3cQXeH9>

CHAIRMAN'S REPORT:

This was a great first Zoom meeting, thank you to staff for putting it together so quickly. He also thanked our elected officials for keeping us all safe.

EXECUTIVE DIRECTOR'S REPORT:

- Our PTASP (Public Transportation Agency Safety Plan) is being created in coordination with CUTR. We are planning to bring the final plan to the Board in July/August for adoption.
- We are working with Tindale Oliver to create a TAM (transit management plan) by May 31st.
- Cyndi Raskin is working with our partners to present a series of telework webinars to educate businesses.

- David recognized our Board members with April Birthdays, Commissioner Kemp, Commissioner Mitten and Cliff Manuel.
- We will be adding a June Board meeting in order to approve our FY2019 audit.

Adjournment 12:05 pm