



## **BOARD MEETING MINUTES**

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February 21, 2020 | Pinellas Suncoast Transit Authority, 3201 Scherer Drive, St. Petersburg, FL 33716

*Jim Holton called the meeting to order at 10:12 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; Cliff Manuel, Jr., Gubernatorial; Rich McClain, Gubernatorial; Commissioner John Mitten, Hernando County; Secretary David Gwynn, FDOT D7, Secretary L.K. Nandam, FDOT D1

### **BOARD MEMBERS NOT PRESENT:**

Mayor Jane Castor, City of Tampa (via phone, 10:31 am); Mayor Rick Kriseman, City of St. Petersburg; Commissioner Kathryn Starkey, Pasco County; Commissioner Pat Kemp, Hillsborough County

### **MEETING ATTENDEES:**

David Green, Executive Director; TBARTA staff members; Alan Zimmet, BMO; Debbie Leous, PSTA; members of the public

### **PUBLIC COMMENT:**

Tom Nocera of St. Pete/Tampa Ariel Transit provided an update on BeachTran/SkyTran's pilot project.

### **CONSENT AGENDA ITEM:**

Approval of January 17, 2020 Board meeting minutes.

➤ Rich McClain motioned to approve; Commissioner Long seconded. Motion passes 7-0.

### **ACTION ITEMS:**

#### **Employee Policy Manual**

TBARTA's Employee Policy Manual was last updated in March 2009. Some new policies were approved during 2019 but the Policy Committee requested all policies be reviewed and updated at the same time instead of individually. The updated manual was presented in January to this Committee for review and today's version has two additional updates based on recommendations from legal counsel:

- TBARTA retains its Drug-Free Workplace policy that includes reasonable suspicion testing. Pre-employment testing is now allowable for safety sensitive positions only.
- The Travel Reimbursement policy previously approved on May 17, 2019 was updated to require the use of state per diem rates for meals.

The overall approach to updating the manual was to provide more comprehensive guidance to employees while continuing to position TBARTA as an employer of choice. Content is weighted more heavily toward policy and less on procedures. It was recommended that the Committee move the updated employee manual to the Board for approval.

*The Policy Committee recommended a strikethrough be made under section 5.7 to the following language: All regular full-time employees can volunteer up to four (4) hours per quarter (four (4) times per calendar year) with a 501(c)(3) nonprofit or other non-profit organization to help support the community.*

➤ Rich McClain motioned to approve; Commissioner Mitten seconded. Motion passes 7-0.

#### **PSTA Bus on Shoulder Demonstration Project**

It was recommended that the Board approve a Memorandum of Understanding with PSTA to contribute up to \$30,000 in FTA Section 5307 funds from grant FL-2019-015 to PSTA for purchase of the necessary on-board vehicle equipment for the PSTA I-275 Bus on Shoulder Demonstration project. FDOT will install ramp meters at the on-ramps from 38th Avenue and 54th Avenue and has agreed to install technology in the ramp meter cabinets that will stop general vehicles from entering the interstate when a bus is passing by on the shoulder. This demonstration project has a potential benefit to TBARTA's planned Regional Rapid Transit since the RRT will operate in the same corridor and could use the same technology.

➤ Cliff Manuel motioned to approve; Rich McClain seconded. Motion passes 7-0.

#### **Master Agreement with the University of South Florida**

Chapter 287.057 of the Florida Statutes governs public procurement of commodities and contractual services. Subparagraph (e)(12) exempts services or commodities provided by governmental entities from competitive bid requirements. USF and the Center for Urban Transportation Research (CUTR) fall into this category of statutory exemption. CUTR was created in 1988 by the Florida Legislature (334.065, F.S.) and is housed within the College of Engineering at USF. Although USF and CUTR are statutorily exempt from competitive bid requirements, TBARTA's Procurement Manual does not provide an exception. It is the opinion of TBARTA's general counsel that the Board has the authority to waive the competitive bid requirements of the Procurement Manual for the purpose of a master agreement with USF. It is recommended that the Board approve to waive the competitive bid requirement in the procurement manual as it pertains to the University of South Florida (USF) and authorize the Executive Director to sign a two-year master agreement with USF for professional services. This will fall under the Executive Director's approval authority of \$49,999.

➤ Commissioner Mitten motioned to approve; Cliff Manuel seconded. Motion passes 8-0.

#### **Commuter Services Contract Amendment**

It was recommended that the Board approve the first amendment to the Commuter Vanpool services agreement with Enterprise Leasing Company of Florida, LLC. The current agreement is set to expire on June 30, 2020. By exercising the first renewal option, it would be extending the agreement through June 30, 2021. The contract amendment also provides clarity and detail regarding reporting requirements. There are no fiscal impacts. The subsidy would remain at \$400 per month per vehicle. Projected expenses were approved in the FY2020 operating budget.

➤ Commissioner Seel motioned to approve; Rich McClain seconded. Motion passes 8-0

#### **INFORMATION ITEMS:**

##### **PTASP (Public Transportation Agency Safety Plan)**

After Board approval of the TBARTA-USF Master Agreement, TBARTA will issue a task work order to CUTR for the development of a PTASP (Public Transportation Agency Safety Plan). CUTR has prepared a scope of work and budget in the amount of \$44,119.13. The scope of work calls for the development of a PTASP that includes all of the elements of a SMS (e.g., the inclusion of a non-punitive Employee Safety Reporting System) as well as a one-day training session related to the PTASP and SMS requirements. The work will be funded from TBARTA's G1C04 state operating grant.

##### **Financial Update**

Melonie Williams gave an update on the financials. The YTD net surplus was \$480,638. We were over budget on revenues for federal funding due to the use of STP and FTA 5307 funds. We were under budget on state funding due to the timing of the PD&E and technology projects. On the expense side we were under budget

across the board.

### **Legislative Update/Appropriations**

Ron Pierce from RSA updated the Board on the legislative session week 6. Our appropriation is currently in the House budget at \$1.5M, the funds will most likely be non-recurring and come out of the transportation trust fund. Language will need to be clarified on the way those funds will be dispersed. Conversations have taken place with FDOT to have the funds come from a larger pot of money from Tallahassee and not the districts non-recurring projects. It is not viable for us to have to come back each year to request these non-recurring funds. It would be more efficient to have it included in the FDOT base budget. Concerns were expressed that we might outgrow the \$1.5M budget for operations as we grow as an organization.

### **TBARTA Member Bill**

The final piece of legislation does not include electronic voting but does allow the mayors to appoint an alternate from city council to attend Board meetings in their absence. The new quorum definition would be 7 members (50% + 1) with voting membership. The CCC would be under the MPO's authority and we have eliminated the list of committees in our enabling act, which makes any future changes possible without legislation.

### **CAC Report**

Bill Jonson gave an update on the CAC's recommendation/adoption of the Envision 2030 plan which was approved. The Committee would like to see more recognition given to the regional transit disadvantaged network and to highlight the vanpool program. He also brought to attention the issue of CAC attendance.

### **Regional Transit Summit**

A discussion took place in regard to the outline of the program including who the audience would be. The focus was on innovation and transit projects across all agencies. We are looking at August 27<sup>th</sup> & 28<sup>th</sup> at the Tampa Marriott Waterside. This is in the very early planning stage and more information will be provided as it comes.

## **PRESENTATIONS:**

### **M-CORES**

Walter Breuggeman from FDOT gave an overview on the M-CORES program. The purpose of this program is to protect the environment, enhance quality of life, encourage job creation, revitalize rural communities and provide regional connectivity while leveraging technology. The objective is to advance the construction of regional corridors intended to accommodate multiple modes of transportation and multiple types of infrastructure. The many benefits to this program are congestion mitigation, advancing trade & logistics, improving utilities, protection/enhancement of wildlife corridors and enhancing public safety.

### **Innovative Transit Technology Study Update**

WSP is currently completing an Innovative Transit Technologies study for TBARTA. Christina Kopp provided the study scope focusing on three specific technologies; cable propelled transit, air taxis and hyperloop. The study is currently in the technology research/industry interview phase and is set to be completed in July with a final report.

### **Smart Infrastructure and the Future of Mobility**

Rahul Gupta introduced the Board to the Smart Cities and Infrastructure vision and provided information on cities that have gone digital. He gave an update as to recent wins in Florida and what phases lie ahead by highlighting achievements in the Tampa Bay region. Examples were given on how TBARTA can expand beyond core transit services to include connected and autonomous vehicles, leverage technology to create a seamless transit experience and engage the right partners to invest in infrastructure and technology.

**All presentations can be found here:** <https://bit.ly/2xAc19Z>

## **CHAIRMAN'S REPORT:**

Jim Holton thanked the Committee chairs for all of their diligent work in moving everything forward.

**EXECUTIVE DIRECTOR'S REPORT:**

We will not be moving forward with Granicus agenda software due to bugs that cannot be fixed. We are currently exploring a new platform called Municode and are currently in the procurement process. We will provide more information as it comes.

Design charettes are taking place in March for the RRT stations. A total of 8 taking place in the proposed station areas.

***Adjournment 1:02 pm***