



**Board Meeting**  
**Friday, August 25, 2023 – 10:00 AM**  
**Pinellas Suncoast Transit Authority**  
**3201 Scherer Drive**  
**St. Petersburg, FL 33716**

**NOTICE OF PUBLIC MEETING**

**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE AND ROLL CALL**

**3. PUBLIC COMMENT**

*Persons wishing to address the Board can do so in either of two ways:*

*A. Comments no more than 400 words may be sent to [publiccomment@tbarta.com](mailto:publiccomment@tbarta.com) and will be read into the record. Written comments must be received no later than the day before the meeting. Comments must include the name, address, organization and topic or agenda item.*

*B. See staff prior to the meeting to complete a comment card. You will be able to provide comment for three (3) minutes when recognized.*

**4. INFORMATION ITEMS**

A. July 2023 Financial Statements (Melonie Williams)

**5. ACTION ITEMS**

A. Approve May Board Meeting Minutes

B. Approve FY 2024 Budget (Melonie Williams)

**6. EXECUTIVE DIRECTOR'S REPORT**

**7. CHAIRMAN'S REPORT**

**8. OLD & NEW BUSINESS**

**9. ADJOURNMENT**

**\*\*NEXT BOARD MEETING\*\***

**None**

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).

**FYE 2023 FINANCIAL PERFORMANCE REPORT**  
**Year to Date through July 2023**

July				
Description	Actual	Budget	% Variance	\$ Variance
Revenues	\$1,641,000	\$3,071,099	(46.57%)	(\$1,430,099)
Expenses	\$1,783,381	\$2,735,446	34.80%	\$952,065
Surplus / (Deficit)	(\$142,381)	\$335,653	(142.42%)	(\$478,034)

Year to date through the month of July, the net deficit of \$142,381 is \$478,034 under the budget of \$335,653

**Revenues**

Federal Funding - under budget due timing of projects & reduction of salaries	(794,765)
State Funding - under budget due to timing of projects	(96,878)
Local Funding - under budget due to non-participation of member jurisdictions	(538,456)
	<u>(\$1,430,099)</u>

**Expenses**

Professional Services under budget due to expenditures related to projects	(486,761)
Staff Training & Meetings-under budget due to reduction of expenditures	(18,463)
Salaries & Fringe Benefits - under budget due to staff vacancies	(239,830)
Marketing - under budget due to timing of expenditures	(124,386)
Commuter Assistance Programs	(30,290)
All other expenses	(52,336)
	<u>(\$952,065)</u>

# Tampa Bay Area Regional Transit Authority

## Balance Sheet

As of July 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1110 Cash and Cash Equivalents	582,856.81
<b>Total Bank Accounts</b>	<b>\$582,856.81</b>
Accounts Receivable	
1120 Accounts Receivable (A/R)	502,926.10
<b>Total Accounts Receivable</b>	<b>\$502,926.10</b>
<b>Total Current Assets</b>	<b>\$1,085,782.91</b>
<b>TOTAL ASSETS</b>	<b>\$1,085,782.91</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	179,719.90
<b>Total Accounts Payable</b>	<b>\$179,719.90</b>
Credit Cards	
2115 SunTrust Visa CC-1983	69.00
2116 BOA-PCard-8653	1,016.55
<b>Total Credit Cards</b>	<b>\$1,085.55</b>
Other Current Liabilities	
2130 Accrued Liabilities	14,945.51
2192 Deferred Inflows of Resources	436,333.00
<b>Total Other Current Liabilities</b>	<b>\$451,278.51</b>
<b>Total Current Liabilities</b>	<b>\$632,083.96</b>
<b>Total Liabilities</b>	<b>\$632,083.96</b>
Equity	
3003 Net Assets	596,079.97
Net Income	-142,381.02
<b>Total Equity</b>	<b>\$453,698.95</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,085,782.91</b>

# Tampa Bay Area Regional Transit Authority

## Profit and Loss

October 2022 - July 2023

	TOTAL
Income	
4300 Local Funds	
4305 Partner County Contributions	0.00
<b>Total 4300 Local Funds</b>	<b>0.00</b>
4400 State Funds	
4402 Project Develop & Environment	249,751.06
4410 Commuter Assistance Program (CAP)	783,383.67
4425 Operating Grant (OPS)	23,568.83
4426 Innov. Tech	58,581.05
<b>Total 4400 State Funds</b>	<b>1,115,284.61</b>
4500 Federal Funds	
4505 Federal Transit Administration	134,176.89
4506 CARES Act	391,481.22
<b>Total 4500 Federal Funds</b>	<b>525,658.11</b>
4600 Miscellaneous income	
4620 Interest income	57.53
<b>Total 4600 Miscellaneous income</b>	<b>57.53</b>
<b>Total Income</b>	<b>\$1,641,000.25</b>
<b>GROSS PROFIT</b>	<b>\$1,641,000.25</b>
Expenses	
5010 Salaries & Benefits	
5013 Salaries and Wages	345,922.63
5015 Fringe Benefits	
5016 Workman's Comp Insurance	2,000.00
5017 Medical, Dental & Supplemental Benefits	50,181.09
5018 Employment Taxes	22,812.45
5019 Retirement Program	41,104.45
<b>Total 5015 Fringe Benefits</b>	<b>116,097.99</b>
<b>Total 5010 Salaries &amp; Benefits</b>	<b>462,020.62</b>
5020 Professional/Contracted Services	
5021 Commuter Assistance Programs	
8980 Emergency Ride Home Program	793.38
<b>Total 5021 Commuter Assistance Programs</b>	<b>793.38</b>
5022 IT Support and Maint	1,613.65
5023 Legal Expense	13,085.72
5024 Lobbyist	35,000.00
5025 Consultant/Contractor Services	311,150.91
5026 Auditors	39,100.50
5027 PSTA	2,356.00
5028 Payroll Processing	2,180.86
<b>Total 5020 Professional/Contracted Services</b>	<b>405,281.02</b>

# Tampa Bay Area Regional Transit Authority

## Profit and Loss

October 2022 - July 2023

	TOTAL
5039 Supplies & Materials	
5035 Office Supplies	238.43
5036 Computer Software	46,754.21
5037 Office Equipment	1,506.87
5038 Postage	22.68
<b>Total 5039 Supplies &amp; Materials</b>	<b>48,522.19</b>
5040 General Utilities	
5041 Telephone	3,401.38
5042 Web Hosting	5,790.00
<b>Total 5040 General Utilities</b>	<b>9,191.38</b>
5050 Casualty & Liability Cost	18,196.00
5090 Misc/Office Expense	95.10
5091 Printing, Advertising, & Marketing	1,687.81
5092 Public Relations/Outreach	20.00
5093 Dues, Publications & Membership	781.25
5094 Meetings Expense	1,200.00
5095 Staff Training	205.00
5096 Rent	39,806.63
5097 Bank Fees & Licenses	247.00
5098 Travel & Auto Mileage	1,790.38
<b>Total 5090 Misc/Office Expense</b>	<b>45,833.17</b>
9000 Projects & Programs	
5115 Vanpool-Agency Subsidy	794,336.89
<b>Total 9000 Projects &amp; Programs</b>	<b>794,336.89</b>
<b>Total Expenses</b>	<b>\$1,783,381.27</b>
NET OPERATING INCOME	<b>\$ -142,381.02</b>
NET INCOME	<b>\$ -142,381.02</b>



**Board Meeting**  
**Friday, May 26, 2023 – 10:00 AM**  
**PSTA Headquarters**  
**3201 Scherer Drive**  
**St Petersburg, FL 33716**

**MINUTES**

**CALL TO ORDER**

Chair Manuel called the meeting to order at 10:00 AM.

**PRESENT**

Chair Cliff Manuel  
Commissioner Kathryn Starkey  
Commissioner Rene Flowers  
Commissioner Janet Long  
Mr. Jim Holton  
Councilmember Deborah Figgs-Sanders  
Commissioner Jerry Campbell  
Councilmember Lynn Hurtak  
Secretary David Gwynn  
Mr. David Green, Executive Director  
Ms. Jennifer Cowan, Legal Counsel  
TBARTA Staff

**ABSENT**

Commissioner Pat Kemp  
Commissioner James Satcher  
Secretary LK Nandam

**PUBLIC COMMENT**

There was no public comment.

**INFORMATION ITEMS**

April 2023 Financial Statements presented by Melonie Williams

The YTD net deficit through the end of April is \$100,828, which is under budget by \$587,888. Revenue was \$1.2 million under budget primarily due to reduction of salaries, timing of projects, and the loss of \$538,000 in local funding. Expenses are under budget by \$693,489 due to professional services and staff vacancies. The Accounts Payable balance is \$293,897 and Accounts Receivable \$607,059. The cash balance at the end of April is \$633,903.

Legislative Recap presented by Ron Pierce, RSA Consulting

The TBARTA bill passed and was signed by the Governor. The bill goes into effect July 1, 2023. TBARTA will be officially dissolved on June 30, 2024.

**ACTION ITEMS**Approval of January 2023 Board Meeting Minutes

Motion made by Commissioner Flowers to approve the January 2023 Board meeting minutes. Seconded by Commissioner Starkey. Motion passed unanimously.

FY 2022 Audit Results presented by Lance Schmidt, CLA

TBARTA received an unmodified opinion, which states that the financial statements were fairly presented and materially correct. There were no material weaknesses or significant deficiencies regarding internal controls over compliance, and no financial statement findings or management comments. TBARTA also received an unmodified opinion in the single audit.

Commissioner Starkey asked if all employees are vested as it relates to the FRS obligation. Mr. Schmidt replied that is a matter for the FRS system. The credit will carry on if employees choose to move on to a different employer.

Commissioner Flowers asked if consideration was made for the change in valuations that will occur as a result of the recent change in legislation for the FRS system. Mr. Schmidt replied yes, those considerations are reflected in the report.

Motion made by Commissioner Starkey to accept the FY 2022 audit results. Seconded by Commissioner Flowers. Motion passed unanimously.

Director of Accounting Employment Agreement presented by Jennifer Cowan, General Counsel

The employment agreement keeps the compensation and benefits for Melonie Williams the same as today. The difference is the agreement allows for 20 weeks of severance under two conditions, 1) if she is terminated for convenience or 2) if TBARTA ceases to exist.

Commissioner Flowers thanked Ms. Williams for staying when she knows the future is uncertain. I want to thank you and all the staff members for being there in such a professional manner.

Chair Manuel added that having you all to rely on at the end of our responsibilities is very much appreciated and your professional courtesy has been acknowledged by all of us. Thank you.

Motion made by Commissioner Flowers to approve the Director of Accounting Employment Agreement. Seconded by Councilmember Figgs-Sanders. Motion passed unanimously.

2023 PTASP Update presented by Ken Boden

The FTA requires transit operators to review, update and certify their plans annually. The PTASP was last updated in April 2022. This update incorporates performance data from 2022 and sets target goals for 2023. Target goals include zero accidents and zero fatalities.

Motion made by Commissioner Flowers to approve the 2023 PTASP update. Seconded by Commissioner Starkey. Motion passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Green provided an update of closing activities. We have made good progress over the last several months. Everything has gone well and there are no issues. The Vanpool program continues to grow, with 214 vanpools currently in operation. The FTA triennial review is in process with an exit conference in August or September. We closed 2 state grants and have 2 remaining, one for the PD&E project and the other the Commuter Assistance Program. Our CARES Act Grant will close in October then we'll move to our ARP Grant, which should close at the beginning of March. The 5307 grant will close upon payment of vanpool-related expenses. Now that the legislation has been signed by the Governor, I will work with counsel on a letter to terminate our office lease. Florida Department of Economic Opportunity informed me that we need to complete a FY 2023 audit. That will be an additional expense but will not impact the closing timeline.

Commissioner Starkey asked what the price of the current audit was. Mr. Green answered \$37 or \$38 thousand and includes a review of our National Transit Database (NTD) reporting process.

Mr. Holton asked if there are any penalties for terminating the office lease early. Mr. Green answered there are no penalties, however we must reimburse the landlord for unamortized improvements made to the space, the fee they paid to the broker, and free rent that we have not realized yet. The total amount owed is approximately \$50,000.

Commissioner Long commented that all I see are anticipated expenses increasing. In August, are we going to receive a final projection of funds that will be reimbursed to the counties? Mr. Green replied yes. In January we provided an initial projection of what the final distribution of funds would be. That amount was based on our assessment at the time and did not include a FY 2023 audit or increase to FRS contributions. Our projection now is that the counties will be reimbursed \$197,533, which is roughly \$26,000 less than what we projected in January.

Commissioner Long asked why we would pay FRS when we are not going to receive anything for it. Ms. Cowan answered that employers are obligated to contribute as long as you operate and your employees continue to accrue a benefit under FRS. Your obligation will end when you no longer have employees who are accruing time.

**ADJOURNMENT**

Chair Manuel adjourned the meeting at 10:42 AM.

**\*\*NEXT BOARD MEETING\*\***  
**August 25, 2023 – 10:00 AM**  
**Pinellas Suncoast Transit Authority**  
**3201 Scherer Drive**  
**St. Petersburg, FL 33716**



## **ACTION ITEM: FISCAL YEAR 2024 BUDGET**

**Staff Resource:** Deborah Leous, PSTA  
Melonie Williams, Director of Accounting

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### **Fiscal Year 2024 Budget:**

- A summary of the FY 2024 Operating Budget complies with TBARTA's focus of dissolving the agency.

### **Fiscal Year 2024 – Operating Budget:**

- The \$588,477 budget for FY 2024 includes resources to support the organization until it closes and commuter service activities through December 2023.
- Key highlights of the FY 2024 budget include:
  - Continued commuter vanpool program through December 2023.
  - Expenses will exceed revenue by \$407,198. The deficit will be funded by cash reserve with the final balance being reimbursed to the counties.
  - Services will be discontinued as soon as each is no longer required.
  - The budget assumes no salary increases for staff.
  - A final bank statement will be provided to the counties showing final disbursements and a closing balance of zero.

### **Fiscal Year 2024 – Capital Budget:**

- The capital budget for FY 2024 is \$303,000 funded by an FTA Section 5307 grant passed through to TBARTA from PSTA. This funding will support the Vanpool Program through December 2023.

### **Attachments:**

- Draft Budget Allocated by Funding Source

**TBARTA FY 2024 OPERATING AND CAPITAL BUDGET**

		Budget FY 2024 Capital /Oper	Allocation of Cost	Federal FTA 5307 Capital	Federal ARP Operating	Local Funds Partner Contribs
	<b>Contract Amount</b>			<b>\$3,679,734</b>	<b>\$246,767</b>	
1	<b>Revenues</b>	<b>\$484,279</b>		<b>\$303,000</b>	<b>\$181,279</b>	<b>\$0</b>
2	<b>Office &amp; Administration</b>					
3	Supplies	\$60	100% allocated to Local Funds			\$60
4	Bank Fees/Licenses	\$200	100% allocated to Local Funds			\$200
5	Subscriptions/Dues/Memberships	\$69	100% allocated to Local Funds			\$69
6	<b>Office &amp; Administration</b>	<b>\$329</b>				<b>\$329</b>
7						
8	<b>Communications</b>					
9	Telephone	\$1,188	100% allocated to Local Funds			\$1,188
10	Web Hosting	\$2,298	100% allocated to Local Funds			\$2,298
11	<b>Communications</b>	<b>\$3,486</b>				<b>\$3,486</b>
12						
13	<b>Equipment</b>					
14	Computer Software	\$972	100% allocated to Local Funds			\$972
15	Computer Maint/License	\$4,023	100% allocated to Local Funds			\$4,023
16	<b>Equipment</b>	<b>\$4,995</b>				<b>\$4,995</b>
17						
18	<b>Insurances</b>					
19	General Liability	\$5,745	100% allocated to Local Funds			\$5,745
20	Workers' Compensation	\$1,000	100% allocated to Local Funds			\$1,000
21	<b>Insurances</b>	<b>\$6,745</b>				<b>\$6,745</b>
22						
23	<b>Travel and Auto</b>					
24	Travel and Auto Mileage	\$450	100% allocated to Local Funds			\$450
25	<b>Travel and Auto</b>	<b>\$450</b>				<b>\$450</b>
26						
27	<b>Personnel</b>					
28	Admin	\$386,942	Allocated to ARP and Local Funds		\$132,814	\$254,128
29	Commuter Services	\$22,991	100% allocated to ARP		\$22,991	
30	<b>Staff</b>	<b>\$409,933</b>			<b>\$155,805</b>	<b>\$254,128</b>
31						
32	<b>Fringe Benefits</b>					
33	Payroll Taxes (FICA)	\$32,191	Allocated to ARP and Local Funds		\$15,556	\$16,635
34	Federal & State Unemployment	\$2,039	100% allocated to ARP		\$2,039	
35	FRS Employer Contribution	\$55,424	Allocated to ARP and Local Funds		\$3,120	\$52,304
36	Med, Dent & Suppl Benefits	\$38,654	Allocated to ARP and Local Funds		\$4,759	\$33,895
37	<b>Benefits</b>	<b>\$128,308</b>			<b>\$25,474</b>	<b>\$102,834</b>
38						
39	<b>Professional Services</b>					
40	Legal	\$6,000	100% allocated to FTA 5307	\$6,000		
41	Auditor	\$30,661	100% allocated to Local Funds			\$30,661
42	PSTA	\$1,800	100% allocated to Local Funds			\$1,800
43	Payroll	\$1,470	100% allocated to Local Funds			\$1,470
44	<b>Professional Services</b>	<b>\$39,931</b>		<b>\$6,000</b>		<b>\$33,931</b>
45						
46	<b>Operating Projects</b>					
47	Vanpool Program	\$297,000	100% allocated to FTA 5307	\$297,000		
48	Emergency Ride Home	\$300	100% allocated to Local Funds			\$300
49	<b>Operating Projects</b>	<b>\$297,300</b>		<b>\$297,000</b>		
50						
51	<b>TOTAL OPERATING/CAPITAL BUDGET</b>	<b>\$891,477</b>		<b>\$303,000</b>	<b>\$181,279</b>	<b>\$407,198</b>
52	<b>Surplus/Deficit</b>	<b>(\$407,198)</b>		<b>-</b>	<b>-</b>	<b>(\$407,198)</b>

**TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY**

**RESOLUTION NO. 2023-01**

**A RESOLUTION OF THE TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY (TBARTA) GOVERNING BOARD ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 FOR CARRYING ON THE DUTIES AND OBLIGATIONS OF THE AUTHORITY AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, TBARTA has estimated the amount of money necessary to carry on its duties and obligations for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (FY 2024); and

**WHEREAS**, the estimated revenues to be received by TBARTA during said period has been determined; and

**WHEREAS**, the total amount of revenues available from all sources, including balances brought forward from prior fiscal years, equals the total of appropriates and reserves in the final budget for FY 2024.

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

Section 1. The final budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024 that is on file at the offices of TBARTA is adopted as the final budget for the Authority.

Section 2. The respective funds for each item of expenditure proposed in the budget for Fiscal Year 2024 are hereby approved and adopted for the operation of TBARTA and constitute an appropriation of funds which are lawfully applicable to the items contained within the budget. This budget may be altered or revised by action of the TBARTA Governing Board and unpledged funds may be subsequently appropriated to another purpose, except as prohibited by law.

Section 3. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are declared to be severable.

Section 4. This resolution shall become effective immediately upon adoption.

**APPROVED AND ADOPTED** on this 25<sup>th</sup> day of August 2023.

**FOR THE BOARD:**

**ATTEST:**

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**Cliff Manuel, Jr., Chairman**

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**Rene Flowers, Secretary/Treasurer**

**APPROVED AS TO FORM:**

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**Jennifer R. Cowan, General Counsel**

# Estimated County Reimbursements

County	Population Estimates Used for FY 2022 Contribution	Proportion of Total Used for FY 2022 Contribution	Estimated Final Reimbursements
Hernando	186,553	5.37%	\$8,842
Hillsborough	1,408,566	40.51%	\$66,763
Manatee	385,571	11.09%	\$18,275
Pasco	525,643	15.12%	\$24,915
Pinellas	970,637	27.92%	\$46,006
<b>TOTAL</b>	<b>3,476,970</b>	<b>100.00%</b>	<b>\$164,801</b>

