



**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**