



**Board Meeting**  
**Friday, August 25, 2023 – 10:00 AM**  
**PSTA Headquarters**  
**3201 Scherer Drive**  
**St Petersburg, FL 33716**

**MINUTES**

**CALL TO ORDER**

Commissioner Starkey called the meeting to order at 10:02 AM.

**PRESENT**

Commissioner Jerry Campbell  
Councilmember Lynn Hurtak  
Commissioner Rene Flowers  
Director Jim Holton  
Commissioner Pat Kemp  
Commissioner Kathryn Starkey  
Mayor Ken Welch  
Councilmember Deborah Figgs-Sanders  
Secretary David Gwynn  
Mr. David Green, Executive Director  
Ms. Jennifer Cowan, Legal Counsel  
TBARTA Staff

**ABSENT**

Chair Cliff Manuel  
Commissioner Janet Long  
Commissioner James Satcher  
Secretary LK Nandam

**PUBLIC COMMENT**

There was no public comment.

**INFORMATION ITEMS**

July 2023 Financial Statements presented by Melonie Williams

The YTD net deficit through the end of April is \$142,381, which is under budget by \$478,034. Revenue was \$1.4 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 \$952,065 due to professional services and staff vacancies. The Accounts Payable balance is \$179,720 and Accounts Receivable \$502,926. The cash balance at the end of July is \$582,857.

**ACTION ITEMS**

Approval of May 2023 Board Meeting Minutes

Motion made by Commissioner Flowers to approve the May 2023 Board meeting minutes. Seconded by Councilmember Hurtak. Motion passed unanimously.

#### FY 2024 Budget presented by Melonie Williams

The total budget of \$891,477 includes resources to support the agency until it closes. The commuter vanpool program will continue through December 2023. Services will be discontinued as soon as each is no longer needed. Expenses will exceed revenues by \$407,198. The deficit will be funded by cash reserve with the final balance being reimbursed to the counties.

Councilmember Hurtak asked for confirmation that the vanpool program will continue beyond December. Ms. Williams replied yes, it will be administered by PSTA.

Mayor Welch asked in what month the counties will be reimbursed. Ms. Williams replied March 2024.

Motion made by Commissioner Flowers to approve the FY 2024 budget. Seconded by Mayor Welch. Motion passed unanimously.

#### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Green provided an update on closing activities. Everything is going well and we continue to have no issues. The vanpool program is still on track to end on December 31 when we transfer it to PSTA. The triennial review is complete but we haven't received the final report yet. The exit conference was held on August 3 and we had no deficiencies. Our review was so clean they said they would issue a final report without a draft. We should receive it within the next two weeks. We've made great progress with grants. Our state grants are all spent with the last CAP grant scheduled to close when we receive our final reimbursement within the next two months. On the federal side, we'll close our CARES Act grant in September, which will leave us with the two that are needed for our FY 2024 budget. The office lease is terminated and the office is essentially empty. I'll deliver 12 boxes of records to Tallahassee in September then schedule a final walk-through with the landlord and turn in the keys. Our final 6 months will involve transferring the vanpool program to PSTA, completing the FY23 audit, terminating remaining contracts and services, closing our federal grants, finalizing records management and providing our electronic records to the state, and reimbursing the counties.

This is our final board meeting, which obviously is disappointing but somewhat fitting that we're having it exactly 16 years and a day after the very first TBARTA board meeting in 2007. Despite our demise, the people who have been associated with the agency during that time did complete some pretty significant work, not least of which includes the Regional Master Plan in 2009 and the Regional TDP in 2020. I'm honored to have been a part of it and want to thank all the staff I've had the pleasure of working with for their efforts, and especially those still with us for their commitment. It takes a special person to come to work every day and perform at the level they do, while facing the uncertainty we've endured.

I also want to thank you all for your dedication to serving the people of Tampa Bay and searching for solutions to the many transportation challenges that plague our region. I don't see this as an end of the conversation but rather a transition in where the conversation takes place. It was said during that first board meeting that there is much work to be done. I think we can agree that's still the case but I'll leave TBARTA encouraged that you all will continue fighting to improve mobility for all the communities we serve.

Director Holton acknowledged the important work TBARTA accomplished and thanked Mr. Green for all that he did for the agency.

Mayor Welch emphasized that board members will have to continue working together to improve transportation throughout Tampa Bay even though TBARTA will no longer exist. He also thanked Mr. Green and staff for their efforts and professionalism.

Commissioner Flowers echoed the comments and thanked Mr. Green and staff for their loyalty, acknowledging that they could have easily moved on to other opportunities but instead elected to stay and make sure the agency closed properly.

Secretary Gwynn expressed what a great partner TBARTA has been to FDOT and confirmed that the department will take over some of the regional duties TBARTA performed. He thanked staff for their work and Ming Gao of FDOT for being a source of stability throughout TBARTA's existence.

Councilmember Figgs-Sanders mentioned how much she enjoyed serving on the board with other regional partners. She thanked Mr. Green for making sure she was well informed and prepared for meetings and offered staff her assistance if it was needed in the future.

Commissioner Starkey also thanked staff and recognized the efforts of TBARTA and the work yet to be done for the region.

#### **ADJOURNMENT**

Commissioner Starkey adjourned the meeting at 10:21 AM.

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

**None**