



BOARD OF DIRECTORS MEETING  
 AGENDA – MAY 25, 2016; 9:00 AM  
 PSTA BOARD ROOM

	<u>TIME</u>	<u>PAGE #</u>
1. CALL TO ORDER & PLEDGE OF ALLEGIANCE	9:00	
2. PUBLIC COMMENT	9:05	
<p>The Public Comment agenda item presents an opportunity for individuals to provide input on items that do not appear on the agenda. The public will also be allowed to speak on any consent agenda item, other than ceremonial and ministerial items, such as the approval of the Board's minutes, during the Public Comment section of the agenda. Each speaker will be asked to complete a green comment card, which will be given to the Chairperson by PSTA's General Counsel. Speakers will be recognized in the order in which cards are received.</p>		
3. COMMITTEE UPDATES	9:25	
A. Transit Riders Advisory Committee	5 min	ELAINE MANN 5
B. Forward Pinellas (MPO)	5 min	JULIE BUJALSKI 6
C. MPO's Local Coordinating Board	5 min	PATRICIA JOHNSON 7
4. CONSENT AGENDA	9:40	
<b>(Board Members may pull items for discussion)</b>		
A. Board Meeting Minutes		CHAIR RICE 8
B. Ulmerton Road Park & Ride Building Demolition		HENRY LUKASIK 16
C. Board Room AV Equipment Revised Contract		DEBBIE WOODWARD 25
D. Transportation Disadvantaged Contracts		ROSS SILVERS 27
E. TRAC Committee Appointments		CASSANDRA BORCHERS 33
5. ACTION ITEMS	9:50	
A. FY 2015 Annual Audit	20 min	DEBBIE LEOUS/CLIFTON LARSEN ALLEN LLP 39
B. Security Training Services Consultant	10 min	MIKE GLOSS/DEBBIE LEOUS 58

C. FY 2017 Federal Grant Application	10 min	DEBBIE LEOUS	60
D. Succession Planning Policy	15 min	TRISH COLLINS/ SANGITA LAND	67
<b>6. INFORMATION ITEMS</b>			<b>10:45</b>
A. Sustainable Approach to Bus Replacements	20 min	BRAD MILLER	71
B. June/October Service Improvements	15 min	CHRISTINE MCFADDEN/ CASSANDRA BORCHERS	85
<b>7. REPORTS/CORRESPONDENCE</b>			<b>11:20</b>
A. 2017 Budget Personnel Assumptions		DEBBIE LEOUS	113
B. PSTA Performance Report/Updates		BRAD MILLER	125
<b>8. FUTURE MEETING SUBJECTS</b>			<b>11:30</b>
<b>9. OTHER BUSINESS</b>			<b>11:30</b>
<b>10. BOARD MEMBER COMMENTS</b>			<b>11:30</b>
<b>11. ADJOURNMENT</b>			<b>11:30</b>

**THE NEXT MEETING IS JUNE 22, 2016 AT 9:00 AM**

## MEETING NOTICE

The regular monthly meeting of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors will be held on **Wednesday, May 25, 2015, at 9:00 AM**, in the Board Room at PSTA Headquarters, 3201 Scherer Drive, St. Petersburg. Any last minute postponement of the meeting will result in another scheduled meeting to be held at least two days after the postponed meeting. A full Board Report package is available for public viewing at PSTA Headquarters and on PSTA's website. Materials printed in large type for the visually impaired can be made available by calling 727-540-1800 at least two days prior to the Board Meeting. Special listening devices are available for the hearing impaired and can be reserved by calling 727-540-1800. An interpreter for the hearing impaired can be scheduled with one week advance notice.

**Public Comment - Items Not on the Agenda:** The Public Comment agenda item presents an opportunity for individuals to provide input on items that do not appear on the agenda. Each speaker will be asked to complete a green comment card, which will be given to the Chairperson by PSTA's General Counsel. Speakers will be recognized in the order in which cards are received.

**Public Comment - Items on the Agenda:** After staff presentations on agenda items pertaining to Action Items, the Chairperson will ask for public comment, to be followed by Board comments/action. The public will be allowed to speak on any consent agenda item, other than ceremonial and ministerial items, such as the approval of the Board's minutes, during the Public Comment section of the agenda. Comments on Action Items and Consent Agenda Items must be limited to the specific agenda items. Each speaker will be asked to complete a green comment card, which will be given to the Chairperson by PSTA's General Counsel. Speakers will be recognized in the order in which cards are received.

**Public Comment - Time Limits:** Public comment is limited to three minutes per individual speaker, unless the Board grants additional time. A group can designate a spokesperson by completing the appropriate form and presenting it to staff. The spokesperson can then speak on behalf of the group, addressing the Board for three minutes for each member of the group present in the audience who waives his/her right to speak, up to a maximum of ten minutes.

**Public Comment - Guidelines:** Upon recognition by the Chairperson, individuals addressing the Board shall approach the podium and give his/her name in an audible tone of voice. Each speaker shall not comment more than once on the same agenda item, at the same meeting, unless the Board grants an exception. All remarks should be addressed to the Board as a body, and not to any member thereof. No person other than members of the Board and the person having the floor shall be permitted to enter into any discussion. Questions shall not be asked to individual Board members except through the Chairperson. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Board, may be requested to leave the meeting and may be barred from further attendance at that meeting.

If any person decides to appeal any decision made by the Board of Directors with respect to any matter considered at this meeting, he/she will need a record of the proceedings, and that, for such purposes, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

## PUBLIC COMMENT



**2: Public Comment**



**Action: Information Item**

**Resource:** Darden Rice, Chairperson

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- The Public Comment agenda item presents an opportunity for individuals to provide input on items that do not appear on the agenda.
  - The public will also be allowed to speak on any Consent Agenda item, other than ceremonial and ministerial items, such as the approval of the Board's minutes, during the Public Comment section of the agenda.
  - Each speaker will be asked to complete a green comment card, which will be given to the Chairperson by staff. Speakers will be recognized in the order in which cards are received. Public comment is limited to three minutes per individual speaker, unless the Board grants additional time.
  - A group can designate a spokesperson by completing the appropriate form and presenting it to staff. The spokesperson can then speak on behalf of the group, addressing the PSTA Board for three minutes for each member of the group present in the audience who waives his/her right to speak, up to a maximum of ten minutes.

## COMMITTEE UPDATES



**3A: Transit Riders Advisory Committee**



**Action: Information Item**

**Staff Resource:** Brad Miller, CEO  
Elaine Mann, Committee Chair



- 
- Ms. Mann will give an update on the recent meeting of the Transit Riders Advisory Committee (TRAC).
- 

**Attachments: None**

## COMMITTEE UPDATES



**3B: Forward Pinellas (MPO)**



**Action: Information Item**

**Staff Resource:** Brad Miller, CEO  
Julie Bujalski, PSTA's Rep.



- 
- Ms. Bujalski will give an update on the recent meeting of the Metropolitan Planning Organization (MPO).
- 

**Attachments: None**

## COMMITTEE UPDATES



**3C: MPO's Local Coordinating Board**



**Action: Information Item**

**Staff Resource:** Brad Miller, CEO  
Patricia Johnson, PSTA's Rep.



- 
- Ms. Johnson will give an update on the recent meeting of the Metropolitan Planning Organization (MPO) Local Coordinating Board (LCB).
- 

**Attachments: None**

## CONSENT AGENDA



**4A: Board Meeting Minutes**



**Action: Approve Board Meeting Minutes**

**Staff Resource:** Clarissa Affeld, Admin. Assistant

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- Staff recommends approval of the minutes of the April 27, 2016 Board Meeting.
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**Attachments:**

1. Minutes





PINELLAS SUNCOAST TRANSIT AUTHORITY  
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## BOARD OF DIRECTORS MEETING MINUTES – APRIL 27, 2016

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The Pinellas Suncoast Transit Authority (PSTA) Board of Directors met in regular session in the Board Room at PSTA Headquarters at 9:00 AM on this date with the following members present:

Darden Rice, Chairperson  
Julie Bujalski, Vice-Chairperson  
Janet Long, Secretary/Treasurer  
Joseph Barkley  
Mark Deighton  
Ben Diamond  
Dave Eggers  
Pat Gerard  
Patricia Johnson  
Bill Jonson  
Brian Scott  
Kenneth Welch  
Lisa Wheeler-Brown

Absent:

Doug Bevis  
Samantha Fenger

Also Present:

Brad Miller, CEO  
Alan Zimmet, PSTA General Counsel  
PSTA Staff Members  
Members of the Public

### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairperson Rice called the meeting to order at 9:01 AM and the Board was led in the Pledge of Allegiance.

## **PUBLIC COMMENT**

Phil Compton, Sierra Club, thanked staff for the Earth Day display at PSTA and for including the Proterra electric bus. He also spoke about the merits of electric buses.

Tom Rask, unincorporated Pinellas County resident, (also speaking for Sully Grasso), talked about electric buses. He spoke about PSTA's operating statistics. Mr. Rask also mentioned a motion from the last Board meeting that, in his opinion, was not a properly formulated motion. He commented on the Attorney General's opinion on surveillance video.

Walter Slupecki, St. Petersburg resident, applauded PSTA for considering electric buses stating that the cost has gone down. He commented that the charging station is cost effective and the buses can now travel longer distances between charges.

Lynda Monchak, volunteer and member of the Sierra Club, spoke about sustainability and electric buses. She commented on the cost of electric buses versus diesel and hybrid buses.

Tom Krumreich, Vice President of the Suncoast Electric Vehicle Association, said that this is a great opportunity to join St. Petersburg to go 100% sustainable and spoke about the merits of electric buses.

## **COMMITTEE UPDATES**

Chairperson Rice eliminated item 3C and moved item 7C to Committee Updates.

State Government Relations Consultant Request for Proposal (RFP) – Mr. Miller introduced Chris Carmody from Gray Robinson, PSTA's state government affairs group, who spoke about the very successful Legislative session. He noted the highlights in the session such as the \$200,000 Transportation Disadvantaged (TD) study, the fully-funded Transit Block grants, and the Clearwater Beach Express to Tampa International Airport (TIA) which is in the process of moving forward. Mr. Carmody also spoke of Senator Latvala's desire for a PSTA and Hillsborough Area Regional Transportation Authority (HART) merger. He said that there will be meetings this summer to explore this topic further.

Mr. Diamond provided a summary of the April 6th Legislative Committee meeting. He indicated that the Committee discussed the current procurement for a new (or renewed) state government affairs team contract. He said the RFP was issued earlier this month

and the proposals are due on May 12th. Mr. Diamond also explained the optional reference form that will allow Board members the opportunity to comment on firms that they have worked with or are familiar with.

Transit Riders Advisory Committee (TRAC) – Elaine Mann, Committee Chair, reported on the April 19th TRAC meeting.

Metropolitan Planning Organization (MPO) – Ms. Bujalski reported on the MPO Board meeting that took place on April 13th. She indicated that the new name for the joint MPO/Pinellas Planning Council (PPC) will be “Forward Pinellas – Integrating Land Use and Transportation.”

## **CONSENT AGENDA**

Mr. Eggers had a question regarding the approval of the Consent Agenda at the March Board meeting. Mr. Zimmet explained the situation regarding the motion and vote. After discussion, the Board decided to re-do the vote on the March 30th Consent Agenda. Ms. Bujalski made a motion, seconded by Mr. Welch to add the re-approval of the Consent Agenda from the last meeting to today’s agenda. Motion passed unanimously.

Mr. Jonson made a motion, seconded by Mr. Eggers to ratify the Consent Agenda as proposed at the March meeting which included the following three items: the Board meeting minutes, the lawn maintenance and related services contract, and the remanufactured engines and transmissions contracts. It was pointed out by staff that the items Mr. Jonson listed were incorrect. Mr. Jonson withdrew his motion.

Mr. Jonson made a motion, seconded by Mr. Eggers to approve the March Consent Agenda which included the February 24, 2016 meeting minutes, the support vehicle maintenance contract, the Motorola radio maintenance contract, and the Giro HASTUS software upgrade. Motion passed unanimously.

Mr. Eggers made a motion, seconded by Ms. Gerard to approve the April Consent Agenda. The Board unanimously approved the Consent Agenda, which included the approval of the March 30, 2016 Board meeting minutes and the remanufactured alternators contract. Motion passed unanimously.

## ACTION ITEMS

Marketing & Advertising Services - Cyndi Raskin-Schmitt, Director of Communications, delivered a presentation on marketing and advertising services indicating that the Board approved the Path Forward Strategic Communications and Public Relations Plan in January 2016. Ms. Raskin-Schmitt said an RFP was released in January with 14 suppliers responding. She indicated that a Selection Committee of PSTA staff, a representative from the Pinellas County Communications Department, as well as a representative from TIA selected FKQ Advertising + Marketing as the highest ranked supplier. Ms. Raskin-Schmitt introduced four FKQ staff members which were present at the meeting, and presented background information on the company. She stated that staff is recommending approval of a three-year contract with two additional one-year renewals with FKQ Advertising + Marketing for a total cost not to exceed \$2,500,000 over the maximum five-year period.

Mr. Barkley reported that the Finance Committee unanimously recommended approval of this contract. Ms. Long said that she is interested in the marketing strategy and suggested that the County Commission as well as the Tampa Bay Regional Planning Council (TBRPC) and the MPO/PPC also view FKQ's video. Mr. Welch had a question regarding the budget which Ms. Raskin-Schmitt answered. Mr. Jonson brought up the terminology of marketing PSTA. He reiterated that what he looks at in marketing is not expanding the Agency's sales in a for-profit organization sense. He believes that PSTA is here to serve the public which is the communication outreach part of the plan and then explaining the services the Agency is implementing.

Mr. Barkley stated that the Agency has a social obligation to not only provide service to the public but to let the public know what those services are so that we can be an environmentally beneficial enterprise for the County and the region. Mr. Eggers said he believes that PSTA's responsibility is to provide service to the residents and at the same time be a financially viable institution. He believes that it is important to tell the story and let people know where the Agency is expanding as well as listening to the people who may become riders. Ms. Bujalski added her belief that this branding and marketing does change PSTA's culture and creates the potential for new riders.

Ms. Long made a motion, seconded by Ms. Gerard to approve the contract. There were no public comments. Motion passed unanimously.

## INFORMATION ITEMS

Succession Planning & Employee Development – Trish Collins, Human Resource Staffing & Development Manager, presented a comprehensive Succession and Employee Development plan. She said that staff participated in a careful analysis of current conditions, organizational needs, and plan development options. She indicated that an analysis was completed for every key position and an Emergency Interim Plan has been developed. Ms. Collins spoke about Leadership PSTA, a professional development program, which was created to develop and support high potential employees and prepare them for future career growth. She added that PSTA University, which is the Agency’s existing training program, will continue to support all employees’ success in their current positions.

The Board asked a few questions and provided Ms. Collins with very positive feedback on the Succession Planning and Employee Development plan. Mr. Miller suggested that the approved framework for this plan be adopted for the Board Policy book.

Sustainability Plan – Heather Sobush, Planning Manager, explained that PSTA has, for the first time ever, submitted its sustainability achievements to the American Public Transportation Association (APTA) for recognition as part of their sustainability program. She provided a presentation on sustainability including a brief history and PSTA’s sustainability planning approach. Ms. Sobush spoke about the environmental, financial, and social sustainability of the Agency’s fleet and the sustainability goals.

Ms. Long would like this item to be discussed at the Board workshop. Mr. Scott would like to see the average miles per gallon (MPG) for each segment of the fleet that are up for replacement and what the replacement buses average MPG would be. Many Board members commented that they would like a purchase cost comparison with current data and more in-depth discussions. There was discussion on the need to have a balanced plan between the environmental, social, and financial sustainability. Mr. Scott suggested looking at current passenger MPG. Mr. Barkley pointed out that when the Agency purchases a bus with old technology, that bus will be in the fleet for 12-15 years, so that is another delay in updating the fleet. Chairperson Rice suggested that a staff member attend APTA’s sustainability conference in July.

## REPORTS/CORRESPONDENCE

PSTA Performance Report/Updates – February’s report was supplied in the Board packet.

Mr. Miller noted that the Largo Transit Center will open on May 1st with a ribbon cutting ceremony on April 28th. He said that there will be a Town Hall at the Center on May 6th. Mr. Miller also talked about the Board workshop on May 6th.

October 2016 Service Improvements – Mr. Miller, provided a brief report on the proposed service improvements and explained the public outreach efforts that are scheduled.

Ms. Bujalski asked how PSTA is researching and addressing the reduction in ridership. Mr. Miller responded that this is a national trend and indicated that he will provide the Board with additional numbers and information.

## **FUTURE MEETING SUBJECTS**

The Board was provided with a list of upcoming meeting subjects.

## **OTHER BUSINESS**

No other business was discussed.

## **BOARD MEMBER COMMENTS**

Ms. Wheeler-Brown stated it was a great meeting and she is looking forward to the forthcoming ridership numbers.

**[Ms. Long left the meeting at 11:15 AM and did not return.]**

Mr. Eggers spoke about the bus purchases saying to be mindful of the people who need to ride the bus and PSTA's responsibility to them.

Mr. Diamond said the sustainability discussion was excellent. He also commented that it is great that the Board is provided a better opportunity to think through issues prior to the decision time.

Mr. Scott would like to hear more about the possible capital revenue share and also congratulated Mr. Diamond on his recent announcement for State House.

**[Ms. Johnson left the meeting at 11:18 and did not return.]**

Ms. Bujalski congratulated Mr. Diamond. She informed the Board that she will not be able to attend the May 6th workshop due to a meeting conflict and questioned when the next joint Executive Committee meeting will be with HART.

Mr. Jonson said that he believes that going out into the community to find out what the public wants will be a huge benefit to PSTA. He indicated that he is looking forward to the meeting with Forward Pinellas (the former MPO/PPC organization) which is scheduled for July.

Mr. Welch said it was a great meeting and he is looking forward to Mr. Diamond being in Tallahassee.

Mr. Barkley commented that he was very pleased with the marketing report and believes it is a tremendous chance to get the word out about PSTA services and get cars off the road. He indicated that he is also pleased with the Succession Plan and the Sustainability Plan.

Ms. Gerard stated that this was a great meeting and that it would be great to see Mr. Diamond in office.

Chairperson Rice reminded everyone about the ribbon cutting ceremony and said that she looks forward to seeing everyone at the workshop on May 6th.

## ADJOURNMENT

There being no further business, Chairperson Rice adjourned the meeting at 11:22 AM. The next meeting is scheduled for May 25th at 9:00 AM.

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Chairperson

## CONSENT AGENDA



### 4B: Ulmerton Road Park & Ride Building Demolition



**Action:** Award a Contract to Jam 5:20 Construction, Inc. for the Building Demolition and Site Improvements at PSTA's Ulmerton Road Park-n-Ride Improvements for a Not to Exceed Cost of \$200,000.

**Staff Resource:** Henry Lukasik, Director of Maintenance  
Lou Emma Cromity, Dir. of Procurement  
Mark Knight, PSTA Construction Manager  
Joe Barkley, Committee Chair

FINANCE & PERFORMANCE  
MANAGEMENT

TRAC

### **Background:**

- In 1984, PSTA purchased the Kentucky Fried Chicken building located at 8780 Ulmerton Road in Largo and converted the property into an indoor park and-ride terminal.
- Over the next 30 years, age, instances of trespassing, vandalism, and break-ins have taken their toll on the condition of the facility.
- In May of 2015, PSTA closed the interior of the building in the interest of safety to the public, while continuing to utilize the outdoor spaces for passenger park and ride purposes.
- As of result of the building's current state of disrepair, PSTA, in conjunction with support from Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT), have decided the Ulmerton Park-n-Ride facility should be demolished.
- In addition to demolishing the building, repairs to the pavement, curbing, and construction of an open, green/park public space in the general footprint of the existing building, and installation of PSTA's newly designed bus shelters will return this site to a useful and safe waiting area for the public.
- An Invitation for Bid (IFB) was released to secure the services of a general contractor/construction supplier to perform the demolition and renovation requirements.



- The following six suppliers responded to the IFB:

Certus Builders, Inc.	<b>Jam 5:20 Inc.</b>	Matcon Construction Services
R. Kruger Construction Inc.	Stripe A lot of American	Trias Construction

- PSTA management staff reviewed all submitted bids and as a result, Jam 5:20 Inc., was selected as the most responsive, responsible and lowest cost supplier and therefore, is recommended for contract award.

**Fiscal Impact:**

- \$100,000 which is funded by FDOT.
- \$100,000 which will be funding by PSTA.

**Recommendation:**

- Approve a one-time contract with Jam 5:20 Construction for the Ulmerton Park-n-Ride improvement with a not to exceed cost of \$200,000.
- The Finance and Transit Riders Advisory Committee (TRAC) Committees reviewed this item and is recommending approval.

**Attachments:**

1. PowerPoint
2. Contract (**[CLICK TO VIEW/PRINT](#)**)



# ULMERTON PARK N' RIDE IMPROVEMENTS

PSTA Board Meeting  
May 25, 2016

Pinellas Suncoast Transit Authority (PSTA)  
St. Petersburg, Florida



# HISTORY

- 1984--Facility was built as a Kentucky Fried Chicken.
- 2003--PSTA purchases the property for \$750,000 and converts to a park and ride lot.



# FACILITY CONDITION

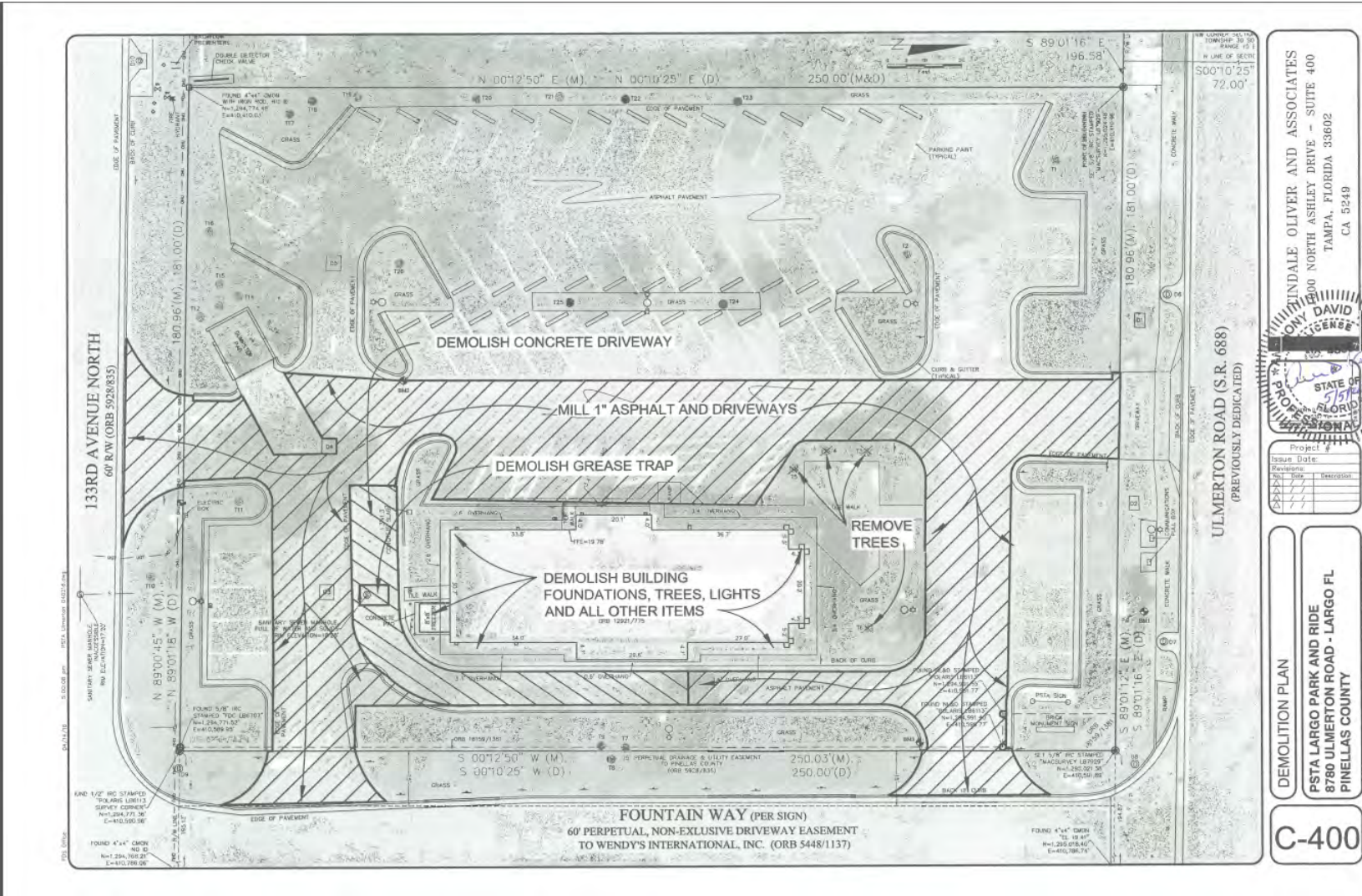
- 2015—PSTA closes indoor facility due to age, trespassing, vandalism, and for the presence of mold/mildew.



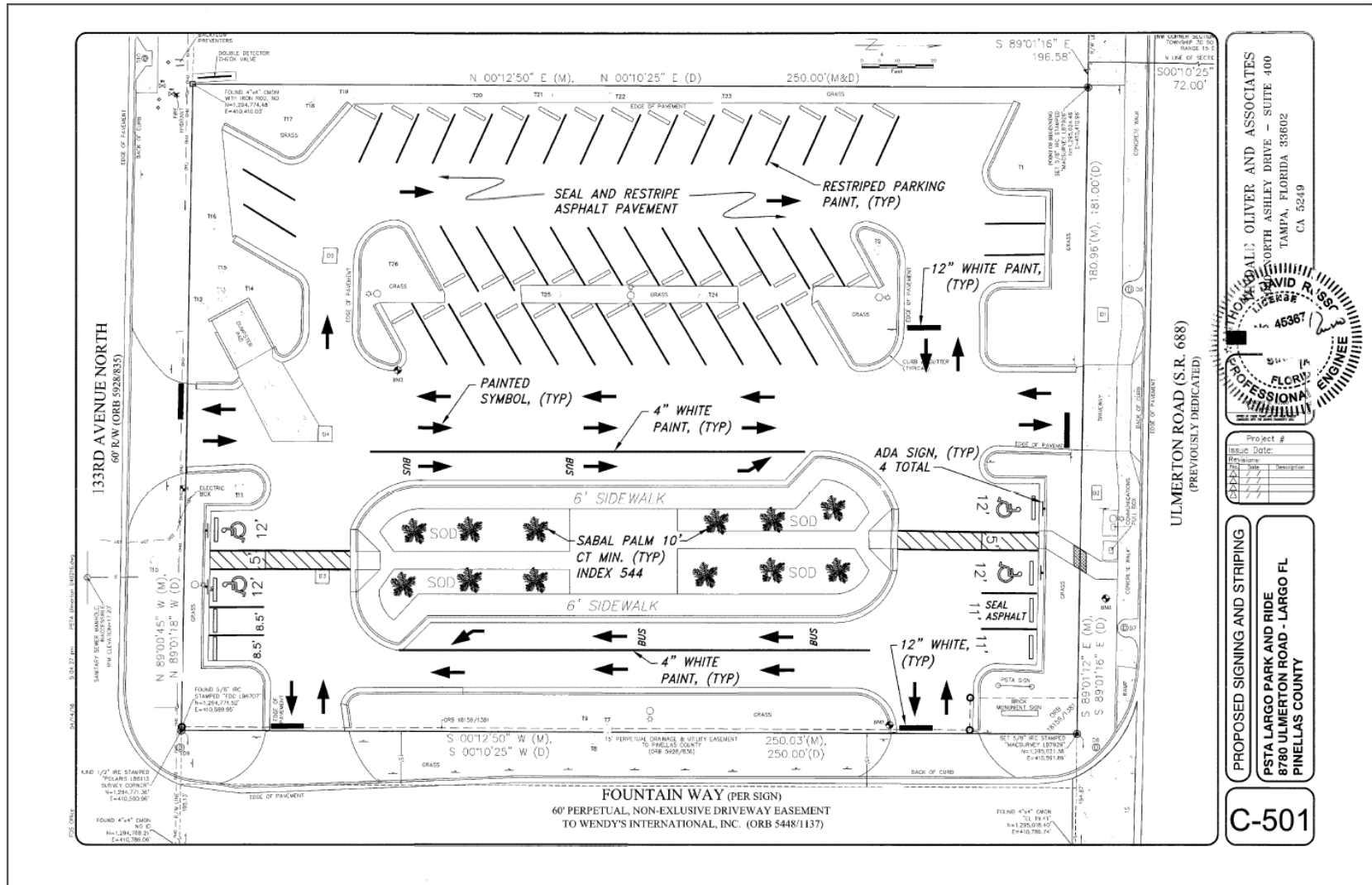
# FACILITY CONDITION



# DEMOLITION PLAN



# SITE PLAN RENOVATIONS



# QUESTIONS?



CUSTOMER



GOVERNANCE



FINANCIALLY  
SUSTAINABLE



CAPITAL



SERVICE



EXPANSION



VISIONARY





**4C: Board Room AV Equipment Revised Contract**



- Action:**
- 1) **Rescind the Purchase and Installation Contract Award to Collaboration Solutions, Inc. for Audio/Visual Technology Upgrades.**
  - 2) **Award a One-Year Contract with the Option for Four One-Year Renewals with CCS Southeast, Inc. to Upgrade PSTA’s Technology for the Administrative Building for a Cost Not to Exceed \$200,000 over Five Years.**

**Staff Resource:** Deborah Woodward, Dir. of IT  
 Lou Emma Cromity, Dir. of Procurement  
 Joe Barkley, Committee Chair



**Background:**

- The Audio and Visual equipment in the PSTA Board Room was purchased in 2005 and is at end of life. Other AV equipment in the remainder of the Administration Building conference areas is outdated analog technology and also at end-of-life.
- Replacing the AV equipment will allow PSTA to take advantage of enhanced technology available in the market today. It will also allow PSTA to address our current concerns with the quality of the delivery of our cameras and microphones.
- Below is a list of the equipment that will be upgraded:
  - Camera and Controls
  - Displays
  - Switching Equipment
  - Microphones
  - Recording System
- PSTA will participate in the St. Johns County School District contract as a local government purchasing schedule for the purchases through Classroom/Office Equipment and Supplies for the AV Equipment upgrades.
- In December 2015, PSTA Board of Directors awarded a contract to Collaboration Solutions for the Purchase and Installation of Audio/Visual Technology Upgrades. Prior to contract execution, Collaboration Solutions, Inc. informed PSTA their regional office in Florida was dissolved and Collaboration Solutions, Inc. would not

be able to fulfill the commitment in their quote for the requested technology upgrade.

- PSTA contacted the St. Johns County School District who provided alternative contractors on their competitively procured contract. PSTA received multiple quotes from approved vendors and recommends CCS Southeast, Inc.

**Fiscal Impact:**

- \$200,000 for the audio and visual equipment technology upgrades which is 100% Federal Transit Administration (FTA) funded. There is no cost change since the previous Board approval for this contract.

**Recommendation:**

- Rescind the contract award to Collaboration Solutions, Inc. and;
- Award a one-year contract with the option for four one-year renewals with CCS Southeast, Inc. to upgrade PSTA's technology for the Administrative Building for a cost not to exceed \$200,000.
- The Finance Committee reviewed this item and is recommending approval.

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**Attachments:**

1. Contract ([CLICK TO VIEW/PRINT](#))



**4D: Transportation Disadvantaged Contracts**



- Action:**
- 1) Accept the Annual Trip & Equipment Grant from the Florida Commission for the Transportation Disadvantaged (CTD) for \$2.8 million and Adopt Resolution 16-03 Authorizing the CEO to Sign Related Documents.
  - 2) Approve Four Coordination Agreements with Local Non-Profit Transportation Providers at a Total Cost Not to Exceed \$693,300.
  - 3) Adopt Resolution 16-04 Authorizing CEO to Submit Application for CTC Mobility Enhancement Grant and Sign Related Documents.

**Staff Resource:** Ross Silvers, Mobility Manager  
Joe Barkley, Committee Chair



**Background:**

- As the Community Transportation Coordinator (CTC) for Pinellas County, PSTA is responsible for all Transportation Disadvantaged (TD) services in Pinellas County. This includes the administration of TD bus passes, paratransit, and non-profit trips.
- PSTA has now completed its fourth year as the CTC, receiving a positive evaluation from the Metropolitan Planning Organization (MPO) staff and Board, based upon the recommendation of the Local Coordinating Board (LCB).

**A. Annual State TD Grant**

- Resolution 16-03 authorizes PSTA’s CEO to accept the Trip & Equipment Grant from the Florida Commission for the Transportation Disadvantaged (TD) effective July 1, 2016 – June 30, 2017, in which the funding has increased to \$2,861,361.

**B. Non-Profit Trips**

- TD services include TD funding for four non-profit agencies so they can provide transportation to their own TD-eligible clients.
- The annual contract for these agencies is up for renewal with three of them being greater than \$100,000. Therefore, they are being presented to the Board for approval.

- The agencies are as follows:
  - Neighborly Care Network \$404,375
  - PARC \$142,040
  - ARC Tampa Bay (formerly UPARC) \$142,040
  - Lighthouse \$4,845
- The dollar amounts listed above represent a 6% increase over current year. These are the maximum amount of TD funds the agency can receive during the term of the contract, which is July 1, 2016 – June 30, 2017.
- PSTA will monitor each agency's compliance with regulatory, safety, financial and other requirements, and serves as a pass-thru for reimbursement of TD costs from the Florida CTD.

### **C. New State Grant**

- The 2016 Florida State Legislature specified how previously returned CTD Funds should be reallocated now, including a new grant to provide innovative model for serving TD customer trip needs.
- Resolution 16-04 Authorizes PSTA's CEO to Apply for the Mobility Enhancement Grant from the Florida Commission for the Transportation Disadvantaged (TD) effective July 1, 2016 – June 30, 2017.

### **Fiscal Impact:**

- The higher number of TD bus pass trips is the primary reason why PSTA's grant allocation increased by over \$500,000 this year.

### **Recommendation:**

- Accept the Annual Trip & Equipment Grant from the Florida CTD and adopt Resolution 16-03 authorizing the CEO to sign related documents.
- Approve four coordination agreements with local non-profit transportation providers at a total cost not to exceed \$693,300.
- Adopt Resolution 16-04 authorizing CEO to file and execute the TD Mobility Enhancement Grant and sign related documents.
- The Finance Committee reviewed this item and is recommending approval.

### **Attachments:**

1. Resolutions #16-03 and 16-04
2. TD Grant Agreement (**CLICK TO VIEW/PRINT**)

**RESOLUTION #16-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PINELLAS SUNCOAST TRANSIT AUTHORITY  
AUTHORIZING THE EXECUTION OF A TRANSPORTATION  
DISADVANTAGED TRUST FUND GRANT AGREEMENT  
FOR 2016/2017 WITH THE FLORIDA COMMISSION FOR THE  
TRANSPORTATION DISADVANTAGED**

**WHEREAS**, PSTA's Board of Directors has the authority to enter into the Transportation Disadvantaged Trust Fund Grant agreement and to undertake a transportation disadvantaged service project, as authorized by Section 427.0159, Florida Statutes, Rule 41-2, F.A.C, and Chapter 00-424, Laws of Florida, as amended.

**NOW, THEREFORE, BE IT RESOLVED BY PSTA'S BOARD OF DIRECTORS THAT:**

- 1 That PSTA has the authority to enter into the Transportation Disadvantaged Trust Fund Grant agreement for 2016/2017.
- 2 Brad Miller, Chief Executive Officer, is hereby authorized to execute the grant agreement on behalf of the Pinellas Suncoast Transit Authority with the Florida Transportation Disadvantaged Commission for Transportation Disadvantaged Trust Funds.
- 3 Brad Miller, Chief Executive Officer, and other PSTA officials and officers are hereby authorized to sign any and all agreements, assurances, reimbursement invoices, warranties, certifications, and any other documents that may be required in connection with the grant or subsequent, related agreements.

ATTEST:  
AUTHORITY

PINELLAS SUNCOAST TRANSIT  
PINELLAS COUNTY, FLORIDA

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Janet C. Long  
Secretary/Treasurer

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Darden Rice  
Chairperson

DATE: May 25, 2016

APPROVED AS TO FORM

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Alan S. Zimmet  
General Counsel



**RESOLUTION #16-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PINELLAS SUNCOAST TRANSIT AUTHORITY AUTHORIZING THE FILING AND EXECUTION OF A TRANSPORTATION DISADVANTAGED MOBILITY ENHANCEMENT GRANT APPLICATION WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

WHEREAS, PSTA's Board of Directors has the authority to file the Transportation Disadvantaged Mobility Enhancement grant application and to undertake a Transportation Disadvantaged service project, as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, F.A.C. and Chapter 00-424, Laws of Florida, as amended.

**NOW, THEREFORE, BE IT RESOLVED BY PSTA'S BOARD OF DIRECTORS THAT:**

1. That PSTA has the authority to file the Transportation Disadvantaged Mobility Enhancement grant application.
2. Brad Miller, Chief Executive Officer, is hereby authorized to file and execute the Mobility Enhancement grant application on behalf of the Pinellas Suncoast Transit Authority with the Florida Transportation Disadvantaged Commission for Transportation Disadvantaged.
3. Brad Miller, Chief Executive Officer, and other PSTA officials and officers are hereby authorized to sign any and all agreements, assurances, reimbursement invoices, warranties, certifications, and any other documents that may be required in connection with the grant application.

ATTEST:  
AUTHORITY

PINELLAS SUNCOAST TRANSIT  
PINELLAS COUNTY, FLORIDA

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Janet C. Long

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Darden Rice

Secretary/Treasurer

Chairperson

DATE: May 25, 2016

APPROVED AS TO FORM

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Alan S. Zimmet  
General Counsel



**4E: Transit Riders Advisory Committee (TRAC) Member Appointments**



**Action:** Appoint William Vincent to fill the Beach Community Vacancy and Richard McDaniel to the Alternate Student Vacancy.

**Staff Resource:** Cassandra Borchers, CDO  
Ben Diamond, Committee Chair



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**Summary:**

- The Nominating Committee met on May 18, 2016 to discuss two vacancies on the TRAC Committee.

**Recommendation:**

- Appoint William Vincent to fill the Beach Community vacancy and Richard McDaniel to the Alternate Student vacancy.

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**Attachments:**

1. Applications



**Transit Riders Advisory Committee (TRAC)  
Member Application 2016**

The Transit Riders Advisory Committee (TRAC) members will use their collective knowledge and experience with PSTA's services as well as their knowledge of community needs and values to provide insight and advice to the PSTA Board and its committees on specific programs and projects relating to transit service operations and planning efforts. Members are selected to represent a diverse cross-section of the community.

**Meeting Schedule**

The committee will generally meet from 4:00 p.m. to 5:00 or 5:30 p.m. in the upstairs auditorium at PSTA Headquarters, 3201 Scherer Drive, St. Petersburg, one day prior to the regularly scheduled Board Planning Committee. The tentative meeting dates for 2016 are: January 19, February 16, March 15, April 19, May 17, June 14, July 19, August 16, September 20, October 18, and November 15.

Applicant First Name William Last Name Vincent  
Street Address 1290 Gulf Blvd Unit # 2007  
City Clearwater Zip Code 33767 Phone 727 386 4794  
E-Mail Wvincent@gmail.com Occupation/Employer writer/teacher  
What bus route(s) do you ride? SBT, 59, 60 etc How often do you ride? 3-4/wk  
Are you a student? \_\_\_\_\_ What School? \_\_\_\_\_

Which committee seat do you believe you are qualified to fill? (check all that apply)

- North County
- Mid-County
- South County
- Beach Community
- DART Client
- Student
- Business Professional

**Statement of Interest** (This section must be completed to be considered)

On a separate sheet of paper, please answer the following, limiting your entire response to 500 words or less:

1. List organizations you belong to and any leadership positions you've held.
2. Please describe the experience and/or accomplishments, either paid or volunteer, that you would bring to this committee.
3. Why do you want to be a member of this committee?

**Demographic Information** (Optional)

Age 47 Ethnic Origin \_\_\_\_\_  
 Male  Female Disability (if applicable) \_\_\_\_\_

Applicant Signature William Vincent Date 3/14/16

Submit to: PSTA TRAC, 3201 Scherer Drive, St. Petersburg, FL 33716 or email to [trac@psta.net](mailto:trac@psta.net)

**William M Vincent**

**Statement of Interest for consideration of my application to join the Transit Riders  
Advisory Committee (TRAC)**

**3/14/16**

1. National Association of Railroad Passengers (NARP), North American Montessori Teacher's Association (NAMTA), Association Montessori Internationale (AMI), International Dyslexia Society (IDS), Learning Disabilities Association, Hydrocephalus Association
  
2. I have been a volunteer board member for two independent schools and a private charitable foundation and thus am familiar with the general functions of committees and boards and how the two interrelate and have made productive contributions to each.
  
3. I have always been very interested in public transportation issues and causes and am very much an advocate for the use of and expansion of all modes of public transit. I supported the creation of TBARTA, SunRail, the proposed I-4 high speed train, and the Greenlight Pinellas initiative so I think I can bring a positive, supportive voice to the work of PSTA, as well as a relevant perspective as a beach resident to the riders advisory committee.

Alternate Student

Transit Riders Advisory Committee (TRAC) Member Application 2016

The Transit Riders Advisory Committee (TRAC) members will use their collective knowledge and experience with PSTA's services as well as their knowledge of community needs and values to provide insight and advice to the PSTA Board and its committees on specific programs and projects relating to transit service operations and planning efforts. Members are selected to represent a diverse cross-section of the community.

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Applicant First Name Richard

Last Name McDaniel

Street Address 1596 53rd St N

Unit # \_\_\_\_\_

City St Pete Zip Code 33710 Phone 667-0269

E-Mail rmcd a @ yahoo.com

Occupation/Employer \_\_\_\_\_

What bus route(s) do you ride? 18, 20, 23, 52, 79

How often do you ride? 3-5 days a week

Are you a student? Yes, part-time graduate What School? USF - St Pete

Which committee seat do you believe you are qualified to fill? (check all that apply)

- North County
- Mid-County
- South County
- Beach Community
- DART Client
- Student
- Business Professional

Statement of Interest (This section must be completed to be considered)

On a separate sheet of paper, please answer the following, limiting your entire response to 500 words or less:

- List organizations you belong to and any leadership positions you've held.
- Please describe the experience and/or accomplishments, either paid or volunteer, that you would bring to this committee.
- Why do you want to be a member of this committee?

**Demographic Information (Optional)**

Age \_\_\_\_\_

Ethnic Origin \_\_\_\_\_

Male  Female

Disability (If applicable) \_\_\_\_\_

Applicant Signature



Date 5-11-16

Richard McDaniel  
667-0269  
rmcda@yahoo.com

## Statement of Interest

### Organizations

Explore Florida! Club, University of South Florida-St. Petersburg, Treasurer, 2016; Disston Heights Civic Association, present - 2013, Vice President 2014, 2013; Florida Anthropological Society, present - 2002.

### Experience

Homemaker/Graduate Student, present-2013; Archeological Technician, 2012 - 2005; Publix Supermarkets, Clerk, 2003 - 1994.

### Education

Master of Liberal Arts, Florida Studies, USF-St Pete, anticipated 2018; Bachelor of Arts, Sociology/Anthropology, Florida International University, 2007; Associate of Arts with Honors, St. Petersburg College, 2002.

### Discussion

I have served on an established board, the DHCA, and recently helped cofound a student organization at USF-SP. With the DHCA I successfully completed all tasks directed by the organization's by-laws. This included organizing speakers; a U.S. Congress member, St. Petersburg Mayor and City Council members, FL State Representative, and members of the local press. I also led a successful effort to win a grant from the city. Some tasks associated with cofounding the Explore Florida! Club included; forming a board of directors, writing by-laws, attending training and budget meetings.

My experience in academia helps me to understand, and communicate, complex issues. I am a competent writer. I have worked on many successful group projects.

I want to serve on the Transit Riders Advisory Committee because I am a user, and believer, in public transportation. I find issues related to public transit to be important and interesting. I believe that I can help fulfill the purpose(s) of the TRAC, enumerated on its website. Most importantly, I want to serve as the Alternative Student on the TRAC because I will be a positive and competent member of the committee.

## ACTION ITEM



**5A: FY 2015 Annual Audit**



**Action: Accept FY 2015 Audit Report**

**Staff Resource:** Deborah Leous, Chief Financial Officer  
Michael Hanson, Director of Finance  
Joe Barkley, Committee Chair

**FINANCE & PERFORMANCE  
MANAGEMENT**

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### **Background:**

- The PSTA Independent Audit firm, CliftonLarsonAllen has completed the September 30, 2015 annual audit.
- PSTA received an unmodified opinion that states the financial statements were fairly presented.
- There were no material weaknesses or significant deficiencies in internal controls over financial reporting and compliance and no questioned costs over major federal programs and state projects.
- PSTA will be submitting the FY 2015 Comprehensive Annual Finance Report (CAFR) to the Government Finance Officers Association (GFOA) for consideration of the GFOA's Certificate of Achievement for Excellence in Financial Reporting Program.

### **Recommendation:**

- Accept the FY 2015 Audit Report.
- The Finance Committee reviewed this item and is recommending acceptance.

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### **Attachments:**

1. PowerPoint
2. [Draft FY 2015 Comprehensive Annual Financial Report \(CLICK TO VIEW/PRINT\)](#)

# Pinellas Suncoast Transit Authority (PSTA)

Finance Committee Meeting  
May 18, 2016



[CLAconnect.com](http://CLAconnect.com)





# CLA Engagement Team

- **Overall Engagement Responsibility**
  - Andrew Laflin, Principal
  
- **Financial Statement & Single Audit Team**
  - Sue Pagan, Engagement Director
  - Kim Poblete, Senior
  - Stephen Smith, Associate
  
- **IT Audit Team**
  - Jim Barton, Manager
  
- **NTD AUP Team**
  - Andrew Laflin, Principal
  - Stephen Smith, Associate

# Audit and Attestation Services Performed

## Financial Statements

- Financial statement audit for the year ended September 30, 2015, in accordance with *Government Audit Standards*
- Limited procedures applied to RSI (MD&A)

## Federal Compliance

- Federal Single Audit in accordance with OMB Circular A-133

## State Compliance

- State Single Audit in accordance with *Section 215.97, Florida Statutes* and *Chapter 10.550, Rules of the Auditor General*
- Examination of compliance with investment provisions in accordance with requirements of *Section 218.415, Florida Statutes*

# Reports to be Delivered

- 1 Independent Auditors' Report
- 2 Report on Internal Control Over Financial Reporting and On Compliance And Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* (Yellow Book Report)
- 3 Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Federal Program and State Project and on Internal Control Over Compliance in Accordance With OMB Circular A-133 and Chapter 10.550, Rules of the Auditor General (Single Audit Report)
- 4 Management letter as required by Chapter 10.550 Rules of the Auditor General
- 5 Communication to Governance
- 6 Independent Accountants' Report (Examination)

# Results of Procedures

## ➤ Independent Auditors' Report

- Unmodified Opinion

## ➤ Independent Auditors' Report on Internal Control (*GAS - Yellow Book*)

- No Material Weaknesses reported

## ➤ Single Audit Report, Federal (OMB A-133) and State Projects (S.215.97 F.S.)

- Unmodified Opinion on Compliance
- No Material Weaknesses reported
- No Findings or Questioned Costs
- One major federal program tested; three major state projects tested
- Status of Prior Year Findings and Questioned Costs
  - ❖ 2014-01 – Purchased advertisements with Department of Homeland Security federal grant funds: corrective action has been taken

# Results of Procedures

- **Management Letter (*Florida Auditor General*)**
  - No findings to report
  
- **Independent Accountants' Report (*Examination – Investment Compliance*)**
  - Unmodified attestation opinion on investment compliance

# Audit Procedures Performed - Highlights

## Internal Control & Compliance Testing

- Evaluation of key internal controls over cash & investments, inventories, revenues & receipts, payroll, A/P disbursements, capital assets, self insured claims, financial closing & reporting process
- Single audit compliance & IC over compliance testing

## Non-Traditional Audit Procedures Performed

- IT security assessment
  - External penetration testing (in progress)
  - PCI readiness assessment, internal network penetration testing & vulnerability assessment (planned for future)
- Telecom cost savings assessment (in progress)

## New Accounting Standards

- GASB Statement 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*, was issued in June 2012, and was effective for the Authority in fiscal year 2015. Under this standard, the Authority was required to report a net pension liability, pension expense, and pension-related deferred inflows and outflows of resources based on its proportionate share of the collective amounts for all the governments in the Florida Retirement System plan. The impact on the Authority's financial statements is recognition of a \$17,872,765 net pension liability at September 30, 2015.

# Financial Statement Analysis: Assets

Asset Account	2015	2014	2013	2012
Cash, Cash Equivalents & Investments	\$44,449,602	\$43,362,300	\$43,770,179	\$40,918,895
Parts & Supplies Inventory	\$1,250,000	\$1,140,996	\$1,042,399	\$1,175,155
Capital Assets, Net	\$83,810,020	\$79,199,247	\$86,156,611	\$76,411,608
Capital Asset Additions	\$15,137,067	\$2,779,079	\$18,294,475	\$5,935,994



# Financial Statement Analysis: Liabilities

Liability Account	2015	2014	2013	2012
Accounts Payable & Accrued Expenses	\$5,281,676	\$6,096,240	\$10,619,706	\$5,532,637
Claims & Judgments	\$4,458,473	\$4,996,101	\$3,749,688	\$3,591,975
Other Post Employment Benefits	\$1,621,001	\$1,312,772	\$1,003,289	\$853,415
Net Pension Liability	\$17,872,765	\$12,297,812	\$0	\$0

# Financial Statement Analysis: Revenues

Revenue Account	2015	2014	2013	2012
Passenger Fares	\$12,194,799	\$13,585,399	\$13,839,658	\$14,088,340
Ad Valorem Taxes	\$35,592,336	\$33,365,462	\$32,282,955	\$33,009,275
Federal, State & Local Grant Revenue	\$14,523,974	\$14,609,291	\$14,924,613	\$14,775,702

# Financial Statement Analysis: Expenses

Expense Account	2015	2014	2013	2012
Operations	\$34,879,734	\$33,663,536	\$33,907,097	\$32,524,451
Purchased Transportation	\$7,444,573	\$6,846,800	\$5,711,448	\$5,043,284
Maintenance	\$8,902,528	\$8,374,708	\$8,172,956	\$7,256,709
Administrative & Finance	\$11,465,894	\$10,767,137	\$9,762,130	\$9,333,777
Marketing	\$708,839	\$2,591,069	\$2,202,059	\$1,702,420

# Financial Statement Analysis: Net Position

Net Position Account	2015	2014	2013	2012
Unrestricted Net Position	\$19,865,822	\$18,489,859	\$37,862,802	\$37,554,309



## **BE ON THE LOOKOUT!**

Future Audit Considerations...

# Uniform Grant Guidance

- The objectives of the Uniform Guidance include eliminating duplicating and conflicting guidance, consistent and transparent treatment of costs, and strengthening oversight
- Key changes include the following:
  - Increased competition in grants
  - New administrative requirements
  - Reforms to cost principles
  - Audit changes (effective 9/30/16)
    - ◇ Raising audit threshold and Type A threshold
    - ◇ Lowering percentage of coverage rule
    - ◇ Increase threshold to report known or likely questioned costs

# Required Communication to Governance

- **No difficulties encountered in dealing with management**
- **No uncorrected misstatements**
- **No disagreements with management**



## Conclusion

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We appreciate everyone's cooperation throughout the audit.





**Andrew Laflin, CPA**

Principal

[andrew.laflin@CLAconnect.com](mailto:andrew.laflin@CLAconnect.com)

813-384-2711

**Sue Pagan, CPA**

Engagement Director

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**Kim Poblete**

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**ACTION ITEM**



**5B: Security Training Services Consultant Contract**



**Action: Approve Three-Year Contracts with both K & J Safety and Security Consultants, Inc. and Elert & Associates Technology Consultants, Inc. for a Total Cost Not to Exceed \$305,000 Over the Maximum Three-Year Period.**

**Staff Resource:** Mike Gloss, Supt. of Security & Training  
Debbie Leous, CFO  
Joe Barkley, Committee Chair



**Background:**

- In 2011 & 2014 PSTA received the Gold Standard designation awarded by the Federal Transportation Security Administration (TSA) for being one of the nation’s best transit systems for its safety and security practices. PSTA was one of only three transit systems in the United States to be named twice for this recognition.
- In 2015, PSTA received a TSA Transit Security Grant Program (TSGP) grant in the amount of \$435,000 for design, plan, and execution of security training and drill exercises.
- The funding includes \$305,000 for a consultant to design specific employee training and drill exercises, \$125,000 for reimbursement of employee time spent in training and \$5,000 for related administrative costs.
- In January 2016, PSTA released a Request for Proposal (RFP) soliciting competitive proposals from experienced, qualified, and capable vendors for Security Training and Consultant services.
- A selection committee reviewed and determined that two suppliers were uniquely qualified offering services that would benefit PSTA.

K & J Safety and Security Consultants, Inc.	Elert & Associates Technology Consultants, Inc.
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- PSTA will utilize the security consultants to complete the tasks associated with the 2015 TSGP grant that is anticipated to be completed in two years.

**Fiscal Impact:**

- \$305,000 funded by the TSGP Grant.

**Recommendation:**

- Approve a three year contract with K & J Safety and Security Consultants, Inc. and Elert & Associates Technology Consultants, Inc. for a cost not to exceed \$305,000 over the maximum three year period.
- Even though the grant programs will be completed in the next two years, it is recommended to award these contracts as three-year contracts so that with additional Board approval, these consultants may be used for other non-grant funded security related services.
- The Finance Committee reviewed this item and is recommending approval.

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**Attachments:**

1. Contracts ([CLICK TO VIEW/PRINT](#))

## ACTION ITEM



**5C: FY 2017 Federal Grant Application**



**Action: Approve FY 2017 Federal Program of Projects and Adopt Resolution 16-05.**

**Staff Resource:** Debbie Leous, CFO

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### **Background:**

- Federal Transit Administration (FTA) requires all grantees like PSTA to publish a list of the projects it proposes to fund with its annual federal apportionments and provide an opportunity for public comment.
- PSTA held a Public Hearing on May 18, 2016 which allowed the public to submit any comments/concerns regarding the Rolled Forward FFY 2015 and FFY 2016 Section 5307, 5310, 5337, and 5339 Program of Projects.
  - One speaker, Ms. Barbara Haselden, St. Petersburg requested PSTA consider purchasing less-expensive, smaller shuttle buses like the Connector routes use.
- Due to deadlines by FTA, PSTA will need to submit an application by June 30, 2016 or the grant funds may be delayed until late Fall 2016.
- On February 9, 2015 FTA released partial funding of 8/12<sup>th</sup> for the FY 2015 apportionment and PSTA held a public hearing and submitted an application for the partial funding.
- The supplemental full apportionment (4/12<sup>th</sup>) was released on August 27, 2015; however PSTA was not able to submit an application for the additional funding because of the closure of the FTA Transportation Electronic Award Management (TEAM) program as they transitioned to a new software system.
- On February 16, 2016 FTA released the FY 2016 apportionment for all formulas funds.
- PSTA was required to wait until FTA's new Transit Award Management System (TrAMS) program was operational in order to submit the remaining FY 2015 funds with the FY 2016 apportionment.

**Fiscal Impact:**

- The attached Program of Projects identifies all the projects PSTA has programmed, that will be funded with FY 2016 Federal Section 5307 and 5310 allocations that PSTA expects to receive.
- Below are the apportionments that were based on the release of funds dated February 16, 2016 for FY 2016 FTA Apportionment and funds roll forward from FY 2015.

**FY 2015 (Rolled Forward)**

Section 5307 - \$4,206,667

Section 5337 - \$16,571

Section 5339 - \$1,446,219

Section 5307 Flexed Funds - \$151,215

**FY 2016**

Section 5307 - \$12,757,269

Section 5337 - \$9,911

Section 5339 - \$1,327,233

Section 5310 - \$92,233 capital projects applied for through FDOT.

**Recommendation:**

- Staff recommends that the PSTA Board approve the FTA FFY 2015 Program of Projects (Rolled Forward) and the FFY 2016 Program of Projects, Resolution #16-05, and the submittal of all grant applications.

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**Attachments:**

1. Program of Projects List
2. Resolution #16-05

**PROGRAM OF PROJECTS  
FY 2015 Section 5307 Formula Funds**

<b>Purchase Replacement Revenue Vehicles</b>		<b>\$4,206,667</b>
Purchase Replacement 40' Revenue Vehicles	\$4,206,667	
<b>Section 5307 Amendment Application:</b>		<b><u><u>\$4,206,667</u></u></b>

**FY 2015 Section 5339 Formula Funds**

<b>Purchase Replacement Revenue Vehicles</b>		<b>\$1,446,219</b>
Purchase Replacement Revenue Vehicles (Resolution Approved 5/27/15)	\$962,825	
Purchase Replacement Revenue Vehicles	\$483,394	
<b>Section 5339 Application:</b>		<b><u><u>\$1,446,219</u></u></b>

**FY 2015 Section 5337 Formula Funds**

<b>Purchase Misc. Maintenance Equipment</b>		<b>\$16,571</b>
Purchase Misc. Maintenance Equipment	\$16,571	
<b>Section 5337 Amendment Application:</b>		<b><u><u>\$16,571</u></u></b>

**FY 2015 Section 5307 Flexed Funds  
Alternative 2 Study Area**

<b>Purchase Passenger Amenities</b>		<b>\$151,215</b>
New/Replacement Benches	\$2,750	
New/Replacement Shelters	\$71,150	
ADA Landing Pads	\$60,000	
Bench/Shelter Pads	\$17,315	
<b>Section 5307 Flex Funds Application:</b>		<b><u><u>\$151,215</u></u></b>

**PROGRAM OF PROJECTS  
FY 2016 Section 5307 Formula Funds**

<b>Preventative Maintenance</b>		<b>\$4,568,677</b>
Shop Labor	\$4,568,677	
<b>Capital Maintenance</b>		<b>\$448,000</b>
Tire Lease	\$448,000	
<b>Purchase Replacement Revenue Vehicles</b>		<b>\$3,161,400</b>
Purchase Replacement Revenue Vehicles	\$3,161,400	
<b>Purchase Replacement Revenue Vehicles</b>		<b>\$1,168,000</b>
Purchase Replacement Connector Vehicles	\$1,168,000	
<b>Purchase Replacement Support Vehicles</b>		<b>\$50,000</b>
Purchase Replacement Support Vehicles	\$50,000	
<b>Rehab/Renovate Misc. Support Equipment</b>		<b>\$452,000</b>
Rehab Farebox Rebuild	\$452,000	
<b>Passenger Amenities</b>		<b>\$231,250</b>
Purchase Passenger Shelters	\$200,000	
Purchase Passenger Benches	\$31,250	
<b>Pedestrian Access/Walkways</b>		<b>\$200,000</b>
Install ADA Passenger Landing Pads	\$200,000	
<b>Computer Hardware</b>		<b>\$149,600</b>
Purchase Replacement Work Stations	\$146,000	
Purchase Conference Phones	\$3,600	
<b>Computer Software</b>		<b>\$569,000</b>
Purchase Cisco Switches	\$30,000	
Hastus Upgrade - New Modules	\$500,000	
Purchase Microsoft Office Software	\$39,000	
<b>Purchase Misc. Support Equipment</b>		<b>\$1,100,000</b>
Portable Brake Dynamometer	\$150,000	
Replacement A/C Chiller	\$200,000	
Replacement Generators	\$750,000	
<b>FTA Sponsored Employee Education/Training</b>		<b>\$20,000</b>
Travel Expenses for FTA Sponsored Workshops/Training	\$20,000	
<b>3rd Party Contracts</b>		<b>\$25,000</b>
ADA In-Person Assessments	\$25,000	
<b>Short Range Planning</b>		<b>\$287,102</b>
Short Range Planning	\$100,000	
Short Range Planning to Increase Ridership - Planners	\$187,102	
<b>Contingency, Project Administration</b>		<b>\$327,240</b>
Contingency	\$260,290	
Project Administration	\$66,950	
<b>Section 5307 Initial Application:</b>		<b><u><u>\$12,757,269</u></u></b>

**FY 2016 Section 5339 Formula Funds**

<b>Purchase Replacement Revenue Vehicles</b>		<b>\$1,327,233</b>
Purchase Replacement Revenue Vehicles	\$1,327,233	
<b>Section 5339 Application:</b>		<b><u><u>\$1,327,233</u></u></b>

**FY 2016 Section 5337 Formula Funds**

<b>Purchase Misc. Maintenance Equipment</b>		<b>\$9,911</b>
Purchase Misc. Maintenance Equipment	\$9,911	

<b>Section 5337 Amendment Application:</b>		<b><u>\$9,911</u></b>
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**FY 2016 Section 5310 (Capital Funding)  
Enhanced Mobility of Seniors and Individuals with Disabilities  
(Application submitted to FDOT on January 28, 2016)**

<b>Mobility Management</b>		<b>\$92,233</b>
Mobility Manager - Section 5310 - 80%	\$73,787	
Mobility Manager - State - 10%	\$9,223	
Mobility Manager - PSTA - 10%	\$9,223	
		<b><u>\$92,233</u></b>



## RESOLUTION #16-05

**A RESOLUTION OF THE PINELLAS SUNCOAST TRANSIT AUTHORITY AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, FOR SECTIONS 5307, 5337, AND 5339 GRANTS AND/OR GRANT AMENDMENTS UNDER THE FEDERAL TRANSIT ADMINISTRATION ACT OF 1964, AS AMENDED.**

**WHEREAS**, the Secretary of Transportation is authorized to provide grants and approve grant amendments for mass transportation Capital Improvement Projects and budgets; and

**WHEREAS**, PSTA's contract with the U.S. Department of Transportation for financial assistance will impose certain obligations upon PSTA, including a local share of the project costs in the program; and

**WHEREAS**, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, as amended, that PSTA provide an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with the projects, and that definite procedures are established and administered to ensure that minority business enterprises have the opportunity to participate in construction contracts, supplies, equipment contracts, or consultant and other services; and

**WHEREAS**, a total of \$4,206,667 is partially allocated (4/12) to PSTA in Fiscal Year 2015 through the Federal Transit Administration (FTA) Section 5307 formula program appropriations; and

**WHEREAS**, a total of \$16,571 is allocated to PSTA in Fiscal Year 2014 & 2015 through the FTA Section 5337 High Intensity Motorbus State of Good Repair Formula program appropriations; and

**WHEREAS**, a total of \$483,394 is partially allocated (4/12) to PSTA in Fiscal Year 2015 through the FTA Section 5339 Bus and Bus Facilities formula program appropriations; and

**WHEREAS**, a total of \$151,215 was flexed from the Florida Department of Transportation (FDOT) to PSTA in Fiscal Year 2015 through the FTA as Section 5307 grant funds; and

**WHEREAS**, a total of \$12,757,269 is allocated to PSTA in Fiscal Year 2016 through the FTA Section 5307 formula program appropriations; and

# DRAFT

**WHEREAS**, a total of \$9,911 is allocated to PSTA in Fiscal Year 2016 through the FTA Section 5337 High Intensity Motorbus State of Good Repair formula program appropriations; and

**WHEREAS**, a total of \$1,327,233 is allocated to PSTA in Fiscal Year 2016 through the FTA Section 5339 Bus and Bus Facilities formula program appropriations.

**NOW, THEREFORE, BE IT RESOLVED BY THE PINELLAS SUNCOAST TRANSIT AUTHORITY BOARD OF DIRECTORS THAT:**

1. The Chief Executive Officer is authorized to execute and file applications or amendments on behalf of PSTA with the U.S. Department of Transportation to aid in the financing of capital improvement projects pursuant to Section 5307, 5337, & 5339 of the FTA Act of 1964, as amended.
2. The Chief Executive Officer is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. The Chief Executive Officer is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the grants.
4. The Chief Executive Officer is authorized to set forth and execute affirmative procurement policies in connection with the capital improvement projects and budget.
5. The Chief Executive Officer is authorized to execute grant agreements and amendments on behalf of the Pinellas Suncoast Transit Authority with the U.S. Department of Transportation grants pursuant to Section 5307, 5337 and 5339 of the FTA Act of 1964, as amended.

ATTEST:

PINELLAS SUNCOAST TRANSIT AUTHORITY  
PINELLAS COUNTY, FLORIDA

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Janet C. Long  
Secretary/Treasurer

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Darden Rice  
Chairperson

DATE: May 25, 2016

APPROVED AS TO FORM

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Alan S. Zimmet  
General Counsel

## ACTION ITEM



**5D: Succession Planning Policy**



**Action: Approve Succession Planning Policy**

**Staff Resource:** Patricia Collins, Staffing and Dev. Manager  
Sangita Land, Chief Compliance Officer  
Darden Rice, Committee Chair

**EXECUTIVE**

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### **Background:**

- PSTA staff determined that in order to continue to build an inspired workforce that is empowered and accountable for ever-improving customer service, a succession plan is necessary.
- PSTA's Succession Plan was presented to the PSTA Board last month and after showing strong support, the Board requested a Policy be drafted to document PSTA's Succession Plan so that current and future Board Members would always be informed of PSTA's Plans.

### **Recommendation:**

- Approve the Succession Planning Policy.
- The Executive Committee reviewed this item and is recommending approval.

---

### **Attachments:**

1. Succession Planning Policy

## **POLICY #10 SUCCESSION PLANNING**

### **PURPOSE:**

It is the policy of PSTA to periodically assess the leadership needs of the agency and to develop a long and short term succession plan to ensure continuation of operations, develop strong leaders and contributors through the agency, and to build an inspired workforce that is empowered for ever-improving customer service.

### **DESIRED RESULTS:**

The desired results of the Succession Planning Policy are to:

- Identify Key Positions throughout PSTA, and follow a logical and thorough approach to develop a short and long term succession plan for each one.
- Conduct analyses of PSTA's current conditions including vacancy risks, emergency interim plans, long term replacement plans to handle vacancies and minimize disruptions.
- Identify High-Potential employees who demonstrate both interest and capacity to grow into positions of higher level and responsibility.
- Invest in development opportunities for a broad and diverse base of possible future candidates for leadership positions.
- Provide a continuous flow of talented people to meet PSTA's management needs and create a pool of strong candidates for future leadership vacancies.
- Ensure the PSTA Board is informed and prepared in the event of an emergency or long-term vacancy in the PSTA Chief Executive Officer (CEO) position.

### **PROCEDURES:**

The Succession Planning Policy will be carried out as follows:

1. On an annual basis, PSTA's Human Resources Team shall identify Key Positions throughout PSTA for which short and long term succession planning is

necessary. This includes distributing forms and establishing due dates for management to complete and return to the Human Resources Team. By definition, the PSTA CEO position will always be identified as a Key Position.

2. On a biannual basis, PSTA's Human Resources Department shall analyze predictable turnover and potential vacancy risks.
3. On a biannual basis, PSTA's Human Resources Department shall review and update a succession plan strategy that identifies and develops high potential employees so that when a vacancy arises, the agency has a pool of qualified candidates ready to step forward for consideration.
4. On a biannual basis, PSTA's Human Resources Department shall provide a copy of such strategy to the Chief Executive Officer.
5. No less than annually, or whenever a staff recommendation on an Interim CEO or long-term succession plan for the CEO position changes, the PSTA Executive Committee will be immediately informed.
6. All PSTA Board Members will continuously be updated on the recommended succession plans (short and long-term) for the CEO position to ensure a smooth transition.
7. Throughout the year, PSTA's Human Resources Team shall obtain feedback from Managers to identify High-Potential employees and ensure their continued development through PSTA University and a Leadership PSTA Program.
8. The PSTA Human Resources Department will ensure that PSTA University continues to provide appropriate training in all departments.
9. The PSTA Human Resource Department shall develop and continue a Leadership PSTA program which will be PSTA's premier professional development program designed to develop and support high-potential employees.

Name: \_\_\_\_\_

Title: Board Chairperson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

Adopted:



**6A: Sustainable Approach to Bus Replacements**



**Action: Information Item**

**Staff Resource:** Brad Miller  
Heather Sobush, Planning Manager  
Henry Lukasik, Maintenance Director  
Debbie Leous, CFO



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**Sustainable Bus Replacement Goal of Improving Fleetwide Fuel Economy**

- Staff is recommending the PSTA Board approve a Sustainable Goal of improving PSTA’s Fleetwide Fuel Economy.
- Prior to the Board’s Planned Vote on its 5-year CIP in June, this information item will provide further information on the tradeoffs and three-perspective review of environmental, financial, and social impacts of the different types of bus purchase decisions PSTA might make.

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**Attachments:**

1. PowerPoint

# Sustainability Goal

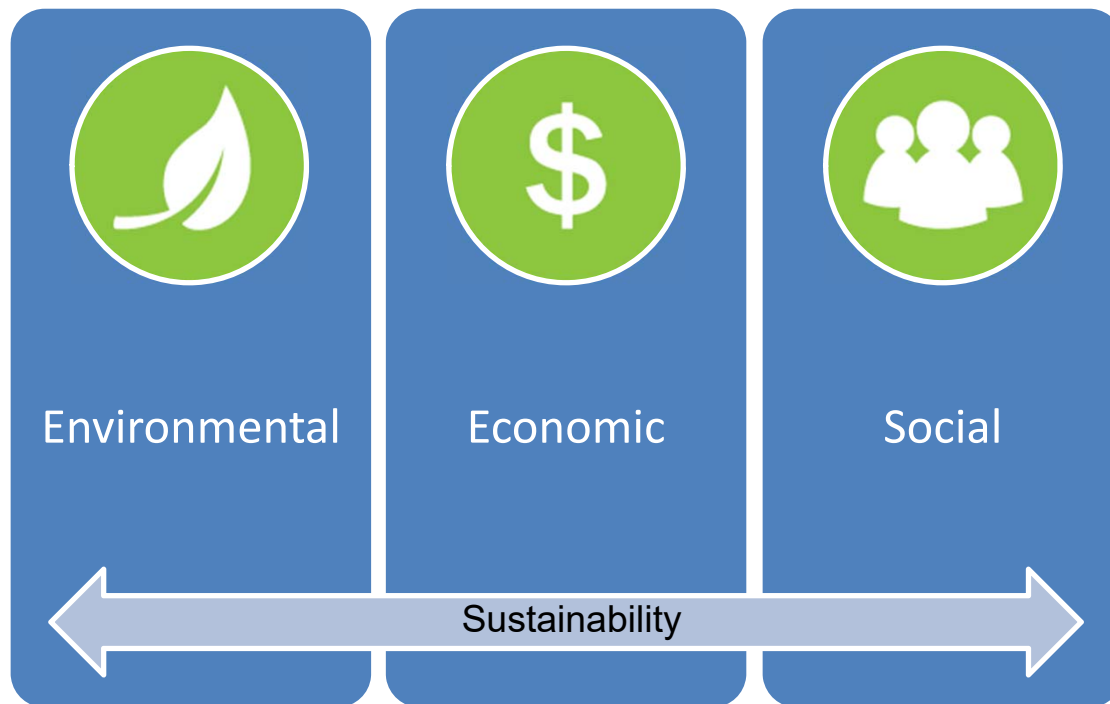
PSTA Board Meeting  
May 25, 2016

Pinellas Suncoast Transit Authority  
St. Petersburg, Florida



# What is Sustainability?

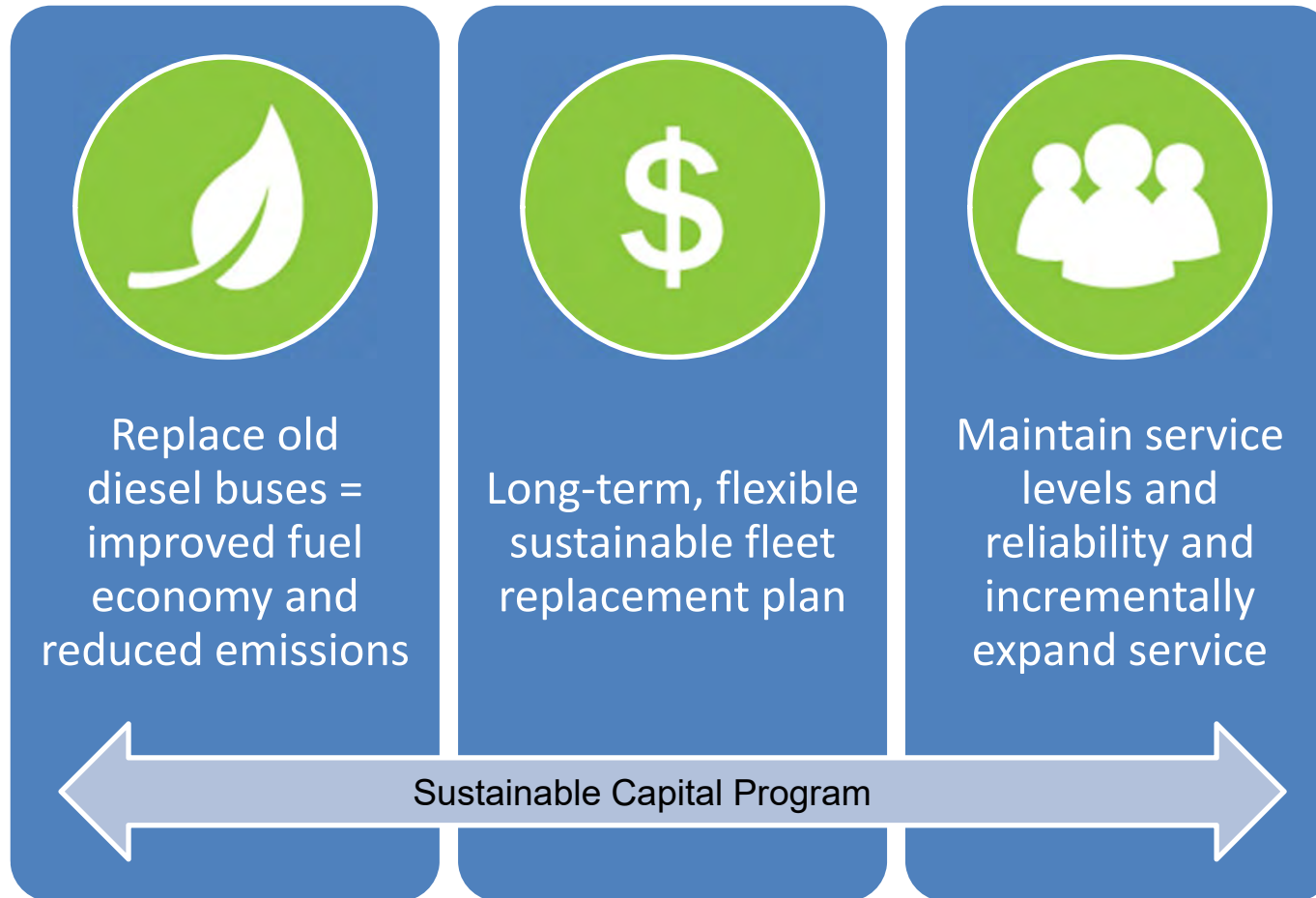
- Responsibility in organizational decision making
  - Environmental, Economic, and Social
  - Meet needs of today without compromising ability to meet future needs



## PSTA Is A Large Transportation Network

Type	Fuel Type	Quantity	Total Metric Tons GHG Emissions/Yr
PSTA Diesel (2001-2009)	Diesel	141	17,978
PSTA Hybrids (2009-2015)	Diesel	61	6,222
PSTA Small (2012)	Unleaded	8	238
PSTA Cars (2006-2010)	Unleaded	15	134
PSTA Cars-Hyb (2002-2014)	Unleaded	21	125
PSTA Trucks (1997-2016)	Unleaded	12	142
PSTA Trucks (2006-2012)	Diesel	4	54
DART Sedans	Unleaded	100	1,781
DART Vans	Unleaded	60	1,069
Jolley Trolley	Unleaded	17	303
Jolley Trolley	Diesel	7	179
Jolley Trolley	CNG	1	15
Looper Group	Unleaded	4	71
Looper Group	Diesel	3	77
<b>Totals</b>		<b>454</b>	<b>28,386</b>

# Sustainable Capital Program



## Increased Fuel Economy Is Sustainable Policy

- Replacing oldest buses improves fleet fuel economy and reduces emissions

	BASELINE		FUTURE SCENARIOS		
Fleet	Current	7 new BAEs	35 new diesels	35 new BAEs	35 new electrics
Year	2016	2017	2020	2020	2020
# of Vehicles	210	210	210	210	210
<b>Fleet MPGE</b>	<b>4.45</b>	<b>4.60</b>	<b>4.68</b>	<b>5.04</b>	<b>6.42</b>
Total GHG Emissions/Fleet (Metric Tons/year)	24,438	24,094	22,176	21,268	18,762
% reduction in emissions		-1.41%	-9.26%	-12.97%	-23.23%
% increase in fuel economy		3.30%	5.09%	13.17%	44.18%

## PSTA's Financial Sustainability

- PSTA must be both the most environmentally sustainable as well as financially sustainable.
- PSTA Can Not Afford to Commit to a Single Vehicle Technology:



# Financial Comparisons - Verified

## Initial Capital Cost

	Diesel (40')	BAE (40')	CNG (40')	Proterra (40')
Number of Buses	1	1	1	1
Cost of Base Bus	\$388,963	\$388,963	\$388,963	\$749,000
Turn-Key Costs	\$86,842	\$308,962	\$140,225	\$122,640
Capital Infrastructure Costs	\$0	\$0	\$3,000,000	\$589,000
Training Costs	\$0	\$0	\$57,000	\$18,000
Tooling Costs	\$0	\$0	\$20,000	\$7,000
<b>Total Cost</b>	<b>\$475,805</b>	<b>\$697,925</b>	<b>\$3,606,188</b>	<b>\$1,485,640</b>

## Life Cycle Costs

Qty (1) Bus	Diesel (40')	BAE (40')	CNG (40')	Proterra (40')
Cost of Base Bus	\$388,963	\$388,963	\$388,963	\$749,000
Turn-Key Costs	\$86,842	\$308,962	\$140,225	\$122,640
Capital Infrastructure Costs*	\$0	\$0	\$3,000,000	\$589,000
Training	\$0	\$0	\$57,000	\$18,000
Tooling	\$0	\$0	\$20,000	\$7,000
Fuel**	\$282,000	\$188,000	\$260,454	\$30,698
Maintenance Costs***	\$204,000	\$222,000	\$246,000	\$174,000
<b>Total (Current \$)***</b>	<b>\$961,805</b>	<b>\$1,107,925</b>	<b>\$4,112,642</b>	<b>\$1,690,338</b>

# Verification



## Maintenance Costs Similar

- 2016 US DOE Study of Foothill Transit Proterra Buses
- 2011 National TCRP Report 146

## Leasing Options Proposed

- No Proterra Bus or battery system has been leased to date.
- Leasing not proposed for capital infrastructure.
- PSTA has requested a formal quote but leasing unlikely to be lower cost than buying.

# Financial Sustainability

## Public Transportation Service Relies on Regular Bus Replacements

- **70 New Replacement Buses Needed in Next 5 Years**

No.	Replacement Strategy	Replacements Purchased Over Next 5 Years	Reliable Buses in 2021
1	Current	210	210
2	No Replacements	0	140
<b>3</b>	<b>Mix/ Diesels</b>	<b>70</b>	<b>210</b>
4	All BAE Hybrids	37	173
5	All Electrics	35	165-170* (*2 <sup>nd</sup> Set of Charging Stations Not Fully Online by 2021)
6	All CNG	35 Other/25 CNG	170-200* (*3-4 Years to Install CNG Fueling Station)
7	COMBO	36-69	165-209





# Transit Service Helps Environment

Annual PSTA Bus GHG Emissions (Metric Tons)	Annual Ridership	Car Driving Emission Reductions (Tons)	Net Environmental Benefit PSTA Offers
24,100	14,000,000	-25,719	-1,619 Tons of GHG Emissions Per Year

# How PSTA is Sustainable

**Providing Citizens with a Public Transit Option is the Most Environmentally Sustainable Thing PSTA Does By Far**

No.	Decision	2017 Fuel Economy	2021 Fuel Economy	Reliable Buses in 2021	2021 PSTA Net GHG Emissions	Notes
1	Baseline	4.45		210	-1,619 Tons/Yr.	483 Vehicles, 43,000 Transit Trips Per Day
2	No Vote	4.0	3.5	140	-1,425 Tons/Yr.	Buses Age, Break Down, 10% Ridership Reduction
<b>3</b>	<b>Mix/ Diesels</b>	<b>4.6</b>	<b>4.7</b>	<b>210</b>	<b>-3,600 Tons/Yr.</b>	<b>Balanced Fleet, Ridership Maintained/Increased</b>
4	All Hybrids	4.3	5.0	173	-2,700 Tons/Yr	Service Cuts Possible, Ridership Drop
5	All Electrics	3.9	6.4	165-170	-2,000 Tons/Yr.	Major Cuts Possible, Major Ridership Drop
6	All CNG	3.9	3.8	200 – only some CNG	-1,550 Tons/Yr.	Small Cuts Possible, Small Ridership Drop

# Need to Expand Services

- Newspaper Editorials/Other
- Increasing Ridership via New Services & Reducing Car Usage will be Best Way for Pinellas to Improve Environment



**Pinellas bus system sets ridership record expansion in service**  
 MAY 23, 2014, 11:22am EDT  
 INDUSTRIES & TRADE



## Sustainable Recommendation

- Adopt a Goal to Improve PSTA's Fleet Fuel Economy Every Year to Maximize Net Emission Savings.
  - Approve continuing to purchase a mixed fleet including diesel, and hybrid-BAE technologies.
  - Continue to Apply for Every Possible Federal, State, & Local Grant to Upgrade Fleet Purchases.
- 
- Consider Comprehensive Annual CIP Vote rather than separate bus orders each year. (Authorize CEO to Make Contracted Purchases based on Adopted CIP.)

**4.6 MPG**



<b>6B:</b>	<b>June &amp; October 2016 Service Improvements</b>	
<b>Action:</b>	<b>Information Item</b>	

**Staff Resource:** Cassandra Borchers, CDO  
 Christine McFadden, Manager of Schedules  
 Bob Lasher, External Affairs Officer  
 Juan Luvian, Marketing and Sales Coord.

**PLANNING**

**TRAC**

**Background:**

- In early 2015, PSTA embarked on a customer focused redesign of services in concert with the tenets of the Community Bus Plan and in light of fiscal constraints.
- Staff developed a multi-phase plan approach to systematically examine every route in the entire PSTA network to improve efficiencies and delivery of service to customers. This became the “Customer Oriented System Redesign” element of the Path Forward Strategic Plan:
  - Focus resources where transit works best
  - Identify transportation alternatives for affected customers (if needed)
  - Use a data-driven and customer sensitive approach
- PSTA’s ongoing effort is to enhance service to our customers while maintaining or improving overall system efficiency.
- In Phase 1 of the System Redesign, PSTA examined underperforming routes and recommended service adjustments. As a result, the East Lake Connector was eliminated and Routes 1/30 were combined (new Route 22). The new Direct Connect pilot program was also implemented as an alternative mobility option for residents and visitors to the East Lake and Pinellas Park areas.
- Phase 2 compromised the transformation of bus services in Downtown St. Petersburg from a hub to grid system and service increases on select routes. PSTA completed a robust public engagement and public information outreach effort both before and after the changes on downtown.

**June Service Changes Summary:**

- As a follow up to Phase 1 of the service redesign, PSTA staff has engaged Pinellas Park in a discussion of how to improve services and launched the first pilot project partnership with Uber in the nation. Follow up changes include:

- Route 11 will be routed into Crystal Lakes Manor on trips after 7:00 AM providing service seven days a week and a longer span of service for residents.
- Route 444 will be taken out of Crystal Lakes Manor allowing streamlined service for passengers and increased performance. PSTA will continue to work with Pinellas Park on future service improvements to Route 444 to better serve the community.
- As a follow up to the Phase 2 service redesign and subsequent discussions with City of St. Petersburg staff, Route 52 will be truncated at Grand Central Station. Passengers will be able to access downtown St. Petersburg on multiple routes. This will improve the on-time performance for Route 52 thereby providing more consistent service for our customers.

**June Service Change Public Outreach:**

- Week of May 2nd
  - Teleconference with St. Giles I & II, Mainlands, Crystal Lakes Manor and Magnolia Gardens
- Week of May 15th
  - Attend resident meeting at Crystal Lakes Manor
  - Distribute palm cards at Magnolia Gardens and Crystal Lakes Manor
  - Memo for employees
  - Driver/CSR forum
  - Behind the driver notices
- May 27th
  - Informational sandwich boards at
    - Park Street Station
    - Pinellas Park Transit Center
    - Grand Central Station
- May 31st
  - Yellow Vest Outreach at Grand Central Station

**October Service Changes Summary:**

- Phase 3 will examine and make recommendations for the remainder of the PSTA network. Work for this phase includes:
  - Technical review of Community Bus Plan recommendations

- Update of data used in performance analysis, as well as new data collection as needed
- Extensive public outreach including engagement and information phases
- Two Phase Implementation (October 2016 and February 2017)

The results of this phase (to be implemented by 2017) will achieve many of the goals of the community bus plan within the existing resources of PSTA.

- The changes proposed for October are focused on North County with route improvement proposals for Safety Harbor, Palm Harbor, and the institution of 7-Days a week Jolley Trolley service for the first time from Clearwater through Dunedin to Tarpon Springs.
- Additional changes are focused on Mid-County including shortening routes to improve on-time performance and allow for targeted frequency improvements.
- Staff has met with the union and local jurisdictions to review proposed changes.
- Public meetings will be held May 10 -16, 2016 in Oldsmar, Dunedin, Tarpon Springs, St. Petersburg, and Clearwater.
- Staff will report on the proposed changes and comments received from the public.
- After the October service changes are approved (at the June Board Meeting) staff will turn our attention to South County and finishing Mid-County changes for a February service change.

**Fiscal Impact:**

- The June Service adjustments are expected to generate cost savings which will be incorporated into the October 2016 service improvements.
- Overall, service improvements for June 2016, October 2016 and February 2017 are expected to stay budget-neutral.

**Attachments:**

1. PowerPoint
2. October Service Change Map Overview
3. Route Change Descriptions



# June and October 2016 Service Improvements

System Redesign  
PSTA Board Meeting  
May 25, 2016

Pinellas Suncoast Transit Authority (PSTA)  
St. Petersburg, Florida





# Goals of the 2013 Bus Plan

- Wide scale community engagement “Tell us what do you want”
- Mold the bus network to better serve the economy and needs of our community
- Create a thoughtful, phased plan to suit a variety of funding scenarios
- Comprehensive plan development designed to maximize previous efforts



**Pinellas**  
community  
*bus plan*



# May 2015 Strategic Direction

- Financial Stewardship
  - 5-year Balanced Budget Process
  - Increased Revenues
  - Decreased Expenses
- Sustainable Capital Program
- Service Redesign
- Incremental Expansion

## PATH FORWARD

**Mission: PSTA provides safe, convenient, accessible and affordable public transportation services for Pinellas County residents and visitors, and supports economic vitality, thriving communities, and an enhanced quality of life.**

### Visionary Service Design: Increase Public Transit Access

- Update the Community Bus Plan as needed to address and embrace changes within the community.
- Make incremental progress towards the planned county-wide high frequency grid.
- Examine a variety of new revenues and delivery alternatives, always with a focus on strategic cost control.



### Sustainable Capital Program

- Prioritize bus replacements.
- Use reserves to purchase buses.
- Seek future year partners to prioritize transit capital funding.
- Advocate for strong federal, state, and local capital funding.



### Customer-Oriented Service Redesign

- Focus resources where transit works best.
- Identify transportation alternatives for affected customers.
- Use a data-driven and customer sensitive approach.



### Incremental Expansion

- Seek funding for incremental expansion projects.
- Support pilot projects that fit within the community and PSTA plans.
- Leverage partnership with MPO/Others.



### Provide Effective, Financially Viable Public Transportation that Supports Our Community

- Examine all possible financing options including strategic cost control measures.
- Appropriately maximize revenue sources already available to PSTA.
- Remain committed to sustainable decision-making (financial, environmental, social).
- Proactively seek new external partnership opportunities.



### Develop a Strong Governance Model for Effective Pinellas Transportation Leadership

- The Executive Committee will assist the Board in developing high-level policy consensus.
- Strengthen existing PSTA Board committees' roles in assisting the full Board.
- Fully participate in collaborative transportation policy and priority setting with other federal, state, and regional partners.
- Policy decisions will support community development, transportation, and land use objectives.



### Focus on Customer-Oriented Public Transit Services

- Continuous improvement of PSTA bus services for both riders and our community.
- Engage the broader community with ongoing communication and outreach.
- Build an inspired workforce that is empowered and accountable for ever-improving customer service.







## Where Are We Going?

- Original 10-Phase Plan Now 3-Phase Plan:
  1. October 2015 – Inefficient Routes Eliminated
  2. February 2016 – Downtown St. Pete Grid Network
  3. Efficiency Improvements throughout County
    - a. October 2016 – North and Mid-County
    - b. February 2017 – South and Mid- County
- Budget/System Efficiencies Allow for Small **Increases** in services over time.
- Additional Improvements to Follow:
  - Central Avenue BRT/ Downtown St. Pete Circulation
  - Clearwater Beach-TIA Express



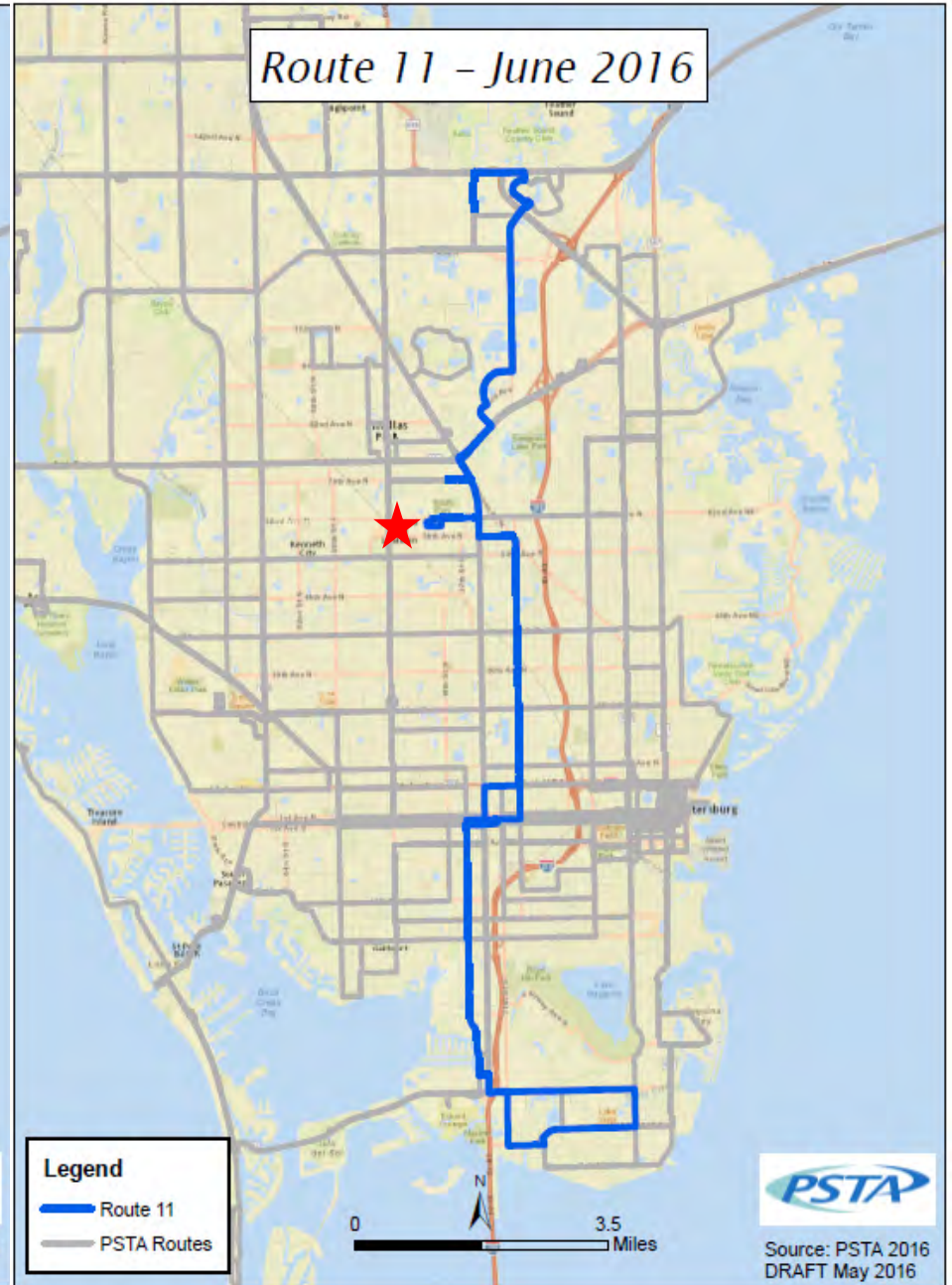
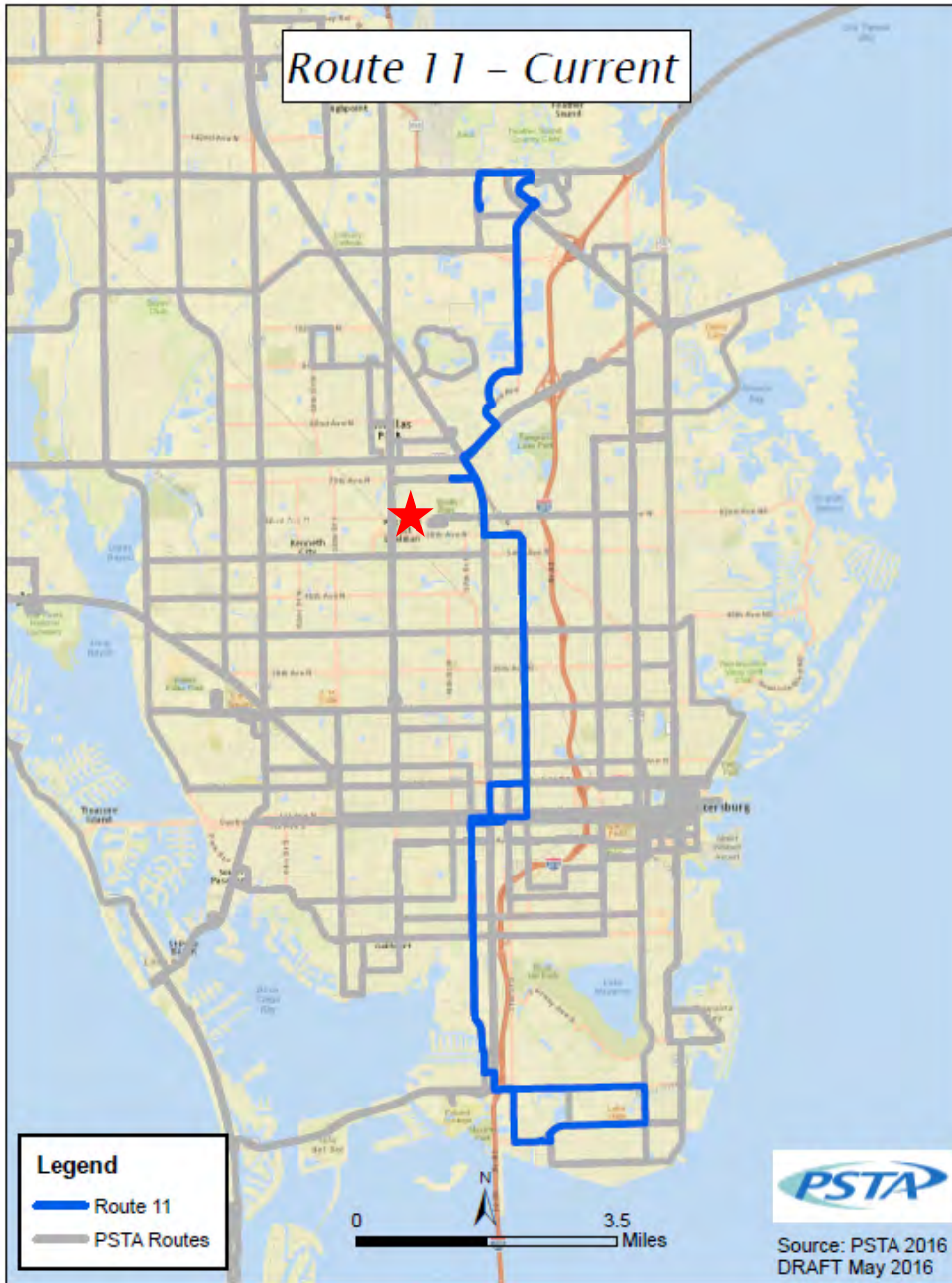
## Where Are We Going?

### By 2017 Some New Revenue Bus Plan Principles Will Be Achieved:

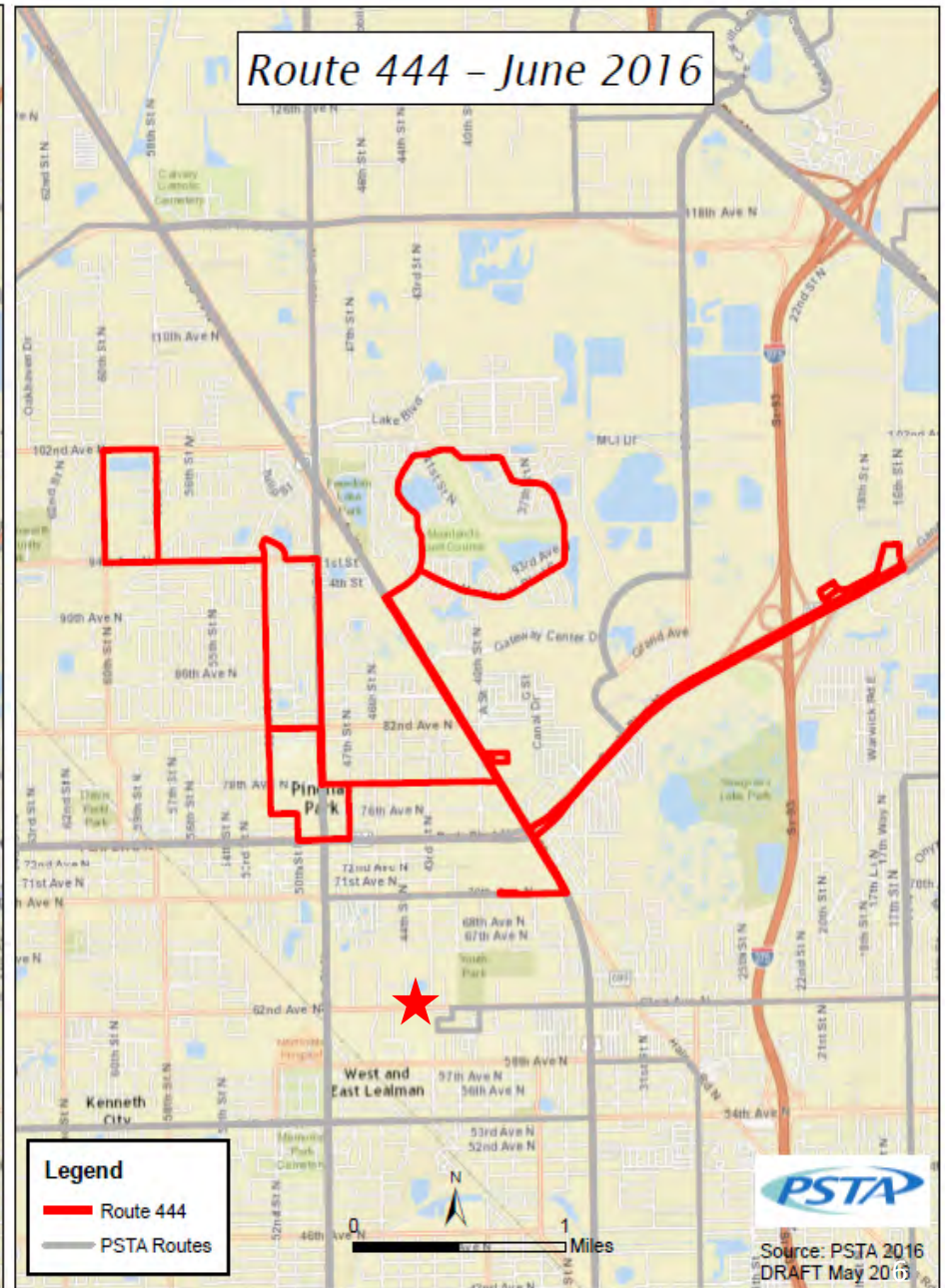
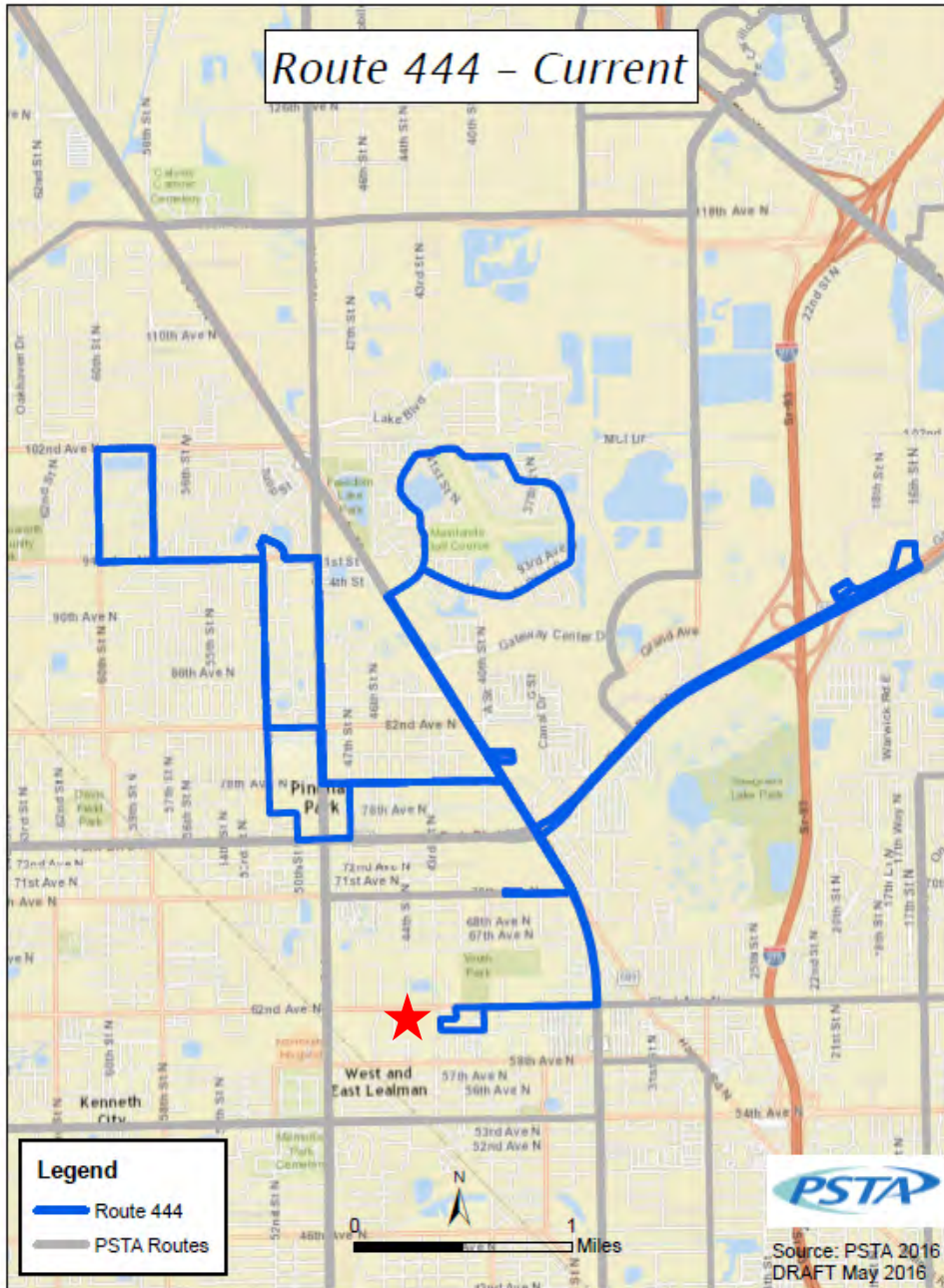
-  Increase frequencies to 15 minutes or better on Core and Frequent Local routes
-  Create efficient grid network that maximizes resources and service delivery
-  Improve overall span of service
-  Improve weekend service coverage



# Routes 11



# Routes 444

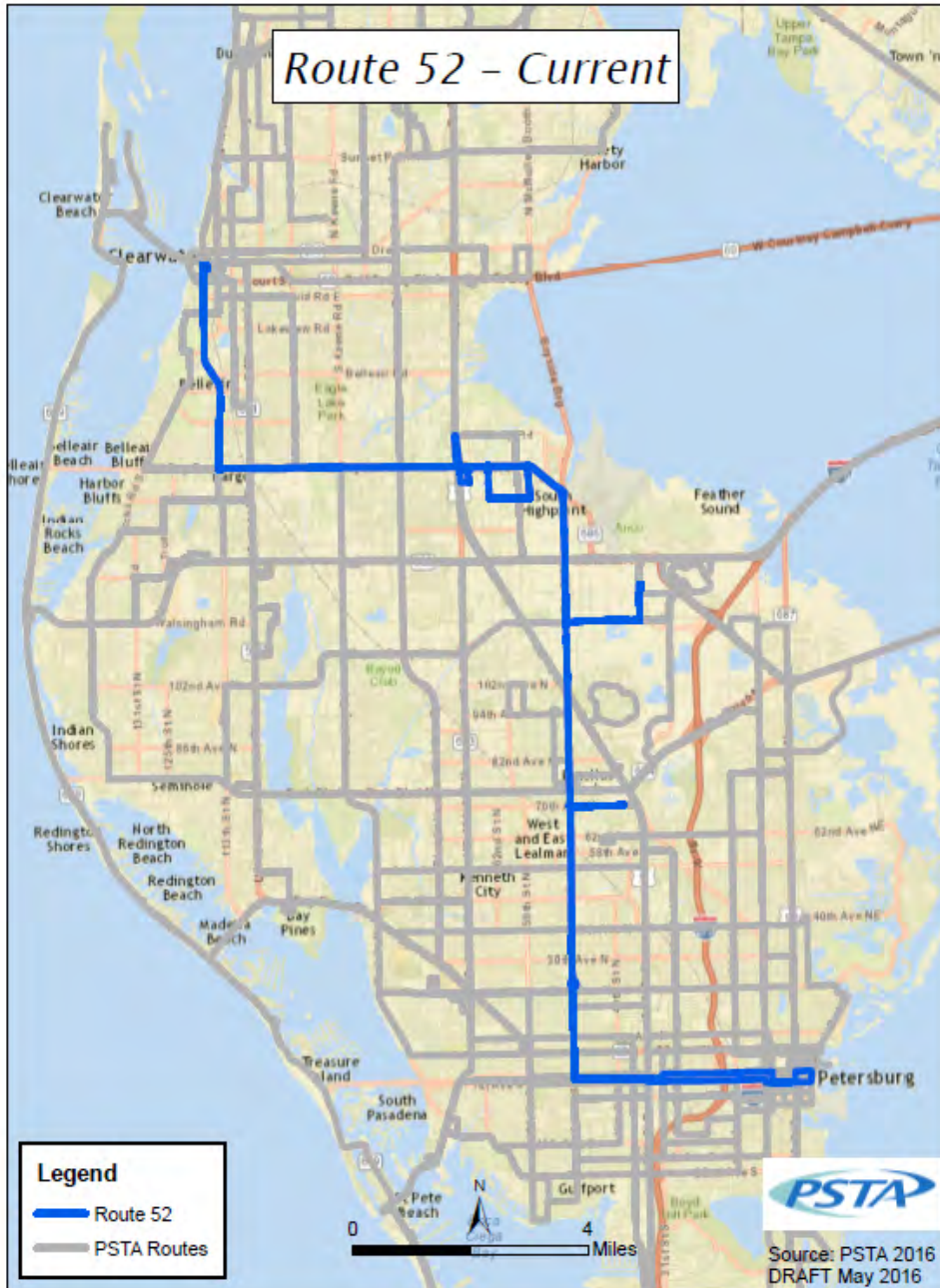


## June Service Changes – Routes 11 and 444

- Teleconference
- Driver notification/education
- Distribute palm cards
- Behind the driver notice
- Informational boards at terminals
- Attend resident meeting  
(Crystal Lakes Manor)



# Route 52





## June Service Changes – Route 52

- Driver notification/education
- Behind the driver notice
- Sandwich boards at terminals
- Yellow vest outreach at Grand Central Station

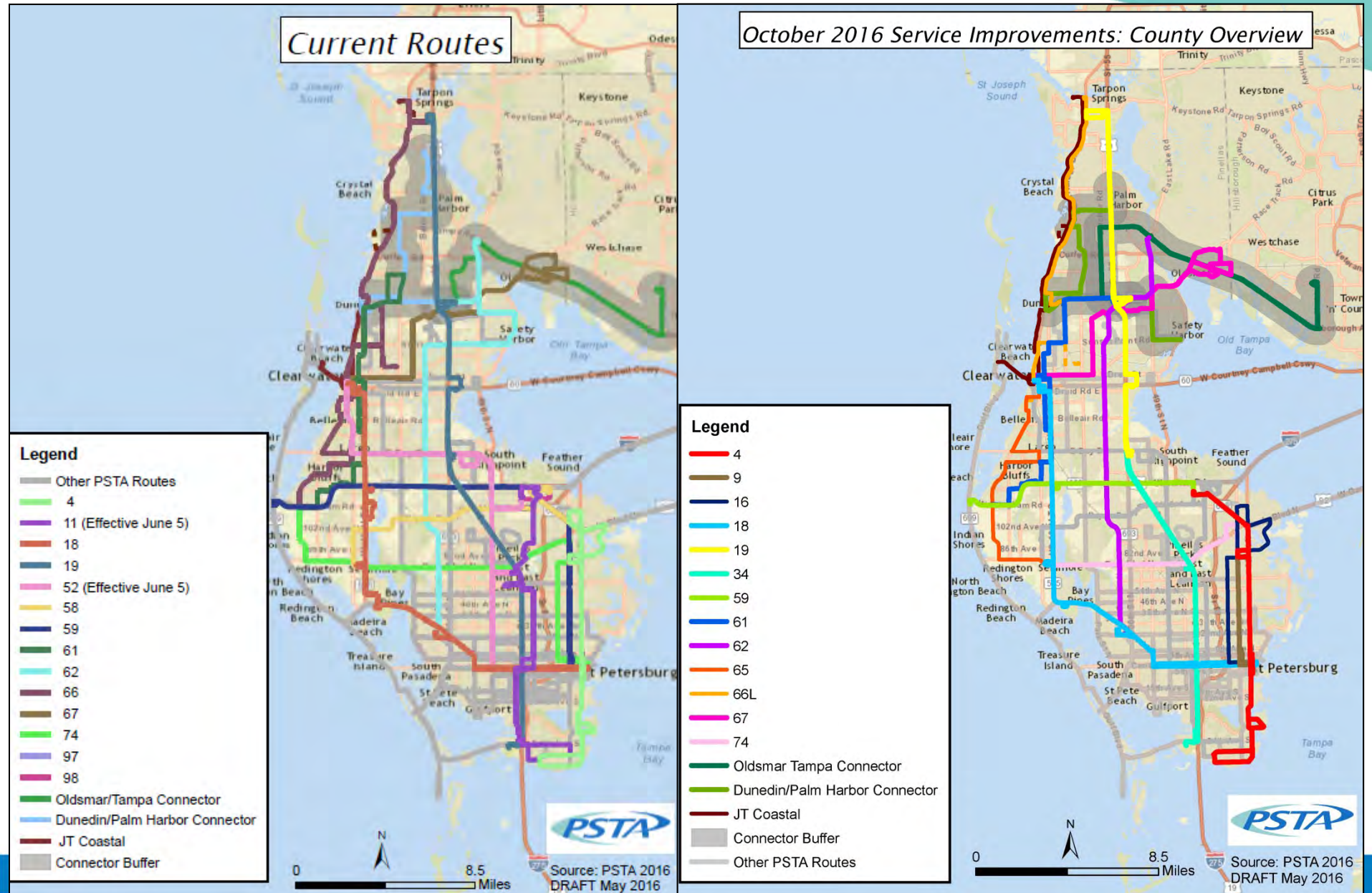


## October 2016 System-wide Streamlining

- Remove underutilized deviations
- Bus-Stop Consolidation: speed operations/save hours
- Reinvestment of some service hours such as:
  - Additional evening and weekend service
  - Additional buses for overcrowded routes
- Specific Proposals:
  - Split long routes such as 62 (Belcher/Safety Harbor)
  - Redesign Jolley Trolley Coastal with segments of Route 66 for single 7-day service
  - Enhance routes with highest demand



# System Proposal for October 2016



# Early Engagement and Public Workshops

- **Internal Coordination**
- **City/County Staff to Staff Coordination**
- **Workshops:**
  - 5/10/16, 5:30 - 7:00 PM      Oldsmar Library, TECO Hall
  - 5/11/16, 6:00 - 7:30 PM      Dunedin, Hale Senior Center
  - 5/12/16, 6:00 - 7:30 PM      Tarpon Springs Recreation Center
  - 5/14/16 9:30 - 11:00 AM      PSTA Auditorium
  - 5/16/16 5:00 – 6:30 PM      North Greenwood Rec. Center
  - 6/7/16\* 5:30-7:30 PM      Clearwater East Library (Drew St.)
  - Week of 6/13      Additional Public Hearing - TBD

\*Workshop and Public Hearing



## Comments from Public Workshops

- Bring Back East Lake Connector
- Like new Route 61 routing in downtown Dunedin
- Don't move service from Douglas Ave, need connection to Jays Stadium and Hale Center – Have JT Coastal do it
- Requested N/S Connection on Patricia
- Requested van-type of circulator for City of Tarpon Springs



# Final Outreach – Public Information

## July – September

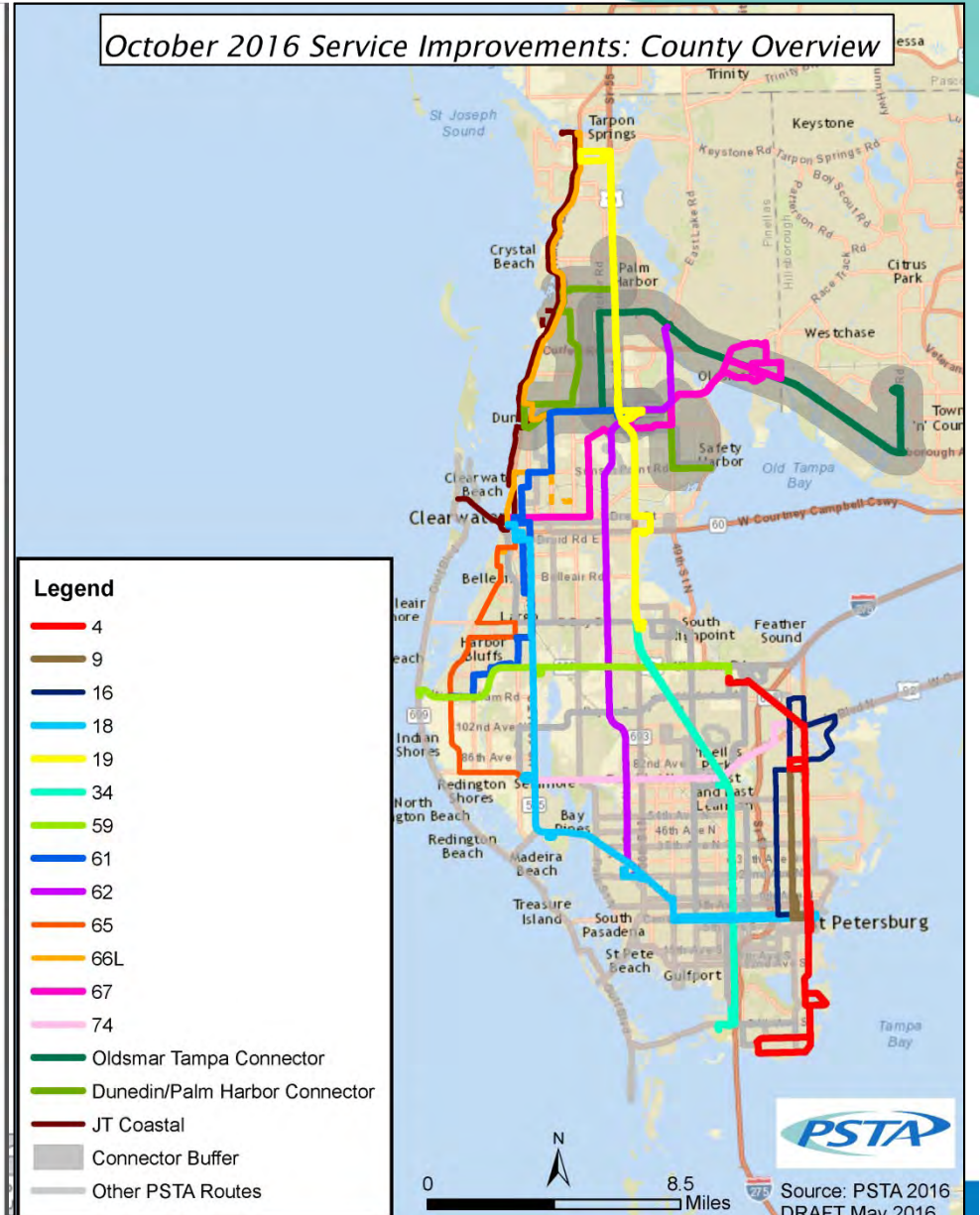
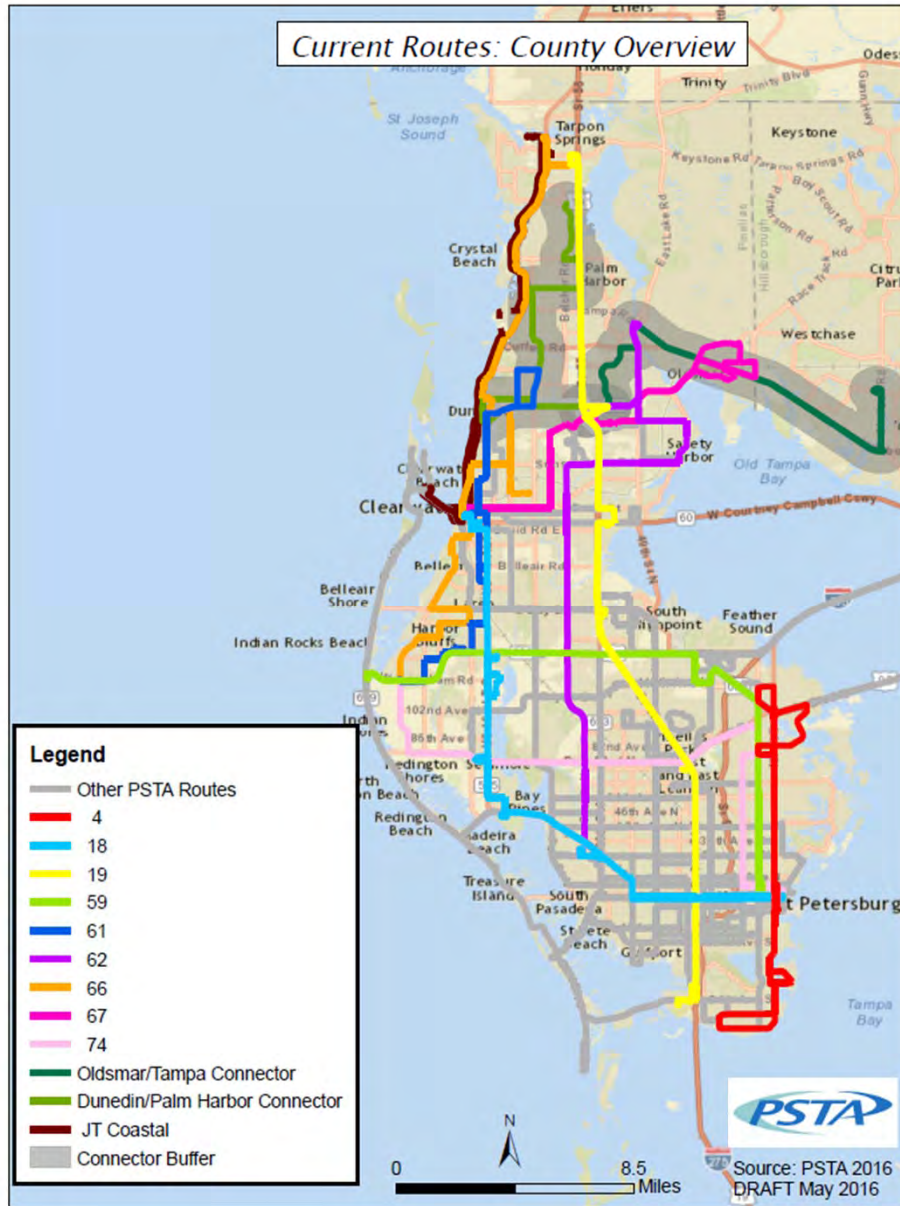
- Development of training and public engagement materials
- Internal training for Operators, Customer Service and Ambassadors

## Week prior to service change: September 25<sup>th</sup>- October 4<sup>th</sup>, 2016:

- Staff outreach to riders with booklets at major transfer facilities (34th Layby, Clearwater (Park St), Countryside Mall, Gateway Mall)
- Outreach will include three-hour ambassador shifts, which will be staggered throughout the day and week to ensure maximum exposure to majority of riders
- On-board Ambassadors, if needed



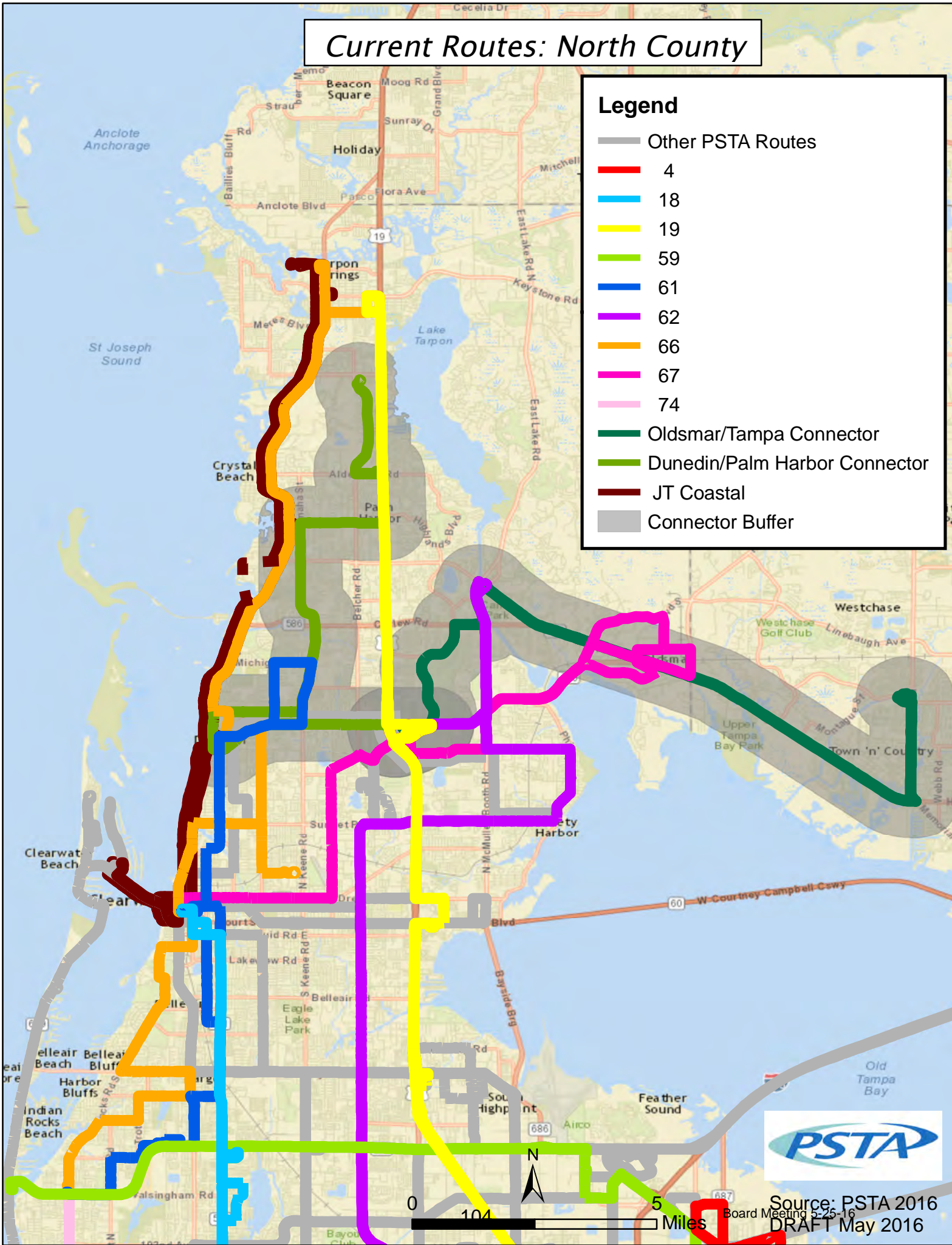
# System Proposal for October 2016



# Current Routes: North County

## Legend

- Other PSTA Routes
- 4
- 18
- 19
- 59
- 61
- 62
- 66
- 67
- 74
- Oldsmar/Tampa Connector
- Dunedin/Palm Harbor Connector
- JT Coastal
- Connector Buffer



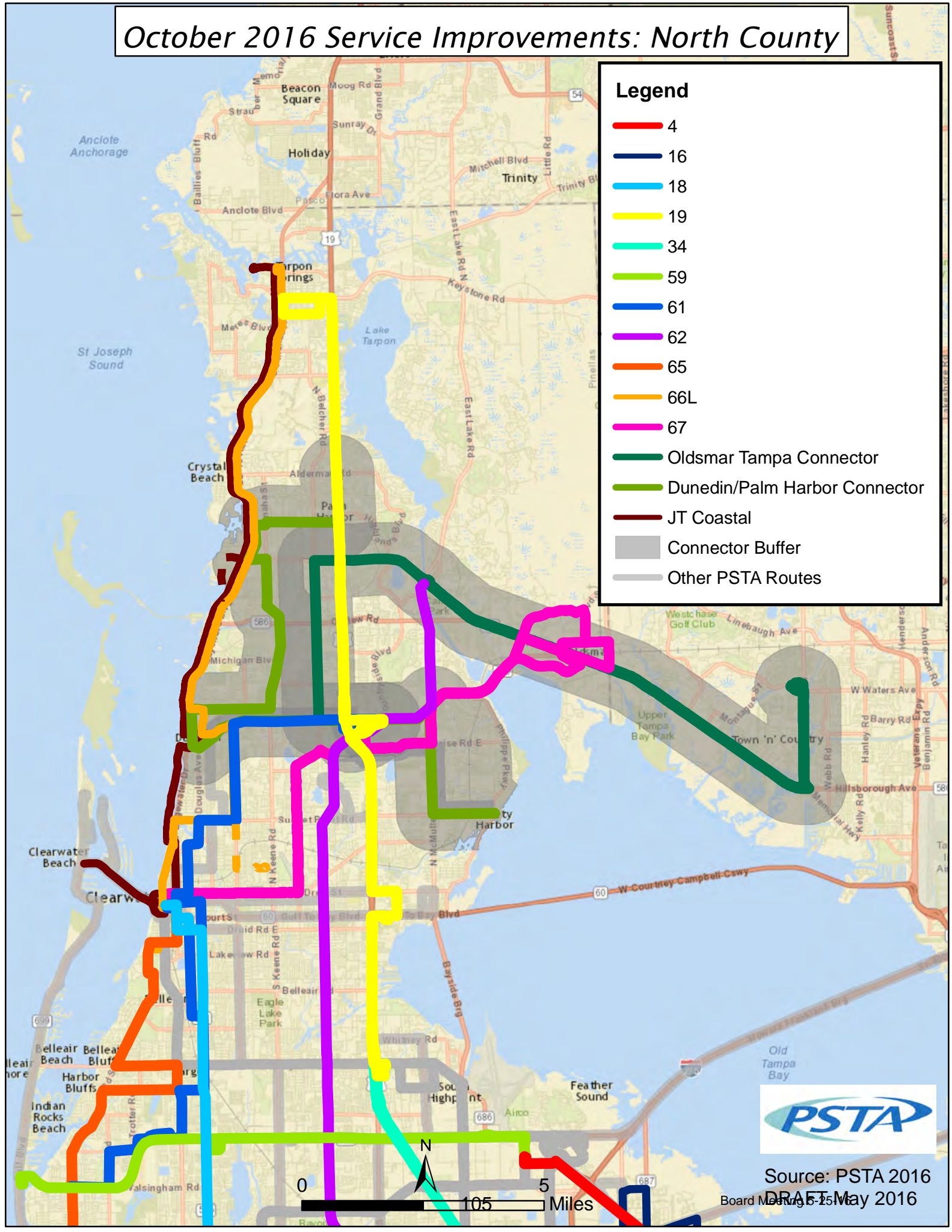
Source: PSTA 2016 Board Meeting 3-25-16  
DRAFT May 2016



# October 2016 Service Improvements: North County

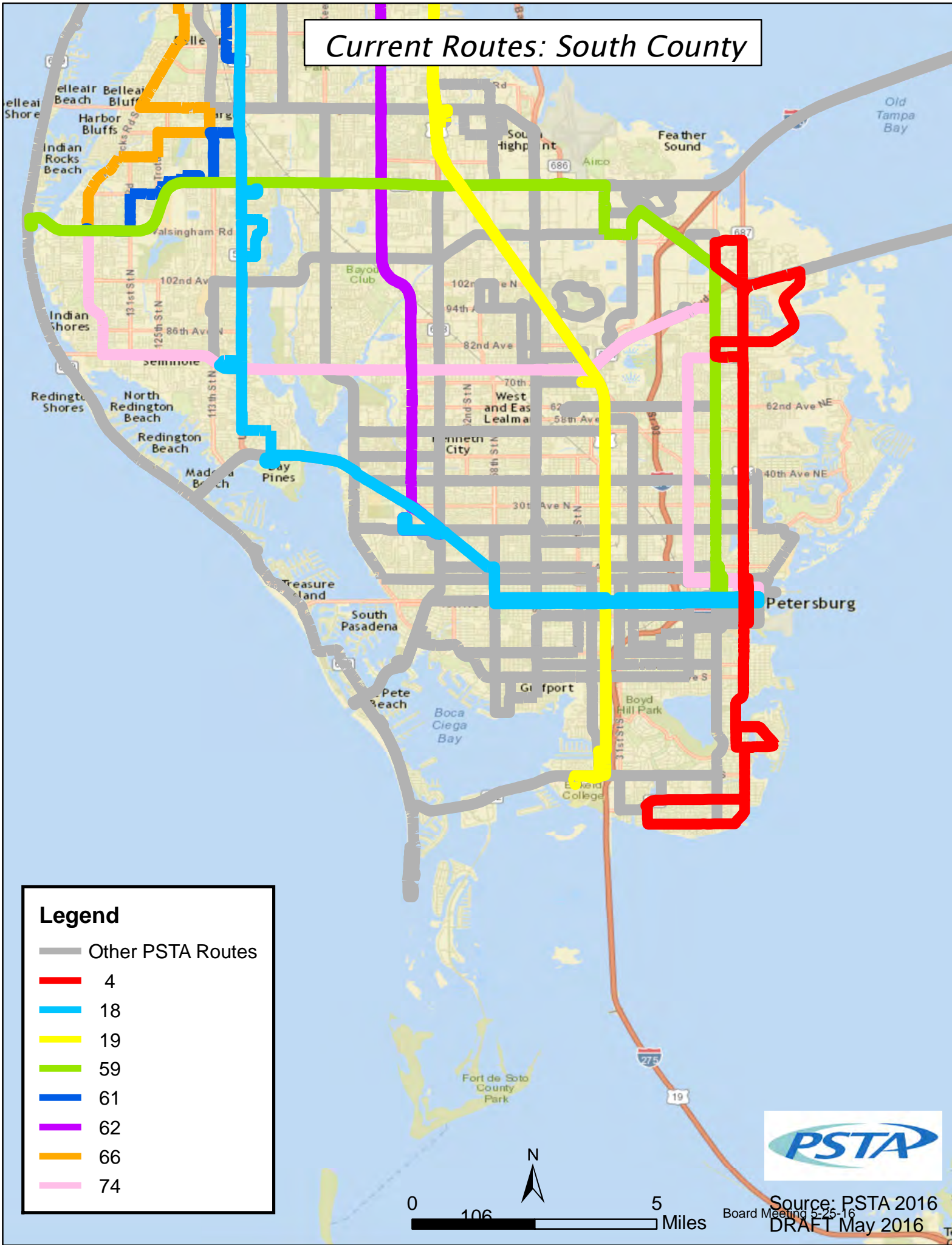
## Legend

- 4
- 16
- 18
- 19
- 34
- 59
- 61
- 62
- 65
- 66L
- 67
- Oldsmar Tampa Connector
- Dunedin/Palm Harbor Connector
- JT Coastal
- Connector Buffer
- Other PSTA Routes



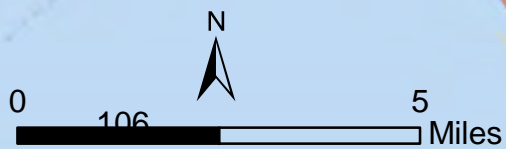
Source: PSTA 2016  
 Board Meeting 5-25-16  
 DRAFT

# Current Routes: South County



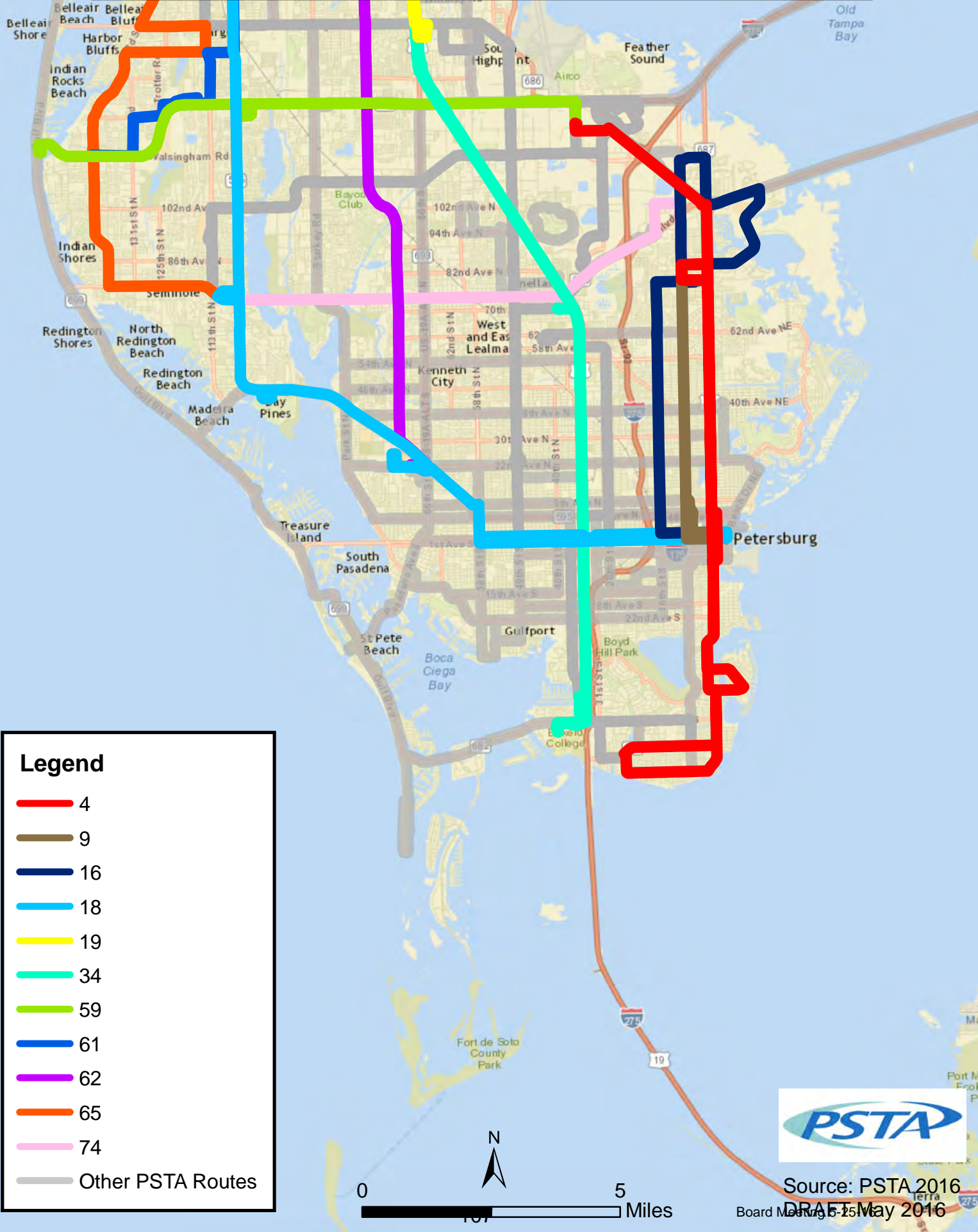
**Legend**

- Other PSTA Routes
- 4
- 18
- 19
- 59
- 61
- 62
- 66
- 74



Source: PSTA 2016 Board Meeting 5-25-16  
DRAFT May 2016

# October 2016 Service Improvements: South County



**Legend**

- 4
- 9
- 16
- 18
- 19
- 34
- 59
- 61
- 62
- 65
- 74
- Other PSTA Routes

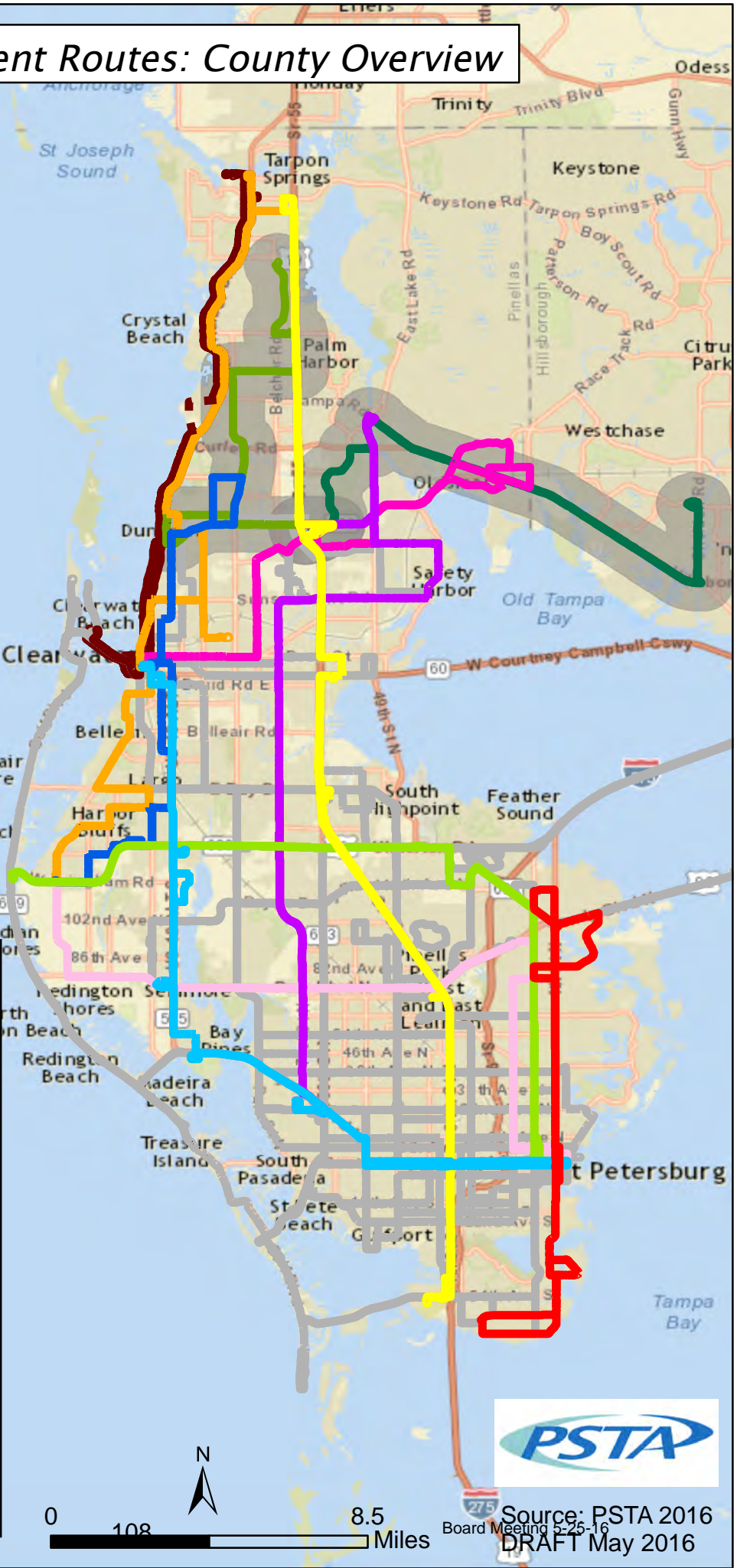


Source: PSTA 2016  
 Board Meeting 5-25-16  
 DRAFT

# Current Routes: County Overview

**Legend**

- Other PSTA Routes
- 4
- 18
- 19
- 59
- 61
- 62
- 66
- 67
- 74
- Oldsmar/Tampa Connector
- Dunedin/Palm Harbor Connector
- JT Coastal
- Connector Buffer

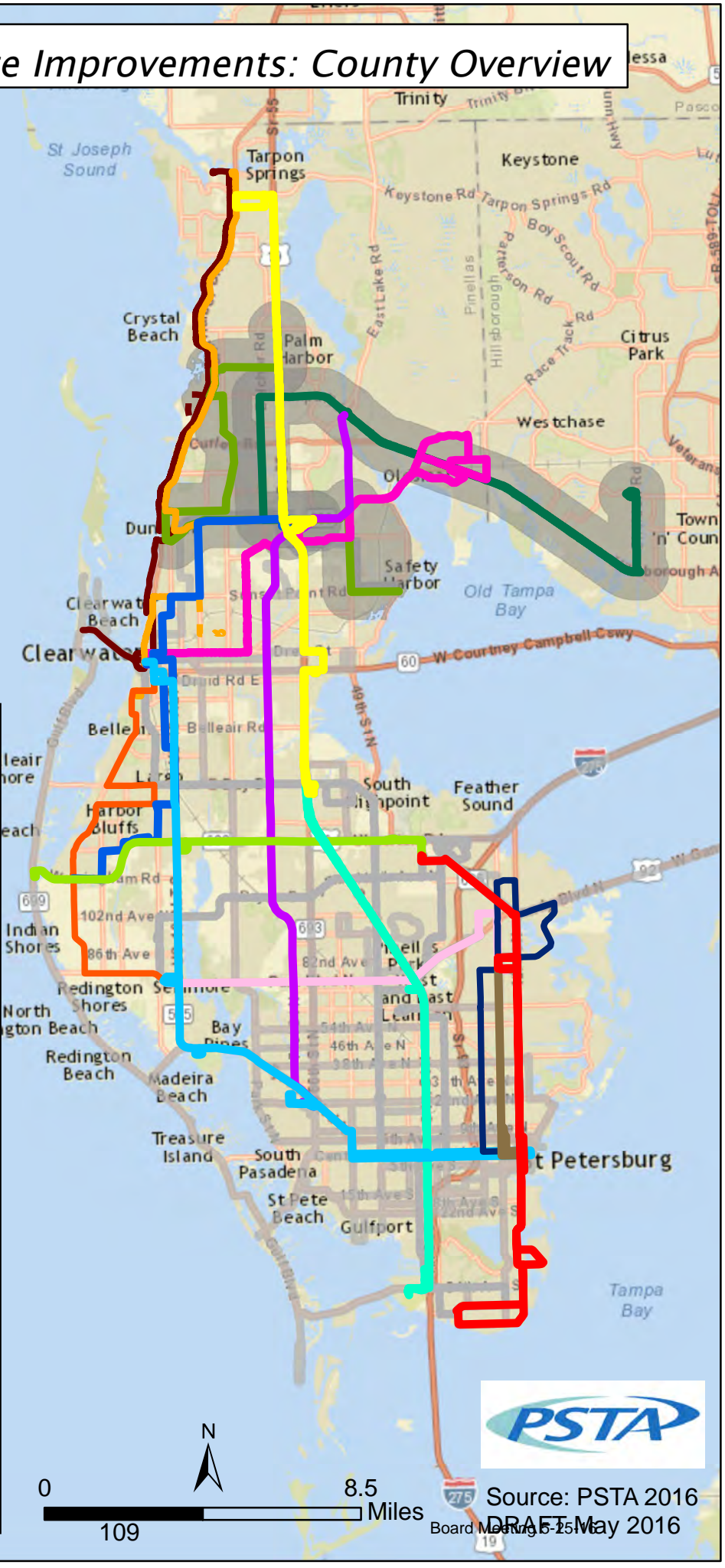


Source: PSTA 2016 Board Meeting 5-25-16  
DRAFT May 2016

# October 2016 Service Improvements: County Overview

**Legend**

- 4
- 9
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- Dunedin/Palm Harbor Connector
- JT Coastal
- Connector Buffer
- Other PSTA Routes



Source: PSTA 2016 Board Meeting 5-25-16  
 DRAFT May 2016



## October 2016 Service Change Route Descriptions

- **Route 4**

*Streamlined to reduce travel time and better connection with Route 59*

- Extended to PSTA Administration Layby
- Goodwill and 118<sup>th</sup> Loops now served by New Route 16

- **New Route 9**

*New name for southern end of current Route 59*

- Replaces North/South Section of Route 59 traveling on MLK
- Will run 30 minute service between Gateway Mall and Downtown St. Petersburg

- **New Route 16**

*New name for southern end of current Route 74*

- Replaces North/South Section of Route 74 traveling on 16<sup>th</sup> Street North
- Will serve Goodwill and 116<sup>th</sup> Ave North Loop – previously on the Route 4
- Will run 60 minute service between Gateway Mall and downtown St. Petersburg

- **\*Route 19/\*Route 34 (new)**

*Route 19 will be split into two separate routes to improve on time performance*

- Route 19 in Tarpon Springs will be extended to Alt 19 to connect to JT Coastal
- Route 19 and New Route 34 will meet at the New Largo Transit Center

- **New Route 34**

*New name for southern end of current Route 19 after split at Largo Transit Center*

- Will provide service along 34th Street including Grand Central Station and Eckerd College

- **\*Route 59/\*Route 9 (new)**

*Route 59 will be split to improve on time performance with headways boosted to 15 minutes*

- East/West section will remain Route 59 and meet with Route 4 at the PSTA Layby (Improved E/W frequencies to match Route 4 – every 15 minutes)
- North/South portion of current route 59, will become the NEW Route 9 linking Gateway Mall and Downtown St. Petersburg along 16<sup>th</sup>/MLK with 30 minute headways

- **Route 60 (no change)**

- **Route 61**

*Streamlined for efficiency and extended to Countryside Mall to offer additional travel options to that popular destination*

- CR1 – Michigan Loop (Dunedin Rec. Center and Dunedin H.S.) will be served by the DPH Connector
- Moving north/south segment in Dunedin from Douglas to Patricia Ave.

- **Route 62/ \*Dunedin/PH Connector**

*Route 62 will be streamlined to improve efficiency and shorten travel times*

- Route 62 will continue to serve Belcher with a direct connection to Countryside Mall and Shoppes and Boot Ranch; will no longer serve Safety Harbor
- DPH Connector will be extended to serve Safety Harbor, terminating at Phillipe Parkway. The deviation area will be extended to cover all areas formerly served by the Route 62

- **New Route 65**

*Replaces southern half of current Route 66 and a portion of current Route 74*

- Will operate from Park Street Terminal south to Indian Rocks Shopping Center (southern leg of current Route 66)
- Continues from Indian Rocks Shopping Center to Seminole Mall (currently served by Route 74)

- **\*Route 66/\*Route 65 (new)/\*JT North Coastal**

*Route 66 will be split into two routes to improve on time performance*

- The northern part of the Route 66 and Jolley Trolley North Coastal will be combined in a single local service
- The southern half of the current Route 66 will now become the Route 65
- The new Route 66 Limited Stop (66L) will use the current routing but be restricted to commuter service from Tarpon Springs to Clearwater Fundamental and downtown Clearwater/Morton Plant Hospital
- Jolley Trolley North Coastal Route will follow the current routing plus an extension from Island Way to the beach
- JT North Coastal is proposed for 7 day/week service (10AM-10PM Su-Th, 10AM-12AM Fri/Sat)

- **Route 67**

*Route 67 will serve Nielsen loop on all trips*

- **\*Route 74/\*Routes 16 & 65 (new)**

*Will be shortened to current routing between Gateway Mall and Seminole Mall*

- Portion of 74 that now runs from Seminole Mall to Indian Rocks Shopping Center will be served by the new Route 65
- Portion of 74 that currently runs from Gateway Mall to downtown St. Petersburg along 16th Street will now be the new Route 16 with 60 minute service to Goodwill and 118th Loops

- **Route 76 (no change)**

- **Route 78 (no change)**

- **\*Oldsmar/ Tampa Connector**

*Slight route change to serve areas with higher demand*

- Moving from Countryside Blvd. to Belcher Rd.
- Will run north to Tampa Rd and connect with Hillsborough Ave.

Friday, May 13, 2016

- **JT North Coastal**

*Combining with resources of the northern portion of Route 66*

- 7 day service between Tarpon Springs Sponge Docks and Clearwater Beach (no longer ending at Island Estates)
- Sunday thru Thursday service operating 10:00a.m. to 10:00p.m.
- Friday and Saturday service operating 10:00a.m. to midnight
- Friday night, all day Saturday and Sunday service to Ozona

- **JT Safety Harbor (no change)**





**7A: 2017 Budget Personnel Assumptions**



**Action: Information Item**

**Staff Resource:** Deborah Leous, CFO  
Michael Hanson, Director of Finance



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**Background:**

- PSTA’s largest expense is personnel compensation and benefits.
- Personnel expenditures are made up of salaries and fringe benefits
- The major components of fringe benefits are health insurance, pension, social security and workers’ compensation, with health and insurance and pension being the largest portion.
- This is the last year of the CIGNA health insurance contract

**Fiscal Impact:**

- The majority of employees are in the SEIU union and those contracts have been negotiated within budget.
- Administrative Employee assumption is a 3% increase in FY 2017 consistent with the long range assumptions.
- Health Insurance is budgeted to increase 7% and PSTA is negotiating to stay within that percent increase.

**Recommendation:**

- No recommendation at this time. The DRAFT FY 2017 Budget will be based upon key assumptions in these areas and will be presented to the Planning Committee in June prior to the full PSTA Board at the end of June.

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**Attachments:**

1. PowerPoint



# FY 2017 PERSONNEL ASSUMPTIONS

PSTA Board Meeting  
May 25, 2016

Pinellas Suncoast Transit Authority (PSTA)  
St. Petersburg, Florida

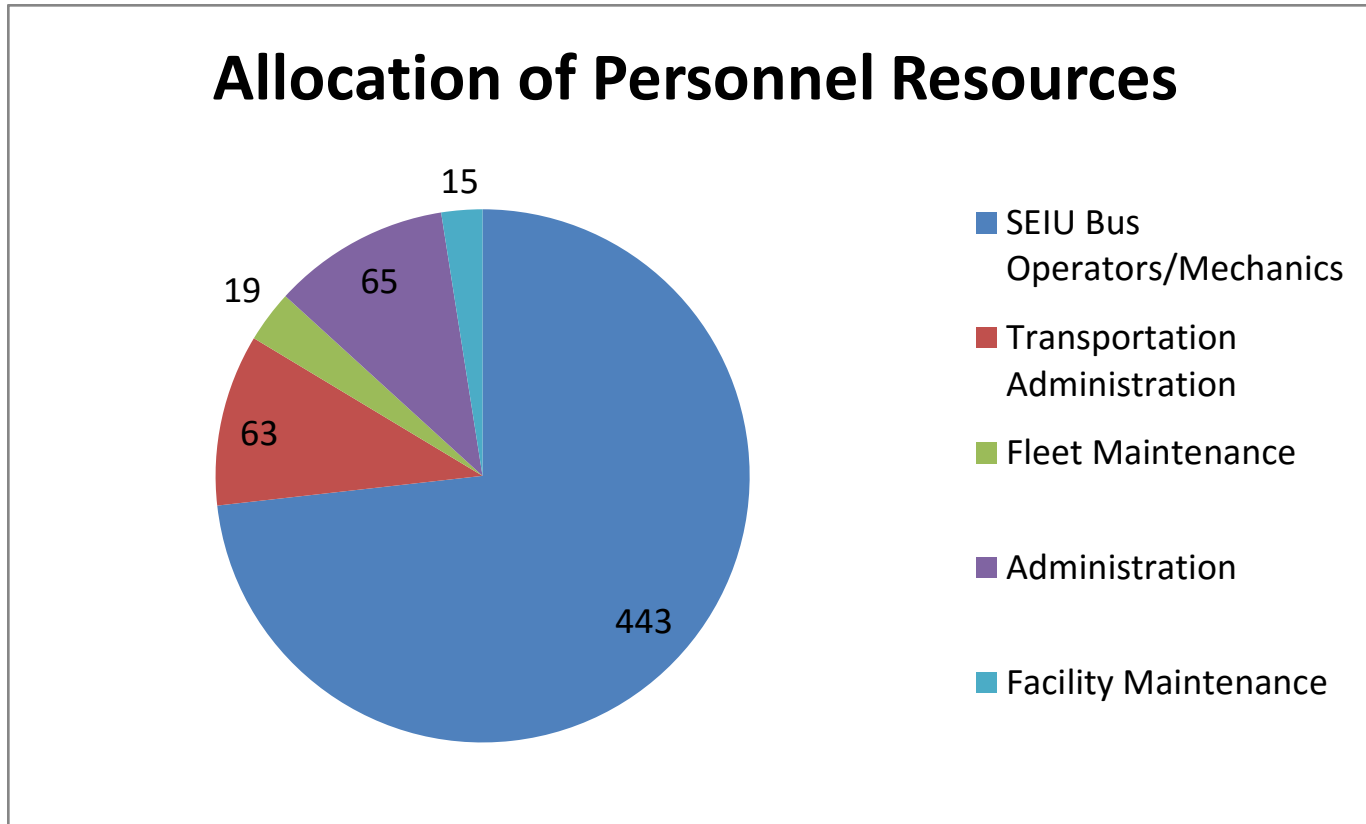


## Personnel Components

- Personnel costs approximate 62% of PSTA's total costs
- Personnel expenditures are made up of
  - Salaries
  - Fringe Benefits
- The major components of fringe benefits are:
  - Health insurances, pension, social security, medicare, and workers' compensation



# Allocation of Personnel Resources



## PSTA Labor Agreements

- SEIU – 1<sup>st</sup> Line Supervisors
  - 29 covered positions
  - Three year agreement expiring 9/30/17
  - Wages float above the new SEIU agreement for operators, mechanics, CSRs, and facility maintenance personnel by 5% at Step 1 up to 20% at Step 7.



## New SEIU Agreement

- TBATWU voted to change to SEIU
- New SEIU agreement covering approximately 500 PSTA positions negotiated within budget assumptions for the next 3 year period.



## New SEIU Agreement Continued

- Increased starting pay for new hires and 1<sup>st</sup> year employees
- Reduced time from 60 months to 54 months to reach maximum pay
- \$500 lump sum performance bonus and \$300 health insurance premium payroll contribution
- Top step increases:
  - 2.5% 2016
  - **3.0% 2017**
  - 3.0% 2018



## 2017 Budget Assumptions

- PSTA Administrative Adjustment Assumptions:
  - 3% Merit Increase
- Natural attrition leads to cost savings through temporarily vacant positions. In FY 17 this will be accounted for in the budget preparation.
- PSTA's average position vacancy rate is approximately 1%.





## Fringe Benefits

- The largest components of the fringe benefit costs are the employer contribution to the Florida Pension System and health insurance.
- Fringe benefits, primarily due to health insurances are forecast to increase 7% in FY 2017.
- The Gehring Group, our health insurance broker, is working to negotiate the final year of the Cigna contract to meet this assumption.
- Union and Management partnership on health and wellness and medication management.



## Minimum Premium

- PSTA changed to Minimum Premium Concept for FY 16
- This is a type of partial self insurance. The insurance company assumes the risk and PSTA pays medical and pharmacy claims.
- In addition, PSTA pays administrative costs, a network access fee and stop loss premiums.
- We have a health insurance reserve fund for the claims and for the termination liability.



## Summary


- Personnel is PSTA's biggest cost driver
- We expect to be within the budget assumptions
- Successfully negotiated union contracts have provided us a level of certainty with the greatest number of employees.
- Several new positions have been requested and are being vetted in the budget process. Staff recommendations will be brought forth with the first draft of the budget.



# Questions?





<b>8A:</b>	<b>PSTA Performance/Updates for the Month of April</b>	
<b>Action:</b>	<b>Information Item</b>	

**Staff Resource:** Brad Miller, CEO

<b>Total Ridership*</b>	
<b>DOWN</b>	<b>DOWN</b>
<b>13.8%</b>	<b>9.4%</b>
Monthly Compared to Last Year	Year-to-Date

\* a detailed report is attached

<b>Contract Awards between \$25,000 - \$100,000</b>		
<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
None		
<b>Total:</b>		

<b>Transportation Disadvantaged (TD)</b>	<b>4/2016</b>	<b>YTD</b>
Number of Telephone Inquiries	1056	7911
Number of Applications Mailed	51	375
Number of TD Discounted Bus Passes	5707	39615

<b>Customer Service</b>	<b>4/2016</b>	<b>YTD</b>
Number of Real Time Text Messages Sent to Riders	224,919	1,474,193
Number of Times Voice System Provided Info to Riders	139,759	928,170
Number of Times <a href="http://RidePSTA.net">RidePSTA.net</a> was Visited	71,236	476,555
Number of InfoLine Calls	37522	259023
Average Call Length-Minutes. Seconds	1.57	6.08
Average Hold Time-Minutes. Seconds	1.03	4.61

<b>PSTA.net</b>	<b>4/2016</b>	<b>YTD</b>
Number of Website Visits Per Day	4572	4957
Number of Users	47,782	274,159
Total Pages Viewed	244,406	1,894,892
Percent of First Time Visitors	26%	24%
Number of Online Bus Pass Orders	552	3093

<b>Social Media Statistics (by the end of the month)</b>	<b>4/2016</b>
Number of Twitter Followers	2148
Number of Facebook Fans	9002
Number of LinkedIn Followers (Company Page)	729
Number of Times Blog Pages were Viewed	557

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**Attachments:**

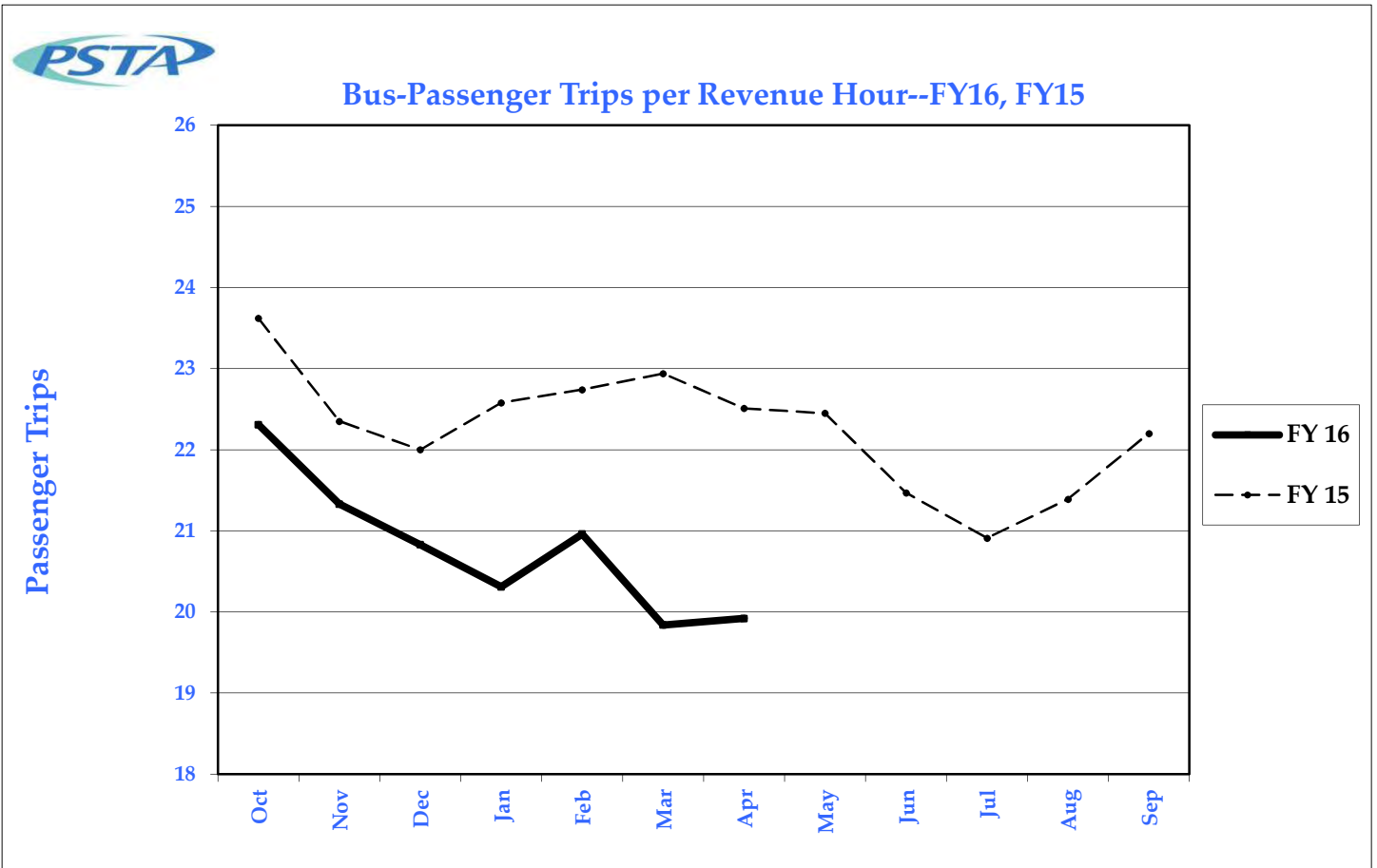
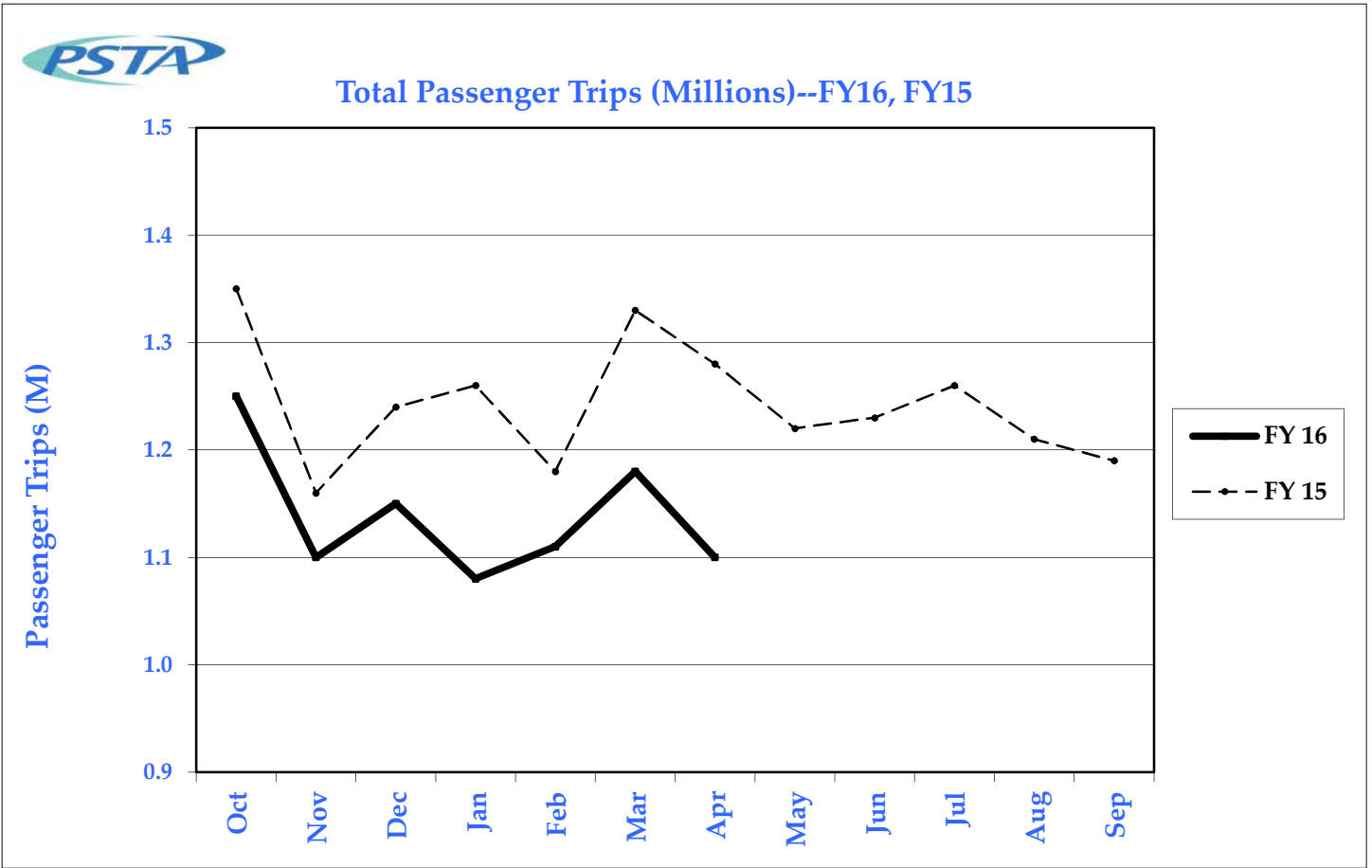
1. Operating Statistics
2. Performance Graphs



**OPERATING STATISTICS**  
**Board Report**  
**APRIL 2016**

CURRENT MONTH			RIDERSHIP STATISTICS	FISCAL YEAR-TO-DATE		
THIS MONTH	THIS MONTH LAST YEAR	% CHANGE		THIS YEAR	PRIOR YEAR	% CHANGE
984,875	1,128,348	-12.7%	Total Bus Revenue Passenger Trips <sup>(1)</sup>	7,176,662	7,835,446	-8.4%
33,156	40,808	-18.8%	Other Bus Passenger Trips (includes East Lake) <sup>(2)</sup>	252,050	316,317	-20.3%
4,779	5,174	-7.6%	Looper Trolley Passenger Trips <sup>(3)</sup>	31,227	34,601	-9.8%
55,143	78,993	-30.2%	Jolley Trolley Passenger Trips <sup>(4)</sup>	334,146	427,677	-21.9%
<b>1,077,953</b>	<b>1,253,323</b>	<b>-14.0%</b>	<b>Total Fixed Route Passenger Trips <sup>(1-4)</sup></b>	<b>7,794,085</b>	<b>8,614,041</b>	<b>-9.5%</b>
22,443	23,510	-4.5%	DART Client Trips <sup>(5)</sup>	156,380	160,164	-2.4%
367	380	-3.4%	DART TD Trips <sup>(6)</sup>	2,377	2,828	-15.9%
2,929	3,382	-13.4%	DART PCA Trips <sup>(7)</sup>	21,306	22,282	-4.4%
<b>25,739</b>	<b>27,272</b>	<b>-5.6%</b>	<b>Total DART Passenger Trips <sup>(5-7)</sup></b>	<b>180,063</b>	<b>185,274</b>	<b>-2.8%</b>
<b>1,103,692</b>	<b>1,280,595</b>	<b>-13.8%</b>	<b>Total Passenger Trips <sup>(1-7)</sup></b>	<b>7,974,148</b>	<b>8,799,315</b>	<b>-9.4%</b>
5,585	5,963	-6.3%	Wheelchairs	39,017	39,476	-1.2%
32,229	35,838	-10.1%	Bikes on Buses	228,366	242,926	-6.0%
42,182	50,528	-16.5%	Average Weekday Passenger Trips			
26,599	35,293	-24.6%	Average Saturday Passenger Trips			
15,223	18,922	-19.5%	Average Sunday Passenger Trips			
OPERATING STATISTICS						
604	607	-0.5%	Employees-Budgeted-Full-Time			
732,846	742,183	-1.3%	Total Revenue Miles	5,115,388	5,142,487	-0.5%
51,108	51,944	-1.6%	Total Revenue Hours	357,420	359,366	-0.5%
78.5	79.2	-0.9%	On-Time Performance	77.6	79.7	-2.6%
23.9	16.6	43.8%	Complaints/100,000 Passenger Trips-PSTA Bus	23.9	20.8	14.9%
93.2	N/A	N/A	Complaints/100,000 Passenger Trips-DART <sup>(less EL)</sup>	157.7	N/A	N/A
4.65	5.04	-7.8%	Accidents--Total-Per 100,000 Miles	4.66	4.13	12.7%
0.95	0.70	36.2%	Accidents--Preventable-Per 100,000 Miles	0.97	0.98	-0.8%
10,621	8,202	29.5%	Miles Per Roadcall	11,518	9,974	15.5%
11,104	9,515	16.7%	Miles Per Service Interruption	9,725	11,504	-15.5%
1.39	1.58	-12.1%	Bus-Total Passenger Trips / Revenue Mile	1.45	1.59	-8.7%
19.92	22.51	-11.5%	Bus-Total Passenger Trips / Revenue Hour	20.78	22.68	-8.4%

# PSTA Performance Measures

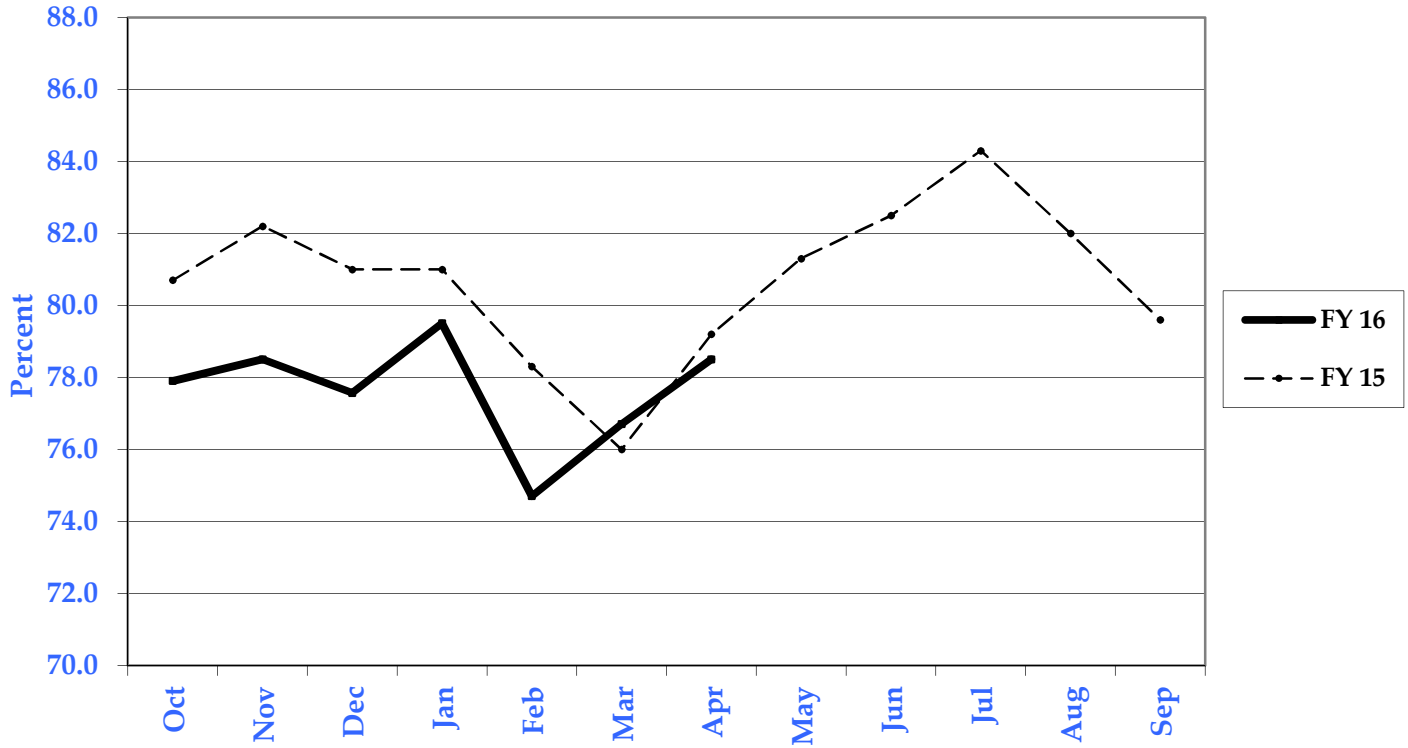




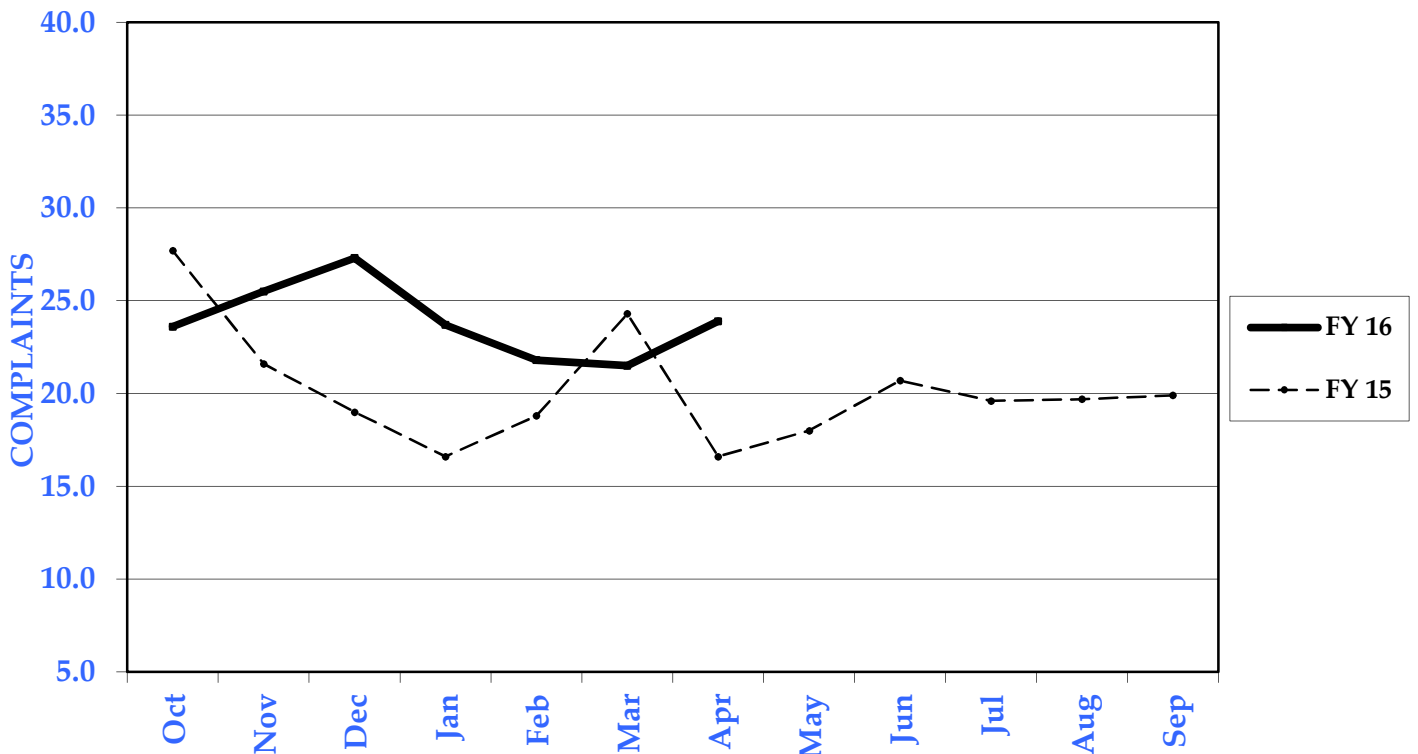
# PSTA Performance Measures



## On-Time Performance--FY16, FY15



## Bus-Complaints per 100K Passenger Trips--FY16, FY15



**FUTURE MEETING SUBJECTS**



<b>PSTA BOARD MEETINGS</b>	
<b>June 22, 2016</b>	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• October Service Changes</li> <li>• FY17-FY21 CIP/Buses</li> <li>• State Lobbyist Contract</li> <li>• Parts/Supplies/Equip.</li> <li>• Bus Shelter Design/Build</li> <li>• Waste Oil Removal</li> <li>• Wheelchair Restraints</li> <li>• Interior Bus Posters</li> <li>• Printing Services</li> </ul>	<ul style="list-style-type: none"> <li>• Draft 2017 Budget</li> <li>• I-275 Shoulder Study</li> </ul>
<b>July 27, 2016</b>	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Tentative Millage Rate</li> <li>• FDOT Agreement for BRT</li> <li>• TDP Progress Report</li> <li>• Paratransit Services</li> <li>• Bus Towing Services</li> <li>• Trolley Agreements</li> <li>• FDOT Resolutions</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>August 24, 2016</b>	
Action Items	Information Items
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>September 15, 2016 – 6:00 PM</b>	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Budget Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>September 28, 2016</b>	
Action Items	Information Items
<ul style="list-style-type: none"> <li>• Budget Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<u>KEY MEETINGS/DATES</u>
<p><b><u>Legislative Committee</u></b></p> <ul style="list-style-type: none"> <li>• June 6, 8 or 13, 2016 - TBD</li> </ul>
<p><b><u>MPO Meeting</u></b></p> <ul style="list-style-type: none"> <li>• June 8, 2016; 1:00 PM – Clearwater MPO Offices</li> </ul>
<p><b><u>Executive Committee</u></b></p> <ul style="list-style-type: none"> <li>• August 3, 2016; 10:00 AM – PSTA</li> </ul>
<p><b><u>TRAC</u></b></p> <ul style="list-style-type: none"> <li>• June 14, 2016; 4:00 PM – PSTA</li> </ul>
<p><b><u>Finance &amp; Performance Mgmt. Committee</u></b></p> <ul style="list-style-type: none"> <li>• June 15, 2016; 9:00 AM – PSTA</li> </ul>
<p><b><u>Planning Committee</u></b></p> <ul style="list-style-type: none"> <li>• June 15, 2016; 10:30 AM – PSTA</li> </ul>
<p><b><u>TBARTA Board Meeting</u></b></p> <ul style="list-style-type: none"> <li>• June 10, 2016; 9:30 AM – FDOT, Tampa</li> </ul>
<p><b><u>Board/MPO/PPC Workshop</u></b></p> <ul style="list-style-type: none"> <li>• July 29, 2016; 9:00 AM – PSTA</li> </ul>