



BOARD OF DIRECTORS MEETING
 AGENDA – FEBRUARY 25, 2015; 9:00 AM
 PSTA BOARD ROOM

			<u>TIME</u>	<u>PAGE #</u>
1.	CALL TO ORDER & PLEDGE OF ALLEGIANCE		9:00	
2.	AWARDS AND RECOGNITION		9:05	
	A. Federal DHS Gold Standard Award	5 min	JIM EGBERT	4
3.	PUBLIC COMMENT		9:20	
4.	NON-BOARD COMMITTEES		9:40	
	A. Transit Riders Advisory Committee	5 min	ELAINE MANN	6
	B. Metropolitan Planning Organization	5 min	JULIE BUJALSKI	7
	C. MPO's Local Coordinating Board	5 min	PATRICIA JOHNSON	11
5.	CONSENT AGENDA		9:55	
	A. Board Meeting Minutes		CHAIR JONSON	12
	B. TRAC By-Laws		CASSANDRA BORCHERS	18
	C. TRAC Members		CASSANDRA BORCHERS	28
	D. Resolution for 5310 Grant Application		BRAD MILLER/ALAN ZIMMET	41
	E. General Service Consultant Selection		CASSANDRA BORCHERS	44
6.	ACTION ITEMS		10:00	
	A. 2015 State Legislative Agenda	15 min	BRAD MILLER	46
	B. STP Funding Request to Pinellas MPO	15 min	CASSANDRA BORCHERS	49
	C. Resolution Amending Rules & Regulations		BRAD MILLER	53
7.	INFORMATION ITEMS		10:30	
	A. Follow-up from 2/18 PSTA Workshop	15 min	BRAD MILLER	57
8.	REPORTS/CORRESPONDENCE		10:45	
	A. PSTA Performance Report/Updates	5 min	BRAD MILLER	58
9.	FUTURE MEETING SUBJECTS		10:50	

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| 10. | OTHER BUSINESS | 10:55 |
| 11. | BOARD MEMBER COMMENTS | 11:00 |
| 12. | ADJOURNMENT | 11:15 |

THE NEXT MEETING IS MARCH 25, 2015 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, February 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 staff. 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 staff. 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.

2A: DHS Gold Standard Award

Action: Information Item

Staff Resource: Jim Egbert, Safety, Security & Training Supervisor

Background:

- PSTA is one of only 5 systems in the United States to receive the DHS's highest rating of "Gold Standard" for their 2014 Baseline Assessment for Security Enhancement and the only 2014 system to be a second time winner.
- The Federal Department of Homeland Security's (DHS) Transportation Security Administration's (TSA) BASE program is designed to establish a security standard for individual transportation system security programs and assess progress.
- PSTA voluntarily participates in this comprehensive review of transit agency various security programs such as:
 - PSTA's detailed security plans
 - Security training for employees
 - Drills/exercise programs
 - Public outreach efforts
 - Background check programs.
- This assessment is done every three years and this is PSTA's Safety and Security Teams second consecutive award.
- Members of the TSA's staff from Washington D.C. as well as the regional and local staff will be on hand to present this award.

PUBLIC COMMENT



3: Public Comment

Action: Information Item

Resource: Bill Jonson, Chairperson

-
- 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.

NON-BOARD COMMITTEES



4A: Transit Riders Advisory Committee

Action: Information Item

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



-
- Ms. Mann will give an update on the February 17, 2015 Transit Riders Advisory Committee (TRAC) meeting.
-

Attachments: None

NON-BOARD COMMITTEES



4B: Metropolitan Planning Organization

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:

1. Newsletter/Action Sheet

**MPO
Newsletter/Action Sheet
February 11, 2015**

I. CALL TO ORDER

Chairman Kennedy called the meeting to order.

II. INVOCATION AND PLEDGE

Vice Mayor Merz conducted the invocation and led the Pledge for the MPO.

III. PRESENTATION TO OUTGOING MPO MEMBERS DAVID ARCHIE AND WENGAY NEWTON

The MPO recognized outgoing MPO members Mayor Archie and Councilman Newton.

IV. CITIZENS TO BE HEARD

There were no citizens who came forward to be heard.

V. CONSENT AGENDA

The MPO approved the consent agenda, which included the January 14, 2015 MPO meeting minutes; invoices from Tindale-Oliver and Associates, Cherry Bekaert (MPO auditors), the February risk allocation, MPO share of copier with PPC, PSTA Section 5305 transit funds, and an invoice from Laughlin & Associates (in folders) for independent accounting services associated with the MPO's audit; and various committee appointments (appointment to the ITS Committee was deferred until next month) as shown below:

- John Tornga as an alternate on the Tampa Bay TMA Leadership Group;
- Janet Long to represent Pinellas County and Heather Gracy to represent the City of Dunedin on the School Transportation Safety Committee;
- Kim Marston as an At Large representative on the Citizens Advisory Committee;
- Lucas Cruse and Cheryl Stacks as the representative and alternate respectively as St. Petersburg's technical support representatives on the Bicycle Pedestrian Transportation Advisory Committee; and
- Cheryl Stacks as the representative and Evan Mory as their alternate for the St. Petersburg Transportation and Parking Management Department, Rick MacAulay as the St. Petersburg Planning and Economic Development Department alternate, Steve Careccia as Tarpon Springs' representative and Karen Lemmons as the alternate, Brent Hall as the County's DEI Engineering alternate and Tom Washburn and Gina Harvey as the County's DEI Transportation alternates on the Technical Coordinating Committee.

VI. PUBLIC HEARING ITEM

A. Proposed Amendment to the FY 2014/15 – 2018/19 Transportation Improvement Program

FDOT reviewed the proposed amendment to the TIP; however, there were questions regarding the project details and access to a business located in the area for which a response from the City of Oldsmar is required. Therefore, following a public hearing, the MPO deferred this item to the next meeting to allow for response from the City.

VII. PRESENTATION AND/OR ACTION ITEMS

A. Bicycle/Pedestrian Safety Presentation – Billy Hattaway, Secretary FDOT District 1

The MPO received a presentation from Billy Hattaway, FDOT District 1 Secretary, on FDOT's initiatives for bicycle and pedestrian safety.

B. Access to Transit and U.S. Highway 19 Corridor Study

The MPO received a presentation by Tindale-Oliver and Associates, consultants to FDOT, regarding the access to transit study. The MPO staff provided a summary of the U.S. Highway 19 corridor study, noting a detailed update will be provided at a future meeting.

C. Prioritization of Projects for State and Federal Funding

The MPO received a staff report on the prioritization criteria used to rank roadways for state and federal funding. The MPO asked staff to consider weighting the criteria and revisit the priority order for U.S. 19 and Gandy Boulevard. PSTA presented a request for the MPO to consider adding transit to the Surface Transportation Program (STP) Priority List for bus replacement. The MPO staff indicated that changes to priority lists must be reviewed by the committees and any action taken by the MPO must include a public hearing. The Technical Coordinating Committee had a preliminary discussion of the priorities at their January meeting; however, the item has not been presented to the Citizens Advisory Committee. Pending review by the advisory committees, this item will be brought back to the MPO for action. At that time, the MPO staff and FDOT will provide input regarding the potential implications to the FDOT Work Program (TIP) and the MPO's Long Range Transportation Plan. MPO staff reported that an assessment of the potential impacts to roadway projects in the adopted Transportation Improvement Program has been completed and will be forwarded to board members.

Pursuant to board members request, the MPO staff to review the various federal and state funding sources for projects at a future MPO meeting.

VIII. REPORTS/UPDATES

A. Security Camera Update

Evan Mory, City of St. Petersburg, provided an update regarding the security cameras along the Trail.

B. PST A Activities Report

Brad Miller, PSTA CEO, provided a brief report on PSTA activities.

C. Director's Report

Sarah Ward provided information relevant to the MPO.

IX. INFORMATIONAL ITEMS

A. Tampa Bay TMA Leadership Group Meeting of January 16, 2015

B. Joint Local Coordinating Board Meeting of January 29, 2015

C. Correspondence

D. Other

Information regarding the informational items was included in the agenda packet.

**AGENDA ACTION SHEET
RESULTS OF THE PPC MEETING OF WEDNESDAY, FEBRUARY 11, 2015**

- I. CALL TO ORDER – At 3:13 P.M.
- A. Identification of Members Present
- II. CONSENT AGENDA
- A. Minutes of the January 14, 2015 Meeting – Approved
- B. Financial Statement for January 2015 – Approved
- C. CPA Actions for February 2015 – Received
- D. Annexation Report for January 2015 – Received
- E. Preliminary March 2015 Agenda – Received
- F. Correspondence and PAC Agenda Action Sheet (Draft) – Received
- III. PUBLIC HEARINGS – To begin at 3:00 P.M. or as soon thereafter as agenda permits
- A. Public Hearing Format Announcement and Oath
- B. Amendments to the Countywide Future Land Use Plan
- Subthreshold Amendments
1. Case CW 15-3: Pinellas County – Recommended approval from Residential Rural to Residential Estate (vote 13-0).
2. Case CW 15-4: Pinellas County – Recommended approval from Transportation/Utility to Institutional (vote 13-0).
- Regular Amendments
3. Case CW 15-5: City of Clearwater – Recommended approval from Residential/Office General to Institutional (vote 13-0).
4. Case CW 15-6: City of Largo – Recommended approval from Industrial Limited to Commercial General (vote 12-1).
- IV. REPORTS/OTHER ACTION
- A. Countywide Plan Update – Request for Public Hearing – Received/Discussed. The recent updates were outlined by Linda Fisher, who noted that the PAC requested that a public hearing be held on April 8, 2015. No recommendation was required of the Council at the February 11, 2015 meeting.
- V. EXECUTIVE DIRECTOR ITEMS
- A. Annual Audit Fiscal Year 2013-14 (FY14), Acceptance and Distribution – Accepted and Authorized Distribution (vote 12-0).
- B. Verbal Reports: (1) The search for an Executive Director continues; the number of candidates has been reduced to seven from the original 37. It was noted that the selection process was difficult due to the number of very well qualified candidates, and Vice Mayor Hock-DiPolito suggested that other Council members may want to consider these candidates for any current openings in Pinellas County. (2) The FY15 budget was discussed; it was suggested the Executive Director’s salary be split 50-50 between the MPO and PPC until the end of the current fiscal year. This item will be placed on the March agenda.
- VI. OTHER COUNCIL BUSINESS
- A. Chairman/Member Items – None.
- VII. ADJOURNMENT – 4:39 P.M.

NON-BOARD COMMITTEES



4C: 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



5A: Board Meeting Minutes

Action: Approve Board Meeting Minutes

Staff Resource: Clarissa Keresztes, Administrative Assistant

- Staff recommends approval of the minutes of the January 28, 2015 Board Meeting.
-

Attachments:

1. Minutes



PINELLAS SUNCOAST TRANSIT AUTHORITY
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716
WWW.PSTA.NET 727.540.1800 FAX 727.540.1913

BOARD OF DIRECTORS MEETING
MINUTES – JANUARY 28, 2015

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:

Bill Jonson, Chairperson
Julie Bujalski, Vice-Chairperson
Janet Long, Secretary/Treasurer
Joseph Barkley
Doug Bevis
Mark Deighton
Ben Diamond
Pat Gerard
Curtis Holmes
Patricia Johnson
Wengay "Newt" Newton
Darden Rice
Brian Scott
Kenneth Welch

Absent:

Dave Eggers

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 Jonson called the meeting to order at 9:00 AM and the Board was led in a moment of silence and the Pledge of Allegiance.

PUBLIC COMMENT

None.

[Ms. Bujalski entered the meeting at 9:03 AM.]

AWARDS AND RECOGNITION

Employee Commendations – Eliseo Roman & Kersten Chadwick – Jeff Thompson, Director of Transportation, presented commendations to two Bus Operators, Mr. Roman and Mr. Chadwick, for their heroic efforts in pressure situations to ensure the safety of their passengers.

[Mr. Newton entered the meeting at 9:05 AM.]

Outgoing Board Member – Susan Latvala – Former Commissioner Latvala was recognized for her service on the PSTA Board from June 2006 to December 2014. She received a plaque and a lifetime pass.

[Ms. Long entered the meeting at 9:06 AM.]

Incoming Board Members – Dave Eggers, Pat Gerard, Curtis Holmes – Chairperson Jonson introduced and welcomed new Board members: Commissioner Gerard, Commissioner Holmes, and Commissioner Eggers (not present).

NON-BOARD COMMITTEES

Transit Riders Advisory Committee (TRAC) – Elaine Mann, Committee Chair, reported on the January 20th TRAC meeting. She informed the Board that the Committee recommended bus seating options for customers, and discussed the following information items: TRAC membership terms, By-Law clarifications, fare collections survey results, and homeless initiative. Ms. Mann said the next TRAC meeting is scheduled for February 17th.

Metropolitan Planning Organization's (MPO) Local Coordinating Board (LCB) – Ms. Johnson, Chairperson of the LCB, gave an update on a recent meeting and activities. She indicated at the last meeting, the LCB approved the annual evaluation of Transportation Disadvantaged (TD) services provided by PSTA, and reported that the Agency met or exceeded every goal in the TD plan. She said that the LCB received updates on the creation of a Tri-County TD Board with representation from Pinellas, Hillsborough, and Pasco Counties to promote improved regional planning efforts.

CONSENT AGENDA

Mr. Welch requested that items 5C and 5D be pulled from the Consent Agenda. Ms. Rice made a motion, seconded by Ms. Johnson to approve the remaining items 5A, 5B, and 5E. There were no public comments. The Board unanimously approved the remaining items which included the approval of the December 10, 2014 Board meeting minutes, the ICAR (MPO) Agreement, and the Committee appointments.

Mr. Welch had a few questions on items 5C and 5D. Debra Woodward, Director of Information Technology (IT), and Walt Lenz, Senior Project Director - Technology, explained the numerous advantages of the upgrade to the Clever Works data management software package which includes bringing all the services in-house, and described the one-year annual support agreement with Clever Devices. Mr. Welch made a motion, seconded by Mr. Bevis to approve items 5C and 5D. There were no public comments. Motion passed unanimously.

ACTION ITEMS

Florida Public Service Union (SEIU) Negotiations – James Bradford, Chief Operating Officer, along with Rick Smith, SEIU Chief of Staff, and Local Union representative, Gary Morris, explained that collective bargaining negotiations began on September 10th and a new three-year agreement had been ratified on January 26th. Mr. Bradford highlighted some items in the new agreement such as increased responsibilities for the Supervisors and an improved “step” compensation plan, and Mr. Smith spoke about the negotiating process. Mr. Bradford stated that the Finance Committee recommends approval. Ms. Bujalski made a motion, seconded by Mr. Scott to approve the three-year labor agreement with SEIU. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Florida Department of Transportation (FDOT) Bus in Express Lanes – Mr. Miller explained that FDOT is proposing to implement express lanes on the Howard Frankland Bridge into Pinellas County along I-275 down to Gandy Boulevard, and indicated that these express lanes will have a toll. Mr. Miller introduced Scott Pringle, Consultant/Project Manager from Jacobs Engineering, who also gave this presentation on the Express Lanes Study to the Planning Committee. The Planning Committee had some concerns with the study and staff developed a draft letter to FDOT for the Board’s approval.

Mr. Pringle introduced Lee Royal, FDOT's Project Manager, and they presented an overview of the Express Lanes Study. The Board had numerous questions for Ms. Royal regarding the study.

In response to Chairperson Jonson's call for public comment, Dan Harvey of St. Petersburg, spoke about the reasons why bus express lanes would not work going to downtown St. Petersburg.

Ms. Bujalski made a motion, seconded by Mr. Newton to endorse the letter to FDOT. After questions from Board members, and no further public comment, the motion passed unanimously.

[Mr. Barkley entered the meeting at 10:30 AM.]

Revised PSTA Financial Forecast Development – Mr. Miller reported that this presentation was also given to the Finance and Planning Committees and will be given to the Legislative Committee on February 4th; he stated that the presentation is to help the Board prepare for the workshop on February 18th. He explained that the workshop facilitator, John Streitmatter, will have one-on-one interviews with all 15 Board members before the workshop. Mr. Miller reviewed the current financial forecast and the adopted No New Revenue Scenario. He also discussed bus replacement funding and additional ways to maintain base service.

[Ms. Johnson left the meeting at 11:03 AM and did not return.]

There were many comments and questions from the Board members regarding the presentation, and Ms. Bujalski gave an overview of the Planning Committee's discussion about the financial forecast.

[Mr. Zimmet left the meeting at 11:29 AM and Nicole Nate from Bryant Miller Olive replaced him as General Counsel.]

REPORTS/CORRESPONDENCE

PSTA Performance Report/Updates – The report was included in the Board packet. Mr. Miller said that ridership was another record in December. Ms. Bujalski requested a 2014 analysis of the performance of the North Coastal Jolley Trolley.

FUTURE MEETING SUBJECTS

The Board received a schedule of future meeting subjects, and Mr. Miller reported that there is a PSTA Executive Committee meeting immediately following the Board meeting. He announced that the Finance and Planning Committee meetings in February have been cancelled due to the workshop.

OTHER BUSINESS

None.

BOARD MEMBER COMMENTS

The entire Board welcomed Commissioners Gerard, Holmes, and Eggers, and Mr. Newton recognized 48 Bus Operators, six Customer Service Representatives (CSR's), and one Transportation Supervisor for passenger commendations.

ADJOURNMENT

There being no further business, Chairperson Jonson adjourned the meeting at 11:43 AM. The next meeting is scheduled for February 25th at 9:00 AM.

Chairperson



5B: TRAC By-Laws

Action: Approve Recommended Clarifications to the TRAC By-Laws

Staff Resource: Cassandra Borchers, CDO
Bill Jonson, Committee Chair



Summary:

- To affirm the expectations of members, staff is recommending clarifying changes to the Committee By-Laws to the PSTA Executive Committee and to the Board.
- The recommended changes include better defined attendance requirements, including how bus passes are distributed for participation and maximum absences per calendar year.
 - TRAC Members must attend the monthly TRAC meeting in order to receive the monthly bus pass. Passes will no longer be mailed to members that miss meetings.
 - TRAC members are allowed to miss up to two meetings in each calendar year, regardless of whether the staff is notified of a planned absence or if the absence is without notice.
- The Executive Committee reviewed this item and recommends approval.

Attachments:

1. TRAC By-Laws
2. Power Point



BYLAWS OF THE
TRANSIT RIDERS ADVISORY COMMITTEE

ARTICLE 1 - NAME

The name of this Committee shall be the Pinellas Suncoast Transit Authority (PSTA) Transit Riders Advisory Committee (TRAC or Committee) effective February 26, 2014, the first meeting taking place March 11, 2014.

ARTICLE 2 - PURPOSE

The purpose of the Committee shall be to provide insight and recommendations to the PSTA Board of Directors and its committees (as appropriate) on operational and transit service issues. Topics for the committee to review and discuss will be presented by staff to the TRAC prior to discussion by the Board of Directors. The Committee will be comprised of members from the public representing diversity and geographic distribution of people in Pinellas County based on the most recent United States Census Data. Committee members will:

1. Provide knowledge of the transit system and related overall community needs and values
2. Establish comprehension of existing and future programs and projects related to delivery of public transit services.
3. Express overall citizen values and responses for capital and operating projects
4. Promote better public dissemination of general information about PSTA
5. Provide insight on various planning efforts (such as the PSTA Transit Development Plan).

ARTICLE 3 - MEMBERSHIP

The representation should consist of the following:

12 transit users (defined by at least two (2) trips per week) selected to reflect the diversity and geographic distribution of county residents.

- 2 representatives from North County, 3 from Mid-County, 3 from South County and one from the Beach Communities
 - 1 DART user
 - 1 student
 - 1 professional in the field of engineering, architecture, planning, legal business, finance, environmental, marketing or public relations, or similar.
- So as to preclude actual or perceived conflict of interest, no person who is an officer or employee of any governmental agency, private non-profit, agency, or social service agency which plans, operates or oversees public transportation within PSTA's service area shall be eligible to become an appointed member of the Committee. No elected officials may serve on the TRAC.

- Members are recommended by the PSTA Board Nominating Committee and approved by the PSTA Board of Directors. PSTA will advertise for applications for new committee members annually or as needed, to fill vacancies or to fill concluding member terms.

ATTENDANCE

- Each member will be required to attend meetings regularly and must notify PSTA TRAC Staff of any expected absences. A member may have to withdraw his/her position on the Committee to an alternate member if s/he does not regularly attend meetings. To maintain a position on the TRAC, a member shall miss no more than two (2) meetings in a calendar year.
- Each member will receive a monthly bus pass (or equivalent) for their service on the committee. Members are required to attend each TRAC meeting to receive the monthly bus pass.
- Members may be removed from the Committee by PSTA staff for noncompliance with attendance requirements.

ALTERNATES

- The Committee will consist of 3 alternate members; 1 from North County, 1 from Mid-County and 1 from South County, to fill in when regular members from each of the geographic areas cannot attend.
- Alternate members shall attend each meeting and be held to the same attendance standards as regular members, including eligibility for monthly bus pass distribution.
- Alternates will have the opportunity to vote on Committee matters when a regular member from his/her geographic area is absent, but will not otherwise have voting privileges.
- Alternate members will fill vacated positions in their region, completing the original term of the member, and as such, will then have full voting privileges.

TERMS

- The Committee member terms will be staggered with a mix of 2 and 3 year terms for the initial appointments and 2 year terms for subsequent appointments to ensure member and Committee continuity. Terms will be selected at the first meeting of the second year of the committee's existence. Two year terms will terminate at the last scheduled TRAC meeting in 2015. Three year terms will terminate at the last scheduled TRAC meeting in 2016. Members whose terms have expired are eligible to reapply for the TRAC during the open application process in the fall of each year.
- Members will not serve more than two consecutive terms.

ARTICLE 4 – OFFICERS AND DUTIES

A Chairperson and Vice-Chairperson of the Committee shall be elected at the last regularly scheduled meeting of each calendar year beginning in 2015.

Any regular member may nominate or be nominated to be an officer. All elections shall be by a simple majority vote of the regular members.

The Chairperson shall preside and maintain order at all meetings. The Committee shall be governed by Robert's Rules of Order, on matters of parliamentary procedure to the extent that the rules and procedures contained therein are not inconsistent with these bylaws. The Chairperson shall be responsible for pertinent Committee correspondence and information releases. The Chairperson shall also serve as a liaison between the TRAC and the PSTA Board of Directors at key Board meetings, or as necessary.

The Vice-Chairperson shall, during the absence of the Chairperson, serve, and exercise all the duties and powers of the Chairperson. The Vice-Chairperson shall also perform such other duties as may be assigned by the Chairperson.

If both the Chairperson and Vice-Chairperson are absent from a meeting, a temporary Chairperson shall be selected by majority vote of the members present. A permanent vacancy of a Chair or Vice Chair shall be filled by a majority vote of the members present at the next regular meeting. The officer so elected shall fill the remainder of the unexpired term of the vacant office.

If, at any time, the Committee feels that an officer is not performing their duties, the Officer may be removed from office by a two-thirds vote of the members present at a regular meeting.

ARTICLE 5 - MEETINGS

The Committee shall meet monthly at a date, time, and place acceptable to a majority of the membership. The date or time may be changed if a seven (7) day notice is given to the members.

The Chairperson may call special meetings when deemed necessary.

A seven (7) day notice shall be given for regular meetings. Emergency or special meetings may be called with a minimum of three (3) day notice, indicating the reason for the meeting.

Agendas shall be prepared prior to all meetings. Agendas will be mailed electronically, with meeting notices and minutes of the previous meetings, at least four (4) days prior to any regular meeting, and at least two (2) days prior to any emergency or special meeting. Members without access to electronic mail may request a hard-copy agenda and package be mailed to his/her home.



Each member shall have one (1) vote. Members must abstain from any vote where there is a conflict of interest involving any specific action item. Only when a conflict of interest is declared, will a Committee member be allowed to abstain from voting.

A quorum shall consist of one-half (1/2) plus one (1) of the voting membership and shall be required for conduct of all official business. A majority of the quorum shall be necessary to decide an issue before the Committee.

ARTICLE 6 – AMENDMENTS

Proposed bylaw amendments can be forwarded to the PSTA Board of Directors only by the affirmative vote of a majority of the regular members of the TRAC, provided a copy of the proposed amendment(s) shall have been sent to every member at least seven (7) days before a vote on said amendment. All proposed amendments shall be voted on at regular meetings.

TRAC Bylaws and proposed amendments must be approved by the PSTA Board of Directors.

The PSTA Board of Directors can amend the TRAC Bylaws at their discretion by majority vote.



TRAC Term Limits and By-Law Update

PSTA Board Meeting
February 25, 2015

Defined Terms

- 2014 – New Transit Riders Advisory Committee formed by PSTA Board
 - Approved staggered terms initial terms to ensure committee continuity over time (mix of 2 and 3 year)
 - All subsequent terms will be 2 years
- 2015 – All inaugural members have either:
 - Served 1 year, with intent to continue OR
 - Left service

Term Selection

- 50% of member terms expire Dec 2015
 - Members may apply for another term in Fall 2015
- 50% of member terms expire Dec 2016
 - Members may apply for another term in Fall 2016
- Alternates assume the term of the member they replace
- Recommendation to establish terms:
 1. Beach Representative – Expires in 2016
 2. Any volunteers to select term expiration of 2015
 3. All remaining choose term randomly “out of hat”

TRAC By-Law Clarifications

- End TRAC Inaugural Year
- Review of 2014 TRAC member attendance, procedures and practices
- Proposed clarifications:
 - TRAC Members must attend meetings to receive bus pass
 - Members may miss up to 2 meetings each calendar year



5C: TRAC Members
Action: Approve Appointments to TRAC

Staff Resource: Cassandra Borchers, CDO
Wengay Newton, Committee Chair



Summary:

- The Nominating Committee met on February 13th and 18th to review staff's recommendations for appointments to the TRAC.

Recommendation:

- The recommendations are as follows:

Alternate North	Dennis Davis
Alternate Mid	Maranda Douglas
Alternate South	Catherine Baranowski
Alternate Professional	Carson Zimmer
Alternate Student	Christian Smith
Beaches	Sonny Flynn

Attachments:

1. Applications

Student
2014



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

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 meet from 4:00 p.m. to 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 meeting dates for 2015 are: January 20, February 17, March 17, April 14, May 19, June 16, July 14, August 18, September 15, October 20, and November 17.

PLEASE PRINT CLEARLY

Applicant First Name Christian Middle Initial T Last Name Smith
 Street Address 1408 Tiara Lane Unit # _____
 City Tarpon Springs ZIP 34689
 Email Address Diglema1@gmail.com
 Employer SPC Occupation Student
 What bus route(s) do you ride? Jolly Trolley, 66 How often do you ride? 5 times a week

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

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

Age 19 Ethnic Origin African-American
 Male Female Disability (if applicable) _____

Applicant Signature Christian Smith Date 2/11/15



Transit Riders Advisory Committee (TRAC) Member Application

Sonny Flynn yes Beach

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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PLEASE PRINT CLEARLY

Applicant First Name SONNY Last Name FLYNN

Street Address 500 129th AVE E Unit # 4

City MADEIRA BEACH ZIP 33708

Email Address SONNY.FLYNN14@GMAIL.COM

Employer THE ALLIGATOR ATTRACTION Occupation BUSINESS MANAGER

What bus route(s) do you ride? 777, 68 How often do you ride? DAILY

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

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

Age 50 Ethnic Origin WHITE

Male Female Disability (if applicable)

Applicant Signature Sonny Flynn Date 1/28/15

Sonny Flynn

Transit Riders Advisory Committee Application

Statement of Interest

1. Vice President/Secretary –John’s Pass Village Association
Organizer/President Madeira Beach Merchants Alliance
2. The experience I offer to the committee is over 30 years in tourism, successfully opening three businesses in John’s Pass Village. I am involved in two merchants associations, the Tampa bay beaches chamber of commerce and support/ promote the city of Madeira beach. Not only am I familiar with PSTA as a rider I am also aware of the needs of tourist and employees who depend on public transportation.
3. Being on the committee would give me an opportunity to give back to the community in which I live.

Dennis Davis

yes

Alt. North



Transit Riders Advisory Committee (TRAC) Member Application

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PLEASE PRINT CLEARLY

Applicant First Name DENNIS Last Name DAVIS

Street Address 3432 STATE ROAD 580 Unit # 235

City SAFETY HARBOR ZIP 34695

Email Address DENNIS.DAVISFIGHTINGTACTICS@YAHOO.COM

Employer SELF EMPLOYED-ACCOUNTANT Occupation ACCOUNTANT

What bus route(s) do you ride? 67, 52, 19, 79 How often do you ride? 5 OR 6 DAYS A WEEK
62, 60, 67, 68T + NORTH
CONNECTOR

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

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 59 Ethnic Origin WHITE

Male Female Disability (if applicable)

Applicant Signature Dennis Davis Date 1/05/15

1. I have been associated in an accounting and financial advisory capacity with, The Clearwater Jazz Festival, Sun Coast Ronald McDonald House, The Clearwater Marine Science Center, and The Clearwater Garden Club. I have also served the Oldsmar Little League as a coach, manager and on the Board of Directors.
2. The most important experience I will be bringing with me to this committee is the 23 years of riding the bus. With my work experience and my financial and managerial experience, I would be a valuable asset to this committee.
3. I want to be a member of this committee to help improve the service and the perception of riding the bus.

Maranda Douglas



yes
Alt. MID

Transit Riders Advisory Committee (TRAC)
Member Application

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PLEASE PRINT CLEARLY

Applicant First Name Maranda Last Name Douglas

Street Address .509 N Ft Harrison Ave Unit # 3A

City Clearwater ZIP 33755

Email Address mdouglas523@gmail.com

Employer Pinellas County School Board Occupation Secretary

What bus route(s) do you ride? 52 and 66 How often do you ride? Monday thru Friday

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

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 24 Ethnic Origin African American

Male Female Disability (if applicable) _____

Applicant Signature Maranda Douglas Date 1/26/15

Submit to: PSTA TRAC, 3201 Scherer Drive, St. Petersburg, FL 33716 or email to TRAC@psta.net

Maranda Douglas

Statement of Interest

January 26, 2015

Currently I do not belong to any organization nor do I hold a leadership position. I believe I would be an asset to this committee because I have just recently become dependent on public transportation. I would be able to offer a genuine perspective to this committee by serving as a voice of a new rider; providing insight on everyday situations that riders face in my specific demographic and thoughts.

I come from a background of a well-to-do family. I was gifted a vehicle for transportation in early 2006 for high school and lost it this past November. Living in downtown Clearwater, working in Largo, volunteering and going to school with St. Petersburg College required me to be able to get around efficiently. I only heard about using the bus for transportation through SPC, and that students could ride for free. I had never ridden the bus before but this opportunity was critical for me because I could not afford a bus pass, nor to catch the wrong bus and have to pay again and again. I also had little information to go on when it came to riding for the first time. Relying on the Google Trip Planner, I missed the right bus and got on the wrong bus at least twice the first day. That first week was a chaotic experience and an experience that I think back on and question, "Why isn't there more reliable information about this?" Now that I've become a more experienced rider I've often overheard passengers with nominal questions about where this bus will take them, how much, etc. With this experience, I believe being on this committee would be an invaluable experience on both ends.

Carson Zimmer

AH. South



TRANSIT RIDERS ADVISORY COMMITTEE (TRAC)

Member Application

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PLEASE PRINT CLEARLY

Applicant First Name Carson Last Name Zimmer
Street Address 1046 26th Ave N Unit # _____
City St. Petersburg ZIP 33704
Email Address carsonzimmer@outlook.com
Employer 13th Judicial Circuit of Florida Occupation Judicial Staff Attorney
What bus route(s) do you ride? 100x How often do you ride? Weekdays
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

Demographic Information

Age 25 Ethnic Origin white
 Male Female

Disability (if applicable) _____

Applicant Signature Carson Zimmer Date February 9, 2015

Statement of Interest

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?

Hello,

I previously worked for PSTA on the Greenlight Pinellas campaign from August 2014 until the November 2 referendum as a public outreach assistant in the marketing department. My experience working with PSTA allowed me to immerse myself in the transit issues facing Pinellas County, and forced me to find new ways to explain why transit is so important to the region. On my own, or sometimes with other staff members, I attended numerous events and functions where I explained what the Greenlight Pinellas plan was, and why it was worth the investment in our community.

As part of my duties, I researched the underlying reasons for Greenlight Pinellas, from rising ridership, decreased property tax revenue, limitations on other tax-collecting mechanisms available to the county, the current PSTA routes and services available to everyone in Pinellas, and what the future of our transit situation looks like without action. I also gave presentations on how to use PSTA, and took the 59 bus to work most days.

I want to be a member of the committee because I ride the bus often, and as a white collar professional, I am from a class of people that don't typically take public transit in Pinellas County. I now use the bus for my work commute across the bay to downtown Tampa, which I know is an even smaller subset of PSTA riders. My experience with Greenlight Pinellas, my weekly use of the 100x bus, and my passion for improving public transit in the Tampa bay area make me an ideal candidate for the advisory committee, and I would be privileged to be a part of it. Having previously worked with the PSTA planning and marketing staff on Greenlight Pinellas, I would love to continue working with and helping those who want to improve our transit system here in the area.

I'm sorry I'm submitting my application as a converted document and on the day of the deadline, but I hope you will choose me to serve on the Transit Riders Advisory Committee as I would make an excellent addition.

Sincerely,
Carson Zimmer

Statement of Interest

My name Christian and I am Very interested in joining the TRAC committee. I am a college student currently attending SPC Tarpon Springs and I am very involved in both local and county government. I created a group called Pinellas Connect and we work to make cities more walkable through public transit and high density, mixed-use zoning. I worked very closely with the Greenlight Pinellas Campaign in North County, sending out flyers and talking to everyday people about the plan. I recently proposed a new transit plan to the PSTA CEO, Brad Miller, focusing more on lower cost, pedestrian focused transit. In both large cities, like St. Petersburg, and small towns, like Oldsmar, I want public transit to be faster and more reliable. I want Pinellas county resident to see transit as a more viable option for getting around their community. With a well-planned transit system that gives peoples options, we can get people from work to play to home, creating a real sense of community and vitality. I want to be a part of making Pinellas County a better place for transit and, ultimately, a better place to live.

Catherine Baranowski



yes

Transit Riders Advisory Committee (TRAC) Member Application

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PLEASE PRINT CLEARLY

Applicant First Name Catherine Last Name Baranowski

Street Address 680 79th Terrace N Unit # 109

City Saint Petersburg ZIP 33702

Email Address cgbaranowski@mail.usf.edu

Employer Fantastic Sams Occupation Cosmetologist / Criminology Student

What bus route(s) do you ride? 4, 59, 74 How often do you ride? 6 + per week

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

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

Age 26 Ethnic Origin White Caucasian

Male Female Disability (if applicable)

Applicant Signature [Signature] Date 1/26/2015

Submit to: PSTA TRAC, 3201 Scherer Drive, St. Petersburg, FL 33716 or email to TRAC@psta.net

To: The Transit Riders Advisory Committee
From: Catherine Baranowski
January 27, 2015

Dear Transit Riders Advisory Committee,

My name is Catherine Baranowski. I am a current full time student of criminology attending the University of South Florida Saint Petersburg (USFSP). I have lived in Saint Petersburg for eleven years and have adopted this great city as my home. While I am a young professional, I bring the valued input of one who has traveled and spent considerable time experiencing other cities public transportation systems: Denver Colorado, Chicago Illinois, and Dallas Texas to name a few. As a young professional and college student I choose to utilize the public transportation system to promote economic living and a healthy lifestyle both personally and environmentally. I solely depend upon the PSTA and occasionally my bicycle and scooter as I do not personally own an automobile. I would like to join the TRAC committee to further my involvement with organizations that are integral to myself and the welfare of our city. I am attending The Council of Neighborhood Associations (CO.N.A) of South Pinellas County Leadership Program. I have previously volunteered with the Morean Arts Center, CASA, Creative Clay, and On Goal Soccer Camps, and continue to pursue the development of a student organization to support USFSP PSTA riders and their needs as well as how individuals can help support the PSTA. As a cosmetologist I come into contact with a great variety of individuals who support and question the value of the PSTA system. I am able to socially network with ease and gather the opinions of others. Currently within my studies I have become familiar with analyzing large amounts of data and interpreting the information into understandable and applicable presentations. My desire is to maximize patron usage while at the same time encouraging customer satisfaction. I believe this understanding of statistics, creative background, social networking skills, and desire to better Saint Petersburg's public transportation system make me a prime candidate to assist the TRAC committee.

Thank you for your time and consideration.

Catherine G. Baranowski

CONSENT AGENDA



5D: Approval Resolution to Submit Federal 5310 Grant Applications

Action: Adopt Resolution #15-02

Staff Resource: Debbie Leous, CFO
Pam Reitz, Grants Manager

Summary:

- Under the 2012's MAP-21 Federal Authorizing legislation, Federal Section 5310 and former Federal New Freedom funding was consolidated and capital and operating assistance is now eligible under this program.
- Section 5310 funding will cover capital and operating transit projects to enhance mobility of seniors and individuals with disabilities by providing funds for programs to serve the special needs of the transit-dependent population.
- This Resolution authorizes the CEO to submit and accept all grant awards under Section 5310 in 2015 and in future years, unless the Resolution is amended or rescinded by the Board.
- Each year, a list of proposed projects will be submitted to the Board as an informational item on the agenda.

FDOT FY 2015 Funding (Capital Project 80/20 and Operating Projects 50/50)

- FDOT will allocate FTA FY 2015 Section 5310 funding to eligible applicants to be used towards approved operating and capital projects, through an application process.
- PSTA will be submitting an application in the amount of \$86,741 (\$69,392.80 80% Federal, 8,674.10 10% State, and \$8,674.10 10% Local) for continuation of the Mobility Management program, which is an innovative approach for managing and delivering coordinated transportation services to customers, elderly persons and/or persons with disabilities.
- PSTA will be submitting an application in the amount of \$805,000 (\$644,000 80% Federal, 80,500 10% State, and \$80,500 10% Local) for the purchase of replacement seating and tie-down configurations at two wheelchair securement locations for 115 PSTA revenue vehicles.

- PSTA will be submitting an application requesting \$720,711 (\$360,355 50% Federal and \$360,355 50% Local) for continued operation of the Dunedin/Palm Harbor North County Connector Route which provides service in North Pinellas County along County Road 1 and Main Street.

Recommendation:

- Staff recommends that the PSTA Board authorize the CEO to sign the Section 5310 applications and accept grant awards for 2015 and future years.
- Adopt Resolution #15-02

Attachments:

1. Resolution #15-02

RESOLUTION #15-02

A RESOLUTION OF THE PINELLAS SUNCOAST TRANSIT AUTHORITY AUTHORIZING THE SIGNING AND SUBMISSION OF GRANT APPLICATIONS, SUPPORTING DOCUMENTS, AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND ACCEPTANCE OF GRANT AWARDS FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION

WHEREAS, pursuant of Chapter 00-424, as amended, Laws of Florida, the Pinellas Suncoast Transit Authority has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act 1964, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE PINELLAS SUNCOAST TRANSIT AUTHORITY'S BOARD OF DIRECTORS, MEETING IN SESSION THIS 25th DAY OF FEBRUARY 2015 THAT:

1. This Resolution applies to the federal programs authorized under U.S.C. Section 5310.
2. The Chief Executive Officer is authorized to submit a grant applications, supporting documentation, and assurances to the Florida Department of Transportation for grants .authorized under Section 5310.
3. The Chief Executive Officer is authorized to sign all required documentation, including but not limited to grant applications and agreements, and to accept all grant awards.
4. This Resolution shall take effect immediately on its adoption and shall remain in effect until amended or rescinded by PSTA's Board of Directors.

ATTEST:

PINELLAS SUNCOAST TRANSIT AUTHORITY
PINELLAS COUNTY, FLORIDA

Janet Long, Secretary-Treasurer

William C. Jonson, Chairperson

DATE: February 25, 2015

APPROVED AS TO FORM

Alan S. Zimmet, PSTA General Counsel



5E: General Service Consultant Selection

Action: Approval of the Award of a Task-Work Order Based General Services Contract to Parsons Brinkerhoff for a Period of Three Years with Two One- Year Options with a not to Exceed Value of \$1.5 Million.

Staff Resource: Cassandra Borchers, CDO

Summary:

- PSTA uses task-work-order consultant contracts to complete many small-to medium range consulting projects such as public input assistance, architectural design for small facilities, etc.
- PSTA currently has two General Service Consultant (GSC) Contracts with:
 - Tindale Oliver
 - HNTB
- Each contract is for up to five years or a maximum of \$1.5 million in assigned task work orders.
- In seeking a third GSC contract, PSTA staff examined the requirements of the previous 2013 solicitation and identified additional needs and services not adequately covered in the previous solicitation such as bus maintenance and safety audits.

Procurement

- The PSTA staff issued a Request For Proposal (RFP) for professional services in three core areas:
 1. Engineering and Architectural Design
 2. Planning and Environmental Assistance
 3. Technology Assistance
- Proposals were evaluated related to the attached scope of services based on four criteria: Firm Experience and Expertise, Unique Concepts or Innovative Ideas, Quality and Availability of Key Personnel, and Quality and Project Controls.

- The following firms submitted proposals and are shown in rank order after evaluation:
 1. Parsons Brinkerhoff
 2. Kimley Horn and Associates
 3. Renaissance Planning Group
 4. JNZ-Pond Joint Venture
- The selection committee met on February 17, 2015 to review the proposal and discuss respondents' qualifications for upcoming and future agency needs.
- It was determined that Parsons Brinkerhoff had presented the most comprehensive team and the most highly qualified staff, especially in the areas of maintenance, safety and public engagement.

Fiscal Impact:

- As a task-work order based contract, the award of this contract does not obligate PSTA.
- All task work orders issued will be approved through the process defined by internal PSTA policies and the Board Rules and Regulations.
- The issuance of task work orders will be subject to the budgets of the departments requesting services from this contract and any task work order above \$100,000 will be presented for approval by the Board.

Recommendation:

- Approval of the award of a task-work order based general services contract to Parsons Brinkerhoff for a period of three years with two one- year options with a not to exceed value of \$1.5 million.

Attachments:

1. RFP 15-005P

ACTION ITEM



6A: 2015 State Legislative Agenda

Action: Approve the 2015 State Legislative Agenda

Staff Resource: Brad Miller, CEO
Darden Rice, Committee Chair



Summary:

- The Legislative Committee met on February 4th and discussed the 2015 State Legislative Agenda.
- The Committee is recommending approval of the attached 2015 State Legislative Priorities.

Attachments:

1. 2015 State Legislative Priorities



PSTA State Legislative 2015 Priorities

PSTA Priority

1. St. Petersburg Central Avenue Bus Rapid Transit (BRT) Pilot:

- \$16.5M Capital Request: \$9.25M Stations + \$6M Vehicles + \$1.25M PD&E
- Highest demand transit corridor in the Tampa Bay region.
- Pilot Project to be coordinated with:
 - I-275 Express Lane Service to TIA Airport/Tampa.
 - Clearwater Beach Route 60 Express Service to Tampa International Airport.
- Request PD&E in 2015 and construction funds added to FDOT Work Program beginning in FY2016.



Regional Priority

2. Tampa Bay Regional Transit Fare Collection:

- \$10.4M Seven-County Capital Request
- Advanced smartphone and proximity card payment makes it easier to ride transit.
- Saves taxpayer dollars on fare collection administration.



Brad Miller
PSTA Chief Executive Officer
Office: (727) 540-1807
Cell: (727) 459-9697
Email: bmiller@psta.net





2015 PSTA Supported/Positions

- A. PSTA Bus Replacement Funds - \$8M**
- B.** Increased "Urban Corridor Funds" (Regional Routes) to FDOT District 7
- C.** Express Lanes Extend to Downtown St. Petersburg or Shoulders for Buses
- D.** Statewide Regulations to Encourage Uber/Lyft-type transportation options to be available in Pinellas County
- E.** Permit Community College Student Fees for Transportation
- F.** Multi-Modal Howard Frankland Bridge/SR60 Interchange Funding
- G.** Increased Funding for Community Transportation Coordinators like PSTA.
- H.** Increase State Transit Block Grant Funding

Brad Miller, PSTA Chief Executive Officer

Office: (727) 540-1807

Cell: (727) 459-9697

Email: bmiller@psta.net

ACTION ITEM



6B: STP Funding Request to Pinellas MPO

Action: Approve the Attached Letter Requesting the Pinellas MPO include Transit Bus Replacements in their Federal STP Funding Priorities

Staff Resource: Cassandra Borchers, CDO

Summary:

- PSTA is facing a capital shortfall to replace buses in our fleet that exceed their 12-year lifecycle replacement.
- Even with extending the life of some buses to a 15-year replacement schedule, PSTA will require an additional \$8 million annually in capital revenues for bus replacements to maintain current levels of service and performance beginning in FY2018.

STP Program Eligibility:

- The Surface Transportation Program (STP) provides flexible funding that may be used for projects that preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.
- These funds are applied to projects as prioritized by the Metropolitan Planning Organization (MPO) and are the most flexible monies over which the MPO has control.
- Historically in Pinellas County, the funds have been applied to fill gaps in state roadway projects but have not been “flexed” to transit.
- The Transportation Management Area (TMA), which includes Hillsborough, Pasco, and Pinellas Counties, receives approximately \$31.5 million annually in STP urban dollars, of which Pinellas receives an annual average of \$14 million.

Examples of Transit Projects Funded by STP:

- Transit agencies across the state receive prioritized monies through their local MPO.
- For many, the preservation of their transportation system is a highly ranked performance criterion, including the ability of transit providers to regularly replace aged buses.

- Some MPOs have annual programmatic set asides for bus replacements, while others rank specific capital projects. Examples include:
 - Hillsborough–Programmatic Set Aside for Bus Replacements (\$5-8 million/year)
 - Orlando Metroplan - Programmatic Set Aside for Bus Replacements/Equipment (\$7-8M/year)
 - Palm Beach County - \$3M/year for Bus Replacements/Other Projects
 - Broward County – Prioritized Transit Projects such as Mobility Hub, Tri-Rail Stations, Wave Streetcar

PSTA Request:

- PSTA is requesting that the STP priority list be modified to go beyond highway projects and include multi-modal projects.
- A programmatic set aside of \$8 million/year for bus replacements needs to be included as the highest priority project for the MPO STP funding beginning no later than FY2018.
- Additionally, future transit projects (such as Bus Rapid Transit (BRT) Corridors and Intermodal Centers) should be considered.

Fiscal Impact:

- Reduction or elimination of projected annual shortfall for bus replacements.
- Potential eligibility for other dollars from the state.

Recommendation:

- Staff recommends that the PSTA Board formally request that bus replacements be included in the MPO Surface Transportation Program priority list.

Attachments:

1. DRAFT Letter to MPO Requesting to be included on the STP Priority List

February 25, 2015

Councilman James Kennedy, Chair
Pinellas County Metropolitan Planning Organization
310 Court Street
Clearwater, Florida 33756

RE: Bus Replacements as Priority Project for Surface Transportation Program Funding

Dear Chair Kennedy,

The PSTA Board recently reviewed its financial outlook and needs over the next five years including projected operational and capital shortfalls. PSTA is examining options to reduce costs and expand revenues in several areas including advertising, private-sector outsourcing and grants. Even with a currently proposed plan to extend the useful life of our aging bus fleet from 12 to 15 or more years, essentially smoothing our bus replacement needs, PSTA will still have an \$8 million annual capital shortfall beginning in FY18.

One significant untapped grant resource is the Surface Transportation Program (STP) funds allocated to the Tampa Bay Transportation Management Area (TMA) which includes Hillsborough, Pasco, and Pinellas Counties. This federal formula program provides **flexible funding** that may be used for projects that preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including bus replacements and intercity bus terminals.

In many other metropolitan areas around the country, STP priority lists include multi-modal projects, including transit. **Transit agencies across the state receive prioritized monies through their local MPO.** For many, the preservation of their transportation system is a highly ranked performance criterion, including the ability of transit providers to regularly replace aged buses. Some MPOs have annual programmatic set asides for bus replacements, while others rank specific capital projects. Examples include:

- Hillsborough – Programmatic Set Aside for Bus Replacements (\$5-8 million/year)
- Orlando Metroplan - Programmatic Set Aside for Bus Replacements/ Equipment (\$7-8 million/year)
- Palm Beach County - \$3 million/year for Bus Replacements/Other Projects

- Broward County – Prioritized Transit Projects such as Mobility Hub, Tri-Rail Stations, Wave Streetcar

We understand that adding bus replacements and other transit projects to the STP Priority List is shift in thinking for the Pinellas MPO, requiring careful consideration in addition to coordination with Florida Department of Transportation (FDOT) District Seven. We look forward to working with you to use the resources allocated to improving transportation in our County with a comprehensive and thoughtful approach.

Sincerely,

William C. Jonson
PSTA Board Chairperson

cc: PSTA Board
The Honorable Jeff Brandes
The Honorable Jack Latvala
Pinellas County Commission
Pinellas County MPO Board
Paul Stienman, District Secretary, FDOT District Seven
Debbie Hunt, Director of Transportation, FDOT District Seven

ACTION ITEM



6C: Resolution Amending Rules & Regulations

Action: Approve Resolution #15-01

Staff Resource: Brad Miller, CEO
Bill Jonson, Committee Chair



Summary:

- The Executive Committee met on January 28, 2015 to discuss staff recommendations for modifications to the Rules & Regulations.
- The attached Resolution outlines the changes to the document.

Recommendation:

- The Executive Committee reviewed this item and is recommending approval.

Attachments:

1. Resolution #15-01

RESOLUTION # 15-01

A RESOLUTION OF THE PINELLAS SUNCOAST TRANSIT AUTHORITY BOARD OF DIRECTORS AMENDING THE RULES AND REGULATIONS AS ADOPTED BY RESOLUTION 12-07, AS AMENDED, BY AMENDING SECTION 2.05.A. TO PROVIDE THAT ONE MEETING OF THE BOARD OF DIRECTORS SHALL OCCUR IN THE EVENING; BY AMENDING SECTION 2.10.B REGARDING PUBLIC HEARING NOTICES; BY AMENDING SECTION 2.10.C. REGARDING PUBLIC HEARINGS; BY CREATING SECTION 3.02.K TO REQUIRE THE APPROVAL OF THE BOARD OF DIRECTORS FOR THE TRANSFER OF FUNDS BETWEEN DEPARTMENTS; BY AMENDING SECTION 5.01.A TO PROVIDE FOR BOARD NOTIFICATION OF EMERGENCY PURCHASES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Pinellas Suncoast Transit Authority (PSTA) Board of Directors has adopted rules and regulations as set forth in Resolution 12-07, as amended (Rules and Regulations); and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to provide for one meeting of the Board of Directors to occur in the evening; and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to require one public hearing regarding a proposed fare increase; and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to require a public hearing only for a 25% decrease in service; and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to provide for required approval by the Board of Directors for any transfer of funds between departments in excess of one-hundred thousand (\$100,000.00) dollars; and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to require notification be sent to the Board of Directors by the Chief Executive Officer of all emergency purchases.

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

1. Section 2.05.A of the PSTA Rules and Regulations is hereby amended to provide as follows:

Section 2.05 Rules of Procedure of Board of Directors

A. Meetings – The Board of Directors shall normally meet regularly on the fourth Wednesday of each month at PSTA’s Board Meeting Room or at any other location selected by the Board. The regular meetings normally will be held at 9:00 AM, except that one of the Board’s regular meetings during each calendar year shall start at 6:00 PM. Special meetings and work sessions may be held on call of the Chairperson, the CEO/ED or any two Board members through the CEO/ED or General Counsel and, whenever possible, upon no less than twenty-four hours public notice. Work sessions are primarily designed for information gathering and guidance, and no formal Board decision

approving or disapproving an item may be made. Only staff members, PSTA consultants or contractors, or representatives from other governmental agencies shall be included in the work session discussion unless prior arrangements are made through the CEO/ED, General Counsel or Chairperson. The Board, by majority vote, may allow comment from persons other than staff members on a specific work session item.

2. Section 2.10.B. of the PSTA Rules and Regulations is hereby amended to read as follows:

Section 2.10 Public Hearings.

B. Notices – When a public hearing is scheduled, at least fifteen (15) days notice shall be provided, unless a different requirement is established by applicable state or federal law or regulation. The following notices may be provided:

1. Interior signs on all PSTA buses
2. Posters at Williams Park Transit Center, Park Street Transit Center, Grand Central Plaza, Pinellas Park Transit Center , and PSTA’s Headquarters
3. On PSTA’s website
4. Paid newspaper advertisement
5. Social Media

3. Section 2.10.C. of the PSTA Rules and Regulations is hereby amended to read as follows:

Section 2.10 Public Hearings.

C. Number of Public Hearings

1. Fare increases and system-wide service changes shall require at least one public hearing that is easily accessible and includes adequate parking at a time that maximizes public attendance.
2. The Program of Projects and non-system-wide service changes that result in a 25% or more decrease of the transit route miles, transit revenue vehicle miles or estimated ridership of a transit route shall require at least one public hearing. If the non - system - wide service changes are such that a public hearing would be better held at a location central to the area affected by the changes, then this "central" hearing location may replace the PSTA headquarters hearing.

4. Section 3.02.K of the PSTA Rules and Regulations is hereby created to provide as follows:

Section 3.02 Powers and Duties of CEO/ED – The powers and duties of the CEO/ED shall include the following:

K. At any time during the fiscal year the CEO/ED may transfer part or all of any unencumbered appropriation balance within a department to any other department. For any transfer that exceeds one-hundred thousand (\$100,000.00) dollars, such transfer must first be approved by the Board of Directors.

5. Section 5.01A of the PSTA Rules and Regulations is hereby amended to provide as follows:

Section 5.01 Competitive Bidding

A. Procurement of Commodities and/or Services – Except as otherwise provided in these Rules and Regulations, the procurement of commodities and/or services of an estimated value in excess of \$100,000.00 shall be by written contract or Purchase Order with the most responsible and responsive bidder/proposer, whose bid has been solicited, received, and approved by the Board of Directors. All competitive bidding shall be conducted in accordance with PSTA’s procurement procedures and all federal or state rules or regulations that apply to the respective procurement, which shall be prepared and approved by the CEO/ED or his/her designee. The procurements of commodities and/or services of an estimated value below \$100,000.00 shall be approved by the CEO/ED or designee and shall be made in accordance with the procurement procedures. The CEO/ED shall include in his/her report that is part of each Board’s agenda a list of all procurements with an estimated value greater than \$25,000 and less than \$100,000 that the CEO/ED has approved. The CEO/ED shall have authority to settle legal claims, including workers’ compensation claims, whether the settlement is reached pre - litigation or during litigation, where the amount paid or received by PSTA is less than \$25,000.00. If any purchase over \$100,000 is approved by the CEO/ED because an emergency situation prevents the ability to follow the provisions of these Rules, the Board of Directors shall be promptly notified of such purchase and the basis for such purchase. For purposes of this section, “emergency situation” means a situation which threatens the overall operations of PSTA.

6. This Resolution shall take effect immediately upon its adoption.

Dated this ____ day of February, 2015

ATTEST:

PINELLAS SUNCOAST TRANSIT AUTHORITY
PINELLAS COUNTY, FLORIDA

Janet Long
Secretary-Treasurer

William C. Johnson
Chairperson

DATE: February 25, 2015

APPROVED AS TO FORM:

Alan S. Zimmet
PSTA General Counsel

INFORMATION ITEMS



7A: Follow-up from 2/18 PSTA Workshop & PSTA Reserve Funding Status Report

Action: Information Item

Staff Resource: Brad Miller, CEO

Background

- Based on the extensive list of requested information coming from the February 18, 2015 Board strategic workshop, staff will identify a draft schedule for providing this information over the coming months to allow for strategic decision making by the PSTA Board.
 - Additionally, a status report on PSTA's multi-year trend of increasing its "net income" while increasing services and adding to its reserve fund will be presented as requested at the workshop.
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Attachments: None

REPORTS/CORRESPONDENCE



8A:	PSTA Performance/Updates for the Month of January
Action:	Information Item

Staff Resource: Brad Miller, CEO

Total Ridership*	
UP 8.7% Monthly Compared to Last Year	UP 5.3% Year-to-Date

* a detailed report is attached

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

Transportation Disadvantaged (TD)	1/2015	YTD
Number of Telephone Inquiries	1,002	-31%
Number of Applications Mailed	53	+16%
Number of TD Discounted Bus Passes	4,688	+26%

Customer Service	1/2015	YTD
Number of Real Time Text Messages Sent to Riders	267,797	+202%
Number of Times Voice System Provided Info to Riders	132,562	+131%
Number of Times RidePSTA.net was visited	60,321	+150%
Number of InfoLine Calls	39,854	+124%
Average Call Length	1 min. 57 sec.	-8%
Average Hold Time	1 min. 55 sec.	+18%

PSTA.net	1/2015	YTD
Number of Website Visits Per Day	5,847	+17%
Number of Users	56,742	
Total Pages Viewed	343,110	
Percent of First Time Visitors	24%	
Number of Online Bus Pass Orders	763	

Social Media Statistics (by the end of the month)	1/2015
Number of Twitter Followers	1,553
Number of Facebook Fans	8,367
Number of LinkedIn Followers (Company Page)	494
Number of People Belonging to PSTA's LinkedIn Group	157
Number of Times Blog Pages were Viewed	544

Attachments:

1. Operating Statistics
2. Performance Graphs

FUTURE MEETING SUBJECTS



PSTA BOARD MEETINGS	
March 25, 2015	
Action Items	Information Items
<ul style="list-style-type: none"> • PSTA 2014 Audit • Installation of Passenger Landing Pads • Customer Service Training Contract 	<ul style="list-style-type: none"> • New PSTA Route Performance Monitoring Program • PSTA Budget Forecasting Assumptions
April 22, 2015	
Action Items	Information Items
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
May 27, 2015	
Action Items	Information Items
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

<u>KEY MEETINGS/DATES</u>
<p><u>Legislative Committee</u></p> <ul style="list-style-type: none"> • Mar. 4, 2015; 9:30 AM – PSTA • Mar. 5, 2015-March 9 - APTA Legislative Conference Washington DC • Mar. 25-26, 2015 – Pinellas Chamber Legislative Trip to Tallahassee
<p><u>MPO Meeting</u></p> <ul style="list-style-type: none"> • Mar. 11, 2015; 1:00 PM – Clearwater MPO Offices
<p><u>TRAC</u></p> <ul style="list-style-type: none"> • Mar. 17, 2015; 4:00 PM
<p><u>Finance & Performance Mgmt. Committee</u></p> <ul style="list-style-type: none"> • Mar. 20, 2015; 9:00 AM
<p><u>Planning Committee</u></p> <ul style="list-style-type: none"> • Mar. 20, 2015; 10:30 AM
<p><u>TBARTA Board Meeting</u></p> <ul style="list-style-type: none"> • Mar. 27, 2015; 9:30 AM – FDOT, Tampa