



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

EXECUTIVE COMMITTEE MEETING
AGENDA – MARCH 11, 2016; 11:00 AM
PSTA AUDITORIUM

	<u>TIME</u>
1. CALL TO ORDER	11:00
2. PUBLIC COMMENT	11:00
3. ACTION ITEMS	11:05
A. February 12, 2016 Meeting Minutes	CHAIR RICE
B. Board Rules & Regulations	10 min BRAD MILLER
4. INFORMATION ITEMS	11:15
A. March Board Meeting Agenda	20 min BRAD MILLER
B. May 6 Workshop: Transportation Initiatives	10 min BRAD MILLER
5. FUTURE MEETING SUBJECTS	11:45
• April Board Meeting Agenda	
6. OTHER BUSINESS	11:45
7. ADJOURNMENT	11:55

THE NEXT MEETING IS APRIL 13, 2016 AT 10:00 AM



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EXECUTIVE COMMITTEE MEETING
MINUTES – FEBRUARY 12, 2016

The Executive Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 9:00 AM on this date. The purpose of the meeting was to approve the January 11, 2016 meeting minutes, discuss the February Board meeting agenda and the 2016 planning calendar. The following members were present:

Darden Rice, Chairperson
Janet Long, Secretary/Treasurer
Joe Barkley
Bill Jonson

Absent
Julie Bujalski, Vice-Chairperson

Also Present:
Brad Miller, CEO
PSTA Staff Members
Members of Public

CALL TO ORDER

Chairperson Rice opened the meeting at 9:04 AM.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

January 11, 2016 Meeting Minutes – Mr. Jonson made a motion, seconded by Mr. Barkley to approve the January 11, 2016 meeting minutes. Mr. Jonson had a question on the Board

policies being posted on the website and staff answered his question. Motion passed unanimously.

INFORMATION ITEMS

February Board Meeting Agenda – Mr. Miller reviewed the February 24th Board meeting agenda. He said that Harry Glenn, Van Scoyoc, will provide a presentation on the success of PSTA’s Federal Legislative priorities. Legislative Committee Chair Diamond will give an overview on the February 3rd Legislative Committee meeting and the recent trip to Tallahassee.

Mr. Miller indicated that there will also be a presentation on the customer satisfaction survey results. This will be presented to the Finance Committee and Planning Committee simultaneously at their February 17th meeting.

[Ms. Long entered the meeting at 9:10 AM.]

Mr. Miller noted that there will be an action item for the Central Avenue Bus Rapid Transit (BRT) consultant scope. The plan is to utilize Parsons-Brinckerhoff to complete the design and environmental studies. He said that the cost would be \$700,000, which the Florida Department of Transportation (FDOT) will pay \$500,000 and \$200,000 from PSTA funds. Chairperson Rice asked about a schedule for when the Board will be expected to take action and make decisions on this project. Mr. Jonson asked for a timeline for the project including expected costs.

Ms. Long had some questions about the legislative trip to Tallahassee, and Mr. Miller provided an overview of the discussions. Ms. Long stated that there are 12 different agencies in the region dealing with transportation issues adding that there is a need to all work together. Chairperson Rice suggested that this could be a topic for the Board workshop in May and Ms. Long suggested inviting Senators Brandes and Latvala to the workshop.

Mr. Jonson suggested an update on Clearwater Beach activities be added to future meeting subjects on the Board agenda.

2016 Planning Calendar – Mr. Miller presented the Executive Committee with a calendar showing major decisions/actions and the approximate timetable. There was discussion about quarterly joint meetings with the Hillsborough Area Regional Transit Authority (HART) and a possible transportation leadership summit with the Tampa Bay Regional Planning Council (TBRPC). Ms. Long suggested a collaborative lab experience with PSTA,

HART, Metropolitan Planning Organization (MPO), TBRPC, and the Tampa Hillsborough Expressway Authority (THEA).

FUTURE MEETING SUBJECTS

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

OTHER BUSINESS

Mr. Jonson asked about the succession planning for PSTA, and Mr. Miller responded that there will be a presentation at the April Board meeting. Mr. Jonson also asked about the free summer fares and Mr. Miller responded that the estimated cost would be \$40,000.

Mr. Miller reported that PSTA is one of the hosts of the Transportation Management Area (TMA) meetings and it was suggested that a written summary of the TMA meetings be included in the Board packet.

Chairperson Rice announced that there will be a press conference at 11:45 AM after the Board meeting regarding customer satisfaction.

ADJOURNMENT

The meeting was adjourned at 10:12 AM. The next Executive Committee meeting will be held on March 11th at 11:00 AM.

**RESOLUTION # 16-02****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 5.01.B. BY REVISING THE DEFINITION OF LOBBYING; 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 desires to amend the Rules and Regulations to revise the definition of lobbying as it applies to PSTA's purchasing procedures.

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

1. Section 5.01.B. of the PSTA Rules and Regulations is hereby amended to read as follows:

Section 5.01Competitive Bidding

B. Lobbying – Lobbying of any PSTA Board member, officer, evaluation committee member, employee, agent or attorney by a bidder, any member of the bidder's staff, any agent or representative of the bidder, whether compensated or not, or any person employed by any legal entity affiliated with or representing the bidder shall be prohibited on all competitive selection processes and contract awards, including but not limited to requests for proposals, requests for quotations, requests for qualification, invitation for bids, bids or the award of purchasing contracts of any type. Lobbying is strictly prohibited from the date of the advertisement or on a date otherwise established by the Pinellas Suncoast Transit Authority Board of Directors, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. The purposes of this

prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, a protest is resolved, or the competitive selection process is otherwise concluded. Nothing herein shall prohibit a bidder from contacting the purchasing division or PSTA's general counsel to address situations such as clarification and/or questions related to the procurement process or protest. The Pinellas Suncoast Transit Authority Board of Directors, when the award of the bid is within the Board of Directors' authority, shall deem any bidder who violates the provisions of this Paragraph non-responsible and non-responsive, and the bidder's proposal or bid shall not be considered by the evaluation committee or the Board of Directors. When an award of bid is within the CEO/ED's authority, the CEO/ED shall deem any bidder who violates the provisions of this Paragraph non-responsible and non-responsive and the bidder's proposal or bid shall not be considered by the CEO/ED.

For the purposes of this Paragraph, lobbying shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with the bidding process through direct or indirect oral or written communication. Lobbying includes such actions whether performed by the bidder itself, any employee of the bidder, the bidder's attorney, agent or other paid or non-paid representative, or any person who performs such actions on behalf or at the behest of the bidder. Further, lobbying includes the attempt to influence Board members while they are performing their functions for other governmental entities (e.g. a city or Pinellas County). Lobbying shall not include communicating with a member of an evaluation committee who is not employed by PSTA, when the person's membership on the evaluation committee is not known by the bidder and where the communication does not contain information that could or is intended to influence the evaluation committee member in his/her actions on the evaluation committee. The final award of the contract shall be the effective date of the contract.

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

Dated this 30th day of March, 2016.

ATTEST:

PINELLAS SUNCOAST TRANSIT AUTHORITY
PINELLAS COUNTY, FLORIDA

Janet C. Long
Secretary-Treasurer

Darden Rice
Chairperson

DATE: March 30, 2016

APPROVED AS TO FORM:

Alan S. Zimmet
PSTA General Counsel



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**BOARD OF DIRECTORS MEETING
 AGENDA – MARCH 30, 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. NON-BOARD COMMITTEES	9:25	
A. Transit Riders Advisory Committee	5 min	ELAINE MANN
B. Metropolitan Planning Organization	5 min	JULIE BUJALSKI
C. MPO's Local Coordinating Board	5 min	PATRICIA JOHNSON
4. CONSENT AGENDA	9:40	
(Board Members may pull items for discussion)		
A. Board Meeting Minutes		CHAIR RICE
B. Support Vehicle Maintenance Contract		HENRY LUKASIK
C. Motorola Radio Maintenance		HENRY LUKASIK
D. Hastus Upgrade		CHRISTINE MCFADDEN
5. ACTION ITEMS	9:50	
A. SEIU Labor Agreement	20 min	JAMES BRADFORD
B. CEO Compensation Adjustment (If Any)	10 min	DARDEN RICE
C. Largo Crossroads Transit Center	10 min	ALAN ZIMMET

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| 6. | INFORMATION ITEMS | | | 10:30 |
| | A. 2017 Key Budget Assumptions | 15 min | DEBBIE LEOUS | |
| | B. Electric Bus Pilot Considerations | 15 min | DEBBIE LEOUS | |
| 7. | REPORTS/CORRESPONDENCE | | | 11:00 |
| | A. PSTA Performance Report/Updates | | | |
| | B. DC Legislative Update | | | |
| 8. | FUTURE MEETING SUBJECTS | | | 11:15 |
| 9. | OTHER BUSINESS | | | 11:20 |
| 10. | BOARD MEMBER COMMENTS | | | 11:25 |
| 11. | ADJOURNMENT | | | 11:30 |

**PLEASE ATTEND PLANNED JOINT PSTA BOARD & PSTA
EMPLOYEE NEWS CONFERENCE OUT FRONT OF PSTA'S
OFFICES AT THE CONCLUSION OF THE MEETING**

THE NEXT MEETING IS APRIL 27, 2016 AT 9:00 AM