



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 – MAY 11, 2016; 10:00 AM
PSTA AUDITORIUM

			<u>TIME</u>
1.	CALL TO ORDER		10:00
2.	PUBLIC COMMENT		10:00
3.	ACTION ITEMS		10:05
	A. March 11, 2016 Meeting Minutes		CHAIR RICE
	B. Succession Planning Policy	30 min	TRISH COLLINS/SANGITA LAND
4.	INFORMATION ITEMS		10:40
	A. May Board Meeting Agenda	30 min	BRAD MILLER
5.	FUTURE MEETING SUBJECTS		11:10
	• June Board Meeting Agenda		
6.	OTHER BUSINESS		11:15
7.	ADJOURNMENT		11:15

THE NEXT MEETING IS JUNE 8, 2016 AT 10:00 AM



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EXECUTIVE COMMITTEE MEETING
MINUTES – MARCH 11, 2016

The Executive Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 11:00 AM on this date. The purpose of the meeting was to approve the February 12, 2016 meeting minutes and recommend approval of the Board Rules & Regulations. The following members were present:

Darden Rice, Chairperson
Julie Bujalski, Vice-Chairperson
Janet Long, Secretary/Treasurer
Joe Barkley
Bill Jonson

Also Present:

Brad Miller, CEO
PSTA Staff Members
Members of Public

CALL TO ORDER

Chairperson Rice opened the meeting at 11:03 AM.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

February 12, 2016 Meeting Minutes – Ms. Long made a motion, seconded by Mr. Barkley to approve the minutes. There were no public comments. Motion passed unanimously.

To accommodate Ms. Long's request for Clearwater Gas and Tampa Electric Company (TECO) People's Gas to speak on Compressed Natural Gas (CNG), Chairperson Rice asked the Committee to add this to the agenda. The Committee agreed.

Chuck Warrington, Managing Director of Clearwater Gas, gave a brief background of his company and TECO People's Gas, which share different parts of Pinellas County. He introduced his Operations Manager who handed out two presentations – one from TECO and the other from Clearwater Gas. He spoke about how the City of Clearwater is utilizing this CNG technology and its stations. He also described the costs associated with CNG and the Committee had questions relating to the cost of diesel fuel versus CNG as well as the cost of the stations. Mr. Barkley suggested that a full presentation be presented to the Finance Committee at a future meeting.

Board Rules & Regulations – Mr. Miller explained that this Resolution would make a slight modification to the lobbying rule. He said that Alan Zimmet, General Counsel, drafted the changes. He provided some background information on the past concrete project and the procurement process. He said over the past few years, PSTA's policy has changed to include experts on the subject matter in the selection process, even those who are not employed by PSTA.

Mr. Miller said the Agency is currently in a cone of silence for the Marketing and Communications Consultant procurement. He said HART's Marketing Manager, Steve Rosenstock, is on the selection committee, and described a situation involving Mr. Rosenstock being asked some questions by a vendor about the Request for Proposal (RFP), before it had been formally issued. He responded that he could not speak about the RFP and directed them to contact PSTA's Procurement Director. Mr. Miller indicated that Alan Zimmet, PSTA's General Counsel, believes that communication may have violated the Agency's existing lobbying provision even though the person had no idea Mr. Rosenstock was on the selection committee.

Mr. Miller stated that he is recommending additional language be added to the Board's Rules & Regulations allowing outside individuals to participate on the selection committee. He said that Mr. Zimmet's view is that he is trying to protect PSTA from potential protests from other vendors and believes this would be the safe and conservative action to do.

Ms. Bujalski stated that she is concerned about changing the rules in the middle of the procurement process. Mr. Miller said he believes this change provides a clearer definition of what lobbying consists of. A few members commented that the language is confusing. Ms. Long agreed with Ms. Bujalski and made a motion to postpone this item and take no

action, seconded by Ms. Bujalski. Mr. Barkley added that he also believes that this would raise a red flag. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

March Board Meeting Agenda – Mr. Miller reviewed the action items. He provided a brief background on the Largo Crossroads Transit Center and the proposed agreement. He said the transit center is anticipated to open on May 1st with a ribbon cutting ceremony on April 28th. Mr. Miller indicated that following the Board meeting, there is a planned joint PSTA Board and PSTA employee news conference. Due to a meeting conflict directly after the Board meeting for some members, it was suggested to suspend the Board meeting for 15 minutes around 10:30 AM to hold the news conference.

Mr. Jonson mentioned the “A Day in the Life of a Bus Operator” presentation that was given to the Transit Riders Advisory Committee (TRAC) and suggested that this presentation also be provided to the Board in the future.

[Mr. Barkley left the meeting at 12:09 PM and did not return.]

May 6th Workshop: Transportation Initiatives – Chairperson Rice indicated that the goal of the workshop is to achieve Board understanding of the role of transit in new transportation initiatives. Mr. Miller said that a speaker from the Center for Urban Transportation Research (CUTR) will give a presentation. There was also discussion about the September workshop content and the timing of the meeting.

FUTURE MEETING SUBJECTS

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

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 12:25 PM. The next Executive Committee meeting will be held on April 13th at 10:00 AM.



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**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
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. Ulmerton Road Park & Ride		HENRY LUKASIK
C. AV Equipment		DEBBIE WOODWARD
D. Security Training Consultant		HENRY LUKASIK
E. Transportation Disadvantaged Contracts		ROSS SILVERS
F. TRAC Members		CASSANDRA BORCHERS
5. ACTION ITEMS	9:50	
A. FY 2015 Annual Audit	20 min	DEBBIE LEOUS/CLIFTON LARSEN ALLEN LLP

ITEM 4A

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	A. FY 2017 Program of Projects	10 min	DEBBIE LEOUS	
	B. Succession Planning Policy	15 min	TRISH COLLINS/SANGITA LAND	
6.	INFORMATION ITEMS			10:25
	A. Sustainability/Capital Improvement Program	20 min	HEATHER SOBUSH/DEBBIE LEOUS	
7.	REPORTS/CORRESPONDENCE			10:45
	A. PSTA Performance Report/Updates		BRAD MILLER	
	B. 2017 Budget Personnel Assumptions		DEBBIE LEOUS	
8.	FUTURE MEETING SUBJECTS			11:00
9.	OTHER BUSINESS			11:05
10.	BOARD MEMBER COMMENTS			11:10
11.	ADJOURNMENT			11:30

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