



PINELLAS SUNCOAST TRANSIT AUTHORITY  
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716  
[WWW.PSTA.NET](http://WWW.PSTA.NET) 727.540.1800 FAX 727.540.1913

EXECUTIVE COMMITTEE MEETING  
AGENDA – AUGUST 15, 2016; 11:00 AM  
PSTA HEADQUARTERS

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- 1 CALL TO ORDER
- 2 PUBLIC COMMENT
- 3 ACTION ITEMS
  - 3.A Meeting Minutes  
[Meeting Minutes.pdf](#)
- 4 INFORMATION ITEMS
  - 4.A Pinellas County DHHS UPASS Update [Brad Miller]  
[Info on Pinellas DHHS UPASS FINAL.docx](#)  
  
[Pinellas UPASS Talking points.docx](#)
  - 4.B August Board Meeting Agenda [Chair Rice]  
[DRAFT August 2016 Board Agenda.pdf](#)
  - 4.C PSTA Planning Calendar  
[Planning Calendar August, 2016.docx](#)
- 5 FUTURE MEETING SUBJECTS
- 6 OTHER BUSINESS
- 7 ADJOURNMENT

Immediately following the meeting, we will spend a few minutes going over the Granicus Agenda Management/Voting software. Please make sure you bring your iPad or tablet to the meeting.



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## EXECUTIVE COMMITTEE MEETING MINUTES – MAY 11, 2016

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The Executive Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 10:00 AM on this date. The purpose of the meeting was to approve the March 11, 2016 meeting minutes and recommend approval of the succession plan policy. 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  
Alan Zimmet, General Counsel  
PSTA Staff Members  
Members of Public

## CALL TO ORDER

Chairperson Rice opened the meeting at 10:00 AM.

## PUBLIC COMMENT

There were no public comments.

## ACTION ITEMS

March 11, 2016 Meeting Minutes – Mr. Jonson made a motion, seconded by Mr. Barkley to approve the minutes. Motion passed unanimously.

Succession Plan Policy – Trish Collins, Human Resource Staffing & Development Manager, gave a summary of the policy, which she presented as an information item to

the Board at their April meeting. Mr. Barkley commented that he likes the process of people moving up through the ranks to a potential leadership position. He made a motion, seconded by Mr. Jonson to recommend Board approval of the policy.

Mr. Jonson noted that it is the Board's duty to ensure the CEO's succession, and he is pleased that Mr. Miller took that step with this policy. Chairperson Rice asked about PSTA's hiring process and recruitment of top quality people to which Mr. Miller responded that the Agency has recruitment firms on retainer. Ms. Long applauded the effort to bring new people into PSTA, but also cautioned that it could be difficult for the current employees to embrace something new. Mr. Barkley stated that the transit industry is small and believes that conducting a national search for key positions is critical. There were no public comments. Motion passed unanimously.

## **INFORMATION ITEMS**

May Board Meeting Agenda – Mr. Miller reviewed the action items. He indicated that PSTA is required to have a public hearing on the proposed capital project list for the next fiscal year. He said this public hearing is scheduled for May 18th after the Finance Committee meeting. He mentioned that staff will have an informational meeting with the Sierra Club on May 20th. Mr. Miller noted that there is an information item on the agenda for the Capital Improvement Program (CIP) which will focus on the bus purchase component of the CIP.

Chairperson Rice asked about service route changes and Mr. Miller indicated that public comment is presently being gathered and this item will be on the June agenda as an action item.

## **FUTURE MEETING SUBJECTS**

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

## **OTHER BUSINESS**

Mr. Jonson mentioned an article that Ms. Long wrote for the newspaper and the Committee discussed.

## **ADJOURNMENT**

The meeting was adjourned at 10:49 AM. The next Executive Committee meeting will be held on June 8th at 10:00 AM.



## INFORMATION ITEM

4A: PSTA & Pinellas County's Department of Health & Human Services UPASS Agreement Revisions



Action: Information Item

Staff Resource: Brad Miller, CEO

FINANCE & PERFORMANCE  
MANAGEMENT

- For years, Pinellas County Health and Human Services Division has purchased approximately 100 monthly Transportation Disadvantaged (TD) bus passes from PSTA to distribute to their clients.
- A year ago, the County asked PSTA if they could transition to a UPASS-like arrangement for efficiency purposes whereby instead of buying a monthly allotment of passes, their clients could show their County DHHS ID Badge (Blue Card) to ride.
- In January, 2016 PSTA and Pinellas County signed a \$20,000 annual contract for unlimited rides for County clients assuming a slight growth from 100 riders a month to 150 pass holders.
- After delays in the County implementing a new ID card system, the program did not start until about June 1, 2016.
- After noticing large UPASS ridership increases in June and July, PSTA was first informed that the County had distributed nearly 3,000 UPASS I.D. Badges (up from 100) to low income citizens on August 5, 2016.
- PSTA staff had always anticipated distributing between 100 and 150 ID badges, not 3,000 and rising.
- PSTA met with County officials on Tuesday, August 9, 2016 and presented multiple options that allowed the County to continue to provide transportation to thousands of customers but at significantly increased cost to the County.
- On Friday, August 12, County staff presented PSTA staff with a proposal to transition from the current UPASS program to paying PSTA for TD Bus Passes for their 3,000 clients growing to 5,000 by the end of next year

### Attachments:

1. June Ridership/Performance Reports (to follow)



INFORMATION ITEM

4A: PSTA & Pinellas County’s Department of Health & Human Services Reach Tentative Agreement to Transition from UPASS program to TD Bus Pass Purchase Program



Action: Information Item

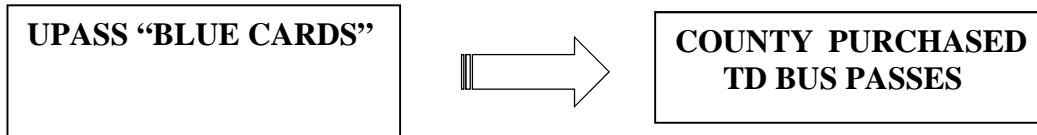


Staff Resource: Brad Miller, CEO

- January 2016 UPASS Contract with Pinellas County:
  - PSTA Assumption - 100 to 150 TD Clients
  - Pinellas Assumption - Major Growth Clients

<ul style="list-style-type: none"> <li>• June 2016: 1,635 Pinellas DHHS Clients</li> <li>• July 2016: 2,685 Pinellas DHHS Clients</li> <li>• August 2016: 3,337 Pinellas DHHS Clients</li> </ul>	} All DHHS Clients are TD Eligible, Most were existing PSTA bus riders.
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Proposed New Arrangement:



- Expected to grow to 5,000 per month by late 2017.
- County to pay PSTA for TD Passes an estimated \$121,000 in FY2016, and \$443,000 in FY2017.

PSTA Impacts:

- Likely will not be completely revenue neutral in FY2016.
- Likely to increase ridership.
- PSTA will provide critically needed transportation to many more low-income citizens.
- Will increase proportion of overall PSTA ridership that is low-income and TD eligible.
- State TD revenue will increase but not proportionate to ridership increase.

# DRAFT



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BOARD OF DIRECTORS MEETING  
AGENDA – AUGUST 24, 2016; 9:00 AM  
PSTA HEADQUARTERS

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**1 CALL TO ORDER**

**2 PUBLIC COMMENT:** 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 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.

**3 AWARDS AND RECOGNITION**

3.A Recognize Jeff Poust [Jeff Thompson]

**4 PRESENTATIONS**

4.A Regional Fare Collection [Cyndi Raskin-Schmitt/Cassandra Borchers]

**5 CONSENT AGENDA**

5.A Meeting Minutes

5.B Printing Services [Cyndi Raskin-Schmitt]

5.C Trolley Agreements [Cassandra Borchers]

**6 ACTION ITEMS**

6.A Transit Development Plan [Heather Sobush]

**7 INFORMATION ITEMS**

7.A FY 2017 Legislative Priorities [Brad Miller]

7.B Bus Rapid Transit Beach Alternatives [Cassandra Borchers]

# DRAFT

7.C FY2017 Budget/Service Improvements [Debbie Leous/Cassandra Borchers]

**8 REPORTS AND CORRESPONDENCE**

8.A PSTA Performance Report/Updates [Brad Miller]

**9 FUTURE MEETING SUBJECTS**

**10 OTHER BUSINESS**

**11 BOARD MEMBER COMMENTS**

**12 ADJOURNMENT**

**NEXT MEETING IS SEPTEMBER 28, 2016 AT 6:00 PM**



# 2016 Executive Committee Decision Calendar - 8/12/2016 - DRAFT

## August

Forward Pinellas

FY2017 Budget & Bus Service

Legislative

Buses & BRT

Strategic

## September

MPO Vote on Priorities

Vote on Millage/Route Increases

Fed Push for Sandbox Grant w/Cong. Jolley & Host Cong Bilirakis

County Votes on E Chargers

City Updates

Comm. Long /MPO Regionalism Editorial

## October



7 Day JT & Other Route Changes

State Delegation Meetings. Sen Latvala

Vote on BRT Alignment & Commitment by SP Beach

## November

Uber Direct Connect Expands

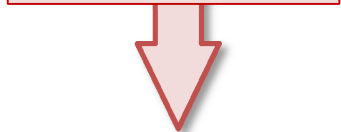
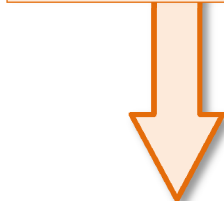
priorities, meet with HART for Joint Priorities

Electric Bus Contract

Board Workshop

## December

Ant. Fed Decision on Merger Req.



New Buses Arrive



New Board Members & Vote on 2017 Officers