



Policy Committee Meeting

Friday, June 21, 2019 – 8:00 am

HART Board Room

1207 7th Avenue, 3rd Floor

Tampa, FL 33605

NOTICE OF PUBLIC MEETING

AGENDA

1. CALL TO ORDER

2. PUBLIC COMMENT

Persons wishing to address the Board are requested to complete a "Comment Card" and will be limited to three (3) minutes. Please see staff prior to the meeting. This public comment period will be extended for up to 30 minutes.

3. CONSENT AGENDA ITEMS

A. May 10, 2019 Policy Committee Meeting Minutes

4. PRESENTATIONS AND/OR ACTION ITEMS

A. FTA NTD Reporting Procedure and Document Retention Policy (Michael Case)

5. INFORMATION ITEMS

6. OTHER BUSINESS

7. FUTURE MEETING SUBJECTS

A. Attendance Policy Discussion

B. Purchasing Authorization Levels

C. P-Card Policy

8. ADJOURNMENT

Tampa Bay Area Regional Transit Authority meetings are open to the public. If a decision made at a meeting is appealable, any person who decides to appeal will need a record of the proceedings and may need to ensure a verbatim record of the proceedings is made, including testimony and evidence upon which the appeal is based. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in a Tampa Bay Area Regional Transit Authority meeting is asked to advise the agency at least 2 business days before the meeting by calling 1(800) 998-7433. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

****Next Policy Committee Meeting****

July 19, 2019 – 10:00 am

**PSTA Auditorium
3201 Scherer Drive
St. Petersburg, FL 33716**

Policy Committee Meeting
Friday, May 10, 2019 –10:00 am
Pinellas Suncoast Transit Authority Auditorium
3201 Scherer Drive, St. Petersburg, FL 33716

Meeting Minutes

- ❖ **Items in red indicate a vote by the Committee.**
- ❖ **Items in blue indicate staff action item.**

Policy Committee Members Present:

Melanie Griffin, Chair Gubernatorial (via phone)
Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA)
Cliff Manuel, Jr., Gubernatorial (via phone)
Commissioner Kathryn Starkey, Pasco County (via phone)

Policy Committee Members not present:

Jim Holton, Gubernatorial
Commissioner Pat Kemp, Hillsborough County

Meeting Attendees:

Michael Case (via phone), David Green, Cyndi Raskin, Chris Jadick, Melonie Williams, Jennifer Mendez, Debbie Leous, Bill Johnson, Doyle Walsh, Alan Zimmet

Call to Order

- Melanie Griffin called the meeting to order at 10:04 am

Public Comments

- No public comments

Consent Agenda Item

- ❖ **Committee members approved by consensus to move the Policy Committee meeting minutes for April 19, 2019 to the Board. Could not formally approve due to lack of quorum.**

Action Items

- ***Travel and Expense Reimbursement Policies and Guidelines – Debbie Leous, PSTA***
 - TBARTA presently does not have policies or guidelines in place to be followed for expense reimbursement when staff or board members are traveling on TBARTA business. The proposed policies were presented at the April Policy Committee meeting.
 - A change to the policy was made on page #5. It originally stated; “Any requests that are not submitted within 30 days of travel will be denied”, it has now been amended to state “Any requests that are not submitted within 30 days of travel may be denied reimbursement.”
- ❖ **Committee members approved by consensus to move this to the Board. Could not formally approve due to lack of quorum.**
- ***Resolution 2019-05 MPO Regional Coordination Structure and Best Practices for the Tampa Bay Region Final Report - Michael Case***

- The MPO Regional Coordination Structure and Best Practices for the Tampa Bay Region research project began in November 2018 and focused on ways that Tampa Bay area Metropolitan Planning Organizations (MPOs) can improve their processes for and results of regional coordination. We have received the final report and all other documentation as described in the Consultant contract and has verified the thoroughness and accuracy of its completion.
- It is Recommend that the TBARTA Governing Board adopt Resolution 2019-05; A Resolution Accepting the MPO Regional Coordination Structure and Best Practices for the Tampa Bay Region Final Report
 - Janet Long expressed some concern with the TMA pushing to have more decision-making authority. This was based on her observations during the Stantec workshops. She questioned whether or not the study had any direction on this matter.
 - Per Michael Case no, but one of the short-term recommendations by the consultant was to potentially increase the authority of the TMA or CCC to act as more of a policy making body for the MPO's. They would not have any jurisdiction over TBARTA.
 - Janet Long would not be in favor for any additional decision making on regional projects. She also requested we include TTED in the distribution of this report. (will add to paragraph #4)
 - Cliff Manuel recommends that we remove paragraph #3, as we are not endorsing the plan. Michael Case will make the proposed changes when this resolution is brought before the Board.

❖ **Committee members approved by consensus to move this to the Board. Could not formally approve due to lack of quorum.**

Other Business

➤ ***Meeting Attendance***

- Melanie Griffin asked if any Legislative action was taken on meeting attendance language. Janet Long informed us that unfortunately this topic never got to the floor. Next year we will identify a sponsor in the House & Senate to carry this into a regular bill.
- Attendance is a sticky point for Janet Long. She asked legal counsel if we can amend our own by-laws to require a certain amount of attendance until a member gets replaced. Alan Zimmett stated that the Board could adopt an attendance policy that applies to Committee appointments, thus resending the appointment if the member does not meet the requirements.
- Per Melanie Griffin she and David Green previously had this discussion, but it had been tabled due to the Legislative session. She recommends that the proposed policy change be on the June Policy Committee agenda.
- Janet Long proposed that we only meet when there are action items due to members drive time.
- Kathryn Starkey proposed that a more centralized location would also make sense or have the Committee meetings the same day of the Board meeting. All members agreed that it would make the most sense to have all Committee meetings the same day before the Board limiting it to action items only.
- David Green will talk to Chair Jim Holton to see if he's ok with this, then staff will work on getting the meetings updated. Board meetings will take place at 10:00am with Committee meetings filtered in.
- It was also noted by Janet Long & Melanie Griffin that we need to rotate out meetings due to TBARTA asking for more funding. This could still be accomplished with period visits to each county with promo materials etc. per Cliff Manuel.

Adjournment 10:46 am

ACTION ITEM: Federal Transit Administration (FTA) National Transit Database (NTD) Reporting Procedure and Document Retention Policy

Action: Recommend the TBARTA Governing Board approve the NTD Reporting Procedure and Document Retention Policy

Staff Resource: David Green, Executive Director
Michael Case, Principal Planner

Details:

- Background:
 - TBARTA recently completed its NTD Annual Report and an Independent Auditors Statement of Federal Funding Allocations (IAS-FFA) for its vanpool program for Fiscal Year 2018. The NTD Annual Report covers operational and financial statistics for the program each fiscal year and the IAS-FFA certifies that the reporting agency is following procedures for reporting established by FTA, and where appropriate, has policies in place that support proper management of data documentation.
 - The IAS-FFA, required of agencies with 100 or more vehicles operating in maximum service (VOMS), was completed by Clifton Larson Allen (CLA). This is the first year TBARTA has been required to complete an IAS-FFA, and CLA included two findings for resolution by TBARTA – (1) the absence of a written procedure for preparing, maintaining and reporting NTD data; and (2), the absence of a formal policy for retaining source documents that contain data reported to NTD.
 - This policy will apply to all financial, programmatic, statistical, and other supporting records and documentation used for reporting operational and financial data to the Federal Transit Administration (FTA) National Transit Database (NTD).
 - Records retention and access requirements shall also apply to contractors, subcontractors, and subgrantees, where appropriate, and shall be included in contracts in accordance with terms and conditions specified by FTA.
 - The Senior Accountant, with support from the Director of Commuter Services, will have final responsibility for implementation of the specified procedures as well as compliance with the retention policy for NTD reporting.

Fiscal Impact:

None

Recommendation:

Recommend the TBARTA Governing Board approve the NTD Reporting Procedure and Document Retention Policy

Attachments:

NTD Reporting Procedure and Document Retention Policy



**RECORD RETENTION AND ACCESS POLICY AND
DATA PREPARATION, MAINTENANCE AND REPORTING PROCEDURE
FOR FEDERAL TRANSIT ADMINISTRATION (FTA) NATIONAL TRANSIT DATABASE (NTD) REPORTING**

INTRODUCTION:

The following policy and procedures apply to all financial, programmatic, statistical records, and other supporting records and documentation used for reporting operational and financial data to the Federal Transit Administration (FTA) National Transit Database (NTD).

Records retention and access requirements shall also apply to contractors, subcontractors, and subgrantees, where appropriate, and shall be included in contracts in accordance with terms and conditions specified by FTA.

BACKGROUND:

National Transit Database (NTD) Reporting Records document a wide variety of required operational and financial statistics related to the operation of transit services. As an agency that purchases transportation services and reports the operational and financial characteristics to NTD, TBARTA is subject to those requirements and definitions set forth in 49 CFR Part 630, Federal Register, dated January 15, 1993, as presented in the most recent NTD Policy Manual.

The following policy and procedures outline the standards for preparing, maintaining, reporting, retaining and accessing source documents and reports that contain data reported on the NTD Federal Funding Allocation (FFA-10) Statistics form annually.

RECORD RETENTION AND ACCESS POLICY:

In accordance with the agreed-upon procedures as specified by FTA in the Declarations section of the most recent NTD Policy Manual, TBARTA staff responsible for supervising NTD data preparation and maintenance shall retain and provide reasonable access to the documents listed below for a minimum of five (5) years. The following documents included under this policy are as follows:

<ul style="list-style-type: none"> Monthly Reports on vanpool ridership, operational and safety statistics as provided by the vendor 	Minimum five (5) years
<ul style="list-style-type: none"> Monthly invoices for vanpool as provided by the vendor, and record of their review and approval 	Minimum five (5) years
<ul style="list-style-type: none"> Auditing Statements and Annual Reports; 	Minimum five (5) years
<ul style="list-style-type: none"> Annual Operational and Financial Report for TBARTA Vanpool as provided by the vendor 	Minimum five (5) years
<ul style="list-style-type: none"> Profit and Loss (P&L) Reports for Federal and State Grants used to support vanpooling 	Minimum five (5) years

<ul style="list-style-type: none"> Independent Auditor Statements of Federal Funding Allocations (IAS-FFA) 	Minimum five (5) years
<ul style="list-style-type: none"> Executed contracts for Purchased Transportation (PT), and their amendments 	Minimum five (5) years
<ul style="list-style-type: none"> Other reports, raw data, statistics, or other documentation if used to support, provide evidence of, or accumulate information for data entry into NTD reporting site, or provided as required by NTD Policy Manuals and Federal Transit Administration for grant related reporting purposes 	Minimum five (5) years

DATA PREPARATION AND MAINTENANCE PROCEDURES:

As a purchaser of transportation (PT) service, TBARTA receives information on the operational and financial characteristics of the service from the contracted third-party on both a monthly and annual basis.

For Vanpool – PT, the vendor, also known as the seller, utilizes the following method for gathering and aggregating 100% service data for monthly reporting purposes:

1. Designated participants in each vanpool have access to report daily ridership via the vendor’s website and/or mobile app.
2. Ridership data is combined with route and schedule data to provide a full set of service characteristics for monthly and annual reporting, including vehicles operating in maximum service, vehicles available for maximum service, vehicle and passenger miles traveled, vehicle revenue miles and hours, unlinked passenger trips, days operated, occupancy rate, average commute time, fuel gallons consumer, fuel costs and average passengers per trip.
3. Prior to issuing the data to TBARTA for review, the vendor audits the reports for reasonableness and error in accordance with standards issued by FTA.
4. Reports are due to TBARTA on the 15th of each subsequent month (i.e. February report provided by March 15).

The vendor contact for monthly reports is Devin Barton (Devin.N.Bartin@ehi.com).

Upon receiving the vendor’s monthly reports, TBARTA engages in the following activities:

1. Review the data for errors, including a check against vanpools registered in its ride-matching database. If discrepancies are found, the issues are reported to the vendor for correction.
2. Pending verification of accuracy, TBARTA will report the information required for monthly ridership statistics to NTD no later than 5 days after the receipt of the final monthly report. The due date established by FTA for entry of the monthly ridership and Safety and Security statistics is the last day of the subsequent month for that data (i.e. February is due by March 31).
3. TBARTA accumulates each monthly report for comparison both to the subsequent monthly report, and the vendor annual report received at the end of the agency fiscal year to ensure their cumulative accuracy and consistency.

The Senior Accountant, with support from the Director of Commuter Services, is responsible for data preparation, maintenance and monthly reporting for NTD.

ADDITIONAL INFORMATION AND REQUIREMENTS:

NTD Annual Report – In addition to the operational statistics provided monthly, the vendor provides an NTD Annual Report, listing the expenses, revenues and other summarized data for the program within the current reporting year. This information is combined with the operational expenses of TBARTA for the program to develop a set of total expenses for the program, which is reported on the NTD site, and due the January following the end of TBARTA’s Fiscal Year, running October 1 to September 30.

1. Staff responsible for reviewing, reporting, and retaining the aforementioned data will check the NTD Manuals page for updates on policy changes and reporting clarifications as they are issued in late June of each year.
 - a. NTD Policy Manuals for the present and previous reporting years are made available by FTA, and are located at <https://www.transit.dot.gov/ntd/manuals>.