



Policy Committee Meeting
Friday, October 25, 2019 – 9:00 am
West Pasco Government Center - Board Room
8731 Citizens Drive
New Port Richey, FL 34654

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. July 26 & August 23, 2019 Policy Committee Meeting Minutes

4. DISCUSSION AND/OR ACTION ITEMS

A. Approval of 2020 Committee/Board Meetings Calendar

5. INFORMATION ITEMS

6. OTHER BUSINESS

7. FUTURE MEETING SUBJECTS

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****

November 15, 2019 – 9:00 am

Tampa International Airport
4160 George J. Bean Parkway
Main Terminal – Special Events Space 3rd Floor
Tampa, FL 33607

Policy Committee Meeting
Friday, July 26, 2019 – 9:00 am
PSTA Auditorium
3201 Scherer Drive
St. Petersburg, FL 33716

Meeting Minutes

Policy Committee Members Present:

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

Meeting Attendees:

Natalie King – RSA, Ron Pierce - RSA, Katina Kavouklis - FDOT, Nick Guido - FDOT, Michael Case (via phone), David Green, Cyndi Raskin, Chris Jadick, Chris DeAnnuntis, Melonie Williams, Jennifer Mendez, Brandon Nuby, Kesha Lindo, Terry Bowers, Nikki Day - BMO, Debbie Leous – PSTA, Bill Johnson, Bill Parrish – Westchase Community Assoc.

Call to Order

- Melanie Griffin called the meeting to order at 9:03 am

Public Comments

- No public comments

Consent Agenda Item

- ***Approve June 21, 2019 Policy Committee Meeting Minutes***
- ❖ **Jim Holton motioned to accept. Cliff Manuel seconded. PASSED 4-0**

Action Items

- ***Procurement Card Policy – Melonie Williams***
 - The Procurement Card (P-Card) is a TBARTA credit card provided to TBARTA employees upon approval by the Executive Director and P-Card Administrator to establish a more efficient and cost-effective method for the purchase and payment of approved expenses made on behalf of TBARTA.
 - The P-Card is designed to eliminate petty cash, enhance productivity, improve controls, and reduce paperwork and the overall cost associated with purchases and payments. The P-Card streamlines payment and procurement procedures, reduces administrative burden traditionally associated with small dollar value purchases, and allows for quicker receipt of goods and services, and payment to suppliers.
 - This policy will apply to all departments and board members of TBARTA and is intended to provide an efficient and convenient method of procurement and paying for goods and services not exceeding pre-authorized purchase dollar limits. The Executive Director or their designee will be responsible for implementing this policy. The Senior Accountant will be the P-Card administrator

under the direction of the Executive Director.

❖ **Jim Holton moved to accept. Commissioner Long seconded. PASSED 4-0**

➤ **Committee Member Attendance – David Green**

- As a part of its legislative priorities for the 2019 Florida Legislative Session, TBARTA included a change to statute that would allow attendance of board and committee members through electronic communications such as teleconferencing and videoconferencing to count toward a meeting quorum. The topic did not make it to the floor.
- Interim to the next legislative session, the Policy Committee requested legal counsel amend our the TBARTA bylaws to reflect a certain amount of attendance for committee appointees and a threshold for resending the appointment if the member does not meet the requirements. This has been completed via a proposed amendment to the bylaws.
 - Melanie Griffin asked David Green to outline what the proposed policy states.
 - Per David Green, this amendment would apply to Committee meetings only. It suggests Committee members must provide notice 7 days prior to the meeting if they are unable to attend and contact an alternate (Board member) to attend in their absence. It suggests attending a Committee meeting via telephone or other electronic means would count towards attendance. It also suggests that if a member has 3 unexcused absences in a 12-month period they could be removed by the Board chair.
 - Commissioner Long questioned if the alternate must be appointed by the Board per section 9B. She believes the alternate should be appointed by the chair. Cliff Manuel agreed.
 - Commissioner Starkey asked if the alternates could be set up ahead of time and then called upon when needed. Jim Holton agreed.
 - Cliff Manuel questioned if the absence would be excused with the attendance of the alternate and the answer was yes.
 - Jim Holton stated that the chair should appoint the alternate. Per Nikki Day the bylaws already allow for the Board to delegate those appointments.

❖ **Commissioner Long recommended to move the amendment changes for approval. Commissioner Starkey seconded. PASSED 4-0**

❖ **Commissioner Long moved to amend the recommended policy forward. Jim Holton seconded. PASSED 4-0**

➤ **PSTA Central Avenue BRT Project Support – David Green**

- At the request of PSTA staff, TBARTA has drafted a letter of support for the Central Avenue BRT project for the purpose of solidifying local support for its implementation.
- This would be posted on PSTA's website to formally demonstrate support of the project to the Florida Department of Transportation (FDOT) and Federal Transit Administration (FTA).

❖ **Commissioner Long moved to approve and recommend to the Board for adoption. Cliff Manuel seconded. PASSED 4-0.**

Information Items

➤ **New Transportation Technology Opportunities**

- Commissioner Long would like the Board to hear about 2 new transportation technologies (cable propelled transit system & air taxis).
- Commissioner Starkey met with Bell Helicopter and they are testing the same technology (air taxi) and would like them to be able to present to the Board as well.
- Jim Holton agreed with both Commissioners and stated that we should not limit to one company or mode.

Adjournment 9:33 am

❖ Items in red indicate a vote by the Committee.



POLICY COMMITTEE MEETING MINUTES

August 23, 2019 | PSTA Auditorium, 3202 Scherer Drive, St. Petersburg, FL 33617

Cliff Manuel called the meeting to order at 8:58 am.

POLICY COMMITTEE MEMBERS PRESENT:

Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA); Cliff Manuel, Jr., Gubernatorial; Jim Holton, Gubernatorial

POLICY COMMITTEE MEMBERS NOT PRESENT:

Commissioner Pat Kemp, Hillsborough County; Melanie Griffin, Chair Gubernatorial (excused); Commissioner Kathryn Starkey, Pasco County (excused)

MEETING ATTENDEES:

David Green, Executive Director; TBARTA staff members; Allan Zimmet, BMO; Debbie Leous, PSTA

PUBLIC COMMENT:

No public comments were presented.

CONSENT AGENDA ITEMS:

Approval of July 26, 2019 Policy Committee meeting minutes.

➤ **Not passed due to lack of quorum**

ACTION ITEMS:

Interlocal Agreement for Participation in Employee Benefit Plan

- Executive Director David Green recommended that the Committee approve the Interlocal agreement for participation in PSTA's employee benefit plan. Currently TBARTA offers a basic benefits package that is fairly limited in scope with high premiums due to the small size of our organization. This would not only benefit current employees but also help TBARTA to be an employer of choice. The proposed agreement may be terminated by mutual agreement or by either party with at least 120 days written notice prior to the end of a plan year. The fiscal impacts are positive with premiums being lower for both the employee and organization.
- **This item has been moved to the Board for approval by consensus.**

OTHER BUSINESS:

None heard.

Adjournment 9:14 am

DISCUSSION/ACTION ITEM: 2020 COMMITTEE/BOARD MEETINGS CALENDAR

Action: Recommend approval of the 2020 Committee/Board meetings calendar.

Staff Resource: David Green, Executive Director

Details:**Background:**

- The draft calendar was provided to the Board during the September meeting and emailed to Committee/Board members on 9/30. No conflicts were reported.

Fiscal Impact:

None

Recommendation:

Recommend that the Governing Board approve the 2020 Committee/Board Meetings calendar.

Attachments:

Draft 2020 Committee/Board meetings calendar



TBARTA Board and Committees – 2020 Master Calendar DRAFT

M o n t h	TBARTA Transit Management Committee	TBARTA Citizens Advisory Committee	TBARTA Legislative Subcommittee	TBARTA Policy Committee	TBARTA Finance Committee	TBARTA Board
Jan	No Meeting	No Meeting	17th 8:30 am	17th 9:00 am	17th 9:30 am	17th 10:00 am
Feb	No Meeting	15th 1:30 pm	21st 8:30 am	21st 9:00 am	21st 9:30 am	21st 10:00 am
Mar	10th 1:30 pm	No Meeting	20th 8:30 am	20th 9:00 am	20th 9:30 am	20th 10:00 am
Apr	No Meeting	15th 1:30 pm	17th 8:30 am	17th 9:00 am	17th 9:30 am	17th 10:00 am
May	No Meeting	No Meeting	15th 8:30 am	15th 9:00 am	15th 9:30 am	15th 10:00 am
June	9th 1:30 pm	17th 1:30 pm	19th 8:30 am	19th 9:00 am	19th 9:30 am	19th 10:00 am
July	No Meeting	No Meeting	17th 8:30 am	17th 9:00 am	17th 9:30 am	17th 10:00 am
Aug	No Meeting	19th 1:30 pm	21st 8:30 am	21st 9:00 am	21st 9:30 am	21st 10:00 am
Sep	8th 1:30 pm	No Meeting	25th 8:30 am	25th 9:00 am	25th 9:30 am	25th 10:00 am
Oct	No Meeting	14th 1:30 pm	16th 8:30 am	16th 9:00 am	16th 9:30 am	16th 10:00 am
Nov	No Meeting	No Meeting	13th 8:30 am	13th 9:00 am	13th 9:30 am	13th 10:00 am
Dec	8th 1:30 pm	16th 1:30 pm	11th 8:30 am	11th 9:00 am	11th 9:30 am	11th 10:00 am

See TBARTA website meetings calendar for up-to-date information at: www.tbarta.com