



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 – JANUARY 28, 2015; 11:30 AM or at
the conclusion of the regular Board meeting
PSTA BOARD ROOM**

1. CALL TO ORDER
2. PUBLIC COMMENT
3. APPROVAL OF SEPTEMBER 17, 2014 MEETING MINUTES
4. RULES & REGULATIONS
5. TRAC BY-LAWS
6. FEBRUARY 18, 2015 PSTA WORKSHOP AGENDA
7. ADJOURNMENT

ACTION ITEM



3: Approval of September 17, 2014 Meeting Minutes

Action: Approve Meeting Minutes

Staff Resource: Clarissa Keresztes, Admin Assistant

- The minutes of the September 17th Executive Committee meeting are attached for your approval.
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Attachments:

1. Minutes



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EXECUTIVE COMMITTEE MEETING
MINUTES – SEPTEMBER 17, 2014

The Executive Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 11:30 AM on this date. The purpose of the meeting was to review the Greenlight Pinellas Outreach materials. The following members were present:

Kenneth Welch, Chairperson
Bill Jonson, Vice-Chairperson
Julie Bujalski, Secretary/Treasurer

Also Present:

Brad Miller, CEO
PSTA Staff Members
Members of Public

CALL TO ORDER

Chairperson Welch opened the meeting at 11:40 AM.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The minutes of the September 9, 2014 meeting were approved as amended.

REVIEW OF GREENLIGHT PINELLAS OUTREACH

Final Newspaper Insert – Mr. Miller presented the final version of the newspaper insert that will be published in the *Tampa Bay Times* and the *Tampa Tribune* on Sunday, September 28th.

Telephone Town Hall Schedule – Cassandra Borchers, Chief Development Officer, informed the Committee that staff came up with a six-call strategy for the price of five. She explained the various dates and attendees for each call. The Committee discussed the assignments and schedule.

Cancellation of Radio Ads – Mr. Miller recommended that PSTA not move forward with the radio ads because they could be construed as too much in the advocacy area. He said he had spoken with the Yes For Greenlight people, and they plan to do a radio campaign. Chairperson Welch and Mr. Jonson agreed with the recommendation. Ms. Bujalski commented that she likes the radio ads, and expressed her concern that she has not received any materials for Greenlight Pinellas at her residence, and suggested that PSTA send out a mailer. Chairperson Welch commented that the Yes For Greenlight people will be managing the mail campaign.

Mr. Jonson made a motion, seconded by Ms. Bujalski to cancel the radio ads. There were no public comments. Motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 12:25 PM.

ACTION ITEM



4: Rules & Regulations

Action: Recommend Approval of the Revisions to the Rules & Regulations

Staff Resource: Brad Miller, CEO



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- The Committee will review and discuss staff's proposed revisions to the Rules & Regulations.
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Attachments:

1. Draft Resolution

RESOLUTION # 15-01

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 2.05.A. TO PROVIDE THAT ONE MEETING OF THE BOARD OF DIRECTORS SHALL OCCUR IN THE EVENING; BY AMENDING SECTION 2.10.B REGARDING PUBLIC HEARING NOTICES; BY AMENDING SECTION 2.10.C. REGARDING PUBLIC HEARINGS; BY CREATING SECTION 3.02.K TO REQUIRE THE APPROVAL OF THE BOARD OF DIRECTORS FOR THE TRANSFER OF FUNDS BETWEEN DEPARTMENTS; BY AMENDING SECTION 5.01.A TO PROVIDE FOR BOARD NOTIFICATION OF EMERGENCY PURCHASES; 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 wishes to amend the Rules and Regulations to provide for one meeting of the Board of Directors to occur in the evening; and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to require one public hearing regarding a proposed fare increase; and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to require a public hearing only for a 25% decrease in service; and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to provide for required approval by the Board of Directors for any transfer of funds between departments in excess of one-hundred thousand (\$100,000.00) dollars; and

WHEREAS, the PSTA Board of Directors wishes to amend the Rules and Regulations to require notification be sent to the Board of Directors by the Chief Executive Officer of all emergency purchases.

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

1. Section 2.05.A of the PSTA Rules and Regulations is hereby amended to provide as follows:

Section 2.05 Rules of Procedure of Board of Directors

A. Meetings – The Board of Directors shall normally meet regularly on the fourth Wednesday of each month at PSTA's Board Meeting Room or at any other location selected by the Board. The regular meetings normally will be held at 9:00 AM, except that ~~two~~ one of the Board's regular meetings during each calendar year shall start at 6:00 PM. Special meetings and work sessions may be held on call of the Chairperson, the CEO/ED or any two Board members through the CEO/ED or General Counsel and, whenever possible, upon no less than twenty-four hours public notice. Work sessions are primarily designed for information gathering and guidance, and no formal Board decision approving or disapproving an item may be made. Only staff members, PSTA consultants or contractors, or representatives from other governmental agencies shall be included in the work session discussion unless prior arrangements are made through the CEO/ED, General Counsel or Chairperson. The Board, by majority vote, may allow comment from persons other than staff members on a specific work session item.

2. Section 2.10.B. of the PSTA Rules and Regulations is hereby amended to read as follows:

Section 2.10 Public Hearings.

B. Notices – When a public hearing is scheduled, at least fifteen (15) days notice shall be provided, unless a different requirement is established by applicable state or federal law or regulation. The following notices may be provided:

1. Interior signs on all PSTA buses
2. Posters at Williams Park Transit Center information booth, Park Street Transit Center Terminal, Grand Central Plaza Terminal, Pinellas Park Transit Center, and PSTA's Headquarters
3. On PSTA's website
4. Paid newspaper advertisement
5. Social Media

3. Section 2.10.C. of the PSTA Rules and Regulations is hereby amended to read as follows:

Section 2.10 Public Hearings.

C. Number of Public Hearings

1. Fare increases and system-wide service changes shall require at least ~~three~~ one public hearings; ~~one in north county, one in mid-county, and one in south county.~~ The locations for the hearings ~~should be that is~~ is easily accessible by ~~car and/or bus, where and includes~~ adequate parking ~~exists, and~~ at a time that ~~will encourage the most~~ maximizes public attendance.
2. The Program of Projects and non-system-wide service changes that result in a 25% or more decrease ~~affect 25% or more~~ of the transit route miles, transit revenue vehicle miles or ridership of a transit route shall require at least one public hearing. If the non-system-wide service changes are such that a public hearing would be better held at a location central to the area affected by the changes, then this "central" hearing location may replace the PSTA headquarters hearing.

4. Section 3.02.K of the PSTA Rules and Regulations is hereby created to provide as follows:

Section 3.02 Powers and Duties of CEO/ED – The powers and duties of the CEO/ED shall include the following:

K. At any time during the fiscal year the CEO/ED may transfer part or all of any unencumbered appropriation balance within a department to any other department. For any transfer that exceeds one-hundred thousand (\$100,000.00) dollars, such transfer must first be approved by the Board of Directors.

5. Section 5.01A of the PSTA Rules and Regulations is hereby amended to provide as follows:

Section 5.01 Competitive Bidding

A. Procurement of Commodities and/or Services – Except as otherwise provided in these Rules and Regulations, the procurement of commodities and/or services of an estimated value in excess of \$100,000.00 shall be by written contract or Purchase Order with the most responsible and responsive bidder/proposer, whose bid has been solicited, received, and approved by the Board of Directors. All competitive bidding shall be conducted in accordance with PSTA's procurement procedures and all federal or state rules or regulations that apply to the respective procurement, which shall be prepared and approved by the CEO/ED or his/her designee. The procurements of commodities and/or services of an estimated value below \$100,000.00 shall be approved by the

CEO/ED or designee and shall be made in accordance with the procurement procedures. The CEO/ED shall include in his/her report that is part of each Board's agenda a list of all procurements with an estimated value greater than \$25,000 and less than \$100,000 that the CEO/ED has approved. The CEO/ED shall have authority to settle legal claims, including workers' compensation claims, whether the settlement is reached pre-litigation or during litigation, where the amount paid or received by PSTA is less than \$25,000.00. If any purchase over \$100,000 is approved by the CEO/ED because an emergency situation prevents the ability to follow the provisions of these Rules, the Board of Directors shall be promptly notified of such purchase and the basis for such purchase.

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

Dated this 28th day of January, 2015

ATTEST:

PINELLAS SUNCOAST TRANSIT AUTHORITY
PINELLAS COUNTY, FLORIDA

Janet Long
Secretary-Treasurer

William C. Jonson
Chairperson

DATE: January 28, 2015

APPROVED AS TO FORM:

Alan S. Zimmet
PSTA General Counsel

ACTION ITEM



5: TRAC By-Laws

Action: Recommend Approval of the Changes to the By-Laws

Staff Resource: Cassandra Borchers, CDO

EXECUTIVE

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- The Transit Riders Advisory Committee (TRAC) recently completed its first calendar year of meetings.
 - The committee members have been very active in listening, learning, and suggesting improvements to PSTA plans, programs, policies, and public engagement.
 - As to affirm the expectations of members, staff is recommending clarifying changes to the committee by-laws.
 - The recommended changes include better defined attendance requirements, including how bus passes are distributed for participation and maximum absences per calendar year.
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Attachments:

1. Draft By-Laws



BYLAWS OF THE TRANSIT RIDERS ADVISORY COMMITTEE

ARTICLE 1 - NAME

The name of this Committee shall be the Pinellas Suncoast Transit Authority (PSTA) Transit Riders Advisory Committee (TRAC or Committee) effective February 26, 2014, the first meeting taking place March 11, 2014.

ARTICLE 2 - PURPOSE

The purpose of the Committee shall be to provide insight and recommendations to the PSTA Board of Directors and its committees (as appropriate) on operational and transit service issues. Topics for the committee to review and discuss will be presented by staff to the TRAC prior to discussion by the Board of Directors. The Committee will be comprised of members from the public representing diversity and geographic distribution of people in Pinellas County based on the most recent United States Census Data. Committee members will:

1. Provide knowledge of the transit system and related overall community needs and values
2. Establish comprehension of existing and future programs and projects related to delivery of public transit services.
3. Express overall citizen values and responses for capital and operating projects
4. Promote better public dissemination of general information about PSTA
5. Provide insight on various planning efforts (such as the PSTA Transit Development Plan).

ARTICLE 3 - MEMBERSHIP

The representation should consist of the following:

12 transit users (defined by at least two (2) trips per week) selected to reflect the diversity and geographic distribution of county residents.

- o 2 representatives from North County, 3 from Mid-County, 3 from South County and one from the Beach Communities
 - o 1 DART user
 - o 1 student
 - o 1 professional in the field of engineering, architecture, planning, legal business, finance, environmental, marketing or public relations, or similar.
- So as to preclude actual or perceived conflict of interest, no person who is an officer or employee of any governmental agency, private non-profit, agency, or social service agency which plans, operates or oversees public transportation within PSTA's service area shall be eligible to become an appointed member of the Committee. No elected officials may serve on the TRAC.

- Members are recommended by the PSTA Board Nominating Committee and approved by the PSTA Board of Directors. PSTA will advertise for applications for new committee members annually or as needed, to fill vacancies or to fill concluding member terms.

ATTENDANCE

- Each member will be required to attend meetings regularly and must notify PSTA TRAC Staff of any expected absences. A member may have to withdraw his/her position on the Committee to an alternate member if s/he does not regularly attend meetings. To maintain a position on the TRAC, a member shall miss no more than two (2) meetings in a calendar year.
- Each member will receive a monthly bus pass (or equivalent) for their service on the committee. Members are required to attend each TRAC meeting to receive the monthly bus pass.
- Members may be removed from the Committee by PSTA staff for noncompliance with attendance requirements.

ALTERNATES

- The Committee will consist of 3 alternate members; 1 from North County, 1 from Mid-County and 1 from South County, to fill in when regular members from each of the geographic areas cannot attend.
- Alternate members shall attend each meeting and be held to the same attendance standards as regular members, including eligibility for monthly bus pass distribution.
- Alternates will have the opportunity to vote on Committee matters when a regular member from his/her geographic area is absent, but will not otherwise have voting privileges.
- Alternate members will fill vacated positions in their region, completing the original term of the member, and as such, will then have full voting privileges.

TERMS

- The Committee member terms will be staggered with a mix of 2 and 3 year terms for the initial appointments and 2 year terms for subsequent appointments to ensure member and Committee continuity. Terms will be selected at the first meeting of the second year of the committee's existence. Two year terms will terminate at the last scheduled TRAC meeting in 2015. Three year terms will terminate at the last scheduled TRAC meeting in 2016. Members whose terms have expired are eligible to reapply for the TRAC during the open application process in the fall of each year.
- Members will not serve more than two consecutive terms.

ARTICLE 4 – OFFICERS AND DUTIES

A Chairperson and Vice-Chairperson of the Committee shall be elected at the last regularly scheduled meeting of each calendar year beginning in 2015.

Any regular member may nominate or be nominated to be an officer. All elections shall be by a simple majority vote of the regular members.

The Chairperson shall preside and maintain order at all meetings. The Committee shall be governed by Robert's Rules of Order, on matters of parliamentary procedure to the extent that the rules and procedures contained therein are not inconsistent with these bylaws. The Chairperson shall be responsible for pertinent Committee correspondence and information releases. The Chairperson shall also serve as a liaison between the TRAC and the PSTA Board of Directors at key Board meetings, or as necessary.

The Vice-Chairperson shall, during the absence of the Chairperson, serve, and exercise all the duties and powers of the Chairperson. The Vice-Chairperson shall also perform such other duties as may be assigned by the Chairperson.

If both the Chairperson and Vice-Chairperson are absent from a meeting, a temporary Chairperson shall be selected by majority vote of the members present. A permanent vacancy of a Chair or Vice Chair shall be filled by a majority vote of the members present at the next regular meeting. The officer so elected shall fill the remainder of the unexpired term of the vacant office.

If, at any time, the Committee feels that an officer is not performing their duties, the Officer may be removed from office by a two-thirds vote of the members present at a regular meeting.

ARTICLE 5 - MEETINGS

The Committee shall meet monthly at a date, time, and place acceptable to a majority of the membership. The date or time may be changed if a seven (7) day notice is given to the members.

The Chairperson may call special meetings when deemed necessary.

A seven (7) day notice shall be given for regular meetings. Emergency or special meetings may be called with a minimum of three (3) day notice, indicating the reason for the meeting.

Agendas shall be prepared prior to all meetings. Agendas will be mailed electronically, with meeting notices and minutes of the previous meetings, at least four (4) days prior to any regular meeting, and at least two (2) days prior to any emergency or special meeting. Members without access to electronic mail may request a hard-copy agenda and package be mailed to his/her home.



Each member shall have one (1) vote. Members must abstain from any vote where there is a conflict of interest involving any specific action item. Only when a conflict of interest is declared, will a Committee member be allowed to abstain from voting.

A quorum shall consist of one-half (1/2) plus one (1) of the voting membership and shall be required for conduct of all official business. A majority of the quorum shall be necessary to decide an issue before the Committee.

ARTICLE 6 – AMENDMENTS

Proposed bylaw amendments can be forwarded to the PSTA Board of Directors only by the affirmative vote of a majority of the regular members of the TRAC, provided a copy of the proposed amendment(s) shall have been sent to every member at least seven (7) days before a vote on said amendment. All proposed amendments shall be voted on at regular meetings.

TRAC Bylaws and proposed amendments must be approved by the PSTA Board of Directors.

The PSTA Board of Directors can amend the TRAC Bylaws at their discretion by majority vote.



6: February 18, 2014 Workshop Agenda

Action: Information Item

Staff Resource: Brad Miller, CEO



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- The Committee will discuss the February 18th Workshop agenda.
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Attachments: None