



Board Meeting
Friday, June 21, 2019 – 10:00 am
HART Board Room
1201 East 7th Avenue
Tampa, FL 33605

NOTICE OF PUBLIC MEETING

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIENCE AND ROLL CALL

3. 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.

4. CONSENT AGENDA ITEMS

A. May 17, 2019 Board Meeting Minutes

5. DISCUSSION AND/OR ACTION ITEMS

A. PRESENTATIONS

- 1. Cross Bay Ferry (Ed Turanchik)
- 2. Website Redesign Update (Chris Jadick)

B. POLICY COMMITTEE REPORT – MELANIE GRIFFIN, CHAIR

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

C. FINANCE COMMITTEE REPORT – COMMISSIONER JANET LONG, CHAIR

- 1. FY 2018 Audit Report (CLA)
- 2. Proposal to increase FKQ website budget (Chris Jadick)

D. LEGISLATIVE SUBCOMMITTEE REPORT – COMMISSIONER JANET LONG, CHAIR

- 1. Federal Legislative Updates (Van Scoyoc)

E. CITIZENS ADVISORY COMMITTEE REPORT – TBD

F. TRANSIT MANAGEMENT COMMITTEE REPORT – TBD

6. CHAIRMAN'S REPORT – CHAIR JIM HOLTON

7. EXECUTIVE DIRECTOR REPORT

8. OLD & NEW BUSINESS

9. FUTURE MEETING SUBJECTS

- A. Virgin Train Presentation
- B. Enterprise Vanpool Presentation
- C. Congestion Management Lanes/South Florida Express Bus Service
- D. Regional BRT PD&E

10. 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 Board Meeting](#)****

July 26, 2019 – 9:30 am

**PSTA Board Room
3201 Scherer Drive
St. Petersburg, FL 33716**



Meeting Minutes

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

Board Members Present:

Jim Holton, Chair, Gubernatorial
Melanie Griffin, Gubernatorial
Commissioner John Mitten, Hernando County
Commissioner Reggie Bellamy, Manatee County
Rich McClain, Hillsborough Area Regional Transit (HART)
Commissioner Pat Kemp, Hillsborough County
Commissioner Karen Seel, Pinellas County
Commissioner Janet Long, Pinellas Suncoast Transit Authority (PSTA)
Secretary David Gwynn, Florida Department of Transportation (FDOT) District 7
Secretary L.K. Nandam, (Nichole Mills) Florida Department of Transportation (FDOT) District 1

Board Members Absent:

Mayor Jane Castor, City of Tampa (excused)
Mayor Rick Kriseman, City of St. Petersburg (excused)
Cliff Manuel, Jr., Gubernatorial (excused)

Call to Order

- Chair Jim Holton called the meeting to order at 9:33 am.

Public Comments

- No public comments

Consent Agenda Item

- ❖ **Janet Long moved to approve the TBARTA Board meeting minutes from April 26, 2019. Motion Seconded. PASSED 7-0.**

Presentation and Action Items

Policy Committee Report - Melanie Griffin

➤ **Travel and Expense Reimbursement Policies and Guidelines - Debbie Leous**

- An action item was presented recommending the Board adopt the Travel and Expense Reimbursement policies. Guidelines were set for timely reimbursement due to TBARTA not having such a policy, this will be enforced for both staff and Board members.
 - Melanie Griffin added that a revision was made through the Policy Committee to this policy stating that the Executive Director may have the flexibility to approve items submitted past the 30-day mark.

❖ **Melanie Griffin moved to approve. Janet Long seconded. PASSED 7-0.**

➤ **Resolution 2019-05 - Michael Case**

- An action item was presented recommending the Board adopt Resolution 2019-05: A Resolution Accepting the MPO Regional Coordination Structure and Best Practices for the Tampa Bay Region Final Report.
- TBARTA has received the final report and all other documentation as described in the consultant contract and has verified the thoroughness and accuracy of its completion. Once approved the report will be sent to FDOT Districts 1 and 7, TTED, Bay Area Legislative delegation, leadership of the House and Senate of the individual MPO Boards.

❖ **Janet Long moved to approve. Melanie Griffin seconded. PASSED 7-0.**

Finance Committee Report - Commissioner Janet Long

- Our current net income is \$103,973 and we also had about \$56,000 in the operating account at the end of April.
- The audit report will be presented at next month's meeting.
- Janet Long gave kudos to Melanie Williams on a great job working with the auditors.

❖ **Janet Long moved to approve the Finance report. Melanie Griffin seconded. PASSED 7-0.**

Legislative Subcommittee Report - Janet Long, Chair

- Ron Pierce from RSA updated us on a very successful Legislative session which ended on May 4th.
- TBARTA received the \$1.5 million appropriation as well as an additional \$1 million for innovative transportation studies. Senator Hudson, President Galvano and Representative Jackie Toledo and Representative Chris Sprowls were all very instrumental in making this happen as they are very supportive of our efforts.
- The budget should cross the Governors desk sometime next week.
- Our two other Legislative items: Tele-voting and appointment for the Mayor's meeting designee did not get added into another transportation package like we had hoped for. We may want to discuss these items for the next session.
- The 2.5 non-recurring would normally be treated from FDOT as a reimbursable grant. RSA is working with the Governor's office to get this upfront.
 - Jim Holton thanked Ron Peirce for a job well done in Tallahassee. He also encouraged staff and the Policy and Legislative Committees to start planning this summer in order to be prepared for the next session.
 - Janet Long also expressed her appreciation for RSA. She requests that we not get stuck on the \$1.5 million recurring dollar amount as we are now in a much better place than ever before. We need to make sure what we ask for is what we need going forward.
 - Janet Long also recognized audience member Commissioner Ronnie Duncan as former chair of TBARTA.

Presentation and Action Items

➤ **RTDP Envision 2030 – Bill Ball (Tindale Oliver)**

- Envision 2030 will follow the same guidelines prescribed for local transit agencies with a focus on regional impact across the five counties. Envision 2030 will also have some additional value-added services, such as defining an organizational and financial strategy for TBARTA and identifying some regional projects for early implementation.
- Bill Ball stated that the TBARTA RTDP is expected to be completed by September 1, 2020. The service area for the plan includes all five counties.
- We are working closely with the Technical Advisory Group that consists of 12 members, 5 of which come from the transit operators themselves. There are 2 Florida DOT districts involved: District 1 and District 7. They also added a 12th member from the MPO Staff Directors, so they also have representation.
- Tindale Oliver is envisioning a 16-month schedule, and the draft plan will be completed by January or February of 2020, with final adoption in April or May of 2020.
- There are five project objectives:
 - Ensure compliance with legislative requirements
 - Establish regional transit vision
 - Define TBARTA organizational and financial strategy
 - Identify regional projects for early implementation
 - Develop implementation and action plan
- The goal of Envision 2030 is to lay out what TBARTA's role is supposed to be in transportation. Tindale Oliver is researching other regional projects across the country for examples of best practices. They are currently looking at the Atlanta region. Atlanta changed their whole regional transit structure last year with the Atlanta Region Transit Link Authority, and have many similarities with the Tampa Bay region, and involves multiple transit systems and multiple counties.
- Public outreach has started and there is a webpage for the Envision 2030 project on the TBARTA website, and more information will be added over time. A survey will be open through July 1st.
- Technical analysis will begin over the summer on early implementation projects for the Board's consideration by the end of 2019. These will include projects that are ready to be implemented and new services/expansions of existing services.
- Next steps include: Baseline conditions analysis, existing transit services assessments, peer regions selection and evaluation, completion of public outreach events/needs survey.
 - Jim Holton suggested Tindale Oliver could provide a summary or chart of best practices with funding sources. Bill Ball assured the Board that they would provide such information.

➤ **Commuter Services Program – Cyndi Raskin**

- The purpose of the Commuter services division is to reduce traffic congestion for the region. We help travelers through options like carpool, vanpool, biking, walking, public transit and telecommuting. This is done by visiting local business and explaining the tax

benefits of the program. It is funded through FDOT Dist. 7. The service area covers Citrus, Hernando, Pasco, Pinellas & Hillsborough.

- Vanpools are a big part of the program. We partner with Enterprise and currently have 143 as of March. The goal is to reach 230 vans in 2020. We received \$587k dollars in Federal funding this year due to vanpool miles traveled through our program.
- Cyndi Raskin is currently working to put together a Commuter Services team with outreach staff and also creating new marketing materials.
 - Kathryn Starkey asked what email marketing materials are available to promote this County by County. Cyndi Raskin said the team would put something together for this purpose.
 - Reggie Bellamy asked why TBARTA didn't manage Manatee's commuter services program. Cyndi Raskin informed him it was because they are serviced by FDOT District 1 and handled by reThink your Commute.
 - Pat Kemp expressed the fact that she thought the vanpool program was a great opportunity that hasn't been deployed enough. She asked if there are a minimum number of miles per trip or people in the vans in order to receive the subsidy from FDOT? Cyndi Raskin replied that there is not a minimum number of miles, but a minimum of 4 people required. Pat Kemp also asked for more specifics on how the services works. Cyndi Raskin will have Enterprise give the Board a presentation at a future meeting.

Chairman's Report-Jim Holton, Chair

- Jim Holton asked for a consensus to have the Committee and Board meetings the same day in June as we are having some attendance issues. It was agreed that this would move forward, and the date would be changed due to scheduling conflicts.

Executive Director Report - David Green

- David Green thanked Bill Ball for the Envision 2030 presentation and asked all Board members to participate in distributing the survey throughout their regions.
- We are setting up 1:1 meetings with all Board members to discuss the Regional BRT PD&E project.
- Future meeting topics will include audit results, Brightline, Regional Ferry Service project, Van Scoyoc and Enterprise presentations.
- We have so much potential with the Enterprise vanpool program. Every month since November we have had an increase in vans on the road.
 - Jim Holton asked what District 7's position is on HOV lanes. Per David Gwynn FDOT cannot designate these lanes without studies. A managed line might be a possibility here but more of the challenge is enforcing the number of people in a particular vehicle.
 - Pat Kemp requested more information on managed lanes, express bus systems. David Gwynn will have a presentation at a future meeting on these items.

Adjournment 11:27 a.m.

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>.

ACTION ITEM: Proposal to increase “not to exceed” budget of website redesign by \$2150.

MEETING DATE: Board Meeting, June 21, 2019

Action: Recommend Approval of an increase in the “not to exceed” budget amount for TBARTA.com website redesign work with FKQ from \$60,000 to \$62,150.

Staff Resource: Chris Jadick, Director of Communications

Details:

- The TBARTA board approved website redesign with a “not to exceed” budget of \$60,000. TBARTA’s February 11, 2019 Statement of Work with FKQ specifies the tasks to be completed for a total project cost of \$60,000 while also noting several items which are outside the scope: “As necessary these items will be estimated separately, including: Translation of the site into a second language.”
- In April, Chris Jadick asked for information on including Spanish as a language alternative, as the current website provides. On May 15, FKQ quoted \$2150 to add a Spanish translation option.

Attachments:

- FKQ formal quote of \$2150 to add Spanish language option to redesign of TBARTA.com.

Recommendation:

Recommend Approval of an increase in the “not to exceed” budget amount for TBARTA.com website redesign work with FKQ from \$60,000 to \$62,150. Total dollar value of this action is \$2150.

Client

Tampa Bay Area Regional Transit Authority (TBARTA)

Date

June 6, 2019

Program

- Change Order
- Website Redesign
 - Spanish Language Translation

Change order details

- Spanish Language Translation – \$2,150
 - Translations occur manually by use of Google Translate browser plugin
 - We will utilize Umbraco translation to switch between languages on the front end
 - We utilize Umbraco's language dictionary to translate the page names (for navigation and language friendly URLs)
 - Translations will be manually placed on the page by the admin before page publish
 - The Spanish pages will exist at <https://tbarta.com/es/{page-url}>
 - The English will exist at <https://tbarta.com/en/{page-url}>

COST: \$2,150.00

Terms



Term of engagement: This Change Order is effective beginning 6/6/19 and falls under the current contract between PSTA and FKQ.

Work orders: Prior to the site's launch FKQ will review functionality and issue an additional work order to cover incremental work. The site will not launch without execution of this work order.

Payment: The total budget includes the estimated labor for all Services, which FKQ expects to be necessary for the completion of the project as outlined in this Change Order. 100% of the total Change Order will be due upon signing of the Change Order. The terms of the invoicing will be Due Net 30 Days.

Deliverables: All assets and files produced under this Change Order will become the sole property of the Client and these assets will fall under their sole control and discretion upon payment in full (initial SOW and an additional work order).

Completion: This Change Order will be considered fulfilled upon Client receipt of the deliverables as outlined in this document and any work orders that may fall under the governance of this document.

Approval

This Change Order reflects our understanding of the project as you have requested it. Additional analysis and definition may be performed as part of this project. Additional functionality may involve changes in pricing or timeline.

By signing this quote, you agree to engage FKQ to begin working on the project as it has been described.

TBARTA

Date

FKQ Advertising + Marketing

Date