



Policy Committee Meeting
Friday, August 23, 2019 – 9:00 am
PSTA Auditorium
3201 Scherer Drive
St. Petersburg, FL 33716

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, 2019 Policy Committee Meeting Minutes

4. DISCUSSION AND/OR ACTION ITEMS

A. Interlocal Agreement for Participation in Employee Benefit Plan (David Green)

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****

September 27, 2019 9:00am

PSTA Auditorium
3201 Scherer Drive
St. Petersburg, FL 33716

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.

ACTION ITEM: INTERLOCAL AGREEMENT FOR PARTICIPATION IN EMPLOYEE BENEFIT PLAN**Action: RECOMMEND APPROVAL OF THE INTERLOCAL AGREEMENT FOR PARTICIPATION IN EMPLOYEE BENEFIT PLAN**

Staff Resource: David Green, Executive Director

Details:

- TBARTA offers a basic employee benefit package that is fairly limited in scope. The cost of our premiums is high due to the small size of our organization.
- In order to be viewed as an employer of choice, management discussed ideas for expanding TBARTA's benefit options while reducing premiums.
- PSTA contacted their benefit providers and determined that TBARTA employees could be added to PSTA's plans and receive the same benefits as PSTA employees for the same rates.
- Such an arrangement is not covered under the existing interlocal agreement between TBARTA and PSTA for Grant Administration Services.
- There is no financial impact to PSTA; TBARTA would pay for all benefits provided to its employees.
- PSTA also offers additional benefits that TBARTA does not provide:
 - Prescription Mail-Order Program
 - Health Savings Accounts for the HDHP Plan
 - Flexible Spending Accounts
 - Employee Assistance Program
 - Legal Insurance (Employee Paid)
 - Identify Theft Protection (Employee Paid)
- 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.

- **Major Medical:**
 - Current TBARTA major medical premiums are based on age. Total employer and employee monthly premiums based on coverage status currently range from \$661 to \$2,363 per employee.
 - There are four employees that currently participate in the major medical.
 - PSTA offers 3 plan types. Total monthly premium costs range from \$1,075 to \$2,150 depending on the plan and employee coverage status. The benefit services are the same for all three plans.
- **Dental Plans:**
 - TBARTA offers two dental plans with monthly premiums per employee ranging from \$26 to \$146.
 - PSTA offers two dental plans with monthly premiums per employee ranging from \$6.43 to \$38.58.
- **Vision Plans:**
 - TBARTA offers Superior National Vision Insurance with monthly premiums per employee ranging from \$6.45 to \$21.53.
 - PSTA offers Superior National Vision Insurance with monthly premiums per employee ranging from \$2.04 to \$5.34.

Fiscal Impact:

- Major medical is the largest benefit cost factor, with TBARTA's current provider being Florida Blue. If all employees enrolled, the total monthly premium would be \$23,584. If all employees enrolled in PSTA's most expensive plan (with CIGNA), the total monthly premium would be \$20,668. If all enrolled in the least expensive CIGNA plan, the total monthly premium would be \$17,357.
- Both dental and vision plans will provide savings.
- Conservatively assuming full enrollment of all employees in the most expensive CIGNA plan, the budget for FY 2020 would be \$1,324 less per month than the Florida Blue plan for the employer contribution.

Recommendation:

Approve the Interlocal Agreement for Participation in the Employee Benefit Plan

Attachments:

- Draft Interlocal Agreement for Participation in Employee Benefit Plan
- Benefits Comparison Chart
- PSTA Employee Benefit Highlights booklet



Benefit	TBARTA	Total Monthly Premium	PSTA	Total Monthly Premium
Medical Insurance	x	varies/age banded Current premiums range \$660- \$2363 Currently have only 4 employees on plan	x	Option 1: E \$1279, ES \$1962, EC \$1646, EF \$2149 Option 2: E \$1186, ES \$1818, EC \$1526, EF \$1992 Option 3: E \$1075, ES \$1647, EC \$1383, EF \$1804
Prescription Mail-Order Program			x	\$0
Health Savings Account			x	Funded by PSTA & Employee PSTA Funding: E \$300, ES+EC \$425, EF \$550 Admin cost \$4.50/Employee
Dental Insurance	x	Option 1: E \$26, ES \$49, EC \$66, EF \$93 Option 2: E \$38, ES \$71, EC \$106, EF \$108	x	Option 1: E \$6, ES \$11, EF \$18 Option 2: E \$11, ES \$22, EF \$39
Vision Insurance	x	* EE \$3, ES \$6, EC \$7, EF \$10	x	E \$2, EF \$5
Flexible Spending Accounts			x	Admin Fee \$5.79/Employee
Basic Term Life Insurance & AD&D	x	varies	x	varies
*Voluntary Life Insurance	x	varies	x	varies
Long Term Disability Insurance	x	\$43-\$68	x	Varies on salary
*Supplemental Insurance	x	varies	x	varies
Employee Assistance Program			x	\$1.66/Employee
*Legal Insurance			x	\$15.95
*Identity Theft Protection			x	\$9.95
FRS Retirement Plan	x	8.47% of salary	x	8.47% of salary
*Deferred Compensation Plan	x	\$0	x	\$0

E = Employee

ES = Employee + Spouse

EC = Employee + Child

EF = Employee + Family

*Paid completely by employee

**INTERLOCAL AGREEMENT FOR PARTICIPATION IN
EMPLOYEE BENEFIT PLAN**

THIS INTERLOCAL AGREEMENT (“Agreement”) entered into on this __ day of _____, 2019 (“Effective Date”) is made and entered into by and between the TAMPA BAY AREA REGIONAL TRANSIT AUTHORITY, (“TBARTA”), having an address of 4350 West Cypress Street, Suite 700, Tampa, Florida 33607, and PINELLAS SUNCOAST TRANSIT AUTHORITY, (“PSTA”), having an address of 3201 Scherer Drive North, St. Petersburg, Florida 33716, both regional transportation authorities organized and existing under the laws of the State of Florida. TBARTA and PSTA will collectively be referred to as “Parties” and individually as “Party.”

WHEREAS, Chapter 163, Part I, Florida Statutes, authorizes government units to cooperate and make the most effective use of their powers and resources by entering into interlocal agreements; and

WHEREAS, TBARTA desires to make available to its employees the option to enroll in the benefits offered in PSTA’s employee benefit plan; and

WHEREAS, PSTA is willing to provide TBARTA and TBARTA’s employees access to enrollment in the benefits in PSTA’s employee benefit plan.

NOW THEREFORE, for and in consideration of the foregoing recitals, the mutual promises, covenants, and conditions herein and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the PARTIES agree that:

1. The above recitals are true and correct and are incorporated herein by reference.
2. TBARTA employees shall have access to enrollment in all employee benefits provided to PSTA employees that are provided now and during the term of this Agreement, except direct deposit by PSTA, YMCA Partnership, and the on-site fitness center at PSTA (“Provided Benefits”). The existing benefits provided by PSTA are explained in the PSTA Employee Benefit Highlights booklet attached as Exhibit A. All benefit terms and conditions set forth in the PSTA Employee Benefit Highlights booklet and other documents governing the various benefits shall apply to TBARTA employees electing to participate in the Provided Benefits.

3. All of the Provided Benefits shall be available to TBARTA employees for the same cost as for PSTA employees, with the same employer and employee contributions. TBARTA shall collect all employer and employee contributions and submit them to PSTA within fifteen (15) days of the end of each month during the term of this Agreement.
4. Any TBARTA employees who desire to enroll in the Provided Benefits must meet all eligibility requirements for the specific benefits. Any TBARTA employee who enrolls in the Provided Benefits shall have all rights and obligations under the agreement between PSTA and the benefit provider.
5. PSTA shall have no liability to TBARTA or TBARTA's employees for any claims or damages arising out of PSTA allowing TBARTA employees to enroll in the Provided Benefits or the failure of any benefit provider to provide any benefits to TBARTA employees.
6. PSTA shall notify TBARTA of any changes in the Provided Benefits.
7. This Agreement shall commence on the Effective Date. The Provided Benefits shall first be made available to TBARTA employees on October 1, 2019. This Agreement shall continue in effect until terminated as set forth below.
8. Either Party may terminate this Agreement without cause as of September 30th of any year during the term of this Agreement by providing written notice to the other Party at least one hundred twenty (120) days in advance. Any amounts due under this Agreement through the termination date shall be paid through termination pursuant to the terms of this Agreement. Other than provided in this paragraph, this Agreement may only be terminated by mutual agreement.
9. A copy of this Agreement and any subsequent amendments shall be filed with the Clerk of Court in and for Pinellas County and the Clerk of Court in and for Hillsborough County in accordance with Section 163.01, Florida Statutes.

Signatures on following page

**IN WITNESS WHEREOF, THE PARTIES HERETO, BY AND THROUGH THE
UNDERSIGNED, HAVE ENTERED INTO THIS INTERLOCAL
AGREEMENT ON THE DATE AND YEAR FIRST WRITTEN ABOVE.**

ATTEST:

PINELLAS SUNCOAST TRANSIT
AUTHORITY

RACHAEL CAPPOLLA

BRAD MILLER, CHIEF EXECUTIVE OFFICER

TAMPA BAY AREA REGIONAL
TRANSIT AUTHORITY

James W. Holton, Chairman

Secretary/Treasurer