



PINELLAS SUNCOAST TRANSIT AUTHORITY  
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**EXECUTIVE COMMITTEE MEETING  
MINUTES – JANUARY 28, 2015**

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The Executive Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Board Room at PSTA Headquarters at 12:00 PM on this date. The purpose of the meeting was to approve the September 17, 2014 meeting minutes, approve the Rules & Regulations changes, approve the Transit Riders Advisory Committee (TRAC) bylaws, and discuss the February 18, 2015 PSTA Workshop agenda. The following members were present:

Bill Jonson, Chairperson  
Julie Bujalski, Vice-Chairperson  
Janet Long, Secretary/Treasurer

Also Present:

Brad Miller, CEO  
Nicole Nate, General Counsel  
John Streitmatter, Leadership Research Institute (LRI)  
PSTA Staff Members  
Members of the Public

**CALL TO ORDER**

Chairperson Jonson opened the meeting at 12:00 PM.

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF SEPTEMBER 17, 2014 MEETING MINUTES**

Ms. Long made a motion, seconded by Ms. Bujalski to approve the September 17, 2014 meeting minutes. There were no public comments. Motion passed unanimously.

## RULES & REGULATIONS

Mr. Miller stated that staff is recommending changes to PSTA's Rules & Regulations, and explained some proposed revisions. He said that the Board has approved one evening Board meeting (instead of two currently), to be held concurrently with the September Budget Hearing. Mr. Miller stated that the Rules & Regulations had to be revised to reflect that change. After discussion and advice from Ms. Nate, Ms. Long made a motion, seconded by Ms. Bujalski to approve the recommended revision to Section 2.05.A. There were no public comments. Motion passed unanimously.

Section 2.10.B - Revisions regarding Public Hearing Notices. Staff is recommending some verbage changes to the locations of where notices are to be posted. Ms. Long made a motion, seconded by Ms. Bujalski to approve the recommendations. There were no public comments. Motion passed unanimously.

Section 2.10.C 1) Number of Public Hearings. Recommendation is to have one Public Hearing regarding fare increases and system-wide service changes, and 2) the Program of Projects and non-system-wide service changes that result in a 25% or more decrease of the transit route miles, transit revenue vehicle miles or estimated ridership of a transit route shall require at least one public hearing. Ms. Long made a motion, seconded by Ms. Bujalski to approve the recommendations with the addition on the word "estimated". There were no public comments. Motion passed unanimously.

Ms. Bujalski made a motion, seconded by Ms. Long to approve adding the following to Section 3.02: "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." There were no public comments. Motion passed unanimously.

Ms. Long stated her opinion that Section 3.02 L., CEO delegating authority for Directors to make purchases, does not need to be included in the Rules & Regulations, and made a motion, seconded by Ms. Bujalski to not include this paragraph. There were no public comments. Motion passed unanimously.

Section 5.01 A. Recommendation to include the sentence "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, and threatens the overall operations of PSTA, the Board of Directors shall be promptly notified of such purchase and the basis for such purchase. Ms. Bujalski made a motion, seconded by Ms. Long to recommend Section 5.01.A. with the additional language.

Chairperson Jonson made a suggestion for the next Board meeting; move the employee commendations section from the Board Comments section at the end of the meeting to the Awards/Recognition section at the beginning of the meeting and be presented by Mr. Miller. After a brief discussion, the Committee concurred with removing the commendations.

### **TRAC BYLAWS**

Chairperson Jonson indicated that he had reviewed the bylaws and asked for questions/comments from the Committee. Mr. Miller reported that the TRAC members were in agreement with the bylaws. Ms. Bujalski made a motion, seconded by Ms. Long to approve the TRAC bylaws. There were no public comments. Motion passed unanimously.

### **FEBRUARY 18, 2015 PSTA WORKSHOP AGENDA**

Mr. Miller stated that the objective of the workshop is to receive all the Board members' thoughts on how they believe PSTA should move forward and have dialog on those ideas. Mr. Streitmatter reported that he will be conducting one-on-one interviews with each Board member in advance of the workshop to get their ideas.

After extensive discussion among the Committee members and Mr. Streitmatter, it was suggested that the workshop agenda include:

- I. Lessons learned
- II. What is the future role for PSTA?
- III. Understanding what the options are
- IV. Ideas for getting there

**[Ms. Long left the meeting at 1:00 PM and did not return.]**

### **ADJOURNMENT**

The meeting was adjourned at 1:29 PM.