



PINELLAS SUNCOAST TRANSIT AUTHORITY  
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**FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING  
MINUTES – MARCH 16, 2016**

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The Finance & Performance Management Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 9:00 AM on this date. The purpose of the meeting was to approve the February 17, 2016 meeting minutes, recommend approval of the support vehicle maintenance contract, the Motorola radio maintenance contract, the Giro HASTUS software upgrade, the Largo Transit Center agreement, and the SEIU labor agreement. The following members were present:

Joe Barkley, Committee Chair  
Brian Scott, Committee Vice-Chair  
Mark Deighton  
Dave Eggers  
Bill Jonson  
Lisa Wheeler-Brown, Alternate

Also Present:

Brad Miller, CEO  
Alan Zimmet, General Counsel  
PSTA Staff Members  
Members of the Public

**CALL TO ORDER**

Committee Chair Barkley opened the meeting at 9:02 AM.

**PUBLIC COMMENT**

There were no public comments.

## ACTION ITEMS

Approval of Minutes – Mr. Jonson suggested an amendment to the minutes. Mr. Scott made a motion, seconded by Mr. Deighton to approve the amended minutes of the February 17, 2016 meeting. The motion passed unanimously.

Support Vehicle Maintenance Contract – Henry Lukasik, Director of Maintenance, said staff is asking the Committee to recommend approval of a three-year contract with two one-year renewals with AutoNation Ford St. Petersburg for a cost not to exceed \$268,250 over the maximum five-year period. The contract is for maintenance on PSTA's 52 support vehicles. Mr. Lukasik stated that in December 2015, a Request for Proposal (RFP) was issued and seven suppliers responded. The Selection Committee selected AutoNation Ford St. Petersburg as the highest-ranked supplier. He indicated that \$268,250 maximum over five years is funded by the Maintenance Department's operating budget. The Committee had a few questions regarding outsourcing the service and the cost per vehicle. Mr. Jonson made a motion, seconded by Mr. Scott to recommend approval of the contract. There were no public comments. Motion passed unanimously. The Committee agreed that this will appear as a consent item on the Board agenda.

Motorola Radio Maintenance – Mr. Lukasik stated that PSTA participated in a joint procurement with Pinellas County government in the solicitation of radio maintenance and repair services for Motorola communication equipment. He indicated that in January 2016, Pinellas County government released an Invitation for Bid (IFB) with one supplier responding – Suncoast Communications & Electronics, Inc. Mr. Lukasik said that both PSTA and the Pinellas Country Purchasing staff reviewed the submittal and Suncoast was recommended by both Agencies as the only qualified vendor to service the proprietary Motorola radio equipment. Mr. Lukasik stated that staff is asking the Committee to recommend Board approval of a five-year contract with Suncoast Communications for a cost not to exceed \$178,113 over the maximum five-year period. He added that this procurement resulted in anticipated savings over the previous contract of \$78,288 over the total five-year contract. Mr. Eggers made a motion, seconded by Ms. Wheeler-Brown to recommend Board approval of the contract. There were no public comments. Motion passed unanimously. The Committee agreed that this will appear as a consent item on the Board agenda.

Giro HASTUS Software Upgrade – Christine McFadden, Manager of Scheduling, stated that staff is asking the Committee to recommend approval of an upgrade to the 2016 version for the core product – scheduling and dispatching modules – with a cost not to exceed \$477,018. She noted that PSTA last upgraded its HASTUS suite of products in

2010 and the 2016 HASTUS upgrade is required as an integral component of the installation for PSTA's new Real-Time data management software, Clever Works®. Ms. McFadden said the cost is budgeted in the adopted Capital Improvement Program (CIP). The Committee had questions regarding how long the upgrade will last and how often an upgrade is needed. Ms. McFadden answered their questions. Mr. Eggers made a motion, seconded by Mr. Scott to approve the upgrade. There were no public comments. Motion passed unanimously. The Committee agreed that this will appear as a consent item on the Board agenda.

Largo Transit Center Agreement – Mr. Zimmet presented background information on the Largo Transit Center. He said the essential terms of the proposed settlement agreement and mutual release are that Walmart will pay \$250,000 to PSTA, the Agency will approve the transit center site and the road, and PSTA will pay Walmart's 10% share of the maintenance costs of the road for 20 years or when PSTA has replaced 35% of the slabs in the road, whichever comes first. It also states that KB Crossroads will convey the transit center site to PSTA within 30 days, and all parties release each other from any and all claims arising out of the alleged defective construction of the concrete.

Mr. Zimmet said that staff consulted with PSTA's consulting engineers who believe that the settlement amount is fair and will likely be sufficient to cover maintenance costs caused by the defective construction. After a few questions were raised regarding costs, Mr. Eggers made a motion, seconded by Mr. Jonson to recommend Board approval of the agreement. There were no public comments. Motion passed unanimously. The Committee agreed that this will appear as an action item on the Board agenda along with maps and pictures. Mr. Miller said pending the Board's approval, the transit center will open on May 1st and a Town Hall is scheduled for May 6th.

## **INFORMATION ITEMS**

Status of Audit Financial Statements – Ms. Leous reported that PSTA is well ahead of schedule and had the financial statements completed by November. She said that the Agency has been waiting for the State of Florida since September to complete their actuarial reports. She added that the auditors will hopefully be at PSTA next month to present their findings.

## **REPORTS**

Ridership/Performance – Mr. Miller indicated that the ridership data for the month of February was not available. It will, however, be provided at the Board meeting.

Monthly Financial Statement – The financial statements were included in the packet. Ms. Leous provided a brief summary of the reports for the month ending January 31, 2016. Mr. Jonson had a question about passenger revenue being under budget. Ms. Leous said this is currently the national trend. Mr. Jonson indicated that it would be helpful to him to have the ridership variation versus cost variation broken down.

### **FUTURE MEETING SUBJECTS**

The Committee was provided with a list of upcoming meeting subjects. Committee Chair Barkley would like to add Compressed Natural Gas (CNG) as a future meeting subject. He asked Mr. Lukasik to prepare information on operational costs between CNG buses versus diesel buses. Mr. Scott would like staff to investigate B10 and B20 biodiesel blend and the fuel cost projections, as well as maintenance and emissions implications. Mr. Eggers requested more information about pollutants between the new diesel buses compared to the old diesels and how it compares in the cost benefit trade off versus sustainability.

### **OTHER BUSINESS**

Mr. Jonson spoke about the actions the City of Clearwater is taking to help beach congestion and parking during spring break, especially utilizing the ferry service. He said there is also an agreement in development with the Trolley service.

### **PRESENTATIONS/ACTION (along with the Planning Committee)**

Florida Public Service Union (SEIU) Labor Agreement – James Bradford, Chief Operating Officer, stated that 83% of the Union members voted yes on the contract. He indicated that a deal was reached on a three-year contract agreement that is within PSTA's projected budget. Mr. Bradford provided background information regarding the new labor agreement that will be in effect through September 30, 2018. He also highlighted some key contract points such as increased wage graduation steps, starting Bus Operator rate of \$12.50, a one-time \$300 stored balance for health insurance contributions, a \$500 annual lump sum compensation based on attendance, and the creation of a Health & Wellness Committee, as well as other Committees.

Mr. Eggers asked how PSTA compares in the benchmarking group and to other organizations in Florida. Mr. Bradford said in terms of wages and compensation, the Agency is one of the top in the state. Mr. Eggers requested comparisons to Pasco and

Hillsborough counties. Questions were raised concerning the \$500 lump sum compensation, PSTA's accident policy, and total budget impact.

**[Mr. Eggers left the meeting at 10:48 AM and did not return.]**

Mr. Jonson made a motion, seconded by Ms. Wheeler-Brown to recommend Board approval of the three-year labor agreement with SEIU. There were no public comments. Motion passed unanimously. The Committee agreed that this will appear as an action item on the Board agenda.

DART Contract – Ross Silvers, Mobility Manager, presented an information item about the paratransit contract, which expires on September 30, 2016. He said that currently, Care Ride and Yellow Cab are the contracted providers for paratransit transportation services. Mr. Silvers reviewed background information about the current DART program and the new procurement process. He indicated that an RFP will be issued April 1st with Board approval at their July 27th meeting. Mr. Silvers reviewed the goals of the new procurement including performance improvement items. Mr. Miller added that PSTA is exploring other options to paratransit contractors such as Uber and Lyft. The Committee had a few questions which Mr. Silvers and Mr. Miller answered.

## **ADJOURNMENT**

The meeting was adjourned at 11:19 AM. The next meeting will be held on April 20th at 9:00 AM.