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**FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING  
MINUTES – JUNE 15, 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 May 18, 2016 meeting minutes, and recommend approval of the wheelchair restraint system contract, the Metropolitan Planning Organization (MPO) Transit Planning grant, and the FY 2017 Capital Improvement Program (CIP) and bus purchase. The following members were present:

Joe Barkley, Committee Chair  
Mark Deighton  
Dave Eggers  
Bill Jonson

Absent

Brian Scott, Committee Vice-Chair  
Lisa Wheeler-Brown, Alternate

Also Present:

Brad Miller, CEO  
PSTA Staff Members  
Members of the Public

**CALL TO ORDER**

Committee Chair Barkley opened the meeting at 9:00 AM.

**PUBLIC COMMENT**

Phil Compton, Sierra Club, commented that he appreciates all the work done by staff and the Board in considering the types of buses to purchase to help reduce the dependence on oil; however, he believes there is more work to be done. He added his

belief that it is appropriate to allocate BP funds to help support PSTA's purchase of electric buses.

### **ACTION ITEMS**

Approval of Minutes – Mr. Jonson made a motion, seconded by Mr. Deighton to approve the minutes of the May 18, 2016 meeting. The motion passed unanimously.

Wheelchair Restraint System – Henry Lukasik, Director of Maintenance, indicated that PSTA applied for and was awarded discretionary grant funding under the state-allocated Federal Section 5310 Seniors and Individuals with Disabilities Capital Assistance Program. He noted that the basis of the grant application was to upgrade the flip-up side seating and wheelchair restraint systems on 46 2006 Gillig buses. Mr. Lukasik reported that there was concern at the June 14th Transit Riders Advisory Committee (TRAC) meeting about the loss of storage space with this upgrade and the need for a space to store baby strollers and shopping carts. Mr. Lukasik indicated that he will speak with other transit authorities on how they store items. He added that the TRAC unanimously recommended approval.

Staff is recommending approval of a contract for seat/securement equipment upgrades for 46 2006 buses with Gillig, LLC for a total cost not to exceed \$242,000. Mr. Lukasik stated that the Federal Transit Administration's (FTA) share would be \$193,600, the Florida Department of Transportation (FDOT) \$24,200, and PSTA's local share \$24,200 (10%).

Committee Chair Barkley questioned where the work would be completed and Mr. Lukasik answered that PSTA Maintenance staff is qualified to perform the installations although there are funds available to outsource the work, if needed. Mr. Eggers asked if the newer buses are equipped with these upgrades and Mr. Lukasik said the 2005, 2007, 2008, and 2009 buses also need these upgrades. He noted that PSTA applied for funding to upgrade all of them, but only received a portion. Mr. Eggers asked why the Authority is not upgrading the newer buses first and Mr. Lukasik stated that the 2006 buses are the second largest part of the fleet.

Mr. Miller asked if it was possible to install this equipment on 46 of the newer buses. Pam Reitz, Manager of Contracts and Grants, said that PSTA would have to request approval from FDOT. Mr. Eggers made a motion, seconded by Mr. Jonson to recommend approval of the contract pending approval by FDOT to upgrade the newer buses first. There were no public comments. Motion passed unanimously.

MPO Transit Planning Grant – Cassandra Borchers, Chief Development Officer, indicated that this is an annual agreement with the MPO. She said historically, the MPO has provided PSTA with \$80,000 for transit planning duties and pointed out that this amount has not changed since 2005. Mr. Eggers made a motion, seconded by Mr. Deighton to recommend approval of the annual Joint Participation Agreement (JPA) between PSTA and the MPO for the Authority’s receipt of \$80,000. There were no public comments. Motion passed unanimously.

### **INFORMATION ITEMS**

Risk Management Claims Liabilities – Mr. Miller noted that Mr. Scott requested this item, but was unable to attend the meeting. He did however, review the information and recommends that the Committee receive the presentation today. Mr. Scott indicated that he was pleased with the report and would follow up with Debbie Leous, Chief Financial Officer.

Ms. Leous said that the Risk Department consists of five licensed personnel who handle claims. She outlined what their responsibilities are and compared three years’ worth of claims based on revenue miles between PSTA and the Hillsborough Area Regional Transit Authority (HART). Mr. Eggers indicated his interest in seeing numbers on incidents per mile (at fault and not at fault). Committee Chair Barkley asked what percentage of the claims is paid for by PSTA and how much do its carriers pay. Ms. Leous responded to his question.

### **REPORTS**

Monthly Financial Statement – The financial statements were included in the packet. Ms. Leous gave a brief summary of the reports for the month ending April 30, 2016. The Committee had a few questions regarding the budget, fares, and revenue and Ms. Leous explained.

Ridership/Performance – This report was included in the packet. Mr. Miller indicated that ridership is down 12.3% as compared to last year and staff is preparing a detailed analysis on ridership trends, which will be presented next month. Committee Chair Barkley asked about the U-Pass program and Mr. Miller responded that the U-Pass program is a small part of ridership. Mr. Deighton noted that DART ridership is increasing and asked if there is more money available for that program. Mr. Miller responded that PSTA is applying for a number of different grant programs. Mr. Jonson commented that complaints are on the rise and Committee Chair Barkley added that it would be helpful to include the types of complaints on the report.

## **FUTURE MEETING SUBJECTS**

The Committee was provided with a list of upcoming meeting subjects.

## **OTHER BUSINESS**

Mr. Jonson questioned where Risk payments are reflected in the budget and Ms. Leous replied that they are shown in the Insurance Division.

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

FY 2017 Capital Improvement Program (CIP) and Bus Purchase – Mr. Miller explained that this is a three-part action item. Part A is to approve the full 2017 - 2021 CIP, including the purchase of five replacement buses in 2017. Part B is to set a fuel economy goal, and Part C is to authorize the use of existing bus contracts with no additional votes. Mr. Miller pointed out some of the major projects that are in the CIP. He said there has been a lot of public input on the bus purchase topic; with some groups suggesting smaller buses and electric buses. Mr. Miller outlined a plan with a detailed cost analysis utilizing both types of these buses.

Mr. Miller said that if PSTA is able to secure funding from the BP settlement funds for a charging station, then staff will recommend the purchase of two electric buses and if the Agency is awarded a Lo-No grant, then PSTA will recommend the purchase of two to five electric buses. He also added that if the Board voted to increase the ad valorem to the cap, and if PSTA has a sustainable capital program, there would be funds to increase weekend and evening service.

Mr. Eggers asked how many buses need replacement in the next five years and Mr. Miller responded 70 buses, including the five in 2017. Committee members had questions regarding FTA funds, PSTA's Capital budget, and net emissions, which Mr. Miller and Ms. Leous answered. Committee Chair Barkley commented on the lifetime costs of an electric bus and Ms. Rice spoke about possibility of funding from the MPO. Mr. Welch spoke about BP funds for the chargers and Committee Chair Barkley stated his belief that the Board will vote to raise the ad valorem this year.

In response to Committee Chair Barkley's for public comment, Mr. Compton said that he believes the purchase of the charging station with the BP funds would be appropriate. He also spoke about the electric bus lifecycle costs compared to other bus types.

Mr. Deighton made a motion, seconded by Mr. Jonson to recommend approval of staff's recommendation for the FY 2017 - 2021 CIP, including the purchase of 35 foot diesel buses and if PSTA receives grant funds, then purchase 2-3 electric buses, to set a fuel economy goal, and to authorize the use of existing bus contracts with no additional votes. There were no further public comments. Motion passed (3:1) with Committee Chair Barkley dissenting. He stated that he does not believe diesel buses are in the best interest of the environment, although he would be willing to vote for hybrid diesels.

### **ADJOURNMENT**

The meeting was adjourned at 11:34 AM. The next meeting will be held on July 20th at 9:00 AM.