



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT
MEETING MINUTES – JANUARY 18, 2017**

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 November 16, 2016 meeting minutes, to elect Committee Officers, and to recommend approval of the Genfare (GFI) farebox rebuild contract, FY 2017 Florida Department of Transportation (FDOT) Grant, the Regional Flamingo Fare Memorandum of Understanding (MOU), as well as the transit bus filters contract. The following members were present:

Joe Barkley, Committee Chair
Brian Scott, Committee Vice-Chair
Mark Deighton
Dave Eggers
Bill Jonson

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

There were no public comments.

ACTION ITEMS

Approval of Minutes – Mr. Jonson made a motion, seconded by Mr. Scott to approve the minutes of the November 16, 2016 meeting. Motion passed unanimously.

Elect Committee Officers – Mr. Jonson made a motion, seconded by Mr. Scott, for Committee Chair Barkley and Committee Vice-Chair Scott to remain in their current roles as the Finance Committee officers. Motion passed unanimously.

[Mr. Eggers entered the meeting at 9:02 AM.]

GFI Farebox Rebuild – Henry Lukasik, Director of Maintenance, said staff is asking the Committee to recommend approval of a contract with Genfare for Odyssey farebox parts for a total cost not to exceed \$678,000. He provided some background on this project which was first presented at the November 2016 Finance Committee meeting. Mr. Lukasik indicated that after negotiations with Genfare, PSTA will be saving \$2,682,000. Mr. Lukasik added that the rebuilding of the fareboxes will be completed by PSTA Fleet Technicians, and the components will be 100% federally funded by a Federal Transit Administration (FTA) grant. Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of the contract. There were no public comments. Motion passed unanimously.

FDOT Grant Approval – Cassandra Borchers, Chief Development Officer, explained the Service Development Grant. She indicated that FDOT has recently approved transferring \$980,000 originally approved for partial funding of the Clearwater Beach to Tampa International Airport (TIA) Express service, to be used immediately to support the February 2017 county-wide service enhancements. She added that using the grant for this purpose allows the grant to be used prior to expiration.

Mr. Deighton inquired about the Suncoast Beach Trolley and Ms. Borchers responded that the beach trolley was not included in the planned service expansion for nights/weekends. Mr. Eggers asked what the cost is for the expanded service and Ms. Borchers said \$1.1 million annually, which will be covered by the increase in the millage rate that was approved by the Board in September. She indicated that the funds that would not have to be applied now to the expansion could be applied to bus purchases. Mr. Eggers also asked if this \$1.1 million could be used for buses and Ms. Borchers replied that this money can only be used for operating dollars.

Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of the Service Development Grant with the caveat that the extra \$500,000 be transferred to the capital program for bus purchases. There were no public comments. Motion passed (4:1) with Mr. Eggers dissenting.

Regional Flamingo Fare MOU – Debbie Leous, Chief Financial Officer, said staff is recommending approval of a regional inter-jurisdictional mobility project MOU with

Hillsborough Area Regional Transit Authority (HART). She explained that the goal of this project is to enhance mobility of passengers between Hillsborough, Pinellas, Pasco, Hernando, and Sarasota counties. She stated that the MOU sets the respective roles and responsibilities of the parties and establishes a general framework for fare collection and allocation of revenue, distribution of funds, and methodology for regional cost sharing for administrative expenses. Ms. Leous introduced Lucien Campillo, Senior Manager from HART, who presented information on the project status as well as ridership statistics.

The Committee had numerous questions and a lengthy discussion regarding the validator/fareboxes, cost sharing, revenue allocations, and fares. After Ms. Leous, Ms. Borchers, and Mr. Campillo responded to their questions, Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of the MOU. There were no public comments. Motion passed unanimously.

Transit Bus Filters – Mr. Lukasik indicated that PSTA’s bus fleet ranges from model year 2001 to 2016 and therefore, stocks 29 different sizes and types of filters. He stated that in September 2016, an Invitation for Bid (IFB) was issued soliciting competitive bids to supply the filters. Mr. Lukasik pointed out that 11 suppliers responded to the IFB, but none were able to supply all of the required filters. He said after a careful review, staff selected four suppliers for recommendation: Fleet Products, Gillig LLC, Mohawk, and Vehicle Maintenance Program.

Mr. Lukasik stated that staff is asking the Committee to recommend approval of a two-year contract with three one-year renewals with the four suppliers to purchase transit bus filters for a total cost not to exceed \$555,000 over the five year period. Mr. Eggers made a motion, seconded by Mr. Jonson to recommend approval of the transit bus filters contract. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

HVAC Replacement – Mr. Lukasik delivered a presentation on PSTA’s HVAC system which has exceeded its useful life. He explained the three phases of the project: HVAC system design, the construction process, and project completion with testing and training. Mr. Lukasik said that a Request for Proposal (RFP) was issued in July 2016 and PSTA received three proposals. He indicated that staff is currently in the process of evaluating the proposals and will present a contract for recommendation at the February Finance Committee meeting. He noted that the budget for this project is \$1.25 million and will be 100% federally funded through the Capital Improvement Program (CIP). Mr. Scott asked what the expected life of the current system is and Mr. Lukasik answer 10 years and would be 13-15 years for a new system.

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 November 2016.

Ridership/Performance – Mr. Miller highlighted a new section on the report entitled Ridership Trend Analysis that will appear each month. A brief discussion took place regarding revenue and ridership numbers.

PSTA Contracts - The quarterly report was included in the packet.

Direct Connect Expansion – Mr. Miller said that there will be a ribbon cutting ceremony tomorrow at 11:00 AM to kick-off PSTA's Direct Connect's county-wide expansion program. Senator Brandes is expected to attend.

FUTURE MEETING SUBJECTS

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

OTHER BUSINESS

No other business was discussed.

PRESENTATION (along with Planning)

Customer Feedback and the Resolution Process – James Bradford, Chief Operating Officer, and Nancy Ferrantella, Manager of Coaching and Development, gave a joint presentation on how customer comments/complaints are collected and resolved. Mr. Bradford described how PSTA's Customer Service Representatives (CSR) receive, refer, and respond to 1,300 phone calls each day. Ms. Ferrantella summarized how PSTA works with Bus Operators to help them understand the view of the customer and how to handle stressful situations. She noted that coaching and development serves and supports PSTA's Bus Operators and plays an integral role in why the Authority's satisfaction ratings are high for Customer Service.

ADJOURNMENT

The meeting was adjourned at 11:07 AM. The next Finance Committee meeting will be held on February 15th at 9:00 AM.