



PINELLAS SUNCOAST TRANSIT AUTHORITY  
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716  
[WWW.PSTA.NET](http://WWW.PSTA.NET) 727.540.1800 FAX 727.540.1913

**FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING MINUTES  
MAY 17, 2017**

---

Committee Chair Barkley called the May 17, 2017 Finance & Performance Management Committee meeting to order at 9:02 AM. Members present: Joe Barkley, Brian Scott, Dave Eggers, Josh Shulman. Members absent: Bill Jonson. Also present was: Brad Miller, CEO, and PSTA Staff Members.

**PUBLIC COMMENT**

There were no public comments.

**ACTION ITEMS**

April 19, 2017 Meeting Minutes – Mr. Scott made a motion, seconded by Mr. Shulman to approve the minutes. Motion passed unanimously.

Banking & Related Financial Services – Debbie Leous, Chief Financial Officer, indicated that the current contract with SunTrust Banks is expiring and a Request for Proposal (RFP) was issued in March 2017 for the Authority’s banking services. She stated that in response to the RFP, four banks submitted proposals, and after the initial scoring, two were chosen to make presentations; BankUnited and SunTrust Banks. She indicated that after a careful review, the selection team is recommending award of the contract to the highest scoring bank, BankUnited.

Ms. Leous noted that the banking services costs are estimated to be approximately \$150,000 over the five-year period of the contract. She said that the majority of these costs will be offset by a floor earnings credit rate of 0.75% Annual Percentage Yield (APY) throughout the contract period. Therefore, the anticipated “net” bank fees after the earnings credit is applied, will only be \$3,600 per year.

Mr. Shulman asked about the weightings for the scores and Ms. Leous explained. Mr. Scott asked if this was for the Authority’s operating budget and Ms. Leous replied

yes. Committee Chair Barkley asked about the minimum balance required and Michael Hanson, Director of Finance, indicated that it is \$1 or \$2 million.

Mr. Scott made a motion, seconded by Mr. Eggers to recommend approval of a three-year contract with two one-year renewals with BankUnited for banking services at a total five-year cost not to exceed \$150,000. There were no public comments. Motion passed unanimously.

Claim Settlement – Diane Randall, Risk Manager, explained that this item needs to be brought before the Board because the threshold in the Board's Rules and Regulations for claim settlements is \$25,000. She said that after review and recommendation by Counsel, staff is requesting settlement authority of \$35,000 to resolve this claim. Mr. Eggers made a motion, seconded by Mr. Scott to recommend approval of the \$35,000 settlement. There were no public comments. Motion passed unanimously.

Small Bus Purchase – Henry Lukasik, Director of Maintenance, talked about the small bus purchase and how a "cutaway" vehicle is built. He said that these smaller buses will be utilized on the North County Connector route. He noted that the previous fleet of cutaways experienced chronic maintenance issues; therefore, were taken off the road in April 2016 and 29 foot buses were used in their place. Mr. Lukasik also reviewed the procurement process, vehicle costs, and the fiscal impact.

Committee Chair Barkley asked about the maintenance problems and Mr. Lukasik explained. He indicated that staff decided to select a freightliner chassis, which is more heavy duty and should perform better in this type of service. Mr. Lukasik also explained that these vehicles will be purchased off Florida Department of Transportation's (FDOT) contract; ensuring they will be the lowest price available. He indicated that the total cost is not to exceed \$1.7 million, which will be paid for by the Federal Transit Administration (FTA), FDOT, and PSTA.

Mr. Scott asked about the expected life of these vehicles and Lukasik indicated that they are rated for 10 years. Mr. Scott asked a few more questions which Mr. Lukasik answered and stated that he believes this is a good price. Mr. Eggers asked about fuel usage and mileage, and Lukasik said the average is 8-12 miles per gallon. There were a few questions about the cost, capacity, and durability, which Mr. Lukasik addressed. It was suggested that the Board be supplied with examples of other transit agencies utilizing these vehicles and their maintenance reliability experiences. Mr. Eggers stated that it would be helpful if the Board could see some type of comparison between these smaller cutaway buses and the regular buses.

Mr. Scott made a motion, seconded by Mr. Eggers to recommend approval to purchase eight cutaway buses at a total not to exceed cost of \$1,300,000 and to recommend approval to purchase and install additional required technology equipment on the eight cutaway buses at a total not to exceed cost of \$460,000. There were no public comments. Motion passed unanimously.

## **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 March 31, 2017.

Quarterly Reports – The quarterly reports were included in the packet. Ms. Leous briefly talked about the capital projects. Questions were raised about fuel and expenditures, which Ms. Leous replied to.

Ridership/Performance – The reports were handed out at the meeting. Brief discussion took place on ridership and road calls per mile.

## **FUTURE MEETING SUBJECTS**

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

## **OTHER BUSINESS**

No other business was discussed.

## **ADJOURNMENT**

The meeting was adjourned at 10:02 AM. The next Finance & Performance Management Committee meeting will be held on June 21st at 9:00 AM.