



PINELLAS SUNCOAST TRANSIT AUTHORITY  
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716  
WWW.PSTA.NET 727.540.1800 FAX 727.540.1913

FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING  
MINUTES – FEBRUARY 15, 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 January 18, 2017 meeting minutes and to recommend approval of the HVAC replacement contract, the electric bus pilot program, a liability claim settlement, as well as the trolley services procurement. The following members were present:

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

Absent  
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. Scott made a motion, seconded by Mr. Deighton to approve the minutes of the January 18, 2017 meeting. Motion passed unanimously.

---

HVAC Replacement – Henry Lukasik, Director of Maintenance, provided background information regarding the replacement of the HVAC system at PSTA’s Scherer Drive facility. He indicated that the current system is 11 years old and has exceeded its useful life of ten years. Mr. Lukasik stated that a Request for Proposal (RFP) was issued in July 2016 and the Agency received three proposals: IC Mechanical, Homeland Security Construction Corporation, and BCH Mechanical, Inc. He indicated that after a careful review along with in-person presentations by each of the proposers, the Selection Team recommends awarding the contract to the highest ranked, lowest cost contractor, IC Mechanical, Inc.

Mr. Lukasik said staff is recommending approval of a contract with IC Mechanical, Inc. at a total cost not to exceed \$1,273,000, which is 100% funded by the Maintenance Department’s operating budget. He noted that the remaining \$1,250,000 is federally funded by a Federal Transit Administration (FTA) grant and is included in the approved Capital Improvement Program (CIP).

Mr. Eggers expressed concern with the cost of the system and the fact that it only lasts ten years. Mr. Lukasik replied that the chillers are about \$400,000 and the remaining costs are for piping and other components. Mr. Scott asked about maintenance and Mr. Lukasik explained. Committee Chair Barkley asked about how the funds are budgeted and if PSTA has a "sinking" fund for unanticipated expenses. Mr. Lukasik said this was planned for and is included in the capital budget. Debbie Leous, Chief Financial Officer, added that the Agency has a capital plan looking out to the future and when something is due to be replaced, staff can plan for it. Mr. Scott made a motion, seconded by Mr. Deighton to recommend approval of a contract with IC Mechanical, Inc. for a total cost not to exceed \$1,273,000. There were no public comments. Motion passed unanimously.

Electric Bus Pilot Program – Mr. Lukasik stated that this presentation was given to the Transit Riders Advisory Committee (TRAC) and they recommended approval. He noted that in June 2016, the Board approved a pilot program to purchase two electric buses subject to Pinellas County providing funding for charging station infrastructure, which the County approved in December 2016. He indicated that an RFP was issued in November 2016 for the two electric buses with the option to purchase up to 20 additional electric buses if funding is approved. Mr. Lukasik said that three proposals were received: BYD Motors, Inc., New Flyer, Inc. and Proterra, Inc. After a careful review and in-person presentations by each of the proposers, the Selection Team recommends approval of the contract to the highest ranked, lowest cost contractor, BYD Motors, Inc. He outlined BYD’s background and the various components in an electric bus, as well as the charging equipment and process. Mr. Lukasik also presented the project costs, fiscal impact, and funding sources.

Mr. Scott stated his opinion that staff chose a competent vendor; however, he expressed his concern about whether this was the best way to spend taxpayer dollars. He pointed out that the electric buses are more expensive than diesel or hybrid buses and that money could have been used for expanding service. He is not supportive of this. Mr. Eggers agreed, adding that while it is important to get the old diesels off the road, he cannot support the purchase of electric vehicles. Committee Chair Barkley said that it is important to set an example and to be innovative. He pointed out that there will be fuel and maintenance cost savings as well as being environmentally friendly. Mr. Deighton suggested waiting until the cost drops. Mr. Scott pointed out that even though the electric buses will save fuel, those savings will have to be used to maintain the old diesel buses.

Mr. Eggers reiterated the fact that PSTA will not be able to replace the old diesels as quickly if the Agency continues to purchase electric buses. He stated his belief that PSTA is only thinking of the environmental aspect of sustainability. He asked if St. Petersburg is paying anything toward this pilot since the electric buses will be used on their streets. Mr. Miller said there are on-going discussions with city leaders and that the Mayor will be including operating funds in his budget proposal. He added that Duke Energy is also considering some type of assistance. Committee Chair Barkley asked what routes will be part of this pilot and Mr. Miller replied that it could be a circular service in downtown, but nothing has been decided yet.

Committee Chair Barkley asked for a motion to recommend approval, but no one responded. He then proceeded to make a motion, but the Chair is unable to make or second a motion per Robert's Rules of Order. Therefore, there was no vote to recommend approval of this purchase with BYD Motors, Inc.

Liability Claim Settlement – Diane Randall, Risk Manager, explained the incident that occurred and a full defense evaluation was included in the agenda packet. She said staff is asking the Committee to recommend Board approval of a \$65,000 settlement to resolve this claim, which is within the established claim reserves. Mr. Scott made a motion, seconded by Mr. Eggers to recommend approval. There were no public comments. Motion passed unanimously.

Trolley Services Procurement – Cassandra Borchers, Chief Development Officer, explained the procurement process for the trolley services. She reported that PSTA released an RFP in November 2016 to which four companies responded: First Transit, Jolley Trolley Transportation of Clearwater, Martz Group, and Maruti Fleet & Management. She said after careful review of the proposals, the Selection Committee invited three companies to provide in-person presentations; subsequently, they recommended First Transit as the highest ranked provider. Ms. Borchers provided some background information on First

Transit and explained how the cost of the contract was calculated. She said staff is asking the Committee to recommend Board approval of a five-year contract with First Transit for a total cost not to exceed \$15,000,000 over the maximum five-year period and a first year not to exceed \$2,200,000.

Mr. Eggers asked for clarification on the costs and Ms. Borchers responded. Mr. Scott mentioned that the Jolley Trolley has been around for many years and asked what the deciding factor was and Ms. Borchers said that it was due to Jolley Trolley's lack of a Disadvantaged Business Enterprise (DBE) partner. Mr. Deighton mentioned the wheelchair accessibility on the Jolley Trolleys and Ms. Borchers said it would cost them money to retrofit some of their trolleys from a rear lift to a side lift. She also said that Jolley Trolley's original proposal included all new vehicles, but the cost was very high. When they came back with a revised cost, their cost was lower; however, it did not include new vehicles. She added that some of their current fleet is already more than half their useful life.

Committee Chair Barkley asked about First Transit's customer service scores in other cities. Vasti Amaro, First Transit Director of Business Development, addressed the Committee and spoke about their customer service survey process. Mr. Eggers requested the scoring criteria and tabulations. Mr. Deighton made a motion, seconded by Mr. Scott to recommend approval of the contract with First Transit. 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 December 31, 2016.

Quarterly Reports - The Committee received the quarterly reports in their agenda packet. Michael Hanson, Director of Finance, briefly outlined the investments and reserves.

Ridership/Performance – The reports were handed out at the meeting. Mr. Eggers asked if ridership is still trending downward. Mr. Miller replied that for the month of January, ridership is looking better at -1.4%. He highlighted a new section on the report entitled "Ridership Trend Analysis" that will appear each month. He also talked about a new report staff developed in response to Commissioner Justice's request, entitled "Ridership by Route Trend Report" that indicates the top ten increasing and decreasing routes.

## **FUTURE MEETING SUBJECTS**

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

## **OTHER BUSINESS**

Mr. Miller thanked staff and the vendors for all their hard work on the procurements over the last few months.

Mr. Deighton mentioned that this is his last Finance Committee meeting and thanked the Committee members saying that he appreciated working with everyone. Committee Chair Barkley thanked him for his service.

## **ADJOURNMENT**

The meeting was adjourned at 10:35 AM. The next Finance Committee meeting will be held on March 22nd at 9:00 AM.