



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING MINUTES
JULY 19, 2017**

Committee Chair Barkley called the July 19, 2017 Finance & Performance Management Committee meeting to order at 9:00 AM. Members present: Joe Barkley, Brian Scott, Bill Jonson, Joshua Shulman, and Richard Bennett. Members absent: Dave Eggers. Also present was: Brad Miller, CEO, and PSTA staff members.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

June 21, 2017 Meeting Minutes – Mr. Jonson made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

[Mr. Scott entered the meeting at 9:01 AM.]

Giro HASTUS Contract – Phil Cao, Interim Director of Information Technology (IT), provided an outline of the Giro HASTUS maintenance and support agreement. He indicated that the agreement is for three years at a cost not to exceed \$376,009, which includes several new modules. He also noted that the initial agreement did not include any maintenance and support of the HASTUS suite of products. At the request of Committee Chair Barkley, Mr. Cao explained the modules that staff use, including scheduling of the routes and various financial programs. Mr. Shulman asked what was included in the maintenance agreement, to which Mr. Cao described.

Mr. Miller said that there are issues constantly due to the fact that the entire operation utilizes this software. Mr. Scott asked how often the Authority will have to renew a maintenance agreement and Debbie Leous, Chief Financial Officer, explained that normally, software maintenance agreements increase every three years; however, PSTA's last maintenance agreement was in 2010. Cassandra Borchers, Chief

Development Officer, further explained the software that the Planning Department will be using to assist with scheduling routes and other aspects of operations. After further discussion about the importance of this software, Mr. Jonson made a motion, seconded by Mr. Shulman, to recommend approval of a three year software support and maintenance agreement with Giro for a not to exceed cost of \$376,009. There were no public comments. Motion passed unanimously.

Bus Shelter Contracts – Mr. Miller indicated that this is an action item to increase the value of existing contracts with Brasco International, Inc. (with a not to exceed limit of \$2,148,650), and Certus Builders (with a not to exceed limit of \$1,125,000). He said that cities around Pinellas County are participating in PSTA's Shelter Match Program and these contracts will allow cities to purchase shelters for their communities. Mr. Miller reported that the funds in the current contracts are almost spent and to continue this match program, the limits will need to be increased.

Mr. Scott asked for clarity as to how the flow of money works and Ms. Leous explained. Mr. Shulman questioned what happens if the match does not reach \$1 million. Mr. Miller said that once the contract ends, we would do a new procurement. Mr. Shulman suggested adding contract language that explains the match program. Committee Chair Barkley said that there are some cities that are not aware of this program and suggested staff conduct a marketing campaign to spread the word. Additional questions arose relating to the match program, how the shelters are selected, and costs. Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of the increase to the contracts with Brasco International and Certus Builders. There were no public comments. Motion passed unanimously.

Employee Benefits – Ms. Leous outlined the employee health benefits, adding that health costs have increased significantly. She reported that PSTA's average cost of claims per employee has risen over 90% in the last two years, and renewal projections were estimated to increase by over 40%. Ms. Leous indicated that staff requested The Gehring Group, the Agency's insurance broker, to initiate an Invitation to Negotiate (ITN) to solicit competitive quotes and multiple different options to lower the cost. She said that three carriers responded: Cigna, UnitedHealthCare, and Florida Blue; Staff is recommending awarding the contract for health/dental to Cigna, which was the lowest cost provider. Ms. Leous explained the three options that employees can choose, including an option that will be a zero cost for employee-only coverage. She also discussed other options such as voluntary gap coverage and a Health Savings Account (HSA), along with continuing PSTA's wellness initiatives and education.

Questions were raised regarding the Flexible Spending Account (FSA) and HSA programs, and gap insurance, to which Sean Fleming from The Gehring Group replied. Mr. Scott would like regular updates throughout the year. Mr. Jonson asked about the union agreement and it was noted that this agreement will actually be beneficial to the employees. James Bradford, Chief Operating Officer, indicated that staff can draft a Memorandum of Understanding (MOU) that outlines this three-option plan. After a few more questions, Mr. Scott made a motion, seconded by Mr. Bennett to recommend approval of the three contracts: Cigna (medical/prescription/dental), Advantica (vision), and Minnesota Life (life insurance). There were no public comments. Motion passed unanimously.

REPORTS

Monthly Financial Statements – The financial statements were included in the packet. Ms. Leous briefly outlined the revenue and expenditures for the month ending May 31, 2017.

Ridership/Performance - The report was handed out at the meeting. Mr. Miller stated that ridership decreased in the month of June, largely due to the amount of rain we experienced last month and the service to Clearwater Marine Aquarium.

PSTA Contracts – Mr. Miller indicated that this is the quarterly contract report, which is included in the packet. He briefly mentioned the three highest costing contracts: Demand Response (DART), diesel fuel, and health insurance.

FUTURE MEETING SUBJECTS

The Committee was provided with a list of upcoming meeting subjects. Mr. Miller indicated that there will be discussion about bus purchases next month.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 10:20 AM. The next Finance & Performance Management Committee meeting will be held on August 16th at 9:00 AM.