



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
FEBRUARY 21, 2018**

Committee Vice-Chair Brian Scott called the February 21, 2018 Finance & Performance Management Committee meeting to order at 9:01 AM. Members present: Joe Barkley, Brian Scott, Dave Eggers, Bill Jonson, Josh Shulman, and Richard Bennett. Also present were: Brad Miller, CEO and PSTA staff members.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

January 18, 2018 Meeting Minutes – Mr. Bennett made a motion, seconded by Mr. Jonson, to approve the minutes. Motion passed unanimously.

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

County Radio System Agreement – Debbie Leous, Chief Financial Officer, gave an outline of the County Radio System agreement. She indicated that the Jolley Trolley and Looper Trolley will both be using the system as well. Each agency will be reimbursing PSTA \$1,000 for their costs. Henry Lukasik, Director of Maintenance, added that this is another way to coordinate agencies in a time of need; such as an evacuation. After a few questions regarding the terms, Mr. Eggers made a motion, seconded by Mr. Bennett, to recommend approval of a one-year agreement with five one-year options with Pinellas County in an amount not to exceed \$525,000 over the maximum six-year period, as well as authorize the CEO to exercise the five one-year options. There were no public comments. Motion passed unanimously.

[Committee Chair Barkley entered the meeting at 9:07 AM. Committee Vice-Chair Scott handed the meeting over.]

Master Agreement with the University of South Florida (USF) – Ms. Leous explained that PSTA currently has General Engineering contracts with three separate architect and

engineering firms and this would be an additional resource to conduct planning studies, quantitative analyses, and reports. She indicated that USF's Center for Urban Transportation Research (CUTR) will be utilized on an as-needed basis and any task orders executed with them will be budgeted for in the PSTA Capital Improvement Program (CIP) or operating budget. Mr. Bennett made a motion, seconded by Mr. Scott, to recommend approval, subject to legal counsel review, of a five-year agreement with CUTR in an amount not to exceed \$300,000. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Health Insurance Update – Ms. Leous provided an update on employee health insurance. She noted that PSTA incurred a 90% increase in health claims over a two-year period between 2015 and 2016 and decided to solicit multiple health insurance carriers. Ms. Leous indicated that CIGNA Health was awarded the contract and three plan types were offered to the employees. She reported to date, average claims cost per employee as well as loss ratio has improved over last year. Ms. Leous introduced Sue Keim, Benefits Manager, to say a few words on possible future incentive programs for employees. Ms. Leous added that the Agency will continue working with the Gehring Group, PSTA's broker, and CliftonLarsonAllen's health insurance specialists for suggestions on contract language, wellness initiatives, and options for improvement, which will be presented at the March Finance Committee meeting.

Performance Scorecard Update – Trish Collins, Human Resource Manager, and Eric Haubner, Purchasing Agent II, provided a summary on the development of the Performance Scorecard and distributed the FY2018 first quarter results. The Committee had questions and comments relating to how the points are calculated, as well as the timeline and specific details for certain metrics. Ms. Collins, Mr. Haubner, and Mr. Miller answered their questions.

REPORTS

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

Quarterly Reports – The quarterly reports were included in the packet. Michael Hanson, Director of Finance, reviewed the investments and reserves reports. Ms. Leous spoke about the fuel and the quarterly capital projects reports.

Ridership/Performance - The report was handed out at the meeting. Mr. Miller stated while ridership trended downward, Demand Response (DART) ridership increased 11.8%. Mr. Eggers suggested that two or three more previous years be added to the Operating Statistics report.

FUTURE MEETING SUBJECTS

The Committee was provided with a list of upcoming meeting subjects. Mr. Miller indicated that there will be an update at the next meeting on the American Bus Benchmarking Group (ABBG) results.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 10:31 AM. The next Finance & Performance Management Committee meeting is scheduled for March 14th at 9:00 AM.