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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE  
MEETING MINUTES  
MARCH 14, 2018**

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Committee Chair Joe Barkley called the March 14, 2018 Finance & Performance Management Committee meeting to order at 9:00 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**

February 21, 2018 Meeting Minutes – Mr. Shulman made a motion, seconded by Mr. Jonson, to approve the minutes. Motion passed unanimously.

FY 2017 Audit Report – Debbie Leous, Chief Financial Officer, introduced Andrew Laflin from PSTA's independent audit firm, CliftonLarsonAllen. She also recognized Finance staff for their hard work on the FY 2017 Audit.

**[Mr. Eggers entered the meeting at 9:06 AM.]**

Mr. Laflin delivered a presentation on the FY 2017 Audit. He reported that there were no major findings to report and reviewed the types of procedures that were used in this audit. He detailed each financial statement analysis on PSTA's assets, liabilities, revenues, expenses and net position.

**[Mr. Scott entered the meeting at 9:09 AM.]**

Mr. Laflin noted that there was an unpredictability audit performed on the HVAC install project and there was a discrepancy between the contract rate and the invoice rate. He indicated that this has been corrected and suggested a Contract Manager review all future contracts. Questions were raised regarding health insurance, the HVAC invoicing issue, pension liability, and unrestricted net position.



After Mr. Laflin responded to their questions, Mr. Jonson made a motion, seconded by Mr. Shulman to recommend acceptance of the FY 2017 Audit report. There were no public comments. Motion passed unanimously.

Voice of the Community Survey – Al Burns, Director of Procurement, said PSTA and the Hillsborough Area Regional Transit Authority (HART) were seeking a contractor to help design and conduct a community sentiment survey. He said a joint Request for Proposal (RFP) was issued in September 2017, and two proposals were received. After evaluation by the Selection Committee, HCP Associates was selected. He noted that negotiations with HCP reduced their initial labor rate by 6%. The Committee had questions about cost negotiations, scores, and scope of work. Mr. Burns answered the Committee's questions and Mr. Jonson made a motion, seconded by Mr. Bennett to recommend approval of a three-year contract with two one-year options with HCP Associates in an amount not to exceed \$165,000 over the maximum five-year period, and recommend authorizing the CEO to exercise the two one-year options. There were no public comments. Motion passed (5:1) with Mr. Scott dissenting.

## **INFORMATION ITEMS**

Community Service Partnerships – Cyndi Raskin-Schmitt, Director of Communications & Marketing, gave a presentation on community service partnerships for large crowd community events. She noted that the event must be on an existing route and during regular service hours. Mr. Scott expressed concern with providing free rides for for-profit events, such as the Oldsmar BMX event. Mr. Miller provided information on the service that PSTA provided for the Oldsmar event, adding his opinion that the Authority should implement these types of services as it helps promote PSTA and creates a value to the community. Further comments were made by the Committee members relating to actual costs for the additional service for these events, as well as the partnerships it creates with the municipalities.

Mr. Scott pointed out that by adding the Sunday service for the BMX event, PSTA took away the opportunity for private transit companies to charter the event. He also requested transparency of costs and ridership for these free events. In addition, he stated his belief that the Board should approve all events where PSTA provides free service. Mr. Miller stated that there will be a line added to the monthly Board report that shows ridership from these types of services.

American Bus Benchmarking Group (ABBG) Update – Mr. Miller provided information on how PSTA counts ridership and ridership decline research results, as well as recommendations. He stated that ridership decline is a nationwide trend. Due to time constraints, the Benchmarking update will be postponed to the April meeting.



## **REPORTS**

Monthly Financial Statements – The financial statements were included in the packet.

Ridership/Performance - The report was handed out at the meeting.

## **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 10:38 AM. The next Finance & Performance Management Committee meeting is scheduled for April 18th at 9:00 AM.