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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
APRIL 18, 2018**

Committee Chair Joe Barkley called the April 18, 2018 Finance & Performance Management Committee meeting to order at 9:00 AM. Members present: Joe Barkley, Brian Scott, Josh Shulman, and Richard Bennett. Member absent: Dave Eggers. Also present were: Brad Miller, CEO, and PSTA staff members.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

March 14, 2018 Meeting Minutes – Mr. Scott made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

Wheelchair Ramp Replacement – Henry Lukasik, Director of Maintenance, outlined the wheelchair ramp replacement project. He said that PSTA was successful in being awarded discretionary grant funding in the amount of \$200,000 under the Section 5310 Seniors & Individuals with Disabilities Capital Assistance Program. Mr. Lukasik indicated that these funds will replace approximately 20 wheelchair ramps. He said that an Invitation for Bid (IFB) was released in March 2018 and one response was received from Gillig, LLC. After review, staff determined the pricing received from Gillig was fair and reasonable. Mr. Lukasik said staff is recommending approval of a contract with Gillig LLC for the purchase of wheelchair ramp assemblies for a total cost not to exceed \$200,000. Questions were raised regarding the type of ramps, costs and funding, and maintaining the ramps. After Mr. Lukasik responded to the questions, Mr. Scott made a motion, seconded by Mr. Shulman, to recommend approval of a contract with Gillig LLC. There were no public comments. Motion passed unanimously.

Electric Bus Purchase – Mr. Lukasik provided an update on the status of the two electric buses on order. He said in June 2017, PSTA applied for a grant under the Federal Transit Administration's (FTA) Low or No Emission Program and was successful in being

awarded \$1,000,000. In addition, PSTA will contribute \$1,000,000 from the Capital budget. Mr. Lukasik indicated that staff is recommending approval of a contract with BYD Motors, Inc. for the purchase of two 35', all electric/zero emission, low floor buses and two depot chargers. Questions were asked about routes for these vehicles and charging the batteries. Mr. Scott mentioned the fact that PSTA could buy more hybrids with the funds instead of electric. Mr. Miller indicated that the funds must be used for electric vehicles. Committee Chair Barkley suggested that PSTA advocate for standardized compatibility of chargers so the Authority could obtain competitive bids in the future. Mr. Bennett made a motion, seconded by Mr. Shulman, to recommend approval of a contract with BYD Motors for the purchase of two buses and charging equipment at a not to exceed cost of \$1,800,000. There were no public comments. Motion passed unanimously.

Risk Information Management System – Diane Randall, Director of Risk Management, provided information on the Marsh Clearlight LLC contract for software license and service agreement that is used as the Risk Management software system for workers' compensation and general liability claims. She said the Agency negotiated an annual cost of \$45,488.28 for a total cost of \$137,655.84 over the three-year contract. Ms. Randall said the contract will be funded by PSTA's Information Technology (IT) operating budget. Questions were raised about the cost and bidding out the contract. After Ms. Randall answered the Committee's questions, Mr. Scott made a motion, seconded by Mr. Shulman, to recommend approval of a three-year contract with Marsh Clearlight LLC. There were no public comments. Motion passed unanimously.

Mobility Enhancement Grant – Heather Sobush, Director of Planning, provided background information on the Transportation Disadvantaged (TD) Late Shift Program which provides TD bus riders on-demand door-to-door service for work trips that occur outside fixed route bus service hours. She also spoke about the on-demand same-day trips to bus riders who need a daytime door-to-door trip for a life sustaining need that cannot be pre-scheduled or satisfied by the fixed route system. She indicated the programs have been extremely successful with more than 55,000 rides provided through the FY2017 and FY2018 Mobility Enhancement Grants (MEG). Ms. Sobush said that the Commission for the TD (CTD) recently issued a call for applications for funding for FY2019. She stated that staff has developed a grant application requesting \$686,488, with 90% to be funded with state funds, as well as 10% from local match from general revenue and program farebox.

Questions and comments were made regarding the success of the innovative programs and how staff is spreading the word about PSTA's innovative programs. Ms. Sobush stated that there are workshops where discussions take place about these programs. She also said that staff members speak at conferences and have discussions with other

agencies on a regular basis. Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval of a Resolution authorizing the filing and execution of a TD MEG application with the Florida CTD. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Benchmarking Update – Mr. Miller gave a presentation on the recent American Bus Benchmarking Group’s (ABBG) data analysis and reviewed PSTA’s results from 2016.

REPORTS

Monthly Financial Report – The financial statements were included in the packet. Debbie Leous, Chief Financial Officer, briefly outlined the revenue and expenditures for the month ending February 28, 2018.

PSTA Contracts – The report was included in the packet.

Ridership/Performance - The report was handed out at the meeting. Mr. Miller noted that Demand Response (DART) usage increased. Mr. Scott mentioned that DART TD trips were down but complaints rose. Ross Silvers, Mobility Manager, explained the numbers.

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 10:35 AM. The next Finance & Performance Management Committee meeting is scheduled for May 16th at 9:00 AM.