



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
MAY 16, 2018**

Committee Chair Joe Barkley called the May 16, 2018 Finance & Performance Management Committee meeting to order at 9:01 AM. Members present: Joe Barkley, Brian Scott, Dave Eggers, and Josh Shulman. Members absent: Richard Bennett. Also present were: Brad Miller, CEO, PSTA staff members, and members of the public.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

April 18, 2018 Meeting Minutes – Mr. Scott made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

General Services Consultant – Cassandra Borchers, Chief Development Officer, outlined the current General Services Consultant contracts and how they are used to benefit all areas of PSTA. She said that the Authority released a Request for Qualifications (RFQ) in February 2018 for General Services Consultants and six proposals were received. Ms. Borchers stated that the Evaluation Committee ranked the proposals and recommended approval of awarding contracts to AECOM, WSP, and HNTB. She noted that these will be task-work order contracts and will continue to be subject to available budget and will be required to have Board approval for amounts exceeding \$100,000.

Ms. Borchers said that staff is recommending approval of the award of a task-work order based General Services Contract to AECOM Technical Services, Inc., HNTB, and WSP USE, Inc. for a period of three years with two one-year options with a not to exceed value of \$2 million each. The Committee asked questions relating to the types of services and projects, how the contract is paid, and the value of the contracts. After Ms. Borchers and Mr. Miller replied, Mr. Scott made a motion, seconded by Mr. Shulman, to recommend approval of the three contracts. There were no public comments. Motion passed unanimously.

Settlement Authority Request – Diane Randall, Director of Risk Management, explained that this claim arises from a motor vehicle accident where a PSTA bus entered the intersection on a red light and collided with Timothy Miller’s vehicle. She stated that a Proposal for Settlement was received by the Authority in the amount of \$40,000; adding that Mr. Miller’s out-of-pocket medical expenses are currently just under \$30,000 without the recommended surgery on his right elbow. Ms. Randall said staff is recommending approval of the settlement with Mr. Miller. Mr. Eggers made a motion, seconded by Mr. Scott, to recommend approval of the settlement of \$40,000. There were no public comments. Motion passed unanimously.

Lease Termination – Oldsmar Park & Ride – Debbie Leous, Chief Financial Officer, provided background information on the Oldsmar Park & Ride lot. She said that due to insufficient ridership on PSTA’s Route 67, Hillsborough Area Regional Transit Authority’s (HART) Route 11, and Pasco County’s Route 50X, the Park & Ride lot was closed in early 2004. Ms. Leous stated that the Oldsmar Park & Ride lease agreement is for zero dollars per year from the Florida Department of Transportation (FDOT); therefore, there is no fiscal impact in the termination. Additionally, FDOT has agreed to the lease termination. Mr. Scott made a motion, seconded by Mr. Shulman, to recommend approval of the termination of the Oldsmar Park & Ride lease agreement and adopt Resolution #18-05. There were no public comments. Motion passed unanimously.

Desktop Hardware – Andy Guertin, Information Technology (IT) Project Manager, provided information on the upgrades to desktop equipment for PSTA staff. He said that the current workstations are five years old and have reached their useful life. He indicated that in March 2018, PSTA released an Invitation for Bid (IFB) and seven bids were received. Mr. Guertin stated that after staff review, it was decided that Vology, Inc. was the lowest priced, most responsive, and responsible bidder. He explained that this project is 100% funded by the Federal Transit Administration (FTA) and is in the capital budget. Staff is recommending approval to upgrade workstations at a cost not to exceed \$200,000.

The Committee had questions about the useful life of the new desktops, funding for the equipment, about the vendor Vology, Inc., and the type of hardware being procured. After Mr. Guertin addressed their questions, Mr. Eggers made a motion, seconded by Mr. Scott, to recommend approval of a contract with Vology, Inc. not to exceed \$200,000. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Performance Scorecard Update – Trish Collins, Human Resources Manager, and Michael Hanson, Director of Finance, outlined the second quarter scorecard results.

They noted that PSTA received a score of 100 out of 100 on the FY18 Organization Performance Scorecard. The Committee asked many questions relating to the final score, especially whether the goals are set correctly, as well as how the Agency is able to achieve certain goals. Ms. Collins, Mr. Miller, and Ms. Borchers responded to their questions.

REPORTS

Monthly Financial Statement – The financial statements were included in the packet. Ms. Leous briefly outlined the revenue and expenditures for the month ending March 31, 2018.

Quarterly Reports – The reports were included in the packet. Mr. Hanson reviewed the Investments and Reserves reports, and Ms. Leous spoke about the Fuel, Health Insurance, and Capital Projects reports.

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

Mr. Scott asked when the new replacement Connector vehicles will arrive and Mr. Lukasik said that they should arrive from Orlando next week.

ADJOURNMENT

The meeting was adjourned at 10:01 AM. The next Finance & Performance Management Committee meeting is scheduled for June 20th at 9:00 AM.