



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
JUNE 20, 2018**

Committee Chair Joe Barkley called the June 20, 2018 Finance & Performance Management Committee meeting to order at 9:00 AM. Members present: Joe Barkley, Richard Bennett, Dave Eggers, and Josh Shulman. Members absent: Brian Scott and David Banther. Also present were: Debbie Leous, CFO, and PSTA staff members.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

May 16, 2018 Meeting Minutes – Mr. Bennett made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

Benefits Broker Services Contract – Ms. Leous outlined the benefits broker services for the Agency's health insurance and benefits programs. She indicated that the current contract expires at the end of July 2018, and PSTA and the Hillsborough Area Regional Transit Authority (HART) participated in a joint Request for Proposal (RFP) in February 2018. Ms. Leous noted that four proposals were received and the Evaluation Committee rated each proposal with the Gehring Group receiving the highest total points. She said staff is recommending approval of a contract for a one-year period with two one-year options with a not to exceed cost of \$442,425 for the maximum three-year period and authorize the CEO to exercise the two one-year options. Questions were raised regarding the services offered, the scores, the cost, and the joint procurement with HART. After Ms. Leous answered the Committee's questions, Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval of a contract with the Gehring Group. There were no public comments. Motion passed unanimously.

Transportation Disadvantaged (TD) Grants/Agency Agreements – Ms. Leous explained that as the Community Transportation Coordinator (CTC) for Pinellas County, PSTA is responsible for all TD services in Pinellas County. She said the Authority is now

completing its sixth year as the CTC and outlined the annual Trip & Equipment Grant from the Florida Commission for TD (CTD) effective July 1, 2018 – June 30, 2019. She indicated that the funding has increased by \$558,271 to \$3,844,503. She also reported that PSTA will receive TD funding that will be passed through to Forward Pinellas for reimbursement of eligible TD tasks in the amount of \$39,810. Ms. Leous stated that four non-profit agencies receive TD funding to provide transportation to their own TD-eligible clients: Neighborly Care Network (\$442,210), PARC (\$157,000), ARC Tampa Bay (\$157,000), and Lighthouse (\$6,221).

Ms. Leous said that staff is recommending the acceptance of the Annual Trip & Equipment Grant from the Florida CTD and Resolution #18-06 authorizing the CEO to sign related documents. Staff is also recommending approval of the four coordination agreements with the local non-profit transportation providers at a total cost not to exceed \$762,431, and the Planning Grant agreement with Forward Pinellas at a total cost not to exceed \$39,810. Mr. Eggers made a motion, seconded by Mr. Bennett, to recommend acceptance of the grants, agreements, and resolution. There were no public comments. Motion passed unanimously.

Grand Central Station Police Resource Center Contract Extension – James Bradford, Chief Operating Officer, briefly spoke about the Police Resource Center at Grand Central Station. He noted that complaints and calls have decreased at the terminal since this agreement was implemented last year. Mr. Bradford said staff is recommending the approval of an amendment to the lease agreement between PSTA and the City of St. Petersburg to allow annual auto-renewals for the Police Resource Center at Grand Central Station. Mr. Shulman made a motion, seconded by Mr. Eggers, to recommend approval of the amendment to the lease agreement. There were no public comments. Motion passed unanimously.

Federal Lobbyist Contract Extension – Ms. Leous reported that in 2015, the Board approved a three-year contract with Van Scoyoc Associates to perform Federal lobbying consultant services with the option to extend for two additional one-year periods. She said that the Board action did not specifically authorize the CEO to exercise the two one-year option years and the current three-year contract will be expiring at the end of June 2018. Ms. Leous noted that Van Scoyoc's fee per month is \$7,000 and will remain unchanged for the two one-year renewal terms. Committee Chair Barkley noted that the Washington D.C. trips organized by Van Scoyoc have always been very productive in terms of securing meetings with legislators important to the transit industry. Mr. Shulman made a motion, seconded by Mr. Eggers, to recommend the extension of the contract with Van Scoyoc Associates for the first option year and authorize the CEO to exercise the second and final option year. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Flamingo Update – Michael Hanson, Director of Finance, and Shpresa Zenku, Manager of Revenue & Capital Projects, provided an update on the Flamingo Card project. Committee members had questions about fare capping, family members utilizing the service, C-PASS/U-PASS programs, discount passes, the timeline and the beta testing. Mr. Hanson and Ms. Zenku fielded all 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 April 30, 2018.

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 9:48 AM. The next Finance & Performance Management Committee meeting is scheduled for July 18th at 9:00 AM.