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

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Committee Chair Joe Barkley called the July 18, 2018 Finance & Performance Management Committee meeting to order at 9:01 AM. Members present: Joe Barkley, Brian Scott, Richard Bennett, Dave Eggers, and Josh Shulman. Members absent: David Banther. Also present were: Brad Miller, CEO, and PSTA staff members.

**PUBLIC COMMENT**

There were no public comments.

**ACTION ITEMS**

June 20, 2018 Meeting Minutes – Mr. Scott made a motion, seconded by Mr. Bennett, to approve the minutes. Motion passed unanimously.

Remanufactured Radiators – Henry Lukasik, Director of Maintenance, said that the previous contract with Dukane Radiator is expiring and a new contract will need to be awarded. In May 2018, an Invitation for Bid (IFB) was issued and two vendors replied. Mr. Lukasik indicated that Dukane Radiator's pricing was determined to be fair and reasonable; therefore, staff is recommending approval of a one-year contract with two one-year renewals with Dukane Radiator for an amount not to exceed \$141,000 over the maximum three-year period and recommend approval to authorize the CEO to exercise the two one-year options. There was a brief discussion about the current contract, the cost, and a joint contract with the Hillsborough Area Regional Transit Authority (HART). After Al Burns, Director of Procurement, and Mr. Lukasik responded, Mr. Scott made a motion, seconded by Mr. Shulman, to recommend approval of a contract with Dukane Radiator and to authorize the CEO to exercise the two one-year options. There were no public comments. Motion passed unanimously.

Cleaning DOC and DPF Filters – Mr. Lukasik explained that PSTA's 2008 – current transit buses have special exhaust filters called Diesel Oxidation Catalysts (DOC) and Diesel Particulate Filters (DPF). He said a new contract to clean these filters will need to be awarded. Mr. Lukasik indicated that an IFB was issued in May 2018 and two bids

were received. After review, one company was deemed non-responsive to the specifications in the IFB; therefore, staff is recommending approval of a one-year contract with two one-year renewals with Austin and Son Auto Electric, Inc., for an amount not to exceed \$282,000 over the maximum three-year period and recommend approval to authorize the CEO to exercise the two one-year options. Questions were asked about the length and amount of the contract, the filter repairs, and the vendor. After Mr. Lukasik answered their questions, Mr. Bennett made a motion, seconded by Mr. Scott, to recommend approval of a contract with Austin and Son Auto Electric, Inc., and recommend approval for the CEO to exercise the two one-year options. There were no public comments. Motion passed unanimously.

Commercial Bus Batteries – Mr. Lukasik indicated that PSTA purchases about 450 commercial grade 12-volt batteries for its fleet of 201 buses. An IFB was issued in April 2018 soliciting bids to supply the batteries with five companies responding. Mr. Lukasik stated that after review, it was determined that Future Plus of Florida, Inc., be recommended for award. The Committee had questions relating to the current contract, the specific buses that will receive the new batteries, the disposal of batteries, and the vender's credibility. After Mr. Lukasik replied to their questions, Mr. Scott made a motion, seconded by Mr. Bennett, to recommend approval of a one-year contract with a one-year renewal with Future Plus of Florida, Inc., for an amount not to exceed \$117,000 over the maximum two-year period and recommend approval to authorize the CEO to exercise the one-year option. There were no public comments. Motions passed unanimously.

Damaged Bus Repairs – Diane Randall, Director of Risk Management, indicated that this action item is to procure a contractor for substantial bus repairs on one of PSTA's buses which was involved in a rear end collision. She said an IFB was issued in May 2018 and one proposal was received from CoachCrafters, Inc. in the amount of \$302,461.73. Ms. Randall added that PSTA has recently been reimbursed from the at-fault party's insurance in the amount of \$312,404.78, which includes loss of use of the vehicle. The Committee had questions about the bus involved and the specifics of the incident. After Mr. Lukasik provided the information, followed by a brief discussion, Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval of a one-time award with CoachCrafters, Inc. in an amount not to exceed \$302,461.73. There were no public comments. Motion passed unanimously.

State Government Affairs Contract Extension – Mr. Miller stated that the current two-year contract with RSA Consulting Group is expiring this summer. He indicated that staff is recommending an extension of the contract for the first option year and authorize the CEO to exercise the second and third option years. Mr. Miller noted that the fee per month is \$7,500 for the first option year, which is unchanged from the current rate, \$8,000 for the

second option year, and \$8,500 for the final option year. After a short discussion, Mr. Scott made a motion, seconded by Mr. Bennett, to recommend approval of an extension of the contract with RSA Consulting Group and authorize the CEO to exercise the second and third option years. There were no public comments. Motion passed unanimously.

FY 2019 Employee Health Benefits – Ms. Leous outlined the proposed FY 2019 health benefits for PSTA employees as well as the initiatives made during the current year. She reported that the increase to the major medical health insurance cost is 9.7%, which is within the proposed draft budget for FY 2019. Ms. Leous said that the rates for Cigna dental insurance, Advantica vision insurance, and Minnesota Life Insurance will remain the same. The Committee had questions regarding the costs, plans, incentives, loss ratio, and supplemental insurance. Ms. Leous and Sean Fleming from the Gehring Group (PSTA’s insurance broker), addressed their questions. Mr. Shulman made a motion, seconded by Mr. Scott, to recommend approval to renew the three contracts: Cigna (medical/prescription/dental), Advantica (vision), and Minnesota Life (life insurance). There were no public comments. Motion passed unanimously.

At the request of Committee Chair Barkley, James Bradford, Chief Operating Officer, spoke on two recent incidents involving PSTA buses.

## **REPORTS**

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

Ridership/Performance - The report was handed out at the meeting. Mr. Miller pointed out a new line on the report entitled “Total Mobility Programs,” which includes rides such as the Transportation Disadvantaged (TD) Late Shift and the Direct Connect programs.

PSTA Contracts – The report was included in the packet.

## **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 10:29 AM. The next Finance & Performance Management Committee meeting is scheduled for August 15th at 9:00 AM.