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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
AUGUST 15, 2018**

Committee Chair Joe Barkley called the August 15, 2018 Finance & Performance Management Committee meeting to order at 9:00 AM. Members present: Joe Barkley, Brian Scott, Richard Bennett, Dave Eggers, and Josh Shulman. Also present were: Brad Miller, CEO, PSTA staff members, and members of the public.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

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

Bus Rapid Transit (BRT) Design Contract – Abhishek Dayal, Director of Project Management, gave a presentation on the Central Avenue BRT project. He noted that this is the first Tampa Bay project in the Federal process with funding through the Federal Transit Administration's (FTA) Small Starts program, along with local contributions from the Florida Department of Transportation (FDOT), PSTA, the City of St. Petersburg, and the City of St. Pete Beach. Mr. Dayal outlined the recent studies that were conducted as well as maps, costs, and design. He indicated that in June, the Agency issued a Request for Quote (RFQ) for Preliminary Engineering and Final Design Services. He said that three Statements of Qualifications (DOQ) were received and after technical review, presentations, and interviews, staff is recommending awarding the contract to H.W. Lochner.

Questions were raised about the three phases of the project, funding, types of buses being used for the BRT, ridership, and service. After Mr. Dayal responded to the Committee's questions, Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval to begin negotiations with H.W. Lochner for Phase I scope of services subject to the contract limit of \$1.7 million. There were no public comments. Motion passed unanimously.

Audit Services Renewal – Debbie Leous, Chief Financial Officer, explained that PSTA is required to have an independent audit of its financial records. In 2015, the Board approved a three-year contract with two option years with CliftonLarsonAllen LLP to provide financial audits and related services, but the Board action item did not specify that the CEO could exercise the option years. Ms. Leous indicated that the first option year fee for audit services is \$73,500 and is included in the operating budget. The Committee had a few questions regarding issuing a Request for Proposal (RFP), last years' audit, and value-added services. After Ms. Leous addressed their questions, Mr. Scott made a motion, seconded by Mr. Shulman, to recommend extending the contract with CliftonLarsonAllen LLP for the first option year and recommend authorizing the CEO to exercise the second option year. There were no public comments. Motion passed unanimously.

Settlement Authority – Diane Randall, Director of Risk Management, explained that this claim arises from a motor vehicle accident at an intersection with the bus colliding with two vehicles. She indicated that since liability is almost certainly against PSTA, staff is requesting settlement authority of \$75,000 to resolve the claim without further litigation. Mr. Shulman made a motion, seconded by Mr. Scott, to recommend approval of the settlement authority of \$75,000. There were no public comments. Motion passed unanimously.

Annual FDOT Funding Grants – Ms. Leous explained the various Block Grants, Urban Grants, and Service Development funds that PSTA receives from FDOT annually. She indicated that the Block Grant funds will be used for operating costs directed related to the provision of public transit services (fuel, utilities, and labor). Ms. Leous said that the Urban Grants will be used for continued operation of the express Route 100X and 300X, the Curlew Road Connector, and the new Route 100X extension service from Gateway Mall to downtown St. Petersburg. She noted that the Service Development Program funds will be used for the operation of the new and improved downtown St. Petersburg circulator service. Ms. Leous also indicated that one additional grant in the amount of \$100,000 is for the autonomous shuttle demonstration. After answering a question regarding funding for the airport service, Ms. Leous said staff is recommending approval of the FY 2019 agreements with FDOT and the adoption of Resolution #18-07. Mr. Scott made a motion, seconded by Mr. Shulman, to recommend approval of the agreements and Resolution. There were no public comments. Motion passed unanimously.

Performance Brake Tester – Henry Lukasik, Director of Maintenance, explained that all of PSTA's heavy-duty transit buses are equipped with air brake systems which must remain in compliance with requirements of the Federal Motor Vehicle Safety Standards (FMVSS). He indicated the ways in which the Agency currently tests its brake systems, and described the Performance Based Brake Tester (PBBT) device which offers a number of

advantages over the current testing method. Mr. Lukasik said that in June, an Invitation for Bid (IFB) was issued with one bidder responding – Link Commercial Vehicle Testing Inc. He indicated that Link’s bid was determined to be fair and reasonable based upon initial internal cost estimates and they have the proven technical capacity to provide and install the equipment. Mr. Lukasik said that staff is recommending approval to award a one-year contract to Link Commercial Vehicle Testing, Inc. to purchase and install the PBBT equipment in an amount not to exceed \$150,000. He added that the one-year contract also includes a warranty and that ongoing maintenance costs and software are not substantial. Additional discussion took place on vendors, maintenance, and costs. After Mr. Lukasik answered the Committee’s questions, Mr. Scott made a motion, seconded by Mr. Shulman, to recommend approval of a one-year contract with Link Commercial Vehicle Testing, Inc. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

FY2018 Performance Scorecard Update – Trish Collins, Director of Human Resources, and Michael Hanson, Director of Finance, presented the Performance Scorecard results for the 3rd Quarter, 2018. Questions were raised and answered by Ms. Collins and Mr. Miller relating to some of the metrics, benchmarks, and scores.

PSTA Incidents & Accidents – Ms. Randall, Theo Bakomihalis, Superintendent of Safety, Security, & Training (SS&T), and Ed Kester, SS&T Supervisor, gave a presentation on incident reports and how PSTA uses the information within the organization. They explained the procedure for when an incident report is filed and how the information gathered from the report is used by SS&T, the Maintenance Department, as well as Risk Management. Additionally, the data from these reports is used to identify challenges facing PSTA and enable the Authority to direct training, assist with administrative decision making, and measure success. The Committee had many questions related to the statistics and liability, which staff answered.

REPORTS

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

Quarterly Reports – The reports 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 10:32 AM. The next Finance & Performance Management Committee meeting is scheduled for September 19th at 9:00 AM.