



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
SEPTEMBER 19, 2018**

Committee Chair Joe Barkley called the September 19, 2018 Finance & Performance Management Committee meeting to order at 9:01 AM. Members present: Joe Barkley, Brian Scott, Richard Bennett, and Dave Eggers. Member absent: Josh Shulman. Also present were: Brad Miller, CEO; and PSTA staff members.

Debbie Leous, Chief Financial Officer, gave a special presentation in honor of Prisoners of War (POW) and Missing in Action (MIA) military personnel.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

August 15, 2018 Meeting Minutes – Mr. Scott made a motion, seconded by Mr. Bennett, to approve the minutes. Motion passed unanimously.

Uniform & Shop Items Rentals – Al Burns, Director of Procurement, outlined the procurement process that was completed in 2015 for the Maintenance and Transportation employee's uniforms. He stated that the current three-year contracts are with NAFECO and Unifirst, with two one-year option years. Mr. Burns explained that the current contract with Unifirst does not include the rental of safety mats, shops rags, and shop towels; therefore, staff is recommending an increase to the Unifirst contract value of \$81,000, for a total not to exceed amount of \$190,828. After a few questions about the contracts, the bid process, and the cost, Mr. Scott made a motion, seconded by Mr. Bennett, to recommend approval of exercising the first option year (year four) to the NAFECO and Unifirst contracts (including the additional \$81,000 to Unifirst), and recommend authorizing the CEO to exercise the second option year (year five) for both contracts. There were no public comments. Motion passed unanimously.

Bus Rapid Transit (BRT) Project Management/Construction Management Services Contract – Abhishek Dayal, Director of Project Management, outlined the BRT project and staff's recommendation to award a project management and construction management consultant services contract with HDR, Inc. He reviewed the procurement process, the areas that HDR will oversee, as well as the funds and costs. Questions were raised relating to the contract, the funds, and how both components of this contract will be managed. After Mr. Dayal and Mr. Burns provided answers regarding the procurement process, fund distribution, and the scope of the contract, Mr. Eggers made a motion, seconded by Mr. Scott, to recommend approval to award a contract with HDR Inc. for project management/construction management services for the Central Avenue BRT project for a period of three years with a not to exceed value of \$1.7 million. There were no public comments. Motion passed unanimously.

Retail Fare Media – Shpresa Zenku, Manager, Revenue & Capital Projects, explained that the Regional Working Group (RWG) issued a Request for Proposal (RFP) for electronic fare collection system cards that will be used for the new Flamingo Smartcard program and will replace the current magnetic card system. She indicated that three proposals were received, but Electronic Data Magnetics, Inc. was the only company that submitted a proposal for the Fare Card portion of the solicitation. Ms. Zenku said that staff is recommending approval of a two-year base term contract with three one-year options with Electronic Data magnetics, Inc. not to exceed five years or \$232,880 and recommend authorizing the CEO to exercise the three one-year option years. The Committee had questions relating to the cost of the cards and the contract. After Ms. Zenku answered their questions, Mr. Scott made a motion, seconded by Mr. Bennett, to recommend approval of the contract with Electronic Data Magnetics, Inc. There were no public comments. Motion passed unanimously.

Looper Agreement – Mr. Miller spoke about the Looper Trolley, which is the trolley system in downtown St. Petersburg. He provided information on the history of the Looper service and the funding contributors. Mr. Miller explained the proposed route which includes extended hours, frequency, and the expansion of the route to cover additional areas of downtown. He said that PSTA's new electric buses will be servicing this route, which will begin on October 7th. Mr. Miller also talked about the costs and said staff is recommending approval of the Looper agreement between PSTA and the City of St. Petersburg to operate two vehicles on the downtown circulator route for a three-year agreement with a FY 2019 cost not to exceed \$653,538 with a maximum of 3% annual escalation. The Committee had questions about the funds/costs, charging the electric buses, and details of the contract, which Mr. Miller answered. After further discussion, Mr. Bennett made a motion, seconded by Committee Chair Barkley, to

recommend approval of the Looper agreement. There were no public comments. Motion did not pass. Vote was tied (2:2), with Mr. Eggers and Mr. Scott dissenting.

INFORMATION ITEMS

Financial Policies – Ms. Leous provided the annual update on the financial policies. She is recommending no changes to the policies this year.

REPORTS

Monthly Financial Statement – The financial statements 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

Mr. Eggers asked how the Authority is going to maintain the electric buses, and Mr. Miller responded that Henry Lukasik, Director of Maintenance, is preparing a presentation on that subject.

ADJOURNMENT

The meeting was adjourned at 10:14 AM. The next Finance & Performance Management Committee meeting is scheduled for October 12th at 9:00 AM.