



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
MARCH 22, 2019**

Dave Eggers called the March 22, 2019 Finance & Performance Management Committee meeting to order at 1:03 PM. Members present: Richard Bennett, Dave Eggers, and Vince Cocks. Members absent: Joe Barkley and Josh Shulman. Also present were: Brad Miller, CEO; PSTA staff members, and members of the public.

PUBLIC COMMENT

There were no public comments.

REPORTS

Monthly Financial Statement – The financial statements were included in the packet, which Debbie Leous, Chief Financial Officer, briefly reviewed for the month ending January 31, 2019.

Ridership/Performance - The report for February 2019 was handed out at the meeting. Mr. Miller stated that ridership is slightly up for the year. A question was raised about the on-time performance, and Mr. Miller replied that on-time performance was not calculated in the past according to the benchmarking definition; therefore, the number has gone down.

ACTION ITEMS

FY2018 Audit Report – Ms. Leous introduced Andrew Laflin, Principal with CliftonLarsonAllen, PSTA's independent audit firm. Mr. Laflin reviewed the FY2018 annual audit and indicated that the Authority received an unmodified opinion that states that the financial statements were fairly presented. He also noted that there were no material weaknesses and three corrective issues identified regarding internal control over compliance. Mr. Laflin indicated that corrective recommendations were made by the auditors, which management agreed and has implemented the corrective actions. In addition, Mr. Laflin reviewed the Demand Response (DART) program analysis that was conducted.

[Mr. Bennett entered the meeting at 1:41 PM.]

Mr. Laflin briefly spoke about future transition plans for CliftonLarsonAllen and introduced Lance Schmidt, Principal, who will be conducting PSTA's audits in the future. After Mr. Laflin answered questions regarding DART procedures, general financial health of the Agency, and operations costs, Mr. Cocks made a motion, seconded by Mr. Bennett, to recommend acceptance of the FY2018 Audit Report. There were no public comments. Motion passed unanimously.

February 20, 2019 Meeting Minutes – Mr. Cocks made a motion, seconded by Mr. Bennett, to approve the minutes. Motion passed unanimously.

Heavy-Duty Vehicle Lifts – Henry Lukasik, Director of Maintenance, indicated that the Maintenance Facility was constructed in 2005 with 29 total work bays, but only 20 bays have in-ground, 40,000-pound vehicle lifts with the remaining bays having no vehicle lifts. He stated that in order to increase work productivity/capacity and remain efficient with shop operations, there is a need to purchase three additional heavy-duty vehicle lifts. Al Burns, Director of Procurement, said that in November 2016, an Invitation for Bid (IFB) was led by the State of Washington for vehicle lifts and garage associated equipment. He indicated that nine vendors submitted bids in response to this solicitation. In January 2019, PSTA used this contract to receive a quote of \$469,272 from Mohawk Resources LTD for three vehicle lifts. Mr. Burns said that after negotiations, Mohawk issued a revised quote of \$453,408 for a savings of \$15,864. He said this purchase would be funded by the Federal Transit Administration's (FTA) grant funds. Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of a one-time purchase with Mohawk Resources LTD in an amount not to exceed \$454,000. There were no public comments. Motion passed unanimously.

Settlement Authority – Diane Randall, Director of Risk Management, explained that this claim arises from a trip and fall accident by a passenger departing the bus and liability appears to be in the Plaintiff's favor. She said that his medical bills total \$34,000 with \$24,000 remaining outstanding. Ms. Randall said staff is requesting settlement authority of \$45,000 to resolve the claim without further litigation, which is within the established claim reserves. Mr. Cocks made a motion, seconded by Mr. Bennett, to recommend approval of a settlement with Mr. Charles Rivers. There were no public comments. Motion passed unanimously.

Bulk Fluids – Mr. Lukasik explained that in April 2015, PSTA joined a Co-Op administered by the City of St. Petersburg for the purchase of various fluids and lubricants for the buses and service vehicles. Since that contract has expired, PSTA developed its own solicitation and in December 2018, an IFB was issued. Mr. Burns reviewed the

procurement process and indicated that seven bids were received and two companies, Port Consolidated and Palmdale Oil Company, were determined to have the capacity to perform the work. He added that the rates PSTA received for this solicitation were more favorable than other municipalities. Mr. Burns said that staff is recommending approval of a one-year contract with one-year option with Port Consolidated in an amount not to exceed \$245,000 and Palmdale Oil Company in an amount not to exceed \$265,000 and authorize the CEO to exercise the one-year option. Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of the two contracts and authorize the CEO to exercise the one-year option. There were no public comments. Motion passed unanimously.

Drug/Physical Testing – Trish Collins, Director of Human Resources, talked about the drug and physical testing for employees. Mr. Burns spoke about the proposal process and said that in January 2019, PSTA released a Request for Proposals (RFP) soliciting competitive proposals to provide employee physicals, fitness-for-duty evaluation services, medical evaluations, and drug testing. Mr. Burns indicated that one proposal was received from BayCare Urgent Care, LLC which listed three subconsultants: Alere Toxicology, E-screen, and DRG Phlebotomy for this procurement. He noted that the price offered by BayCare Urgent Care was approximately \$53,000 lower than budgeted. Mr. Burns stated that staff is recommending approval of a three-year base term contract with two one-year options with BayCare Urgent Care, LLC, not to exceed five years or \$305,000 and recommend authorizing the CEO to exercise the two one-year option years. The Committee had a question relating to after-hours testing. After Mr. Burns responded, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of the contract to BayCare Urgent Care and authorize the CEO to exercise the two one-year option years. There were no public comments. Motion passed unanimously.

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 2:20 PM. The next Finance & Performance Management Committee meeting is scheduled for April 17th at 9:00 AM.