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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE  
MEETING MINUTES  
APRIL 17, 2019**

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Committee Chair Joe Barkley called the April 17, 2019 Finance & Performance Management Committee meeting to order at 9:00 AM. Members present: Joe Barkley, Richard Bennett, Josh Shulman, and Vince Cocks. Member absent: Dave Eggers. Also present were: Brad Miller, CEO and PSTA staff members.

**PUBLIC COMMENT**

There were no public comments.

**ACTION ITEMS**

March 22, 2019 Meeting Minutes Mr. Bennett made a motion, seconded by Mr. Cocks, to approve the minutes. Motion passed unanimously.

Bus Stop Construction Services Contract Award – Mark Knight, Construction & Project Development Manager, provided background information on the Americans with Disabilities Act (ADA) landing and shelter pads for bus stops. Al Burns, Director of Procurement, outlined the procurement process for this contract. He said that in January, PSTA released an Invitation for Bid (IFB) and six bids were received. Staff reviewed and chose the three lowest-priced and responsible contractors: JAM 5:20, Inc., Design Build Engineers & Contractors, Inc., and American Construction Services. Mr. Burns explained that the ADA boarding and shelter pads and miscellaneous services are proposed to be funded through a combination of Federal and PSTA funds. He indicated that all task orders will continue to be subject to available budget and be required to have Board approval for amounts exceeding \$100,000, as per current PSTA policy.

Mr. Burns said that staff is recommending approval of a two-year contract with three one-year options with JAM 5:20, Inc., Design, Build Engineers & Contractors, Inc., and American Construction Services for the ADA boarding and shelter pads as well as shelter installations in the amount not to exceed \$1 million and recommend approval to authorize the CEO to exercise the three one-year options. Questions were asked about

the contract amount, the type of landing pads, the vendors who submitted bids, location of the pads, and legal issues if pads are not installed correctly. After Mr. Burns and Mr. Knight responded, Mr. Shulman made a motion, seconded by Mr. Cocks, to recommend approval of the contracts. There were no public comments. Motion passed (3:1) with Mr. Bennett dissenting.

## **REPORTS**

Monthly Financial Statement – The financial statements were included in the packet, which Debbie Leous, Chief Financial Officer, briefly reviewed for the month ending February 28, 2019.

PSTA Contracts – The report was included in the packet. Ms. Leous pointed out that the two largest contracts are Care Ride and Jolley Trolley.

Ridership/Performance - The report for March 2019 was handed out at the meeting. Mr. Miller stated that the month of March was a solid month.

## **FUTURE MEETING SUBJECTS**

The Committee was provided with a list of upcoming meeting subjects.

## **OTHER BUSINESS**

Mr. Bennett would like a discussion about the \$5 million deficit.

## **ADJOURNMENT**

The meeting was adjourned at 9:55 AM. The next Finance & Performance Management Committee meeting is scheduled for May 15th at 9:00 AM.