



PINELLAS SUNCOAST TRANSIT AUTHORITY  
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716  
[PSTA.NET](http://PSTA.NET) 727.540.1800 FAX 727.540.1913

**FINANCE COMMITTEE MEETING MINUTES  
NOVEMBER 14, 2018**

Committee Chair Joe Barkley called the November 14, 2018 Finance & Performance Management Committee meeting to order at 9:00 am. Members present: Joe Barkley, Richard Bennett, Josh Shulman, and Dave Eggers. Also present were: Brad Miller, CEO; Nikki Day, PSTA General Counsel; Vince Cocks, PSTA Board Member, and PSTA staff members.

**Public Comment:**

There were no public comments.

**Action Items:**

**October 12, 2018 Meeting Minutes** – Mr. Bennett made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

**Option Year Delegation Authority** – Al Burns, Director of Procurement, explained that in past years, the Board has approved an amount for the life of contracts including option years. However, the CEO was not specifically delegated the authority to exercise the options years. He indicated that in FY 2017, PSTA's General Counsel informed staff that contracts with option years, previously approved by the Board, were required to have language allowing the CEO to exercise the subsequent options. Mr. Burns pointed out that since then, the required language has been included in each contract award. He said that in an effort to save the Board's time, staff is asking the Committee to recommend approval to allow the CEO to have the authority to exercise the option years on previously awarded contracts. He stressed that the dollar value for each of the contracts remains the same as when originally approved by the Board. After a brief discussion, Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval to authorize the CEO to exercise option years on previously awarded contracts. There were no public comments. Motion passed unanimously.

**Mobility Provider Contracts** – Bonnie Epstein, Senior Planner, provided a presentation on PSTA’s mobility provider programs. She said these programs include the Transportation Disadvantaged (TD) Late Shift program, the Mobility on Demand Sandbox project, and the new Healthy HOP program in Tarpon Springs. Ms. Epstein said that staff is recommending approval of contract amendments with Lyft, United Taxi, Care Ride, Wheelchair Transport, and Liberty Wheelchair. She also presented the fiscal impact for each of these programs and the contract amendments. The Committee members had a few questions regarding the vendors, funding, and the service, which Ms. Epstein and Mr. Miller answered. Mr. Bennett made a motion, seconded by Mr. Shulman, to recommend approval of the contract amendments. There were no public comments. Motion passed unanimously.

**[Mr. Eggers entered the meeting at 9:18 am.]**

**Wheelchair Ramp Replacement Project** – Henry Lukasik, Director of Maintenance, talked about the wheelchair ramp replacement program. He reported that once again, PSTA was successful in being awarded a Section 5310 grant in the amount of \$300,000 for FY 2018, which will fund wheelchair ramp replacements in 45 additional buses. Mr. Lukasik indicated that after completion, a total of 81 buses will have newly replaced wheelchair ramps and a total of 122 buses – 60% of the fleet – will have ramps which are approximately one-and-a-half years old. The Committee had questions regarding the number of times the ramps are used and the feasibility of repairing instead of replacing the ramps. After Mr. Lukasik answered their questions, Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval of a contract with Gillig LLC for the purchase of 45 wheelchair ramp assemblies for a total cost not to exceed \$306,000. There were no public comments. Motion passed unanimously.

**Forward Pinellas Transit Planning Funding Agreement** – Mr. Miller indicated that this is an annual agreement with Forward Pinellas to provide PSTA \$80,000 for transit planning. He explained that this amount has not changed since 2005. After answering the Committee’s questions about the funding, Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval of PSTA receiving \$80,000 from Forward Pinellas and recommend approval for the CEO to execute the annual 5305 agreements pending funding from the Florida Department of Transportation (FDOT). There were no public comments. Motion passed unanimously.

### **Information Items:**

**2018 Performance Scorecard Update** – Trish Collins, Director of Human Resources, recapped the FY 2018 Organizational Performance Scorecard. She talked about the fourth

quarter results and some of the metrics that staff tracks throughout the year. She also spoke about the launch of the Performance Innovation Teams that are being formed to lead improvements in the five key strategic areas on the Performance Scorecard. There were a few questions and comments about some of the metrics, which staff answered.

**Hybrid & Electric Bus Maintenance Safety** – Mr. Lukasik gave a detailed presentation on maintenance safety procedures for the hybrid and electric buses. He spoke about the work area, safety protocols, specialized tools, safeguards, precautions, and ongoing education. The Committee had questions about safety procedures, accidents working with electricity, staff training, and compensation. After Mr. Lukasik answered their questions, it was suggested that this presentation be provided to the Board.

### **Reports:**

**Monthly Financial Statement** – The financial statements were included in the packet, which Ms. Leous briefly reviewed for the month ending September 30, 2018. She noted that the net surplus of \$1.26 million was \$.75 million favorable to the anticipated surplus of \$.51 million.

**Quarterly Reports** – The reports were included in the packet. Ms. Leous briefly spoke about the health care costs and Michael Hanson, Director of Finance, outlined the investments and reserves reports.

**Ridership/Performance** - The report was handed out at the meeting. Mr. Miller indicated that the results were good for October with an increase in ridership. He also noted that the expanded Looper service in St. Petersburg is doing very well.

### **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 10:30 am. The next Finance & Performance Management Committee meeting is scheduled for January 16th at 9:00 am.