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FINANCE COMMITTEE MEETING MINUTES  
JANUARY 16, 2019

Committee Chair Joe Barkley called the January 16, 2019 Finance & Performance Management Committee meeting to order at 9:01 am. Members present: Joe Barkley, Richard Bennett, Josh Shulman, Dave Eggers, and Vince Cocks. Also present were: Brad Miller, CEO and PSTA staff members.

**Public Comment:**

There were no public comments.

**Action Items:**

**Appoint Committee Chair and Vice-Chair** – Mr. Eggers made a motion, seconded by Mr. Cocks, to re-appoint Mr. Barkley as Committee Chair. Motion passed unanimously. Mr. Eggers made a motion, seconded by Mr. Cocks, to appoint Mr. Shulman as Committee Vice-Chair. Motion passed unanimously.

**November 14, 2018 Meeting Minutes** – Mr. Bennett made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

**Supervisor Vehicles** – Henry Lukasik, Director of Maintenance, provided background information on the eight 2013 Ford Fusion hybrid sedans that are assigned to the Road Supervision Unit in the Transportation Division. He indicated that these vehicles have reached the end of their useful life with 150,000 miles. Mr. Lukasik said staff is asking the Committee to recommend approval of the purchase of eight 2019 Ford Responder hybrid sedans from Prestige Ford utilizing the State of Florida contract at a total cost not to exceed \$220,000. He noted that the Ford Responder is built for police duty with heavy-duty components and is rated for ten years of service, while still maintaining the fuel efficiency of a hybrid vehicle. Mr. Lukasik added that the cost is included in PSTA's Capital Improvement Program (CIP). After he responded to questions regarding mileage, maintenance, cost, the contract, and the vendor, Mr. Shulman made a motion, seconded by Mr. Cocks, to recommend approval of the purchase of eight 2019 Ford Responder

hybrid sedans from Prestige Ford at a total cost not to exceed \$220,000. There were no public comments. Motion passed unanimously.

**Remanufactured Parts** – Al Burns, Director of Procurement, indicated that PSTA’s contracts with the current remanufactured parts vendors have expired. In September 2018, an Invitation for Bid (IFB) was issued with two failed attempts to secure a contract. Mr. Burns said that after Procurement staff contacted 35 vendors, five proposals were received, but one was deemed unresponsive and another was too costly. Therefore, three companies are eligible for award of contracts: Kirk’s Automotive, Inc. (\$190,000), Southeast Power Systems of Tampa, Inc. (\$130,000), and D&W Diesel, Inc. (\$480,000). The Committee raised questions relating to the contracts, delays or out of stock parts, and the vendors, which Mr. Burns responded to. Mr. Bennett made a motion, seconded by Mr. Eggers, to recommend approval of the one-year contracts with four, one-year options with the three companies and authorize the CEO to exercise the four one-year options. There were no public comments. Motion passed unanimously.

**Claim Settlement** – Diane Randall, Director of Risk Management, explained that this claim arises from a hard stop incident in 2015 and liability appears to be in the Plaintiff’s favor. She outlined the claim settlement and said that staff is requesting to settle the claim in the amount of \$40,000. Mr. Bennett made a motion, seconded by Mr. Eggers, to recommend Board approval of settlement authority of \$40,000. There were no public comments. Motion passed unanimously.

**PSTA Innovative Services Contracts Insurance Modifications** – Mr. Miller stated that PSTA's General Counsel is recommending that the insurance levels for the vendors that serve the innovative programs such as Direct Connect and the Transportation Disadvantaged (TD) Late Shift, be adjusted and approved by the Board. Questions were raised about the levels for individual coverage, PSTA’s risk level, number of accidents over the past year, and cost to PSTA for these trips. After Mr. Miller and Ms. Randall answered their questions, Mr. Cocks made a motion, seconded by Mr. Bennett, to recommend approval of revisions to the auto-liability coverage requirements for certain PSTA innovative service providers including United Taxi, Wheelchair Transport, and Liberty Wheelchair and authorize the PSTA CEO to execute these revised contracts. There were no public comments. Motion passed (3:2) with Mr. Shulman and Committee Chair Barkley dissenting.

**Reports:**

**Monthly Financial Statement** – The financial statements were included in the packet, which Ms. Leous briefly reviewed for the month ending November 2018. The Committee had questions regarding the number of rides on DART and TD and the tax revenue timing, which she addressed.

**PSTA Contracts** – The report was included in the packet. Ms. Leous pointed out that the largest contract is with Care Ride for paratransit services, followed by the Jolley Trolley contract, then the fuel contract.

**Ridership/Performance** - The reports for November 2018 and December 2018 were handed out at the meeting. Mr. Miller noted that November ridership was up and December was slightly down largely due to the weather. He indicated that farebox revenues are about even from where they were last year.

**Future Meeting Subjects:**

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

**Other Business:**

Mr. Bennett mentioned an email he received from a rider and staff indicated that the concerns raised in the email are being investigated and that staff will follow-up with Board members.

**Adjournment:**

The meeting was adjourned at 10:10 am. The next Finance & Performance Management Committee meeting is scheduled for February 20th at 9:00 am.