



**PINELLAS SUNCOAST TRANSIT AUTHORITY**  
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**FINANCE COMMITTEE MEETING MINUTES**  
**JULY 17, 2019**

Committee Vice-Chairperson Josh Shulman called the July 17, 2019 Finance Committee meeting to order at 9:00 am. Members present: Josh Shulman, Dave Eggers, Richard Bennett, Vince Cocks, and Dan Saracki. Member absent: Joe Barkley. Also present: Brad Miller, CEO; PSTA staff members; and members of the public.

**Public Comment:**

There were no public comments.

**Action Items:**

**June 19, 2019 Meeting Minutes** – Mr. Bennett made a motion, seconded by Mr. Saracki, to approve the minutes. Motion passed unanimously.

**Printing Services** – Al Burns, Director of Procurement, spoke about the printing services procurement process. He said staff is recommending approval to enter into two-year base contracts with three one-year options with Dprint for \$225,000; Pride Enterprises for \$131,000; and Sol Davis for \$3,000 and recommend authorizing the CEO to exercise the three one-year option years. Mr. Burns said that a Request for Proposal (RFP) was issued in May 2019 with five responders; however, two were deemed non-responsive. The Evaluation Committee reviewed the remaining three proposals and their pricing was determined to be fair and reasonable. He added that PSTA has worked with these three vendors for years and are familiar with their work. Mr. Bennet made a motion, seconded by Mr. Eggers, to recommend approval of the three contracts. There were no public comments. Motion passed unanimously.

**Internet, Ethernet, & Telecom Contract** – Mr. Burns outlined the internet, ethernet, and telecom services procurement. He indicated that PSTA engaged Clifton, Larson, Allen LLP to perform an analysis of the services due to the complex nature of them. Mr. Burns noted that the renewal of the business phone lines has been moved to a month-to-month plan to

allow the Authority time to evaluate solutions for the replace of the current Voice over Internet Protocol (VoIP) system. He said that once a solution has been implemented, the business phone lines will be moved to the three-year agreement. Mr. Burns indicated that staff is recommending approval of a contract for internet, ethernet, and telecom services with Spectrum Enterprise for a term of three years in an amount not to exceed \$300,000. He added that this agreement has an estimated annual savings of \$14,500. After Julie Cagliostro, Director of Information Technology (IT), responded to a question about the month-to-month agreement, Mr. Eggers made a motion, seconded by Mr. Saracki, to recommend approval of the contract with Spectrum Enterprises. There were no public comments. Motion passed unanimously.

**Financial Audits and Related Services** – Mr. Burns indicated that staff is recommending approval of a contract amount increase of \$150,000 for Clifton, Larson, Allen LLP for financial audits and related services for a not to exceed amount of \$510,000. He explained that the increase is needed because PSTA has asked Clifton Larson Alan to perform additional services such as the auditing of the Procurement files prior to the Triennial Audit, telecom services and contracts review, and the paratransit assessment. Mr. Burns noted that the requested additional funds will cover the 2019 Financial Audit, Federal Transit Administration’s (FTA) National Transit Database (NTD), and monthly data analytics. Questions were raised about the additional cost, the terms of the original contract, and cyber security. After Ms. Leous provided examples of what additional services may be performed, Mr. Bennett made a motion, seconded by Mr. Saracki, to recommend approval of the contract increase. There were no public comments. Motion passed unanimously.

**Diesel Fuel and Unleaded Gasoline** – Mr. Burns stated that in May 2019, PSTA joined a Co-Op administered by Hillsborough Area Regional Transit Authority (HART). That same month, HART issued an Invitation for Bid (IFB) for suppliers to provide diesel fuel and unleaded gasoline. He said that as a result of the IFB, staff is recommending approval of a one-year contract with the option for four one-year renewals with Mansfield Oil Company, Petroleum Traders Corporation, and Palmdale Oil Company, Inc., and recommend authorizing the CEO to exercise the four one-year option years. Questions were raised about locking in fuel prices, mark-up charges, and the vendors. After Mr. Burns responded, Mr. Bennett made a motion, seconded by Mr. Saracki, to recommend approval of the three contracts. There were no public comments. Motion passed unanimously.

**Direct Connect Program Amendments** – Mr. Miller explained about the Direct Connect program and the amendment to the contracts with Uber, United Taxi, and Wheelchair Transport. He said that over the past few years, riders want to use Direct Connect to reach

core routes earlier in the morning and later at night. He indicated that to allow these riders to use the service, PSTA is expanding service hours 5:00 AM to midnight (previously 6:00 AM to 11:00 PM). Mr. Miller noted that the Agency will continue to pay the first \$5.00 for the Direct Connect rides and staff anticipates the increased demand will result in an average monthly expense of \$15,000 to \$20,000. A question was raised about how the increased times would be announced to the public and a suggestion that PSTA's General Counsel develop a master contract for the various Direct Connect vendors. Mr. Saracki made a motion, seconded by Mr. Bennett, to recommend approval of the Direct Connect contract amendments to expand service hours. There were no public comments. Motion passed unanimously.

### **Reports:**

**Monthly Financial Statement** – The financial statements were included in the packet, which Julie Lupis, Director of Accounting, briefly reviewed for the month ending May 31, 2019.

**Ridership/Performance** – Mr. Miller reported that ridership was slightly down for June, and slightly up year-to-date. He said there was strong ridership growth on the Looper service in St. Petersburg.

**PSTA Contracts** – The report was included in the packet. Mr. Miller pointed out that the three largest contracts are Care Ride, Jolley Trolley, and fuel.

### **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 10:10 am. The next Finance Committee meeting is scheduled for August 21st at 9:00 am.