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**FINANCE COMMITTEE MEETING MINUTES
JUNE 19, 2019**

Committee Chair Joe Barkley called the June 19, 2019 Finance & Performance Management Committee meeting to order at 9:00 am. Members present: Joe Barkley, Dave Eggers, Richard Bennett, Josh Shulman, Vince Cocks, and Dan Saracki. Also present were: Brad Miller, CEO and PSTA staff members.

Public Comment:

There were no public comments.

Action Items:

May 15, 2019 Meeting Minutes – Mr. Bennett made a motion, seconded by Mr. Cocks, to approve the minutes. Motion passed unanimously.

Settlement Approval – Diane Randall, Director of Risk Management, talked about an incident involving Mamie Thompson which occurred in January 2016. She said staff is requesting settlement authority of \$30,000 to resolve the claim without further litigation. She noted that this amount is within the established claim reserves.

[Mr. Eggers entered the meeting at 9:02 am.]

After Ms. Randall responded to a few questions, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of settlement authority of \$30,000. There were no public comments. Motion passed unanimously.

Waste Removal Contract – Henry Lukasik, Director of Maintenance, said staff is asking for a recommendation of a two-year contract with three one-year options with Aqua Clean Environmental Company, Inc., for a total contract amount not to exceed \$153,000 and recommend authorizing the CEO to exercise the three one-year options. Mr. Lukasik indicated that an Invitation for Bid (IFB) was issued in April 2019 and five companies responded. After review, it was decided that Aqua Clean's pricing was fair and reasonable and will be funded by PSTA's operating budget. In addition, he indicated

that Aqua Clean is the incumbent. After Mr. Lukasik answered a question regarding responsibility for environmental issues, Mr. Shulman made a motion, seconded by Mr. Cocks, to recommend approval of a contract with Aqua Clean. There were no public comments. Motion passed unanimously.

Uniforms – Al Burns, Director of Procurement, outlined the procurement process for uniforms for union employees. He noted that the annual uniform allowance is \$200 for Bus Operators, \$180 for Customer Service Representatives, and \$240 for Supervisors. Mr. Burns indicated that a Request for Proposal (RFP) was issued in April 2019 and two responsive proposals were received. After review by the Evaluation Committee, North America Fire Equipment Company’s pricing was determined to be fair and reasonable. Mr. Burns said staff is recommending approval of a two-year contract with three one-year options with North America Fire Equipment Company in an amount not to exceed \$500,000 and recommend authorizing the CEO to exercise the three one-year option years. After a few questions were answered regarding the contract and costs, Mr. Bennett made a motion, seconded by Mr. Shulman, to recommend approval of a contract with North America Fire Equipment Company. There were no public comments. Motion passed unanimously.

Bus Rapid Transit (BRT) Preliminary Engineering and Final Design Services Contract Amendment – Abhishek Dayal, Director of Project Management, provided a presentation on the BRT project which outlined the project status and the phases for the preliminary engineering and design services. He also provided information on the \$1,850,000 amendment to the contract with H.W. Lochner. It was noted that this amount is within the project cost. Questions were raised about the size of buses planned for this route, operating revenue, contract amount, the termination location in St. Pete Beach, art at the stations, bikes on buses, and the design of buses. After Mr. Dayal answered their questions, Mr. Bennett made a motion, seconded by Mr. Saracki, to recommend approval of the contract amendment of the preliminary engineering and final design services contracts with H.W. Lochner for a not-to-exceed amount of \$1,850,000. There were no public comments. Motion passed unanimously.

Employee Insurance Benefits – Debbie Leous, Chief Financial Officer, outlined the employee health benefits for FY2020. She indicated that there will be a 4.4% increase in the cost of health insurance. She also spoke about some incentive programs the Agency is offering and the outcomes of those programs. The group had questions and comments about the high deductible plan, the Health Savings Account (HSA), premium costs for employees, the Fitbit incentive program, and education for employees. After Ms. Leous and Sean Fleming from the Gehring Group, (PSTA’s insurance broker), answered their questions, Mr. Shulman made a motion, seconded by Mr. Cocks, to recommend approval of the FY2020 Employee Health Benefits which includes a renewal with Cigna for medical, prescription, and dental insurance for PSTA employees and dependents not to

exceed \$8.9 million; renewal of vision coverage through Advantica not to exceed \$55,000; and optional life and accidental death and disability insurance through Minnesota Life not to exceed \$85,000. There were no public comments. Motion passed unanimously.

Information Items:

Bus Barriers – Mr. Miller and Mr. Burns spoke to the Committee about the status of the bus barriers. Mr. Burns indicated that an IFB was issued on June 12th with six companies participating in a pre-bid information meeting on June 17th. He said that the bids are due on June 21st with the anticipation of having a recommendation for the Board at their June 26th meeting. The group discussed the types of barriers, installation, safety procedures, and driver training.

Reports:

Monthly Financial Statement – The financial statements were included in the packet, which Julie Lupis, Director of Accounting, briefly reviewed for the month ending April 30, 2019.

Ridership/Performance - The report for May 2019 was handed out at the meeting.

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 10:39 am. The next Finance & Performance Management Committee meeting is scheduled for July 17th at 9:00 am.