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**FINANCE COMMITTEE MEETING MINUTES
MAY 15, 2019**

Committee Chair Joe Barkley called the May 15, 2019 Finance & Performance Management Committee meeting to order at 9:00 am. Members present: Joe Barkley, Dave Eggers, Richard Bennett, Josh Shulman, and Vince Cocks. Also present were: Brad Miller, CEO and PSTA staff members.

Public Comment:

There were no public comments.

Action Items:

April 17, 2019 Meeting Minutes – Mr. Bennett made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

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

Uber Mobility Contracts – Mr. Miller spoke about the modifications to the Uber agreement for the Direct Connect program. He explained how Uber went through a change in leadership and new legal council made some changes to the contract that the Board approved in March. Mr. Miller noted that the majority of changes were formatting and there is no change to the cost. After a brief discussion, Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval of the Uber contracts for Transportation Disadvantaged (TD) Late Shift and Direct Connect. There were no public comments. Motion passed unanimously.

State and Federal Lobbyist Contracts – Al Burns, Director of Procurement, outlined the state and federal lobbyist contracts for approval. It was noted that the Board did not authorize the CEO to exercise the option years at the time of contract award. He said that this item would normally come before the Legislative Committee, but since that meeting was cancelled, it is being presented to the Finance Committee for recommendation. Mr. Burns added that both contracts expire in June. Mr. Shulman requested that the Legislative Committee see this item before it goes to the Board. After discussion

regarding the cost of the contracts, it was decided to add this item to the June 5th Legislative Committee for their review.

Employee Training Services – Mr. Burns indicated that this item is to recommend approval of a three-year contract with two one-year options with five companies in an amount not to exceed \$325,000 and recommend authorizing the CEO to exercise the two one-year optional years. Trish Collins, Director of Human Resources, explained that these contracts will be used for employee training such as computer software and leadership programs. Angeli Baker, Purchasing Agent II, outlined the procurement process. Mr. Burns indicated that staff is recommending approval to enter into contract with the following vendors: St. Petersburg College, New Horizons Computer Learning Centers, Competency & Performance Solutions, Turnkey Coaching Solutions, and TransPro Consulting LLC. Questions were raised regarding the costs and how the money will be allocated amongst the five vendors. After Ms. Collins answered their questions, Mr. Bennett made a motion, seconded by Mr. Eggers, to recommend approval of the contracts. There were no public comments. Motion passed unanimously.

Information Items:

Capital Plan and Reserves – Debbie Leous, Chief Financial Officer, provided a presentation on PSTA’s capital needs and reserve use. She indicated that the Authority is one of the most cost-effective transit agencies in the country and also one of the lowest funded. Ms. Leous reported on the capital needs versus funds over the next five years. She said by the of FY 2021, there will be less than \$1 million in available reserves for capital and operating costs. She also reviewed what is currently being funded and what capital is not being funded. Ms. Leous noted that within five years, an estimated \$18 million of local funding is needed with a total need of up to \$26 million over ten years to maintain a state of good repair. Questions and comments were raised about the costs for each type of bus, as well as the infrastructure for electric vehicles. The group also discussed funding from various sources and anticipated service cuts.

Reports:

Monthly Financial Report – The financial statements were included in the packet, which Julie Lupis, Director of Accounting, briefly reviewed for the month ending March 31, 2019. There was a question regarding overtime expenses and Ms. Leous responded by talking about the steps being taken to fill vacant Bus Operator positions.

Quarterly Reports – Ms. Leous briefly reviewed the Capital/Planning projects. Michael Hanson, Director of Finance, spoke about the reserves and investments reports. Ms. Leous also reviewed the fuel and the health insurance reports.

Ridership/Performance - The report for April 2019 was handed out at the meeting. Mr. Miller stated there was a nice increase in ridership due to spring break. He also mentioned an emergency issue with the gas tank that needed to be fixed. He stated that he approved an \$88,000 purchase for a new tank without a procurement process due to the nature of the emergency.

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 10:27 am. The next Finance & Performance Management Committee meeting is scheduled for June 19th at 9:00 am.