



PINELLAS SUNCOAST TRANSIT AUTHORITY  
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**FINANCE COMMITTEE MEETING MINUTES  
SEPTEMBER 11, 2019**

Committee Chairperson Barkley called the September 11, 2019 Finance Committee meeting to order at 6:18 pm. Members present: Joe Barkley, Josh Shulman, Richard Bennett, and Vince Cocks. Members absent: Dave Eggers and Dan Saracki. Also present: Brad Miller, CEO, Nikki Day, PSTA General Counsel, PSTA staff members, and members of the public.

**Public Comment:**

There were no public comments.

**Action Items:**

**August 21, 2019 Meeting Minutes** – Mr. Bennett made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

**Central Avenue Bus Rapid Transit (CABRT) Transit Oriented Development (TOD) Strategic Plan** – Mr. Miller provided information on the TOD strategic plan contract. He said that staff is recommending approval of a five-year contract to Kimley-Horn and Associates, Inc. for TOD Strategic Services with a contract not-to-exceed amount of \$3 million and an initial scope for the CABRT TOD Strategic Plan of \$1.2 million. Mr. Miller explained that the work to be completed under this initial task is designed to have transferable application to other areas/corridors in the county and form the basis of a corridor station evaluation process framework for the County priority transit corridors network. As such, the contract upset limit is recommended to exceed the initial \$1.2 million grant received and provide an opportunity to continue work on this corridor should another grant be secured or allow a partner agency to use the contract for other funded follow-up work on this or another corridor in the county. Al Burns, Director of Procurement, outlined the procurement process and how Kimley Horn was selected. He added that any further task work orders to be funded with future allocations will be brought to the Board through the budget and regular Board approval processes.

Questions were raised about the composition of the evaluation committee and the completion timeline. After Mr. Burns addressed their questions, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of the contract with Kimley Horn. There were no public comments. Motion passed unanimously.

**Contract Modifications** – Mr. Burns indicated that PSTA has approximately 130 active contracts and sometimes there is a need for contract modifications, which have no financial impact or change the length of the contract. He said staff is recommending that the Board authorize the CEO to approve the minor contract modifications. Ms. Day added that legal also reviews the contract modifications. After discussion, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of the CEO to approve contract modifications, with the amendment that the Committee will receive a quarterly report listing the modifications. There were no public comments. Motion passed unanimously.

**[Ms. Day left the meeting at 6:33 pm and did not return.]**

**Claim Settlements** – Diane Randall, Director of Risk Management, provided information on two claim settlements – Mr. David Ridel and Mr. Monte Harvey. After providing background information on each incident, she indicated that staff is recommending approval of settlement authority of \$50,000 for Mr. Ridel and \$200,000 for Mr. Harvey to resolve the claims without further litigation. Mr. Shulman made a motion, seconded by Mr. Cocks to recommend settlement approval of \$50,000 for Mr. Ridel. There were no public comments. Motion passed unanimously. After James Bradford, Chief Operating Officer, answered a few questions regarding training and procedures for bikes on buses, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend settlement approval of \$200,000 for Mr. Harvey. There were no public comments. Motion passed unanimously.

### **Reports:**

**Monthly Financial Statement** – The financial statements were included in the packet, which Ms. Leous briefly reviewed for the month ending July 31, 2019.

**Financial Policies** – Ms. Leous provided the annual update on the three financial policies. She is recommending no changes to the policies this year.

**Ridership/Performance** – The Operating Statistics report for the month of August 2019 was included in the packet.

**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 6:49 pm. The next Finance Committee meeting is scheduled for October 18th at 9:00 am.