



**PINELLAS SUNCOAST TRANSIT AUTHORITY**  
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**FINANCE COMMITTEE MEETING MINUTES**  
**AUGUST 21, 2019**

Committee Chairperson Barkley called the August 21, 2019 Finance Committee meeting to order at 9:00 am. Members present: Joe Barkley, Josh Shulman, Dave Eggers, Richard Bennett, Vince Cocks, and Dan Saracki. Also present: Brad Miller, CEO; Alan Zimmet, General Counsel; and PSTA staff members.

**Public Comment:**

There were no public comments.

**Action Items:**

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

**Armored Car Services** – Al Burns, Director of Procurement, talked about the armored car service that the Authority contracts with to transport tickets and money between PSTA headquarters and five transit centers, as well as deposits to the Agency's financial institution. He indicated that in May 2019, a Request for Proposal (RFP) was issued with two respondents – Mid Florida Armored & ATM Services, Inc. and Brinks, Inc. Mr. Burns stated that Mid Florida's price proposal was determined to be fair and reasonable and, therefore, staff is recommending approval of a two-year contract with three one-year options with Mid Florida Armored & ATM Services, Inc. in an amount not to exceed \$150,000 and recommend authorizing the CEO to exercise the three one-year option years. The Committee had questions regarding Mid Florida's size, customer base, and how long they have been in business. After Mr. Burns responded, Mr. Saracki made a motion, seconded by Mr. Shulman, to recommend approval of the armored car services contract with Mid Florida. There were no public comments. Motion passed unanimously.

**Legal Services** – Mr. Burns spoke about past experiences with Bryant Miller Olive (BMO) and Mr. Zimmet. He mentioned Florida statute 287.057 which states that legal services are

not subject to competitive solicitation requirements; however, PSTA entered into negotiations with BMO to negotiate the terms of the new agreement, conflict of interest, overview of the services, succession plan, and labor rates.

**[Mr. Eggers entered the meeting at 9:08 am.]**

Questions were raised about the costs and other staff at BMO. After Mr. Burns and Mr. Zimmet answered their questions, Mr. Cocks made a motion, seconded by Mr. Bennett, to recommend approval of an agreement for legal services with BMO for five years in an amount not to exceed \$1,350,000. There were no public comments. Motion passed unanimously.

**Bus Purchase** – Abhishek Dayal, Director of Project Management, outlined the bus purchase for the Central Avenue Bus Rapid Transit (BRT) project. He mentioned the last meeting where the Board approved the use of 40-foot buses and said staff is recommending the purchase of nine 40-foot hybrid-electric buses for this project. Henry Lukasik, Director of Maintenance, talked about the amenities on the buses as well as the procurement process utilizing the Jacksonville Transportation Authority (JTA) consortium contract with Gillig Corporation. He said staff is recommending approval of the purchase of nine 40-foot BRT hybrid-electric buses from Gillig at a total not to exceed cost of \$7,500,000. Staff is also recommending approval of the purchase and installation of additional required technology equipment and integration services for the nine buses at a total not to exceed cost of \$150,000, for a total not to exceed project cost of \$7,650,000. The group had questions about funding, diesel versus hybrid or electric, and maintenance. After Mr. Lukasik addressed their questions, Mr. Cocks made a motion, seconded by Mr. Bennett, to recommend approval of the bus purchase. There were no public comments. Motion passed (5:1) with Mr. Eggers dissenting.

**Trolley Purchase** - Mr. Lukasik talked about purchasing 20 replacement trolleys for the Central Avenue Trolley (CAT) and Suncoast Beach Trolley routes. He indicated that staff is recommending purchasing vehicles that have more of a trolley feel similar to the Jolley Trolley and Looper vehicles. Mr. Burns outlined the procurement process and said that the trolleys will be purchased through Creative Bus Sales utilizing the State of Georgia contract which meets and complies with all Federal Transit Administration (FTA) requirements. Questions and comments were made regarding vehicle type, possibly expanding the Jolley Trolley service, the price of the vehicles, and the delivery timeframe. After further discussion, the group decided to defer this item until October 2019.

**Amendment to International City Management Association Retirement Corporation (ICMA)** – Debbie Leous, Chief Financial Officer, spoke about the amendment to the ICMA

Deferred Compensation Program. She indicated that the ICMA program has been available to PSTA employees as an option since 1996. She noted that the current contract provides for hardship loans only, and the Authority would like to amend the loan program to allow for all loans through payroll deduction. Ms. Leous said that staff is recommending approval of an amendment to the loan program currently in place with ICMA to allow for loans for all purposes. Mr. Shulman made a motion, seconded by Mr. Cocks, to recommend approval of the amendment. There were no public comments. Motion passed unanimously.

**Workers Compensation** – Mr. Burns provided information on workers compensation and stated that staff is recommending approval of a three-year contract with two one-year options with Commercial Risk Management, Inc. (CRM) in an amount not to exceed \$270,000 and recommend authorizing the CEO to exercise the two one-year option years. Mr. Burns indicated that CRM is the incumbent vendor. Mr. Cocks made a motion, seconded by Mr. Saracki, to recommend approval of a contract with CRM. There were no public comments. Motion passed unanimously.

**Company Insurance Coverage** – Diane Randall, Director of Risk Management, talked about the types of insurance coverage PSTA utilizes under this program. She indicated that staff is recommending approval of a two-year contract with three one-year options with Public Risk Insurance Advisors in an amount not to exceed \$3,500,000 and recommend authorizing the CEO to exercise the three one-year options. After Mr. Burns spoke about the procurement and evaluation process, Mr. Saracki made a motion, seconded by Mr. Cocks, to recommend approval of the contract. There were no public comments. Motion passed unanimously.

**Telecom Services** – Julie Cagliostro, Director of Information Technology (IT), talked about the telecom services for the buses, supervisor vehicles, and individual users (laptops, iPads, tablets). She said that staff is recommending approval of a 28-month contract with AT&T Mobility in an amount not to exceed \$202,000 and Verizon in an amount not to exceed \$110,000. Mr. Burns mentioned the procurement process and said that PSTA will use the Florida Department of Management Services (DMS) contracts. Mr. Eggers made a motion, seconded by Mr. Shulman, to recommend approval of the contracts. There were no public comments. Motion passed unanimously.

**Alternators** – Mr. Lukasik briefly outlined the procurement process and bid for alternators. He said staff is recommending approval of a one-year contract with two one-year options with Electric Sales and Service, Inc. in an amount not to exceed \$190,000 and recommend authorizing the CEO to exercise the two one-year options. Mr. Eggers

made a motion, seconded by Mr. Shulman, to recommend approval of the contract. There were no public comments. Motion passed unanimously.

**Greyhound/Pinellas Park Agreement** – James Bradford, Chief Operating Officer, gave a presentation on an agreement with Greyhound Bus to allow a bus customer service center at the Shoppes at Park Place. He explained that PSTA does not possess the property outright and operates inside of Shoppes at Park Place via an easement agreement with KB Parkside LLC; therefore, a license agreement is needed to identify and address how the Authority and Greyhound intend to share the space at Shoppes at Park Place. Mr. Bradford indicated that this is an amendment to the existing easement agreement and the term shall be for 60 months commencing on September 1, 2019. He said that Greyhound will pay PSTA a fee of \$1,667 each month during the term of the agreement. He stated that staff is recommending approval of a license agreement and easement amendment between PSTA, Greyhound Lines, Inc., and the Shoppes at Park Place for the purpose of operating and maintaining a bus customer service center for Greyhound Bus.

**[Mr. Eggers left the meeting at 10:32 am and did not return.]**

After Mr. Bradford answered questions about the logistics of the buses pulling in and out of the service center, Mr. Shulman made a motion, seconded by Mr. Cocks, to recommend approval of the license agreement and the easement amendment. There were no public comments. Motion passed unanimously.

### **Reports:**

**Monthly Financial Statement** – The financial statements were included in the packet.

**Quarterly Reports** – The quarterly reports were included in the packet.

**Ridership/Performance** – The Operating Statistics report for the month of July 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 10:35 am. The next Finance Committee meeting is scheduled for September 18th at 9:00 am.