



PINELLAS SUNCOAST TRANSIT AUTHORITY
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FINANCE COMMITTEE MINUTES
JANUARY 22, 2020

Committee Vice-Chair Josh Shulman called the January 22, 2020 Finance Committee meeting to order at 9:00 am. Members present: Joe Barkley, Josh Shulman, Vince Cocks, and Richard Bennett. Member absent: Dan Saracki. Also present: Brad Miller, CEO, and PSTA staff members.

Public Comment:

There were no public comments.

Consent Agenda:

November 20, 2019 Meeting Minutes – Mr. Bennett made a motion, seconded by Mr. Cocks, to approve the minutes. Motion passed unanimously.

Action Items:

Engines & Transmissions Contracts – Henry Lukasik, Director of Maintenance, provided an outline of PSTA's fleet of 208 heavy-duty transit buses that are equipped with Cummins diesel engines. He said that the non-hybrid transit buses have Voith transmissions. Al Burns, Director of Procurement, discussed the procurement process. He indicated that in October 2019, an Invitation for Bid (IFB) was issued for engines with one company responding – Cummins, Inc. Mr. Burns said that Cummins' pricing was determined to be fair and reasonable, adding that the average cost of an engine is \$20,751.62 and on the previous contract it was \$19,468.01. An IFB was also issued in November 2019 for transmissions, with one response – Gillig LLC. Mr. Burns indicated that Gillig's pricing was determined fair and reasonable. The average cost of a transmission is \$9,655.13 and on the previous contract it was \$9,171.44. He said staff is recommending approval of a two-year contract for engines with three one-year options with Cummins, Inc. for a total contract amount not to exceed \$1,834,000 and authorize the CEO to exercise the three one-year options as well as a two-year contract for transmissions with three one-year options with Gillig LLC, for a total contract amount not to exceed \$532,000 and authorize the CEO to

exercise the three one-year options. After answering questions regarding the previous contract, and costs, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of the two contracts. There were no public comments. Motion passed unanimously.

Transportation Disadvantaged (TD) Grant Agreement – Debbie Leous, Chief Financial Officer, provided information on the TD Grant Agreements which staff is recommending approval. She indicated that PSTA is the Community Transportation Coordinator (CTC) and is responsible for all TD service in Pinellas County. Ms. Leous noted that the grant amount is shared with four non-profit agencies so they can provide transportation to their own TD eligible clients.

[Mr. Barkley entered the meeting at 9:10 am.]

Ms. Leous explained that the Florida Commission for TD (CTD) is increasing the annual funding by \$114,242 to \$3,788,179. Ms. Leous said that due to the additional funding, PSTA would like to increase the non-profit coordination agreements on a proportional basis. She said staff is recommending acceptance of Amendment 1 for the Trip & Equipment Grant from the Florida CTD for a total of \$3,788,179 as well as recommend approval to add additional funding to the four coordination agreements with local non-profit transportation providers in the amount of \$39,105 for a revised total cost not to exceed \$627,990. After Ms. Leous answered questions relating to the allocations for each agency and funding for the TD program, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend acceptance of Amendment 1 and recommend approval to add additional funding to the four coordination agreements. There were no public comments. Motion passed unanimously.

Mobility Program Contracts – Bonnie Epstein, Senior Planner, gave a presentation on the amendments to the mobility contracts and the addition of a new provider. Questions and comments were made about marketing efforts for the TD Late Shift and Direct Connect programs, the providers, and the funding. After Ms. Epstein answered their questions, Mr. Bennett made a motion, seconded by Mr. Shulman, to recommend approval of the new provider contract for the Mobility on Demand (MOD) program, as well as extending the TD Late Shift provider contracts and allow contractors to provide service for the new TD Direct Connect program. There were no public comments. Motion passed unanimously.

Audit Selection Committee Member Approval – Ms. Leous and Mr. Burns provided background on PSTA's current audit firm and the Request for Proposal (RFP) process. She explained the new Florida Legislation regarding the Auditor Selection Committee

and the responsibilities of this Committee. Ms. Leous indicated that the Finance Committee will serve in that capacity. She also spoke about the Audit Advisory Committee made up of four people that will review and rank all the proposals. Questions were raised about the current firm and the RFP process. Ms. Leous responded to their questions and Mr. Bennett made a motion, seconded by Mr. Shulman, to approve the evaluation criteria for the 2020 Auditing Services RFP and publicly announce the RFP's availability. There were no public comments. Motion passed unanimously.

Information Items:

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

Contracts – The report was included in the packet. Ms. Leous pointed out the addition of a new column titled Average Spend.

Ridership/Performance – Mr. Miller noted that December ridership increased for the month and total mobility programs were up. The Committee had questions about the application process for the Demand Response (DART) program and the number of complaints about PSTA and DART.

Future Meeting Subjects:

The Committee was provided with a list of upcoming meeting subjects. Mr. Barkley asked about an update on bus advertising services.

Other Business:

No other business was discussed.

Adjournment:

The meeting was adjourned at 10:08 am. The next Finance Committee meeting is scheduled for February 19th at 9:00 am.