



**PINELLAS SUNCOAST TRANSIT AUTHORITY**  
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**FINANCE/PLANNING COMMITTEE MINUTES**  
**SEPTEMBER 16, 2020**

***This meeting was conducted by means of Communications Media Technology.***

Finance Committee Chairperson Barkley called the September 16, 2020 combined Finance/Planning Committee meeting to order at 9:01 am. Members present: Joe Barkley, Josh Shulman, Vince Cocks, Richard Bennett, Dan Saracki, Darden Rice, and Dave Allbritton. Member absent: Ken Welch and Keith Sabiel. Also present: Brad Miller, CEO, and PSTA staff members.

**Call to Order - Joe Barkley, Finance Committee Chair** – Committee Chair Barkley read the required opening statement relating to the use of Communications Media Technology and how the public can view the meeting and make comments.

**Public Comment:**

There were no public comments.

**Action Items:**

**August 19, 2020 Finance/Planning Meeting Minutes** – Ms. Rice made a motion, seconded by Mr. Bennett, to approve the minutes. Motion passed unanimously.

**Park Street Terminal Roof** – Abhishek Dayal, Director of Project Management, gave a presentation on a contract with Advance Roofing, Inc., for the construction of the roofing system at the downtown Clearwater terminal. He explained that this repair is much needed as the existing roof is nearly 30 years old. Al Burns, Director of Procurement, talked about the procurement process. He said that the cost for this project is not to exceed \$308,000, which includes a 10% contingency. Questions and comments were made regarding spending the money on the roof, knowing that a new PSTA intermodal facility is being planned, the timeframe for the new facility, patching versus replacing, and finding a temporary space. After further discussion, Mr. Miller suggested this action item be deferred for another meeting in a couple months to allow more discussion with the City of Clearwater regarding the new facility. Mr. Bennett made a motion, seconded by Mr. Cocks, to defer action of this item for a couple months. Motion passed unanimously.

**Shelter Maintenance/Cleaning Contract** – Henry Lukasik, Director of Maintenance, and Mr. Burns, provided information on the shelter maintenance and cleaning contract. Mr. Lukasik said staff is recommending a five-year contract with American Janitorial,

Inc., for a not to exceed cost of \$3,000,000. He outlined the current maintenance workforce at PSTA and fixed route operations statistics, including number of stops, shelters, and amenities. Mr. Lukasik also talked about the specifics of the contract and the technology used to keep a record of the stops and amenities. Mr. Burns briefly spoke on the procurement process. He also introduced Jeff Simmons, from American Janitorial, who spoke about the company and history with PSTA. Questions were asked about cost, trash removal, illegal dumping signs at stops, and frequency of cleaning and trash removal. After discussion, Mr. Saracki made a motion, seconded by Mr. Bennett, to recommend approval of the contract with American Janitorial, Inc. Motion passed unanimously.

**Clever Devices Contract** – Julie Cagliostro, Director of Information Technology (IT), stated that staff is recommending approval of a very important annual contract with Clever Devices, PSTA's real time system. She said that the Scheduling and Dispatch services are also included in this contract. Ms. Cagliostro said staff is recommending a one-year contract with a not to exceed cost of \$260,662. Questions were asked about the cost of the last contract and the life of the software. After Ms. Cagliostro and Mr. Burns replied, Mr. Saracki made a motion, seconded by Mr. Cocks, to recommend approval of the contract with Clever Devices. Motion passed unanimously.

#### **Information Items:**

**Annual Financial Policies** – Debbie Leous, Chief Financial Officer, updated the Committee on the annual Financial Policies. She stated that there are no changes to the current policies.

#### **Reports:**

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

**Ridership/Performance** - Included in the packet.

#### **Other Business:**

Mr. Shulman requested that the summaries include a statement explaining if the cost is included in the budget.

Mr. Cocks asked when PSTA will resume fares. Mr. Miller stated that the plan is to resume full service and fares for the February service change. Mr. Cocks also asked about the paratransit solicitation and Mr. Miller said that staff is currently participating in Zoom meetings relating to the procurement.

#### **Adjournment:**

The meeting was adjourned at 10:26 am. The next Finance Committee meeting is scheduled for October 21st at 9:00 am.