



PINELLAS SUNCOAST TRANSIT AUTHORITY
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FINANCE/PLANNING COMMITTEE MINUTES
AUGUST 19, 2020

This meeting was conducted by means of Communications Media Technology.

Finance Committee Chairperson Barkley called the August 19, 2020 combined Finance/ Planning Committee meeting to order at 9:02 am. Members present: Joe Barkley, Josh Shulman, Vince Cocks, Richard Bennett, Dan Saracki, Darden Rice, Dave Allbritton, and Keith Sabiel. Member absent: Ken Welch. 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.

Presentation:

Introduction of Audit Firm/FY21 Audit Plan – Julie Lupis, Director of Accounting, introduced Lauren Strobe and Eric Lemmerman from Cherry Bekaert. They gave a presentation on the audit plan for FY21 and provided information on their firm.

Action Items:

July 22, 2020 Finance/Planning Meeting Minutes – Mr. Bennett made a motion, seconded by Mr. Saracki, to approve the minutes. Motion passed unanimously.

Pedestrian Crossing Project on US 19 – Whit Blanton, Executive Director of Forward Pinellas, gave a presentation on the pedestrian crossings on US 19. He talked about crossings at specific locations along US 19. It was noted that if pedestrian crossings are included in the design, the overall cost is less. Questions and comments were made about funding and the specifics of the crossings. Mr. Allbritton made a motion, seconded by Ms. Rice, to recommend approval that the Board send a letter in support of the proposed pedestrian crossings on US 19. There were no public comments. Motion passed unanimously.

Maintenance Uniforms – Henry Lukasik, Director of Maintenance, and Al Burns, Director of Procurement, outlined the action item to purchase uniforms for the

Maintenance department. He said that this will also include mats and shop towels. Mr. Burns talked about the procurement process. Staff is recommending a contract with Cintas for an amount not to exceed \$325,000. Questions were raised about the current vendor and price. After discussion, Mr. Saracki made a motion, seconded by Mr. Bennett, to recommend approval of the contract with Cintas. There were no public comments. Motion passed unanimously.

Florida Department of Transportation (FDOT) Agreement for South Pasadena Avenue Repaving – Abhishek Dayal, Director of Project Management, spoke about the agreement with FDOT for the repaving of South Pasadena Avenue for the SunRunner project. Questions were asked regarding the length of the resurfacing, the cost, the lanes approaching the bridge to St. Pete Beach, and the timeline. After discussion, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of a locally funded agreement with FDOT for the South Pasadena Avenue roadway improvements for the SunRunner Bus Rapid Transit (BRT) project. There were no public comments. Motion passed unanimously.

Core Network Switch Replacement – Mr. Burns outlined the replacement of a core network switch and the importance of having this equipment. He stated that this contract will include installation and testing. Julie Cagliostro, Director of Information Technology (IT), talked about the technical side and noted that the switch was damaged from a recent lighting storm. Questions were raised about the cost and what is included in the price. Debbie Leous, Chief Financial Officer, mentioned that PSTA will be submitting a claim to the insurance company for reimbursement. Additional questions were asked about the bid process and contingency. After discussion, Mr. Saracki made a motion, seconded by Mr. Bennett, to recommend approval of the purchase of the replacement core switch including installation and testing from CDWG. There were no public comments. Motion passed unanimously.

Information Items:

Shelter Deployment Plan – Jacob Labutka, Project Planner, and Michael Hetrick, Assistant Project Manager, gave a presentation on the shelter deployment plan. They outlined the shelter placement criteria, the three phases of deployment, as well as the shelter match program. Questions were asked about the costs for shelters and streamlining the process for installing shelters.

Bus Stop, Shelter, and Terminal Maintenance Program – Mr. Burns briefly talked about the cleaning contract that will be brought to the Board next month.

Reports:

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

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

Ridership/Performance - Included in the packet.

Other Business:

Mr. Cocks asked about the new process for mobility eligibility applications and the Request for Proposals (RFP) process, which Mr. Miller and Mr. Burns answered.

Adjournment:

The meeting was adjourned at 10:38 am. The next Finance Committee meeting is scheduled for September 16th at 9:00 am.