



PINELLAS SUNCOAST TRANSIT AUTHORITY  
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FINANCE/PLANNING COMMITTEE MINUTES  
MAY 20, 2020

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

Finance Committee Chairperson Barkley called the May 20, 2020 combined Finance/ Planning Committee meeting to order at 9:00 am. Members present: Joe Barkley, Josh Shulman, Vince Cocks, Richard Bennett, Dan Saracki, and Darden Rice. Members absent: Dave Allbritton 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:**

**April 15, 2020 Finance Meeting Minutes** – Mr. Saracki made a motion, seconded by Mr. Bennett, to approve the minutes. Motion passed unanimously.

**March 11, 2020 Planning Meeting Minutes** – Ms. Rice made a motion, seconded by Mr. Cocks, to approve the minutes. Motion passed unanimously.

**2019 Annual Audit** – Debbie Leous, Chief Financial Officer, talked about the FY19 audit process and changes in personnel who were involved in the audit process. Lance Schmidt from CliftonLarsonAllen, gave a summary and provided the key points and highlights from the audit. He said that PSTA received an unmodified opinion that states that the financial statements were fairly presented. There were no material weaknesses, one management comment and one deficiency identified regarding internal control over compliance. Mr. Schmidt also thanked Ms. Leous and her team for their assistance during the audit process. Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend

approval of the FY19 audit. There were no public comments. Motion passed unanimously.

**Maintenance Commercial Batteries** – Henry Lukasik, Director of Maintenance, presented information on commercial batteries for PSTA vehicles. He said staff is recommending approval of a contract with Future Plus of FL. Al Burns, Director of Procurement, talked about the procurement process for this item. Questions were raised about the qualifications for the five bids received, the amount of the contract, the quantity of batteries, the life expectancy, as well as the disposal/recycling of the used batteries. After Mr. Lukasik and Mr. Burns responded, Mr. Cocks made a motion, seconded by Mr. Bennett, to recommend approval of a two-year contract for batteries with one one-year option with Future Plus of FL, for a total contract amount not to exceed \$360,000 and authorize the CEO to exercise the one one-year option. There were no public comments. Motion passed unanimously.

**HASTUS Software Renewal** – Mr. Burns outlined the HASTUS program that PSTA utilizes. This is for a three year agreement with Giro, Inc. for maintenance and support. He noted that the purchase includes additional modules that will help streamline PSTA's processes. Questions were asked about the purchase of the modules back in November 2019, the annual maintenance of the modules, annual cost and invoicing, and competitive bidding. After Mr. Burns, Julie Cagliostro, Director of Information Technology (IT), and Cassandra Borchers, Chief Development Officer, replied to their questions, Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of an amendment for a three-year agreement with GIRO, Inc., for maintenance and support, in an amount not to exceed \$500,000. There were no public comments. Motion passed (4:1) with Mr. Shulman dissenting.

**Looper Contract Amendment** – Ms. Borchers talked about the amendment to the Looper agreement relating to the vehicles being utilized on the route. Staff's recommendation is to recommend approval to increase the Looper operating agreement by \$315,946 for a new not-to-exceed limit of \$969,304 in FY20, and revise the FY21 Looper operating agreement to a not-to-exceed limit of \$1,179,233. Questions were raised about savings, the electric bus currently on the route, billing by Looper, and Looper drivers. Ms. Borchers responded to their questions and Mr. Shulman made a motion, seconded by Mr. Saracki, to recommend approval of the amendment to the Looper agreement. There were no public comments. Motion passed unanimously.

**Jolley Trolley Contract Amendment** – James Bradford, Chief Operating Officer, spoke about staff's recommended approval for a first amendment to the trolley services contract relating to revenue sharing and billing. Questions were raised about the change in

revenue for PSTA and advertising, which Mr. Bradford answered. Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of the amendment to the Jolley Trolley Contract. There were no public comments. Motion passed unanimously.

**Claim Settlements** – Diane Randall, Director of Risk Management, briefly outlined the two claim settlements in the amount of \$40,000 and \$70,000. Questions were raised about the amounts for each case. Mr. Bennett made a motion, seconded by Mr. Cocks, to recommend approval of the two Claim Settlements. There were no public comments. Motion passed unanimously.

**Sustainability Plan** – Heather Sobush, Director of Planning, gave a presentation on the sustainability plan and action program. This item is to recommend approval of a task order with AECOM to assist PSTA with the development of this program. Comments and questions were made about the cost of the plan and a suggestion that PSTA should ensure that the vendor develop a plan that is attainable and customized for the Agency's needs. Ms. Rice made a motion, seconded by Mr. Cocks, to recommend approval of the task order with AECOM. There were no public comments. Motion passed unanimously.

**Tampa Bay Area Regional Transit Authority (TBARTA) 2030 Plan** – Ms. Borchers talked about the TBARTA 2030 plan and a letter that staff is recommending PSTA send which outlines concerns with the funding portion of the plan. Comments were made about the redistribution of funds, as well as the 100X and 300X routes. Ms. Rice made a motion, seconded by Mr. Cocks, to recommend approval of the letter. There were no public comments. Motion passed unanimously.

**[Mr. Saracki left the meeting at 10:48 am and did not return.]**

#### **Information Items:**

**COVID-19: PSTA Service Update and Forecast** – Mr. Miller and Ms. Leous gave an update on PSTA services and financial situation during the COVID-19 pandemic, as well as a plan to restore some bus service to the top ten highest ridership routes. They also spoke about the CareRide Demand Response (DART) contract with PSTA.

**[Committee Chairperson Barkley left the meeting at 11:24 am and passed the gavel to Planning Committee Chairperson Shulman.]**

#### **Reports:**

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

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

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

**Adjournment:**

The meeting was adjourned at 11:31 am. The next Finance Committee meeting is scheduled for June 17th at 9:00 am.