



PINELLAS SUNCOAST TRANSIT AUTHORITY
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FINANCE COMMITTEE MINUTES
NOVEMBER 18, 2020

Committee Chairperson Barkley called the November 18, 2020 Finance Committee meeting to order at 9:03 am. Members present: Joe Barkley, Josh Shulman, and Dan Saracki. Members attending via Zoom: Vince Cocks and Richard Bennett. Also present: Brad Miller, CEO, and PSTA staff members.

Call to Order - Mr. Shulman made a motion, seconded by Mr. Saracki, to authorize participation of Zoom members Mr. Cocks and Mr. Bennett. The motion passed unanimously.

Public Comment:

There were no public comments.

Action Items:

October 21, 2020 Finance Meeting Minutes – Mr. Saracki made a motion, seconded by Mr. Cocks, to approve the minutes. Motion passed unanimously.

Security and Access Controls Contract – Henry Lukasik, Director of Maintenance, stated that the cameras and key card system, which is 15 years old, is in need of replacement. This project will also include the terminals. Mr. Lukasik outlined the features of the new cameras and the key card system. He also noted that there will be seven phases of this project and the total cost is \$640,000, which includes a contingency. Al Burns, Director of Procurement, talked about the procurement process. Questions were asked about the features of the cameras, the warranty, supplementary contracts, and funding. After discussion, Mr. Bennett made a motion, seconded by Mr. Saracki, to approve the Security and Access Controls contract. Motion passed unanimously.

Bus Parts Procurement – Mr. Lukasik briefly talked about the bus parts needed for PSTA vehicles. Mr. Burns provided information on what Vendor Managed Inventory (VMI) is, adding that using this method is effective, efficient, and has a cost savings. It was also noted that the goal of this program is to reduce inventory levels, reduce number of vendors, improve parts availability, streamline the procurement process, ensure PSTA receives quality parts, and lower the cost by 14%. Mr. Burns said the contract amount is \$1,383,000. The Committee had questions regarding the cost savings, emergency situations, funding, location of the vendor, and downtime waiting for

parts. After Mr. Lukasik and Mr. Burns answered their questions, Mr. Bennett made a motion, seconded by Mr. Saracki, to approve the contract with Neopart Transit LLC. Motion passed unanimously.

Human Resources (HR) Applicant Tracking System – Trish Collins, Director of HR, gave a presentation on the HR applicant tracking system. Mr. Burns talked about the procurement process. He said that staff is recommending a contract with GNC Consulting, which gives this project 42% Disadvantaged Business Enterprise (DBE) participation. Questions were raised about the contract amount and length of the contract. After discussion, Mr. Saracki made a motion, seconded by Mr. Cocks, to approve a contract with GNC Consulting, Inc. Motion passed unanimously.

Data Center Server Replacement – Julie Cagliostro, Director of Information Technology (IT), talked about this much needed server replacement. She outlined the features of the new component. Mr. Burns provided information about the procurement process. He said staff is recommending the purchase of a replacement server from CDW-G in an amount of \$250,000, which includes a contingency. A question was asked about trade-in value for disposed components, which Ms. Cagliostro answered. Mr. Shulman made a motion, seconded by Mr. Saracki, to approve the purchase. Motion passed unanimously.

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.

Other Business:

All the Committee members thanked Committee Chairperson Barkley for his service on the Finance Committee.

Adjournment:

The meeting was adjourned at 10:27 am. The next meeting is scheduled for January 20, 2021 at 9:00 am.