



**PINELLAS SUNCOAST TRANSIT AUTHORITY**  
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**FINANCE COMMITTEE MINUTES**  
**MAY 19, 2021**

Committee Chairperson Cocks called the May 19, 2021 Finance Committee meeting to order at 9:00 am. Members present: Vince Cocks, Josh Shulman, Dan Saracki, and Jeff Gow. Members absent: Richard Bennett and Keith Sabiel. Also present: Brad Miller, CEO, and PSTA staff members.

**Public Comment:**

There were no public comments.

**Action Items:**

**Approve April 21, 2021 Minutes** – Mr. Saracki made a motion, seconded by Mr. Gow, to approve the minutes. The motion passed unanimously.

**PSTA Access Paratransit Software** – Bonnie Epstein, Director of Mobility, gave a presentation on the much needed software for the PSTA Access Paratransit program. She stated that staff is recommending a five-year contract with one five-year option renewal with Spare Labs, Inc. Al Burns, Director of Procurement, provided information on the procurement process. Questions and comments were raised about testing the software, backup in the event of system issues, staff time savings, creating an app, how the software can work with the Flamingo Fares app, costs, the vendor, the eligibility module, and how the software works. After discussion, Mr. Shulman made a motion, seconded by Mr. Saracki, to recommend approval of the contract with Spare Labs, Inc. The motion passed unanimously.

**Transportation Uniforms** – Mr. Burns outlined the contract to purchase uniforms for Transportation employees. Staff is recommending a contract with Cintas, which is the vendor currently providing uniforms for the Maintenance department. Mr. Burns also talked about the procurement process. Questions were asked about the uniforms and the length of the contract, which Mr. Burns and James Bradford, Chief Operating Officer, answered. Mr. Shulman made a motion, seconded by Mr. Saracki, to recommend approval of the contract with Cintas. The motion passed unanimously.

**State Grant Approvals** – Debbie Leous, Chief Financial Officer, outlined the annual State Grant approvals. She said the funding will be used to operate the Connector and the X routes to Hillsborough County, as well as the new SunRunner route. Mr. Saracki

made a motion, seconded by Mr. Gow, to recommend approval of the FY22 agreements. The motion passed unanimously.

**Trolley Operator Safety Barriers** – Henry Lukasik, Director of Maintenance, provided information on the barriers for the trolleys. He said that staff is recommending a contract to purchase these barriers from Power Manufacturing. Mr. Burns briefly outlined the procurement process. Questions were asked about the delivery time and quantity of barriers, which Mr. Lukasik answered. Mr. Saracki made a motion, seconded by Mr. Gow, to recommend approval of the contract with Power Manufacturing. The motion passed unanimously.

**Pinellas Park Bus Stop Easement Agreement** – Michael Hetrick, Assistant Project Manager, stated that staff is recommending approval of an agreement with Pinellas Park to construct and maintain bus stop infrastructure on City property. He added that there is no fiscal impact. Questions were asked about the discussions with the City, the location of this stop, the history of easement agreements with municipalities, and how often PSTA changes bus stop locations. After discussion, Mr. Gow made a motion, seconded by Mr. Saracki, to recommend approval of the easement agreement with the City of Pinellas Park. The motion passed unanimously.

#### **Reports:**

**Monthly Financial Statement** – The financial statements were included in the packet. Julie Lupis, Director of Accounting, gave an update on the monthly financial statement for the month of March 2021.

**Ridership/Performance** - Included in the packet. Mr. Miller noted that ridership is up on all services from one year ago. He mentioned that complaint/incidents relating to wearing masks has also risen. A question was asked about when the Agency plans on instituting fares and Mr. Miller replied July 5th.

**Quarterly Reports** – The reports were included in the packet. Ms. Leous, Liz O'Hara, Benefits Manager, and Michael Hanson, Director of Finance, provided information on the quarterly reports including capital projects, fuel, investments, reserves, and health insurance. A question was asked about Health Savings Accounts (HSA), which Ms. Leous and Ms. O'Hara answered.

#### **Other Business:**

No other business was discussed.

#### **Adjournment:**

The meeting was adjourned at 10:14 am. The next meeting is scheduled for June 16, 2021 at 9:00 am.