



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING
MINUTES – OCTOBER 15, 2014**

The Finance & Performance Management Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 8:30 AM on this date. The purpose of the meeting was to approve the September 17, 2014 meeting minutes, the 2015 meeting schedule, the bus advertising graphics agreement, the Yellow Cab letter of assignment, and the Title VI Report. The following members were present:

Bill Jonson, Committee Chair
Joseph Barkley
Brian Scott
Michael Smith

Absent
Mark Deighton

Present:
Brad Miller, CEO
PSTA Staff Members
Members of the Public

CALL TO ORDER

Committee Chair Jonson opened the meeting at 8:40 AM.

PUBLIC COMMENT

There were no public comments.

PRESENTATION FROM PSTA AUDITORS – Laura Brock from Mayer Hoffman McCann P.C., congratulated PSTA for receiving the Certificate of Achievement in Finance Reporting (CAFR) award, which will be included in the 2014 Audit. Ms. Brock submitted the required letter to the Board outlining the responsibilities of Mayer Hoffman McCann P.C. as part of the audit, and presented the results of the interim work and planning that has been performed in preparation for the upcoming 2014 Audit. She said that

Mayer Hoffman McCann is scheduled to come back to do the year-end field work on December 1st. She added that they are targeting to have a draft of the financial statements from Management by December 15th, and issue the audit by the end of January.

ACTION ITEMS

Approval of Minutes – Mr. Smith made a motion, seconded by Mr. Barkley to approve the September 17, 2014 minutes. There were no public comments. Motion passed unanimously.

2015 Meeting Schedule – The Committee approved the 2015 Finance & Performance Management Committee meeting schedule and changed the start time from 8:30 AM to 9:00 AM.

Bus Advertising Graphics – Cyndi Raskin-Schmitt, Manager of Communications, explained the bus advertising graphics. She said PSTA Marketing staff sells bus advertising to local and national business accounts, and purchases the printing and installation/removal of the vinyl ad graphics on behalf of the client. PSTA then bills the client to recover those costs. Ms. Raskin-Schmitt explained that a Request For Proposal (RFP) was issued on August 25, 2014 and three proposals were received, of which one was determined to be non-responsive. Road Signs, Inc. of Sarasota, PSTA's incumbent vehicle graphics provider, was the highest scoring proposer. She added that they are a Disadvantaged Business Enterprise (DBE)-certified woman owned business. Ms. Raskin-Schmitt said that staff is recommending approval of a five-year agreement with Road Signs, Inc. of Sarasota for the production, installation, and removal of bus advertising graphics. There was discussion among the Committee, and Mr. Scott made a motion, seconded by Mr. Smith to recommend approval of a five-year agreement with Road Signs, Inc. of Sarasota for the five-year total amount not to exceed \$250,000. There were no public comments. Motion passed unanimously.

Yellow Cab Ownership Change – Ross Silvers, Mobility Manager, explained that Yellow Cab's ownership changed to an international transportation company, TransDev, Inc., who also owns the local SuperShuttle franchise at Tampa International Airport (TIA). He reported that PSTA is in year number four of the five-year contract with Yellow Cab, and TransDev, Inc. has agreed to take on the existing contract in full with no changes to the costs or provisions of the original agreement. TransDev submitted a Letter of Assignment to PSTA keeping the terms of the contract, and is now being reviewed by Alan Zimmet, General Counsel. Committee Chair Jonson requested that Mr. Silvers review the requirements for insurance and background checks for the drivers. Mr. Silvers said the new owners have submitted a Performance Bond as well as their Certificate of Insurance, which PSTA's Risk Management department has approved. Mr. Miller noted that the contract states that the drivers also agree to random drug testing. Mr. Silvers reviewed the

service standards, and Committee Chair Jonson requested that a copy of the Demand Response (DART) "Quick Start Guide" be given to the Committee. Mr. Scott made a motion, seconded by Mr. Barkley to recommend approval of a Letter of Assignment confirming the new ownership of Clearwater Yellow Cab subject upon approval of PSTA's General Counsel. There were no public comments. Motion passed unanimously.

Title VI Report – Chris Cochran, Senior Planner, stated that staff is recommending resolution and submittal of PSTA's Title VI Report to the Federal Transit Administration (FTA) by the December 1, 2014 deadline. He explained that as a condition to receiving federal assistance from the Department of Transportation (DOT), PSTA is required to comply with Title VI of the Civil Rights Act of 1964 and submit a Title VI Report every three years. Mr. Cochran noted that the report provides an identification of all service amenities which are provided on all PSTA routes in all low income and minority census tract areas and has determined that there are no disproportionately high and adverse effects of its policies, programs, and activities on low income or minority populations. He added that PSTA has taken steps to ensure that Limited English Proficiency (LEP) riders have meaningful access to the programs, services, and information including extensive public outreach which was undertaken as part of the Greenlight Pinellas Plan effort. Mr. Barkley made a motion, seconded by Mr. Scott to recommend submittal of PSTA's Title VI Report to the FTA by the December 1, 2014 deadline. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Pinellas Park Transit Center Update – Henry Lukasik, Director of Maintenance, presented some background information on the Pinellas Park Transit Center and a progress update. He reported that due to ongoing weather interruptions as well as design changes by both the contractor and PSTA, the estimated completion date is November 2014. He added that, to date, the project remains within the approved budget.

Union Activities – Jeff Thompson, Director of Transportation, introduced Oakie O'Hara, President of the Tampa Bay Area Transit Workers Union (TBATWU). Mr. O'Hara was there at the request of a Committee member to give an update and overview on the Union's activities.

Capital Projects Update – Pam Reitz, Grants Manager, presented the quarterly status update. Ms. Reitz reported that some revisions have been made on the report such as adding the following: DBE information, milestones to the projects, continuous status by month, and a recovery schedule.

REPORTS

Financial Statement – Ms. Leous presented the financial status report for the month ending August 31, 2014. She reported that for the month of August, there was a net deficit of \$3.2 million which was 2.5% (\$79,800) off the budgeted deficit of \$3.1 million. She said that passenger revenues were below budget \$125,000, which included \$12,000 for the discounts that PSTA pays to Amscot and CVS, and she noted that the Auxiliary Revenue was above budget by 10.2%. She reported that expenses of \$4.8 million were under budget 8.46% (\$439,000) with almost every line favorable to the budget except for advertising and promotion media. Ms. Leous reported that YTD August 2014 had a net surplus of \$5.3 million which is a positive variance of almost \$3.4 million to the budget of \$1.9 million. She reported that PSTA is doing extremely well with revenues and on target to what was anticipated. She explained that the grants will be on target by the end of the year, and reported that expenses were under budget in every category except for supplies. Ms. Leous stated that overall, there is a \$3.3 million positive variance. She presented the year-to-year comparison and YTD actuals as of August 31st, and reported revenues on target and expenses up 2.90%.

Ridership/Performance – Mr. Miller reported that ridership for FY2014 was once again at an all-time high, and September ridership was boosted by the U-Pass program. Mr. Miller noted that the accidents per 100,000 miles dropped to 2.89 from 5.00. He reported that DART had a record ridership in FY2014. In response to Mr. Smith's question about the complaints per 100,000 passenger trips, Mr. Miller responded that PSTA is now tracking that data differently than in years past, and tracking total complaints whether they are valid or not.

FUTURE MEETING SUBJECTS

Mr. Barkley suggested having more regular updates on where PSTA stands in the Benchmarking Association as far as performance.

OTHER BUSINESS

Mr. Scott asked if procurement opportunities are advertised on PSTA's website. Ms. Leous responded yes and added that PSTA has already redesigned and simplified the RFP process.

ADJOURNMENT

The meeting was adjourned at 10:15 AM. The next meeting will be held on November 19, 2014 at 9:00 AM.