



PINELLAS SUNCOAST TRANSIT AUTHORITY
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FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING
MINUTES – JANUARY 21, 2015

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 9:00 AM on this date. The purpose of the meeting was to elect Committee Officers, approve the November 19, 2014 meeting minutes, approve the Real-Time data management software upgrade, approve the annual Real-Time software support agreement, tentative approval of the Florida Public Services Union (SEIU) labor agreement, and approve the Intergovernmental Coordination and Review (ICAR) agreement. The following members were present:

Bill Jonson, Committee Chair
Joe Barkley
Brian Scott

Absent
Mark Deighton

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

CALL TO ORDER

Committee Chair Jonson opened the meeting at 9:02 AM.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

Committee Officers – Mr. Miller explained that the Committee Chair and Vice-Chair are two-year terms and are due for appointment. He stated that the Nominating Committee met last week and recommended Committee Chair Jonson be reappointed to the Finance

Committee along with Dave Eggers, and Curtis Holmes as an alternate. Mr. Scott made a motion, seconded by Mr. Barkley to appoint Mr. Barkley as Committee Chair. Mr. Barkley made a motion, seconded by Mr. Scott to appoint Mr. Scott as Vice-Chair. There were no public comments. Motion passed unanimously.

Committee Chair Jonson transferred the meeting to new Committee Chair Barkley.

Approval of Minutes – Mr. Scott made a motion, seconded by Mr. Jonson to approve the November 19, 2014 minutes. There were no public comments. Motion passed unanimously.

Real-Time Data Management Software Upgrade – Walt Lenz, Senior Project Director-Tech, said staff is asking the Committee to recommend approval of an upgrade to the Clever Works data management software package at a total cost not to exceed \$293,000. He explained that PSTA's current Real-Time data management software, Bus Tools, is limited in functionality and very labor intensive. He reported that the Real-Time vendor, Clever Devices, has developed a new data management software called Clever Works, which will replace and phase out the current Bus Tools product. Mr. Lenz explained the many new features and upgrades along with the benefits for PSTA. He said that staff has negotiated a Best and Final Offer (BAFO) with Clever Devices to include all data conversions, testing, deployment, project management, and training. Mr. Lenz reported that funding would come from a current Section 5307 grant. After much discussion among the Committee, Mr. Jonson made a motion, seconded by Mr. Scott to recommend the Board approve the awarding of a contract to Clever Devices to upgrade PSTA's Real-Time data management software to Clever Devices, Clever Works, and all the necessary software components. There were no public comments. Motion passed unanimously.

Real-Time Software Support Agreement – Debbie Woodward, Director of Information Technology (IT), indicated that staff is recommending approval of the support proposal from Clever Devices not to exceed \$260,901. She reported that PSTA's Real-Time bus information system software support agreement and warranty has expired after two years with the start of the System Acceptance agreement which PSTA and Clever Devices signed and approved in December 31, 2012. She stated that the proposal includes three components of support; software support/maintenance, database support, quality control testing and on-site System Engineer. Ms. Woodward explained that staff has negotiated a BAFO with Clever Devices for the proposal, and the cost of \$260,901 is under the IT operating budget. Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of the support proposal from Clever Devices not to exceed \$260,901. There were no public comments. Motion passed unanimously.

SEIU Labor Agreement – James Bradford, Chief Operating Officer, indicated that staff is recommending tentative approval of a three-year labor agreement with SEIU subject to a

successful Union vote. He reported that the former labor agreement between PSTA and SEIU expired on September 30, 2014, and collective bargaining negotiations began on September 10th with a tentative settlement agreement being reached on January 6, 2015 for a new three-year term. He noted that the SEIU Union has scheduled a vote on the proposed contract for January 26th and the Finance Committee's recommendation is subject to the Union's successful approval. Mr. Bradford explained several PSTA-management requested changes, and the improved SEUI step compensation plan. He reported that the estimated \$25,000 first-year cost of the settlement to PSTA would be accommodated within the adopted FY2015 budget. Mr. Scott made a motion, seconded by Mr. Jonson to recommend tentative approval of a three-year labor agreement with SEIU subject to a successful Union vote. There were no public comments. Motion passed unanimously.

Intergovernmental Coordination and Review (ICAR) Agreement – Metropolitan Planning Organization (MPO) – Cassandra Borchers, Chief Development Officer, stated that staff is recommending approval of the ICAR and Public Transportation Coordination Joint Participation Agreement (JPA). She reported that PSTA receives \$80,000 per year from the Pinellas MPO from the §5303 funding to support public transportation planning in Pinellas County. Ms. Borchers explained that the MPO updates a consolidated joint agreement between PSTA, the Florida Department of Transportation (FDOT), the Tampa Bay Area Regional Transportation Authority (TBARTA), and the Tampa Bay Regional Planning Council (TBRPC) which outlines cooperative procedures, intergovernmental coordination and review, and a conflict and dispute resolution process. She stated that this agreement, which is reviewed and updated every five years, is required to maintain the parties' eligibility for §5303 federal funding. Mr. Jonson made a motion, seconded by Mr. Scott to recommend approval of the ICAR and Public Transportation Coordination JPA. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Revised PSTA Financial Forecast Development – Mr. Miller said he will be giving this same presentation at the monthly Committee meetings and to the Board. He stated that on February 18th, there will be a facilitated Board workshop which will replace the Finance and Planning Committee meetings on that date. He indicated that Karen Seel, Pinellas County MPO Chair, has asked for a possible joint MPO/Board of County Commissioners (BOCC)/PSTA meeting as well.

Mr. Miller presented the financial forecast and reviewed the No New Revenue Scenario and how that affects the services and the budget. He spoke at length about bus replacement funding, long-term bus fleet management, and policy recommendations. Mr. Miller described ways to maintain base service such as maximizing PSTA property tax, contracting out bus advertising, a fare increase plan, and MPO-allocated federal funds

for bus replacements. Mr. Miller also discussed the costs of incrementally improving PSTA transit services.

REPORTS

Monthly Financial Statement – Debbie Leous, Chief Financial Officer, presented the financial status report for the months ending October 31st and November 30th. She reported that for the month of October, there was a net deficit of \$2.1 million which was \$172,000 favorable to the budgeted deficit of \$2.3 million. She reported that expenses were below budget in almost every category for the month. Ms. Leous presented the YTD actuals as of October 31st, and reported that revenues and expenses were up compared to the previous year. She reported that for the month of November, there was a net surplus of \$3.7 million which was \$2.2 million less than the budgeted surplus of \$5.9 million. She said this was primarily due to the timing of receiving the tax revenue, which was received in December rather than November. She said there were favorable variances in the expenses, and reported that marketing revenue is up significantly. Ms. Leous presented the YTD actuals as of November 30th, and reported a \$2 million negative variance due to the timing of the tax revenue.

Ridership/Performance – Mr. Miller reported that December had record high ridership and was the highest December in PSTA history. Mr. Jonson added that the Clearwater Marine Aquarium had a tremendous amount of visitors over the school holiday. In response to Committee Chair Barkley's question regarding what is driving the increase, Mr. Miller responded that the Real-Time bus information system and the U-Pass program are generating new riders.

PSTA Contracts – The Committee received the Quarterly Contract Report in their agenda packet. Mr. Miller explained that the contracts are ranked in order of their value with fuel being the largest contract and health insurance second.

FUTURE MEETING SUBJECTS

Mr. Miller reported that since there is no Committee meeting in February, the audit presentation will be at the March meeting. He also reported that staff has submitted all the information to the Federal Transit Administration (FTA) which will be visiting PSTA in June.

Mr. Miller said that the March meeting will not be on the 18th due to a meeting conflict, and will be re-scheduled for Friday, March 20th at 9:00 AM.

OTHER BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 10:35 AM. The next meeting will be held March 20, 2015 at 9:00 AM.