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**FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING  
MINUTES – SEPTEMBER 16, 2015**

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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 approve the August 19, 2015 meeting minutes, to recommend approval of the FY 2016 insurance premiums, the bus passenger Wi-Fi service, the PSTA headquarters Wi-Fi replacement, and the transit shelter cleaning service/supplies. The following members were present:

Joe Barkley, Committee Chair  
Brian Scott, Committee Vice-Chair  
Mark Deighton  
Dave Eggers  
Bill Jonson

Absent

Curtis Holmes (Alternate)

Also Present:

Brad Miller, CEO  
PSTA Staff Members  
Members of the Public

**CALL TO ORDER**

Committee Vice-Chair Scott opened the meeting at 9:03 AM.

**PUBLIC COMMENT**

There were no public comments.

## **ACTION ITEMS**

Approval of Minutes – Mr. Jonson made a motion, seconded by Mr. Deighton to approve the August 19, 2015 minutes. There were no public comments. Motion passed unanimously.

PSTA FY 2016 Insurance Premiums – Debbie Leous, Chief Financial Officer, reported that staff has completed the FY 2016 multi-line insurance review with the Public Risk Insurance Agency (PRIA), which serves as the Insurance Brokers for the Preferred Governmental Insurance Trust (PGIT). She indicated that PSTA has a self-insured retention of \$100,000 for General Liability exposures and a self-insured retention of \$250,000 for Workers' Compensation exposures. Ms. Leous indicated that the total premiums for the insurances will be \$645,961, a \$31,457 increase over FY 2015 which is within the budget limits in the FY 2016 budget. She stated that PGIT is offering a two-year fixed policy option for the preferred insurance program that will fix the costs at the FY 2016 rates for FY 2017. She also indicated that an Excess Cyber Liability policy with a limit of \$1,000,000 has been provided through PGIT for no additional premium.

**[Mr. Eggers entered the meeting at 9:06 AM.]**

Mr. Jonson asked about PGIT's background and whether staff explored other vendors. Carol Swift, Risk Manager, said that this went out to bid in 2014 as a five-year contract.

**[Committee Chair Barkley entered the meeting at 9:10 AM.]**

Vice-Chair Scott was under the assumption that PSTA did not have physical damage coverage on the buses, and Ms. Swift stated there is no coverage on the buses. The premium is for PSTA's buildings, terminals, and infrastructure. Mr. Jonson asked for clarification and Ms. Swift replied that if the vehicles are damaged, PSTA subrogates for damages or if PSTA is liable for an accident, then the Agency repairs the bus. He asked if there was a flood and the buses were under water, would PSTA have insurance to cover that. Ms. Swift replied no and discussion ensued about not having coverage on the buses. Mr. Jonson stated his discomfort and Mr. Eggers asked if it was common practice not to have coverage on the buses. Michelle Martin, from PRIA, responded that this is a normal practice. Mr. Deighton made a motion, seconded by Mr. Scott to recommend approval of PSTA's multi-line premiums for FY 2016 at a total cost not to exceed \$650,000 through PGIT and approve the PGIT-supplied lines of insurance for FY 2017 at FY 2016 constant premium rates. There were no public comments. Motion passed unanimously.

Bus Passenger WiFi Service – Debbie Woodward, Director of Information Technology (IT), reported that PSTA was the first bus system in Florida to provide free WiFi on its entire fleet for customers. She said staff is recommending a one-year agreement, with two additional option years with AT&T Service not to exceed \$315,000 for the three-year period. Ms. Woodward indicated that the agreement with AT&T would also provide two additional optional years at the same cost. She pointed out that PSTA accessed AT&T Service through a “piggyback” arrangement off an existing National Association of State Procurement Officials (NAPSCO) agreement which guarantees government pricing with AT&T through June 30, 2019.

Mr. Scott pointed out that this is only \$42 per bus, per month. The Committee had questions about bandwidth which Ms. Woodward answered. Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of the agreement with AT&T Service. There were no public comments. Motion passed unanimously.

PSTA Headquarters WiFi Replacement – Ms. Woodward indicated that the current WiFi network system in the Administration and Transportation buildings is in need of replacement. She reported that some portions of the system are nearly ten years old. She stated that this replacement would allow PSTA to use the fiber connection to its fullest functionality and the upgrade would provide full outdoor coverage, which will be especially important for the Maintenance Department.

Mr. Eggers asked if other bus systems are upgrading their WiFi and Ms. Woodward said that HART will be in order to support the new regional farebox collection. Mr. Barkley asked if this project is something that PSTA can jointly procure with HART and Ms. Woodward replied yes. Ms. Leous added that each week, PSTA and HART exchange lists on what solicitations are going out for bid. Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of a contract with TechnologEase to provide WiFi equipment, installation, licenses, and three-year warranty/licenses for the PSTA headquarters in an amount not to exceed \$135,000.00. There were no public comments. Motion passed unanimously.

Transit Shelter Cleaning Service/Supplies – Henry Lukasik, Director of Maintenance, reported that the Agency outsources the bus shelter and transit center cleaning and janitorial services at its four transit centers and several hundred bus shelters. He stated that PSTA also contracts for floor maintenance services but provides the janitorial supplies from an inefficient system of utilizing five different suppliers. Mr. Lukasik indicated that the Purchasing Department released a Request for Proposal (RFP) for janitorial services, supplies, floor maintenance, and related services, allowing firms to submit proposals on any or all components of the RFP. He reported that there were seven responsive

proposals and a selection committee comprised of PSTA management staff evaluated each proposal. Mr. Lukasik said as a result of supplier presentations and final ranking of the proposals, American Janitorial, Inc. was selected to provide all services, with a total five-year cost of \$2.2 million.

Mr. Deighton asked how often the shelters will be cleaned and Mr. Lukasik responded that is depending on ridership usage. Mr. Jonson questioned the criteria and expected standards for shelter cleaning and Mr. Lukasik stated that specific requirements were outlined in the RFP. He added that American Janitorial will provide daily reports regarding the condition of the shelters. Committee Chair Barkley asked if PSTA has a quick response system to correct shelter problems. Mr. Lukasik indicated that American Janitorial has stated they will be very responsive to problems and he added that there also is a PSTA crew for emergencies and after-hour response. Mr. Eggers asked if PSTA checks the work of the contractor and Mr. Lukasik replied yes. Mr. Scott made a motion, seconded by Mr. Deighton to recommend approval of a three-year contract with two one-year optional renewals with American Janitorial, Inc. for a total five-year contract not to exceed \$2.2 million. There were no public comments. Motion passed unanimously.

### **INFORMATION ITEMS**

PSTA Bus Replacement Plans – Mr. Miller explained that at the August Finance Committee meeting, the Committee recommended purchasing seven replacement diesel buses, but at the August Board meeting, the Board continued this item after public comments and concerns were raised about other bus options. Mr. Miller said that staff will recommend that the Board continue this item until the October Board meeting in order to compile an analysis comparing each type of bus.

Mr. Miller explained what has occurred over the past few years with regard to bus purchases. He presented the reasons why it is vitally important for PSTA to have a Fleet Plan.

Mr. Miller described five different types of bus technology options: hybrid-electric, diesel, all electric, refurbished electric, and Compressed Natural Gas (CNG). He then compared each bus type against PSTA's sustainability policy for financial, environmental, and social/operational aspects.

Mr. Miller asked the Committee for feedback on the bus choices and asked if there was any other information that would be helpful to them or the Board. Discussion took place on the types and sizes of buses, as well as the emissions created by the buses. Concerns were raised by both ends of the spectrum.

Committee Chair Barkley remarked that PSTA is ignoring its social responsibility and stated his opinion that the Agency needs to purchase hybrid in the interim period and electric as an experimental phase over the next few years. Mr. Eggers agreed with Committee Chair Barkley about PSTA being socially responsible.

### **REPORTS**

Due to time constraints, Committee Chair Barkley stated that the reports were included in the packet for the Committee's review.

### **FUTURE MEETING SUBJECTS**

Mr. Miller reviewed the upcoming meetings stating that the Finance Committee will meet on October 21st in preparation for the October Board meeting where the bus purchase will be an action item for the Board. Mr. Miller indicated that the Committee will receive more details on CNG and a comparison of emissions for the diesel and hybrid before they make a recommendation to the Board.

### **OTHER BUSINESS**

No other business was discussed.

### **ADJOURNMENT**

The meeting was adjourned at 10:46 AM. The next meeting will be held on October 21, 2015 at 9:00 AM.