



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING
MINUTES – NOVEMBER 18, 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 approve the October 21, 2015 meeting minutes, discuss contracts and contract renewals, to receive a presentation on PSTA reserves, and review performance reports. The following members were present:

Brian Scott, Committee Vice-Chair
Mark Deighton
Bill Jonson

Absent

Joe Barkley, Committee Chair
Dave Eggers

Also Present:

Brad Miller, CEO
PSTA Staff Members
Members of the Public

CALL TO ORDER

Committee Vice-Chair Scott opened the meeting at 9:02 AM.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

Approval of Minutes – Mr. Deighton made a motion, seconded by Mr. Jonson to approve the minutes of the October 21, 2015 meeting. The motion passed unanimously.

Outsourced Bus Shelter Installation – Henry Lukasik, Director of Maintenance, presented information regarding outsourcing bus shelter installations. He said staff is recommending a contract with Certus Builders to augment staff for bus shelter installation and related services at a cost not to exceed \$375,000. After a few questions from the Committee members, Mr. Jonson made a motion, seconded by Mr. Deighton to recommend the Board approve this contract with Certus Builders. Motion passed unanimously.

Clever Devices Software/Support – Debbie Woodward, Director of Information Technology (IT), talked about the one-year annual support agreement from Clever Devices. She indicated that staff is recommending the approval of the software support agreement with Clever Devices for one year at a not to exceed cost of \$245,517. It was noted that this cost is less than last year. Mr. Deighton made a motion, seconded by Mr. Jonson to recommend the Board approve this contract with Clever Devices. Motion passed unanimously.

Automatic Vehicle Monitoring – Walt Lenz, Senior Project Director-Technology, provided the Committee with detailed information relating to Automatic Vehicle Monitoring (AVM). This software purchase will upgrade the current AVM Version 2 system to a Version 3. He said that staff is recommending the approval of this software at a not to exceed cost of \$240,363. Committee members asked a few questions about preventative maintenance and road calls, to which Mr. Lenz answered. Mr. Jonson made a motion, seconded by Mr. Deighton to recommend the Board approve upgrading the AVM system to Version 3. Motion passed unanimously.

Audio Visual (AV) Equipment (PSTA Meeting Rooms) – Ms. Woodward mentioned that the current AV equipment was purchased in 2005 and needs to be replaced. This equipment is located in the Administrative Building conference areas; Board Room, Auditorium, and conference rooms. She stated that staff is also requesting the purchase of an electronic board agenda management system, which includes Votecast and iLegislate. Mr. Jonson made a motion, seconded by Mr. Deighton to recommend the Board approve the AV upgrades, as well as the agenda management system with Votecast and iLegislate. Motion passed unanimously.

INFORMATION ITEMS

Reserve Analysis – Debbie Leous, Chief Financial Officer, gave a presentation on PSTA’s reserves. She provided information on the impact different bus replacement scenarios would have on the Authority’s reserves. No action took place.

REPORTS

Monthly Financial Statement – The financial statements were included in the packet. Ms. Leous gave a brief summary of the reports for the month ending September 30th.

Quarterly Investment Report – The investment report was included in the packet.

Quarterly Reserves Report – This was discussed earlier in the meeting.

Ridership/Performance – This report was included in the packet. There were a few questions raised regarding passenger fares, Demand Response Service (DART), and passenger complaints.

Capital Projects Update – The capital projects list was included in the packet.

FUTURE MEETING SUBJECTS

The Committee was provided with a list of upcoming meeting subjects.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 10:28 AM. The next meeting will be held on January 15th at 9:00 AM.