



PINELLAS SUNCOAST TRANSIT AUTHORITY
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716
WWW.PSTA.NET 727.540.1800 FAX 727.540.1913

**FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING
MINUTES – MAY 18, 2016**

The Finance & Performance Management Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Maintenance Training Room at PSTA Headquarters at 9:00 AM on this date. The purpose of the meeting was to approve the April 20, 2016 meeting minutes, recommend approval of the FY 2015 annual audit, the security training services contract, the Ulmerton Road Park & Ride contract, the Transportation Disadvantaged (TD) contracts, and the AV equipment contract. The following members were present:

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

Absent
Lisa Wheeler-Brown, Alternate

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

CALL TO ORDER

Committee Vice-Chair Scott opened the meeting at 9:00 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 minutes of the April 20, 2016 meeting. The motion passed unanimously.

[Committee Chair Barkley entered the meeting at 9:02 AM.]

FY 2015 Annual Audit – Debbie Leous, Chief Financial Officer, introduced Andrew Laflin, Principal, and Sue Pagan, Engagement Director, with CliftonLarsonAllen, PSTA's independent audit firm. Mr. Laflin delivered a detailed presentation on the FY 2015 audit which included the audit services performed, the reports that were delivered, and the results of the procedures. He informed the Committee that the independent auditors' report on internal controls reported no material weaknesses, as well as the single audit report which had no material weaknesses. Mr. Laflin said a management letter was issued to PSTA which reflected no findings to report. He also explained the changes in the Florida Retirement System (FRS) and the new accounting standards for the Governmental Accounting Standards Board (GASB).

The Committee had numerous questions on the rules for the new FRS accounting method and the financial statements. After Mr. Laflin responded to their questions, Mr. Eggers made a motion, seconded by Mr. Scott to recommend acceptance of the FY 2015 audit report. There were no public comments. Motion passed unanimously.

Security Training Services – Mr. Miller explained that PSTA received a \$435,000 grant from the Transportation Security Administration (TSA) to perform training on security. He indicated that \$125,000 of the grant will pay the Bus Operators for their time while training, \$305,000 will be allocated to the consultants to design specific employee training and drill exercises, and \$5,000 for related administrative costs. Mr. Miller said that the training is expected to be completed within two years, but it is staff's recommendation that the firms be awarded a three-year contract so that, with additional Board approval, the consultants may be used for other non-grant funded security related services. After a few questions, Mr. Deighton made a motion, seconded by Mr. Jonson to recommend approval of a three-year contract with K & J Safety and Security Consultants, Inc. and Elert & Associates Technology Consultants, Inc. for a total cost not to exceed \$305,000 over the maximum three-year period. There were no public comments. Motion passed unanimously.

Ulmerton Road Park & Ride – Henry Lukasik, Director of Maintenance, delivered a presentation on site improvements for the Ulmerton Road Park & Ride. He presented

background information on the facility and its current condition. He explained that as a result of the building's current state of disrepair, PSTA, with support from the Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT), decided the facility should be demolished. Mr. Lukasik described the planned site renovations and indicated that an Invitation for Bid (IFB) was issued with six contractors responding. Jam 5:20 Inc. was selected as the most responsive, responsible, and lowest cost supplier. He noted that the total price for this project is \$200,000; \$100,000 funded by FDOT and \$100,000 funded by PSTA.

Mr. Scott asked where the \$100,000 would come from and Mr. Lukasik responded that it would come from the capital improvement budget. Mr. Scott made a motion, seconded by Mr. Jonson to recommend approval of a one-time contract with Jam 5:20 Construction, Inc. for the Ulmerton Road Park & Ride improvements for a not to exceed cost of \$200,000. There were no public comments. Motion passed unanimously.

Transportation Disadvantaged (TD) Resolutions and Contracts – Ross Silvers, Mobility Manager, indicated that every year, the Board has to approve a Resolution to accept the Trip and Equipment grant from the Florida Commission for the TD. He said this year there is a \$500,000 increase for the program. Mr. Silvers noted that TD services include TD funding for four non-profit agencies who will be receiving a 6% increase over current year. He also spoke about a new grant program that the Legislature formed utilizing previously returned TD funds. Mr. Silvers said that PSTA will apply for a \$300,000 grant to provide same-day service for urgent TD trips. Mr. Eggers asked if the Local Coordinating Board (LCB) approved the amounts for the four non-profit agencies and Mr. Silvers responded yes.

Mr. Eggers made a motion, seconded by Mr. Scott to recommend approval of the annual Trip & Equipment grant agreement for \$2.8 million and Resolution authorizing the CEO to sign related documents, recommend approval of four Coordination Agreements with local non-profit transportation providers at a total cost not to exceed \$693,300, and recommend authorizing the CEO to submit an application for the Community Transportation Coordinator (CTC) Mobility Enhancement grant and sign related documents. There were no public comments. Motion passed unanimously.

AV Equipment – Debbie Woodward, Director of Information Technology (IT), stated that in December 2015, the Board awarded a contract to Collaboration Solutions for the purchase and installation of AV technology upgrades. Prior to the contract execution, Collaboration Solutions notified the Agency that they were dissolving their business in Florida. She indicated that staff contacted the St. Johns County School District who provided multiple contractors on their competitively procured contract.

Ms. Woodward stated that staff received multiple quotes from the approved vendors and recommends CCS Southeast, Inc. She noted that there is no cost change from the previous Board approval of \$200,000 for this contract which is 100% funded by the FTA.

Mr. Eggers made a motion, seconded by Mr. Scott to recommend rescinding the contract with Collaboration Solutions, Inc. for AV technology upgrades, and recommend approval of the purchase and installation contract plus five one-year service agreement options with CCS Southeast for AV technology upgrades not to exceed \$200,000. There were no public comments. Motion passed unanimously.

REPORTS

Quarterly Reports: Capital Projects, Fuel, Investments, Reserves - The Committee received the Quarterly Reports in their agenda packet.

Monthly Financial Statement – The financial statements were included in the packet. Ms. Leous gave a brief summary of the reports for the month ending March 31, 2016. Mr. Jonson questioned the timing of the state grant revenue and Ms. Leous explained.

Ridership/Performance – This report was included in the packet. Mr. Barkley asked about declining ridership and Mr. Miller responded that staff is researching the current ridership trends.

FUTURE MEETING SUBJECTS

The Committee was provided with a list of upcoming meeting subjects. Mr. Scott would like to see a report on Risk Management claims.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

The meeting was adjourned at 10:16 AM. The next meeting will be held on June 15th at 9:00 AM.