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**FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING  
MINUTES – JULY 20, 2016**

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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 June 15, 2016 meeting minutes and recommend approval of the Demand Response (DART) paratransit services contract, the mediated settlement with Pepper Contracting, the Transportation Disadvantaged (TD) late shift contracts with Uber/United Taxi/Care Ride, the employee health benefits, the heavy duty towing and related services contract, and the annual Florida Department of Transportation (FDOT) grant approvals. The following members were present:

Joe Barkley, Committee Chair  
Brian Scott, Committee Vice-Chair  
Mark Deighton  
Dave Eggers  
Bill Jonson  
Lisa Wheeler-Bowman, Alternate

Also Present:

Brad Miller, CEO  
PSTA Staff Members  
Members of the Public

**CALL TO ORDER**

Committee Chair Barkley opened the meeting at 9:01 AM.

**PUBLIC COMMENT**

There were no public comments.

## ACTION ITEMS

Approval of Minutes – Mr. Jonson made a motion, seconded by Mr. Scott to approve the minutes of the June 15, 2016 meeting. The motion passed unanimously.

DART Paratransit Services Contract – Ross Silvers, Mobility Manager, provided a brief background of the DART program and the current paratransit contract with TransDev/Yellow Cab and Care Ride.

James Bradford, Chief Operating Officer, explained that the current contract will expire on September 30, 2016, and in April 2016, PSTA released a Request for Proposal (RFP). He presented the enhanced performance requirements that were included in the RFP as well as the penalty and incentive program details.

Debbie Leous, Chief Financial Officer, reported that in response to the RFP, PSTA received four responders for the wheelchair service and three for the ambulatory service. She said that all but one company made in-person presentations to the Selection Evaluation Committee, which was comprised of PSTA staff. Care Ride, LLC is being recommended as the sole service provider for both accessible and ambulatory services. Ms. Leous noted that Care Ride was the highest ranked provider in both service categories.

**[Mr. Eggers entered the meeting at 9:11 AM.]**

After a lengthy discussion about costs, the penalty and incentive program, and vehicles, Mr. Jonson made a motion, seconded by Mr. Eggers to recommend approval of the contract with Care Ride LLC for a total cost not to exceed \$36 million over the maximum five-year period. There were no public comments. Motion passed unanimously.

Mediated Settlement – Pepper Contracting – Mr. Miller reviewed the history with Pepper Contracting regarding the concrete project. He said that in March 2014, the Board approved a \$195,000 settlement with Pepper and a cap on the soil remediation of \$182,000. Pepper did not agree with that settlement, so on July 13, 2016, there was a mediated settlement agreed to by both parties; PSTA will pay Pepper \$260,000 total payment for both claims in exchange for a full release for all parties. Mr. Miller indicated that Pepper signed the agreement at the mediation session.

Committee Chair Barkley congratulated Mr. Miller for bringing this matter to a conclusion. Mr. Scott made a motion, seconded by Mr. Deighton to recommend

approval of a lump sum mediated settlement amount of \$260,000 and approval of a mutual full-release agreement to Pepper Construction Services, Inc. to settle remaining two claims related to the project. There were no public comments. Motion passed unanimously.

TD Late Shift Contracts with Uber/United Taxi/Care Ride – Mr. Miller explained that these contracts with Uber, United Taxi, and Care Ride are related to a \$300,000 grant from the Florida Commission on TD to provide TD eligible citizens with free late night rides between 9:00 PM – 6:00 AM; seven days a week. He said that they are also eligible to receive one urgent TD trip per month using any of the three partner providers for \$3.00. Mr. Miller indicated that the total project budget is \$333,333 with PSTA providing a 10% match of \$33,333.

Mr. Deighton asked how PSTA arrived at 23 rides per month, and Mr. Miller responded that is the average number of working days per month. Mr. Scott questioned what happens if the funds are exhausted, and Mr. Miller responded that the State has indicated a willingness to allocate additional TD funds, if needed.

Mr. Deighton made a motion, seconded by Ms. Wheeler-Bowman to recommend approval of three contracts with Uber, United Taxi, and Care Ride for TD Mobility Enhancement Grant Services at a total cost not to exceed \$333,333. There were no public comments. Motion passed unanimously.

Employee Health Benefits – Larry Longenecker, Director of Human Resources, stated that staff is asking the Committee to recommend approval to renew medical, prescription, and dental insurance through Cigna, vision coverage through Advantica, and optional life insurance through Minnesota Life. He explained that renewal projections were initially estimated to increase 12-14% due to increased claims, but after negotiations, the increase will be 6.8%.

Mr. Deighton and Ms. Wheeler-Bowman expressed concern regarding the cost to the employees. Mr. Miller mentioned the \$300.00 health insurance bank that will help with the costs. Mr. Eggers said he would like a report on the wellness activities in the industry as it relates to keeping costs down. Sean Fleming, Gehring Group, responded that the Equal Employment Opportunity Commission (EEOC) along with the Americans with Disabilities Act (ADA) released new regulations for wellness programs that will go into effect on January 1, 2017. Mr. Eggers made a motion, seconded by Mr. Scott to recommend approval of the three contracts. There were no public comments. Motion passed unanimously.

Heavy Duty Towing & Related Services – Henry Lukasik, Director of Maintenance, stated that an RFP was released in May 2016 with four suppliers responding. He said that after an evaluation by the Selection Evaluation Committee comprised of PSTA management staff, they recommended contract award to the highest ranked and lowest cost provider, Yoho's Automotive and Towing, who also is the incumbent. Mr. Lukasik indicated that staff is recommending approval of a five-year contract with Yoho's Automotive & Towing for a total cost not to exceed \$175,000 which will be funded by the Maintenance Department's operating budget. The Committee had questions relating to the cost, performance standards and response times, and how they bill PSTA for each towing. After Mr. Lukasik responded to these questions, Mr. Eggers made a motion, seconded by Mr. Jonson to recommend approval of the contract with Yoho's Automotive & Towing. There were no public comments. Motion passed unanimously.

Annual FDOT Grant Approvals – Ms. Leous indicated that FDOT provides two types of grants for operations – a Block Grant for general operating costs and Urban Corridor Program grants to run service to help relieve congestion and improve capacity along major urban corridors. She said that PSTA has three routes that are funded by the Urban Corridor grant – the 100X, the 300X, and the Curlew Road Connector (Flex) routes. Ms. Leous noted that the total for the three grants is \$5.7 million. She said staff is recommending approval of the FY 2017 agreements with FDOT and recommend adoption of Resolutions #16-07, #16-08, #16-09, and #16-10. Ms. Wheeler-Bowman made a motion, seconded by Mr. Jonson to recommend approval of the agreements and Resolutions. There were no public comments. Motion passed unanimously.

## **INFORMATION ITEMS**

Ridership/Performance Report – Mr. Miller presented a Ridership Analysis showing national ridership trends. He noted that all the transit systems in the benchmarking group are down, adding that the two major explanations for the decline in ridership are gas prices and improved economy. Mr. Miller also spoke about PSTA's fare increase and the recent 2% cut in service. He pointed out; however, that the TD program, the Clearwater Beach Jolley Trolley, and the UPASS program are not declining and make up a third of PSTA's overall ridership. Mr. Miller also shared some good news saying that there are several routes that are showing growth.

## **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 May 31, 2016. The Committee had a few questions regarding the reserves, fares, and

revenue which Ms. Leous answered. The Committee also had comments on the increases in on-time performance and bus complaints per passenger trips.

PSTA Contracts - The quarterly report was included in the packet.

### **FUTURE MEETING SUBJECTS - AUGUST**

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

### **OTHER BUSINESS**

No other business was discussed.

### **ADJOURNMENT**

The meeting was adjourned at 10:45 AM. The next meeting will be held on August 17th at 9:00 AM.