



PINELLAS SUNCOAST TRANSIT AUTHORITY  
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**FINANCE & PERFORMANCE MANAGEMENT  
COMMITTEE MEETING  
MINUTES – AUGUST 17, 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 July 20, 2016 meeting minutes, and recommend approval of the Trolley agreements, the printing services contract, and the annual Financial Policies. 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 9:05 AM.

**PUBLIC COMMENT**

There were no public comments.

**ACTION ITEMS**

Approval of Minutes – Mr. Jonson made a motion, seconded by Mr. Eggers to approve the minutes of the July 20, 2016 meeting. Motion passed unanimously.

**[Mr. Scott entered the meeting at 9:07 AM.]**

Trolley Agreements – Cassandra Borchers, Chief Development Officer, explained that PSTA shares the cost of four Jolley Trolley routes with local partners – the Beach Route, Coastal Route, Safety Harbor Route, and the Clearwater Marine Aquarium Route. PSTA also partners on the Looper Route in St. Petersburg. Ms. Borchers indicated that instead of four different contracts with the Jolley Trolley, PSTA and the Jolley Trolley will enter into a single one-year agreement for all four routes, pursuant to a new Federal Transit Administration (FTA) National Transit Database (NTD) reporting requirement. She also indicated that PSTA will issue a procurement next year for these services.

Ms. Borchers presented each of the four Jolley Trolley routes and the cost to PSTA. She noted that the City of Safety Harbor has decided not to participate in the Safety Harbor Route any longer; therefore, staff's recommendation is to continue service only through February 2017. Ms. Borchers reported that PSTA's contribution for the four Jolley Trolley routes is \$903,802 and \$140,000 for the downtown St. Petersburg Looper Route.

The Committee had questions relating to PSTA's contributions, the Route 66 service re-design, the hourly rate for the Jolley Trolley, the procurement, costs and funding, shelters on Clearwater Beach, and handicap access on the Jolley Trolley. Rosemary Windsor, Jolley Trolley Executive Director, confirmed that the Jolley Trolley has handicap access and bike racks.

Mr. Scott made a motion, seconded by Mr. Deighton to recommend approval of the Jolley Trolley contract at a service cost not to exceed \$1,225,919 for FY 2017 and recommend approval of a contribution to the operations of the Looper Service by Looper, Inc. in downtown St. Petersburg not to exceed \$140,000 for FY 2017. There were no public comments. Motion passed unanimously.

Printing Services – Cyndi Raskin-Schmitt, Director of Communications, indicated that in May 2016, PSTA released an Invitation for Bid (IFB) soliciting competitive bids for the printing of bus schedule departure boards and shelter system maps. She said that five suppliers responded, and after an evaluation of the proposals by the Marketing and Procurement Departments, staff is recommending approval of a contract with Dprint, the incumbent. Mr. Jonson made a motion, seconded by Mr. Deighton to recommend approval of a three-year contract with two one-year options to extend with Dprint for a cost not to exceed \$275,000 over the maximum five-year period. There were no public comments. Motion passed unanimously.

Annual Financial Policies – Debbie Leous, Chief Financial Officer, reported that staff is recommending no changes to the Reserve Policy and the Liability/Debt Management Policy. She noted that staff is recommending removal of issuer limitation for Certificates of Deposits (CD) in order to benefit from interest competition from financial institutions for the Investment Guidelines. The Committee asked questions about the insurance reserves, exposures and risks, and variable interest rates which Ms. Leous explained. Mr. Eggers made a motion, seconded by Mr. Scott to recommend approval of the Annual Financial Policies update. There were no public comments. Motion passed unanimously.

### INFORMATION ITEMS

PSTA and Pinellas County Department of Health & Human Services (DHHS) UPASS – Mr. Miller explained that for the past few years, the DHHS purchased an average of 100 tickets per month for their clients. He said the County asked PSTA if an arrangement could be made, similar to the UPASS program, where clients could use their blue health card to ride the bus. The Authority and DHHS signed a \$20,000 annual contract in January 2016 with the assumption that they were going to hand out 100-150 passes per month. Mr. Miller indicated that staff noticed large UPASS ridership increases in June and July and was first informed on August 5, 2016 that they distributed over 3,000 blue cards to their clients.

Mr. Miller said that PSTA met with DHHS officials on August 9th and presented multiple options that would allow them to continue to provide transportation to thousands of customers, but at a significantly increased cost to the County. On August 12th, County staff presented PSTA with a proposal to cancel the UPASS program and purchase Transportation Disadvantaged (TD) bus passes for their clients.

Mr. Miller stated that subject to County Commission approval, they will pay PSTA \$121,000 in FY 2016 and approximately \$443,000 in FY 2017. He noted that this would allow the Authority to recoup the revenue that it was not receiving.

Mr. Jonson suggested that future UPASS agreements should include an expected number of participants. Mr. Eggers expressed his concern that TD eligible riders might not know about the TD program. Mr. Scott agreed that there needs to be a better way to inform people about the TD program. Mr. Deighton spoke of the State TD funds and asked about the estimated \$443,000 the County would pay. Mr. Miller indicated that the County will conduct an assessment of the medical needs of their clients and may transition some of them to the \$5.00 10-day TD bus pass. Mr. Scott asked why riders would transition to the 10-day pass when they are receiving the 31-day pass. Mr. Miller

responded that staff will inform the rider that the County has purchased the 10-day TD pass for them and for an additional \$6.00, the rider could upgrade to the 31-day TD pass. Committee Chair Barkley expressed his concern about long lines at the terminals. Mr. Miller said that the County riders will be able to pick up their passes starting August 22nd, ahead of the normal first of the month pick-up date.

## **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 June 30, 2016. The Committee had a few questions regarding the salaries and fringes, passenger fares, passenger trips, and expenses which Ms. Leous answered. Mr. Miller presented the ridership report for July and noted that fare revenues decreased 18% and ridership was down 14%.

Quarterly Reports - The Committee received the Quarterly Reports in their agenda packet. The Committee asked for clarification on the fuel reports and Ms. Leous responded.

## **FUTURE MEETING SUBJECTS**

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

## **OTHER BUSINESS**

No other business was discussed.

**[A break was taken from 10:25 AM – 10:32 AM.]**

**[Ms. Wheeler-Bowman left the meeting at 10:30 AM and did not return.]**

## **PRESENTATION**

FY 2017 Budget/Service Improvements – Mr. Miller said that in June, a first draft summary of the FY 2017 budget was presented to the Board for review. In July, the Board voted to set the Truth in Millage (TRIM) Notice at the maximum of .7500. Mr. Miller indicated that staff was tasked with reviewing the budget to determine if savings of \$1.1 million, equal to the fiscal impact of the maximum millage, could be found to pay for the proposed service improvements in lieu of increasing the millage.

Ms. Leous reported that even though PSTA is the most cost efficient Authority in its benchmarking group, staff was not able to find savings of \$1.1 million. She presented three different five-year budget scenarios: no increased service and no ad valorem change, increased service and no ad valorem change, and increased service and ad valorem change. Ms. Leous pointed out that even with the proposed increased service, 51% of the weekday service has greater than or equal to 60 minutes headways and 58% of service ends before 8:00 PM. She noted that adding service without offsetting revenues requires PSTA to take away from the capital reserves for buses to use for on-going operations.

The Committee had a lengthy discussion relating to reserves, fuel savings, pilot programs, extended service hours, farebox revenue, allocation of the \$1.1 million, operating reserves, and the increase in property values. Mr. Miller indicated that this item will be presented to the Board as an information item this month, and the first budget hearing is scheduled for September 15th.

#### **ADJOURNMENT**

The meeting was adjourned at 11:25 AM. The next meeting will be held on September 21st at 9:00 AM.