



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT
COMMITTEE MEETING MINUTES
JUNE 21, 2017**

Committee Vice-Chair Brian Scott called the June 21, 2017 Finance & Performance Management Committee meeting to order at 9:02 AM. Members present: Brian Scott, Bill Jonson, Dave Eggers, and Joshua Shulman. Members absent: Joe Barkley and Richard Bennett. Also present was: Brad Miller, CEO, and PSTA staff members.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

February 15, 2017 and May 17, 2017 Meeting Minutes – Due to a lack of a motion, Committee Vice-Chair Scott passed the gavel to Mr. Eggers and made the motion, which was seconded by Mr. Jonson, to approve both minutes. Motion passed unanimously. Mr. Eggers passed the gavel back to Committee Vice-Chair Scott.

Trash Removal & Recycling Services Contract – Henry Lukasik, Director of Maintenance, outlined the trash removal and recycling needs at PSTA Headquarters. He said that a Request for Proposal (RFP) was issued in January 2017 with one response, which was a higher cost than expected. Mr. Lukasik explained that in March 2017, another RFP was issued with a revised scope of services and there were two responders: Waste Management, Inc. and Recycling Services of Florida. He indicated that upon review, Recycling Services of Florida was non-responsive to the RFP and staff concluded that the Waste Management, Inc. proposal was more competitive than their first submittal in January. Mr. Lukasik said that staff is recommending that the Board award a five-year contract for trash removal services to Waste Management, Inc. for a total amount not to exceed \$160,000.

After questions about costs and disposal of old bus parts, Mr. Eggers made a motion, seconded by Mr. Jonson, to recommend approval of the contract to Waste Management, Inc. There were no public comments. Motion passed unanimously.

Transportation Disadvantaged (TD) Agreements – Debbie Leous, Chief Financial Officer, explained that these are the routine annual agreements. She said that PSTA is now completing its fifth year as the Community Transportation Coordinator (CTC) for Pinellas County. She briefly outlined each agreement; the annual Trip & Equipment Grant from the Florida Commission for the TD (CTD), the non-profit trips agreements with four non-profit agencies, and the CTD Late Shift provider contracts. Ms. Leous indicated that the higher number of TD bus pass trips is the primary reason why PSTA's grant allocation increased by over \$500,000 this year.

Mr. Jonson made a motion, seconded by Mr. Eggers, to recommend acceptance of the annual Trip & Equipment Grant from the Florida CTD and Resolution #17-04 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 \$603,300; and recommend approval of contracts with Uber, United Taxi, and Care Ride for TD Mobility Enhancement Grant Services at a total cost not to exceed \$563,333. There were no public comments. Motion passed unanimously.

Lease Agreement with St. Petersburg Police Department – Theo Bakomihalis, Safety, Security & Training Supervisor, gave a brief presentation regarding a no-cost lease agreement between PSTA and the St. Petersburg Police Department (SPPD). He said the agreement is for the use of office space at Grand Central Station terminal to create a SPPD Police Resource Center (PRC). Mr. Bakomihalis noted that rent would be waived by PSTA in exchange for the mutual benefit both PSTA and the SPPD would realize from sharing space at the terminal. He said that this would be a one-year agreement starting on August 1, 2017, with the option to renew annually.

The Committee had questions relating to PSTA's current contract security agency, the size of the office, whether the public would be allowed inside the building, and how often the space would be occupied by the SPPD. After Mr. Bakomihalis responded to their questions, Mr. Shulman made a motion, seconded by Mr. Eggers, to recommend approval of the lease agreement. There were no public comments. Motion passed unanimously.

Liability Claim Settlement – Diane Randall, Risk Manager, explained that the proposed settlement agreement is over \$25,000; and therefore, requires Board approval. She indicated that this settlement results from an incident that occurred in April 2016 in which a passenger was injured upon entering the bus. Ms. Randall said staff is requesting

settlement authority of \$45,000 to resolve the claim, which is within the established claim reserves. After a brief discussion, Mr. Jonson made a motion, seconded by Mr. Eggers, to recommend approval of the settlement authority. There were no public comments. Motion passed unanimously.

REPORTS

Monthly Financial Statements – The financial statements were included in the packet. Ms. Leous gave a brief summary of the reports for the month ending April 30, 2017.

Ridership/Performance - The reports were handed out at the meeting. Discussion took place regarding ridership and fares.

PRESENTATION

FY 2018 Draft Budget – Ms. Leous gave a presentation on the draft FY 2018 budget. She highlighted the FY 2017 forecast, the FY 2018 draft budget, long-term projections, future challenges, and suggested solutions. She also spoke at length about the expected health insurance costs. The Committee had several questions about the health insurance costs and premiums, the accounting method for the property tax revenue, and bus purchases.

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 10:27 AM. The next Finance & Performance Management Committee meeting will be held on July 19th at 9:00 AM.