



PINELLAS SUNCOAST TRANSIT AUTHORITY
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**FINANCE & PERFORMANCE MANAGEMENT COMMITTEE
MEETING MINUTES
OCTOBER 12, 2018**

Committee Chair Joe Barkley called the October 12, 2018 Finance & Performance Management Committee meeting to order at 9:00 AM. Members present: Joe Barkley, Richard Bennett, Josh Shulman, and Dave Eggers. Also present were: Brad Miller, CEO; and PSTA staff members.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

September 19, 2018 Meeting Minutes – Mr. Bennett made a motion, seconded by Mr. Shulman, to approve the minutes. Motion passed unanimously.

Union Contract – James Bradford, Chief Operating Officer, outlined the Union negotiations and the tentative three-year contract. He said that staff is asking the Committee to recommend approval of this contract pending the Union vote on October 19th. The Committee had questions regarding benefits, including vacation, health insurance, retirement, the step program, and total compensation cost per employee, which were answered by staff. The Committee requested information on other transit authority's total compensation package and how PSTA compares. Mr. Bennett made a motion, seconded by Mr. Shulman, to recommend approval of a three-year labor agreement with PSTA's Florida Public Service Union (SEIU), pending ratification by the Union. There were no public comments. Motion passed unanimously.

Automatic Passenger Counters (APC) – Cassandra Borchers, Chief Development Officer, gave a presentation on the APC's stating that PSTA has 94 vehicles with APCs installed. She spoke about how the data from the fareboxes is used to determine service levels and route changes, stop locations, and farebox counts. Ten APCs will be transferred free of charge from another public transit system through a Federal Transit

Administration (FTA) Transfer of Assets program and PSTA will purchase the remaining 75 units to achieve 100% fleet coverage by FY2020. After a brief discussion about the data from the APCs, cost and funding, features, maintenance, and repairs, Mr. Shulman made a motion, seconded by Mr. Eggers, to recommend approval of a five-year contract with Urban Transportation Associates in an amount not to exceed \$586,355, and recommend authorizing the CEO to exercise the four one-year options. There were no public comments. Motion passed unanimously.

Flamingo Fare Services Agreement – Shpresa Zenku, Manager, Revenue & Capital Projects, provided information on the Flamingo Fare services agreement. Al Burns, Director of Procurement, outlined the procurement process. Michael Hanson, Director of Finance, spoke about the fiscal impact of this agreement, which is \$473,000 funded by Operating funds and shared among the Regional Working Group (RWG). Staff is asking the Committee to recommend approval of a two-year contract with Ready Credit Corporation for retail network services not to exceed five years or \$473,000 and recommend authorizing the CEO to exercise the three one-year option years. The Committee had questions about the contract terms, reporting of sales, and commissions provided to entities that sell the cards, which were answered by staff. Mr. Shulman made a motion, seconded by Mr. Bennett, to recommend approval of the agreement. There were no public comments. Motion passed unanimously.

Janitorial Services/Supplies – Mr. Burns talked about the janitorial services and supplies contract. He said staff is asking the Committee to recommend approval of a contract with American Janitorial, Inc. to perform janitorial services such as trash removal and cleaning of restrooms and shelters. The Committee had questions relating to the original Request for Proposal (RFP) in 2015 and the increase in cost and service, which Mr. Burns and Henry Lukasik, Director of Maintenance, answered. Mr. Shulman made a motion, seconded by Mr. Eggers, to recommend approval of an extension of the contract with American Janitorial, Inc. for the first option year and recommend authorizing the CEO to exercise the second and final option year, and increase the amount of the contract value by \$800,000. There were no public comments. Motion passed unanimously.

Duke Energy Agreement – Mr. Lukasik provided a brief outline of the proposed five-year agreement with Duke Energy for a Park and Plug Program for electric chargers. He explained that as part of this agreement, Duke Energy will reimburse PSTA \$61,058.00 for the purchase and installation of the two BYD depot chargers and ownership/responsibility of the equipment would transfer to Duke Energy for the term of the agreement. Mr. Lukasik said staff is asking the Committee to recommend approval of a five-year agreement with Duke Energy Florida to own, maintain, and

support electric vehicle charging equipment at PSTA under the Park and Plug Program, contingent upon final review by legal counsel. Mr. Eggers made a motion, seconded by Mr. Shulman, to recommend approval of the agreement with Duke Energy. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

Triennial Review – The report was included in the packet.

REPORTS

Monthly Financial Statement – The financial statements were included in the packet, which Ms. Leous briefly reviewed for the month ending August 31, 2018.

Ridership/Performance - The report was handed out at the meeting.

PSTA Contracts – The report was included in the packet.

FUTURE MEETING SUBJECTS

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

OTHER BUSINESS

Ms. Leous showed the 2017 Comprehensive Annual Financial Report (CAFR) Award that PSTA received.

ADJOURNMENT

The meeting was adjourned at 10:30 AM. The next Finance & Performance Management Committee meeting is scheduled for November 14th at 9:00 AM.