

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) NOVEMBER 10, 2015, 5:30 P.M.**

In the Edward J. Kuntz Board Room of the Bloomington Transit Operating Facility, 130 W. Grimes Lane, Chairman Obermeyer convened the regular meeting of the Board of Directors of the Bloomington Public Transportation Corporation.

**ROLL CALL**

Board Members present: Chairman Obermeyer, Vice Chairman McDaniel, Secretary Hasler, Board Member Cartwright and Board Member McLary. Also present were Lewis May, General Manager, Christa Browning, Controller, Brenda Underwood, Human Resource/Marketing Administrator and there were no members of the public present.

**PUBLIC HEARING**

Chairman Obermeyer opened a public hearing to receive public comment on Ordinance 15-01 an ordinance amending salary and wage rates of appointed officers and employees of the Bloomington Public Transportation Corporation, Monroe County, Indiana for the year 2016. There was no comment from the public. Chairman Obermeyer closed the public hearing accordingly.

**PETITIONS AND COMMUNICATIONS ON NON-ACTION ITEMS**

There were no petitions and communications on non-action items.

**MESSAGES FROM BOARD MEMBERS**

Vice Chairman McDaniel noted that he and Lew have a luncheon meeting tomorrow with Senator Mark Stoops and County Council member Geoff McKim to talk about his draft Senate bill to provide authority for a local option income tax in Monroe County dedicated to enhancing funding for public transportation. Senator Stoops recently circulated draft language for a bill that included provisions to expand BT's service area and taxing district into the County. Kent said he bumped into Kerry Conway at a benefit fair and he happened to have the legislation with him and said to her he understands that she was unhappy with the service area provisions of the draft bill. Ms. Conway encouraged the removal of all the service area and taxing district language in the bill. Kent noted he agrees with her on this point. Mr. May said we have shared with the Board before Area 10's concern about Bloomington Transit encroaching into the county. This came up last year and could have sunk the bill due to local disagreement. The key compromise was a mutual understanding that BT would not go after the Ivy Tech service which is Rural Transit's primary service that generates most of their state funding for them. Area 10 is willing to support BT's ability to serve other areas of the County such as the Curry Pike corridor, the S.Rogers corridor, and the Fullerton Pike corridor. He said reaching this compromise was the only way we could generate local consensus and support for Senator Stoops's bill. Without

local consensus and support for the bill, there was very little chance the legislation would be adopted in the General Assembly.

Mr. May and Vice Chairman McDaniel noted they are of the opinion we don't need service area language in the bill or even taxing district language. Such language is already provided in the Indiana Code relative to public transportation corporations. As such, BT already has legislative authority to serve the County and to expand the taxing district into the County under certain circumstances. As such, Mr. May said we believe we can delete all of Senator Stoops's language in the bill relative to the service area and taxing district expansion. Mr. May added that for BT to serve the County we only need approval from Bloomington City Council who might support such expansion if we can show that we have funding from other sources to support the cost of service. Mr. May and Vice Chairman McDaniel will meet tomorrow with Senator Stoops and County Council person McKim to discuss the bill language.

### MESSAGES FROM THE MANAGER

Mr. May opened the meeting with an update to the Board on the 5310 Capital Grant Contract. He noted that INDOT solicited grant applications for Section 5310 funding. He said primarily 5310 funding is used by non-profit organizations to purchase vehicles and the program has been opened to include eligibility for public transit agencies. Mr. May noted this was BPTCs first 5310 grant application and it was submitted seeking \$90,523 to fund 80 percent of the cost of two BT Access vehicles. INDOT has approved our grant application in the amount we requested. He said this will help to conserve our 5307 Federal formula funds which we would have used for this purchase and which have been shrinking in recent years. He said BT will match the grant with \$22,631 in BPTC local funds from our reserves. He noted included in the Board packet is Resolution 15-21 and a copy of the grant contract with INDOT for the Board's consideration.

Mr. May said under the same INDOT 5310 grant solicitation we also submitted an application for \$16,000 in mobility management funds to continue administration of the taxi voucher program and to continue development and administration of the consumer education program for persons with disabilities. He said we expect to continue our relationship with Area 10 Agency on Aging to administer this project. Area 10 has raised the local match of \$4,000 for the grant. He noted the taxi voucher program has been in operation for more than a year now with over 1,000 taxi vouchers sold to eligible persons with disabilities who are using accessible taxi services in the Bloomington and Monroe County area. Mr. May said included in the Board packet is Resolution 15-22 and a copy of the INDOT grant contract for the Board's consideration.

Mr. May said we had a public hearing earlier on the proposed 2016 Salary Ordinance. He said each year the Board adopts a salary ordinance which establishes the maximum wage rates and salaries for all employees at BPTC. He said to comply with State Board of Account rules we need to adopt a Salary Ordinance before the end of the year. He said this is a two meeting process and at our last Board meeting the Board introduced for first reading the Salary Ordinance. With the public hearing tonight the Board can now consider the Salary Ordinance for adoption. Mr. May said we have increased the maximum salaries for all positions by 2 percent with the exception of BT Access operators where increases will range from 2.0 to 8.78 percent

depending on their length of service as included in the Collective Bargaining Agreement with our ASCME union. He noted the maximum wage for all non-bargaining unit positions were increased by a similar 2.0 percent. He said wage increases for non-bargaining unit positions are determined by merit and pay increases which could range from 0 to 2.0 percent in 2016 based on actual performance of each employee. He added that some non-bargaining unit employees could see higher than 2 percent increases if their job duties and responsibilities have changed. He said on the agenda under Old Business we have second reading and adoption of Ordinance 15-01 which is an ordinance amending salary and wage rates of appointed officers and employees of the Bloomington Public Transportation Corporation, Monroe County, Indiana for the year 2016.

Mr. May said we have a capital project in the 2015 budget in the amount of \$150,000 for the purchase of paratransit scheduling and vehicle tracker software/hardware for our BT Access program. He said the paratransit scheduling program would replace our current software which was acquired in 2002. He noted there have been many new developments in paratransit scheduling software since 2002 including the introduction of paperless schedules for drivers using mobile data terminals and recently tablets in vehicles. He said BT Access typically carries 100-150 daily passenger trips using a base fleet of about 10 vehicles. He noted as part of the project we are hoping to purchase a vehicle tracking system for our dispatchers to monitor the real-time location of all BT Access vehicles. He said the vehicle tracking system is a management tool that will give dispatchers up-to-the-second location information for all BT Access vehicles so that they can more efficiently dispatch and route vehicles to passenger pickups when there are schedule changes. He said the plan is to issue the RFP in mid-November with proposals due in mid-December. He said the proposals will be evaluated and we will make a recommendation for contract award to the Board at the last Board meeting in December. He noted on the agenda under New Business is Resolution 15-23 to authorize the use of the RFP method of procurement for this purchase and to authorize the General Manager to develop evaluation criteria.

Mr. May said also on the agenda is a procurement project seeking to authorize the issuance of an RFP for Fuel Monitoring Software/Hardware for our fuel pumps. He said the existing fuel monitoring software/hardware was installed in 1997 and has been experiencing problems for the past couple of years. He said the tentative plan is to issue an RFP soon and make an award by the end of the year. He said the proposals will be evaluated and if the cost is \$25,000 or greater we will make a recommendation for award to the Board at the last Board Meeting in December. He noted on the agenda under New Business is Resolution 15-24 to authorize the use of the RFP method of procurement for this purchase and to authorize the General Manager to develop evaluation criteria for the RFP.

Mr. May noted that in August we updated the Board where we stood with the sale of discounted single ride tickets to non-profit agencies. He said in the past the Board has authorized staff to provide deep discounts to social service and non-profit organizations when they purchase single ride bus tickets for use on fixed route service. He said these discounts are 50 percent off the regular price of the single ride tickets. He said the Board placed a ceiling on the value of the discounts and donations not to exceed 1.5 percent of passenger fare revenue which includes the fare revenue received from IU. He said when we reported to the Board in July discounts/donations were running at 1.69 percent of passenger fare revenue. He said the ceiling that the Board has established is 1.5 percent. He said Christa has tracked it through October and the discounts and donations are down to 1.47 percent of passenger fare revenue and thus are

within the 1.5 percent ceiling. He said depending on how the next two months remaining in the fiscal year go, it is possible that the ceiling will be exceeded. He said we just wanted the Board to be aware of where we are and in the Board packet are two spreadsheets that show the total discounts and donations by month compared to passenger fare revenue and the value of the discounts and donations for each social service and non-profit organization by month through the end of October. He said there is also a spreadsheet that shows the 14 organizations that have availed themselves of the discount ticket program. He said the biggest user of the program is the Shalom Center which accounts for about 25 percent of the total discounts for the year. He said staff is seeking the Board's direction as to whether or not to increase the ceiling or stop the program in December when we reach that threshold. Board Member McLary said if we look at the trends, it's possible in the months of November and December that use of the program will increase. As such, Mr. McLary stated that we may very well exceed the 1.5 percent ceiling. Mr. May queried the Board as to whether they wish to authorize staff to increase the ceiling if demand exceeds the 1.5 percent ceiling over the last 2 months of the year or discontinue the program once the ceiling is reached. Board Member McLary said he would recommend continuation of the program if demand exceeds the ceiling because you are not going to put any additional service on the street. As such, there is no real cost or loss of revenue. Mr. May said it is just potential fares we would not be collecting. Board Member McLary noted we would probably not be getting full fare anyway so getting half fare is better than not collecting fares at all. Chairman Obermeyer noted that she agreed with Mr. McLary's recommendation. Mr. May said under New Business he has included a Motion to revise the non-profit single ride ticket discount program ceiling so the Board can direct us how proceed over the remaining two months of the year.

Mr. May said typically November is the month that the Board generally elects officers. He said under New Business he has included an action for the Board to nominate and approve officers of the BPTC Board of Directors for 2016 and to appoint a Board representative for the MPO Policy Committee for 2016.

### **MESSAGES FROM THE CONTROLLER**

Controller Browning gave an overview of the October Financial Report.

### **PUBLIC COMMENT – ACTION ITEMS**

There were no comments from the public.

### **NEW BUSINESS – ACTION ITEMS**

Under New Business, Board Member Cartwright moved to approve Resolution 15-21; a resolution authorizing the execution of a Section 5310 grant agreement with the Indiana Department of Transportation for 5310 capital assistance for the purchase of two (2) BT Access vehicles. The motion was seconded by Vice Chairman McDaniel. Resolution 15-21 was approved unanimously.

Under New Business, Secretary Hasler moved to approve Resolution 15-22; a resolution authorizing the execution of a Section 5310 New Freedom capital grant agreement with the

Indiana Department of Transportation for 5310 New Freedom financial assistance for mobility management services. The motion was seconded by Vice Chairman McDaniel. Resolution 15-22 was approved by all Board Members with the exception of Board Member McLary who abstained.

Under New Business, Board Member Cartwright moved to approve Resolution 15-23; a resolution authorizing the issuance of a Request for Proposals for the procurement of paratransit scheduling and vehicle tracking software/hardware. The motion was seconded by Board Member McLary. Resolution 15-23 was approved unanimously.

Also under New Business, Board Member McLary moved to approve Resolution 15-24; a resolution authorizing the issuance of a Request for Proposals for the procurement of fuel usage monitoring software/hardware. The motion was seconded by Vice Chairman McDaniel. Resolution 15-24 was approved unanimously.

Under New Business, Board Member McLary moved to keep the current ceiling of 1.5 percent of total fare revenue for the non-profit single ride ticket discount program but to allow staff to exceed the ceiling for 2015 over the remaining months of the year if demand warrants. The motion was seconded by Vice Chairman McDaniel. The motion was approved unanimously by all Board Members.

Under New Business, Board Member McLary moved that the current slate of BPTC Board officers be maintained for 2016 and appoint Vice Chairman McDaniel as Board representative for the MPO Policy Committee for 2016. This slate included Nancy Obermeyer as Chair, Kent McDaniel as Vice Chair, Gloria Hasler as Secretary, and Al Cartwright as Treasurer. Board Member Cartwright seconded the motion. The Board unanimously approved the current slate of officers to remain unchanged.

#### **OLD BUSINESS**

Under Old Business, Vice Chairman McDaniel moved to approve Ordinance 15-01 which is an ordinance amending salary and wage rates of appointed officers and employees of the Bloomington Public Transportation Corporation, Monroe County, Indiana, for the year 2016. The motion was seconded by Secretary Hasler. The motion was approved unanimously by all Board Members.

#### **MINUTES**

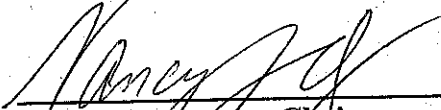
The minutes for October 27, 2015 were presented for approval by Board Member Cartwright and seconded by Vice Chairman McDaniel. The minutes were approved unanimously by all Board Members.

#### **CLAIMS**

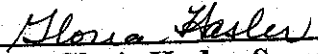
The claims for November 10, 2015 were presented for approval by Board Member Cartwright and seconded by Vice Chairman McDaniel. The claims were approved unanimously.

**ADJOURNMENT**

**APPROVE:**

  
\_\_\_\_\_  
12-08-15  
Nancy Obermeyer, Chairman  
Board of Directors BPTC

**ATTEST:**

  
\_\_\_\_\_  
12-08-15  
Gloria Hasler, Secretary  
Board of Directors BPTC