

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) MARCH 22, 2016, 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 McLary, and Board Member Cartwright. Also present were Lewis May, General Manager, Christa Browning, Controller, Brenda Underwood, Human Resource/Marketing Administrator, Ian Patton, Operations Manager, and there were no members of the public present.

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

There were no Petitions and Communications on Non-Action Items.

**MESSAGES FROM BOARD MEMBERS**

Board Member McLary noted he is meeting with Peggy Mayfield tomorrow. He said they are primarily talking about Morgan County but he is also going to encourage her to support the LOIT tax for transit expansion in Monroe County next year. Vice Chairman McDaniel said he got an email from Stoops who implied that he thinks it was several local state legislators that undermined the effort. He said he thinks that House leadership was willing to go along with it were it not for this local representative's opposition.

**MESSAGES FROM THE MANAGER**

Mr. May noted he received an email from a citizen who was suggesting we should consider providing free bus service on any election day which would include the primary in May and the November election day as well. He said before he responded to this person he wanted to provide the Board with a copy of it. He said the email was sent to the Mayor as well. Chair Obermeyer said she likes this idea. Mr. May said he does not have an opinion on it. He said Vice Chairman McDaniel sent out an email to other transit systems asking if they did this. Vice Chairman McDaniel said INDYGO said they did not do it. Vice Chairman McDaniel said he does not think it is commonly done. Mr. May said it would cost about \$1,200 per day in lost fare revenue. Board Member McLary asked what public relations value would we get out of it. Vice Chairman McDaniel suggested very little. Mr. May said it could become an expectation that people would have every election. Mr. May said it is not a big money loser for us it is just a question of is it something the Board thinks is worthwhile. Vice Chairman McDaniel noted he did not think it would have much of an impact on the percentage of people voting either. Mr. May said it might slightly boost the ridership on those days by a factor of 10-15 percent. Vice Chairman McDaniel noted he was not inclined to support request. Chair Obermeyer said we have time to mull it over. Mr. May said we have one more Board meeting before the May

primary the Board can let us know as late as April 19 and we could pull it off. Vice Chairman McDaniel said let's at least wait until after the Town Hall Meeting. The Board concurred with Vice Chairman McDaniel's suggestion.

Mr. May said each year we traditionally bring to the Board our proposed Program of Projects that would be funded with our Federal 5307 funding. He said we have three 40 foot buses and all of those would be funded with STP funds that are flexed to Federal 5307 funds.

He said we have the replacement of two paratransit vehicles to be delivered in 2017. He said that is a total of \$113,154.

Mr. May said a project that we have in every Program of Projects is capitalization of tires, engine and transmission rebuilds, and then a new twist on it this year for the first time is Hybrid batteries as we anticipate the possibility of replacing some such batteries.

He said a project of the facility side. He said the exhaust system on the IU Campus Bus side of the garage needs to be rehabilitated. He said the reason for the rehabilitation is to make the exhaust system compatible with the higher exhaust temperatures that newer buses can emit when they go into regeneration mode. He said there are five bays on the IU side and BT would use our 5307 funding to replace those five similar to what we did a few years ago on the BT side. IU will provide the local match.

Mr. May said we have replacement of Fleet Maintenance Software. He said it is the software that we use for our parts inventory, as well as our vehicle maintenance work orders, and storing all the data on fleet maintenance. He said current software is more than 18 years old and it has been upgraded to include the bar coding for our parts inventory. He said the manufacturer is no longer supporting this system and more than likely we will be going with a different vendor. We have budgeted \$20,000 which we believe will be sufficient to replace it in 2016.

He said we have replacement of one of our support vehicles. We have a 2008 Ford Escape that will be due for replacement that we budgeted \$30,000.

He said Rural Transit also got a TIP amendment to receive STP funds through the MPO and those funds will also be converted into 5307 funds and we are the only designated recipient in this area for 5307 funds. So those dollars will flow through Bloomington Transit via the sub-recipient agreement that the Board has already approved with Rural Transit. He said this project is included in the Program of Projects for this year.

He said the Federal share of Capital is approximately \$1.52 million. He said we had one more item in the Program of Projects and that is our operating assistance and that is programmed and budgeted at \$2.022 million. He said that is the Federal operating assistance that pays for the daily operating cost of our fixed route and paratransit system.

Board Member McLary asked how the local match break down how much is IU how much is City. Mr. May said the City does not contribute any local funding since we became a PTC. He said we have about 1 million dollars in property tax revenue dedicated to BT, COIT is about \$426,000, and then we have some smaller local tax revenues such as Financial Institution Tax, Commercial Vehicle Tax, and Excise Tax that totals less than \$100,000. We also get about 1

million dollars annually from IU. State PMTF funding is about \$2.4 million dollars, advertising is about \$30,000, and then a few thousand dollars in various miscellaneous sources. Board Member McLary said the reason he was asking is you are not drawing down on the reserve. Controller Browning noted that the reserve is not part of your local match. She said the local match is based on the budget revenues. Board Member McLary said but if you were short you could use that reserve as part of the local. Controller Browning said the reserves could be used to make up the shortage but the budget is used to calculate the local match. Mr. May said our apportionment for 2016 is \$2.368 million and that is about a 10 percent increase from 2015. He said we also have about \$608,000 in carryover 5307 Federal funds available. We expect to finish 2015 with about \$636,000 in Federal 5307 funds that will be carried over to future years to be used for major capital projects. Mr. May said he is not seeking any action tonight this is just the preliminary version he wanted to present to the Board as he typically does. He said at the next Board meeting we will have a Public Hearing on this and the public will have the opportunity to voice any comments. A legal notice will be published in the local newspaper with a copy of the proposed Program of Projects. He said we will also send it out as we are required to private sector transportation providers and human service organizations prior to the POP being finalized by the Board. He noted these are the projects we included in our 2016 Budget and these are the projects included in the MPO's TIP for 2016. Board Member McLary asked if Rural Transit has to pay the \$37,500 in local match for their project. Mr. May said yes they have to provide the match for their project.

Mr. May noted several Board meetings again we talked about a potential change to our Advertising Policy. He said included in the Board packet is the existing Advertising Policy that is titled Resolution 09-14 and in that you will see the changes that we are proposing tonight. He said one of those changes is in Section 1I where we have struck through a paragraph that is no longer needed related to the previous lawsuit in 2009. In Section 2D we have the proposed provisions that include prohibitions on advertising for tobacco-related products, e-cigarettes or e-cigarette-related products, and products designed with the purpose of being a weapon. He said that is the change that we would propose to the Board to make to the Advertising Policy. He noted on the agenda under New Business for the Board's consideration is Resolution 16-03.

Mr. May said our employee health insurance plan year runs from May 1 to April 30 each year. He said we recently received a briefing on our claims experience and premium equivalents from SIHO for the upcoming year. Mr. May noted our employee health insurance is partially self-funded by BPTC. He said BPTC pays the first \$30,000 of claims for each enrolled employee. He said we purchase reinsurance on employees that covers all costs over the \$30,000 specific level on any individual employee. He said we also have aggregate reinsurance that protects BPTC if total claims exceed a certain stop loss amount. He said when we met with SIHO to review the past year and our claims experience we learned that our group has had a reasonably good year in terms of claims experience. He said SIHO has priced the renewal of our reinsurance with several reinsurers and found a better option for us that will reduce our fixed costs slightly and increase our annual exposure by only 0.1 percent annually. He said we will keep our current schedule of benefits for employees and maintain our specific deductible at \$30,000 per employee, and increase our aggregate stop loss by only about \$2,500 annually. He said we will only have to increase employee contributions by 0.1 percent. He said included in the Board packet is a copy of SIHO's reinsurance proposals and a worksheet analysis prepared by him. He noted our recommendation would be to increase employee contribution for our PPO and HSA plans according to the enclosed table. Mr. May said Resolution 16-04 is included in

the Board packet to authorize the continuation of partial self-funding of group health insurance for BPTC employees and a plan agreement with SIHO for the provision of third party administrative services at the rate of \$31.90 per employee per month, the purchase of specific and aggregate reinsurance through SIHO under Option #5 of the SIHO proposal which is IMG Sirius with a specific stop loss of \$30,000 per employee and an aggregate stop loss of \$371,082 for the group, the continued use of a medical claims account to fund and pay for employee medical claims and other related group health insurance expenses within the parameters of the plan design and the establishment of the employer/employee contributions for the May 1, 2016 to April 30, 2017 plan year.

Mr. May said that staff wanted to update the Board on several operations-related issues. He said 7<sup>th</sup> Street between Washington and Indiana is a narrow corridor with on-street parking for much of the corridor on both sides of the street. He said buses have been operating on a frequent basis in the corridor since 2004 on Route 6. He said during the spring and fall semesters Route 6 is running through this corridor approximately every 10 minutes in both directions. He said the primary challenge we are facing in this corridor is the narrowness of the travel lanes. He said we have in some cases a few inches of clearance depending on where cars park at the curb. He said in the last 7 years we have had 10 accidents including 9 where a bus has clipped a parked vehicle and one was where a bus clipped an oncoming vehicle. He said it is an issue that our union has brought up and we have discussed it in recent months during the labor/management meetings. He said the rate of accidents is about 1.4 per year or about one accident for every 11,000 bus trips through the corridor. Mr. May presented several PowerPoint slides with photos at various locations in the corridor with buses operating through the corridor. Board Member Cartwright said if someone does park a little bit outside the marked lines what would a bus driver do in terms of looking ahead and planning their clearance. Mr. May said in such cases a driver needs to maintain slow speed throughout the corridor and if they see a potential conflict up ahead they simply need to stop to allow any oncoming traffic to pass and then proceed with caution once such traffic has passed. He said what we are doing to try to address the issue is we have contacted the City and we have requested that the City take on-street parking off of one side of the street and restripe the center line. That would give us 5-6 feet of cushion and that would be more than enough. Board Member Cartwright noted that there would be complaints from people who use the on-street parking in the corridor due to the reduction of available spaces. Mr. May said we didn't get very far in talking with the City last year and the previous administration on it. He said about the only commitment we got out of them was to restripe the on-street parking on one side of the street where it is several inches wider. This would potentially widen the corridor by a few inches and that would help. He said we have new people in both planning and public works and we do have a meeting with Adam Wasson and his staff later in the week to walk and review the corridor. He said he met with Deputy Mayor Mick Renneisen recently to discuss the issue. Mr. May said he has also brought up the issue in City Department meetings with the Mayor. Mr. May noted that the City's initial response has been that they can't afford to lose the number of on-street parking spaces that would be lost by eliminating parking on one side of the corridor. He said our union has suggested that we move the route all the way down to Third Street. Staff appreciates the suggestion from the union, however, we it would lengthen the distance the bus travelled by 8 blocks, add about 5 minutes time to each person's trip going to campus with their trips currently only taking 5-10 minutes in many cases. Mr. May noted that transit works best when we provide the shortest, most direct trip possible to a destination. Adding 5 minutes to a trip may not seem like a lot but when the trip is only 5-10 minutes to begin with, we would be lengthening the trip by 50-100 percent. Mr. May added that adding 5 minutes to the Route 6

schedule would be problematic from a clock headways perspective. Route 6 buses probably couldn't be scheduled to arrive at their destinations at the same time each hour. The Board expressed their appreciation for the update on this issue.

Mr. May said Fountain Park on East Tenth Street there is a concern we have heard from our drivers that can't get completely out of the travel lane at the westbound bus stop. He said this is one of the busiest bus stops in the whole system. He said INDOT is planning on starting a resurfacing project on this at the end of this month and they are going to go all the way from Pete Ellis up to Unionville and completely resurface the street. He said INDOT has very generously agreed to repair the bus stop area by repairing the base, the pavement area, adding a well defined curb, and repairing the sidewalk. This project would start by the end of March in spite of BT's strong suggestion to put it off until the summer break period. Board Member Cartwright asked if INDOT is going to be able to widen the pull-off lane. Mr. May said that is what we asked them to do and that is unfortunately not what we are going to get. He said INDOT's concern is not having sufficient right-of-way to widen the pull-off lane. Mr. May showed PowerPoint slides that included photos of the street and the bus stop. Mr. May noted that the improvements at the site will be greatly welcome although we are disappointed that the pull-off lane can't be widened. Mr. May added that the ideal solution would be to move both the eastbound and west bound bus stops to the Pete Ellis intersection. This would encourage riders to cross the street using the traffic light and crosswalk. However, the issue working against such an ideal solution is the historic Garton farm property, the relocation of utility poles, and significant costs to improve the intersection. Mr. May added that he will continue to advocate together with the City and the County for future improvements at these bus stops and at the intersection.

Mr. May said we have had a continuing challenge in recent years of trying to hire sufficient number of drivers. He said it has become more acute in the last few years. He said in the past three years we have had 25 percent of our full-time drivers retire. He said we generally promote part-time drivers to take the place of any retiring or terminated full-time drivers. We then replace the promoted part-time drivers with new part-time drivers. He said that is where we have had the challenge is hiring new part-time drivers to replace the ones that have been promoted up to full-time status. He said the primary reason for the difficulty is that part-time drivers don't get a steady stream of work hours the summer break, spring break and holiday break periods. They get steady work and overtime during the spring and fall semesters. He said then the hours go down dramatically during the summer period. He said people are looking for a job where they get a consistent number of hours week in and week out and it is very difficult for a lot of people to withstand that reduction of their hours in the summertime. He added that part-time drivers often get night and weekend shifts which are not as attractive for working. He said in recent years the federal CDL physicals and medical requirements have tightened considerably. Ian Patton said the most significant is sleep apnea. As an example, Mr. Patton noted that if your neck size is above a certain dimension you are required to take a sleep study which is very expensive. In some cases, Mr. Patton shared that we've had drivers who have to take three weeks or a month off and get on a CPAP machine, then get thirty days of results from that before their physical can be considered for renewal. He said if a person is going to retire in a year or two they may not spend the thousands of dollar on the sleep study. He said we are seeing more annual physicals being given my medical professionals to our drivers rather than two year physicals which used to be pretty common. About 50 percent of our drivers are getting one year physicals which are an added expense for the employee. Mr. May said the driver shortage issue

is not unique to Bloomington Transit. IU Campus Bus is struggling to hire drivers as is MCCSC for school bus drivers, and most urban transit systems across the country. He said the issue is not unique to the bus or transit industry. Most industries such as trucking who require drivers to have CDLs are having a difficult time finding qualified people to drive.

Mr. May said there are other issues that tend to reduce the number of qualified persons to be a transit driver such as drug and alcohol testing, criminal background checks, driving record checks, and past employment stability. He said some of the things that we have done to try to recruit drivers is advertising in the HT and the IDS; ads in Craigslist as a way to reach more people; paid radio spots on WCLS trying to reach out to people; a sign on our fence that stays up constantly; posters on all our buses; postings on our website; and attendance at many job fairs throughout the community. He said some of our other strategies that we have undertaken include changes made to our collective bargaining agreement to eliminate minimum requirements of having to work at least 20 hours a week as this will make it easier to hire college students as drivers. He said we raised our training wage to \$11/hour.

As to new strategies we plan to use to attract candidates, we will soon get our job applications in the City of Bloomington HR office for people who are seeking jobs with the City. He said we are actually looking at using some of our cable television advertisements for driver recruitment purposes on some Comcast channels where do our general public advertising. He said some of the things that we have been talking about to help manage our overtime better we are talking about scheduling overtime in some of our runs which we have never done before. He said not all of our runs but maybe a portion of our runs we might put 5 or 6 hours a week of scheduled overtime a week so the driver knows exactly when and how much overtime they will be working in a given week. He said we are also talking scheduling PTO time for drivers a year in advance in blocks of one week. He said a lot of transit systems will have a PTO bid based on seniority to schedule some PTO time a year in advance. Mr. May emphasize that we don't plan to require all PTO time to be scheduled a year in advance. Some could be left for employees to use with shorter advance notice. Board Member McLary noted he has the same problem and cannot find drivers. Secretary Hasler asked if there is any reward for drivers to help recruit drivers. Mr. May said we don't but that is something that we have kicked around relative to the possibility of referral bonus. He said we are talking about what the parameters would be. Mr. May said we paid last year in 2015 a total of 6,700 overtime hours with total pay hours 137,000, or about 4.89 percent of all pay hours being overtime hours. Board Member McLary said at less than 5 percent that is very low compared to what he has seen in the industry. Mr. May said we have some drivers that are working long hours some and that may work 16 hours a day so we are concerned with that. Mr. May added that we've been forced to limit the number of drivers that can take PTO time during the spring and fall semesters on any given day given the driver shortage and the need to put service on the street. Mr. May solicited suggestions from the Board. Board member McLary suggested allowing drivers to bank some of the pay they earn during fall and spring semesters so they could defer it to the summer period to have a steady stream of income much like a teacher might do.

Mr. May said we have been talking to Lucky's since last year about the possibility of transit service in the shopping center parking lot. The issue at Lucky's is there are two property owners including one property owner where store sits and then the other is where the bank and Burger King sits. He said the bank and Burger King property owners do not apparently see the value having the bus come on to their property to serve Lucky's and potentially damaging their

pavement. This other property owners also doesn't see the value of having to put a concrete pad on their property for the bus stop and shelter. Mr. May noted that we will continue to talk with the property owner representatives in an effort to resolve the issues, however, at this point there likely isn't going to be a solution that will satisfy all parties involved.

Mr. May said in your packet he gave the Board a copy of an email from a customer Patricia Waitman relative to recent complaints she has against bus drivers. Mr. May said the email is self-explanatory. Mr. May explained that Ms. Waitman asked that the complaint be given to the Board and the Mayor. Mr. May confirmed that he has forwarded the complaint to the Mayor's office. Mr. May explained that we have dealt with Ms. Waitman's complaints for a number of years and found many if not most of them to be unreasonable. Mr. Patton shared with the Board his findings from reviewing video and audio from the dates/times provided by Ms. Waitman. Mr. Patton added that he could not corroborate any of Ms. Waitman's allegations. Mr. Patton added that we have offered on several occasions to meet with Ms. Waitman face-to-face to hear her complaints, concerns, and to show her the video and audio from the alleged incidents. To date, Ms. Waitman has not taken us up on our offers to meet with her and show her the video/audio. The Board thanked Mr. May and Mr. Patton for providing them with copies of her complaint.

Mr. May gave an overview of the February ridership noting that February 2016 fixed route ridership was up 5.65 percent compared to February 2015. He said most of the increase was due to having the extra leap day in the calendar. He said factoring out the leap day fixed route ridership was up about 0.6 percent. He said year-to-date fixed route ridership is up 4.07 percent. Mr. May noted BT Access ridership was up 16.03 percent in February compared to February 2015. He said some of the increase was due to having the extra leap day in the calendar. He said factoring out the leap day BT Access ridership was up 10 percent. He said year-to-date BT Access ridership is up 5.2 percent.

Mr. May said the Town Hall meeting is tomorrow at 5:30 p.m. and it will be at our Downtown Transit Center. He said as he understands the format the City's Public Information Officer Mary Catherine Carmichael will kick things off, followed by Mayor Hamilton, and then he will turn it over to Mr. May to give an overview of BT including current and future plans. We will then open it up to the public to ask any questions that they may have or state any concerns.

Mr. May said over the weekend we had a BT Access vehicle that was taken off our parking lot here on Friday night. He said the theft occurred on Friday night sometime after 10:30 p.m. and it was found the next day parked outside of Smallwood on the street. He said Ian said it had 7 miles of accumulate mileage approximately since the driver filled out the odometer reading. He said the driver had left the keys in it. Board Member McLary noted that he saw the theft reported in the HT. Mr. May said we have made a change to ensure that drivers don't leave keys in the vehicles from now on but we do have an unsecured facility and that can be a security challenge. He said the keys are all now kept in the dispatcher's office and the drivers have to acquire the keys from the dispatch office for BT Access vehicles.

### **MESSAGES FROM THE CONTROLLER**

Controller Browning gave an overview of Resolution 16-02; an additional appropriation resolution for the transit fund of Bloomington Public Transportation Corporation, Monroe

County, Indiana, for the calendar year 2016. Ms. Browning noted this would add \$1,926,500 to the 2016 budget for the purchase of four (4) 40-foot diesel buses, paratransit scheduling software and vehicle tracking hardware/software, and the purchase of a flat bed truck for the maintenance department. The ordinance will be considered by the City Council at upcoming meetings in March and April for final approval. Ms. Browning noted that the software and truck items were reversion items from the 2015 budget to the 2016 budget given that procurement of such items was not completed by the end of 2015. The addition of the four (4) buses was due to two (2) Federal discretionary grants acquired by BPTC since the 2016 budget was developed and approved in 2015.

### **PUBLIC COMMENT -- ACTION ITEMS**

There were no comments from the public.

### **NEW BUSINESS -- ACTION ITEMS**

Under New Business, Board Member McLary moved to approve Resolution 16-02; an additional appropriation resolution for the transit fund of Bloomington Public Transportation Corporation, Monroe County, Indiana, for the calendar year 2016. The motion was seconded by Board Member Cartwright. Resolution 16-02 was approved unanimously.

Under New Business, Board Member Cartwright moved to approve Resolution 16-03; a resolution adopting an amended bus advertising policy for the Bloomington Public Transportation Corporation. The motion was seconded by Vice Chairman McDaniel. Resolution 16-03 was approved unanimously.

Also under New Business, Secretary Hasler moved to approve Resolution 16-04; a resolution authorizing the continuation of partial self-funding of group health insurance for BPTC employees and a plan agreement with SIHO for the provision of third party administrative services at the rate of \$31.90 per employee per month, the purchase of specific and aggregate claims reinsurance from SIHO through IMG Sirius with a specific stop loss of \$30,000 per employee and an aggregate stop loss of \$371,082, the continued use of a medical claims account to fund and pay for employee medical claims and other related group health insurance expenses within the parameters of the plan design, and the establishment of the employer/employee contributions for the May 1, 2016 to April 30, 2017 plan year. The motion was seconded by Board Member Cartwright. Resolution 16-04 was approved unanimously.

### **OLD BUSINESS**

There was no Old Business.

### **MINUTES**



The minutes for March 8, 2016 were presented for approval by Chair Obermeyer and seconded by Vice Chairman McDaniel. The minutes were approved unanimously.

### CLAIMS

The claims for March 22 2016 were presented for approval by Chair Obermeyer and seconded by Vice Chairman McDaniel. The claims were approved unanimously.

### EXECUTIVE SESSION

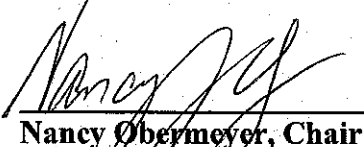
An executive session for discussion to receive information about and interview prospective employees as authorized under IC 5-14-1.5-6.1(b)(5).

Upon completion of the Executive Session, Chair Obermeyer certified that an Executive Session was held for discussion to receive information about and interview prospective employees as per Indiana Code 5-14-1.5-6.1(b)(5) and that no other topics were discussed in the Executive Session other than allowed by Indiana Code 5-14-1.5-6.1(b)(5).

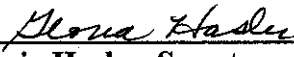
### ADJOURNMENT

**APPROVE:**

**ATTEST:**

  
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Nancy Obermeyer, Chair  
Board of Directors BPTC

04-19-16

  
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Gloria Hasler, Secretary  
Board of Directors BPTC

04-19-16