

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) SEPTEMBER 20, 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.

**PUBLIC HEARING**

Chair Obermeyer opened a public hearing to receive public comment on an ordinance authorizing award of contract with McDonald Transit Associates, Inc. for the provision of transportation management services. There was no comment from the public. Chair Obermeyer closed the public hearing accordingly.

**ROLL CALL**

Board Members present: Chairman Obermeyer, Vice Chairman McDaniel, Board Member James McLary and Board Member Cartwright. Also present were Lewis May, General Manager, Christa Browning, Controller, and member of the public Bob Babbitt, President/CEO, McDonald Transit Associates, Inc.

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

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

**MESSAGES FROM BOARD MEMBERS**

There were no messages from Board Members.

**MESSAGES FROM THE MANAGER**

Mr. May opened the meeting with the declaration of scrap and surplus. He noted we have several vehicles that are past the end of their useful life that we are seeking Board approval tonight to dispose of. He said in the notes he gave the details about the vehicles. He said the first one is a 1995 Gillig 35 foot bus with 515,847 miles on it and it has a cracked frame and engine problem as well. He said we have a BT Access vehicle Number 0043 which is a 2005 Ford E350 raised roof BT Access van with 193,442 miles on it and then we have a BT Access cutaway vehicle. Also he noted we have a 2007 Ford Startrans with 212,244 miles for disposal. He noted that all of these have some sort of mechanical or structural problem and are not worth the investment given their age to repair them. He said we are recommending tonight that the Board declare all three of these vehicles scrap and surplus and that would authorize to dispose of them in accordance with our procurement policies which would most likely be done through public auction. He said under New Business we have Resolution 16-15 that would authorize the disposal of those.

Mr. May noted that he Christa and Chair Obermeyer recently talked about the staff salary review that was discussed a few Board meetings ago. He said in the packet is a one-page scope of work that he wrote up that describes what they propose to do. He said we are proposing to enlist the services of an outside consultant. He said we have pinpointed four different positions for review including the controller, financial administrative assistant, human resource/marketing manager and the customer service manager. He said these are all positions that have some potential for restructuring or changing their roles and responsibilities. He said in the 2017 budget we have a new management position budgeted for financial management as well. He said as part of the scope of work what we propose to do is to enlist a consultant who would do a peer transit system comparison of comparable size transit systems in the region nearby looking at how their staff is structured especially on the finance side what roles, duties and responsibilities positions have. He said are there ways to identify restructuring some of our duties and responsibilities for example having a position that does HR and Marketing is a very unusual combination and we have had that for a number of years. Perhaps it is time to consider spinning the marketing duties off to another position and have a 100 percent HR Manager. He said within the finance department there is Christa and a finance assistant. BT has grown over the last 10-15 years and we have not added significant additional staff. The volume of accounts payables, receivables, payroll and its size, grants administration and the number of grants has reached the point where it is time to consider another staff position and we have included that in the 2017 budget. He said since we are looking at the staff review now is a good time to identify what roles and responsibilities would be included in that new management position.

He said an important question to review in the analysis is how our current salaries compare to other positions at comparable sized transit systems. Another question is do we need to consider changing the salaries if we are too low. He said those are some of the things that an outside consultant can do for us. He said an optional scope of work for a consultant would be to consider how the new FLSA regulations will affect our salaried positions in the organization. He said for salaried positions that are making \$47,476 or less, may be eligible for overtime pay under the new FLSA regulations that go into effect in December. He said we have eight different salaried positions including five supervisors, a training supervisor, our human resource/marketing manager, and customer service manager who are all under that threshold or very close to the threshold. He said it is probably a good time to apply the duties test of the FLSA regulation to see if they are going to be eligible for overtime or not. He said we are assuming this is going to apply to all eight positions and Christa has budgeted accordingly for it in the 2017 budget. He said probably all these positions are going to have to go to hourly and they will be eligible for overtime pay for everything in excess of 40 hours weekly.

Mr. May noted that a new development that could affect this review is Christa's recent suggestion that we consider streamlining our payroll system and going from a very paper intensive payroll system to a more electronic system. Under such an electronic system, we would have an electronic time clock for all hourly employees. Currently we are not using timecards for drivers and instead they are paid using a manual run payroll process. Moving to an electronic timeclock process could potentially reduce the amount of staff hours that go into preparing the payroll every two weeks. He said Christa has been in contact with ADP who is our payroll services vendor and we have a meeting coming up very soon with them to talk about this

process. He said IU went to a similar process several years ago where all their drivers and hourly staff punch a computer time clock that tracks all pay hours. He said it is probably wise for us to go through a review process to determine if such a payroll process could be more efficient for us. The time savings could result in changes of duties and responsibilities for staff.

Mr. May noted he has talked with the City of Bloomington, Carolyn Shaw who is their HR Manager, and they are planning to hire a consultant to do a similar review for them but they are not going to be ready to go until the first of 2017. He said they are not necessarily opposed to us doing something together. Board Member McLary said his question is why we are only looking at the four positions? He said when we were talking about this he thought it was all-encompassing and include dispatchers street supervisors and everybody just so we get a look as to what their duties are and what they are doing. He said the other thing that bothers him was the intent was not really a salary review. Board Member Cartwright noted the intent was to look at workload which Board Member McLary agreed. Chair Obermeyer noted that was her understanding as well. Mr. May said he thought the scope was going to be very narrow to just primarily focus on the finance side, however, he noted we can certainly do whatever the Board directs. Mr. May asked if the Board desires to do a workload assessment for all non-bargaining unit personnel? Board Member McLary said the intention was to include all non-bargaining unit personnel. Mr. May noted we can do that but the cost is going to be more. Board Member McLary said he thinks it should be an independent and tacking on with the City might be a good move even if we have to wait until January or February. Board Member Cartwright noted there may be a financial reason to do it as it could cost less by partnering with the City.

Vice Chairman McDaniel said he is not sure that the GM position should be included in the review. Board Member McLary agreed since we have a management contract but it might be worthwhile to look at all the responsibilities and all the things that are being done. Board Member Cartwright said doesn't McDonald Transit have a job description that is standard. Bob Babbitt said we do for general managers in general but every system is a little bit different. Mr. May said that is one of the things that he had hoped to accomplish with it because there are certain duties and responsibilities that he does for example procurement that potentially could or should be reassigned to a staff position. He said he handles most of the major capital equipment procurement and even some minor procurements. Mr. May said was his hope that if we hired an additional financial management position that some procurement duties could be assigned to this new position. He said there other things that he does including operating statistics and some grant applications that probably should be done by a staff member rather than by the General Manager. He said he is the one that prepares those every month with input from other staff who produce a lot of those stats but he is the one who reports them and maintains them on behalf of the organization. Board Member McLary asked Mr. May if he would be offended if the review included looking at the General Manager duties and the potential for restructuring some of them. Mr. May responded not at all. Controller Browning said she thinks we wear many hats here and she thinks that the General Manager's job duties should be reviewed as part of this effort because if we get someone new in the future they may not to want to do all those duties. She added that if the staff doesn't gain some experience with such duties it might be a difficult transition when that time comes. Board Member Cartwright said if you take the job description from McDonald or whatever the organization is and look at the general managers jobs and the tasks done you

might have more there than appears on the job description. Bob Babbitt said the number one priority he would give the researchers is to take a hard look at the procurement function, the planning function, and the marketing function. He said on the finance side the number of people who are involved there is probably insufficient. Mr. May said it has always been a dream of his to have a planning position on staff. He noted that his background is transit planning and thus Mr. May has always performed the planning functions for BT. However, he noted it would greatly help him if we had a transit planning position on staff. Board Member McLary said the other option is to buy planning services from the City and have them do a lot of that work.

Chair Obermeyer noted that getting that assessment of what everybody is doing and the description of the individual task is a really good and important starting point. She said it sounds like many are overworked and just trying to do too many different things and doing it well. Mr. May said we've got a good team and folks have pulled together and done what's been asked of them but that's not to say that the workload hasn't been heavy at times and that's not to say it hasn't been stressful at times because it has been. Board Member Cartwright said they need to be rewarded for what they do. Board Member McLary said I am not saying there should not be a salary review. I am saying I don't think that should be the primary emphasis of the review. Instead that should be secondary. Mr. May said he will talk with the City to see if we can get them seriously interested in including us as part of their review that they are going to be doing towards the end of the year. Board Member McLary asked who was heading it up for the City. Mr. May said Caroline Shaw who is the new City HR Director will be directing the study effort. He said they were open to the possibility that we could piggyback on the City's effort.

Mr. May said there are some other things that McDonald is going to be doing as part of our commitment to you. Mr. Babbitt said Dr. Lili Finke, who has a Ph.D. in Organizational Development, will conduct a simple three-step survey. He said one is a survey on employee on organizational climate, workplace stress management and mitigation, and workplace goals. He said we will begin that process tomorrow and the beauty of it is she will give an opportunity to be very candid and it is confidential at the same time. He said her comments back to you will be in summary form. Board Member McLary asked so how far down in the organization are you going. Mr. Babbitt noted we just started with just the five senior management positions. Mr. May said the senior management positions that would be included are the operations manager, maintenance manager, controller, human resource/marketing manager and customer service manager. These make up the senior management team who work directly under him and run the organization on a day-to-day basis. Board Member McLary said his thought is there are some other positions that we might want to include other than just the department heads. Mr. May asked if the Board desires to include all the non-bargaining unit positions in the survey. Chair Obermeyer said one of the things that concerns her when the number of people your interview or getting information from is small it is hard to have anonymity there because you can figure out who goes with what and to her that is problematic. She said she would like to see what is going on with others. Mr. Babbitt suggested we survey the 20 non-bargaining unit positions as a first step. He said we will come back to the Board after we do this and let you know what the plan is after that. The Board concurred with Mr. Babbitt's approach and suggestion.

Mr. May gave an overview of August ridership. He said August 2016 fixed route ridership was up 9.77 percent compared to August 2015. Year-to-date fixed route ridership is up 1.29 percent compared to the same period last year. Mr. May noted BT Access ridership was up 2.27 percent compared to August 2015. He said the year-to-date ridership was down 0.14 percent compared to the same period last year.

Mr. May noted that he always shares with the Board fixed route ridership for the first week of the school year. He provided a chart that compares fixed route ridership for the first week of school for the period 1994 through 2016. He said we were down 3 percent from the first week last year but we are still over the 100,000 mark for the week.

He said if the Board is interested he thought each month he would give the Board a brief profile of a different fixed route so that the Board can better understand the fixed route system and how each route compares against the other routes.

Mr. May presented a PowerPoint that provided a profile of Route 6. He said Route 6 is a campus oriented route that primarily serves corridors such as College Avenue north of 7<sup>th</sup> Street, the 7<sup>th</sup> Street corridor between College and Woodlawn, 10<sup>th</sup> Street corridor that goes right through the middle of campus down Smith Road to 3<sup>rd</sup> Street ending at Knightridge Apartments on 446, and the northwestern end of the route is anchored with the Colonial Crest Apartments on Kinser Pike. Mr. May noted that Route 6 is the 2<sup>nd</sup> highest route in the system in terms of total ridership carrying 1,066,855 passenger trips in 2015. Route 6 carried 30.5 percent of the total system ridership in 2015 and yet only operated about 19 percent of system revenue hours and 15 percent of system revenue miles. The route average 59.1 passengers per revenue hours compared to the system average of 36.97. Mr. May noted this is one of two of our very highest performing routes in the entire system. He noted that some of the major ridership generators on the route included Colonial Crest Apartments, 10<sup>th</sup> & College Apartments, Smallwood Apartments, Wright/Teter Quads, Fountain Park Apartments, Woodbridge Apartments, Meadow Park Apartments, Reserve on 3<sup>rd</sup> Apartments, Barrington Place Apartments, the Indiana Memorial Union, IU Psychology building, the Kelley School of Business, the Wells Library, and Eigenmann Hall.

Mr. May noted that Bloomington Transit is receiving a Green Light award tonight at the IMU Whittenberger Auditorium. He said we were nominated by Jacqui Bauer, City of Bloomington Sustainability Coordinator, to win one of the Green Light awards for our award winning system and having hybrid buses.

Mr. May said McCAM which is the Monroe County Coalition for Access and Mobility will be holding a public forum on the evening of October 12 from 4 p.m. to 6 p.m. He said it is going to be at our downtown transit center where we have offered the use of our multi-purpose room. He said mainly they are trying to take the pulse of the community and determine what are the unmet transportation needs of people with disabilities in the community. He said they also are using it to try to create more interest in the McCAM organization. He said if any of the Board members are interested in coming out and hearing the public input and feedback to mark that on your calendar.

**MESSAGES FROM THE CONTROLLER**

Controller Browning gave an overview of the August Financial Reports.

**PUBLIC COMMENT – ACTION ITEMS**

There was no Public Comment

**NEW BUSINESS – ACTION ITEMS**

Under New Business, Vice Chairman McDaniel moved to approve Resolution 16-15; a resolution declaring BPTC vehicle numbers 9515, 0759, and 0043 as scrap and surplus and authorizing the BPTC General Manager to dispose of such vehicles in accordance with the BPTC Procurement Policies. The motion was seconded by Board Member McLary. Resolution 16-15 was approved unanimously.

Also under New Business, Board Member McLary moved to approve Ordinance 16-01; an ordinance authorizing award of contract with McDonald Transit Associates, Inc. for the provision of transportation management services. The motion was seconded by Board Member Cartwright. Ordinance 16-01 was approved unanimously.

**OLD BUSINESS**

There was no Old Business.

**MINUTES**

The minutes for August 16, 2016 were presented for approval by Board Member Cartwright and seconded by Vice Chairman McDaniel. The minutes were approved unanimously.

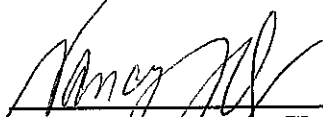
**CLAIMS**

The claims for September 20, 2016 were presented for approval by Board Member Cartwright and seconded by Vice Chairman McDaniel. The claims were approved unanimously.

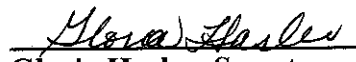
**ADJOURNMENT**

**APPROVE:**

**ATTEST:**

  
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Nancy Obermeyer, Chair  
Board of Directors BPTC

10-18-16

  
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Gloria Hasler, Secretary  
Board of Directors BPTC

10-18-16