

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) OCTOBER 18, 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, and Board Member James McLary. Also present were Lewis May, General Manager, Christa Browning, Controller, Brenda Underwood, Human Resource/Marketing Administrator, Ian Patton, Operations Manager, and member of the public Marilyn Conn.

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 facility preventative maintenance option renewal. He said in 2012 the Board awarded a contract to Siemens Building Technologies for preventative maintenance on our operations and maintenance facility. He said the Federal Transit Administration requires us to have a facility maintenance plan and conduct regular preventative maintenance on our facilities. He said we have had a long standing relationship with Siemens Building Technologies to do that for us at the Grimes Lane facility. He said they maintain a number of different elements of the facility including the air conditioning and heating system, the automation controls for the facility, fire alarms, sprinkler system, fire extinguishers, maintenance shop air compressor, overhead garage doors, facility exhaust system, back flow preventers, emergency generator, lighting, plumbing, and other mechanicals. He said initially the Board awarded a 3-year base contract with (3) 1-year options we are currently finishing up with first option year which is the fourth year of the agreement and we have two more 1-year options remaining. He said we share the cost of this with IU Campus Bus evenly given that we share this facility. He spoke with Perry Maull about the agreement and he is agreeable to proceeding with the renewal of the second option year at \$36,967.00. He said under new business we have a resolution for the Board's consideration.

Mr. May noted that every three years the Federal Transit Administration (FTA) requires us to review and update our Title VI Program and Language Assistance Plan. He said Title VI is the Title VI of the Civil Rights Act of 1964 and it prohibits discrimination in federally funded programs on the basis of race, color or national origin. He said the objectives of the program as

listed by FTA are to ensure that the level and quality of transit service is provided in a nondiscriminatory manner; that we promote full and fair participation in decision making without regard to race, color or national origin; and that we ensure meaningful access to transit programs by persons with limited English proficiency (LEP). He said some of the requirements of Title VI include developing service standards in the distribution of passenger amenities, assignment of vehicles to different routes, load factors, headways or frequency of service, on-time performance, and service availability. He said those are six different service standards that we have developed and included in the Title VI Program. He said the interesting thing is for urbanized areas under 200,000 in population there is no monitoring requirement to monitor these service standards to ensure that they are being met. He said another requirement is that we prepare a four-factors analysis where we look at the number and proportion of limited English proficiency persons to be served or encountered by our transit system, the frequency that LEP persons come into contact with our services and the nature and importance of transit to LEP persons lives and the resources available to BT to outreach to these persons. He said we have to prepare a language assistance plan which is part of this Title VI update that we have and in that plan we have to describe the LEP populations served. Further, we have to describe the language assistance services that we provide, include our notice to LEP persons relative to language assistance in terms of what assistance we will provide them, and we have to describe how BT trains employees to provide language assistance. He said some of the other Title VI requirements are that we have to post and publish a notice to the public, we have to develop and post complaint procedures, we have to prepare and submit a list of investigations complaints and lawsuits. Further, we have to prepare and submit membership of boards, councils, and committees by gender and race. Lastly, our Title VI Program must be reviewed and approved by our policymaking Board. May said we identified service standards in our Title VI and there have been few changes in these since these compared to our plan from three years ago. He said we identified various amenities that we provide to the public including passenger shelters, trash cans, and benches and determined that they equitably placed on our routes. He said in order to place a shelter at a stop our standard is to have at least 20 or more weekday boardings to qualify for a shelter, for a trash can we place those as requested by the public in the community where there is a demonstrated litter problem caused by transit, and for the placement of a bench our standard requires having at least 10 or more weekday boardings to qualify for a bench. He said the requirement is that we take race, color, national origin and income into account to ensure representative distribution throughout the route network. He said vehicle assignment we have to endeavor to assign vehicles to help ensure the average age does not consistently exceed 25 percent of the overall fleet age. He added that is the service standard that we have identified, however, we do take into account size of the vehicle as needed for each route and in the case of Bloomington the height considerations as hybrid buses cannot be operated on Routes 6 and 9 due to a low railroad underpass on these routes. He said the load factor standard was developed with the goal of not consistently exceed seating capacity plus 50 percent of standing capacity over a 60 minute time period and we will endeavor to add capacity to meet demand when such situations occur taking into account the existing frequency on the route and taking into account budgetary restraints. He said for our vehicle headway standard we have identified a peak standard to be a minimum of 60 minutes and off peak to also be a minimum of 60 minutes. Saturday's standard is a minimum 80 minutes frequency and Sunday a minimum of 80 minutes, again taking into account the budget limitations that we have. He said on-time performance is

defined as zero minutes early and up to 5 minutes late. Our on-time standards is that minority routes shall not be consistently greater than 20 percent of the overall on-time performance percentage. He said for service availability the standard that we have identified is at least 80 percent of the City of Bloomington population shall be within ¼ of a mile walking distance of a route.

He said in our Language Assistance Plan we have identified a goal to translate our vital documents. He said we need to consider adding a language interpretation line. We need to do employee training to give our employees basic skills in how to help people who don't speak English very well. We need to do community outreach to identify other ways and means to communicate with people. Mr. May asked the Board if they had any questions concerning the Title VI Program and recommended that the Board adopt and approve the plan as presented.

Mr. May gave an overview of September ridership. He said September 2016 fixed route ridership was down 3.83 percent compared to September 2015. Year-to-date fixed route ridership is up 0.41 percent compared to the same period last year. Mr. May noted BT Access ridership was down 2.67 percent compared to September 2015. He said the year-to-date ridership was down 0.18 percent compared to the same period last year.

Mr. May presented a PowerPoint that provided a profile of Route 9. He said Route 9 is the most productive route in the BT system it also has the highest ridership of any route in the system. He said Route 9 loops the campus area and connects student apartment complexes on the east side of Bloomington. Mr. May noted that Route 9 ridership in 2015 was 1,086,732. Route 9 carried 31 percent of the total system ridership in 2015 and operated about 18 percent of system revenue hours. The route averaged 64.39 passengers per revenue hours compared to the system average of 36.97 in 2015.

Mr. May said McCAM which is the Monroe County Coalition for Access and Mobility held a public forum on October 12 at the Downtown Transit Center. He said the forum went well and was attended by about 30 persons who were interested in improving transportation services and options for persons with disabilities. He said the primary goal of the forum was to promote increased interest and participation in McCAM and it appears the forum was successful in that regard.

Mr. May said the final City Council meeting to review and approve our budget was held on October 13. He said the City Council unanimously approved our 2017 budget. He said the budget will be submitted to the State Department of Local Governmental Finance (DLGF) for final review and approval.

Mr. May said included in the Board packet is a proposed 2017 Board meeting schedule. He said the proposed schedule is to continue using the 3rd Tuesday of each month as our board meeting date.

MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the September Financial Reports.

PUBLIC COMMENT – ACTION ITEMS

There was no Public Comment

NEW BUSINESS – ACTION ITEMS

Under New Business, Secretary Hasler moved to approve Resolution 16-16; a resolution authorizing the exercise of an option for a one year contract option with Siemens Building Technologies to conduct facility preventative maintenance and technical support for the Grimes Lane operations and maintenance facility. The motion was seconded by Board Member McLary. Resolution 16-16 was approved unanimously.

Also under New Business, Vice Chairman McDaniel moved to approve Resolution 16-17; a resolution approving the Bloomington Public Transportation Corporation's Title VI Program. The motion was seconded by Secretary Hasler. Resolution 16-17 was approved unanimously.

OLD BUSINESS

There was no Old Business.

MINUTES

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

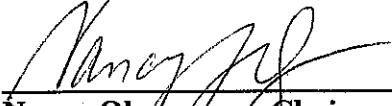
CLAIMS

The claims for October 18, 2016 were presented for approval by Vice Chairman McDaniel and seconded by Board Member McLary. The claims were approved unanimously.

ADJOURNMENT

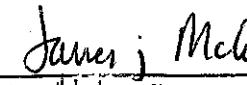
APPROVE:

ATTEST:



Nancy Obermeyer, Chair
Board of Directors BPTC

1-17-17



James McLary Secretary
Board of Directors BPTC

1-17-17