

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) NOVEMBER 15, 2016, 5:30 P.M.

In the Edward J. Kuntz Board Room of the Bloomington Transit Operating Facility, 130 W. Grimes Lane, Chair 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 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

Vice Chairman McDaniel noted back in July he parted ways with the ITA and it wasn't a very pleasant experience. He said the new association manager didn't last very long. Chair Obermeyer asked how many days he was there. Vice Chairman McDaniel said four months. He said he is not sure what is going to happen now.

MESSAGES FROM THE MANAGER

Mr. May opened the meeting with the City of Bloomington Interlocal Cooperation Agreement. He said traditionally we have contracted with the City of Bloomington via an Interlocal Cooperation Agreement to provide BT with legal services, insurance purchasing, and information technology. He said we are currently at the end of a 5-year agreement with the City and it is time to renegotiate that agreement. He said an agreement was negotiated with Barbara McKinney of the City and we are satisfied with the outcome.

Term of the new interlocal agreement will be for calendar years 2017 through 2021. Cost for legal services will increase from \$75.00/hour in 2016 to \$77.25/hour in 2017 and subsequent years would increase at the rate of 3 percent annually. Cost for information technology services will increase from \$10,000/year in 2016 to \$10,300 in 2017 and subsequent years would increase at the rate of 3 percent annually. A new clerical fee would be charged by the City to BPTC for clerical services provided by City Risk Management to BPTC to administer insurance claims. Fee would be \$20/hour with total hours not to exceed 10 hours per month. BPTC could avail itself of services from other City departments on an as needed basis at same hourly fee charged each year for legal services. Mr. May said a copy of the Interlocal Agreement was included in the Board packet. He noted Resolution 16-18 is included under New Business for the Board's

consideration.

Mr. May said the last Board meeting he emailed the Board and let you know we have another older vehicle that is past the end of its useful life that we seek Board approval to dispose of and the consensus was to go ahead and include that in the auction. He said we added bus number 9723 to the auction so tonight we just need the Boards formal action to consider and approve Resolution 16-19 which would declare this vehicle scrap and surplus.

Mr. May said next on the agenda is our preliminary program of projects. He said each year we traditionally bring to the Board our annual list of projects that are funded with Federal 5307 formula funds. He said for 2017 we have a similar list of projects we have four projects. He included a table in the Board notes that summarizes those projects that he went over briefly.

Mr. May provided a brief description of each project in the proposed Program of Projects as follows:

Operating Assistance. This project provides a major source of Federal funds that are used to fund the operating costs of daily transit service including wages, benefits, fuel, vehicle maintenance and all costs associated with operating both fixed route and BT Access service. We are proposing total Federal 5307 funding of \$2,062,715. We will match it at the rate of 50 percent with our own local funds.

Purchase of four (4) 40-foot replacement buses. This project would provide for the replacement of four (4) 40-foot buses that are 2005 models. We've programmed \$1,440,000 of Federal 5307 funding that will be flexed from Federal STP funds to Federal 5307 funds. The Federal 5307 funds would provide 80 percent of the cost of these vehicles. We would match it at 20 percent with our own local funds. Total cost for the project is \$1,800,000 or about \$450,000 each.

Capitalize Purchase of Engine/Transmission Rebuilds, Tires, and Hybrid Batteries. Under FTA's capitalized maintenance program, transit systems can use 5307 funds to capitalize maintenance expenses such as rebuilding engines and transmissions as well as the purchase of tires. Such capitalization can be done using 80 percent Federal funds. Proposed is \$145,600 in 5307 funding for a total of \$182,000 with local match. We have included hybrid batteries in this line item as our hybrid buses are aging and we anticipate the possibility of replacing some hybrid batteries.

Passenger Shelters. This project would provide funding for the purchase of 6-10 passenger shelters. There are currently about 70 shelters on our route network.

Mr. May noted that Congress has yet to approve 2017 apportionments for 5307 funding even though the Federal fiscal year began October 1, 2016. Congress passed a continuing resolution in late September to continue funding the government through December 9, 2016. Subsequently, Congress left Washington for the November elections and is expected to return soon. Congress still must approve legislation to fund the federal government for the remainder of FY 2017. Our annual 5307 apportionment in 2016 was \$2,368,077 million. Mr. May noted that he anticipates a small increase in 5307 funding for 2017.

As part of the POP development process, Mr. May said we have solicited feedback from private sector transportation providers and human service organizations. No comments or feedback have been provided from the private or human service sectors to date. Before finalizing the POP, a public hearing will be advertised and held at the December Board meeting. Once the POP is adopted by the Board, the project budget will be incorporated into our Federal grant application.

The Board concurred with the proposed POP and directed Mr. May to proceed to the public hearing as the next step in the process.

Mr. May noted next on the agenda is the state PMTF grant contract. He said recently INDOT announced how much PMTF funding will be available to all the various transit systems across the state. He said we are going to see small decrease as most of the other transit systems across the state. He said we will see a 0.12 percent decrease or about \$3,000 less than what we got in 2016. He said total statewide PMTF funding is about \$38,000 less than what they had in 2016. He said almost every transit system in the state is going to realize a small decline. He noted on the agenda under New Business is Resolution 16-20 which would authorize the Chair to execute a grant contract with INDOT for PMTF funding for 2017.

Mr. May noted that in the 2016 budget, we have a line item for the purchase of two (2) BT Access vehicles. Over the past few months, staff has viewed several different makes and models of BT Access vehicles. After seeing the various types of vehicles and discussing what our needs are, together we've decided that a cutaway vehicle with a few changes to the interior seating and wheelchair floorplan, will best meet our needs. Specifically, we would like to get one (1) 158" wheelbase cutaway with a seating configuration that consists of six (6) fixed seats, one (1) foldaway doubleseat, and two (2) wheelchair positions. This is the same wheelbase size vehicle that we purchased last year with the only change being the addition of a foldaway doubleseat to allow slightly better seating capacity. In addition, staff felt that having one (1) larger 186" wheelbase cutaway vehicle would help make our service more efficient when we are picking up groups of clients at places like Stonebelt. After reviewing the 186" wheelbase vehicle, we liked a floorplan that would give us ten (10) fixed seats and one (1) foldaway double seat. In addition, this vehicle would hold up to three (3) wheelchairs.

Mr. May added these are Ford E450 chassis vehicles with an Elkhart Coach body. They include a 1,000 pound capacity Braun front curbside-mounted wheelchair lift. Other notable features include Altro flooring, deluxe driver's seat, and a gasoline engine. A new feature on both vehicles will be a backup camera to help drivers better see what's behind them when they back up a vehicle. Seating configurations are included in your packet for both the 158" and 186" wheelbase vehicles. Both vehicles are available through the State of Indiana QPA contract. Pricing for each vehicle is summarized as follows:

158" wheelbase vehicle	\$59,740.50
186" wheelbase vehicle	\$62,700.50

Mr. May explained that funding for the purchase will come from an 80 percent Federal 5310 grant that we acquired plus our 20 percent local match. The Indiana QPA vendor for these vehicle is Midwest Transit Equipment in Whitestown IN. Total purchase award for both vehicles to Midwest Transit Equipment shall be \$122,441.00. He said he included the floor plan configurations in the Board packets. He said Resolution 16-21 is included under New Business for the Board's consideration.

Mr. May said the next item is another QPA award. He said in the 2016 budget we had a maintenance truck and a staff van included. He said the truck would be used in our maintenance department primarily for things like roadcalls, snowplowing, parts pickup, and shelter installations. He said the van would be used to replace an older van which is primarily used by drivers for shift relief on route. He said they went to the State of Indiana QPA to see if there were suitable vehicles for both of these and they found such vehicles available. He said the pick-up truck is a Ford F250 4x4 with an 8' utility bed with a 6.5 liter V8 gasoline engine. He said it includes a snow plow package and LED amber warning strobes and the total cost of the truck would be \$39,206.04. He said we are finally going to get a Ford Transit vehicle. He said the van is a 12-passenger Ford Transit E350 vehicle and the total cost of that on the QPA is \$28,630.64. He said 80 percent is federally funded from our 5307 the QPA vendor for this is Advantage Ford Lincoln out of Connersville, Indiana. He said we have Resolution 16-22 on the agenda for the Board's consideration.

Mr. May noted each year the Board adopts a salary ordinance which establishes the maximum wage rates and salaries for all officers and 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 usually a two meeting process with the first meeting being introduction of the Salary Ordinance and the second meeting we have a Public Hearing and the Board considers the comments before taking final action on the Salary Ordinance. He noted that in the Board packet there is a Proposed 2017 Salary Ordinance. He said what we have done is increased the maximum salary for all positions by 2 percent with the exception of BT Access operators where increases will range from 2.0 to 8.8 percent depending on their length of service which is the amount that is 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 one notable change is that under new FLSA executive order effective December 1, 2016, salaried exempt positions that are making less than \$47,476 are required to be paid overtime for work over 40 hours per week. He noted that we have four different salaried positions that are filled by eight persons that fall under that \$47,476 threshold including dispatcher/supervisor, customer service manager, training supervisor, and human resources/marketing. He said we have increased their maximum wage by an additional 5 percent to account for possible overtime wages they could earn. He said we included the one new management position in the Salary Ordinance as well and the title of that is Financial Administrative Manager. He said the Salary Ordinance was included in the Board packet that shows the maximum salaries for each position and it shows premiums that we have built into our Collective Bargaining Agreement things like training, night premium, and dispatcher premium. He said it also has the incentive bonus funding in there as well and we have established a ceiling on that funding every year as we do.

He said under New Business is Ordinance 16-03 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 2017 Introduction and First Reading.

Mr. May noted that typically this time of the year we update the Board on 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 noted this year as the end of October we are trending towards exceeding the 1.5 percent ceiling if we continue to go at the rate we are going. He said there are 14 different organizations who have used the discounted ticket program this year. He noted the largest single user as has been in the past is Shalom who has received \$4,680 total discounts. He said two other organizations include New Hope Family Shelter at \$4,335 and St. Vincent De Paul at \$4,000. Controller Browning noted that our ceiling is \$20,000 and we have given out \$23,230 so we are over it and it is up about 16 percent from this time last year. Board Member McLary said it looks like it is running \$1,200 to \$1,500 per month. Board Member McLary said if you are getting \$23,000 if you didn't give that discount then you probably wouldn't get the \$23,000. Vice Chairman McDaniel noted that you would get a lot less. Board Member McLary said his sense would be that we just watch it and not put a cap on it and see what happens. Vice Chairman McDaniel said it has never been a formal policy in the sense that we didn't pass a resolution. Mr. May noted that the Board passed a motion and took action and there is nothing in writing except for minutes. Mr. May said 1.5 percent is the ceiling that the Board has authorized through motions in the past so we are looking for guidance from you tonight as to do you want us to do. Board Member McLary noted that he doesn't think we want to cut it off. Vice Chairman McDaniel said he suggest we try to keep it under 2 percent. Board Member McLary concurred. He said he does not think it is going to explode. He said the worst case is we double our ridership and it is not costing us anything in expense. He said we are not putting any more money out for the service. Board Member Cartwright noted he was in favor of a 2 percent ceiling. Mr. May noted on the agenda under New Business is a Motion to Change the Ceiling on Discounted Tickets/Donations.

Mr. May gave an overview of October ridership. He said October 2016 fixed route ridership was down 6.74 percent compared to October 2015. Year-to-date fixed route ridership is down 0.62 percent compared to the same period last year. Mr. May noted BT Access ridership was up 6.44 percent compared to October 2015. He said the year-to-date ridership was up 0.5 percent compared to the same period last year.

Mr. May noted during the holiday season we will be working together again with WCLS 97.7 and the Salvation Army on the 2016 Stuff-A-Bus. Brenda Underwood noted this is our 16th year for Stuff-A-Bus. She said the bus will be at 12 different locations this year December 1 through December 11 collecting new toys, hats, coats and mittens for kids in Monroe County. She said if anyone is interested in volunteering to staff the bus there are still times available.

Mr. May noted that each year we have a holiday party for BT and the IU Campus Bus employees and the reason why we do a joint party is we share the vending machines and the proceeds from

those vending machines that both entities contribute to are used to fund our employee events. Mr. May invited the Board to attend the employee holiday party.

MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the October 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 16-18; a resolution authorizing the BPTC Chair to execute an Interlocal Cooperation Agreement between the City of Bloomington and the BPTC for the years 2017-2021. The motion was seconded by Board Member Cartwright. Resolution 16-18 was approved unanimously.

Also under New Business, Board Member Cartwright moved to approve Resolution 16-19; a resolution declaring BT bus #9723 as scrap and surplus and authorizing the BPTC General Manager to dispose of such vehicle in accordance with the BPTC Procurement Policies. The motion was seconded by Board Member McLary. Resolution 16-19 was approved unanimously.

Under New Business, Vice Chairman McDaniel moved to approve Resolution 16-20; a resolution authorizing the BPTC Chair to execute a grant agreement for 2017 with the Indiana Department of Transportation for financial assistance through the Public Mass Transportation Fund under I.C. 8-9.5-6-4. The motion was seconded by Board Member McLary. Resolution 16-20 was approved unanimously.

Also under New Business, Board Member McLary moved to approve Resolution 16-21; a resolution awarding a purchase order to Midwest Transit Equipment for the purchase of two (2) BT Access vehicles through the State QPA method of procurement. The motion was seconded by Vice Chairman McDaniel. Resolution 16-21 was approved unanimously.

Under New Business, Board Member Cartwright moved to approve Resolution 16-22; a resolution awarding a purchase order to Advantage Ford Lincoln, Inc. for the purchase of one (1) utility pickup truck and one (1) staff support van through the State QPA method of procurement. The motion was seconded by Vice Chairman McDaniel. Resolution 16-22 was approved unanimously.

Under New Business, Secretary Hasler moved to introduce Ordinance 16-03; an ordinance amending salary and wage rates of appointed officers and employees of the Bloomington Public Transportation Corporation, Monroe County, Indiana for the year 2017. The motion was seconded by Board Member McLary. The motion to introduce the Ordinance was approved unanimously.

Under New Business, Board Vice Chairman McDaniel moved to increase the ceiling to 2 percent of total fare revenue for the non-profit single ride ticket discount program and continue to monitor the program. The motion was seconded by Board Member McLary. The motion was approved unanimously by all Board Members.

OLD BUSINESS

There was no Old Business.

MINUTES

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

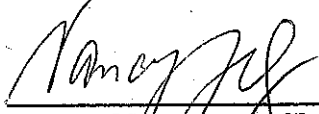
CLAIMS

The claims for November 15, 2016 were presented for approval by Vice Chairman McDaniel and seconded by Board Member Cartwright. The claims were approved unanimously.

ADJOURNMENT

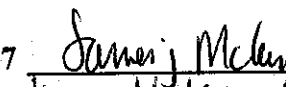
APPROVE:

ATTEST:



Nancy Obermeyer, Chair
Board of Directors BPTC

01-17-17



James McLary, Secretary
Board of Directors BPTC

01-17-17