

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION  
CORPORATION (BPTC) AUGUST 13, 2013, 5:30 P.M.**

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

**ROLL CALL**

Board Members present: Chairman McConn, Vice Chairman McDaniel, Board Member Hasler and Board Member Obermeyer. Also present were Lewis May, General Manager, Brenda Underwood, Human Resources/Marketing Administration, Christa Browning, Controller, Eli McCormick, Customer Service Manager, and there were no members of the public.

**PETITIONS AND COMMUNICATIONS**

There were no petitions and communications.

**MESSAGES FROM BOARD MEMBERS**

Vice Chairman McDaniel noted our lobbyist Marc Palmer met with Troy Woodruff the Chief of Staff at INDOT last Thursday and he assured him that they have no intention of taking the money out of the PMTF to fund AMTRAK service in Indiana.

**MESSAGES FROM THE MANAGER**

Mr. May opened the meeting making some introductory remarks relative to the results of the BT Access Customer Satisfaction Survey which was recently completed. He noted the last survey was done in 2010 and Eli McCormick, Customer Service Manager, conducted the mail out survey that goes to all of our BT Access customers with a postage paid envelope to return the survey to us by mail along with an online survey and an email version. He said the results are in and he has asked Eli McCormick to share with the Board the results and to also contrast the results with the 2010 survey so that the Board can see how the trends since the 2010 survey. Eli McCormick presented a PowerPoint of the 2013 survey results. Mr. McCormick noted that in almost every area the results indicated excellent or good response similar to the last survey. We improved slightly in many areas of the survey. Most importantly, Mr. McCormick shared that 94 percent of all customers participating in the survey rated BT Access overall as good or excellent. Mr. May noted the overall survey results indicate a very high level of satisfaction from customers who use the BT Access service.

Mr. May noted next on the agenda is an update of the Downtown Passenger Transfer Facility. He said the steel work on the main building is complete and the steel subcontractor will return to install canopies in the passenger waiting areas after the footings and foundation are ready. He said the rough-in of the 2<sup>nd</sup> floor has begun; canopy footers and canopy columns on the south side have been completed; storm sewer work continues and is about half done; and work on the northwest canopy began this week. He said one new thing at legal's suggestion is to do some additional soil testing immediately behind the Fleener Building. The reason being is the Fleener

Building has a basement and has been pumping water out of their basement using a sump pump and this water has been running onto our property where it pools and collects. The concern is what is in that water. He said in April our legal counsel sent Fleener a letter asking them to cease and desist that practice and Fleener has refused. We have attempted to work with them to avoid going to court, however, ultimately we it may require an injunction. He said they gave us permission to test the sump pump water and City Utilities took a sample of the water sent it to the lab. Test results came back and the water had traces of dry cleaning elements in it but they were barely above residential drinking water standards. He said we had our environmental testing company take an eight soil samples behind the Fleener Building to test the upper layer of the soil for any contamination that may have been caused by the Fleener sump pump water on Friday and those have been sent to lab. He said City Legal and City Utilities has been coordinating with Fleener on solutions to stop the release of Fleener sump pump water and possibly pipe it to either sanitary or storm sewer.

Mr. May said the preliminary 2014 Budget that was presented at the June 25, 2013 Board has not been changed. As such, staff recommends the Board take formal action to approve the draft 2014 Budget as previously presented. Mr. May noted that he will be going to City Council on Wednesday August 21 at 6:00 p.m. and then back to City Council Budget Hearing on Wednesday September 25 and October 9. He presented a summary of the 2014 Budget to the Board via a PowerPoint presentation. Mr. May solicited comments and questions from the Board and the Board concurred with the proposed budget for 2014.

Mr. May noted the Board authorized issuance of an RFP for professional services to undertake our required Title VI Program Development. He said the RFP was issued and we received four proposals. He said there was an evaluation committee consisting of himself Controller Browning and Josh Desmond MPO Director that reviewed the proposals. He provided a table showing the composite scoring and evaluation. He said the recommended firm, assuming Board approval, would develop our Title VI Program so as to ensure we meet the Federal Transit Administration requirements. Mr. May noted the evaluation committee recommends the firm RLS and Associates of Dayton Ohio to undertake the project in the amount of \$24,093. He said RLS has extensive experience in preparing Title VI Programs and providing training on compliance with Title VI regulations. He said we will bring the final program to the Board for review and approval at the September 24 Board Meeting. He said Resolution 13-18; a resolution awarding a contract to RLS and Associates for Title VI Program Development is on the agenda under New Business for the Board's consideration.

Mr. May noted last on the agenda is the Triennial Review. He said every three years the Federal Transit Administration (FTA) conducts a review of each transit system to assess compliance with Federal requirements relative to grant management and program implementation. He said BT's review is due this year and has been scheduled for October 28 through October 29. He said following the completion of the review FTA will prepare and issue a report that describes their findings and will describe any deficiencies and corrective measures to be taken. He said we received over 100 pages of questions from FTA that we will be responding to and providing many requested documents in preparation for the review. He said the final report and our responses and action plan to address any findings will be shared with the Board.

## **MESSAGES FROM THE CONTROLLER**

Controller Browning gave an overview of the July financials.

Controller Browning presented an overview of the 2012 Audit Report.

Controller Browning presented a Designation of Drawdown Authority for the U.S. Department of Treasury Electronic Clearinghouse Operation (ECHO) to the Board for approval.

### **MINUTES**

The minutes for June 25, 2013 were presented for approval by Board Member Obermeyer and seconded by Board Member Hasler. The minutes were approved by all Board Members.

The minutes for July 16, 2013 were presented for approval by Board Member Obermeyer and seconded by Board Member Hasler. The minutes were approved by all Board Members.

### **CLAIMS**

The claims for August 13, 2013 were presented for approval by Board Member Obermeyer and seconded by Board Member Hasler. The claims were approved unanimously.

### **OLD BUSINESS**

There was no Old Business.

### **NEW BUSINESS**

Under New Business, Board Member Obermeyer moved to approve Resolution 13-18; a resolution awarding a contract to RLS and Associates for Title VI Program Development. The motion was seconded by Board Member Hasler. Resolution 12-18 was approved unanimously by all Board Members.

Also under New Business, Board Member Hasler moved to approve a Draft 2014 Budget. The motion was seconded by Board Member Obermeyer. The motion was approved unanimously.

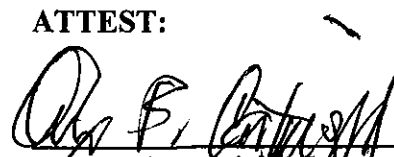
Also under New Business, Board Member Obermeyer moved to approve the Designation of Drawdown Authority for the U.S. Department of Treasury Electronic Clearinghouse Operation (ECHO) to Brenda Underwood, BPTC Human Resource Administrator. The motion was seconded by Board Member Hasler. The motion was approved unanimously.

### **ADJOURNMENT**

**APPROVE:**

  
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08-27-13  
Ray McConn, Chairman  
Board of Directors BPTC

**ATTEST:**

  
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08-27-13  
Alex B. Cartwright, Secretary  
Board of Directors BPTC