

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) APRIL 19, 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 the Proposed Program of Projects to be funded under 49 U.S.C. 5307 for 2016. There was no comment from the public. Chair Obermeyer closed the public hearing accordingly.

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, Eli McCormick, BT Customer Service, and there were no members of the public present.

PETITIONS AND COMMUNICATIONS ON NON-ACTION ITEMS

Mr. May noted there was one item that was continued from the last meeting. He said he discussed with the Board an email he received 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 on the November general election day as well. Vice Chairman McDaniel said he emailed Indiana general managers and got two responses they were both negative and nobody else is doing it so far as he knows. He said his sense is that it isn't being done elsewhere in Indiana and as such he doesn't feel a need to do it. Chair Obermeyer said another concern is that it would require that the polling places be on the routes which isn't always the case. Board Member Cartwright noted he was not in favor of it. The Board concurred with Chair Obermeyer and Vice Chair McDaniel's suggestions not to move forward with free bus service for the May or November election days.

MESSAGES FROM BOARD MEMBERS

There were no messages from Board Members.

MESSAGES FROM THE MANAGER

Mr. May noted the Board tonight had their public hearing on the proposed 2016 Program of Projects (POP) and there was no public comment. He said we sent out notices to private transportation providers and human service organizations soliciting any comments or input on the Proposed POP. Mr. May noted that he did receive one phone call back from a private transportation provider. He said Dwayne Cole from Beloved Transportation called and was interested in how he could obtain accessible vehicles for his private not-for-profit transportation service that he operates. He said he is a taxi voucher provider for us under our taxi voucher

program but he doesn't have accessible vehicles. Mr. May said he suggested two things to him – including contacting INDOT to express interest in their 5310 grant program for accessible vehicles which is solicited in March of each year; and secondly, BT auctions vehicles off each year including occasional auctions of paratransit vehicles. Mr. May offered to contact Mr. Cole and let him know about our next auction which is likely to include some paratransit vehicles. Mr. May recommended that the Board adopt Resolution 16-05 to approve the final Program of Projects for 2016 with no changes.

Mr. May said we put out an RFP in late February for our bus advertising program and received three proposals one from our incumbent vendor Crosstown Communications, Clean Zone Marketing, and OnCampus Advertising. He said we had an evaluation committee consisting of himself, Controller Browning, and Board Member Cartwright who reviewed and evaluated the three proposals. He said in your notes you will see the composite scoring of our three proposals and note that the highest most responsive and most responsible proposer was Clean Zone Marketing which would be a change from our current advertising vendor. He said the primary factor in the scoring is Clean Zone's better annual minimum guarantee which was considerably better than the other two proposers. He said the base three year contract is about 50 percent higher than what was proposed by Crosstown Communications. Assuming we exercise the two option years the difference in the composite annual guarantee between Crosstown and Clean Zone is more than \$100,000 over the five years. He said we checked several of Clean Zone's references with transit systems that are using them. Mr. May noted that the best example was right here in Monroe County with Rural Transit who is using Clean Zone for their advertising program. Kerri Conway highly recommended them and Rural Transit generated more advertising revenue with their 15 vehicles in 2015 than BT generated with their 30 vehicles. He said it is an annual minimum guarantee they are required to give us that much year regardless of how much they sell. He said they are proposing that their sales will be higher than the annual minimum guarantee. He said our evaluation committee recommends award of contract to Clean Zone Marketing. He said the base contract would begin May 1, 2016 with no guarantee during the 8 remaining months of 2016. The base contract would be for 44 months including the remainder of 2016 and the calendar years of 2017, 2018, and 2019. He noted we would have the option of renewing for 2020 and 2021 at the end of the base contract period. He said on the agenda is Resolution 16-06; a resolution awarding a contract to Clean Zone Marketing for interior/exterior bus advertising sales and service for the Boards consideration and final action.

He said next on the agenda is the Paratransit Scheduling Software and Vehicle Tracking Award. He noted he provided a supplemental section at the table that is entitled Paratransit Scheduling Software and Vehicle Tracking Award he said we just finalized in the last 24 hours and as he mentioned in the notes this is an item that is in our additional appropriation ordinance that was approved by the City Council. He said the final step to approve that additional appropriation was approval from the State DLGF (Department of Local Governmental Finance) and we just found out late in the day yesterday that they had approved that additional appropriation. He said this is a project that proposals were received back in December for the project and we continued it into this year as part of the additional appropriation ordinance. He said we received four proposals. He noted there was an evaluation committee that consisted of himself, Eli McCormick, and Board Member McLary. He said they also pulled in several other staff members so that they could participate in the interviews with the three finalist firms. He said we did a preliminary evaluation of the four proposals and were able to eliminate one firm. He said we narrowed it down to three firms and brought all three of those firms in for interviews. He said following the

interviews we scored and evaluated them again. He said we did some final demonstrations of the software that was conducted for our staff online. He said Eli and his staff went through those demonstrations and the evaluation committee then did a final scoring with HB Software Solutions determined to be the best, most responsive and responsive proposer. Eli McCormick said himself and his staff were more impressed with HB Software when they saw the final demo and that everyone was in agreement that HB Software Solutions had the best proposal. Mr. May asked if there were particular features that you liked better. Mr. McCormick said the driver's tablet proposed by HB Software Solutions was preferred given its dimensions and features. Mr. McCormick noted HB offered to customize several things for us to enhance it a little more and we liked that approach they took with us. Mr. May summarized a cost comparison of the four software vendors. The base contract cost with HB would be \$90,685 with annual maintenance, support, hosting and air time (data plans) totaling \$70,826 over the first five years. Optional cost items included a customer/facilities notification portal, a notifications portal, and a mileage capture module that BT could exercise at its sole discretion within 9 months of execution of the contract. The cost of the optional items, if exercised within 9 months, would be \$12,081 plus annual maintenance, support, hosting, and air time (data plans) of \$14,833 over five years, plus an additional \$80/month for unlimited messages/day for the notifications portal. The total award including all optional items plus annual maintenance, support, hosting, air time (data plans), and unlimited messages/day would be \$193,225 during the five years of the contract. He noted on the agenda is Resolution 16-07; a resolution awarding a contract to HB Software Solutions for the purchase of paratransit scheduling software and vehicle tracking hardware/software for the Board's consideration and award subject to successfully negotiating final contract language with HB Software Solutions, including contract language on data security and HIPPA compliance,

Mr. May said also in our additional appropriations ordinance 40-foot diesel bus award. He said we have three 40-foot buses that will be in our 5307 grant and in addition to that we got a grant late last year a Section 5339 discretionary grant that will provide 80 percent funding for two additional 40-foot buses. He said we are ready to move forward with a total award of five 40-foot diesel buses these will replace 2003 model buses. He said in 2013 we were a part of a procurement that the Greater Lafayette Public Transportation Corporation did on behalf of several transit systems including Lafayette, Fort Wayne, Bloomington, and Danville, Illinois. He said they awarded the purchase to Gillig for various size buses including 40-foot diesel buses and BT at its option can purchase off of that procurement. He said Gillig has a base price that they bid on the Lafayette bus of \$419,947. He said then we adjust the price bases on our specification variances which brought the price down by about \$6,015. He said then there is a producer price adjustment that goes back to 2013 and adjusts for inflation based on the national producer price index that adds 3.61 percent or \$14,943 to the price of a bus. He said we typically budget 1.5 percent of the cost of the bus for spare parts and any tools we might need for our mechanics to do maintenance on the vehicle. That takes the per vehicle cost to \$435,308 which is then multiplied times five buses for a total award of \$2,176,540 to Gillig. He said delivery of the buses is expected in December 2017. He noted that Resolution 16-08; a resolution awarding the purchase of five (5) 40-foot diesel buses to Gillig LLC as part of a cooperative procurement with the Greater Lafayette Public Transportation Corporation is on the agenda for the Board's consideration and approval.

He said Area 10 Agency has been administering over the last few years which includes the taxi voucher program. He said recently we informed by Area 10 that they have exhausted all the New Freedom grant money for the taxi voucher line item given the acceleration in the sales of

the taxi voucher program. He said after inquiring a little more with Area 10 we were wondering why there was such acceleration in the sale of the taxi vouchers. Mr. May provided a table that illustrates their taxi voucher sales since the inception of the program on a monthly basis. He said it started out very slowly and the program took off very rapidly and because it took off so rapidly they very quickly exhausted the grant funds budgeted for the project by March 2016. Area 10 provided us with less than 30 days notice that the voucher grant funds were exhausted. He said apparently Area 10 had their own taxi voucher program that used local funding and all that funding was exhausted at some point. He said so many of those riders switched over from Area 10's taxi voucher program to our taxi voucher program which greatly accelerated sales of our vouchers causing the grant funds to be exhausted so quickly. As such, sales of taxi vouchers have ceased for the time being. Mr. May inquired with INDOT to see if there were any available grant funds that could be tapped in the interim to continue the program through the end of 2016 and there is no such funding available. He said INDOT recently solicited new applications and he spoke with Area 10 to get an estimate as to how much it would take to continue the program starting in January 2017. A grant application, which was due to INDOT in early April, has been prepared and submitted to INDOT contingent upon the Board's approval tonight. Area 10 has informed BT that they don't have the match for this new grant. If we are to go forward and continue the program in 2017 Bloomington Transit would have to have to match it. He said Area 10 has given us an estimate of about \$13,800 to match the grant which includes \$9,000 in match for the taxi voucher program and \$4,800 in match for the mobility management program to administer the voucher program. This administration includes certifying eligible people with disabilities to use the voucher program, sales of the vouchers to customers, and financial and accounting services for the grant. He said if the Board does not want us to go forward INDOT has told us we can withdraw the application. He said it would require \$13,800 of Bloomington Transits reserves for 2017.

Mr. May summarized the Pros and Cons as shown in his Board notes. Mr. May noted there are advantages and disadvantages in BT providing the match for the grant. He said the program clearly reduces some of the pressure on BT Access ridership. He said there is a lower subsidy in per trip of \$9/trip compared to BT Access which is closer to \$18 of subsidy per trip. He said there are certainly some down sides to matching the grant and continuing the program. He said it means using funds out of Bloomington Transit's local reserves that is \$13,800 per year. That would mean less funds that we would have for matching our own operating and capital grants. He noted that our current reserves are at about \$3.98 million and we are finding it more and more difficult to match our federal and state grants each year.

Mr. May said in the big picture, the local match of \$13,800 isn't huge compared to our current reserves. He said it likely means that if we are going to match this grant there is a good probability that we will have to match future grants as well. He said lastly if we are to take on the service using our own local money he believes we need to limit the service to the City of Bloomington boundaries. Previously the program was open to Monroe County and even contiguous counties as Area 10 provided all the local funds to match the grant. Mr. May recommended that the Board provide the local match and asked that Controller Browning provide her thoughts on BT providing the match and continuing the program. Controller Browning expressed some concern about Area 10's financial stewardship of the grant and the responsibilities that placed on BT.

Mr. May recommended that Resolution 16-09 be considered for approval by the Board. The resolution would authorize the filing of a New Freedom grant application with INDOT, the provision of local match by BPTC for the grant, and approve an amendment to the subrecipient agreement between BPTC and the Area 10 Agency on Aging to include administration of all previous New Freedom grants for mobility management and transportation voucher programs in addition to the Section 5307 funds for preventative maintenance services. Secretary Hasler asked if there could be a condition that Area 10 to come up with at least one-half or more of the match for any future grants beyond 2017. Mr. May said he would be glad to tell Area 10 we can only do it for 2017 and they will have to provide at least half the local match for future years. Vice Chairman McDaniel said he was leaning towards not providing the local match but under those conditions he would be more comfortable with what was suggested.

Mr. May gave an overview of March ridership noting that March 2016 fixed route ridership was up 3.25 percent compared to March 2015. Year-to-date fixed route ridership was up 3.83 percent compared to the same period last year. Mr. May noted BT Access ridership was up 9.56 percent in March 2016 compared to March 2015. He said the year-to-date ridership is up 6.77 percent compared to the same period last year.

Mr. May said the TSA (Transportation Security Administration) recently came to town and met with us and IU Campus Bus and asked if we were interested in having a baseline security assessment done for our two organizations relative to transportation security. He said it doesn't cost us anything and it is a service that they have already provided for Indianapolis, Fort Wayne, and Muncie. Mr. May noted that IU and BT are open to moving forward with the assessment by the TSA if the Board has no objections. The recommendations that will come from the TSA will not carry put any obligations on BT or IU relative to implementation. The Board concurred with moving forward with the assessment by the TSA.

He said he provided an email to the Board that is a request that actually came to him through the Mayor's office. He said there is a group called Everytown for Gun Safety/Moms Demand Action for Gun Sense in America that is a national movement trying to raise awareness of national gun violence prevention efforts. He said they are working to enlist various public agencies to help support their cause and one of their causes is on the day of June 2 they are trying to get as many public buildings illuminated in orange which is their chosen color for this movement. He said the Mayor's office contacted him and asked if we would be willing to participate in it by illuminating the Downtown Transit Center in orange for this day of June 2. He said we do have a programmable LED color lighting system on the building that would be programmable for this. He said before he said yes to this he wanted to run this by the Board for your review and approval. Secretary Hasler said she has talked with Rachelle and several other people and she would like to work with them on this initiative. She said their approach is to teach kids and teach the parents and thinks it would be nice if we would support them. Vice Chairman McDaniel voiced his support. Board Member McLary said while he is not opposed, it is a political statement and he thinks we need to be careful. Mr. May said if it was not supported by the City and the Mayor's office he would probably recommend declining the request. The Board concurred to granting the request to illuminate the Downtown Transit Center orange on the night of June 2, 2016.

MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the March Financial Report.

Controller Browning noted next on the agenda is the Transit Management Contract Award. She said the committee met today and Chair Obermeyer will elaborate on the meeting. Chair Obermeyer said there are still some remaining issues and we are not quite ready to make a decision yet as there are a few additional questions that we have to resolve so we would like to continue Ordinance 16-01 to a future meeting for consideration.

PUBLIC COMMENT – ACTION ITEMS

There were no comments from the public.

NEW BUSINESS – ACTION ITEMS

Under New Business, Board Member Cartwright moved to approve Resolution 16-05; a resolution adopting the final CY 2016 Program of Projects to be funded under 49 U.S.C. Section 5307 and authorizing the BPTC Chair to file and execute grant assurances and the grant contract. The motion was seconded by Vice Chairman McDaniel. Resolution 16-05 was approved unanimously.

Under New Business, Board Member Cartwright moved to approve Resolution 16-06; a resolution awarding a contract to Clean Zone Marketing for interior/exterior bus advertising sales and service. The motion was seconded by Vice Chairman McDaniel. Resolution 16-06 was approved unanimously.

Also under New Business, Board Member McLary moved to approve Resolution 16-07; a resolution awarding a contract to HB Software Solutions for the purchase of paratransit scheduling software and vehicle tracking hardware/software subject to successfully negotiating certain contract language with HB Software Solutions including indemnity provisions relative to data security and HIPPA compliance. The motion was seconded by Secretary Hasler. Resolution 16-07 was approved unanimously.

Under New Business, Board Member McLary moved to approve Resolution 16-08; a resolution awarding the purchase of five (5) 40-foot diesel buses to Gillig LLC as part of a cooperative procurement with the Greater Lafayette Public Transportation Corporation. The motion was seconded by Board Member Cartwright. Resolution 16-08 was approved unanimously.

Also under New Business, Vice Chairman McDaniel moved to approve Resolution 16-09 with an amendment noting that Bloomington Public Transportation Corporation will not provide the local match after 2017; a resolution authorizing the filing of a New Freedom grant application with INDOT, the provision of local match by BPTC for the grant, and approving an amendment to the subrecipient agreement between BPTC and the Area 10 Agency on Aging to include administration of all previous New Freedom grants for mobility management and transportation voucher programs in addition to the Section 5307 funds for preventative maintenance services. The motion was seconded by Secretary Hasler. Resolution 16-09 was approved by Chair

Obermeyer, Vice Chairman McDaniel and Board Member Hasler with the exception of Board Member McLary who abstained and Board Member Cartwright who did not approve.

OLD BUSINESS

There was no Old Business.

MINUTES

The minutes for March 22, 2016 were presented for approval by Board Member Cartwright and seconded by Vice Chairman McDaniel. The minutes were approved unanimously.

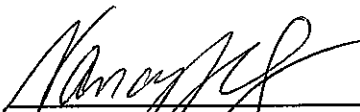
CLAIMS

The claims for April 19, 2016 were presented for approval by Board Member Cartwright and seconded by Vice Chairman McDaniel. The claims were approved unanimously.

ADJOURNMENT

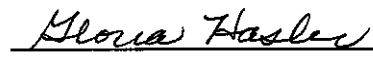
APPROVE:

ATTEST:



Nancy Obermeyer, Chair
Board of Directors BPTC

05-17-16



Gloria Hasler, Secretary
Board of Directors BPTC

05-17-16