

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) AUGUST 22, 2017, 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: Chair Nancy Obermeyer, Vice Chair Kent McDaniel, Secretary Mclary, Board Member Cartwright, and Board Member Marilyn Hartman. Also present were Lewis May, General Manager, Christa Browning, Controller, and Brenda Underwood, Human Resource/Marketing Administrator, Ian Patton, Operations Manager, Eli McCormick, Customer Service Manager, members of the public Jean Caple and Isabell Piedmont-Smith, City Council.

PETITIONS AND COMMUNICATIONS ON NON-ACTION ITEMS

City Council Member, Isabell Piedmont-Smith noted that it came to her attention recently that our BT Access is limited on Sundays especially during the summer. She said it is a hardship on some people in our community. She said it is a matter of principle for her to come before the Board and ask if you would consider extending that service on Sunday so that people with Disabilities City wide would have the opportunity to get places on Sundays. She said it is just as important as other days of the week as there are people who work all kinds of schedules and people who want to go to church and to go to other recreational activities. She said she didn't ever realize how limited it was until quite recently. She said she encourages the Board to take another look at the budget and see if the service can be extended to whatever degree the budget allows. She said ultimately she would love to see it be all throughout the City like it is on the other days of the week. Member of the public, Jean Caple noted this came to her attention because she knows someone who is in a wheelchair and relies on BT Access and she loves BT Access and is happy with the service but this summer she found that she is within such a distance of Route 9 which drops out over the summer so she couldn't go to church on Sunday. She said because she is in a wheelchair she could not rely on a friend to come give her a ride since BT Access wasn't there. She said she only goes twice a month to church and while she is there she reads to the kids in the Sunday school class afterwards she has a friend and her kids she goes out to lunch with and that is a major high point of her couple weeks. She said in talking with her she heard all summer how disappointed she was and it was really upsetting. She said she arranged for her pastor to come out and visit her and do some bible study with her because she was missing out on the services. She said she thinks that may be the case for everybody throughout the City on Sundays that are not served by BT Access on those days and cannot rely on catching a ride with somebody because of their wheelchair. She said she thinks it could go a long way in enriching people's lives. Board Member Cartwright asked if she had other examples of other people who are missing some kind of activities on Sunday and perhaps other commitments where they need BT Access service on Sunday. Jean Caple said it would be a good thing to do a survey of your regular BT Access riders as she is just bringing one story that she knows from someone she knows personally. She said it might be worthwhile surveying the regular riders to

see what kind of impact that is having on them. Board Member Cartwright said over the years we have dealt with similar requests and thought it would be helpful to have more information with regard to need on Sundays. Mr. May said we do a customer satisfaction mail out survey annually to get feedback from BT Access customers on the quality of service that we provide. He said we have a question at the end that gives riders an opportunity to make any additional comments that they may have. He said sometimes we do hear from customers the suggestion of providing expanded Sunday service on BT Access. He said we have limited fixed routes service on Sundays during the spring and fall semester as we have two routes that run on Sunday versus the nine routes total that we have in the system on weekdays. He said because we have limited fixed route service on Sunday we offer a more limited service on BT Access as well. He said under the Americans with Disabilities Act we are obligated to provide service within $\frac{3}{4}$ of a mile of any operating fixed route during the same days and hours the fixed route operates.

Mr. May presented a PowerPoint of a color map that was provided in the Board packet that shows the BT Access Sunday service areas for summer and the rest of the year. He said currently our BT Access ridership on Sunday is 5-10 passenger trips and we estimate an additional 20 trips might be generated each Sunday if we expand the service to include the entire City. He said INDOT has annual grant solicitations for New Freedom grant funding. He said the idea of New Freedom is to go above and beyond what the ADA requires and of course we have tapped those funds for our Taxi Voucher Program that we had as well as paratransit vehicles for BT Access. He said if you are not already providing the service that goes above and beyond the ADA then it would be eligible to be funded at 50 percent by New Freedom monies. He said historically INDOT has had difficulty getting rid of all of their New Freedom dollars because transit systems just don't want to do it is a costly service to provide. He said this would be an eligible project for New Freedom funds. He said INDOT has already done their solicitations for 2018 so they will solicit grants next year. He said often times they do have money left over and if they do potentially if they are willing give us some of it we potentially could use it.

Secretary Mclary asked if it would be a one year grant. Mr. May said that's correct given that year after year you have to reapply for it with INDOT. He said it hasn't been too difficult to get these New Freedom dollars if we have a good project. He said to his knowledge there have only been two communities that have applied for it in recent years including Bloomington and Lafayette. He said the total New Freedom pot is maybe a few hundred thousand dollars that they have and it pays 50 percent of the operating cost of the service. But it can't be used to replace an existing service. He said in the grand scheme of our overall budget of \$9.8 million an additional \$20,000 isn't a huge cost on the budget. He said one of the bigger challenges we have is drivers as we are constantly shorthanded on drivers and it is more difficult to get drivers on Sunday. He said we are looking for general direction on how the Board would like staff to proceed on this matter. He said he thinks the request that has been made has a lot of merit there is no doubt there are people who have needs and would use the service. It is just a question of do we have a way to pay for it. Mr. May asked for direction from the Board or if you want us to do more study or research on this we are glad to consider that at the staff level. Board Member Cartwright said he would like to see more data. Secretary Mclary said his belief is we are here to service the public. He said he believes that is what our job is and he thinks we should be looking for ways that we

might do that. He said it might not even cost \$20,000 you don't know until you do it. Mr. May said it might be less in the initial years. Secretary Mclary said especially with the new software the productivities is going up. He said if we keep that productivity up and not put another driver out we might be able to get by with very limited cost. He said from a public policy standpoint he thinks that we have already made the decision to cover City wide during the days and just carry it forward and do the night service and Sundays.

Mr. May said a question that we will need to answer at some point if you want to go ahead with Sunday then do you also want to go ahead with Saturday night. Secretary Mclary said he would do both. Mr. May noted we have not done any cost estimates on Saturday night expansion of service so we would need to add that into the mix so that you know what the cost is going to be. Secretary Mclary said he thinks the \$20,000 cost is on the high side. Mr. May said there is no doubt but over time those cost are going to grow because knowledge and familiarity with the system will grow. He said as it becomes more well-known and more and more people use the service that ridership will grow on Sundays and Saturday nights. He said remember BT Access ridership is growing and has been growing for some time and it is consuming a larger portion of our budget. He said he anticipates the demand for service is going to continue as we move forward and that means our cost is going to go up and there will be that constant pressure from the growth and ridership. Vice Chairman McDaniel said how late are you talking about going on Saturday night. Mr. May said right now we cover the whole City up until 7:30 p.m. and during the spring and fall semesters on Saturday night we are going to 3:30 a.m. He said he doesn't expect a huge number of people to use the service but it's likely to grow our BT Access ridership. Secretary Mclary said let me tell you the majority of people who are disabled are not going to be up at 3:30 in the morning. Mr. May said if he hears the Board correctly you like us to gather more data and then you would like us to try to figure out Saturday night service costs for expansion. Secretary Mclary said he thinks this is a high cost and he would like to see a low cost and then see what may be in between those two because he honestly doesn't see 20 additional trips on Sunday. He said he personally thinks that we should look at taking it City wide on Saturday nights and Sundays and see how much it cost. Mr. May said he would be glad to make a call to INDOT to look into the New Freedom funding. Secretary Mclary said we are not using our existing New Freedom for the vouchers and we are going to buy a minivan. Mr. May said that is the plan. Mr. May noted that he appreciates the Boards direction and input on that so we will get to work on that.

MESSAGES FROM BOARD MEMBERS

There were no messages from the Board Members.

MESSAGES FROM THE MANAGER

Mr. May noted first on the agenda is the 2017 Federal 5307 Apportionments. He said last month the Federal 5307 apportionments were finally released for all the various urban areas across the country and he wanted to share those with the Board. He said Bloomington Transit is getting a 1.56 increase total 5307 funding. He said in the table that was included in the Board packet shows the 5307 apportionments including STIC funding for all the Indiana urban areas from

2009 through 2017. He said everybody got roughly the same percentage increase with a few exceptions. He said Kokomo got a 29 percent decrease but everybody else was in the 1-2 percent range for increases. He said going back to 2009 you can see the change and we have grown ours by 29 percent from 2009 - the only City to have a higher percentage growth is Lafayette. He said he also included some of the larger areas. He said their formula is figured differently than ours. He noted ours is based strictly on population and population density and then the STIC factor bonus is added to the number so the numbers you see here include the STIC money that we get. He said included in the Board packet is a spreadsheet that shows STIC factor funding for all of the Indiana small urban systems in 2017. Mr. May said we've been talking with the university and they have expressed interest in us taking over the E Route. He said he plugged in the ridership, passenger miles, revenue hours, and revenue miles from IU Campus Bus's E Route data into the 2017 STIC formula to determine if this data was sufficient to earn us any additional STIC factors and it got us closer to a couple of the factors - notably the vehicle revenue miles per capita and the passenger miles traveled per capita. But this additional data didn't quite get us to either one of those benchmarks that would generate additional STIC funding for Bloomington. He said his thinking was if we could reach agreement with the university to take over the E Route assuming we could we bring our cost down below theirs if we supplemented it with any additional STIC funding. He said we were hoping we would be able to qualify for another one or two factors and that might be enough to bring our cost below their cost but it looks like it going to generate zero additional money. He said he wanted the Board to that. He said this is a formula that we have played with over the years and he shared this with Perry recently as well.

Mr. May noted next on the agenda is the IU Interlocal Agreement for 2017-2018. He said at the last meeting the Board decided to continue the discussion whether to cut service on routes serving the IU campus due to receiving no increase in IU funding for the 2017-2018 school year. He said Secretary Mclary asked that this be included on the agenda so we could continue that discussion. Mr. May said he really doesn't have anything additional to add. Secretary Mclary said it wasn't the money it was more a policy of cutting service. He said he thinks it should be kind of the introduction to a discussion with the university at a very high level. He said John Hamilton the Mayor should sit down with someone higher than anyone that you deal with over there and start the discussion. He said honestly and he feels the same way about BT Access he thinks it's our job to provide service. Mr. May said so you are suggesting that we get the Mayor involved and try to leverage some of his contacts. Secretary Mclary said we should discuss with the Mayor to see if he can add some leverage in our discussions with IU.

Mr. May said next on the agenda is the proposed procurement policy revisions. He said there are some lower and upper thresholds in our procurement policy that directs us as to how many quotes or bids we have to get when we are purchasing something and then who has the approval authorization for that purchase. He said under our current procurement policy if we are making a purchase that is from \$0 to \$499.99 we only have to get one quote or one bid and the general manager has the approval on that. He said he doesn't quite get the difference between the second and third thresholds because they require the same number of quotes and some approval authorization but they are \$500 to \$2,499.99 and \$2,500 to \$24,999.99. He said threshold

number four is \$25,000 to higher require three quotes or bids and subject to Board approval. He said \$500 is not very much money and we have a lot of procurements that are less than \$500 and a lot of time goes into researching bids and quotes on those. He said the suggestion is that we change that to match with the FTA threshold which is currently purchases less than \$3,000 which only requires that you get one quote or bid. There is a stipulation that you have to determine that the price is fair and reasonable and then you also cannot split those purchases intentionally to get around that \$3,000 threshold. Board Member Hartman said does the Buy America provision apply at all to this. Mr. May said Buy America is different. He said the Buy America threshold has changed to purchases of \$150,000 or higher. He said any purchase of \$150,000 you have to get a Buy America certification from the manufacturer or vendor. Board Member Hartman said legally the Board can set its own procurement policy there aren't any statutes that would impact on what we can or cannot do. Mr. May said we have to comply with state and federal law and he has had Barbara McKinney look at our policy. He said we are recommended that the Board change the upper threshold from \$25,000 to \$50,000 for Board approval for any purchase, change the threshold from \$500 to \$3,000 to require 3 quotes or bid as approved by the General Manager. Purchases of \$2,999.99 or less would only require one quote or bid. Mr. May said under New Business is an action item for the Board's consideration.

Mr. May said one of our goals for this year was to do an updated mobile responsive website. He said we have finished that project and went live last week. He said previously our website didn't do a great job in terms of being able to pinch and zoom and other things especially when viewing maps and schedules on it. He said the new site does a much better job in terms of using a smart phone or mobile device. He said we hired an outside contractor to do this for us and they did a good job and we are now live with that new website. He said we wanted you to be aware that we finished that project.

Mr. May gave an overview of June ridership. He said June fixed route ridership was down 2.53 percent compared to June of last year. Mr. May gave an overview of July ridership. He said July fixed route ridership was down 4.99 percent compared to July of last year. He said year-to-date ridership is down 2.35 percent compared to the same period last year.

Mr. May noted BT Access ridership was up 5.06 percent in June compared to June 2016. He BT Access ridership was up 2.27 percent in July compared to July 2016. He said year-to-date BT Access ridership is up 7.13 percent in compared to the same period last year.

MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the June and July Financial Reports.

PUBLIC COMMENT – ACTION ITEMS

There was no public comment on actions items other than the suggestion that BT consider expanding its Sunday service area for BT Access to the entire City as previously mentioned in the public comment section of the agenda.

NEW BUSINESS -- ACTION ITEMS

Under New Business, Secretary McLary moved to continue the request to expand the BT Access service area to a future meeting.

Also, under new business, Board Member Hartman moved to change the thresholds and approval authorizations included in the BPTC Procurement Policy to conform to FTA thresholds as corrected and recommend by staff to be one (1) quote or bid required for purchases of \$2,999.99 or less; three (3) quotes or bids for purchases of \$3,000 and greater; and board approval of any purchases \$50,000 and higher. The motion was seconded by Board Member Cartwright. The motion was approved by all Board Members. Mr. May agreed to revise the BPTC Procurement Policies accordingly to reflect these changes to methods of procurement, effective immediately.

OLD BUSINESS

There was no Old Business.

MINUTES

There were no minutes for approval.

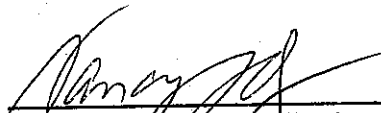
CLAIMS

The claims for August 22, 2017 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

09-19-17



James J. McLary, Secretary
Board of Directors BPTC

09-19-17