

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) JANUARY 16, 2018, 5:30 P.M.

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

ROLL CALL

Board Members present: Chair Obermeyer, Vice Chairman Kent McDaniel, Secretary McLary, Board Member Cartwright, and Board Member Hartman. Also present were Lewis May, General Manager, Christa Browning, Controller, Brenda Underwood, Human Resource/Marketing Administrator and there were no members of the public.

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 the Board Members.

MESSAGES FROM THE MANAGER

Mr. May opened the meeting noting that he approached the MPO about the possibility of using Federal planning funds for two transit planning projects. MPO staff noted that such funds are available in the MPO's Unified Planning Work Program (UPWP) assuming we have projects that are ready to get underway before June 30, 2018. He said the two studies that are critically important include a Route Optimization Study and a Grimes Lane Facility Condition Assessment Study. Mr. May provided background on both studies saying that in the last 10 years the community has grown both in population and in development. The downtown has seen much more residential development that is relatively close to the IU campus. The development of student apartment complexes has continued in most parts of the City. The construction of I-69 is affecting the west side of Bloomington and has brought additional traffic and congestion to corridors such as W. Third Street, Bloomfield Road, and Curry Pike. This increase in congestion has greatly impacted our westside routes and their ability to reliably stay on time so as to ensure people can make connections to other routes at our Downtown Transit Center. Over the years we have applied a number of band-aid service changes to address the issue but a permanent and lasting solution needs to be found. Other issues have and will continue to impact our route structure including relocation of the hospital, the impact of transportation networking companies such as Uber and Lyft, and the changing nature of community development. He estimated a Route Optimization study would cost up to \$250,000 and would including a full 100 percent on/off data collection effort that would capture the number of ons and offs and every stop on every route. He said that public transit is at a crossroads nationally as bus ridership is declining the last few years. In 2017, bus ridership was down nationally about 4.6 percent and Bloomington Transit was down 4.1 percent in our fixed route system. He said the traditional

fixed route transit market continues to evolve and change. We need to consider new ways of connecting people to places. We need to consider mobility management strategies to help us solve some of these issues. He said we also need to look at the productivity of our routes and identify where the weak segments in our system are and where can we should repurpose certain resources to use in other places. He noted there will be some hard decisions to make in the interest of efficiency and better service delivery. Some routes will likely need to be shortened and/or streamlined. We should consider the possibility of partnerships with Uber and Lyft for first/last miles. The prospect of autonomous vehicles on the near horizon could be part of the solution in certain route segments and route deviations. Such a study has not been done in about 8-9 years here and it's time to address this need.

Mr. May said the second study is a Grimes Lane Facility Condition Assessment Study. He said this facility was built in 1997 so this will be its 21st year in operation. He said in recent years we are seeing increasing wear and tear on the facility. He said we are seeing some of the major critical elements of the facility break down and need major repairs or in some cases replacement. He said a good example is what we are going through right now is the replacement of our boiler system it is in our budget at \$100,000+ this year and likely again next year to complete a 2nd phase of the project. He said we have other things that have failed in our facility we have just gone through a replacement of our in-ground hydraulic bus lift frames and structural concrete. He said we have other things that are breaking down including the need to replace/repair our oil water separators, replace or repair concrete paving that is cracking and settling in places on the bus parking lot, and the facility roof which has a few leaks. He said what we would like to do is hire an engineering firm to come in and do an overall Facility Condition Assessment Study and look at the elements that are in the process of aging and identify what are the most critical elements, when they are likely to need repair and replacement, what the likely cost of that is going to be so that we can program these repairs and replacements over a series of years. He said his estimate is we are probably looking at \$75,000 to \$100,000 for such a study. He said the MPO has indicated they may have sufficient planning funds available to us to fund this project and the Route Optimization study. Mr. May asked the Board for general direction to pursue the use of these planning funds for these study efforts. He said the caveat is we must contract for the studies and be underway before the end of 2nd quarter of 2018. The Board concurred and directed Mr. May to pursue the acquisition of these planning funds for these study efforts.

Mr. May said the first Board meeting of each year we traditionally review accomplishments and successes from the past year and point out some of the notable highlights and accomplishments in 2017 and then look ahead to 2018 identifying the primary goals and objectives. Mr. May said he always likes to start off with our mission statement and he read the various elements of the mission statement. He said these vision statements contained within the mission statement are the guiding principles that we use as we look ahead to the future and establish our goals.

He presented a PowerPoint presentation and highlighted some of the notable accomplishments in 2017 that included the following:

- New Collective Bargaining Agreement
- Salary Study Completion
- New Fixed Route Vehicles

- New BT Access Vehicles
- Additional 40-foot Bus Funding
- BT Vehicles and Camera Funding Award
- Repurposing of New Freedom Funds
- Paratransit Scheduling Software Installation
- Online Reservations & Notifications Award
- Mobile Website Implementation
- Autonomous Vehicle Demonstration
- Increased Advertising Revenues
- Fleet Management Software
- Garage Exhaust Implementation
- New Facility Surveillance System
- Stuff0-A-Bus Event – Biggest Collection Ever
- Health Insurance Costs Flat
- Passenger Shelter Award
- Preventable Accident Reduction

Mr. May identified a number of goals and objectives for 2018 that included the following:

- Replacement of Two-way Radio System for Both Fleets
- Additional 40-foot Bus Purchases and Deliveries
- Additional BT Access Vehicle Deliveries
- State Legislation for Transit funding Expansion
- Free Ride Days
- Complete Asset Management Plan
- Complete Safety and Security Plan
- New Electronic Payroll System
- New Phone System
- Mobile Bus Pass
- Program funding with MPO for Facility Condition Assessment
- Program funding with MPO for Route Optimization Study
- Hospital Service Planning
- Annexation Planning
- BT Access Customer Satisfaction Survey
- Develop Accident Review Committee
- Redesign Dispatch Office Environment
- IVR and Online Reservations Rollout
- Retrofit BT Access Fleet with Cameras
- Saturday Night/Sunday BT Access Service Area Expansion
- Professional Development for Maintenance Staff
- Workload Assessment

Mr. May asked the Board if there were any other goals or objectives that they would like to see the organization pursue in 2018. Secretary McLary noted a lot of these items are more

operational goals than they are strategic goals. He said it might be something that we want to separate out operational goals from the strategic goals. He is thinking strategically like the hospital annexation planning is more strategic than buying a lift which is more operational. He said he wonders if in the future we should sort those out separately from what the Board wants to look at and what the General Manager needs to look at. He said the Board probably is looking more strategically at things as opposed to buying equipment. Board Member Hartman said basically you know those details you report them to us and she does not want to micromanage that kind of stuff. She said most Boards she has been on the focus is on strategic goals and setting policy. Secretary McLary said it's not going to take a study but we should start talking to other communities about the autonomous vehicles to figure out if there is any place for them. He said he still thinks we should look at the UBER and LYFT type apps. He said there is a lot of apps out there that are mimicking UBER and LYFT. He said we need to start looking at how some of these other systems are doing this. He said strategically as a Board we need to start thinking about those things that are coming down the pike.

Mr. May noted we are planning a Rosa Parks event for Saturday, February 3 at 1:00 p.m. at the Downtown Transit Center. He said we have been in touch with City Council Member Jim Sims who serves with the local NAACP and they are very interested in working with us on an event. He said in the Board packets he provided a rough outline of what the program is going to be for the day. He said February 4 is her birthday which is a Sunday and we really don't have much service running on a Sunday and it was their suggestion that we do it on Saturday February 3 instead. As part of the event, we will do a free ride day on that day to mark the occasion and then we have these other festivities planned. He said it would be great if the Board can make it. He said Mayor Hamilton is interested in participating with us on this.

Mr. May said one of the key things we want to accomplish in 2018 that we have talked about is to review duties and responsibilities of staff and with the help of an outside facilitator develop a plan for possibly restructuring duties and responsibilities where we think it is important and/or possibly create new positions. The senior staff will work with a facilitator to identify the goals and then the staff will develop a plan that we would bring to the Board for review and approval. He said what he has done working through an outside facilitator from IU that has been recommend by the Mayor's office. He said he talked to him he has given us a very modest fee proposal to work as an outside facilitator. He said we would get the five department heads and myself outside the office for a couple of days to sit down and reach consensus as to which direction we need to go. He said our plan is to move ahead with this probably in later January or later February so that we can bring this plan back to the Board in March or April.

Mr. May said vending machines are provided for employees in the dispatch area as well as the maintenance break room and at the downtown transit center passenger waiting area. He said BPTC has used commissions from these vending machines to fund employee functions such as picnics, retirement celebrations, and holiday parties as well as other employee activities. He said each year the Board adopts a resolution which authorizes the use of vending commissions to fund such activities. He noted Brenda Underwood maintains records of vending machine funds and expenses and she is the authorized person to disburse such funds. He said generally we collect \$2,000 to \$4,000 annually in vending machine commissions. He said on the agenda is

Resolution 18-02 for consideration to authorize continued use of the vending machine commissions to BPTC for employee events and activities in 2018.

Mr. May noted that the last meeting of the year is when we traditionally elect new Board officers. He said the board under Indiana Code 36-9-4-21 should elect a Chair and Secretary and then traditionally the Board also elects a Vice Chair and Treasurer. Mr. May recommended the board move tonight to nominate and approve officers for these four positions. He added that in addition he asked the Board to appoint a Board representative to serve on the MPO Policy Committee. He noted that Kent McDaniel serves as that Board appointment for MPO Policy Committee where he also serves as Chair and has capably done so for many years.

Mr. May gave an overview of December ridership. He said December fixed route ridership was down 14.35 percent compared to December of last year. He said there were two fewer weekdays that we operated in December 2017 compared to December 2016. He said fixed route ridership finished the year down 4.13 percent compared to the same period last year.

Mr. May noted BT Access ridership was up 10.76 percent in December compared to December 2016. He said BT Access ridership finished the year up a modest 2.75 percent compared to the same period last year.

MESSAGES FROM THE CONTROLLER

Controller Browning noted on the agenda is Resolution 18-02; a resolution authorizing the encumbrance of appropriations from the calendar year 2017 budget for the Board's consideration and approval.

Controller Browning gave an overview of the December Financial Report.

PUBLIC COMMENT – ACTION ITEMS

There was no public comment on actions items.

NEW BUSINESS – ACTION ITEMS

Under New Business, Board Member Cartwright moved to approve Resolution 18-02; a resolution authorizing the use of revenues from vending machines in BPTC buildings for BPTC employee functions in 2018. The motion was seconded by Vice Chairman McDaniel. Resolution 18-02 was approved unanimously.

Also, under New Business, Secretary McLary moved to approve Resolution 18-01; a resolution authorizing the encumbrance of appropriations from the calendar year 2017 budget. The motion was seconded by Board Member Cartwright. Resolution 18-01 was approved unanimously.

Under New Business, Board Member Hartman moved that the current slate of BPTC Board officers be maintained for 2018 and appoint Vice Chairman McDaniel as Board representative

for the MPO Policy Committee for 2018. This slate included Nancy Obermeyer as Chair, Kent McDaniel as Vice Chair, Jim McLary as Secretary, and Al Cartwright as Treasurer. Vice Chairman McDaniel seconded the motion. The Board unanimously approved the current slate of officers to remain unchanged and that Vice Chair McDaniel be reappointed to serve as the Board's representative to the MPO Policy Committee.

OLD BUSINESS

There was no Old Business.

MINUTES

The minutes for December 19, 2017 were presented for approval by Board Member Cartwright and seconded by Vice Chairman McDaniel. The minutes were approved unanimously.

CLAIMS

The claims for January 16, 2018 were presented for approval by Board Member Cartwright and seconded by Vice Chairman McDaniel. The claims were approved unanimously.

ADJOURNMENT

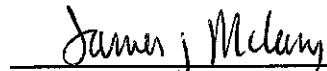
APPROVE:



Nancy Obermeyer, Chair
Board of Directors BPTC

03-20-18

ATTEST:



James J. McLary, Secretary
Board of Directors BPTC

03-20-18