

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) APRIL 17, 2018, 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 Obermeyer, Vice Chairman Kent McDaniel, Secretary Mclary and Board Member Cartwright. Also present were Lewis May, General Manager, Christa Browning, Controller, and Brenda Underwood, Human Resource/Marketing Administrator, Eli McCormick, Customer Service Manager, Mike Clark, Operations Manager, James Coker, AFSCME President and members of the public Whitney Gates, President of Gates, Inc., Natratee Dokmai, IU Department of Computer Science, Alexandra Zakel, Bloomington DSA, and Rishi Raman, YSA.

**PUBLIC HEARING**

Chair Obermeyer opened a public hearing to receive public comment on Ordinance 18-01 an ordinance adopting a public code of conduct at the Downtown Transit Center and on BPTC vehicles. There was no comment from the public. Chair Obermeyer closed the public hearing accordingly.

Chair Obermeyer opened a public hearing to receive public comment on the 2018 Proposed Program of Projects to be funded under 49 U.S.C. Section 5307. There was no comment from the public. Chair Obermeyer closed the public hearing accordingly.

**PETITIONS AND COMMUNICATIONS ON NON-ACTION ITEMS**

Member of the public, Natratee Dokmai noted there was a project that they wanted to bring to the Board's attention regarding the resident IU project that a group of activists in town and a lot of organizations are working on. He said the goal of the project is to have the Mayor endorse a form of City limit ID that can provide accessibility for people who cannot get a state issued ID including individuals experiencing homelessness and those having difficulty accessing a state issued ID. He said in this project they wanted to have many applications for this card including applying with local businesses for a benefits program. Such benefits might include honoring the card as a transit pass. He said this project has already been launched in South Bend and Goshen and we are partnering with them in executing this project. He said we have been having this discussion with several organizations in town including Shalom. He said we are trying to imagine how this can be used and be made as useful as possible to the people of the City and one of the applications we thought of was how it could be used for as a pass for public transit. He said we want to involve you all in the conversation regarding this and how we can work with you and help you. He said we understand that funding is a difficult challenge with adding new infrastructure. He said there is a lot of things we could do in this project including fund raising but we want this card to be useful to everyone and to be as inclusive as possible. He said he wanted to establish the channel of conversation and maybe we can schedule a meeting later to

discuss this in detail but wanted to bring attention to this project to the Board. Board Chair Obermeyer said it sounds like a very interesting project and like the idea of scheduling a meeting. Mr. May said he would be glad to sit down and talk with their representatives about the project.

Representing a different organization, Alexander Zakel said one of the things that they are working on is a campaign that will help to increase funding available for Bloomington Transit in order to expand routes to provide Sunday service. He said one of the ways that we are hoping to do that is to get a better idea of the needs of the community specifically bus riders and one of the ways to do that is to canvas riders at bus stops. He said they attempted to do this a few weeks ago at the Downtown Transit Center and were told it was not allowed. He said he would like to know how they can do it. Mr. May said typically we do not allow solicitations at our Downtown Transit Center and we get those occasionally for people who want to sell something or hand out flyers and our staff are trained to turn those people down for those requests. Mr. May noted that in this case it could be something we could discuss further given that you are advocating for improving and expanding transit service which we of course support. Mr. May said we are glad to talk with you further and perhaps we can find areas of common ground.

### **MESSAGES FROM BOARD MEMBERS**

There were no messages from Board Members.

### **MESSAGES FROM THE MANAGER**

Mr. May opened the meeting with a discussion on the Whitehall Crossing Shopping Center service. He noted Whitney Gates who is the owner of the Whitehall Crossing Shopping Center is present at the Board meeting tonight. He said the shopping center opened in the late 1990s and we have been servicing it ever since. He said the service uses a private road and Mr. Gates and his organization are responsible for the cost of maintaining the roadways such as Alexander Drive and Jacobs Drive. Mr. May said we serve the shopping center with Route 3 buses and as such buses serving the shopping center create a lot of wear and tear on the roads. Mr. May said we run service every 30 minutes throughout most of the day, with the exception of late afternoon, and no doubt buses are contributing to that wear and tear on the pavement. He said we met with Mr. Gates and talked about alternatives to the current routing. Mr. May said the idea that we have proposed that would minimize travel on the private roads and keep the buses on North Gates Drive using a very small section of Alexander Drive and the back truck dock area of the shopping center. He said at the March Board meeting, Board Member Hartman expressed concerns and she wanted to know if the City would consider assuming responsibility for the ownership and maintenance of the road. Mr. May said he talked with Deputy Mayor Mick Renneisen who definitively said the City has no interest in owning or maintain the road or assuming any liability for the associated costs. Mr. May added that Deputy Mayor Renneisen said the City was also not interested in owning or maintaining many other privately owned roads throughout the City for the same reasons. Mr. May said at this point he believes we have a reasonable alternative to continue service to the shopping center and he is seeking the Board's approval to do that tonight with the proposed service change that would provide service from W. 3<sup>rd</sup> Street northbound on Gates Drive, with a new stop near Runkle Way with the bus then turning into the back parking lot of the shopping center proceeding north to Alexander Drive

where a new stop would be located. The bus would then turn left out of the shopping center onto Alexander Drive and then south onto Gates Drive and resuming the regular route. Mr. May said under old business we have a motion to approve this Whitehall Crossing Shopping Center service change effective May 14.

Mr. May said next on the agenda are proposed revisions to the public Code of Conduct. He said we had our Public Hearing earlier and there was no public comment. He said in his view the changes are relatively minor as they deal mostly with the remedial process where we are proposing the Customer Service Manager would be the staff person, instead of the General Manager, assigned to enforce the Code of Conduct when we have repeat offenders and to handle the first step of the appeals process. Under the current code of conduct, a 2<sup>nd</sup> step in the appeals process currently provides an opportunity to be heard by the full Board at a regular Board meeting. As a change, Mr. May proposed the 2<sup>nd</sup> step of the process would include an appeals committee consisting of a Board member appointed by the Chair, the General Manager, and then a transit rider who is appointed by the General Manager who would hear that appeal and then the decision of that committee would be final. He said there are a couple of other changes that we are proposing to the code to allow persons waiting to use the Miller Transportation intercity bus service to wait longer than one hour at the Downtown Transit Center given that service frequency is sometimes several hours between buses. He added that hoverboards have been added to the list of prohibited items that can be used on BPTC property. He said we had Introduction and First Reading at the February Board meeting we had your Public Hearing tonight that was advertised publicly. As such, Mr. May recommended that tonight the Board consider Second Reading and Adoption of the code and we would implement it immediately.

Mr. May said next on the agenda is our preliminary program of projects. He said we had the Public Hearing on the Program of Projects tonight. He said one of the requirements is that we also prior to approval we solicit comments from private transportation providers as well as social service agencies. He said we did get one comment back from a private transportation provider BeLoved Transportation and from Dwayne Cole who represented BeLoved. Mr. May said he came and met with him and Mr. Cole's suggestions was that BPTC contract with him and his company to provide shuttle service from the Downtown Transit Center to the portion of Liberty Drive that's outside the City limits where Menards is located. Mr. May explained to Mr. Cole that it is a great idea but under the City Ordinance that created BT we are not allowed to provide service outside the City boundaries. He said for 2018 we have five projects that we propose using our 2018 5307 funding for. He included a table in the Board notes that summarizes those projects that he described in the following.

Replace three (3) 40-foot bus. We recently were selected to receive a \$720,000 Section 5339 discretionary grant from US DOT for the purchase of two (2) 40-foot buses. This was a change from the original Program of Projects that proposed only one (1) 40-foot diesel replacement bus.

Tires/Engine and Transmission Rebuilds and Hybrid Battery Replacement. This is customary line item we include in every Program of Projects that allows us to capitalize the cost of purchasing tires, engine/transmission rebuilds, and hybrid battery replacements. By capitalizing these projects, they are eligible for 80 percent Federal funding using our formula 5307 funding. We have programmed a total of \$189,280 for this project in 2018.

Operations and Maintenance Facility Equipment & Replacement of Key HVAC Elements. Several items are a part of this project including the first phase of our boiler replacement here at Grimes Lane at about \$113,000.

Radio Communication Equipment. Our current radio communication system is 13 years old and needs to be replaced and upgraded. This is our two-way radio system that is installed in 39 fixed route buses, 12 BT Access vehicles, and several support vehicles. Cost of this project is \$250,000

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 \$2,103,969. We will match it at the rate of 50 percent with our own local funds.

Mr. May said under Old Business is Resolution 18-05 which would adopt the final Program of Projects for 2018. He said once the Board approves that we will publish the final Program of Projects and apply for the grant.

Mr. May said on the agenda we have our group health insurance. He said since 2010 we have been partially self-funding our group health insurance. He said we have a third party administrator for the group plan who is SIHO. He said SIHO administers the claims on behalf of our group and they also provide the network for the group. Additionally, SIHO shops for and purchases our reinsurance policy. He said the way it works is BPTC pays for the medical claims of covered employees and dependents up to \$30,000 per person and if any employee has more than \$30,000 in claims, a specific reinsurance policy kicks in and pays anything in excess of \$30,000. He said in addition to having a stop loss of \$30,000 on every employee we have an aggregate stop loss on the entire organization that is about \$301,000. He said if the group as a whole has medical claims that exceed \$301,000 then the aggregate stop loss kicks in. He said in our experience we have never had a year where we exceeded the aggregate stop loss and only a few times when the employee stop loss of \$30,000 has been exceeded. He said the bottom line for the upcoming renewal is we have had a pretty good year with regard to claims. He said this marks the third consecutive year where we are not proposing to increase the employee share on health insurance. He said we have two different plans we offer our employees including a traditional PPO plan and a high deductible HSA health savings account plan. He said we think we can keep the employee contribution the same for employee only coverage and that we can actually reduce the dependent care coverage by a small amount. He said we recommend continuation and renewal of the plan. Mr. May noted that under new business we have a resolution for the Board's consideration.

Mr. May said next on the agenda is the Award of Contract for Boiler Replacement Phase I. He said we hired an architect firm Circle Design and they came in and looked at our boiler they developed specifications and bid documents so that we could replace that boiler and we issued an invitation for bids. He said we received four bids for replacement of the boiler. He said the low bidder is Harrell-Fish, Inc. out of Bloomington for \$113,500. He said we reviewed their bid as

well as the architect has reviewed their bid and we have determined their bid is responsive and responsible and as the low bidder we recommend award of contract to them to undertake this work. He said on the agenda is Resolution 18-06 which would award a contract to Harrell-Fish Inc. for the Phase I project. A Phase II for this project is anticipated for 2019 to replace the other boiler as well as the controls for the HVAC system.

Mr. May gave an overview of March ridership. He said March fixed route ridership was down 7.86 percent compared to March 2017. He said part of the decrease in March was due to the calendar as there was one fewer IU class weekday and one fewer Saturday compared to March 2017. He noted that if you factor the calendar out March ridership was down about 2.5 percent. Year-to-date fixed route ridership is down 5.20 percent compared to the same period last year.

Mr. May noted BT Access ridership was down 6.19 percent in March compared to March of last year. He said factoring out the calendar March BT Access ridership was down 2.0 percent. He said the year-to-date BT Access ridership was down 7.39 percent compared to the same period in 2017.

Mr. May said as an informational item last spring we did some musical performances using students from the IU School of Music and we are planning on resuming those starting next week we are planning to have concerts there each week night next week Monday through Friday from 4:00 to 6:00 p.m.. He said there is even going to be a piano brought in for the performances.

He said as an informational item we were approach by Stone Belt about the possible participation of a collaborative arts project with them. He said they were submitting a grant application to the Bloomington Arts Commission to do a project where they would bring their disabled clients to our Downtown Transit Center and an open invitation to the public to collaboratively create magnetic art that would be stuck to our metal girders on the outside at our Downtown Transit Center and they showed us a sample of a shoe footprint in a sort of an abstract piece of art. He said they did not get their grant request from the City but they will try again next year and that may be something we may be interested in collaborating with them on.

### **MESSAGES FROM THE CONTROLLER**

Controller Browning noted on the agenda is Resolution 18-04; an additional appropriation resolution for the transit fund of Bloomington Public Transportation Corporation, Monroe County, Indiana for the Calendar Year 2018. This was a revision of the resolution that the Board had approved the previous month.

Controller Browning gave an overview of the March 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 18-04; an additional appropriation resolution for the transit fund of Bloomington Public Transportation Corporation, Monroe County, Indiana for the Calendar Year 2018. The motion was seconded by Vice Chairman McDaniel. Resolution 18-04 was approved unanimously.

Also under New Business, Vice Chairman McDaniel moved to approve Resolution 18-06; a resolution awarding a contract to Harrell-Fish Incorporated for the provision and installation of a replacement boiler. The motion was seconded by Secretary McLary. Resolution 18-06 was approved unanimously.

Under New Business, Secretary McLary moved to approve Resolution 18-07; a resolution authorizing the following: continued partial self-funding of group health insurance for BPTC employees; the purchase of third party administrative services from SIHO; the purchase of specific and aggregate reinsurance through SIHO; the continued funding of a medical claims fund to pay self-insured claims costs and all other costs associated with the partial self-funding of group health insurance; and the establishment of employer/employee contributions for the May 1, 2018 to April 30, 2019 plan year. The motion was seconded by Board Member Cartwright. Resolution 18-07 was approved unanimously.

## **OLD BUSINESS**

Under Old Business, Board Member Cartwright moved to approve the Whitehall Crossing Shopping Center service change effective May 14, 2018. The motion was seconded by Vice Chairman McDaniel. The motion was approved unanimously.

Also under Old Business, Secretary McLary moved to approve Ordinance 18-01; an ordinance adopting a public code of conduct at the Downtown Transit Center and on BPTC vehicles- Second Reading and Adoption. The motion was seconded by Board Member Cartwright. Ordinance 18-01 was approved by all Board Members.

Under Old Business, Board Member Cartwright moved to approve Resolution 18-05; a resolution adopting the final CY 2018 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 18-05 was approved unanimously.

## **MINUTES**

There were no minutes for approval.

## **CLAIMS**

The claims for April 17, 2018 were presented for approval by Vice Chairman McDaniel and seconded by Board Member Cartwright. The claims were approved unanimously.

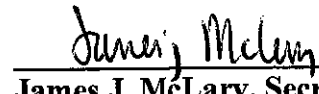
**ADJOURNMENT**

**APPROVE:**

  
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Nancy Obermeyer, Chair  
Board of Directors BPTC

05-29-18

**ATTEST:**

  
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James J. McLary, Secretary  
Board of Directors BPTC

05-29-18