

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) DECEMBER 18, 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 McDaniel, Board Member Cartwright, Board Member Hartman, and Secretary McLary. Also present were Lewis May, General Manager, Brenda Underwood, Human Resource/Marketing Administrator, Christa Browning, Controller, Zac Huneck, Planning and Special Projects Manager, Mike Clark, Operations Manager, and members of the public Steve Dhondt, ERS-OCI Wireless, and Joe Richardson, ERS-OCI wireless.

**PETITIONS AND COMMUNICATIONS ONNON-ACTION ITEMS**

There were no petitions and communications on non-action items.

**MESSAGES FROM BOARD MEMBERS**

There were no messages from Board Members.

**MESSAGES FROM THE MANAGER**

Mr. May opened the meeting with the award of contract for the replacement of two-way radio system in our fixed route BT Access and support vehicles. He said in the 2018 budget we have a line item for replacement of the radios in the amount of \$250,000. He said we were able to identify a State of Indiana Quantity Purchase Agreement that is in place that we can purchase off of. He said the QPA is with Motorola Solutions, Inc. of Chicago, Illinois. He said they have designated ERS OCI Wireless here in Bloomington and their representatives are here with us tonight as the statewide contractor for installations of Motorola equipment in Indiana. He said after pricing out all the various components that we needed for our approximately 60 vehicles and 10 base stations the contract price works out to \$231,643.12. He said there are a couple of new features that this radio system will have that we currently don't have. He said it will feature a Bluetooth mic and earpiece that will allow drivers to hear radio transmissions without the entire busload of passengers hearing what is being said by other drivers or dispatchers. He said another feature is that it will have two separate talk groups to include downtown routes separate from BT routes that operate on campus. Mr. May said under New Business is Resolution 18-20 for the Board's consideration which would award the contract to ERS OCI in the amount of \$231,643.

Mr. May noted next on the agenda is the vehicle camera system retrofit and upgrade award. He said in the 2018 Budget we have a line item in the amount of \$50,000 for retrofitting all BT Access vehicles with their first camera system. He said we actually acquired a 5310 New Freedom Grant that is funding 80 percent cost of that retrofit for those vehicles. He said in addition the plan is to get wireless download capability as part of this purchase. He said what we

are getting as part of the project is a 30-day capability by the way is what is required under state law. He said the footage will remain on all the vehicles for at least 30-days we will download anything as an incident or accident happens that we need to download on our server. He said part of the wireless download system will be the provision of a server as well. Board Member Hartman asked do we have a policy of retainage of public records and if not does the City have one. She said you do have issues especially when there is litigation about destroying records but if you develop an actually policy that says after so much time this is just your regular policy you don't retain stuff. Mr. May said we have never had a written policy but our practice has been to keep all of our records and before we dispose of any records we go to the Records Retention Board. Secretary McLary said so it records over itself and so after 30-days. Mr. May said it depends on how many hours the vehicle is in service it may actually retain more than 30-days of storage again it depends on how many hours it has been in operation. He said once it reaches its end of its 2 terra bites DVR storage capacity it would record over previous footage. Board Member Hartman said that is what she was asking about because if you do have an incident that comes up you want to have a policy as to what you do with it and how long do you retain it. She said a Tort Claim Act is 180 days for any suit so you would have to wait at least six months before you would even know if someone would be bring suit against transit for something that happened. Vice Chairman McDaniel said so if they don't file within 180 days then they can't. Board Member Hartman said if they don't file within 180 days they can't file. Mr. May said we talked to legal counsel about the video storage in fact that is what precipitating our decision here to upgrade the fixed route camera system because many of our older buses don't have 30-day storage capability so in consultation with legal counsel they highly advised us to move to a system that does have a 30-day storage. He said the law changed several years ago that required video footage to be stored for at least 30-days. Secretary McLary said how much space does it take for 30-days? Mr. May said 2 TB will typically be sufficient to capture 30-days. He said why don't we just download and store it and after 180-days dispose of it. Mr. May said it would require too much server space when you consider the number of hours that buses are out every day. Mr. May said we retain the incidents as we become aware of them and also we retain footage that is flagged by a driver when the driver pushes the flag button on the bus. He said an evaluation committee consisting of Mr. May, Mike Clark (operations manager), Zac Huneck (planning and special projects manager), and Eli McCormick (customer service manager) evaluated and scored the proposals. Mr. May provided a summary of the composite scoring of the five (5) proposals received along with the cost from each proposer. The firm scoring highest was Safety Vision who also had the lowest cost of \$122,676.62. The base contract would be \$54,389.62 for retrofit of the BT Access vehicles and purchase of the download capability and server. The contract would include an option that BT can exercise later to upgrade storage capability on fixed route buses and other equipment in the amount of \$68,287. We have a 5310 grant to fund 80 percent of the BT Access camera retrofit and download server capability. We would use our 5307 funding in 2019 to fund 80 percent of the cost of the fixed route camera upgrade. An option would also be included in the contract to use Safety Vision to do periodic preventative maintenance which would be an operating expense. Mr. May recommended that the Board award contract to Safety Vision in the amount of \$122,676.62 under Resolution 18-21.

Mr. May noted we issued an RFP for a Facility Condition Assessment Study. The purpose of the study is to assess the condition of all key elements of Grimes Lane maintenance and operating facility, project the remaining useful life in the key elements and project the cost to repair or replace key elements over the next 20 years. Funding for the study is coming from an MPO planning grant that will fund 80 percent of the study costs. Local match of 20 percent of the

project costs would be shared between BPTC and IU Campus Bus. Three (3) proposals were received from interested firms. An evaluation committee of Mr. May, Kent McDaniel (board member), Al Cartwright (board member), Zac Huneck (planning and special projects manager) and Brian Noojin (IU Campus Bus interim manager) interviewed all three (3) firms including ESG, Circle Design, and Wendel. The committee then evaluated and scored proposals following the interviews. The firm of EMG was determined to be the best, most responsive, and most responsible proposer. EMG has done similar facility condition assessments for a number of transit systems around the country. It was apparent to the committee that EMG has the most extensive experience in the field of facility condition assessment of transit facilities. ESG was also the lowest cost at \$23,395 for the project. As such the evaluation committee recommends that a contract be awarded to ESG in the amount of \$23,395 under Resolution 18-22.

Mr. May briefly discussed our current membership in the Indiana Transportation Association (ITA). Mr. May noted serious concerns with leadership of the ITA as well as the governance model used whereby equal voting rights are given to members regardless of the amount of dues each member pays. Associate members pay just \$400 in annual dues and have equal voting rights with transit systems whose dues could range as high as \$7,500 annually. A discussion ensued with the Board about the benefits and concerns relative to ITA membership. The Board directed Mr. May to withdraw BPTC's membership from the ITA effective December 31, 2018 and asked Mr. May to write a letter to the ITA informing them of BPTC's decision.

Mr. May briefly summarized a draft of the proposed BPTC projects in the new 2020-2024 Transportation Improvement Program (TIP) submitted to the Bloomington/Monroe County MPO. Mr. May summarized each project included in the TIP including the funding amounts and funding sources. Mr. May noted that the TIP is a living document that is often amended and revised over the document's lifetime.

Mr. May proposed that the Board declare two vehicles as scrap and surplus and directing him to dispose of them in accordance with the Procurement Policies. The two vehicles proposed to be declared as scrap and surplus included number 0349 – 2003 Gillig 30-foot bus with 412,958 miles; and number 0508 – a 2005 Ford Escape SUV with 96,725 miles. Mr. May noted that both vehicles were beyond their useful life and had significant mechanical and/or corrosion issues that did not warrant repair. Another item recommended for disposal was Model 280HD floor scrubber acquired in 2000. As such, he recommended that the Board authorize disposal of these vehicles and the floor scrubber per Resolution 18-23.

Mr. May noted that vending machines are provided for employees in the dispatch area as well as the maintenance break room. We also have soda and snack machines at our downtown transit center. Historically, BPTC has used commissions from these vending machines to fund employee functions such as picnics and Holiday parties as well as other employee activities. Mr. May said that each year the Board adopts a resolution which authorizes the use of vending machine commissions to fund such activities. Brenda Underwood maintains records of the vending machine fund and is the authorized person to disburse such funds. Generally, we collect \$2,000 to \$4,000 annually in vending machine commissions. Mr. May recommended that the Board approve Resolution 18-24 to authorize continued use of the vending machine funds for employee events and activities in 2019.

Brenda Underwood summarized the record-breaking 2018 Stuff-A-Bus event noting that we collected the highest number of items ever in the 18 year history of Stuff-A-Bus.

Mr. Huneck gave an overview of November ridership. He said November fixed route ridership was down 7.54 percent in November compared to November 2017. Year-to-date fixed route ridership is down 5.69 percent compared to the same period last year.

Mr. Huneck noted BT Access ridership was up 15.29 percent in November compared to November 2017. He said the year-to-date BT Access ridership was up 3.37 percent compared to the same period in 2017.

### **MESSAGES FROM THE CONTROLLER**

Controller Browning noted on the agenda for the Board's consideration and approval is Resolution 18-25; a resolution authorizing the transfer of funds between budget categories for the Calendar Year 2018 budget.

Controller Browning gave an overview of the November 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 18-20; a resolution authorizing the award of purchase for two-way radio communications equipment from ERS OCI Wireless under State Quantity Purchase Agreement (QPA) 27921. The motion was seconded by Vice Chairman McDaniel. The motion was approved unanimously.

Also under New Business, Secretary McLary moved to approve Resolution 18-21; a resolution authorizing the award of contract to Safety Vision for the retrofitting of a vehicle camera surveillance system for BT Access vehicles, a wireless download system for video/audio footage, and upgrade of the vehicle surveillance system for fixed-route vehicles. The motion was seconded by Vice Chairman McDaniel. The motion was approved unanimously.

Under New Business, Vice Chairman McDaniel moved to approve Resolution 18-22; a resolution authorizing the award of contract to EMG for the conduct of a Facility Condition Assessment Study. The motion was seconded by Board Member Hartman. The motion was approved unanimously.

Under New Business, Board Member Cartwright moved to approve Resolution 18-23; a resolution declaring BPTC vehicle numbers 0349, 508, and a floor scrubber as scrap and surplus and authorizing the BPTC General Manager to dispose of such vehicles in accordance with the BPTC Procurement Policies. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Under New Business, Board Member Hartman moved to approve Resolution 18-24; a resolution authorizing the use of revenues from vending machines in BPTC buildings for BPTC employee functions in 2019. The motion was seconded by Board Member Cartwright. The motion was approved unanimously.

Also under New Business, Secretary McLary moved to approve Resolution 18-25; a resolution authorizing the transfer of funds between budget categories for the Calendar Year 2018 budget. The motion was seconded by Board Member Hartman. The motion was approved unanimously.

### OLD BUSINESS

There was no Old Business.

### MINUTES

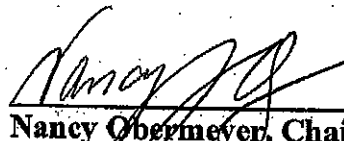
There were no minutes for approval.

### CLAIMS

The claims for December 18, 2018 were presented for approval by Board Member Cartwright and seconded by Board Member Hartman. The claims were approved unanimously.

### ADJOURNMENT

APPROVE:

  
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Nancy Obermeyer, Chair  
Board of Directors BPTC

03-19-19

ATTEST:

  
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James J. McLary, Secretary  
Board of Directors BPTC

03-19-19