

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) MAY 29, 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, Brenda Underwood, Human Resource/Marketing Administrator, Eli McCormick, Customer Service Manager, Mike Clark, Operations Manager, Allen Jackson, Maintenance Manager, James Coker, AFSCME President 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**

Vice Chairman McDaniel noted he has a meeting with MPO tomorrow. He said they bumped him to Vice Chairman and Lisa Ridge is the Chairman and she won't be at the June, July, or August meeting so he will be chairing those meetings and will meet with the MPO staff tomorrow to discuss the MPO meeting agenda.

**MESSAGES FROM THE MANAGER**

Mr. May opened the meeting with the proposed disposal of older vehicles that have reached the end of their useful life. He said we have eight vehicles that we are proposing to dispose of tonight and in the notes he listed the vehicle numbers, model year, type of vehicle, and the current mileage. He said the list includes two 2008 BT Access vehicles with 187,000 to 215,000 miles both of which we got from Area 10 when we took the service in-house. He said we have a couple of service pickup trucks to dispose of including a 2004 Dodge with about 101,000 miles and a 1997 Ford pickup truck with about 46,000 miles. He said we have four full size 40 foot buses including three 2002 models with mileage ranging from 337,000 to 396,000. We also have a 2003 Gillig 40 foot with 389,000 miles. Mr. May noted that most of the fixed route vehicles were in fair condition and could continue in service, however, our spare ratio is relatively high given the recent acquisition of five new 40-foot Gilligs. Mr. May noted on the agenda for the Board's consideration we have Resolution 18-08; a resolution declaring BPTC vehicle numbers 0045, 0047, 0501, 0505, 0241, 0242, 0243, and 0346 as scrap and surplus and authorizing the BPTC General Manager to dispose of such vehicles in accordance with the BPTC Procurement Policies. He said the City of Bloomington and BPTC will be having a vehicle auction in July and these vehicles will be part of that auction.

Mr. May said next on the agenda are proposed revisions to the BPTC Personnel Policies and Employee Handbook. He noted in the Board packet is a revised BPTC Personnel Policies and

MPO to make that change. Board Chair Obermeyer appointed Secretary McLary and Board Member Cartwright to the Route Optimization Study steering committee.

He said the other study we have is the Facility Condition Assessment Study. He said he is currently working on an RFP and hope to have that out within the coming weeks and again would ask the Board Chair to appoint up to two Board members that would serve on that steering committee and including the selection process of the consultant. Board Chair Obermeyer appointed Vice Chairman McDaniel and herself to the Facility Condition Assessment Study steering committee.

Mr. May said next on the agenda is the Alternative Fuel Steering Committee. He said soon we will bring to the Board the final purchase of diesel buses in this group of 15 vehicles. He said we have secured grant funding for two diesel buses recently and last year we got grant funding for another diesel so we have three more left to award and we might do that as early as next month and those are all of buses that we operate primarily on our campus routes. He said now we will be turning our attention to the replacement of our downtown-oriented routes which are not limited by any vehicle height restriction such as the 10<sup>th</sup> Street railroad underpass. He said we are free in the future to purchase alternatively-fueled vehicles such as electric, hybrid, or perhaps something such as compressed natural gas (CNG). He said the decision as to which direction we go with alternative fuels is an important policy decision that is going to affect the organization for years to come. He said what form of alternative fuel and propulsion we choose for the organization should be a policy decision the Board makes after carefully considering the alternatives. Mr. May said what he proposes to do is to bring in knowledgeable people from the industry which include transit managers who have gone through the process of evaluating alternatives, bus manufacturers, and other industry individuals knowledgeable about alternative fuels. Mr. May proposed to bring in such individuals to help educate us and give a steering committee this information that ultimately will be needed to guide the Board's decision as to which direction we are going to go. He said his suggestion would be to create an alternative fuels steering committee that would include up to two board members; several BT staff including the maintenance manager, operations manager, and the general manager; Indiana University Campus Bus staff, and possibly City of Bloomington staff. Mr. May proposed that we develop this steering committee and bring the experts in from the industry we get as much information as we can of the pros and cons of each alternative and ultimately make a recommendation to the Board for a final decision. The Board concurred with Mr. May recommendation to create this committee and Board Chair Obermeyer noted that she would appoint two Board members to this committee. Board Member Cartwright expressed interest in serving on the steering committee.

Mr. May said INDOT is soliciting grant applications for discretionary 5339 funding for vehicle replacement purposes. He noted we have been successful in winning such funding every year. Mr. May proposed that we pursue a 1 million dollar grant for one electric bus with the type of electric technology to be determined. He said this would be for next year in 2019 as this would give us time to make a decision as to what type of electric technology to pursue. Mr. May noted that pursuing electric technology for a single bus purchase doesn't necessarily commit us to make additional electric bus purchases in the future. This would simply be a way for BPTC to test electric technology in the form of one vehicle to provide knowledge and experience as we consider the possibility of such technology for the future. In essence this is much like we did in 2006 when we purchased our first hybrid electric vehicles before making a larger commitment to

responsibilities are proposed to change. Secretary McLary said then we can see how the whole picture fits together. Vice Chair McDaniel asked if we could include an organizational chart as part of next month's Board meeting presentation. Mr. May said all of the positions proposed so far are senior level positions. Allen Jackson gave an overview of the Facilities and Grounds Supervisor position describing the duties and responsibilities. Secretary McLary asked if this is a working supervisor and Mr. Jackson confirmed that it was a working supervisor position. Mike Clark gave an overview of the Road Supervisor position. Secretary McLary noted that he thought this was an important position for BT to have. Allen Jackson gave an overview of the Maintenance Clerk position noting that this position would only be added if the fleet grew significantly in the future. Mike Clark gave an overview of the Driver Training Assistant position. Mr. May said if we were to do all of these positions it would cost \$645,000 which includes benefits and support cost such as computers and office furniture. Secretary McLary said those are capital items and not annualized items. Controller Browning said it is about \$5,000 in furniture and equipment for each new position.

Secretary McLary said he does not think any of the proposed new and restructured positions are unreasonable. He said the question he has is how it meshes with what we have now. He said he has two or three that he thinks are probably higher priority for him. He said if you look at them from the Board perspective and you start to prioritize and which ones really fit then you are looking at three or four positions instead of nine positions. Mr. May said what he has heard from the Board is (1) you would like to see a summary of the duties and responsibilities for all the positions; and (2) you would like to see an organizational chart that shows how these new positions and restructured positions fit within the organizations. Mr. May said we can provide this information for the Board at the June meeting. Secretary McLary said it is not anything critical but it would be helpful when we start to look at next year's budget when we try to decide whether or not we are going to put a position in or not. Mr. May said we will be coming to the Board with the budget discussion in July and August and we will be prepared to discuss how and if the budget for 2019 can support a new position as proposed. Secretary McLary said he understands now we have a position budgeted are we going to go ahead with that position. Mr. May said with the concurrence of the Board we would move ahead with the highest priority position in 2018 which is the Planning and Special Projects Manager. Secretary McLary asked if the amount budgeted in 2018 for the new position is sufficient. Mr. May said we did not budget that much and the difference is probably about \$10,000 to \$15,000 more than budgeted, however, we should easily be able to afford it as part of the 2018 budget. Secretary McLary asked for a job description for this new position so we can consider it further. Mr. May said before we start the hiring process for this new 2018 position we will provide the Board a copy of the proposed job description. The Board thanked the staff for the work invested in the workload assessment process and congratulated the team for developing good recommendations that will help address important issues.

Mr. May said an annual item we bring to the Board for consideration each year our efforts with the City of Bloomington Parks and Recreation Department to help them with transportation for their Kid City Program. He said each year the Kid City Program has a number of venues and camps around town and the children who attend those camps and venues use the fixed route bus system to travel in groups to and from those locations. He said for many years we have made a donation of Summer Fun Passes and passes for adults who work in those camps to be able to use our service at no charge. He said the face value of the passes that they are requesting for this summer's camp is about \$3,126 and that is down slightly from last year's request. Mr. May said

December 31, 2019 and authorizing the BPTC Chairman to commit the BPTC to the purchase of diesel fuel with IU Campus Bus assuming the fixed price is fair and reasonable. The motion was seconded by Secretary McLary. Resolution 18-10 was approved unanimously.

Also under New Business, Secretary McLary moved to approve the donation of Summer Fun Passes and adult passes to City Parks and Recreation in exchange for memberships for BPTC employees at Twin Lakes Recreation Center. The motion was seconded by Board Member Cartwright. The motion was approved unanimously.

### OLD BUSINESS

There was no Old Business.

### MINUTES

The minutes for the April 17, 2018 meeting were presented for approval by Vice Chairman McDaniel and seconded by Secretary McLary. The minutes were approved unanimously.

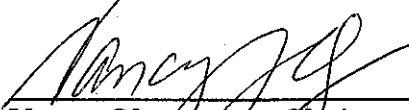
The minutes for the March 20, 2018 meeting were presented for approval by Vice Chairman McDaniel and seconded by Secretary McLary. The minutes were approved unanimously.

### CLAIMS

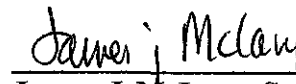
The claims for May 29, 2018 were presented for approval by Vice Chairman McDaniel and seconded by Secretary McLary. The claims were approved unanimously.

### ADJOURNMENT

APPROVE:

  
\_\_\_\_\_  
Nancy Obermeyer, Chair  
Board of Directors BPTC 07-17-18

ATTEST:

  
\_\_\_\_\_  
James J. McLary, Secretary  
Board of Directors BPTC 07-17-18