

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) SEPTEMBER 17, 2019, 5:30 P.M.
MINUTES**

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 Chairman Kent McDaniel, Treasurer Alex Cartwright, Secretary James McLary and Board Member Marilyn Hartman. Also present were Lewis May, General Manager, Brenda Underwood, Human Resource/Marketing Administrator, Christa Browning, Controller, Zac Huneck, Planning and Special Projects Manager, Jordan Morang, BT Access Intern.

PUBLIC HEARING

A public hearing was held to receive public comment on the proposed and revised 2019 Program of Projects to be funded under Federal Sections 5307, 5310, and 5339. There was no public in attendance and as such there were no public comments on the proposed and revised 2019 Program of Projects which was displayed on the large screen monitor as shown below.

Capital Projects	Federal 5307	Federal 5339	Federal 5310	Local	Total
Two (2) 35' Electric Buses, Charging Stations and Installation, and Staff Training	-	\$1,600,000		\$400,000	\$2,000,000
Boiler and HVAC Controls	\$173,360	-		\$43,340	\$216,700
Engine/Transmission Rebuilds, Hybrid Energy Units, and Tires	\$157,481	-		\$39,370	\$196,851
Bus Tracker and Voice Annunciator Upgrade	\$120,000	-		\$30,000	\$150,000
Fixed Route Vehicle Camera System Upgrade	\$80,000	-		\$20,000	\$100,000
Two (2) BT Access Vehicles			\$102,400	\$25,600	\$128,000
Subtotal Capital	\$530,841	\$1,600,000	\$102,400	\$558,310	\$7,791,551
Operating Projects					
Operating Assistance	\$2,296,049	-		\$2,296,049	\$4,592,098
Total Capital & Operating Projects	\$2,826,890	\$1,600,000	\$102,400	\$2,854,359	\$7,383,649

PETITIONS AND COMMUNICATIONS ON NON-ACTION ITEMS

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

MESSAGES FROM BOARD MEMBERS

No messages from the board members.

MESSAGES FROM THE MANAGER

Mr. May discussed the proposed and revised 2019 Program of Projects to be funded under Federal Section 5307, 5310, and 5339. Mr. May explained that earlier this year, the Board adopted the 2019 Program of Projects. Since that time we were successful in acquiring a Federal 5339 Low No grant to complete the funding for the 2nd electric bus, charging station and installation, and staff training. As such, the revised Program of Projects should be the final version for 2019. Mr. May noted that Resolution 19-15 is included for Board consideration under New Business.

Board Member Cartwright asked Mr. May to explain the article in the newspaper about a new apartment complex proposal that the City Council reconsidered and approved the evening prior. Mr. May stated that a St. Louis based developer plans to build a 800+ beds student development on the old Motel 6 site with completion expected in 2022. The approval was subject to a number of conditions. One of those, was that the developer pay to BPTC annual operating costs for a dedicated transit route open to the general public. BPTC would use a previously funded vehicle to provide the service. Terms of the approval would require the developer to fund the transit route for at least three (3) years with an automatic renewal on an annual basis. That automatic renewal could be reconsidered if the transit funding environment changes substantially or the surrounding development pattern changes significantly. The developer agreed to several other terms set by the City Council including solar panels, green roof, building forward design, sidewalk installations, etc.

Mr. May introduced Zac Huneck, Planning and Special Projects Manager and Jordan Moran, Intern, to discuss the methodology and findings of the Bus Stop Inventory project that was recently completed. Mr. Huneck explained that earlier this year, INDOT sent out a directive to all Indiana Metropolitan Planning Organizations (MPOs) to conduct an inventory of bus stops including an assessment of the accessibility of each stop for persons with disabilities. In our discussions with the Bloomington/Monroe County MPO, we asked to conduct this inventory on behalf of MPO. The MPO granted our request and provided funding for us to undertake this effort. Mr. Huneck, along with two (2) interns spent a good deal of time over the early spring and summer conducting the inventory and making accessibility assessments for over 500 stops in Bloomington Network for all routes. Mr. May thanked Zac, Jordan and Tonya for their hard work on this project. A power point presentation was used to present the findings. A summary of the findings and follow up actions are shown below:

- Approximately 54 percent of all bus stops were found to be good or excellent in terms of accessibility and connectivity.
- INDOT will review findings from all MPOs in 2020.
- No timeline or budget established by INDOT for action
- BPTC will coordinate sidewalk improvements with the City in effort to improve accessibility and connectivity at and near transit stops
- BPTC will identify available Federal and/or City funds that may be used to fund improvements to stop accessibility and connectivity
- BPTC may seek grant funding opportunities for improving accessibility

- BPTC will incorporate accessibility concerns into service changes that may result from Route Optimization Study

Next, Mr. Huneck presented a Title VI Plan Update. It was noted that every three (3) years the Federal Transit Administration (FTA) requires that we review and update our Title VI Program and Language Assistance Plan. Compliance with Title VI of the Civil Rights Act of 1964 requires transit systems to ensure they don't discriminate on the basis of race, color or national origin. The 2016 update expires November 30, 2019. Mr. Huneck discussed some of the primary accomplishments that have been made since the last Title VI Plan was prepared and submitted which included: translation feature on the BPTC website and training provide to drivers and customer service personnel on understanding a few key Chinese phrases and words. Mr. Huneck included several recommendations in the plan including a language translation telephone service, continued public and employee surveying to gauge need for translation efforts, and continued training of employees in the primary alternative language of Mandarin Chinese. Mr. Huneck noted that the updated plan needs approval by the Board and that Resolution 19-12 was included for consideration under New Business to approve the updated Title VI Program and Language Assistance Plan. Upon approval, we will submit it to the Federal Transit Administration for review and approval. A power point presentation was used by Mr. Huneck to present the update Title VI Plan.

The next item of business was a proposed revised Public Comment Process on Implementing Fare Increases and/or Major Service Reductions. Mr. Huneck explained that a condition of receiving Federal 5307 formula grants to use for operating assistance and capital projects, transit systems are required to have a Board-adopted process for receiving public comment on proposed fare increases and/or major service reductions. The current Board-adopted process has been in place since 1996. We have reviewed the process and would like to suggest a few changes to better clarify and define how to process should work. Copies of the current policy as well as changes were a part of the Board packet. After much discussion, this item was tabled for further discussion and clarification. Secretary McLary encouraged staff to incorporate a threshold that would cover the prospect of certain route segments or streets being eliminated and thus triggering the public comment process. Board member Hartman encouraged staff to keep the policy relatively simple and easy to interpret. Mr. May and Mr. Huneck will work together on this and bring a revised proposal to the board next month.

Up next, Mr. Huneck discussed the Public Engagement Plan for the Proposed Service Changes. This study recommended major reconfiguration of the fixed route network, the most significant changes proposed to routes in more than 20 years. Mr. Huneck noted that ample opportunity for public comment would be provided to ensure we capture as much public input as possible before the Board considers implementation of any of the changes. Mr. Huneck proposed a public input schedule as follows: eight (8) different dates/times in which the public could come and learn about the proposed changes as well as provide comments. Mr. Huneck outlined this scheduled and its intended outcome. A copy is included in your packet for review.

The schedule we envision for the implementation process is shown below:

Oct-Nov 2019	Public workshops and meetings
Jan 2020	Final Board decision on service changes
Feb-Aug 2020	Issue publicity and information to public on service changes

Aug 2020

Implement service changes

Mr. May presented information on the BT Access Vehicle Purchase Award. In the 2019 budget, we have a line item for the purchase of two (2) BT Access vehicles. These would be a 158" wheelbase cutaway with a seating configuration that consists of six (6) fixed seats, one (1) foldaway double seat, and two (2) wheelchair positions. They are 2019 Ford E450 chassis vehicles with an Elkhart Coach body. They include a 1,000 pound capacity Braun front curbside-mounted wheelchair lift, Altro flooring, deluxe driver's seat and a gasoline engine. Another feature on both vehicles will be a 7-camera surveillance system to record video and audio. These vehicles would replace two (2) 2014 raised roof vans in the BT Access fleet. Both vehicles are available through the State of Indiana QPA contract. Pricing for each vehicle is summarized as follows:

158" wheelbase vehicle	\$69,563.00
X 2 vehicles	\$139,126.00

Funding for the purchase will come from a Federal 5310 grant which will fund 73.06 percent of the total costs. BT would provide a match of 26.4 percent. The Indiana QPA vendor for these vehicles is Midwest Transit Equipment in Whitestown IN. Total purchase award for both vehicles to Midwest Transit Equipment shall be \$139,126.00. Delivery of the vehicles is expected in late 2019 or early 2020. Resolution 19-13 was included in the Board packet for consideration and approval.

Mr. Huneck presented the August operational statistics. He stated that August fixed route ridership decreased 19.4 percent compared to August 2018. Year-to-date fixed route ridership is down 6.9 percent. The reason for such a large decrease in August is that there were five (5) fewer IU school days in August 2019 compared to August 2018. Ridership over the first two weeks of the 2019 fall semester was up 10.2 percent compared to the first two weeks of the 2018 IU fall semester. The increase was due in large part to great numbers of student riders on the routes that primarily serve the IU campus including the 6 Limited where we augmented service to better handle increase occupancy at apartment complexes where IU students have been moved from residence halls.

BT Access ridership increased 4.52 percent in August compared to August 2018. Year-to-date BT Access ridership is up 9.0 percent. Included in your packet are monthly statistics and performance for fixed route and BT Access service.

Mr. May closed the meeting with a note on the Triennial Review that was just completed by the Federal Transit Administration (FTA). This is completed every 3 years for all transit systems. The FTA staff and contracted reviewers come in and review 22 different areas for federal compliance. Mr. May noted that we had an excellent review according to FTA with only two (2) very minor corrective actions. Those corrective actions were a lack of adequate documentation for preventative maintenance of the bus wash and a requirement to provide a minimum of 60 minutes of drug awareness training for safety-sensitive personnel. Our previously provided drug awareness training included alcohol awareness training and as such FTA deemed that we didn't do a full 60 minutes of drug awareness training. Both findings were

deemed very minor by FTA and overall a review with just two (2) minor findings is considered excellent by FTA.

MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the August Financial Report as included in the Board packet.

PUBLIC COMMENT – ACTION ITEMS

There was no public comment on action items.

NEW BUSINESS – ACTION ITEMS

Treasurer Cartwright made a motion to approve Resolution 19-12: a resolution approving the Bloomington Public Transportation Corporation's (BPTC) Title VI Program and Language Assistance Plan Update. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Board Member Hartman made a motion to approve Resolution 19-13; a resolution authorizing the award of purchase for two (2) BT Access paratransit vehicles from Midwest Transit Equipment under State Quantity Purchase Agreement (QPA) 15273. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Treasurer Cartwright made a motion to approve Resolution 19-14; a resolution adopting the final revised CY 2019 Program of Projects to be funded under 49 U.S.C. Section 5307, 5310 and 5339 and authorizing the BPTC Chair to file and execute grant assurance and the grant contract. The motion was seconded by Secretary McLary. The motion was approved unanimously.

OLD BUSINESS

Board Member McLary asked what the approach would be on the public hearings or comment process on possible microransit service. Mr. May stated that the grant has not been approved yet but pending approval of the grant, the plan would be to provide microtransit service to areas that may no longer have evening service past 7 or 8 p.m. on weeknights if the recommendations of the Route Optimization Study are implemented as proposed. Such service changes are subject to final review and approval by the Board following the public comment process.

MINUTES

The minutes for the August 17, 2019 meeting were presented for approval by Treasurer Cartwright and seconded by Secretary McLary. The minutes were approved unanimously.

CLAIMS

The claims for August 17, 2019 were presented for approval by Treasurer Cartwright and seconded by Secretary McLary. The claims were approved unanimously.

ADJOURNMENT

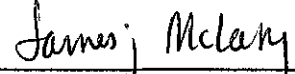
APPROVE:



Nancy Obermeyer, Chair
Board of Directors BPTC

10-15-19

ATTEST:



James J. McLary, Secretary
Board of Directors BPTC

10-15-19