

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION  
CORPORATION (BPTC) DECEMBER 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, and Secretary James McLary. Also present were Lewis May, General Manager, Christa Browning, Controller, Brenda Underwood, Director of Human Resources and Marketing, Zac Huneck, Planning and Special Projects Manager.

**PUBLIC HEARING**

Chair Obermeyer opened a public hearing to receive public comment on Ordinance 19-02; an ordinance amending salary and wage rates of appointed officers and employees of the Bloomington Public Transportation Corporation, Monroe County, Indiana for the year 2020. There was no comment from the public. Chair Obermeyer closed the public hearing accordingly.

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

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

**MESSAGES FROM BOARD MEMBERS**

There were no message from board members

**MESSAGES FROM THE MANAGER**

Mr. May started the meeting discussing the Proposed Service Changes – Public Comment Update. We held (6) public hearings and a number of informational tables in an effort to gather public comment on the proposed service changes. Around 80 – 100 people total attended the six public hearings. In addition, we've reached out to several areas that would be impacted by the proposed service changes including Broadview Neighborhood Association, Cambridge Square Apartments and Tulip Tree Apartments. Mr. Huneck, Planning and Special Projects Manager, has prepared a summary of the most substantive public comments and other pertinent information. A copy is included in your board packet. Staff is already considering adjustments to the proposed service changes and we anticipate bringing recommended adjustments to the Board at the January meeting.

Next, Mr. May presented the 2020 Salary Ordinance. We have advertised a public hearing on the proposed 2020 Salary Ordinance for officers and employees of the BPTC. There is no public present and no public comment. A copy of the proposed 2020 Salary Ordinance is included in your packet. We increased the maximum salaries and hourly wages for all employees by 2.5 percent for 2020 compared to 2019. One new provision included in the ordinance provides a

referral bonus program when a prospective candidate is referred by a qualifying employee and hired by BPTC. In such cases, an employee could earn \$1,000.00 for such a referral assuming certain conditions are met.

Up next, Mr. May provided introductory remarks regarding proposed amendments to BPTC Personnel Policies. Mr. May noted that in the Board packet is a revised Personnel Policy booklet with additions underlined and deletions struck through. Copies of the proposed changes were given to AFSCME leaders and the proposed changes are acceptable to them. Ms. Underwood, Human Resources/Marketing Manager, gave a quick summary of the changes and answered questions as needed. Ms. Underwood pointed out that most changes are minor in nature many of which were to provide consistency between the collective bargaining agreement and the Personnel Policies. There is one substantive amendment proposed to make the Grimes Lane facility a tobacco-free workplace. The proposed change would prohibit smoking, vaping, and use of any tobacco products anywhere on the Grimes Lane property except in employee's private vehicles. Ms. Underwood respectfully requested the Board to approve the proposed changes effective immediately. Resolution 19-20 is included in your packet for your consideration.

Moving forward, Mr. May presented a recommended contract award for the purchase and installation of a boiler and HVAC controls. About a year ago we replaced one boiler for our Grimes Lane facility. Replacement of the 2<sup>nd</sup> boiler and the HVAC controls is included in the 2019 budget. We enlisted the services of Sims-Durkin Associates as our architect and engineer to prepare specifications and plans for the project. An invitation for bid was advertised twice in the Herald Times and sent to seven (7) companies known to be capable of providing and installing boilers and controls. We received a single bid for the boiler from Harrell-Fish Inc. located in Bloomington. That bid is summarized as follows:

Base Bid: Boiler and basic controls	\$121,000
Alternate #2: Upgrade controls	\$ 21,400
TOTAL	\$142,400

Budget for the project is \$175,000, so we came well within budget. Our architect/engineer has reviewed the bid and determined that the total cost of the \$142,400 is fair and reasonable based on his analysis and estimates. Resolution 19-21 is included under New Business and proposes to award the contract to Harrell-Fish, Inc. in the amount of \$142,400.

Next, Mr. May proposed the DoubleMap Upgrade Award. Our current bus tracker and voice annunciator system on fixed route buses has been in place a little more than six (6) years. DoubleMap has been the supplier of the system. The original cost of the equipment in 2012 was \$426,283. Our annual support agreement with DoubleMap which covers data plans for all buses and the provision of technical support has been \$25,000.00 annually with no increase over the six year period.

Mr. May noted that as with any technology, we've had some ups and downs with it during the six-year period. We have been quite pleased with the functionality of the bus tracker and its consistent performance with very little downtime. This is DoubleMap's strength and we rate them very highly for this product. This new technology has been very popular among the great majority of our customers who have come to rely heavily on this amenity to determine where their bus is. Our primary issue have been with the ability to consistently govern the volume of

voice annunciators to prevent them from being turned down below audible levels; inconsistent functionality of the wayside outdoor electronic signs at Downtown Transit Center; and having a well-functioning report generator for on-time performance data.

Given the age of the existing equipment, it's time to upgrade the technology to better address the primary issues. DoubleMap has provided us with assurances, warranties, and a refundable program if we're not satisfied with the upgrade going forward. As such, we recommend upgrading DoubleMap based on the following terms:

- Replace the mobile data terminals and LED digital signs in 41 buses at the cost of \$98,964.
- Full refund of the cost of this equipment and wayside electronic signs if we're not satisfied in any respect within six months following completion of the installation.
- Manufacturer's warranty of one-year for all new equipment including mobile data terminals and LED signs.
- No change in price for the annual support agreement.

This is a sole source purchase that we would use Federal funding for. As such, a cost analysis has been conducted to ensure that the cost is equal to or better than has been priced with other transit systems. Resolution 19-22 is included under New Business for your consideration.

Mr. May presented the proposed award for the purchase of two (2) battery electric buses, charging stations and installation services, and training of staff. In the 2019 budget we have funding for the purchase of two (2) battery electric buses and charging stations. After much research and several discussions with electric bus manufacturers such as Gillig, Proterra, and New Flyer we have decided to purchase off of an existing State contract so as to avoid a lengthy and costly procurement process conducted in-house. All three (3) manufacturers have recommended the use of a State of Virginia contract. As a precaution, we contacted the Federal Transit Administration (FTA) relative to the use of the State of Virginia contract. FTA has done a brief review of the Virginia procurement and contract and has raised several points that will require some additional research. At this time, Mr. May would like to take the next few weeks to continue researching the procurement issues that FTA has brought up. If those issues can be addressed within that time, Mr. May requested authority from the Board to proceed with award of the purchase with Gillig for the two (2) battery electric buses, charging stations and installation services, and staff training. Mr. May noted staff's primary reasons for selecting Gillig for the award is that our current bus fleet is Gillig and many of the components of our current bus fleet are similar or exactly the same as would be on the Gillig electric buses. Thus our maintenance staff already has much familiarity with Gillig bus components and systems and would not have to learn a different vehicle by a different manufacturer. Moreover, Mr. May noted that the powertrain for the electric buses is manufactured by Cummins who is a proven world leader in the manufacture of vehicle powertrains. Mr. May noted that Resolution 19-23 which is included under New Business for your consideration. The resolution would authorize the BPTC General Manager to execute and issue a purchase order with Gillig LLC for two (2) battery electric buses, two (2) charging stations and installation services, and staff training in an amount up to \$2 million not later than December 31, 2019.

Mr. May presented the Triennial Review Final Report. FTA has issued the final report on our Triennial Review that was completed in September 2019. The review focused on regulatory compliance in 21 different areas. Only two very minor deficiencies were identified in the review including a need to provide at least 60 minutes of training to safety-sensitive employees on the effects and consequences of prohibited drug use. We've done a total of 60 minutes of such training but have included alcohol use along with drug use. FTA found that to be deficient because the inclusion of alcohol use would mean that we didn't devote a full 60 minutes to prohibited drug use. The other finding was in maintenance where we did not have adequate records for preventative maintenance inspections for the bus wash system. A copy of the report is included in your packet. These are very minor findings. We have until February 20, 2020 to submit corrective actions to address the findings. We have already completed the drug awareness training for safety-sensitive employees hired in the past two years. Further, our maintenance department has put in place measures to ensure preventative maintenance inspections are documented on a semi-annual basis for the bus wash system. We'll report these corrective actions by February 20, 2020 to FTA.

Lastly, Mr. May proposed a Vending Proceeds Resolution. 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. Historically, BPTC has used commissions from these vending machines to fund employee functions such as holiday parties and other employee functions and activities. Brenda Underwood, HR/Marketing Manager, manages the vending machine fund. Resolution 19-24 is included in your packet for consideration to authorize continued use of the vending machine funds for employee events and activities in 2020.

Next, Mr. Huneck presented the November operational statistics. He stated that November fixed route ridership increased 7.6 percent compared to November 2018. Year-to-date fixed route ridership is down 1.0 percent compared to the same period last year. BT Access ridership was down 10.01 percent compared to November 2018. Year-to-date BT Access ridership is up 6.47 percent compared to the same period last year. Included in your packet are monthly statistics and performance for fixed route and BT Access service.

Ms. Underwood, updated the board on Stuff-A-Bus 2019. The bus was delivered to the Salvation Army on December 17<sup>th</sup>. It took 2 ½ hours to unload the bus with over 5700 items on board. This was a record high. The bus was stuffed so full that the only room left on the bus was for the driver. The Salvation Army was able to help over 900 children and were able to open up to another 80-100 families after our delivery. Mr. May acknowledged and thanked Brenda and her assistant for their hard work on this project.

### **MESSAGES FROM THE CONTROLLER**

Controller Browning noted on the agenda for the Board's consideration is Resolution 19-17; a resolution authorizing the transfer of funds between budget categories for the calendar year 2019 budget. Mr. May noted that in this budget transfer there are the funds to replace an older SUV that was recently sold at auction that is used for driver reliefs and supervisory activities. If the board is okay we will replace this SUV which is projected to cost about \$35,000.00. We would use all local funds for the SUV purchase. Mr. May wanted to make the purchase known since it taking place with funds transferred from another account.

Controller Browning noted on the agenda for the Board's consideration and approval is Resolution 19-18; a resolution declaring as scrap and surplus the following attached list and directing the BPTC Controller to dispose of such items in accordance with BPTC Procurement Policies.

Controller Browning noted on the agenda for the Board's consideration is Resolution 19-19; a resolution changing the authorized signatory on the Bloomington Public Transportation Corporation's (BPTC) Money Market account.

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

### **PUBLIC COMMENT – ACTION ITEMS**

There was no public comment on action items.

### **NEW BUSINESS – ACTION ITEMS**

Secretary McLary moved to introduce and approve Ordinance 19-02 amending salary and wage rates of appointed officers and employees of the Bloomington Public Transportation Corporation, Monroe County, Indiana for the year 2020. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Treasurer Cartwright moved to approve Resolution 19-17, a resolution authorizing the transfer of funds between budget categories for the calendar year 2019 budget. The motion was seconded by Vice Chairman McDaniel. The motion was approved unanimously.

Vice Chairman McDaniel moved to approve Resolution 19-18, a resolution declaring as scrap and surplus the following attached list and directing the BPTC Controller to dispose of such items in accordance with BPTC Procurement Policies. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Vice Chairman McDaniel moved to approve Resolution 19-19, a resolution changing the authorized signatory on the Bloomington Public Transportation Corporation's (BPTC) Money Market account. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Vice Chairman McDaniel moved to approve Resolution 19-20, a resolution approving revisions to the BPTC Personnel Policies and Employee Handbook effective immediately. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Treasurer Cartwright moved to approve Resolution 19-21, a resolution awarding a contract to Harrell-Fish Inc. for the provision and installation of a replacement boiler. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Vice Chairman McDaniel moved to approve Resolution 19-22, a resolution awarding a purchase order to DoubleMap for an upgrade of the bus tracker and voice annunciator system. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Secretary McLary moved to approve Resolution 19-23, a resolution authorizing the BPTC General Manager to execute and issue a purchase order for the purchase from Gillig LLC of two (2) battery electric 35-foot buses, charging stations, installation of charging stations, and staff training, in a total amount up to \$2.0 million not later than December 31, 2019. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Treasurer Cartwright moved to approve Resolution 19-24, a resolution authorizing the use of revenues from vending machines in BPTC building for BPTC employee functions in 2020. The motion was seconded by Vice Chairman McDaniel. The motion was approved unanimously.

### OLD BUSINESS

There was no Old Business.

### MINUTES

The minutes for the November 19, 2019 meeting were presented for approval by Vice Chairman McDaniel and seconded by Treasurer Cartwright. The minutes were approved unanimously.

### CLAIMS

The claims for December 17, 2019 were presented for approval by Vice Chairman McDaniel and seconded by Treasurer Cartwright. The claims were approved unanimously.


### ADJOURNMENT

APPROVE:

  
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Nancy Obermeyer, Chair  
Board of Directors BPTC

01-21-20

ATTEST:

  
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James J. McLary, Secretary  
Board of Directors BPTC

01-21-20