

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION
CORPORATION (BPTC) MAY 19, 2020, 5:30 P.M.
MINUTES**

Chair Obermeyer convened the regular meeting of the Board of Directors of the Bloomington Public Transportation Corporation. The meeting was held electronically using a Zoom meeting accessed at:

<https://us02web.zoom.us/j/89923050577?pwd=bzdPMkRwekQxTWYzM2kyOFdjdGJGdz09>

Meeting ID: 899 2305 0577

Password: 013506

The Zoom meeting was also accessible at the following phone numbers:

(301) 715-8592

(312) 626-6799

ROLL CALL

Board Members and staff present: Chair Nancy Obermeyer, Vice Chairman Kent McDaniel, Treasurer Alex Cartwright, Marilyn Hartman 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 and Eli McCormick, Customer Service Manager.

Members of the public attending included: David Askins.

PUBLIC HEARING

Chair Obermeyer opened a public hearing to receive public comment on the 2020 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

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

MESSAGES FROM BOARD MEMBERS

Secretary McLary announced that he was reappointed to a 2-year term on the board by Mayor John Hamilton. Board Member Hartman announced that she is reappointed for a 1-year term. She noted that she may not seek any additional appointments as her future plans will likely take her out of the country for a considerable amount of time. Treasurer Cartwright and Chair

Obermeyer noted they have both submitted their application for reappointment. Vice Chair McDaniel noted that he was reappointed for a term that goes beyond 2020.

MESSAGES FROM THE MANAGER

Mr. May began the meeting with a Proposed Program of Projects. Each year we prepare and submit our annual list of projects to be included in the Program of Projects (POP) that is funded with Federal 5307 formula funds apportioned to BPTC. We have (4) projects proposed for funding:

Grimes Lane Facility Maintenance – we are routinely including major repair and replacement of key facility elements. Included in the 2020 budget is an item to replace the roof of the operations and maintenance facility. We've budgeted a total of \$363,250 for 2020 and the great majority of that, if not all, will be for the replacement of the facility roof.

Automatic Passenger Counting Technology – this technology is a planning tool that gives us the ability to do on/off counts of ridership by route, day, time and stop. We would like to retrofit the fixed route fleet with this technology. The budget for the project is \$200,000.

Tire/Engine and Transmission Rebuilds and Hybrid Battery Replacement – this is a 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. We have budgeted a total of \$204,725 for this project.

Each of the three capital projects listed above are capitalized at 80% of the cost of those projects by the federal 5307 grant and Bloomington Transit would match it at 20%.

Operating Assistance – We are proposing a total Federal 5307 funding of \$2,341,970. We will match it at the rate of 50 percent with our own local funds. 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.

Our annual 5307 apportionment for 2020 is \$2,771,377. In addition to the 2020 apportionment, we have some carryover Section 5307 funds from previous years in the amount of \$664,767. As part of the POP development process, we have solicited feedback from private sector transportation providers, human service organizations, and the public prior to finalizing the POP. No comments were received from private sector transportation providers, human service organizations or the public. A public hearing has been advertised and was held at the start of today's Board meeting to give the public an opportunity to comment before the Board takes any final action on the proposed POP. Once the POP is adopted by the Board, the project budget will be incorporated into our Federal grant application. A copy of the proposed POP was shown on a PowerPoint slide that was presented using Zoom and as is shown on the following page.

Capital Projects	Federal 5307	Local	Total
Grimes Lane Facility Maintenance	\$290,600	\$72,650	\$363,250
Automatic Passenger Counting Technology	\$160,000	\$40,000	\$200,000
Engine/Transmission Rebuilds, Hybrid Energy Units and Tires	\$163,780	\$40,945	\$204,725
Subtotal Capital	\$614,380	\$153,595	\$767,975
Operating Projects			
Operating Assistance	\$2,341,970	\$2,341,970	\$4,683,940
Total Capital & Operating Projects	\$2,956,970	\$2,495,565	\$5,451,915

Treasurer Cartwright questioned the possibility of not having the funding to match due to the effects of the pandemic. Secretary McLary asked if we would be putting APCs on all the fixed route buses. He voiced concern of having enough reserves in the next few years and questioned if we could only do ½ of the buses this year. Mr. May explained that we have about \$7 million in reserve funding. He also explained that in order to use federal 5307 funding we have to match it with local funds. Mr. May noted that we have sufficient funding to install the technology in all fixed route buses. Mr. May noted that Resolution 20-07 is included in the Board packet for consideration.

Next, Mr. May discussed the Proposed Reopening Plan. On May 14, 2020 Monroe County Health Department issued an updated public health order which began relaxing some of the restrictions of earlier orders. We've been operating an enhanced Saturday schedule since early April. Ridership in April was down about 90 percent compared to April 2019.

Being an essential public service we propose to incrementally reopen service and facilities in a cautious and prudent manner to safeguard employee and public health. Effective June 1, 2020, we propose to resume a regular summer break schedule with two exceptions as follows:

- Fixed route service would end at 9:35 p.m. rather than the normal 11:35 p.m. Currently fixed route service is ending at 6:35 p.m. under the Saturday schedule.
- There are no in-person IU classes happening this summer. As such, service on Routes 6 and 9 are proposed to be reduced to a single bus on each route operating 80 and 40 minute frequencies respectively. There would be no 6 Limited or 9 Limited service operating. There would be no service on Route 7.

Mr. May went on to describe other elements of the proposed reopening plan as follows:

- BT Access service would operate with first pickups at 6:00 a.m. and last drop offs at 9:45 p.m., Monday through Friday. Saturday service would begin with first pickups at 7:30 a.m. and last drop offs at 7:30 p.m. Sunday service would begin with first pickups at 9:30 a.m. and last drop-offs at 7:30 p.m.

- Both fixed route and BT Access service are proposed to operate fare-free during June 2020 with rear door boarding and alighting and the center aisle of the bus taped off about 10 feet behind the driver. BT Access service would be scheduled to minimize the number of people traveling together whenever possible.

Treasurer Cartwright asked if the IU contract will end June 30 and what are our plans for renewal. Mr. May explained that at this time IU does not know yet how many students will return for the fall semester and what their plan for the fall semester is but anticipates knowing hopefully in the next month. We have submitted our proposal to IU and have talked about incorporating some flexibility until IU responds with further direction.

Mr. May continued discussing other elements of the proposed reopening plan. The Downtown Transit Center is proposed to reopen under the following provisions:

- Ticket window would be open only for information and Miller Transportation ticket sales. A limited number of persons at a time would be allowed in line for the ticket window. The line would be roped off and social distancing would be required. A single southern door would be open with all other public doors locked to the outside.
- The indoor passenger waiting area and public restrooms would be closed to the public. Portable public restrooms would continue to be provided outdoors as they have for the past 2 months.

The Grimes Lane facility is proposed to reopen under the following provisions:

- Receptionist desk open for normal business with limited number of persons allowed in line with appropriate social distancing.
- A Plexiglas shield would be installed on the reception countertop to help safeguard the receptionist.

Treasurer Cartwright questioned if we would resume in person board meetings with the reopening of the facility. Mr. May stated that he anticipates another public order to be announced and that decisions regarding face to face board meeting would be made after re-evaluating local conditions.

Mr. May continued the discussion regarding the reopening plan. Employee safety would be safeguarded and protected through the continuation of the following measures:

- All fixed route and BT Access vehicles would continue to be disinfected on a nightly basis using special equipment.
- Fixed route and BT Access drivers whenever possible, would be provided a clean bus to begin their afternoon shifts rather than just assuming operation of the morning driver's bus.

- Personal protective equipment would continue to be provided as supplies are available including face masks, gloves, hand sanitizer and disinfecting wipes.
- Maintenance staff is currently evaluating the possibility of designing and installing a sneeze shield inside of buses to further protect drivers.
- The traveling public will be strongly encouraged to wear face masks while using BPTC services. Signs have been posted at the Downtown Transit Center encouraging the use of face masks.
- Employees who are sick or exhibiting symptoms of COVID-19 would be required to stay home and encouraged to contact their doctor or medical professional for evaluation and possible testing.
- Employees can continue to use paid time and unpaid time off within normal limitations.
- Sick bank time can be used by employees when sick subject to normal requirements.
- Attendance policies would return to normal.
- Hazard pay would be provided for front-line bargaining unit employees who would be paid at time and a half for hours worked. Given the reduced schedules, full time employees would work approximately 25-27 hours weekly and part-time employees would be paid at time and a half.

Phase 2 of the reopening plan envisions the restoration and resumption of regular service as well as the full opening of the Downtown Transit Center. Date for implementation of Phase 2 would be determined at a later date based on review of public health orders, driver availability, and the pace of reopening other local government services.

Mr. May followed back up with the concern of Secretary McLary regarding whether there is enough ridership in the evening to justify the provision of fixed route services. With only 2/3 of the bus open to passengers we have had to add additional service on some routes in order to keep up with demand. He also pointed out that we can track the riders and make adjustments as needed in Phase 2

Secretary McLary also questioned if we are pursuing micro-transit for evening. Mr. May stated that we did not get the Innovative Mobility Grant as hoped but that we have been in contact with Uber and Lyft. We will continue to explore these options primarily with an eye toward using it in the event of a full service suspension due to the pandemic and possibly as a substitute for microtransit service if evening service is curtailed as part of any future service changes.

Mr. May noted that a motion to approve the Draft Reopening Plan is included for your consideration and action under New Business.

Lastly, Mr. May presented the operational statistics. He stated that April fixed route ridership was down 90.3 percent compared to April 2019. Year-to-date fixed route ridership is down 29.4 percent compared to the same period last year.

BT Access ridership was down 89 percent in April compared to April 2019. Year-to-date BT Access ridership is down 35 percent compared to the same period in 2019.

Included in your packet are monthly statistics and performance for fixed route and BT Access service.

MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the April Financial Report as included in the Board Packet.

PUBLIC COMMENT – ACTION ITEMS

Dave Askins asked if we have the exact amount of the Cares Act Grant and if we have the money in hand and what are the restrictions. He also stated that with the Proposed Reopening he would like to encourage the board to continue the use of Zoom to encourage more members of the public to attend meetings.

Mr. May explained that we have \$7.8 million dollars in Cares Act funding and that our understanding is this money can be drawn down with no expiration. He also explained that we will use State PMTF funding first because it typically cannot be carried over.

Mr. Askins acknowledged and thanked the board for answering his questions.

NEW BUSINESS – ACTION ITEMS

Treasurer Cartwright moved to approve Resolution 20-07, a resolution adopting the final CY 2020 Program of Projects to be funded under 49 U.S.C. section 5307 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.

Vice Chair McDaniel moved to approve the Reopening Plan – Phase 1. The motion was seconded by Secretary McLary. The motion was approved unanimously.

OLD BUSINESS

There was no old business.

MINUTES

The minutes for the April 21, 2020 meeting were presented for approval by Treasurer Cartwright and seconded by Secretary McLary. The minutes were approved unanimously.

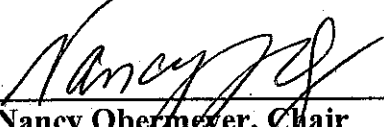
CLAIMS

The claims for May 19, 2020 were presented for approval by Treasurer Cartwright and seconded by Secretary McLary. The claims were approved unanimously.

ADJOURNMENT

APPROVE:

ATTEST:



Nancy Obermeyer, Chair
Board of Directors BPTC 6-16-20



James J. McLary, Secretary
Board of Directors BPTC 6-16-20