

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION  
CORPORATION (BPTC) JUNE 16, 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:

<http://us02web.zoom.us/j/82276356233?pwd=NmpOT0tBMGp4aVMzWWMwV2EzUHFpQT09>

Meeting ID: 822 6735 6233  
Password: 826351

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

(646) 558-8656  
(312) 626-6799

Meeting ID: 822 6735 6233  
Password: 826351

**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**

There was no comment from the public.

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

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

**MESSAGES FROM BOARD MEMBERS**

Secretary McLary stated that he, Zac and Eli attended a conference call with the Council of Community Accessibility. They are putting together an RFI for applying for a grant to help fund a WAV (wheelchair accessible vehicle) to a provider in a taxi-like service. The grant

would be for 3 years. It doesn't seem there is much interest among the private sector for operating the vehicle. The problem being the ongoing cost of operating a WAV vehicle, not the capital cost.

### **MESSAGES FROM THE MANAGER**

Mr. May began the meeting with a couple of action items. The first to be discussed was the HFI Facility Maintenance Contract. Harrell-Fish, Inc. (HFI) is contracted to conduct preventative maintenance at our Downtown Transit Center. The base contract extended through June 30, 2019 and we have three (3) one-year options that we can exercise at our sole discretion.

Preventative maintenance tasks that the contractor, HFI, performs includes the following:

- HVAC preventative maintenance
- Fire Alarm and fire suppression system preventative maintenance
- Fire extinguishers maintenance
- Interior and exterior lighting replacement as needed
- Emergency exit lighting semi-annual preventative maintenance
- Backflow preventer semi-annual preventative maintenance
- Floor drain preventative maintenance
- Irrigation system preventative maintenance
- Roof, gutters, downspouts, and lighting arrestor preventative maintenance
- Doors, preventative maintenance
- Bike locker and bike racks preventative maintenance
- Passenger bench seating preventative maintenance
- Bollards preventative maintenance
- Accessible restrooms facilities preventative maintenance
- Programmable LED building lighting preventative maintenance

Staff recommends that we exercise the second one-year option with HFI at the price of \$17,500.00. Resolution 20-08 is included in your packet for consideration under New Business.

Board member Hartman asked for clarity on the contract and wanted to know if the contract was fixed no matter what kind of maintenance they do. Mr. May explained that it is a fixed cost of \$17,500 annually to perform all the various preventative maintenance tasks. Mr. May added that Federal requirements are that we perform preventative maintenance on all Federally-funded facilities. We use HFI at the downtown transit center and Siemens at the Grimes Lane facility to perform these functions. This contract is just for maintenance and does not include any material or supplies needed to do repairs.

Next, Mr. May gave a Reopening Update. On June 1, 2020, we ramped up service from a reduced spring break schedule to a summer break schedule and opened the ticket window at the Downtown Transit Center. While ridership is still down significantly (about 65%), Mr. May noted that ridership is slowly improving.

Key elements of the earlier reopening included the following:

- Fixed route service extended to 9:30 p.m. (service previously was ending at about 6:30 p.m.)
- Service on Routes 6 and 9 reduced to a single bus on each route operating 80 and 40 minute frequencies respectively. No 6 Limited or 9 Limited service are operating. These reductions were due to IU holding no in-person classes on campus this summer.
- BT Access service operating with first pickups at 6:00 a.m. and last drop offs at 9:45 p.m., Monday – Friday. Saturday service begins with first pickups at 7:30 a.m. and last drop offs at 7:30 p.m. Sunday service begins 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 operating fare-free with rear door boarding and alighting and the center aisle of the bus taped off about 10 feet behind the driver. About 30 percent of the bus capacity is lost as a result.
- The Downtown Transit Center ticket window is open for information and Miller Transportation ticket sales, Monday through Friday. A limited number of persons at a time are allowed in line for the ticket window. The southern entrance is open with all other public doors locked to the outside. The indoor passenger waiting area and public restrooms is closed to the public. Portable public restrooms continue to be provided outdoors as they have for the past few months.
- The Grimes Lane facility is closed to the public until such time that we can provide Plexiglas shielding at the receptionist desk. Such shielding is on order and expected to be delivered/installed soon.
- With reduced service hours on both fixed route and BT Access, bargaining unit employees continue to receive hazard pay at time and a half and weekly hours for most bargaining unit employees are about 27. With time and half it gives them the equivalent of about 40 hours weekly.
- Most administrative and management employees are working remotely from home.

Treasurer Cartwright asked if there any IU campus bus routes currently running. Mr. May stated they are running a couple buses per day.

Board member Hartman asked if we are continuing to run fare-free. Mr. May explained that yes we are continuing to operate fare-free on fixed route and BT Access to limit contact between the drivers and the passengers. He also stated that we are still paying drivers hazard pay. Full-time drivers are working about 25-27 hours per week but getting time and a half thus making their weekly hours roughly equivalent to what they normally would make. It was explained that hazard pay is currently coming out of the regular budget but it was noted that we received \$7.8 million dollars from the Federal CARES Act and the hazard pay could come from that as.

Several board members expressed that they would like to see hazard pay continued for the time being.

Average weekday ridership has been increasing since we hit the low point in April. The table below illustrates average weekday ridership since the pandemic began in earnest in late March

<b>MONTH</b>	<b>2020 Average Weekday Ridership</b>	<b>2019 Average Weekday Ridership</b>
January	12,487	12,183
February	16,922	14,740
March (thru spring break)	10,736	9,618
March (post spring break)	1,503	14,746
April	1,266	14,081
May	1,399	5,651
June (first 9 weekdays)	1,814	5,205

At this time, staff recommends that we continue current service levels, fare –free service, and current operations relative to public access to the Downtown Transit Center. We would re-evaluate local conditions in mid-July and make a recommendation to the Board regarding any possible changes at the July 21 Board Meeting. Under New Business, there is an action for the Board to concur with the staff recommendation that we maintain current service levels and current operations relative to public access to the Downtown Transit Center.

Lastly, Mr. Huneck presented the operational statistics. He stated that May fixed route ridership was down 74 percent compared to May 2019 due to the continuing COVID-19 pandemic. Year-to-date fixed route ridership is down 34 percent compared to the same period last year.

BT Access ridership was down 84 percent in May compared to May 2019. Year-to-date BT Access ridership is down 45 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 May Financial Report as included in the Board Packet. Controller Browning stated that we would begin the 2019 audit soon. The board thanked Christa for her hard work and dedication. They know the audit will go well as it always does.

### **PUBLIC COMMENT – ACTION ITEMS**

There was no comment from the public.

### NEW BUSINESS – ACTION ITEMS

Treasurer Cartwright moved to approve Resolution 20-08, a resolution approving the exercise of an option for a one-year contract option with Harrell-Fish, Inc. to conduct facility preventative maintenance and technical support for the Downtown Transit Center. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Secretary McLary made a motion to maintain current COVID-19 service levels, fare-free service, operations, provision of hazard pay for bargaining unit employees, public access to the Downtown Transit Center and Grimes Lane, and remote working by administrative and management employees pending further re-evaluation on July 21, 2020. The motion was seconded by Vice Chair McDaniel. The motion was approved unanimously.

### OLD BUSINESS

There was no old business.

### MINUTES

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

### CLAIMS

The claims for June 16, 2020 were presented for approval by Secretary McLary and seconded by Treasurer Cartwright. The claims were approved unanimously.

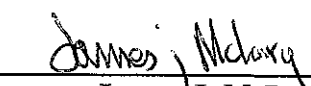
### ADJOURNMENT

**APPROVE:**

  
\_\_\_\_\_  
Nancy Obermeyer, Chair  
Board of Directors BPTC

7-21-20

**ATTEST:**

  
\_\_\_\_\_  
James J. McLary, Secretary  
Board of Directors BPTC

7-21-20