

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) JULY 21, 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/81296226625?pwd=V2pyU113ZIN4Q0F5cGpVMkwzdUN4Zz09>

Meeting ID: 812 9622 6625

Password: 670918

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

(646) 558-8656

(301) 715-8592

Meeting ID: 812 9622 6625

Password: 670918

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, Greg Jacobs and Ken Fisher.

PUBLIC HEARING

Chairman Obermeyer opened a public hearing to receive public comment on proposed Ordinance 20-01: to authorize execution of a 1-year contract option with Bloomington Public Transportation Corporation and RATP Dev for transportation management services. 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 was no comment from board members.

MESSAGES FROM THE MANAGER

Mr. May began the meeting with a COVID-19 update. We have had our first employee test positive for COVID-19. We completed contract tracing per the directions of the Monroe County Health Department and no additional employees needed to be quarantined. We have taken additional steps to clean and disinfect the employee's work area and equipment he used.

Our current operations as affected by COVID-19 are as follows:

- Fare-free service with rear door boarding
- Summer break schedule with service ending at 9:30 p.m. with reduced service on IU campus routes 6 and 9
- BT Access service operating 6 a.m. to 9:45 p.m. weekdays
- Downtown Transit Center ticket window open with passenger waiting area and restrooms closed to the public
- Grimes Lane facility closed to public
- Bargaining unit employees receiving premium pay at 1.5 times pay rate and their weekly hours have been reduced to about 27 for full-time employees and less for part-time employees.
- Designated administrative/management employees working remotely

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

MONTH	2020 Average Weekday Ridership	2019 Average Weekday Ridership
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	1,913	5,051
July (thru July 15)	2,028	4,895

With the start of the IU fall semester which begins on August 24 and students returning to Bloomington we can anticipate that ridership will increase greatly. We were told by IU, that classes will be spread out more during the day in the fall classes beginning as early as 7:30 a.m. and going until about 11 p.m. at night. Currently, our services end at about 9:30 p.m. on weeknights with last buses leaving downtown at 9:10 p.m. In order to provide mobility to

students with the adjusted schedules staff is recommending we resume normal service hours beginning August 24.

The following is a summary of our recommendations related to COVID-19 and service levels and operations:

- Resume normal service hours and levels effective August 24. This includes service operating to about 11:30 p.m. on most routes on weeknights.
- Continue operating both fixed route and BT Access service fare-free for the near term and re-evaluate on a monthly basis as local conditions change relative to the pandemic.
- Resume front-door boarding on fixed route buses effective August 24 to allow use of the entire bus for capacity purposes and to speed boarding and alighting.
- Continue the closure of the Downtown Transit Center indoor passenger waiting area and restrooms to the public. Re-evaluate on a monthly basis as local conditions change relative to the pandemic.
- Continue with the closure of the Grimes Lane facility to the public. Re-evaluate on a monthly basis as local conditions change relative to the pandemic.
- Continue remote working for designated administrative and management employees. Re-evaluate on a monthly basis as local conditions change relative to the pandemic.
- Resume normal pay levels for bargaining unit employees effective August 23 (the pay period for the fall run bid normally begins on the Sunday before the fall semester). Thus hazard pay at 1.5 times normal pay rates would end August 23. Normal working hours would resume effective August 23 with most full-time employees working 37-40 hours weekly and part-time employees varying according to their availability.

Mr. May noted that with the extra ridership and having the second door opened up will speed boarding and alighting thus reducing dwell time of buses. There is some extra risk to the driver but with fare-free riding they will not be lingering beside the driver as they pay fares. Moreover, we are currently adding plexi-glass shields around the drivers on the fixed route and the BT Access buses.

Treasurer Cartwright asked how the drivers will be able to make sure people entering the rear of the bus are wearing masks. Mr. May explained that the county now has an ordinance in place requiring people to wear facemasks. If someone enters the bus not wearing a mask our plan of enforcement is as follows:

- Drivers will be expected to tell passengers without a mask to wear one.
- Drivers will direct passengers without a mask to take a reusable cloth mask that will be offered to passengers on each bus in a container placed in the passenger seating area.

- If a passenger still refuses to wear a mask, they will be allowed to ride with no further questions asked or conflict.
- Drivers will be advised to avoid argument and conflict with passengers on this issue.

We expect there will be riders who still refuse to wear a mask in spite of the efforts.

Secretary McLary questioned the possibility of the drivers wearing face shields as added protection to themselves. Board member Hartman questioned if this would make it difficult for the driver to see the road. Mr. May said that we would research more and look into this suggestion. He also stated that the plexi-glass barrier may accomplish the same thing.

Secretary McLary asked what we will do if/or when a driver test positive for COVID-19. How do we handle the tracing the number of people the driver came in contact with while infected. Mr. May explained that we are using the CDC guidelines for contact tracing. In a current case of an employee testing positive we had to trace back any employee who came in contact with the infected employee within 6 feet or less for a duration of 15 minutes or more within the last two weeks. This employee stated to us he did not meet this criteria with any other employee or customer. This was confirmed with his manager. A memo was issued letting all employees know and guidance on how to access testing was provided to employees. In a situation with the public we would likely put out a press release on what route the affected employee worked.

Under New Business, an action item is included for Board consideration to approve all of the above staff recommendations.

Next Mr. May presented an Uber Technologies Agreement. With the surge of COVID cases both locally and nationally we want to be as prepared as possible for the worst case scenario if many of our employees became infected with the virus and it affected our ability to provide service to the community.

The basics of the proposed agreement with Uber are as follows:

In the event that BT service had to be shut down due to insufficient healthy employees, BT would subsidize vouchers for the public to use Uber service.

- Uber service could be used Monday through Saturday, from 7 a.m. to 7 p.m. for trips whose origin and destination are inside Bloomington.
- BT would pay the first \$15.00 of the trip fare. Any cost above \$15.00 would be paid by the customer using Uber.
- A not-to-exceed ceiling of \$250,000 would be imposed on the agreement with Uber. Uber would provide a detailed billing of the trips provided on a monthly basis.
- BT would advertise the Uber voucher code to the public who would then use the code when booking a trip in the Uber app.

- Uber will work with BPTC to market the program out to riders in the event of a service shut down. Uber is open to emailing riders who use the service within Bloomington city limits, adding in-app notifications, and other collaborative marketing efforts such as press releases, social media posts, etc.
- Any customers in a wheelchair or other mobility device, would contact BT directly using a publicized phone number and BT would provide service to those persons likely using a BT Access vehicle. BT would keep a dispatcher and a few drivers on duty during these same days and hours that the Uber service would be available. This service would be free to users in such mobility devices.
- The final agreement with Uber would be subject to BT receiving a waiver from the Federal Transit Administration under the CARES Act provisions relative to competitive procurement requirements and drug/alcohol testing requirements.

Mr. May stated that he and Greg Jacobs from Uber are available for questions.

Treasurer Cartwright asked what will happen to the money paid above the \$15.00 voucher. Does it get returned to the transit? Mr. May stated that any fee above and beyond is paid to Uber directly for their services.

Secretary McLary asked if this contract could be altered if necessary to include evenings if we decided we wanted to use them additionally. Mr. May stated that yes this contract could be a foundation for using Uber for other types of service provision.

Treasurer Cartwright voiced concern about anyone getting into an Uber with close contact and the liability it might bring the transit. Mr. May stated that legal counsel has signed off on the contract. It is Uber's responsibility for anything that happens to the passenger while they are in Uber vehicles. Greg Jacobs from Uber also explained some extra measures Uber is taking to ensure the safety of their drivers and passengers. Examples of those are requiring the driver to wear a mask and a check-in system before each trip to assure a mask is on. Also, limiting the number of people allowed in the Uber at one time. No one is allowed to sit up front with the driver. Another measure mentioned is that Uber is not allowing trip share ride pick-ups. Mr. Jacobs explained that they have about a dozen other transits/companies using their services at this time to help relieve the stress of the pandemic. He voiced that they have the same concerns of safety and that their goals align with ours and they want to help any way that they can.

Board member Hartman asked if Uber has coverage and will provide proof of insurance that would cover Bloomington Transit if there was an accident. Mr. Jacobs explained that all drivers are required to carry a specific amount of insurance and undergo a background check. Uber carries a \$1 million dollar policy as well. Board member Hartman also stated that she would like to know what the contract says regarding cancelling the contract. Mr. May pointed that there is a Termination for Convenience clause in the contract.

Under New Business, Resolution 20-09 is included for consideration.

Next, Mr. May presented an Addendum to Interlocal Cooperation with Indiana University. IU doesn't have any experience with pandemics to adequately gauge how many students will actually show up for classes in the fall especially with the surge of new cases being reported locally and nationally. IU should have a better understanding of their position in September at which point we can negotiate the amount of student transportation fee revenue that will be provided to Bloomington Transit. We have reached an agreement on an Addendum to the current Interlocal Cooperation Agreement that would serve as an interim agreement for July and August. The following is a summary of the substantive points in the Addendum:

- Student contract revenue proposed for July through August 23 is \$61,120. This number is reduced to about 40 percent of what we normally would charge given that students are not here for the summer and that we are only operating about 40 percent of normal service levels on campus.
- Bus wash, cleaning and fueling revenue for the entire school year is proposed at \$92,330 which is based on the number of bus pullouts IU expects to have during the school year. This is down about 1 percent compared to the previous school year.
- Faculty/Staff would continue to ride at \$0.75 per ride assuming we resume fare collection at some point. Revenue ceiling would be \$127,500.
- We've given IU cost options for us to operate 2 additional buses on the 6 Limited route to better serve The Avenues complex (previously known as Smallwood) which they have rented out entirely.
- Once IU has final numbers on student enrollment, the parties agree to negotiate in good faith on student transportation revenue for the period August 24, 2020 through June 30, 2021. IU would compensate us at the existing levels (\$86,000/month) from the 2019-2020 agreement for student transportation revenue until such time that a new agreement and revenue amounts are negotiated. IU would give us 35 days advance notice if they plan to reduce our student revenue. The reason for 35 days advance notice is that we have to give 30 day notice to the public before we can reduce service. We've communicated that such a substantive reduction in student revenue would likely result in a service reduction on campus routes we operate.

Resolution 20-10 is included under New Business for consideration.

Next, Mr. May presented the Preliminary 2021 Budget. We anticipate presenting the 2021 budget to City Council on August 19, 2020. This is a change of date from our normal meeting due to expectations of lengthy deliberations on the police budget. We want to get input and guidance from the Board to help us refine the 2021 budget. We will present a final draft at the August 11 Board meeting.

The primary factors driving the expense side of the 2021 budget include the following:

Budget Class	Approved	Proposed	Percent Change
I – Personnel	\$6,008,467	\$6,184,885	2.94
II – Materials & Supplies	\$1,637,394	\$1,416,816	-13.47
III- Services	\$1,511,414	\$1,701,728	12.59
IV- Capital	\$4,817,975	\$5,016,114	4.11
Total	\$13,975,250	\$14,319,543	2.46

Class 1 – Personnel

- Budget Predicted on 1.5% Revenue Hour Increase based on proposed service changes
- Wage Increase of 1.5 – 2.5 percent
- Health Insurance – 11.26 percent increase

Total Personnel Expenses - +2.94%

This is assuming that we would be implementing the proposed service changes in January 2021. Staff realizes the board has made no final decision yet but staff has to use something to base the budget on. Also noted, is that insurance can be a very volatile line item thus reflecting the 11.26 increase which will allow us a hedge against the possibility of higher cost.

Class II – Materials & Supplies Highlights

- Fuel/Oil
 Diesel \$1.60/gallon (down from \$2.43/gallon)
 \$175,000 Savings in fuel costs in 2021 vs 2020

Total Materials & Supplies -13.47%

Class III – Services Highlights

- Placeholder of \$250,000 for provision of microtransit service
- Placeholder of \$100,000 for assessment of electrical infrastructure for battery electric bus charging

Total Services +12.59%

It was noted that we see the use of microtransit providing late weeknight service in selected areas where fixed route service productivity is low.

Class IV – Capital Highlights

- 3 Electric Buses and Charging Stations \$3.12 million
- Fare Collection Equipment Replacement \$1.50 million
- Tires/Engine & Transmission Rebuilds \$212,914

Total Capital +4.11%

This is presuming that we will be successful in acquiring a competitive federal grant to make these bus purchases. We do have an outstanding grant with the FDA that we submitted earlier this year.

We successfully acquired another competitive grant in the amount of \$1.12 million dollars for Fare Collections Equipment Replacement. Our existing fare collection equipment is from the 1990's and early 2000's and parts are becoming more challenging to acquire.

Revenue Assumptions

Revenue	2020	2021	Percent Change
Property Tax	\$1,356,945	\$1,411,809	4.04
Financial Institution Tax	\$11,870	\$12,344	3.99
License Excise Tax	\$61,290	\$62,754	2.39
Local Option Income Tax	\$512,037	\$512,037	0.00
Commercial Vehicle Excise Tax	\$3,666	\$4,098	\$11.78
Passenger Fares (non-IU student)	\$630,000	\$400,000	(36.51)
Advertising Sales	\$130,000	\$100,000	(23.08)
State PMTF	\$2,549,423	\$2,168,586	(14.94)
Federal 5307 – Operating and Capital	\$2,956,350	\$271,931	(90.80)
Federal 5339	\$3,200,000	\$3,621,960	13.19
Federal IMI (microtransit)	\$133,600	\$0	(100)
Federal CARES Act	0	\$4,590,468	100
Transfer from Operating Reserves	\$899,845	\$0	(100)
IU Contract Revenue	\$1,240,087	\$953,456	(23.11)
IU Reimbursements	\$140,137	\$95,100	(32.14)
Miscellaneous	\$150,000	\$115,000	(23.33)
Total	\$13,975,250	\$14,319,543	2.46

It was noted that many of these numbers are based on assumptions since we don't yet have good numbers from funding sources such as IU. Advertising is expected to decrease based on expected lower interest in advertising due to impacts on the economy from the pandemic. Lastly, we are purposing to use about \$4.6 million dollars of the Federal CARES Act funding to balance the 2021 budget.

We are not proposing to use FTA 5307 operating assistance funds in the 2021 budget. That would have the effect of giving us a carryover balance of about \$2.3 million in 5307 funds that could be used in future budgets.

A copy of the preliminary budget is included in your packet. We would appreciate the boards input and direction. We are not seeking action on the budget tonight. We will refine the budget and bring a proposed final budget at the August 11 meeting.

Both Mr. May and the board expressed gratitude to Controller Browning for her hard work on the preliminary 2021 budget.

Lastly, Mr. May presented the Transportation Management Contract Extension. He stated that he currently works for RATP Dev Inc. as part of a transportation management contract. The current 3-year contract expired September 30, 2019 and the Board exercised an option last year for a 1-year extension that goes until September 30, 2020. There is a remaining mutual option available to the parties to extend the contract for another 1-year term that would take it through September 30, 2021. The current cost of the contract is \$14,650/month. If you opt to exercise the option for additional year that cost would increase 1.2 percent to \$14,825/month.

With permission of the board, Mr. May stated he would like to continue to serve BPTC for another year. With the current situation of the pandemic and the unfinished work of implementation of proposed service changes he very much desires to help the system recover and return to normal as soon as possible.

Secretary McLary asked Chair Obermeyer to consider putting together a committee to look at going beyond the one-year contract extension and come to a decision to stay with contract management or go in-house. Chair Obermeyer agreed.

Mr. May noted that Ken Fischer, Director of Quality and Standards of RATP Dev is present if there are any questions. Mr. Fischer expressed that RATP Dev is interested in continuing in management contracts going forward and would be interested in rebidding the contract with Bloomington at the end of this term. He also expressed thanks to Mr. May for doing a great job during these difficult times. Mr. Fischer noted that Mr. May has brought in new concepts of service with Uber, managing the budget and going after competitive grants.

Next, Mr. Huneck presented the operational statistics. He stated that June fixed route ridership was down 57.9 percent compared to June 2019 due to the continuing COVID-19 pandemic. Year-to-date fixed route ridership is down 35.65 percent compared to the same period last year. BT Access ridership was down 64 percent in June compared to May 2019. Year-to-date BT Access ridership is down 48.3 percent compared to the same period in 2019. Included in your packet are monthly statistics and performance for fixed route and BT Access service.

Mr. Huneck gave an update of the Mobile Pass pilot program that we have tested for the last year. We were able to use this program for 9 months until the pandemic hit and we had to go fare free. During that 9 months we did see a steady increase in riders and users. We sold just under 15,000 passes at a 10% commission rate that we paid to Token Transit. We have sent out an RFP earlier last month with proposal due July 23. We had a good amount of interest from

vendors. Staff would like to ask the board for up to 2 board members to participate on a committee to evaluate the RFP once they are received. Secretary McLary and Treasurer Cartwright expressed interest in participating on this committee.

MESSAGES FROM THE CONTROLLER

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

PUBLIC COMMENT – ACTION ITEMS

There was no comment from the public.

NEW BUSINESS – ACTION ITEMS

Treasurer Cartwright made a motion to resume normal service levels, continue fare-free service, resume front-door boarding, continue the closure of passenger waiting area and public restrooms to the public, continue the closure of Grimes Lane facility to the public, continue remote working for designated administrative and management employees, and resume normal pay levels for bargaining unit employees, all effective August 23, 2020. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Board Member Hartman moved to amend and approve Resolution 20-09. The amendment she proposed was to simply have the Board Chair consult with the BPTC Chair prior to execution of the agreement with Uber. The amended motion was seconded by Treasurer Cartwright. Vice Chair McDaniel voted No on the resolution, and Chair Nancy Obermeyer abstained. The motion was approved on the amended resolution and passed 3-1-1.

Board Member Hartman moved to approve Resolution 20-10, a resolution approving an addendum to the Interlocal Cooperation Agreement between the BPTC and IU. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Treasurer Cartwright made a motion to approve Ordinance 20-01, an ordinance to authorize execution of a 1-year contract option with RATP Dev USA, Inc. for the provision of transportation management services. The motion was seconded by Secretary McLary. The motion was approved unanimously.

OLD BUSINESS

There was no old business.

MINUTES

The minutes for the June 16, 2020 meeting were presented for approval by Board Member Hartman and seconded by Treasurer Cartwright. The minutes were approved unanimously.

CLAIMS

The claims for July 21, 2020 were presented for approval by Board Member Hartman and seconded by Treasurer Cartwright. The claims were approved unanimously.

ADJOURNMENT

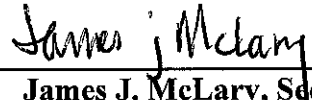
APPROVE:



Nancy Obermeyer, Chair
Board of Directors BPTC

8-11-20

ATTEST:



James J. McLary, Secretary
Board of Directors BPTC

8-11-20