

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) AUGUST 11, 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/84895825598?PWD=ENBKU9GZHFELC1SDZWY0RGNETCQT09>

Meeting ID: 848 9582 5598

Password: 855458

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

(312) 626-6799

(646) 558-8656

Meeting ID: 848 9582 5598

Password: 855458

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, and Zac Huneck, Planning and Special Projects Manager.

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 noted that the July minutes stated that a committee would be formed to look at what direction the Board wishes to go with respect to a manager succession plan. President Obermeyer agreed and said she would work on setting it up before the next meeting.

MESSAGES FROM THE MANAGER

Mr. May began the meeting with a COVID-19 update. We had a driver test positive for COVID-19. We understand he is doing well and recovering quickly.

With the start of the local and state mask order, we distributed more than 5,000 reusable cloth masks on buses. We exhausted our entire supply in less than a week and have ordered more. Mask compliance by riders has improved greatly, however, there are still a few riders who aren't complying. Zac Huneck obtained a few hundred masks through the local mask drive and these were distributed from the ticket window at the downtown transit. 3,000 additional masks are on order. Once we begin boarding customers through the front doors again, we'll have drivers distributed masks to those without as they board buses.

As discussed and approved by the Board in July, our plans are as follows starting August 24, 2020 with respect to steps we are taking to deal with the COVID-19 pandemic.

- Resume normal service hours and levels effective August 24. This includes service operating beyond 9 p.m. on weeknights.
- Continue operating both fixed route and BT Access service fare-free 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.
- Continue the closure of 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 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, 2020 (the pay period for the fall run bid normally begins on the Sunday before the start of the fall semester). Thus hazard pay would no longer be paid starting August 23, 2020.

Mr. May noted that he had a Zoom meeting with several other Indiana transit systems last week. Bloomington Transit is the only one from that group to still run fare-free. The others have resumed front door entry and fare collection.

Average weekday ridership has been increasing since we hit the low point in April. The table on the following page illustrates average weekday ridership since the pandemic began in earnest in late March as Mr. May touched on highlights from the table. In recent weeks, we are running about 40% of average weekday ridership for this time of year in July and early August.

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	1,990	4,779

Next, Mr. May presented the Proposed 2021 Budget. A few changes have been made since the proposed budget presented last month. They are as follows:

- A capital project for improvement of two (2) important bus stops has been added in the total amount of \$186,250. We received an INDOT 5310 grant to fund 80 percent of the cost of this project. The two (2) bus tops we propose to improve are Walnut Street Pike at College Square Apartments and Pete Ellis Drive across from the Cambridge Square Apartments. The latter bus stop improvement would be subject to moving forward with the proposed service changes on Pete Ellis Drive.
- Property tax revenues were increased slightly by \$2,128 and is based on latest data provided to us by DLGF.
- State PMTF revenues were increased by \$43,371 and is based on the latest data provided to us by INDOT. The decrease in State PMTF revenue is now budgeted at 13.24 percent.
- IU contract revenue is now showing as flat compared to 2019. Rather than project a major decrease in this revenue line, we are keeping it flat pending final notification from IU which hopefully will come in September.
- Federal operating and capital revenue has been adjusted downward by \$145,880 as this is primarily CARES Act funding and 5307 capital funding. The CARES Act funding serves as the balancing mechanism for the 2021 budget.

Overall, the preliminary 2021 budget is \$14,505,793 for an increase of 3.8 percent in 2021 compared to 2020.

Noted was that in past years we typically balance the budget with reserves but this year we will balance using CARES Act funding. The Federal Government is asking that the Transit systems to use their funding from the CARES Act sooner than later so therefore we are trying to comply. Mr. May presented a summary table of the revised budget and revenue assumptions as shown on the following page.

Budget Class	2020 Approved	2021 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	\$5,202,364	7.98
Total	\$13,975,250	\$14,505,793	3.80

Revenue Assumptions for FY 2021 budget

Revenue	2020	2021	Percent Change
Property Tax	\$1,356,945	\$1,413,937	4.20
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	\$2,211,957	(13.24)
Federal – Operating and Capital	\$6,289,950	\$8,338,479	32.57
Transfer from Operating Reserves	\$899,845	\$0	(100)
IU Contract Revenue	\$1,240,087	\$1,240,087	0.00
IU Reimbursements	\$140,137	\$95,100	(32.14)
Miscellaneous	\$150,000	\$115,000	(23.33)
Total	\$13,975,250	\$14,505,793	3.80

Under New Business, Mr. May noted there is an action item for the Board to consider approval of the proposed 2021 budget as revised.

Next, Mr. Huneck gave an update on Planning and Special Projects. We were successful in winning \$149,000 Federal 5310 grant from INDOT to improve bus stops. The (2) important ones noted include Walnut Street Pike at the College Square Apartments and on Pete Ellis Drive across from the Cambridge Square Apartments. The Walnut Street Pike bus stop is a difficult stop for bus drivers as it is one of the only stops where we drive into the parking lot and have to back up to turn around. The new stop would be on Walnut Street Pike instead and would eliminate the issue of buses backing up and turning around in the parking lot. The College Square Apartment new bus stop would include a crosswalk to the other side of the road where the stop would be. We've consulted with the City on this bus stop who have assisted in design ideas.

As you are aware, we did a full inventory of bus stops last year. Mayor Hamilton has proposed a local economic stimulus project that would include \$250,000 to improve about 25-50 bus stops in the City where things such as landing pads, sidewalk connections, benches and pedestrian improvements may be needed. About \$400,000 in local sidewalk improvements are also proposed. Assuming this is approved by the City Council, the City would consolidate the bus stop improvements with the sidewalk improvements and handle the design and construction in close collaboration with us.

We were approached by the Easter Seals Project where they are seeking a National Science Foundation grant with the purpose of investigating issues and barriers to local transportation options with focus on transportation to jobs and affordable housing. The first round of funding would be up to \$50,000 for research efforts. The second round would be up to a million dollars per project and could include service demonstrations and sustainability plans once any demonstration project concludes. We are one of 3 cities that Easter Seals is partnering with for this project.

Due to major construction, W. 17th Street remains closed between Crescent and Lindberg. Until W. 17th reopens we cannot make the route alignment change for Route 2 W. 11th St. as approved earlier this year. The City says the construction is likely to continue through September. The route alignment change would involve providing new service on W. 17th Street while maintaining service in the Crestmont neighborhood area. We are getting the word out to riders regarding the changes and or delays.

We have been awarded a competitive Federal 5339 Grant for \$3.2 million dollars for the purchase of 4 battery electric buses and charging stations. We will be looking at our electrical infrastructure to determine what changes and upgrades will likely be needed to accommodate the charging of these 4 buses plus possibly more in the future. We anticipate that significant infrastructure upgrades will be necessary to transition to charging a larger number of battery electric buses. This grant will take our current number of planned electric buses from two to six. The first bus on order is scheduled to go on the assembly line in mid to late November with the second to follow in January. This could be delayed due to COVID-19 and associated impacts to the supply chain. Mr. May noted that it was just announced today that \$464 million dollars was awarded nationally, including 96 projects across 49 states. There were only 2 grants awarded in Indiana with Bloomington Transit receiving the largest at \$3.2 million dollars. Mr. May gave special thanks to Zac Huneck for his hard work in preparing and submitting the grant application.

Lastly, Mr. Huneck presented the operational statistics. He stated that July fixed route ridership was down 56 percent compared to July 2019 due to the continuing COVID-19 pandemic. Year-to-date fixed route ridership is down 37 percent compared to the same period last year. BT Access ridership was down 61 percent in July compared to July 2019. Year-to-date BT Access ridership is down 50 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. Cartwright questioned as to why the road calls were up in June on the Safety and Performance side. Mr. May noted he will check with our maintenance manager to determine the reasons.

MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the July 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 approve the proposed 2021 Budget. The motion was seconded by Secretary McLary. The motion was approved unanimously.

OLD BUSINESS

There was no old business.

MINUTES

The minutes for the July 21, 2020 meeting were presented for approval by Vice Chair McDaniel and seconded by Treasurer Cartwright. The minutes were approved unanimously.

CLAIMS

The claims for August 11, 2020 were presented for approval by Vice Chair McDaniel and seconded by Treasurer Cartwright. The claims were approved unanimously.

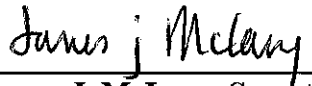
ADJOURNMENT

APPROVE:



Nancy Obermeyer, Chair
Board of Directors BPTC 9-15-20

ATTEST:



James J. McLary, Secretary
Board of Directors BPTC 9-15-20