

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION
CORPORATION (BPTC) OCTOBER 20, 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/84076783413?pwd=R0l1Mms0TTJCcFIJT0NnaUVLR0xBdz09>

Meeting ID: 840 7678 3413

Password: 241463

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

(301) 715-8592

(312) 626-6799

Meeting ID: 880 7678 3413

Password: 241463

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.

Present from the public: Randy Paul

PETITIONS AND COMMUNICATIONS ON NON-ACTION ITEMS

Chair Obermeyer opened a public hearing to receive public comment on proposed Ordinance 20-02, 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.

MESSAGES FROM BOARD MEMBERS

Vice Chair McDaniel and Chair Obermeyer informed the board that they had met with Mayor Hamilton concerning a replacement for General Manager, Lew May as he transitions toward retirement. The mayor was supportive. The general thought is that we can look for a management company and a direct hire manager at the same time. It was noted that both avenues have their plus and minuses. This will be discussed in more detail with the committee.

MESSAGES FROM THE MANAGER

Mr. May began the meeting with a COVID-19 update. We have now given out about 16,000 reusable and disposable masks on buses. Mask compliance by riders has improved greatly, however, there are still a few riders who aren't complying.

The average weekday ridership per month since the pandemic began is shown in the table below. In September, we carried about 23 percent of what we carried in September 2019. The decline in September was due to the IU student attending classes mainly online.

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
August	2,630	8,213
September	3,627	17,028

With respect to COVID-19 related actions, staff recommends the following actions between now and the November 17, 2020 board meeting:

- 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.
- 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. The only exception to this would be on November 3rd, 2020. This facility will serve as a polling site as it has in the past years.
- Continue remote working for designated administrative and management employees. Re-evaluate on a monthly basis as local conditions change relative to the pandemic.

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~~He~~ was asked if we have had any reports of riders on the bus having COVID. Mr. May stated that none that he is aware of at this time.

Secretary McLary asked if we have any idea how many people would be paying fares of the number of people currently riding, if we were collecting fares at this time. Mr. May stated that we continue to operate fare-free and thus don't have data on the numbers of student riders, etc. Mr. May estimated that the number of student riders is likely much lower this year since most students are doing online classes. He also noted that in past years we typically collect about \$600,000 in passenger fares which we have not be collected since mid-March 2020.

Board Member Hartman asked how it currently working out with the office staff working from home. Mr. May explained that different staff members are in the office as needed and that the current situation with employees sometimes working at home is adequate.

Under New Business, an action item is included for approval by the Board of the above staff recommendations with respect to COVID-19 actions.

Next, Mr. May explained that in July, the board approved an addendum to the 2019-2020 Interlocal Corporation Agreement with Indiana University that extended the agreement through August 23, 2020 to give us additional time to see how student enrollment and transit ridership would play out at the start of the fall semester.

We've talked further with IU about the matter and have reached a tentative agreement on the methodology for calculated student contract revenue. The winter break this year will be about 2.5 months as supposed to the traditional 3 week winter break. The break will start November 23 and continue through February 7. Normally, the break would start December 21 and continue through January 10. Given the length of the extended break, we will not be operating nearly as much service on our campus-oriented routes 6, 7, and 9. Our plan is to operate a single bus on each of those routes on weekdays and a single bus on Route 6 and 9 on weekends. This should be adequate to handle the expected low ridership while at the same time providing ample opportunity for social distancing. Mr. May also noted that service on the same campus routes will be less during the first 3 weeks of November.

We've tentatively agreed that effective August 24, 2020, student contract revenue shall be determined by calculating the actual revenue hours operated by BT on Routes 6, 7 and 9 and comparing them to the normal scheduled revenue hours identified in monthly worksheet prepared and submitted to the University by BT. Mr. May projects that over the period August 24, 2020 through February 7, 2021, we will operate about 65-75 percent of the normal scheduled revenue hours. BT would invoice the University on a monthly basis for the percentage of normal scheduled revenue hours actually operated on Routes 6, 7, and 9 for each month. The amount to be billed each month shall be calculated by multiplying the percentage of normal scheduled revenue hours operated on Routes 6, 7, and 9 by \$87,720 (which is a 2 percent increase over last year's monthly amount of \$86,000).

In December or early 2021 we will meet again with IU to discuss the 2nd half of the school year and how student contract revenue will be determined.

Mr. McLary asked how many revenue hours the \$86,000 is based on. Mr. May stated that we run about 32,000 revenue hours for the 3 campus-oriented routes, 6, 7 and 9. Mr. May estimated that we will run about 65-75 percent of the normal scheduled revenue hours. A rough estimate of \$60,000 was discussed as the actual number will not be known until we know exactly how many hours we run during that time. Controller Browning noted we are under budget for 2020 and as a result should be fine the rest of this year. She also noted that we have started drawing down the CARES Act money.

Under new business, Resolution 20-11 is included for your consideration.

Next, Mr. May discussed the Mechanic Shift Differential Change. Last month we discussed the need to add a Shift Differential due to the vacancy of (2) mechanic positions for 19 and 14 months. After much discussion with the new union officers it is recommended that we add a shift differential of \$2.00/hour to any mechanic working 2nd and 3rd shifts. Total cost is expected to be \$12,000.00 or less annually. The change would be effective with the November payroll.

Under New Business we have Ordinance 20-02 included for your approval.

Next, Mr. May discussed Scrap and Surplus. Recently, one of our maintenance pickup trucks was involved in an accident that resulted in serious damage to the truck. Our insurance company has reviewed the vehicle and declared it to be totaled. It is a 2017 Ford pickup and it had 22,623 miles on it. We paid \$39,206 for the vehicle and the insurance company has agreed to pay us \$37,010. Before releasing the vehicle to the insurance company we need the Board to declare the vehicle as scrap and surplus.

Resolution 20-12 is included to declare vehicle #514 as scrap and surplus authorizing us to dispose of it in exchange for the insurance proceeds.

Next, Mr. Huneck updated the board on the September Operation Statistics. He stated that the September fixed route ridership was down 76.8 percent compared to September 2019 due to the continuing COVID-19 pandemic. Year-to-date fixed route ridership is down 46.9 percent compared to the same period last year.

BT Access ridership was down 53.9 percent in September compared to September 2019. Year-to-date BT Access ridership is down 51.4 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 September Financial Report as included in the Board Packet. It was also noted that we had our annual audit of the State Board of Accounts

including the Federal portion of the 2019 audit. There were no audit findings or comments. We will receive the official report in a couple of months.

PUBLIC COMMENT – ACTION ITEMS

There was no comment from the public.

NEW BUSINESS – ACTION ITEMS

Treasurer Cartwright made a motion to continue operating fixed route and BT Access service fare-free through November 17, 2020; continue closure to the public of the indoor passenger waiting area of the Downtown Transit Center and the Grimes Lane facility (with the exception of Election Day); and continue remote working for designated administrative and management employees. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Vice Chair McDaniel made a motion to approve Resolution 20-11; a resolution approving and Addendum #2 to the Interlocal Cooperation Agreement between BPTC and Indiana University. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Secretary McLary made a motion to approve Ordinance 20-02; 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. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Treasurer Cartwright made a motion to approve Resolution 20-12; a resolution declaring pickup truck #514 as scrap and surplus and authorizing the BPTC General Manager to dispose of such in exchange for proceeds paid by the auto liability insurer to BPTC. The motion was seconded by Secretary McLary. The motion was approved unanimously.

OLD BUSINESS

There was no comment on Old Business.

MINUTES

The minutes for the September 15, 2020 meeting were presented for approval by Secretary McLary and seconded by Treasurer Cartwright. The minutes were approved unanimously.

CLAIMS

The claims for October 20, 2020 were presented for approval by Treasurer Cartwright and seconded by Secretary McLary. The claims were approved unanimously.

ADJOURNMENT

APPROVE:

ATTEST:



11-17-20
**Nancy Obermeyer, Chair
Board of Directors BPTC**



11-17-20
**James J. McLary, Secretary
Board of Directors BPTC**