

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) NOVEMBER 17, 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/88574718958?pwd=OUJGTWd0b3V1b21uMXFsL3dmMksrUT09>

Meeting ID: 855 7471 8958
Password: 606083

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

(312) 626-6799

Meeting ID: 885 7471 8958
Password: 606083

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, Eli McCormick Customer Service Manager/BT Access Manager and Mike Clark, Operations Manager.

Present from the public: Jeff Kanable, Trinitas Venture

PETITIONS AND COMMUNICATIONS ON NON-ACTION ITEMS

There was no public comment.

MESSAGES FROM BOARD MEMBERS

Vice Chairman McDaniel announced that he and Mr. May attended the MPO Zoom meeting last week.

MESSAGES FROM THE MANAGER

Mr. May began the meeting with the Chandler Glen Service Agreement. He noted that Jeff Kanable of Trinitas Ventures, the developer of the Chandler Glen project was also present via

Zoom. Mr. Kanable gave an overview of the development. This development will be located on W. 17th Street near Crescent Drive and will include several hundred units. One of the conditions in the City Council's approval of the development was that the development contract with BPTC to provide general public bus service from the development to the IU Campus. A new general public fixed route would be created. Service would be operated 7 days a week, 360 days a year. The number of service hours and cost by day of week is shown in the table below:

Service Days	Daily Service Hours	Number of Days	Total Service Hours	Hourly Cost	Cost
Monday – Friday	15.3333	257	3,940.66	\$75.32	\$296,810.51
Saturday	8.0000	52	416.00	\$75.32	\$31,333.12
Sunday	8.0000	51	408.00	\$75.32	\$30,730.56
Total		360	4,764.66	\$75.32	\$358,874.19

Resolution 20-12 is included under New Business for consideration.

Next Mr. May discussed the Advertising Contract Renewal. Mesmerize Transit, formerly doing business as Clean Zone Marketing. Our contract ends December 31, 2020 and has one (1) remaining one-year option we can exercise for renewal. As shown in the chart below Mesmerize Transit has done a great job increasing our advertising revenue since they began selling as of May 2016. The annual minimum guaranteed revenue under the renewal year would increase from \$57,500 in 2020 to \$66,500 in 2021. The commission rate of 50% will remain unchanged.

Year	Revenue
2020	\$175,672
2019	\$130,259
2018	\$114,009
2017	\$80,744
2016	\$55,839
2015	\$31,003
2014	\$25,488
2013	\$34,003
2012	\$45,748
2011	\$29,892

Mr. McLary asked how the pandemic was affecting the sales at this point. Mr. May stated that we would see based on how long it continued but as of now sales don't seem to be affected.

Resolution 20-13 is included under New Business for consideration.

Mr. May proposed an Agency Safety Plan. He explained that in the last few years the Federal Transit Administration (FTA) has been given Federal authority over public transportation safety. They are requiring that transit agencies receiving 5307 Federal funding to prepare an Agency Safety Plan using a prescribed template provided by FTA. Mike Clark, BPTC Operations Manager, has prepared our Agency Safety Plan and has done a fantastic job.

Background relative to the Agency Safety Plans includes the following:

- Purpose of the plan is to strengthen safety of public transportation
- The plan requirement was mandated by MAP-21 and FAST Act which are Federal reauthorization legislation
- The plan requirement is applicable to FTA 5307 funding recipients
- Due date for the plan has been extended to December 31, 2020

The primary elements of the plan include the following:

- Develop annual performance targets that are realistic, measurable and data driven
- Develop and implement a Safety Management System that includes a safety management policy, a process for managing safety risk, and process for safety assurance, and a process for promoting safety within the organization.
- Designate a Chief Safety Officer within the organization
- Certification of the Agency Safety Plan by the Chief Executive (General Manager)
- Approval of the Agency Safety Plan by the Board of Directors
- Annual review and update of the Agency Safety Plan

Within the draft Agency Safety Plan we've prepared, safety performance targets that are identified in which BPTC will pursue in the interest of continuous improvement. A summary of those targets is shown in the table on the following page.

Mode of Transit Service	Fatalities (Total)	Fatalities (per 1 million VRM)	Injuries (Total)	Injuries (per 1 million VRM)	Safety Events (Total)	Safety Events (per 1 million VRM)	System Reliability (VRM/Failure)
Fixed Route	0	0	2	2.00	11	11.00	10,000
	Fatalities (Total)	Fatalities (per 200,000 VRM)	Injuries (Total)	Injuries (per 200,000 VRM)	Safety Events (Total)	Safety Events (per 200,000 VRM)	System Reliability (VRM/Failure)
Demand Response	0	0	1	1.30	1	1.30	60,000

Treasurer Cartwright asked if there are consequences for not meeting the Safety Plan target. Mr. May explained that there aren't consequences but further evaluation would be needed as to why the target wasn't meet and perhaps revisions to future targets would be in order. It was also explained that if this Plan isn't prepared by the due date we would not be eligible for future 5307 funding.

Mr. McLary expressed a desire for having targets that are attainable. He noted there seemed to be a discrepancy in one of the definitions dealing with what a "safety event" is. Mr. May said that our understanding is that a "safety event" is the same as defined for a "safety event" in the National Transit Database (NTD) which is where we report such data to FTA on an annual basis. During the discussion on this matter, Mr. Huneck located the NTD definition which included several thresholds that had to be met to identify it as a "safety event." Mr. McLary pointed out that the definition included in definitions within our Agency Safety Plan did not include those NTD thresholds. Mr. May suggested that the Board could postpone action on the Agency Safety Plan until the next meeting in December to provide time to clarify exactly what the definition is. Vice Chair McDaniel expressed his willingness to go forward with approval of the plan at tonight's meeting and that staff could simply make a change to this definition and any data contained within the plan if a change was warranted by clarification.

Next item on the agenda, Mr. May provided the Board an update on the COVID-19 pandemic and its continuing impacts on BPTC. Mr. May noted that we have now given out about 20,000 reusable and disposable masks on buses. Mask compliance by riders has improved greatly, however, there are still a few riders who aren't complying.

Mr. May noted that the average weekday ridership per month since the pandemic began is shown in the table shown on the following page. Mr. May noted that in October 2020 we carried about 21 percent of the ridership we carried in October 2019 as the pandemic continues to have major impacts on fixed route ridership given that IU students are primarily taking classes online rather than in-person.

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
October	3,562	16,672

With respect to COVID-19 related actions, staff recommends the following actions between now and the December 15, 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.

Board Member Hartman stated that the governor put a new state order in place this past week and she wants to make sure that we are meeting the requirements. It was discussed that Monroe County has stricter guidelines than the state order and that we are meeting these requirements. Mr. May explained that we are using the guidelines from the Monroe County Health Department. He also went over a number of safety precautions put into place during the pandemic. Those include Plexiglas shields to protect drivers, free masks to the public, personal protective equipment provided to employees such as masks, hand sanitizer, cleaning wipes, closing of the downtown transit center to the public, office employees working remotely, removal of tables and chairs from the break area, fare-free service on fixed route and BT Access services, and reduction in service hours.

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. Huneck gave an update on Token Transit. We had about 9 months of a pilot program with Token Transit as our mobile bus pass contractor. The biggest complaint was the accessibility issues for those visually impaired. We received 4 proposals and narrowed it down to 2 companies, Token Transit and Genfare. Token has been very responsive to the update needed to address the accessibility issues. They updated their program in about a month. Genfare has still not issued an update. The committee decided that given how responsive Token Transit was to our concerns that it is best to go with Token Transit as our mobile pass contractor. We will be contracting with them at a commission rate of 8% which is 2% less than our pilot program. This contract will be for 1 year with options for 5 years at the same commission rate. The contract will start once the fare-free riding is lifted. Both Jim McLary and Alex Cartwright served on the evaluation committee and agree this was our best choice. Mr. May stated that board approval is not needed and that this item is informational only.

Lastly, Mr. May turned the discussion over to Brenda Underwood, Human Resources and Marketing Manager. Ms. Underwood gave an overview of the planned event for Stuff-A-Bus 2020. Ms. Underwood noted that this is the 21st anniversary of our Stuff-A-Bus event. Last year was the biggest and best event in terms of donations and we're looking to make 2020 even better. The Salvation Army is our charitable partner who distributes the donations to needy families and children here in Monroe County. We are partnering with WBWB (FM 96.7) and WHCC (FM 105.1). These two sister stations are owned by Artistic Media and based here in Bloomington.

Ms. Underwood noted that due to the pandemic we will make a few changes this year. We will reduce our hours to 11 am to 7 p m, we will limit volunteers from the community, we will have a bin outside the bus so no one can enter the bus and we have established contact free shopping if preferred. We have a registry with Amazon that will ship directly to BPTC and shoppers can order from Wonder Lab and we will pick up all donations from that location. We are also excited that we will be using drivers to help us man the bus this year. This will not only help us but will help them fill hours during this difficult time. The drivers are excited to help with this cause.

We will be collecting for 8 days from December 3 -- December 13. The schedule is as follows:

Date	Location	Time
December 3	TARGET	11:00 am – 7:00 pm
December 4	TJ MAXX/PETSMART	11:00 am – 7:00 pm
December 5	SAM'S CLUB	11:00 am – 7:00 pm
December 6	KOHL'S	11:00 am – 7:00 pm
December 10	TJ MAXX	11:00 am – 7:00 pm
December 11	CHANDLER FUNERAL HOME	11:00 am – 7:00 pm
December 12	TARGET	11:00 am – 7:00 pm
December 13	RURAL KING	11:00 am – 7:00 pm

Next, Mr. Huneck updated the board on the October Operation Statistics. He stated that the October fixed route ridership was down 78 percent compared to October 2019 due to the continuing COVID-19 pandemic. Year-to-date fixed route ridership is down 51.8 percent compared to the same period last year.

BT Access ridership was down 56.7 percent in October compared to October 2019. Year-to-date BT Access ridership is down 52 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 October Financial Report as included in the Board Packet.

PUBLIC COMMENT – ACTION ITEMS

There was no comment from the public.

NEW BUSINESS – ACTION ITEMS

Vice Chair McDaniel made a motion to approve Resolution 20-12; a resolution approving an agreement between BPTC and IN-IUB 17 Holdings LLC for the provision of general public transit service. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Board Member Hartman made a motion to approve Resolution 20-13; a resolution authorizing the exercise of a one-year option for extension of the contract between BPTC and Mesmerize, formerly doing business as Clean Zone Marketing, for the provision of exterior and interior bus advertising sales and service. The motion was seconded by Treasurer Cartwright. The motion was approved unanimously.

Vice Chair McDaniel made a motion to approve Resolution 20-14; a resolution adopting the Public Transportation Agency Safety Plan for Bloomington Public Transportation Corporation. The motion was seconded by Board Member Hartman. The motion was approved. The vote passes 3 to 2 with Cartwright and McLary voting “no” and Obermeyer, McDaniel and Hartman voting “yes.”

Treasurer Cartwright made a motion to continue operating fixed route and BT Access service fare-free through December 15, 2020; continue closure to the public of the indoor passenger waiting area of the Downtown Transit Center and the Grimes Lane facility and continue remote working for designated administrative and management employees. 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 October 20, 2020 meeting were presented for approval by Board Member Hartman and seconded by Vice Chair McDaniel. The minutes were approved unanimously.

CLAIMS

The claims for November 17, 2020 were presented for approval by Treasurer Cartwright and seconded by Secretary McLary. The claims were approved unanimously.

ADJOURNMENT

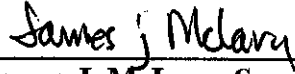
APPROVE:

ATTEST:



Nancy Obermeyer, Chair
Board of Directors BPTC

12-15-20



James J. McLary, Secretary
Board of Directors BPTC

12-15-20