

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) DECEMBER 15, 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/88523345933?pwd=YXhQOVRURkIKVUIOdVVIQVIL0EICZz09>

Meeting ID: 855 2334 5933

Password: 729445

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

(312) 626-6799

Meeting ID: 885 2334 5933

Password: 729445

ROLL CALL

Board Members and staff present: Chair Nancy Obermeyer, Vice Chair Kent McDaniel, Marilyn Hartman, Secretary James McLary and new board member Doug Horn. 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.

PUBLIC HEARING

Chair Obermeyer opened a public hearing to receive public comment on Ordinance 20-03; an ordinance amending salary and wage rates of appointed officers and employees of the Bloomington Public Transportation Corporation, Monroe County, Indiana for the year 2021. 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

President Obermeyer recognized and thanked Alex Cartwright for his 15 years of service on the board. Mr. Cartwright was not present at the meeting. President Obermeyer introduced new Board Member Doug Horn. Board Member Horn noted he is a Bloomington native and is a partner in Horn Properties, a small rental company adjacent to the University. He has been a part of this business for 40 years. He stated that his experience prior to this board includes being on the Monroe County Plan Commission where he was involved in review of the master plan which

included a transportation component. He stated that he does not intend to fill the shoes of Mr. Cartwright as that is not possible but he will bring what he can to the board.

The other board members introduced themselves and gave an overview of their time on the board and the many areas of expertise that they bring to the board.

MESSAGES FROM THE MANAGER

First, Mr. May provided the Board a COVID-19 update and its continuing impacts on BPTC. Mr. May noted that we have now given out about 30,000 reusable and disposable masks on buses. Mask compliance by riders has improved greatly, however, there are still a few riders who aren't complying. As of this meeting, we have had 6 employees who have test positive for COVID-19. With the amount of exposure employees have we feel this is a relatively low number.

Mr. May noted that the average weekday ridership per month since the pandemic began is shown in the table shown on the table page. Mr. May noted that we carried about 21 percent of what we carried in November 2019 for an average weekday.

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
November	3,039	14,494

With respect to COVID-19 related actions, staff recommends the following actions between now and the January 20, 2021 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.

Also, continue operating with rear-door boarding and alighting for ambulatory passengers so as to provide as much space as possible between the driver and customers. Non-ambulatory persons would be allowed to use the front doors for boarding and alighting.

- Continue the closure of the Downtown Transit Center indoor passenger waiting area and restrooms to the public. We would continue to provide outdoor portable restrooms for the public at the Downtown Transit Center. 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.
- A new end-of-year recommendation that we make with respect to employee use of Paid Time Off (PTO) is that we allow employees to get paid out a total of 120 unused hours of earned PTO instead of the current limitation of 60 unused PTO hours. This could help a number of employees who may have had difficulty in using their PTO time this year due to the pandemic.

Secretary McLary asked what paying the additional time off would do to our financials. Controller Browning explained that this is a liability to our financials and will have little impact overall. If not paid out this year and allowed to roll over into a sick bank the money is eventually paid out at retirement.

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 item on the agenda is the 2021 Salary Ordinance. The annual salary ordinance is a recurring routine approval by the Board and is required for public organizations under state law. The annual salary ordinance lists the various positions and the maximum salary for each position in 2021. The salary maximums for non-bargaining unit personnel have been adjusted upward by 2.0 percent for each position and that is reflected in the maximum salaries for each position. Bargaining unit personnel have salary maximums shown in the ordinance based on the negotiated wages for each position in our current Collective Bargaining Agreement. The maximum increase in our Collective Bargaining Agreement with AFSCME Local 613 is 2.5 percent for full-time fixed route operators.

Secretary McLary wanted to know if we have always included the \$93,000 incentive. Mr. May explained that an estimated figure is always included and is adjusted upward each year. Employees have three ways they can earn this performance incentive bonus each quarter including attendance, no preventable accidents and no disciplinary write ups.

Ordinance 20-03 is included tonight for consideration and adoption.

Routinely, we bring before the board the INDOT PMTF contract. INDOT has notified us our PMTF allocation amount for 202 has been cut about 13.26 percent for 2021 compared to 2020. Our understanding is that this is due to the pandemic impacting State funding. BT will receive \$2,212,843 for 2021 compared to the \$2,551,277 amount received for 2020. These funds are used for operating assistance for fixed route and BT Access services. This 13.26 percent reduction is applicable to all PMTF recipients statewide.

Resolution 20-15 is included under New Business for consideration.

Next, Mr. May introduced the Automatic Passenger Counting Technology. He explained that these are sensors on both the front and rear doors that would supply us with data on passengers boarding and alighting by route, bus stop, date, and time of day. Such information is critical for service planning purposes. This would also include data that we are required to report on passenger miles which are figured into Federal funding. This would be our first ever acquisition of such technology.

We received four (4) proposals in response to our Request for Proposals. An evaluation committee consisting of Lew May, General Manager; Zac Huneck, Planning and Special Projects Manager; and Jim McLary, Board Secretary reviewed and scored the proposals after submitting a number of questions to the proposers and receiving responses. The composite scoring of the evaluation committee is shown below along with product cost and 5-year maintenance and support cost:

Criteria	Max Value	Passio	UTA	Riedel	TransLoc
Qualifications and experience of firm	25	19.00	25.00	10.67	18.67
Technical specs & product capabilities	25	23.33	24.33	20.33	18.67
Cost	25	12.33	20.67	19.67	23.33
Training Plan	15	12.00	14.00	7.33	14.00
Implementation Plan	10	10.00	10.00	9.67	10.00
Total	100	76.67	94.00	67.67	84.67
Product Cost		\$279,971	\$230,525	\$190,588	\$148,770
5-Year Maint & Support		\$211,663	\$ 29,800	\$161,500	\$ 62,500

The evaluation committee recommends award of contract to Urban Transportation Associates, Inc. (UTA) in the amount of \$230,525 for the product as well as a total maintenance and support cost over 5 years at \$29,800.

Secretary McLary explained that a selling point of UTA over TransLoc is the certifiable NTD reporting function with respect to passenger miles. UTA has the ability to have their APC data certified for FTA passenger miles sampling purposes while TransLoc does not have the ability to do that at this time. Mr. May explained that UTA's only line of business is APCs and they have by far the greatest breath of experience with APCs compared to the other proposers.

Vice Chair McDaniel asked if there are any transit systems in Indiana currently using UTA. Mr. May explained that Indiana University is currently using them. He has discussed with Brian Noojin regarding UTA, he stated that as with any technology there are challenges but overall they are content with UTA. Vice Chair McDaniel also inquired about Double Map and why they didn't submit a proposal. Mr. May explained that Double Map was acquired by Ford Motor Company this past year and so was TransLoc and that they are both under the Ford Motor Company umbrella and as such TransLoc was the submitting party. Mr. May noted that we have a Federal 5307 grant that will fund 80 percent of the capital cost. Maintenance and support costs would be funded out of our regular operating budget. Resolution 20-17 is included under New Business for consideration.

Next, Mr. May discussed the Roof Replacement Bid Award. Our Grimes Lane facility opened in 1997 and features a flat membrane roof on a large part of the admin and maintenance buildings. Last year, we conducted a comprehensive assessment of all key elements of the facility and one of the recommendations of the assessment was that our membrane roof needed to be replaced as soon as possible given it was at the end of its expected life cycle.

We budgeted about \$300,000 for the project and will fund 80 percent of the cost through our Federal 5307 formula grant. The project includes Davis Bacon prevailing wage requirements as well as a number of required certifications that must be submitted with bids in order to comply with Federal procurement requirements.

We contacted with Tabor Bruce Architects to design the replacement roof and prepare drawings and construction bid documents. We received (4) bids which are currently being reviewed. The apparent low bidder did NOT submit any of the required Federal certifications including debarment and suspension, lobbying, and Buy America, no5 the State of Indiana requirement to submit an executed E-Verify affidavit. As such, staff recommends that the board postpone the decision on Resolution 20-16 until the next board meeting. This will allow more time to review the matter further with legal counsel. Board Member Hartman stated that she recommends that the Architects take another look at the requirements and make sure the requirements are clear and that staff and Mr. May speak to counsel and decide if we want to move forward with these bids or start the process over again. Several other board members agreed. Resolution 20-16 will be continued until the next meeting.

Next item on the agenda is the 2021 Board Meeting Schedule. All meetings are scheduled for the 3rd Tuesday of the month with the exception of the August meeting which is scheduled for the 2nd Tuesday of the month as our City Council budget meeting is likely to be on the 3rd Tuesday of August.

Mr. May turned the meeting over to Brenda Underwood in regards to Stuff-A-Bus 2020. Ms. Underwood explained that with the COVID pandemic she was concerned about what the

outcome of Stuff-A-Bus and what kind of participation we would get. She also noted that we reached out to several businesses for help and implemented Contact Free Online shopping through Amazon and WonderLab. She was thrilled to announce that not only did we fill one bus but with the help of an extremely large donation we had to use a second bus to hold all the donations. Our final count for 2020 is 6,432 items compared to 5,800 items last year. Ms. Underwood wanted to thank everyone who helped with this event. It was heartwarming to see drivers from BT Access, Admin staff and their families, maintenance staff, community members and the radio station pull together to create such a successful event.

Next, Mr. Huneck updated the board on the November Operation Statistics. He stated that the November fixed route ridership was down 78.2 percent compared to November 2019 due to the continuing COVID-19 pandemic. Year-to-date fixed route ridership is down 54.7 percent compared to the same period last year.

BT Access ridership was down 56.0 percent in November compared to November 2019. Year-to-date BT Access ridership is down 52.3 percent compared to the same period in 2019. Included in your packet are monthly statistics and performance for fixed route and BT Access service. Secretary McLary noted that BT Access has not had any accidents for the year 2020.

Mr. May shared an article with the board earlier in the week about the state of public transportation in the entire country. Congress is deliberating on some policy and additional stimulus or bail out money. Transportation is included in this bill. A lot of transit systems are in much worse situations than Bloomington Transit. The CARES Act and being good stewards of our resources have certainly played a role in our ability to sustain during the pandemic.

Board Member Hartman asked Mr. May to check with the city to see if we need to have a bond for board members. Mr. May stated he would do so.

Mr. May circled back to cover the Vending Machine Resolution. Vending machines are provided for employees in the dispatch area as well as the maintenance break room. We also have soda and snack machines at our downtown transit center. Historically, BPTC has used commissions from these vending machines to fund employee functions such as picnics and holiday parties as well as other employee activities. In typical years, we collect \$2,000 to \$3,000 annually in vending machine commissions. Commissions are down this year to about \$1,400 due to the pandemic. Resolution 20-18 is under New Business for board consideration.

MESSAGES FROM THE CONTROLLER

Controller Browning noted on the agenda for the Board's consideration and approval is Resolution 20-19, a resolution approving the 2021 public official bond for Christa Browning, Controller of the Bloomington Public Transportation Corporation.

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

PUBLIC COMMENT – ACTION ITEMS

There was no comment from the public.

NEW BUSINESS – ACTION ITEMS

Board Member Horn made a motion to continue operating fixed route and BT Access service fare-free through January 19, 2021; 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; and changes to current policy on a one-time basis concerning Paid Time Off (PTO) to allow employees to be paid out up to 120 hours of unused PTO for CY 2020 as a result of the COVID-19 pandemic. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Board Member Horn made a motion to approve Resolution 20-15; a resolution authorizing the BPTC Chair to execute a grant agreement for 2021 with the Indiana Department of Transportation for financial assistance through the Public Mass Transportation Fund under I.C. 8-9.5-6-4. The motion was seconded by Secretary McLary. The motion was approved unanimously.

Vice President McDaniel made a motion to continue consideration until the next board meeting Resolution 20-16, a resolution authorizing the award of contract for roof replacement construction services at the Grimes Lane Facility. The motion was seconded by Board Member Hartman. The motion was approved unanimously.

Secretary McLary made a motion to approve Resolution 20-17; a resolution authorizing the award of contract for the purchase of automatic passenger counting technology for fixed route buses. The motion was seconded by Board Member Hartman. The motion was approved unanimously.

Vice Chair McDaniel made a motion to approve Resolution 20-18; a resolution authorizing the use of revenues from vending machines in BPTC buildings for BPTC employee's functions in 2021. The motion was seconded by Board Member Hartman. The motion was approved unanimously.

Secretary McLary made a motion to approve Resolution 20-19, a resolution approving the 2021 public official bond for Christa Browning, Controller of the Bloomington Public Transportation Corporation. The motion was seconded by Vice Chair McDaniel. The motion was approved unanimously.

OLD BUSINESS

There was no Old Business.

MINUTES

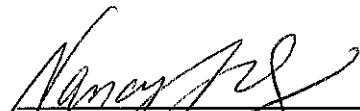
The minutes for the November 17, 2020 meeting were presented for approval by Secretary McLary and seconded by Vice Chair McDaniel. The minutes were approved unanimously. Board Member Horn abstained.

CLAIMS

The claims for December 15, 2020 were presented for approval by Secretary McLary and seconded by Vice Chair McDaniel. The claims were approved unanimously.

ADJOURNMENT

APPROVE:



Nancy Obermeyer, Chair
Board of Directors BPTC

01-19-21

ATTEST:



James J. McLary, Secretary
Board of Directors BPTC

01-19-21