

## MEETING AGENDA

### FORT WAYNE PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

Thursday, January 20, 2022, AT 5:30 PM

Via Zoom: <https://us02web.zoom.us/j/89661989057?pwd=TGy3QWVlK3lYSUJzUUJFNTBTWGRQQT09>

Meeting ID: 896 6198 9057 Passcode:138901

- 1) **Roll Call of Members**
- 2) **Reading, Correcting, and Approval of Minutes from Previous Meeting(s)**
  - a) Regular Board Meeting Minutes (12.09.21)
  - b) Executive Session Minutes (12.09.21)
- 3) **Board Committee Reports**
  - a) Executive Committee (Ms. Fortriede)
  - b) Finance Committee (Mr. Coats)
  - c) Legislative Committee (Ms. Fortriede)
  - d) Marketing Committee (Ms. Fortriede)
  - e) Personnel Committee (Mr. Hines)
  - f) Transit Planning Committee (Mr. Metzinger)
- 4) **Staff Reports**
  - a) General Manager's Report (Mr. Metzinger)
  - b) Record of Transmittals (Mr. Miller)
    - i) Controller Report
  - c) Human Resources (Dr. Boykins)
  - d) Maintenance (Mr. Rodriguez)
  - e) Marketing (Ms. Pino)
  - f) Operations (Mr. Thomas Jr.)
  - g) Customer Service (Ms. Schieber)
- 5) **Introduction and/or Adoption of Resolutions and Ordinances**
  - a) Resolutions
    - i) R-01-2022: Controller Bond Annual Renewal
  - b) Ordinances
- 6) **Old Business: None**
- 7) **New Business**
  - a) APTA Racial Equity Commitment (Ms. Pino)
  - b) Electronic Meetings Policy (Mr. Trent)
  - c) Discounted Bus Pass Program Authorization (Mr. Miller)
- 8) **Communications from the Public: None**
- 9) **Open Discussion**

**FORT WAYNE PUBLIC TRANSPORTATION CORPORATION**  
**Board Minutes**  
**Thursday, December 9th, 2021**

The December meeting of the Fort Wayne Public Transportation Corporation/ Citilink Board of Directors was held on Thursday, December 9th, 2021. The Executive Session Meeting took place from 5:00-5:25 PM via Zoom, and the Regular Meeting started at 5:31 PM via Zoom.

**Directors Present:** Ms. Sherese Fortriede, Mr. Glynn Hines, Mr. Nelson Coats, Ms. Lana Keesling, Mr. Konrad Urberg

**Directors Absent:** Ms. Melissa Fisher, Ms. Pone Vongphachanh

**Staff Present:** Mr. John Metzinger, Dr. Jean Marie Boykins, Mr. Bruce Miller, Mr. Junior Rodriguez, Ms. Pam Schieber, Ms. Ashley Pino, Mr. Richard Thomas Jr., Ms. Kendal Hampton

**Staff Absent:** None.

**Others Present:** Mr. Tom Trent, Corporate Counsel, Ms. Rachel Guin, Corporate Counsel.

Ms. Fortriede began with a roll call of members and noted that Ms. Fisher and Ms. Vongphachanh were absent.

**Approval of Minutes:**

Ms. Fortriede moved to the reading, correcting and accepting the previously distributed Board Minutes of 11.11.2021. Mr. Coats moved to approve the minutes, and Ms. Keesling seconded the motion. The motion passed unanimously.

**Board of Directors Committee Reports:**

**Executive Committee** – No report.

**Finance Committee** – No report.

**Legislative Committee** – No report.

**Marketing Committee** – No report. The meeting was canceled.

**Personnel Committee** – No report.

**Transportation Planning Committee**– No Report. The meeting was canceled. The next meeting is scheduled for February 14th, 2022.

**Staff Reports:**

**General Manager's Report** – The written report is included in the packet. Mr. Metzinger provided an update on ridership throughout the Free Fare Campaign. Combined Fixed Route and Access ridership showed a growth trend June through November. November 2021 ridership surpassed November 2019 ridership by 2,200 rides. Total ridership through November is at 1,183,032 passenger trips, about 78K higher than 2020's annual total. Citilink resumed fare collections on December 1st, and December's ridership is still to count. While charging fares has caused a reduction in daily ridership, Mr. Metzinger believes 2021 ridership will come in just shy of 1.3 million trips, surpassing 2020 but still below 2019 performance.

The Board Retreat is scheduled for January 22, 2022, from 8 AM to noon, with Ehren Bingaman from TransPro facilitating. The retreat will focus upon the Board's role and its committees, and the organization's strategy and priorities. Mr. Bingaman will send a pre-retreat survey to the Board Members soon.

The Federal Transit Administration (FTA) has let Citilink know they will conduct the triennial review next year, and information is due Friday, January 21st, 2022. Citilink management was already working on a Mock Triennial Review and had gathered all of the information needed. The FTA stated that this would be a virtual inspection due to the COVID protocols.

Mr. Metzinger introduced Mr. Richard Thomas Jr. as the Interim Operations Manager. He has been a driver for Citilink since 2003, starting in Access and working his way to fixed route. He was promoted in 2006 to Operations Supervisor. Working at Citilink is a family tradition for Mr. Thomas Jr. His grandfather is a retired Citilink driver, and his father is Citilink's most-senior driver with 43 years.

**Finance Report** – The Record of Transmittals for November 2021, Interim Record of Transmittals for December 1st through the 10th, and financial report are included in the written packet. Mr. Urberg motioned for approval; Mr. Hines seconded the motion. The Board passed the Record of Transmittals unanimously. Mr. Miller presented the written report to the Board.

**Human Resources Report** – The written report is in the packet. Dr. Boykins stated that the only item that has changed since she submitted her report is 44 employees have tested positive for COVID in total since the beginning of the pandemic. Mr. Urberg asked if there was a plan to create an incentive for employees to get the booster shot and extend the vaccine incentive. Dr. Boykins stated that extending the incentive to March will not be productive as those who have not yet turned in their vaccination record are unlikely to get a vaccine. Ms. Guin stated that they are currently waiting for legal decisions regarding OSHA vaccine mandates, and more information is expected in January.

**Maintenance Report** – The full report is in the packet. Mr. Rodriguez presented his report and let the Board know that he is currently looking to hire another mechanic and two Lubricant Technicians to help ensure that our preventative maintenance improves. Ms. Fortriede thanks Mr. Rodriguez for making improvements in preventative maintenance.

**Marketing Report** – The full report is in the packet. Ms. Pino let the Board know that she would like to kick off the New Year with a reoccurring Newsletter for the riders.

**Operations and Customer Service Report**- The Operations and Customer Service reports are provided in the packet. Ms. Schieber presented both written reports.

#### **Introduction and/or Adoption of Resolutions and Ordinances:**

**R-06-2021 Transfer of General Funds:** The resolution is in the packet. Mr. Miller asked the Board to approve a transfer of \$750,000 from the General Fund to the Rainy-Day Fund. Mr. Hines motioned for approval, and Ms. Keesling seconded the motion. The Board unanimously approved.

**R-07-2021 Ratification of Restated Bylaws:** The resolution and restated Bylaws are included in the report. The Bylaws have been changed to state that the annual officer elections will occur in

February instead of December as voted upon in the November Board meeting. Mr. Urberg motioned to approve the resolution, and Ms. Keesling seconded the motion. The Board unanimously approved.

**R-08-2021 Transfer of Funds:** The report includes the resolution with supporting documents. Mr. Miller requested authorization to transfer \$850,000 in funds between various line items in the 2021 budget. Mr. Hines motioned to approve the resolution, and Mr. Coats seconded the motion. The Board voted unanimously.

**Old Business:** Ms. Fortriede let the Board know that Mr. Coats and Mr. Urberg agreed to serve on the Nominating Committee to recommend officers for 2022.

**New Business:**

**AEP Supplemental Easement and Right of Way:** An issue summary is included in the packet for details. AEP is requesting an easement from Citilink's property at 801 Leesburg Rd. AEP provided the property valuation, and the value was determined by analysis of comparable real estate transactions. Easements could hinder our use of the property; however, AEP has assured Citilink that the use of parking within the easement is likely to continue to be unrestricted. AEP's is planning for the Spring construction of new towers. AEP indicated they would pursue condemnation if we did not accept the offer. Mr. Coats motioned for approval, and Mr. Hines seconded the motion. The Board unanimously passed. Mr. Metzinger asked who should sign the agreement, and Mr. Trent let him know that he could sign.

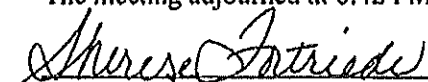
**2022 Board Meeting Dates:** The proposed dates for 2022 Board Meetings are provided in the packet. Mr. Metzinger let the Board know that the meetings for next year would change from the second to the third Thursday of each month. The board provided its consensus with a vote of no objection, and the next meeting will be on January 20th, 2022, at 5:30 PM.


**2022 Holiday Schedule:** The proposed 2022 holiday schedule is included in the report. Mr. Metzinger noted one correction; Citilink will recognize Christmas on Monday, December 26th, 2022. The Board provided its consensus with a vote of no objections.

**Communications from the Public, Including Petitions and Remonstrance's: None**

**Open Discussion:** Mr. Miller asked the Board for approval for Mr. Metzinger and Mr. Miller to recognize certain 2021 costs that will be paid in early 2022 within the 2021 budget year. Mr. Urberg motioned for approval, and Mr. Coats seconded the motion. Mr. Hines voted no while Ms. Keesling, Mr. Urberg, and Mr. Coats voted yes. Mr. Coats requested Mr. Miller provide a report on these transactions at the next Board meeting. Mr. Miller agreed that he would have that for them.

The meeting adjourned at 6:42 PM with no further business.

  
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Sheresse Fortriede  
Chair

  
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J. Nelson Coats  
Secretary