

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, JANUARY 9, 2019 AT 5:30 PM
801 LEESBURG ROAD FORT WAYNE, IN 46808

I. REGULAR MEETING: to start at 5:30 PM

1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (12/12/2019)
 - b. Executive Session of the Board of Directors Meeting Minutes (12/12/2019)
 - c. Executive Session Personnel Committee Meeting Minutes (12/12/2019)
 2. Written Communications from the public¹, including petitions and remonstrance's:
 3. Board of Directors Reports:
 - a. Finance Committee:
 - b. Personnel Committee:
 - c. Marketing Committee:
 - d. Executive Committee
 - e. Legislative Committee
 - f. Transportation Committee
- Staff Reports:
4. Financial Report
 5. Operations Report
 6. Marketing Report
 7. Human Resources Report
 8. Maintenance Report
 9. General Manager's Report
10. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions
 - b. Appropriations Ordinances:
 - c. General Ordinances:
 11. Old Business: and New Business:
 12. Open Discussion by the Board

¹ Public Comment is only available to those individuals who pre-registered according to Citilink Policy Meeting Minutes

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

Board Minutes

December 12, 2019

The December meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday December 12, 2019 with Executive Session of the Board of Directors starting at 4:34 PM and regular meeting starting at 5:35 PM at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

Directors Present: Ms. Fortriede, Mr. Steinman, Mr. Hines, Mr. Coats, Mr. Hartman, and Mr. Traxmor

Directors Absent: Ms. Keesling

Staff Present: Mr. Pearl, Ms. Boykins, Mr. Miller, Ms. Wagner, Mr. Trabert, Mr. Thomas, Ms. Schieber, and Ms. Vosmeier

Others Present: Mr. Trent, Corporate Counsel, Mr. Logan, Corporate Counsel, Ms. Gilbert-Johnson, Corporate, and Officer Barbour

Staff Absent: Mr. Johnson

Ms. Fortriede began with roll call of members and noted that all Board Members were present, with the exception of Ms. Keesling.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes from 11/14/2019. Mr. Coats made the motion to approve the minutes. Mr. Hines seconded. The minutes were approved unanimously.

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

Resolutions:

R-05-2019 Contract for Physicians Health Plan (PHP) Health Insurance.

Mr. Miller presented the PHP Agreement and recommended that Citilink renew their contract. Mr. Trent discussed a new feature that PHP would refund charges less than the amount in the contract. Mr. Pearl presented the fact that this new contract had some favorable options for the company. Mr. Miller said that the PHP's agent fought to get Citilink a much lower deductible increase than that company wanted. It started out at 13%; however, the agent was able to get it down to 2%.

Mr. Hines asked if Citilink had compared rates with other companies. Mr. Miller assured him that Citilink did,

Mr. Trent had noted that the insurance broker had switched Broker and Group in the preamble of the contract. Mr. Trent recommended that the wording be changed.

Mr. Hines made the motion to approve the PHP Contract. Mr. Steinman seconded. The contract to renew PHP as the health care provider for Citilink was approved unanimously.

Board of Directors Reports:

Finance Committee: No Report

Personnel Committee: No Report

Marketing Committee: Minutes are attached to Board Packet

Legislative Committee: No Report

Executive Committee: No Report

Transportation Planning Committee: Mr. Traxmor indicated that they did meet, and that they saw a presentation of the Transit Development Plan from Mr. Troe.

Staff Reports:

Controller's Report

Mr. Miller distributed the Interim Record of Transmittals for the period of December 1 – December 13, 2019. Mr. Traxmor had a question regarding a \$1,000 payment for D and A for lunch. Mr. Pearl explained that this was for lunch for Citilink employees for going 30 days without a preventable accident.

Mr. Steinman made the motion to approve the Interim Record of Transmittals for December 1 – 13, 2019. Mr. Hines seconded. The Interim Record of Transmittals were approved unanimously.

Ms. Fortriede asked Mr. Pearl to explain the new format of the Board packages. Mr. Pearl explained that the packet was broken down into segments. Each section has numbered pages so that it is easier to hone in to where things are during the Board presentations. Citilink directors and managers will be presenting their section of the report to the Board.

In the Controller's Report, Mr. Miller pointed out that the overall revenue is under budget by approximately 7 % this was largely due to not needing to draw down all of the 5307 Special Rules Operational Funds that were budgeted and the operating expenses are under budget by approximately 5.2%.

Citilink's Cash Position at the end of November 2019 is approximately \$523,000 higher than November 2018.

The Financial Summary compared to 2018 reflected that Citilink's Total Revenue was up almost 2.5% and that the company's Operating Expenses were up 5.35%.

In the Cash Balance Report, at the end of November, the Old National cash balance was at \$2,491,000. The cash balance in Horizon was \$1,110,000. The \$3,602,000 is the total cash balance of both banks.

In the Statement of Net Earnings, Mr. Miller pointed out only the unusual activities. PHP under the new contract will have a contractual rebate based on expenses and other items. However, in 2019 we received a rebate based on the Affordable Care Act. If an insurance company's profit is in excess of 25%, they need to rebate that profit back to their larger contracts. Based on this, Citilink received a check for \$82,000. Since Citilink pays 88% of the insurance, the company received approximately \$75,000. The balance of the refund was paid to employees that paid medical bills out of pocket. The Total Operating Expenses, year to date, were under budget approximately \$700,000.

Mr. Traxmor asked about where the money goes when not drawn down from the 5307 Fund. Mr. Miller explained that the company does not want to draw down the 5307 Funds unless it is absolutely necessary, because there would not be funding for buses and other large capital expenses. If all the budgeted money was drawn down, the company would be put in a risky situation. Therefore, year to year the company tries to minimize the amount of money drawn down. The last two years, it has been \$500,000. We are

about \$200,000 lower in spending, and in December there will be a conversation between Mr. Pearl and Mr. Miller regarding the funds.

Mr. Hines mentioned that Salin Bank had been bought out by Horizon, and wondered if Citilink had recently compared what is offered by different banks. Mr. Miller said it has been a couple of years since the company compared what the banks offer. Mr. Hines recommended that Citilink investigate what is available at different banks.

Operations Report:

Mr. Thomas introduced himself to the Board, he was filling in because of Ms. Harris-Stevenson's absence. He reported that 9 interviews were conducted between November 11 – 25th. There are new drivers needed because of two that retired, and for 2 new proposed routes. On November 13th, Ms. Harris-Stevenson met with Salem Manor possibly taking the bus past there to pick up passengers.

The collision total for November was 11 collisions. Fixed Route had a total of 9 accidents. 3 were preventable accidents, and 6 were non-preventable accidents. In Access there were 0 preventable accidents, and 2 non-preventable accidents.

The monthly Fixed Route ridership for November 2019 was 128,279 compared to 2018, which was 137,015. This was a decrease of 8,736 rides and a decrease of 6.38%. On-time performance was 88.86%, and average weekday ridership was 5,630. On Access, November 2019 ridership was 6,399 compared to 2018, which was 5,958, that was an increase of 441 trips, and an increase of 7.4%. The average weekday trips were 238 in November, and the on-time performance for Access 97.1%.

For ridership, Token Transit sales for November 2019 were \$8,704. The usage for Fixed Route was 2,038 and 523 for Access. Free Fare Election day rides for 2019 for Fixed Route was 7,454 which was a decrease of 310 trips from last year. Access had 306 trips, which was an increase of 11 trips over 2018. On Free Fare Saturday on November 30, 2019 Fixed Route had 3,062 trips and Access had 162 rides, this was a total increase of 489 trips over last year. CTN had 943 trips for November 2019. Greyhound sales for November were 551 tickets, compared to 721 sold in 2018. Package sales were also down- 27 packages this year, compared to 32 sold last year.

The Run Report for Fixed Route is 48 full time weekdays with 5 open runs, and 18 on Saturdays with 2 open runs, for a total of 65 full time Fixed Route runs. Access has a total of 17 full time runs.

Mr. Hines brought up the announcement that the load amount was decreased for the Bluffton Road bridge which will prohibit Fixed Route buses from utilizing that bridge due to their weight.

The options presented were that passengers either walk down to Fairfield and take the #3, or that they somehow get to Broadway and Taylor. It was asked if there were any alternate routes that would enable the Bluffton Road area to be serviced. Due to the fact that the side streets in that area are very narrow, and Rudisill is closed off, it will be very difficult to find an alternate route for the #1 Broadway bus. Another option would be to go down Broadway and pick up passengers, then back track and continue on the route. The problem with this is that there might not be enough time to complete the route. It was mentioned that the bridge will potentially be closed for several years, and that all options pertaining to routes need to be explored.

There will also be a road closure Hessen Castle between Pauling and Tillman Road., which means that the area by Harding will not be serviced. However, Hessen Castle should reopen by January.

Marketing Report:

Ms. Wagner introduced herself to the Board. Then she proceeded with a brief summary of her activities.

- Mark Russet gave an estimate to update Citilink's website.
- Ms. Wagner sent out two press releases in regards to Free fare Saturdays, and another press release about the TDP Public Input Meetings.
- Citilink will host a Christmas Bus December 17th and 19th for people in need. On December 11th, Ms. Wagner went with a group of children from Woodburn Christian Children's Home. She will be hosting 3 groups next for the Christmas Bus event.
- On December 12, 2019, she and Steven Bailey captured video for social media and YouTube to promote Citilink and to promote the Transit Development Plan.
- Ms. Wagner is working on the 2020 Marketing Plan to present to the next Marketing Committee Meeting.

Human Resources Update:

Ms. Boykins presented her report to the Board.

- Citilink currently has 123 employees
- Recruitment:
 - Drivers: approved for 5, but need 2 more because of 2 new Access routes
 - 2 of 4 mechanics are still needed
 - Safety position needs to be filled
 - HR Generalist needs to be filled
- New Hires: 1 Hostler as of November 30, 2019
- Training Senior Management Staff for FTA requirements in South Bend
 - 2 from Administration
 - 2 from Operations
 - 1 from Maintenance
 - 1 from Customer Service
- Triennial Training in Columbus, Ohio
 - Mr. Miller from Finance
 - Mr. Trabert from Maintenance
- Terminations
 - 2 from Maintenance
 - 2 from customer Service
- As of November 30, 2019, there have been no EEOC claims filed against Citilink

Maintenance Report:

Mr. Trabert presented his report to the Board of Directors.

- Fixed Route Buses traveled 113,687 miles, with a fuel consumption of 21,100 gallons, with an average of 5.39 MPG. For Preventative Maintenance, there were 21 scheduled services, with 100% completion rate. And for Road Calls, there were 3 major road calls in November, with 37,896 miles between them.
- Access Buses traveled 36,681, with a fuel consumption of 4,014 gallons, with an average of 9.14 MPG. For Preventative Maintenance, there were 12 scheduled services, with 100% completion rate. For Road Services, there were 0 road calls with 36,681 miles between road calls.
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- Labor had 200 work orders completed in 580.6 hours, with an average repair time of 2.803 hours. There is a need to hire 2 more mechanics, and the hostlers are fully staffed with 5 part-time, and 1 full-time.
- Fuel Consumption for November 2019 was 25,114 gallons with an average price of \$2.12 per gallon with a total cost of \$53,241.68. Total fuel consumption was 25,114 gallons with a cost of \$2.12 per gallon, for a total cost of \$53,241.68.

Mr. Hines asked if Citilink was recruiting through Ivy Tech. He mentioned that he had spoken to someone from Ivy Tech who said they wanted to supply local shops with mechanics. Mr. Trabert had mentioned that he was on their Diesel Curriculum Advisory Board and does work closely with their staff. However, because Citilink is a Union shop, their program doesn't jive with our CBA.

General Manager's Report:

Mr. Pearl presented his report to the Board. He reported on several activities:

- Attending Rotary Club International Meetings
- Participated in numerous conference calls with Bill Troe of SRF
- Attended the Marketing Committee Meeting on November 19, 2019
- Attended the Northeast Indiana Disability Action Committee Meeting on November 20th
- Conference call with Samsara Vehicle Tracking Company
- Attended the annual Drug and Alcohol Meeting held at Citilink
- Met with Tina Acosta at Turnstone about getting buses closer to their facility
- Mr. Trabert and Mr. Pearl met with a representative from BAE Systems on bus electric technology
- Met with state Senator Holdman on December 2nd
- Attended FTA Substance Abuse Training in South Bend with several staff members
- Attended Transit development Plan Meetings on December 11th and 12th
- On December 5th, Mr. Pearl, Mr. Trabert, and Ms. Wagner viewed a BYD electric bus

Old Business:

Mr. Troe gave an update of the Transit Development Plan

- 4 Public Meetings: 2 each day on 12/10/2019 and 12/11/2019
 - Each day there was an Open House at Central Station
 - Each day there was a presentation at a library branch followed by an open discussion period.
- Basic topics at all meetings
 - How will the changes affect their trips?
 - Need for more: run time, coverage, frequency
- Plan to release final document by January 15, 2020
- Future adoption, and implementation of plan.

At the end of Mr. Troe's presentation, Mr. Traxmor passed out a proposed modification to the TDP that will under consideration.

New Business:

- Slate of Officers for Election

- Ms. Fortriede as Chair
- Mr. Steinman as Vice Chair
- Mr. Hines as Secretary

Mr. Coats moved to re-elect the current slate of officers to their positions. Mr. Hines seconded the motion. The officers were re-elected unanimously.

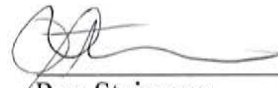
Open Discussion by the Board:

- Ms. Fortriede passed out papers from the APTA Conference
- Ms. Fortriede thanked Mr. Pearl for implementation of a new reporting process for Board presentations.

There being no further business, the meeting adjourned at 6:34 PM.

Attest:


Sherese Fortriede
Chair



Ron Steinman
Vice Chair

BOARD OF DIRECTORS REPORTS

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting of the Personnel Committee Minutes
December 12, 2019

An Executive Session of the Personnel Committee of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, December 12, 2019, beginning at 4:05 p.m. at the Citilink offices located at 801 Leesburg Road, Fort Wayne, Indiana.

Personnel Committee Members Present: Mr. Ronald Steinman - Chair, Mr. Glynn Hines and Ms. Sherese Fortriede.

Staff Present: Mr. Maurice Pearl and Ms. Jean Marie Boykins.

Others Present: Mr. Thomas Trent and Mr. Dennis Logan, Rothberg Logan & Warsco LLP.

The Personnel Committee of the Board of Directors met for one or more of the purposes stated in the notice of such meeting. No other matters were discussed.

There being no further business, the meeting adjourned at approximately 4:30 p.m.

Attest:



Ronald Steinman
Chairman



Sherese Fortriede
Committee Member

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting of the Board of Directors Minutes
December 12, 2019

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, December 12, 2019, beginning at 4:34 p.m. at the Citilink offices located at 801 Leesburg Road, Fort Wayne, Indiana.

Board Members Present: Mr. Glynn Hines, Ms. Sherese Fortriede, Mr. Nelson Coats, Mr. Howard Traxmor, Mr. Nathan Hartman and Mr. Ronald Steinman

Board Members Absent: Ms. Lana Keesling

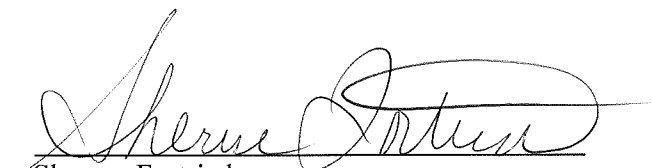
Staff Present: Mr. Maurice Pearl and Ms. Jean Marie Boykins joined the meeting at 4:52 p.m.

Others Present: Mr. Thomas Trent and Mr. Dennis Logan, Rothberg Logan & Warsco LLP

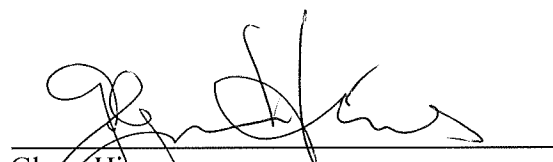
The Board of Directors met for the purposes stated in the notice of such meeting.

There being no further business, the meeting adjourned at 5:25 p.m.

Attest:



Sherese Fortriede
Chair



Glynn Hines
Secretary