

REVISED BOARD MEETING MINUTES
April 9, 2020

1. Call to Order

The regular meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation (d/b/a Citilink) was called to order at approximately 5:40 PM by Chairperson Fortriede. There was a delay in the start to the meeting due to unfamiliarity of the venue of the meeting - Zoom

2. Roll Call

Roll call was administered by Chairperson Fortriede. She noted that all Board Members were present, with the exception of Ron Steinman, who was able to join the meeting shortly thereafter.

Members Present: Sherese Fortriede, Glynn Hines, Ron Steinman, Nelson Coats, Lana Keesling, Howard Traxmor, and Konrad Urberg

Staff Present: Reese Pearl, Jean Marie Boykins, Bruce Miller, Kylee Wagner, Junior Rodriguez, Claudia Harris-Stevenson, Pam Schieber, Shelia Van Asperen, Local 682, and Ruth Vosmeier

Others Present: Tom Trent, Corporate Counsel, Denny Logan, Corporate Counsel

3. Reading, Correcting and Approving of Minutes

a. Regular Board Meeting Minutes (3/12/2020)

Ms. Fortriede noted that the approval was for the revised Minutes that were sent out on Tuesday April 10, 2020. Those revisions were that Mr. Coats had motioned to approve February's Minutes, and Ms. Keesling had seconded that motion. The other revision was Mr. Coats moved to approve the above-referenced minutes, with Ms. Keesling seconding that motion. The other revision was on an Access Ridership chart page 4 of 7 in Agenda item 5. Mr. Hines motioned to approve the amended Minutes. Ms. Keesling seconded that motion. The Minutes were approved unanimously.

4. Public Comment

None

5. Board of Directors Reports

- a. Finance Committee: No Report
- b. Personnel Committee: No Report
- c. Marketing Committee: No Report
- d. Legislative Committee: No Report
- e. Executive Committee: No Report
- f. Transportation Planning Committee: No Report Board

6. Financial Report

The Board reviewed the Interim Record of Transmittals for the period between 4/1/2020 – 3/10/2020, and the February Record of Transmittals, which were included in the Board packet. Mr. Traxmor motioned to approve the Record of Transmittals, and Ms. Keesling seconded the motion. There being no discussion on the motion, the Records of Transmittals were approved by unanimous vote of the Board.

Mr. Miller proceeded to give the Board an overview of the March financial statement, which was also set forth in the Board packet.

7. Operations Report

General Manager Reese Pearl provided the Board with an overview of the March Operations report, a complete copy of which was set forth in the Board packet. He started the presentation by comparing the Fixed Route Ridership of March 2020 to that of 2019. This year there was a loss of over 32,500 trips due Covid 19, and since then, there has been a more significant decline in ridership averaging around 2,500 to 3,00. On March 26, 2020 Citilink went fare free and asked passengers to board from the back of the bus. Access is also down averaging around 110 – 120 trips compared to over 300 trips daily.

Due to the significant decline in ridership, and need for distancing changes had to made in the schedules of the runs. When Citilink went fare free, the ½ hour runs were idled. Several drivers have been using the emergency leave. Management met with the Union, and it was agreed that the ½ hour drivers have been on Report, which has helped out Operations.

Citilink also met with the Union in regards to the pandemic concerning the safety of the bus drivers. Because of the dramatic decrease of ridership, fewer runs are needed which lessens the potential for the drivers to be exposed to the virus. After meeting with the Union, there were three options proposed for the operations of the routes.

- Plan A: Leave the existing service in place as long as we can
 - High potential to exposure to the virus for drivers
 - Many buses running with 1 or 2 passengers after the rush
- Plan B: Run from 6:00 AM – 6:00 PM with 1 set of drivers running from 6:15 AM – 12:15 PM, and a second group running from 12:15 PM – 6:15 PM
 - High level of exposure to drivers
 - Minimal ridership mid-day
- Plan C: Go to a Modified Saturday Schedule. The Union said that the current Saturday 8:15 – 5:15 schedule would prevent a lot of morning riders from getting to work, so it was suggested to run from 6:15 AM, and running through 4:15. The drivers would be divided into two groups, and if a driver was exposed, it would have

less impact on the entire operation to provide service.

- Impact passengers in afternoon and evening
- Mitigate the effects to Operations if drivers were exposed

Mr. Traxmor made a motion to ratify the action beginning on April 26, 2020 of the implementation of Plan C: going to a modified Saturday schedule and running from 6:15 AM through 4:15 PM. Ms. Keesling seconded the motion. Mr. Hines expressed concern of patrons being stranded. Mr. Pearl proposed alternate ways to transport patrons. The motion of ratification of a Modified Saturday Service Schedule was approved without opposition.

The Access program will continue its current schedule due to the special needs of its clients.

Mr. Pearl then asked a motion that the Board ratify the actions taken on March 26, 2020 of: the buses being “fare free”, idling the ½ hour buses, and having passengers board from the back of the buses.

Mr. Coats moved to ratify the actions. Mr. Hines seconded the motion to ratify the buses to : run fare free, idle ½ hour routes, and to have passengers board from the back of the buses. The motion passed without opposition.

Mr. Traxmor made a motion that all riders be required to wear a face mask to ride the bus. The motion made failed, due to the lack of a second.

Ms. Fortriede turned the matter over to Mr. Pearl who said that he would solicit legal counsel on the matter of requiring face masks. Ms. Fortriede said that it will be looked into what other systems are doing regarding face mask requirements.

An Operations Report is included in the Board Packet

8. Marketing Report

Due to time constraints, there was no Marketing presentation given. However, there is a Marketing Report included in the Board Packet.

9. Human Resources Report

There had been 16 employees out on Emergency Leave ; however, as of April 9th, one employee returned. And from April 15 – 20th, 8 more people will be returning to work. Through May 4th, only 8 people will be off due to Emergency Leave.

Also, none of Citilink's employees have tested positive for Covid 19.

A Human Resources Report included in the Board Packet.

10. Maintenance Report

Due to time constraints, there was no Maintenance presentation given. However, there is a Maintenance Report included in the Board Packet.

11. General Manager's Report

Due to time constraints, there was no General Manager's presentation given. However, there is a General Manager's Report included in the Board Packet.

12. Introduction and/or Adoption of Resolutions and Ordinances

The following resolution was advanced for Board review and approval:

RESOLUTION R-03-20

A RESOLUTION OF THE FORT WAYNE PUBLIC TRANSPORTATION CORPORATION (FWPTC) ADOPTING A REVISED POLICY GOVERNING ALL ADVERTISING IN OR UPON CITILINK VEHICLES AND FACILITIES

Mr. Denny Logan, Corporate Counsel, briefed the Board on the content and effect of the resolution. The resolution is an amendment to the Advertising Policy that was adopted by the Board in 2011. Advertising is a revenue generator for the company, and this policy provides for conversation between Citilink's Marketing Department and a perspective advertiser regarding the advertising policy. It also provides for the Board of Directors to have the final decision regarding advertisements.

Mr. Hines moved to approve Resolution R-03-20, with Mr. Steinman seconding the said motion. There being no further discussion, the motion was passed by the unanimous vote of the Board of Directors.

13. Old Business and New Business

Old Business: None

New Business: Conducted during the Operation's presentation. The Ratification of the Previous Action on March 26, 2020: Changes to the scheduling/ 6:15 AM – 4:15 PM with no half hour runs, and Free Fare on both Access and Fixed Route with passengers boarding from the back of the buses on Fixed Route.

14. Open Discussion

Ms. Fortriede thanked Mr. Pearl and Citilink's staff. Mr. Hines asked what restroom provisions were being made for Citilink patrons at Central Station since the building was closed to the public. Mr. Steinman informed him that there were handicap accessible Port-O-John's at that facility.

There being no further discussion, Chairperson Fortriede adjourned the Board meeting at 6:46 PM

Attest:



Sherese Fortriede
Chair



Ron Steinman
Vice Chair