



BOARD MEETING MINUTES

Board of Directors Meeting
801 Leesburg Road, Fort Wayne, IN 46808
May 14, 2020 at 5:30 PM
REVISED

Opening Items

A. Call to Order:

The regular meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation was called to order at 5:34 PM by Chairperson Fortriede.

B. Roll Call:

Roll call was administered by Chairperson Fortriede, and she noted that all Board Members were present.

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

Members Absent: None

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

Staff Absent: Pam Schieber, and Ernest Johnson Local 682

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

1. Reading, correcting and approval of the Minutes of the previous meeting(s):

a. Regular Board Meeting Minutes (4/9/2020)

Mr. Traxmor noted that a motion that he had made at the April 9, 2020 Board Meeting to require that face masks be worn by passengers and drivers was not included in the Minutes. This motion was made during the Operations report regarding which option to entertain for cutting back on service. The motion failed for lack of a second. At that point, Mr. Pearl said that he would seek legal counsel regarding mandating the wearing of face masks.

Revised: 6/16/2020

Mr. Hines moved for the approval of the Minutes as corrected. Mr. Coats seconded the motion. Mr. Steinman was a non-vote due to technical issues. The corrected Minutes were approved without opposition.

2. Public Comments: None

3. 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: Meeting was cancelled

Staff Reports:

4. Financial Report

Mr. Miller proceeded to give the Board an overview of the April 2020's Financial Statement, which was also set forth in the Board packet.

Mr. Traxmor asked about the source for the fare subsidies. Mr. Miller explained that the Medlink bus is underwritten by Parkview Memorial Hospital, and the Cougar Express Bus is underwritten by the University of Saint Francis. However, due to school closure related to Covid 19, the Cougar Express did not run in April 2020.

Mr. Hines asked if the company was continuing to receive quotes financial institutions. Mr. Miller said that Citilink had received a couple of rate proposals, but is still seeking out more proposals.

Mr. Hines also asked if lost revenue could be captured out of the C.A.R.E.S. Act distribution. Mr. Miller said that close to \$2,000,000 would go for loss of revenue replacement, \$800,000 for Covid 19 related expenditures, and \$1,000,000 for Special Rules Operating Expenses.

Mr. Traxmor asked about the unit cost of face masks. Mr. Pearl said it was approximately \$13 per mask.

The Board reviewed the Interim Record of Transmittals for the period between 5/1/2020 – 5/15/2020, and the April Record of Transmittals, which was included in the Board packet. Mr. Coats moved to approve the Interim Record of Transmittals, with Ms.

Keesling seconding his motion. There being no discussion on the motion, the Interim Record of Transmittals were approved by unanimous vote of the Board.

The full report was included in the Board packet.

5. Operations Report

Operations Director Harris-Stevenson provided the April Operations Report.

The full report was included in the Board packet.

6. Marketing Report

Marketing Manager Wagner provided the Marketing Report for the month of January.

Mr. Hines asked how aggressive the company will be to getting the word out once there is a return to full service.

Ms. Wagner said that information would be on the company's website, and be released through social media. Token Transit would also be notified so that they will be prepared for pass sales.

The full report was included in the Board packet.

7. Human Resources Report

Ms. Boykins provided the Human Resources report for the month of April.

Mr. Hines asked if there were protocols or industry standards for testing staff, employees, and drivers where everyone is tested. And what is the proper procedure for a temperature gauge to be used for employees and/ or possibly customers in regards to returning to back to normal operations.

Ms. Boykins said that Citilink has thermometers in all departments, and at this point, the temperature checks are voluntary.

Mr. Hines asked if there were any national or state protocols regarding testing.

Mr. Pearl mentioned that the transit agencies that were testing their employees have a facility close by, and that he had read, "If you don't have the symptoms, you should not get tested."

Mr. Hines mentioned that in the C.A.R.E.S. Act, there is money for such things as testing, and asked if the Union would be supportive of testing.

Mr. Pearl said that when he met with the Union Executive Board, Mr. Johnson, their president said that it would be acceptable to make temperature testing mandatory. That it was just a matter of going back to the Union Executive Board to confirm that.

The full report was included in the Board packet.

8. Maintenance Report

PM Maintenance Supervisor Rodriguez provided the maintenance report for the month of April. He also answered questions from Mr. Traxmor regarding if the labor hours included cleaning the buses for Covid 19, and how often the buses were cleaned. The labor hours do not include bus cleaning time, and the buses are cleaned and treated with hospital grade disinfectant every night.

The full report was included in the Board packet.

9. General Manager's Report

Mr. Pearl provided the General Manager's report for the month of April.

Mr. Traxmor asked in regards to a webinar regarding methods of cleaning and disinfecting buses, if he got any information about using ultraviolet disinfection.

Mr. Pearl said that he did, and that he and Mr. Rodriguez are looking at an Indiana company that manufactures ultraviolet disinfecting equipment. They are looking into the cost of the equipment and what the procedures are for disinfecting buses. If it is determined that it is a viable option, then they will proceed with that,

The full report was included in the Board packet.

10. Introduction and/or Adoption of Resolutions and Ordinances

11. Old Business and New Business

Old Business:

Mr. Traxmor extended the discussion of face masks, and introduced an article by Brad Lander, a New York City Deputy Leader for Policy, entitled [A New York City Council Member's Plan to Save Public Transit.](#)

New Business:

1. C.A.R.E.S. Act Funding

Mr. Pearl presented the proposed expenditures for approval for the C.A.R.E.S. Act Funding, and sought approval for those expenditures from the Board.

Mr. Urberg made motion to approve the allocations. Ms. Keesling seconded the motion. Mr. Steinman was not present for the vote. The motion to approve the allocations for the C.A.R.E.S. Act funding expenditures passed unopposed.

2. Proposed Strategy for the Return to Regular Operations.

Mr. Pearl introduced to the Board the proposal to return to regular operations on Tuesday, May 26, 2020. It was presented that all of the drivers would be required to wear face masks, and that face shields would be available to those who wished to wear them. Also, the company is looking into the installation of permanent fixtures on buses.

Mr. Traxmor asked if the implementation of route changes had been considered for this time. He mentioned that San Francisco had implemented route changes.

Mr. Pearl said that there would need to be public hearings and a review of the TDP before such changes could take place.

Ms. Fortriede suggested that other systems had temporary changes to their routes during the cut-backs in service. During this crisis, there is a reluctance to implement a major change. Also, there is a lot of things that need to happen in order for such a change to take place: such as the changing signs and having new maps made.

Mr. Hines said that Covid 19 was a game changer, and suggested that this was not a good time to make drastic changes.

Mr. Pearl asked for approval from the Board for Citilink to return to regular operations on Tuesday, May 26, 2020.

Mr. Traxmor asked if there was an evaluation of the Covid 19 opening standards as they evolve.

Mr. Pearl indicated that he was in contact with the leadership of: Indygo, Lafayette, Bloomington, and South Bend transit agencies. Whatever recommendations are given by the CDC will be followed and closely adhered to. And if things change, procedures will be adjusted accordingly.

Mr. Hines made motion for the approval for the return of regular operations of Citilink on Tuesday May 26, 2020. Ms. Keesling seconded the motion. Mr. Traxmor opposed the motion. The motion passed with one opposition.

12. Open Discussion by the Board

Mr. Steinman asked if the person who owed the company money was still working with Citilink?

Mr. Pearl said that the company is working with this person and the Marketing Committee to try to work out an acceptable settlement.

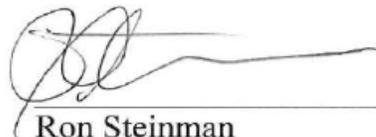
There being no further business, the meeting was adjourned at 7:01 PM.

Attest:



Sherese Fortriede

Chair



Ron Steinman
Vice Chair