



**BOARD MEETING MINUTES**

Board of Directors Meeting  
801 Leesburg Road, Fort Wayne, Indiana 46808

July 9, 2020 at 5:30 PM

**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 5:34 PM by Chairperson Fortriede. There was a delay in the start of the meeting due to technical difficulties of the Zoom meeting.

**2. Roll Call**

Roll call was administered by Chairperson Fortriede.

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

Members Absent: Lana Keesling

Staff Present: Reese Pearl, Jean Marie Boykins, Kylee Wagner, Pam Schieber, and Ruth Vosmeier

Staff Absent: Bruce Miller, and Ernest Johnson, President: Local 682

Others Present: Tom Trent, Corporate Counsel, Denny Logan, Corporate Counsel, and Ashley Gilbert-Johnson, Rothberg Logan & Warsco, LLP

**3. Reading, Correcting and Approving of Minutes**

- a. Regular Board Meeting Minutes (6/11/2020)

The Regular Board Meeting minutes of June 11, 2020, were approved unanimously by those present of the Board of Directors. Mr. Hines made motion for the approval of the minutes, and Mr. Steinman seconded the motion. Due to technical

difficulties, Mr. Steinman was not present during the vote; therefore, Ms. Fortriede voted in favor of the approval of the minutes.

**4. Public Comment**

None

**5. Board of Directors Reports**

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

**6. Financial Report**

Due to Mr. Miller's absence, Mr. Pearl presented the Financial report for the month of June. He stated that Citilink's overall revenue was under by approximately 8.2% which was primarily due to the drastic decrease in ridership related to COVID 19 and not drawing down as much 5307 Special Rules Operations funds as budgeted. Operating expenses were under budget by 8.5%. This was in part due to the company experiencing a large savings in Group Medical Insurance and fuel costs.

The Board reviewed the Interim Record of Transmittals for the period between 7/1/2020 – 7/10/2020, and the June Records of Transmittals, which were included in the Board packet. Mr. Traxmor Motioned to approve the Records of Transmittals, and Mr. Coats seconded the motion. All members present voted in favor for the approval of the Records of Transmittal. Chair Fortriede voted in favor of approval because Mr. Steinman was not present during the vote, due to technical issues. The Records of Transmittals were approved by unanimous vote of the Board.

Mr. Pearl proceeded to highlight that the sick pay expenditure was higher than normal due to the fact that there was a retirement pay-out in June. Mr. Pearl then gave the Board an overview of the February financial statement, which was also set forth in the Board packet.

**7. Operations Report**

Claudia Harris-Stevenson provided the Board with an overview of the June

Operations report. She highlighted, that June's Fixed Route ridership is down 30.18% compared to June of 2019. She also stated that Access and Greyhound trips is still below last year's figures, but that there has been a steady increase in ridership since March. A complete copy of the Operations report was set forth in the Board packet

## **8. Marketing Report**

Marketing Manager, Ms. Wagner provided the marketing report for the month of June, a complete copy of which was set forth in the Board packet. Ms. Wagner highlighted that the Maintenance Supervisor took pictures of hostlers cleaning the buses, which were posted on social media, to show that the company is doing everything possible to keep the riders safe. The trip planner has issues; however, it is in the process of being changed.

## **9. Human Resources Report**

Ms. Boykins provided the Human Resources report for the month of June. A complete copy of the report was included in the Board packet. Ms. Boykins informed the Board that an Operations Supervisor has been selected, and that we will be hiring drivers. She mentioned that almost all departments have continued training via the internet. Also, Ms. Boykins informed the Board that 32 employees have tested for COVID 19, and that two tested positive.

Mr. Traxmor asked Ms. Boykins what Citilink's role was in following the positive COVID 19 test results? And what responsibility the company had in regards to tracing.

Ms. Boykins replied that if an employee tests positive, they cannot return to work until they have quarantined, and have been confirmed negative, and no longer have any symptoms, per CDC guidelines.

Mr. Hines asked which department(s) the positive cases were in?

Ms. Boykins answered that per the CDC and the Department of Health, the company can only say how many people tested positive.

## **10. Maintenance Report**

Maintenance Supervisor Rodriguez provided the Maintenance report for the month of June. A complete copy of the report was included in the Board packet. Mr. Rodriguez highlighted that the fuel costs for 2020 were 25 cents less per gallon than in 2019. There was a 100% completion rate of preventative maintenance inspections for both Access and Fixed Route buses. Also, Citilink is seeking to hire 2 qualified mechanics, and 1 building and grounds employee.

## **11. General Manager's Report**

Mr. Pearl provided the General Manager's report for the month of June. A complete copy of the report was included in the Board packet. Mr. Pearl mentioned an option for a 1-year free trial of Elerts warning system that they are offering on a limited scope. This is an app that the public can alert the authorities regarding "See something, say something," that would notify: Citilink, the police, the fire department, or the City if there was an issue, and where it was at.

Mr. Traxmor inquired about a joint bus RFP (request for purchase), and why INDOT does not coordinate for the whole state?

Mr. Pearl explained that the joint bus RFP is in conjunction with a transportation system in Illinois that is developing the RFP. They have asked other transportation systems if they would like to go in with them, and piggyback off of their RFP. The reason that INDOT does not coordinate for the entire state, is that they do not do RFP's for buses. They only deal in vehicles as large as box trucks.

Mr. Traxmor also asked about the status of the City fixing the cross walks.

Mr. Pearl stated that he had inquired to the City about the repair of the cross walks, but that he has not heard back from them yet, but that he would keep Mr. Traxmor informed of their progress.

## **12. Introduction and/or Adoption of Resolutions and Ordinances**

### **10.1 RESOLUTION R-04-20**

A RESOLUTION AUTORIZING THE GENERAL MANAGER/ CEO TO SIGN THE CONTRACT FOR THE AVL/AVA PROCUREMENT TO DOUBLEMAP. INC.

Mr. Pearl presented the resolution, stating that Rothberg Logan & Warsco assisted in negotiating a very solid agreement with DoubleMap that is beneficial to Citilink. DoubleMap dropped their price just under \$225,000. The annual data cost is \$8,100 as opposed to our current price of \$2,000 - \$2,500 per month with our present provider.

Mr. Pearl made a request to authorize signature and enter into an agreement with DoubleMap.

Mr. Coats motioned to approve Resolution R-04-20. Mr. Urberg seconded the motion.

Mr. Traxmor asked if Citilink has any comparative data on what other cities are paying for this software? He also inquired if the plan was proportional to the system?

Citilink completed an Independent Cost Estimate. However, based on past experience with other systems, Mr. Pearl said that the price was in-line, if not less, if not less than what other systems are paying.

Mr. Pearl also stated that Citilink is getting quite a few updates. elevated bus tracking and additional features. All members present voted in favor of Resolution R-04-20. Due to the temporary absence of Mr. Steinman, Chair Fortriede voted in favor of this resolution. The resolution passed unopposed.

### **13. Old Business and New Business**

Old Business:

- a. The 2020 Marketing Plan was presented by Ms. Wagner. She highlighted some of the main points that are in the plan. The Citilink 2020 Marketing Plan was included in the Board packet.

In regards to the plan's budget, the expenditures for this year are \$58,100, which would leave balance of \$36,000. The Marketing Committee had talked about saving some money for next year. With new routes coming into play, new maps will need to be made and various other expenditures.

Chair Fortriede entertained a motion to approve the 2020 marketing Plan. Mr. Urberg motioned for the approval. Mr. Hines seconded the motion for approval. All present voted for approval of the 2020 marketing Plan. Due to the temporary absence of Mr. Steinman, Chair Fortriede voted in favor of approval. The motion passed.

- b. The Citilink 2020 Strategic Plan was presented by Mr. Pearl. Following the Strategic Plan in the Board Packet, is a memorandum that highlights the changes in the plan.

The concept of advocacy was incorporated into the plan, as well as an emphasis on safety. In addition, an implementation of using the Transit Development Plan as a guide to achieve corporate goals was added to the plan.

Chair Fortriede entertained a motion that the Citilink 2020 Strategic Plan be adopted as supplemented by Mr. Pearl's memorandum. Mr. Hines made motion to adopt the strategic plan. Mr. Coats seconded that motion. Because of the momentary absence of Mr. Steinman, Chair Fortriede voted in favor of the adoption of the plan, the motion to adopt the Citilink 2020 Strategic Plan as supplemented passed.

Mr. Traxmor brought up a resolution that he had passed out to the Board on March 12, 2020. There had been some debate over the resolution at the March meeting. The resolution was the delayed for 90 days. Mr. Traxmor inquired about the status of a 90-day review.

Subject to Mr. Pearl's direction, a memorandum was presented by Rothberg Logan & Warsco, LLP, and read by Ashley Gilbert-Johnson to the Board regarding that resolution.

After additional discussion in regards to the resolution, Mr. Steinman motioned to deny bringing forth a resolution to declare a climate emergency. Mr. Hines seconded that motion.

Following a brief discussion, a vote was taken, and the motion to deny bringing forth a resolution to declare a climate emergency passed.

New Business:

None

**14. Open Discussion**

Mr. Hines said that he was getting a number of inquiries about bus huts. Ms. Fortriede asked Mr. Pearl to forward Mr. Shippy's contact information to Mr. Hines.

There being no further discussion, Chairperson Fortriede adjourned the Board meeting at 6:34 PM.

Attest:



Sherese Fortriede  
Chair



Ron Steinman  
Vice Chair