



**BOARD MEETING MINUTES**

Board of Directors Meeting  
801 Leesburg Road, Fort Wayne, Indiana 46808  
August 13, 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 5:31PM by Chairperson Fortriede.

**2. Roll Call**

Roll call was administered by Chairperson Fortriede.

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

Members Absent: None

Staff Present: Reese Pearl, Jean Marie Boykins, Bruce Miller, Kylee Wagner, Pam Schieber, Shelia Van Asperen: Local 682, and Ruth Vosmeier

Staff Absent: Ernest Johnson, President: Local 682

Others Present: Tom Trent, Corporate Counsel

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

- a. Regular Board Meeting Minutes (7/9/2020)

The Regular Board Meeting minutes of July 9, 2020, were approved unanimously by those present of the Board of Directors. Mr. Steinman made motion for the approval of the minutes, and Mr. Urberg seconded the motion.

**4. Public Comment**

None

**5. Board of Directors Reports**

- a. Executive Committee: Met on 7/16/2020, meeting minutes are in packet
- b. Finance Committee: No Report. Will be meeting to discuss Proposed 2021 Budget
- c. Legislative Committee: No Report
- d. Marketing Committee: No Report
- e. Personnel Committee: No Report
- f. Transportation Planning Committee: No Report

**6. Financial Report**

Prior to Mr. Miller presenting the Financial report for the month of July, the Interim the record of Transmittals 8/1/2020 – 8/14/2020, and the Record of Transmittals for July 2020 were reviewed. Mr. Traxmor had a question regarding transaction #089112 for almost \$3,000 for a repair to a door at Baker Street. Mr. Rodriguez explained that the door in the drivers' lounge at Baker street was not locking, and that was a security issue. It is a wheelchair accessible door, and the mechanism part is hard to get, so they had to call in Koehlinger. Mr. Pearl also explained that when that element is repaired, it is typically a replacement cost.

Ms. Fortriede entertained a motion that the Record of Transmittals be approved. Mr. Urberg made motion, and Mr. Steinman seconded the motion. All members voted in favor for the approval of the Records of Transmittals. The Records of Transmittals were approved by unanimous vote of the Board.

Mr. Miller proceeded to highlight items in the Controller's Report. Overall revenue is under budget by approximately 8.7%, and Operating Expenses are under budget by approximately 8.1%. This is due mainly to medical insurance and fuel costs. Citilink's cash position as of July 31, 2020 is roughly \$167,000 higher as compared to the cash position of Jul 31, 2019. Total Revenue is up 7.68% and Operating Expenses are fairly flat compared to last year. The 2020 budget was set up to accumulate enough revenue to allow a \$500,000 transfer into the Cum Fund at the end of the year.

On the Cash Balance Report, Mr. Miller made mention that he would be addressing the Old Salem Bank issue during Old Business.

Moving to the Statement of Net Earnings, Mr. Miller pointed out that although passenger fares and paratransit revenue are increasing, but they are still well below a regular month. Salaries and wages were much higher than normal due to July having the most Monday – Friday days than any other month this year. So, we have a larger than normal wage calculation. Other Materials and Supplies is significantly higher than normal. This is due to the cost of COVID 19 related supplies. Total Operating Expenses are under budget by roughly \$725,000.

Mr. Traxmor asked how the C.A.R.E.S. act money was reflected in the budget.

Mr. Miller explained that it is set aside as revenue, as a revenue replacement for things such as to off-set revenue short-falls, as well as additional operating expenses relating to COVID response. The funding is accrued in the report, and will be drawn down later in August. He also explained that the funding will be used for needed capital projects such as: 4 fixed route buses, 10 paratransit vehicles, bus barn roof replacement, bus wash, and a generator. The money will be seen into the Statement of Net Earnings as anticipated to cover operating expenses, and when capital items are purchased.

Mr. Hines asked which line item in the report would reflect the C.A.R.E.S. act expenditures,

Mr. Miller explained that the funds were booked as a receivable. The money is booked as we are entitled to it, and will be drawn down as needed,

Mr. Pearl said that the money has not been approved yet, and therefore, it cannot be booked.

Mr. Steinman asked Mr. Coats if the funding could be reflected in the 2021 budget. Mr. Coats responded that it could not included until it is approved.

Mr. Traxmor suggested that an additional report be made, reflecting how the funds are spent.

Mr. Coats said that once the monies were approved, an additional report would be appropriate.

Mr. Traxmor asked if the maintenance would be capitalized with the C.A.R.E.S. funding.

Mr. Miller said that a portion of the C.A.R.E.S. funding would be used for capitalized maintenance. He said that \$1.3 Million for normal capitalized maintenance, and \$420,000 to be used to replace 7 hybrid bus batteries.

## **7. Operations Report**

Claudia Harris-Stevenson provided the Board with an overview of the July Operations report. She highlighted, that July's Fixed Route ridership is down 39%, and Access was down 33.9% compared to July of 2019. She also mentioned that as of August 13, 2020 the company has gone 40 days without a preventable accident, and that Citilink would have an appreciation lunch on August 21<sup>st</sup>. On time performance for July 2020 was at 95.33% for fixed route, and 99.36% for Access. Citilink lost 1 full time Access driver, and is now down to 16 Access drivers. 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 July, a complete copy of which was set forth in the Board packet. Ms. Wagner highlighted that a press release went out in July regarding face coverings. Also, the company's website is getting more hits, as ridership has been increasing. There was a lot of on-line activity relating to the Youth Summer Fun Pass; however, due to COVID 19, there were not many sold. Ms. Wagner

also mentioned that there was considerable amount of interaction of people looking at pictures of hostlers and people from Blue Jacket cleaning the buses.

## **9. Human Resources Report**

Ms. Boykins provided the Human Resources report for the month of July. A complete copy of the report was included in the Board packet. Ms. Boykins informed the Board that the company is on second round interviews for the building and grounds position. She said that there are still only 2 employees total that have tested positive for COVID 19. Also, that as of August 11<sup>th</sup>, there is rapid COVID 19 testing available, and that employees can get 3 tests free from the Cook Road BHS location.

## **10. Maintenance Report**

Maintenance Supervisor, Mr. Rodriguez provided the Maintenance report for the month of July. A complete copy of the report was included in the Board packet. Mr. Rodriguez highlighted that there were 2,500 less fixed route miles this year from 2019, and that there were 14,451 less Access miles this year from July 2019. Preventative maintenance inspections were at 100% completion rate for both Access and Fixed route. The average repair time per ticket was 3.33 hours per job. There were only 2 major road calls in July for fixed route, and 1 for Access. Also, the company is looking to hire 2 mechanics.

Fuel costs for 2020 were 37 cents less per gallon, and Citilink used 877 gallons less in 2019, which was a total savings of approximately \$13,000.

Mr. Steinman asked about why we have a surplus of 2,000 masks? Mr. Rodriguez explained that those were originally purchased for Cougar Express riders, but since we no longer have that route, they can be given out to other passengers.

Mr. Steinman then asked about maintenance staff. Mr. Rodriguez said that the company needs to hire 2 mechanics. One candidate was interviewed this week, and there will be more interviews next week.

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

Mr. Pearl provided the General Manager's report for the month of July. A complete copy of the report was included in the Board packet. One of the items highlighted by Mr. Pearl was a meeting he had with Mark Palmer on July 21<sup>st</sup> to discuss any issues with State funding. There will be a slight decrease in PMTF, but it will be less than originally anticipated. On July 24<sup>th</sup>, Mr. Pearl had a meeting with Moovit regarding their mobile app, and how they are getting into the local market. Citilink is working with them in coordination with Double Map. Not included in the Board report was that DoubleMap has everything on order, and hopefully they should install everything in 1 -1 ½ months. The company will continue to keep the Board updated on DoubMap's progress. On Aug 4<sup>th</sup> Mr. Pearl attended an Indiana General managers Meeting via Zoom with the General Managers of: Bloomington,

Lafayette, South Bend, Indianapolis, and Fort Wayne. This was a meeting to discuss the new transportation committee and have a roundtable discussion.

Mr. Pearl said that the company has implemented mask requirements for: the office, bus operators, and passengers. He commented that every day, we only have a couple of passengers that don't wear a mask either because of medical issues, or that they refuse to wear one. Citilink had also purchased printed Citilink masks in the past. The FTA gave Citilink 4,000 cloth masks which the company is providing to drivers and the public. Mr. Pearl asked Ms. Harris-Stevenson if the public was using the masks, and said that they were. Citilink also purchased 8,000 paper masks in anticipation of high demand this winter and fall.

Mr. Traxmor inquired about the status of the Volkswagen Mitigation grant, and the amount that the company was requesting.

Mr. Pearl said that Citilink was not awarded anything this go-around, but that the company would resubmit a request on the next go around. That the grant included both the vehicles and the charging station, and that the request was delayed due to COVID 19. Mr. Pearl said that the company was requesting \$800,000 - \$850,000.

Mr. Traxmor then asked why Citilink was not awarded the last grant.

Mr. Pearl explained that the last one was for a pilot project, and that the VW grants do not allow for lease programs, it has to be strictly for procurement. With a pilot program, it would have been for a lease for a couple of months.

Then Mr. Traxmor asked if there were any other outstanding grants.

Mr. Pearl said that we were not awarded any funding for the 5339 Grant, but that we will try again next year.

Ms. Fortriede asked what the grant was for.

Mr. Pearl replied that it was for: 2 electric buses, a charging station, roof repairs for the bus barn, and a water recycling bus wash.

Ms. Fortriede requested that Mr. Pearl request a de-brief as to why Citilink was not awarded a 5339 Grant.

Mr. Pearl then proceeded to give an update on the bus advertising RFP. The company decided to go to one vendor for bus advertising. The RFP was issued and put on the company's website on August 12, 2020. It will also be posted on Transit Talent. The proposals are due on September 11<sup>th</sup>, and will be brought before the Board on October 8<sup>th</sup> for approval.

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

None

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

Old Business:

- a. Mr. Miller presented the results to his investigation to find the most advantageous account for Citilink's holdings that are currently in Horizon Bank. Farmers and Merchants money market account was by far the best option. Mr. Miller proposed approval by the Board to switch the \$1.1 Million from Horizon Bank, into a Farmers and Merchants Bank money market account.

Mr. Hines motioned for approval for the transfer of the funds. Mr. Urberg seconded the motion. The Board passed by unanimous vote for the transfer of funds from Horizon Bank to a money market account with Farmers and Merchants Bank.

New Business:

- a. Mr. Miller briefly discussed the 2021 Budget Draft. The document will be presented in an upcoming Finance Committee Meeting where they can propose to make any changes before it is brought back to the full Board in September. The proposed budget does reflect some changes on operating, and non-operating revenue, as well as anticipated changes in expense. Mr. Miller also referred to a schedule that referenced a timeline of required criteria.

**14. Open Discussion**

Mr. Hines suggested that whoever presents Citilink's 2021 Budget to City Council should be able to answer any questions concerning federal funding, pertaining to the amounts and how the funds are dispersed.

Mr. Pearl said that he and Mr. Miller will be presenting the budget to City Council, and that the answers to those questions would be provided.

There being no further discussion, Chairperson Fortriede adjourned the Board meeting at 6:19 PM.

Attest:



Sherese Fortriede  
Chair



Ron Steinman  
Vice Chair