

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

Board Minutes

Thursday, September 9, 2021

The September meeting of the Fort Wayne Public Transportation Corporation/ Citilink Board of Directors was held on Thursday, September 9, 2021. The Regular Meeting started at 5:31 PM via Zoom.

Directors Present: Ms. Sherese Fortriede, Mr. Glynn Hines, Mr. Nelson Coats, Mr. Konrad Urberg, Ms. Melissa Fisher, Ms. Pone Vongphachanh

Directors Absent: Ms. Lana Keesling

Staff Present: Mr. John Metzinger, Dr. Jean Marie Boykins, Mr. Bruce Miller, Ms. Claudia Harris, Mr. Junior Rodriguez, Ms. Pam Schieber, Ms. Kendal Hampton

Staff Absent: None.

Others Present: Mr. Steve Sustek, ATU Local 682 Union President; Mr. Tom Trent, Corporate Counsel; Ms. Rachel Guin, Corporate Counsel.

Ms. Fortriede began with a roll call of members and noted that all Board members were present, except Ms. Lana Keesling, who had indicated in advance that she would be absent.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting, and accepting the previously distributed Board Minutes of 8.12.2021 and the Finance Committee minutes of 8.24.2021. Mr. Coats moved to approve the minutes, and Mr. Urberg seconded the motion. The motion passed unanimously.

Board of Directors Committee Reports:

Executive Committee – No report.

Finance Committee – No report.

Legislative Committee – No report.

Marketing Committee – No report.

Personnel Committee – No report.

Transportation Planning Committee– On August 25, there was a follow-up meeting about the bus stop accessibility study coordinated by NIRCC and the city staff. Citilink was asked to develop guidelines for the placement of bus stops, consider consolidating some of the bus stops, and use APC data to prioritize improvements. The city is working on a base design for new developments. Mr. Metzinger will continue to share progress. The next meeting is scheduled for October 11.

Staff Reports:

General Manager's Report – The written report is included in the packet. Mr. Metzinger let the Board know that the staffing shortage grows more severe as Citilink needs ten new drivers and two mechanics. Citilink was hit hard with COVID in August with 13 positive cases. Most of those are mild, with one being severe. FFCRA leave has increased as we have had 21 employees take leave compared to 2 in July. Absenteeism contributed to temporary service reduction last month, with some services now being restored. However, Citilink is still running only 60-minute frequency on route four and has limited scheduling for Access. After the Board passed the vaccine incentive last month, reports of vaccination rose from 39% to 50%. Citilink still has a way to go, but the momentum is moving forward positively. A new Marketing and Development Manager is very close to being chosen. Interviews are scheduled on September 17th with the

finalists and the Marketing Committee for their feedback and advice. Mr. Metzinger would also like the Board to know that the product specifications for new Gillig buses are underway. Citilink is likely to specify a new “Euro style” to give the fixed-route buses a modern, appealing appearance.

Finance Report – The Record of Transmittals for August 2021, Interim Record of Transmittals for September 1 through the 10th, and financial report are included in the written packet. Mr. Urberg motioned for approval, and Ms. Fisher seconded the motion. The Board passed the Record of Transmittals and Interim Record of Transmittals unanimously. Mr. Miller presented the written report pointing out that the operating revenue is down only because of the free fare incentive until November 30.

Human Resources Report – The written report is in the packet. Dr. Boykins informed the Board that President Biden’s Executive Order may require vaccinations for transit workers. Dr. Boykins stated that we were currently waiting to hear from OSHA on guidelines for this mandate. There is currently one EEO complaint that Ms. Guin is working hard on, and she will submit the response by Tuesday. Use of FMLA leave has declined with improvements in administering use of leave.

Maintenance Report – The full report is in the packet. Mr. Rodriguez reiterated that Citilink had difficulty completing preventative maintenance due to staffing shortages and overtime refusal. He hopes to have temporary help from Truck Maintenance to get them caught up and allow them to focus on the big buses.

Marketing Report – The full report is in the packet. Mr. Metzinger thanked Ms. Hampton for putting together the written report in the packet. He pointed out that the email service is growing with 472 subscribers, and the text message service has grown to 382. Mr. Metzinger shared the Fixed route ridership chart and the Access ridership. He is only showing the past three years that ridership continues to grow but has not hit the level of ridership we were at in 2019. Mr. Metzinger stated that Fixed Route ridership would have most likely continued to grow had we not had to reduce services. Access is seeing a different story as we have had to limit the service.

Operations and Customer Service Report- The Operations and Customer Service reports are provided in the packet. Ms. Harris presented her report and the Customer Service report.

Old Business:

Approval of Citilink 2022 Budget- The written budget is provided in the packet. Mr. Miller presented the budget to the Board. The highest costs are salaries and wages, fringe benefits, and fuel. Mr. Miller reminded the Board that Labor Negotiations are taking place this year, and therefore the budgeted amount for the salary and wages is higher. Ms. Fortriede asked when the budget goes to the Council. Mr. Miller responded that if passed by the Board tonight, a PDF file will be sent to the City Controller’s office, and they would advertise the budget online. The budget would then be introduced on September 28th. A public hearing will be held on October 12th at 5:30 PM, then it would be placed before the City Council for their approval on October 26th. Mr. Metzinger and Mr. Miller presenting the budget to City Council at the public hearing. Mr. Urberg moved for the budget to be approved, and Mr. Hines seconded the approval of the budget. Ms. Fortriede did a roll call vote, and the Board passed unanimously. Mr. Metzinger thanked Mr. Miller for providing transparency on the budget creation.

New Business:

Board Retreat- Mr. Metzinger asked the Board if January 22nd from 8 until noon would work for a Board Retreat. If so, Mr. Metzinger will have Ms. Hampton create an invitation for the meeting. Those present at the meeting stated that January 22nd would work for them. Ms. Hampton stated she would reach out to Ms. Keesling and ensure that works for her as well.

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

Open Discussion:

Mr. Hines listened to the discussion about the AWS Foundation and the bus huts, and he wants to encourage adding bus huts where they need to be. Ms. Fortriede stated that Turnstone is getting a universal bus hut that works for people with all disabilities, and another one's location is yet to be determined. Mr. Hines suggested the League for the Blind as the second option. Ms. Fortriede stated that they would look into that.

Mr. Metzinger wanted the Board to know that he will be on Mayor Tom Henry's podcast on Monday, September 13. Once the link is available, he will send it to the Board. Mr. Metzinger wanted the Board and staff to know that Lana Keesling has announced her campaign for Indiana State Treasurer. If she is selected by the delegates next June, her candidacy will be on the ballot for November 2022. Ms. Keesling has assured Mr. Metzinger and the rest of the Board that she will continue to serve on the Board through her term and let us know of any changes. She will be back in the October meeting but needed to be away tonight for a campaign event.

The meeting adjourned at 6:24 PM with no further business.

Sherese Fortriede
Chair

J. Nelson Coats
Secretary