

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

Board Minutes

Thursday, October 14, 2021

The October meeting of the Fort Wayne Public Transportation Corporation/ Citilink Board of Directors was held on Thursday, October 14, 2021. The Regular Meeting started at 5:31 PM via Zoom.

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

Directors Absent: None.

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

Staff Absent: None.

Others Present: Ms. Sheila Van-Aspen, Local ATU 682; Mr. Tom Trent, Corporate Counsel; Mr. Michael Sturges, Chief Safety Officer.

Ms. Fortriede began with a roll call of members and noted that all Board members were present.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting and accepting the previously distributed Board Minutes of 9.9.2021. 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– Mr. Metzinger let the board know that the Committee met on October 11th. There was a discussion on federal relief funding allocated under section 5310, “Enhanced mobility for seniors and people with disabilities.” This funding is passed through Citilink to local non-profit providers, Citilink keeps 10% for administration. CRRSAA/ARP has allocated \$102,963 to the urbanized area. The Transportation Planning Committee (TPC) moved to use the funding for operating assistance to support local non-profit agencies. If approved by the Urban Transportation Advisory Board (UTAB) in November, Citilink and NIRCC will issue a call for applications in February. The next meeting is on December 13th.

Staff Reports:

General Manager's Report – The written report is included in the packet. Mr. Metzinger explained that preventative maintenance, the regular proactive maintenance work to keep the fleet available, has been a challenge. Mr. Rodriguez has been focusing on this, and he will share more in his reports. Mr. Metzinger and Mr. Rodriguez returned from site visits to three transit agencies. They visited CityBus in Lafayette, Danville Mass Transit in Illinois, and the Champaign-Urbana Mass Transit District (CU-MTD) in Illinois. The CU-MTD unveiled their Hydrogen Fuel Cell Electric buses and fueling station, which Mr. Metzinger stated was fantastic innovation. The MTD uses solar power to convert water into hydrogen and then uses hydrogen to power an electric motor in the bus. The only emission result is water. The project was funded with FTA and state of Illinois funding. Many dignitaries were in attendance, including Nuria Fernandez, Administrator of the Federal Transit Administration, Kelley Brookins, Administrator of FTA Region 5, APTA President Paul Skoutelas, and U.S. Senator Dick Durbin. Mr. Metzinger introduced Mr. Rodriguez to Bill Volk, the retired director of the MTD and served as AGM here in Fort Wayne in the 1970s. Mr. Metzinger said it was a productive visit, and it helped Mr. Rodriguez and himself catch a larger vision of the industry and the innovations that are possible.

Last week, Mr. Metzinger went to Indiana Council on Specialized Transportation (INCOST). Some key takeaways Mr. Metzinger noted were that the TSA is available to help provide training resources on security from terrorism threats. I shared information with HR and our new Chief Safety Officer. The two most significant issues the transit providers are facing are labor shortage and supply chain delays. Midwest Transit may cancel some buses ordered under state contract. Citilink reassured the salesman that we should receive the 12 buses next spring subject to potential delays. Metro media partner's dispute is possibly near the settlement. This is our former advertising contractor who owes a considerable sum. Some of the details of the proposed settlement have been discussed with the Executive Committee. Mr. Metzinger will reach out to this Committee and the entire settlement. If not, the lawsuit Citilink filed will move to the courtroom. Mr. Metzinger finished his report by introducing our new Marketing and Development Manager, Ashley Pino, and our new Chief Safety Officer, Michael Sturges.

Finance Report – The Record of Transmittals for September 2021, Interim Record of Transmittals for October 1 through the 15th, and financial report are included in the written packet. Mr. Urberg motioned for approval; Mr. Coats seconded the motion. The Board passed the Record of Transmittals unanimously. Mr. Miller presented the written report to the Board.

Human Resources Report – The written report is in the packet. Dr. Boykins stated that the PM Maintenance Supervisor position had been filled, and the new hire will start on Monday, October 18th. Since the vaccine incentive began, the percentage of vaccinated has increased to above 50%. Citilink is waiting on OSHA to provide the guidelines on the mandated Vaccines.

Maintenance Report – The full report is in the packet. Mr. Rodriguez provided a Preventative Maintenance Chart that shows the completion rate for 2021. It shows that the completion rate would go from really well to down, then back again. Once Citilink lost one of our mechanics, the preventative maintenance went down and is now just getting back to 100%.

Marketing Report – The full report is in the packet. Ms. Pino let the Board know that she will meet with the website designer, Mark Russett, and Stephen Bailey, our social media guru. She wants to introduce herself and get an update on how things are going.

Operations and Customer Service Report- The Operations and Customer Service reports are provided in the packet. Mrs. Harris and Ms. Schieber both presented their written reports.

Introduction and/or Adoption of Resolutions and Ordinances:

R-06-2021 Amending Small Purchase Threshold with Procurement Policy: This resolution amends the “small purchase” threshold in the Procurement policies. Only one quote (instead of three) is needed to determine price is fair. Only one quote (instead of three) is needed to determine price is fair and reasonable for a small purchase. There are two reasons to amend the policy-: one to become more in line with FTA’s micro-purchase threshold, which was increased from \$3500 to \$10,000 in 2018. The change will reduce the administrative burden for routine purchases, particularly with current challenges in the supply chain. Junior spends many hours chasing after quotes to meet the policy requirement, often finding vendors who do not have materials. They cannot provide a quote, or the price variances are minimal. Mr. Metzinger would like the Board to adopt this resolution to amend the policy. Next year, the Controller and I will update the Procurement Policies to reflect this amendment and bring the full policy to the Board for consideration. The Finance Committee has reviewed this proposal and is supporting it. Mr. Hines motioned to approve, and Mr. Urberg seconded the motion. The Board passed unanimously.

R-07-2021 Extension of the COVID Vaccine Incentive: In August, the Board authorized the payment of a \$100 VISA Gift Card as an incentive to employees who provide Citilink a copy of the COVID vaccine record. This has been successful in increasing the reported rate of vaccinations. The incentive expires at the end of October, and staff requests that the Board extend it through December to allow more time for employees to report their vaccination. Mr. Urberg motioned to approve, and Ms. Hines seconded the motion. The Board passed the resolution unanimously.

Old Business:

Board Retreat- Mr. Metzinger reminded the Board that on January 22nd from 8 AM to noon and will focus upon strategy and goals. Ms. Fortriede and Mr. Metzinger are working on scheduling a facilitator. Mrs. Fortriede asked if the meeting was held at Rothberg or where it would be held. Mr. Trent let the Board and staff know that Rothberg would provide the conference room.

New Business:

Free Fare Saturdays- Free fares are set to expire at the end of November. Free Fare Saturdays have been a Citilink tradition in previous years, except for last year, to promote ridership, local shopping, and community goodwill during the holiday season. Mr. Metzinger asked the Board to authorize Free Fare Saturdays for 2021 on December 4, 11, 18th. Citilink will promote this to the public and hopefully see increased ridership as a result. Anticipating ridership of over 2500 passengers trips each Saturday, the total lost fare revenue cost is anticipated to be about \$9500, which would be made up with other source funding. The Marketing Committee has reviewed the plan via email and is recommending passage. Mr. Hines motioned to approve Free Fare Saturdays. Mr. Coats seconded the motion, and the Board passed unanimously.

Emergency Authorization for Preventative Maintenance Services – As mentioned in the Maintenance report, preventative maintenance (PM) is struggling to be completed. Preventative maintenance must be completed on time. Citilink is recruiting for a Lube Technician position to help complete PMs promptly. In September, Mr. Metzinger provided Mr. Rodriguez the responsibility to catch up on the backlog of PMs and ensure they are completed timely from now on. As was stated in Mr. Rodriguez’s report, Preventative Maintenance progress was good, but there is still room for improvement. The procurement policies allow the GM to authorize an emergency procurement up to \$25,000, and that was done. To date, Citilink has spent just over \$9,000. If, there is a need to continue with an outside contractor beyond this authorization, we will follow the regular procurement procedures to award a contract. Mr. Metzinger and Mr. Rodriguez will continue to monitor and report on the progress.

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

Open Discussion: None.

The meeting adjourned at 6:26 PM with no further business.

Sherese Fortriede
Chair

J. Nelson Coats
Secretary