

# FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

February 12, 2009

The February meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, February 12, 2009 beginning at 5:55 PM at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana. An Executive Session was held prior to the Regular Board meeting.

**Directors Present:** Mr. Fred Lanahan, Chair, Ms. Wendy Barrott, Mr. Nelson Coats, Mr. Marvin Gottlieb, Mr. Glynn Hines, Mr. Robert Murphy, and Mr. Paul Musson.

**Directors Absent:** None.

**Staff Present:** Mr. Ken Housden, Ms. Karen Cohodes, Ms. Betsy Kachmar, and Ms. Robin Strasser.

**Others Present:** Mr. Denny Logan, Corporate Counsel, Ms. Kelly Danette Fitzgerald, Parkview Health Systems, and Mrs. Lori Housden.

Before the regular meeting was called to order, Ms. Kachmar introduced Ms. Kelly Danette Fitzgerald from Parkview Health Systems. Ms. Kachmar presented Ms. Fitzgerald with a certificate in thanks for the \$20,000 donation Parkview made to Citilink's Access service.

Ms. Kachmar left the board meeting to attend a Neighborhood Partnership meeting.

Mr. Lanahan called for the roll call of members and then moved to the reading, correcting and approval of the minutes of previous meetings and other formal business. Mr. Lanahan asked if there were any additions or corrections to the minutes of the Regular Board meeting of January 8, 2009, the Executive Session meeting minutes of January 15, 2009, the Executive Committee meeting minutes of January 22, 2009, and the Special Board meeting minutes of January 27, 2009. There being no additions or corrections, Ms. Barrott made the motion, Mr. Murphy seconded. All minutes passed unanimously.

**Communications from the Public, Including Petitions and Remonstrances:** None.

## **Board of Directors Committee Reports:**

**Finance Committee – None.**

**Operations Committee – None.**

**Personnel Committee –** Mr. Musson reported he met with Mr. Housden to discuss revisions to the board evaluation tool for contracted Citilink management. Mr. Musson will call a personnel committee meeting.

**Marketing Committee – None.**

**Capital Development Committee – None.**

**Legislative Committee – None, however;** Mr. Murphy asked if there was anyone not on the Indiana Transportation Association legislative update e-mail list that would like to be. Ms. Barrott stated she would like to be on the list.

**Executive Committee –** Mr. Lanahan reported the committee met twice regarding the performance evaluations for the GM and AGM. The evaluations were presented to Mr. Housden and to McDonald Transit.

**Transportation Planning Committee –** Ms. Barrott reported the meetings have been focused on updating the transit portion of the 2030 long range transportation development plan.

**Staff Reports:**

**Controller's Report:**

Ms. Strasser passed around the Interim Record of Transmittals from February 1 through today.

Ms. Strasser reported expenses for January were under budget. That was based on the lower spending plan that the board originally passed. Some expenses were paid out in January for the July, 2008 trolley accident.

Mr. Lanahan asked if the January Chamber of Commerce dues are a not-for-profit or government rate. Ms. Strasser stated she would look into it (it is the non-profit rate). Mr. Lanahan also asked about a \$34,000 payment on a liability claim. Ms. Strasser answered the payment included payments to the insurance adjuster as well as the accident. Mr. Murphy asked why we gave \$1,000 to the ARC of NE Indiana Egg-stravaganza. Ms. Strasser answered it is a sponsorship for an event involving decorated eggs (similar to the Mastodon's on Parade) that was discussed and approved by the Marketing Committee.

Ms. Strasser reported the audit is going on this week.

Ms. Strasser is getting information together to send to our actuaries for the pension.

Ms. Strasser is attending a seminar on the Federal Transit Administration Triennial Review process.

Mr. Lanahan asked about the difference in the payment to McDonald Transit. It's about \$900. Mr. Logan stated there was an increase.

Mr. Lanahan asked for approval for both Records of Transmittals. Mr. Hines made the motion, Ms. Barrott seconded. Both Records of Transmittals passed unanimously.

**General Manager's Report:**

Mr. Housden reported he worked with Mr. Coats and Ms. Barrott on the goals & objectives for 2009. Ms. Barrott stated they had several rounds of review with Mr. Housden. They are very similar to 2008. There were a few tweaks; risk management process was added. Ms. Barrott likes the format and likes seeing it each month. Mr. Lanahan thanked Ms. Barrott and Mr. Coats for their time on this project.

Mr. Housden talked about the economic stimulus. High speed rail made a comeback with \$8 billion from zero. Transit capital is \$8.4 billion which translates to somewhere from \$3.5-\$7 million for Citilink. Highway infrastructure appears to be at \$27.5 billion. The important part (for which Citilink is eligible) is CMAQ which is 5% of that (about \$1.4 billion). We're anticipating that we'll be competitive in a lot of different areas. We're hoping towards the \$7 million level plus there appears to be money for improving energy efficient in buildings. There will be a time limit on when you have to obligate the money. If you don't obligate it, they will give the money to other agencies. We have formally acquired 6 options for fixe route replacement buses; 35' Hybrids. We have a firm price quote that's good for another 30 days (\$546,000 each). We'll know tomorrow whether or not we'll be able to get 8 additional options. We went out to bid for five new Access/deviated fixed route buses. We were going to tag on to

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a City contract for energy efficient improvements. We just found we are not going to be able to do that so we will go out for bid for energy efficiency improvements to this facility.

Mr. Housden reported he went to UTAB and they concurred with giving us TIP amendments including \$1.5 million for energy efficient upgrades, an additional option to purchase three of the smaller buses and software scheduling. We are beginning to submit grants to the FTA on TEAM.

Mr. Hines asked about operational systems. Mr. Housden said the operational piece was an active amendment. He hasn't heard about it in the last few days. If we do get operational money, it would get used in operational reserve accounts to make sure they are fully funded.

Mr. Housden discussed revenue enhancements. Cost allocation is still being worked on. Fare revenue collection is up in fixed route, but down in Access. People cancel when the weather is bad.

Mr. Housden reported on fuel prices. We locked into \$1.98/gallon for the rest of the year. That's about \$177,000 in budget savings.

Mr. Housden reported on the phone/Internet system. A choice was made with ATG; they were the lowest bid. We will save approximately \$10,000 per year in operating costs. Total capital cost is \$21,370.00; which comes out of a grant.

Mr. Housden reported he met with Walt Branson, VP of Financial Affairs at IPFW and with Chancellor Mark Keen and Vice Chancellor of Student Affairs Chuck Lewton from Ivy Tech on Monday. We received approval to use federal CMAQ funding of about \$1.2 million to put in a circulator route and to pay for a discounted pass program at Ivy Tech and IPFW. They have both indicated they are interested.

Mr. Housden reported Barney Nizer is no longer at Parkview. His replacement asked for a re-cap of the proposals that we gave to Barney.

Mr. Housden reported on ridership. On-time performance is a concern, but it has improved about 10%.

Mr. Housden reported the contract with B & D Consulting for legislative services has been signed.

Mr. Housden reported on the discount pass program. We have used about 65%.

Mr. Housden and Ms. Cohodes are monitoring the accident claims.

Mr. Housden stated Ms. Cohodes and Mr. Quinn are in the process of training the employees on the new policy manual. One of the big changes is the cell phone policy; which carries a five-day suspension for usage and dismissal for an accident while on a cell phone.

Mr. Lanahan asked about the average cost per revenue hour. Mr. Housden answered those numbers reflected end of the year December payments on a cash basis.

Mr. Housden stated we are working on putting together information to get quotes on purchasing excess liability insurance to help cover claims against the company. The exposure for governmental units has

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increased to \$700,000 for individual; \$5 million per incident. This is something Mr. Gionet started. We're getting three quotes.

Mr. Housden stated we have started the process to perform the route study analysis; on board interviews will probably be conducted in April. The updated Transit Development Plan will follow.

Mr. Housden reported we have designed and implemented an employee appraisal and review system.

Mr. Housden stated there is a webinar tomorrow with the FTA and APTA to learn how to apply and pull down the federal stimulus dollars, staff will participate.

**Introduction and/or Adoption of Ordinances:**

- a. **Resolutions: None**
- b. **Appropriations Ordinances: None**
- c. **General Ordinances: None**

**Old Business:**

None

**New Business:**

**a. April Board Meeting Date**

Mr. Housden requested that the April 9 board meeting date be changed to April 16 due to Passover. Mr. Murphy made the motion, Mr. Hines seconded. The motion passed unanimously.

**b. RFP for Management Contract**

Mr. Lanahan stated we need to get started on an RFP for our management contract. The contract will expire the end of December, 2009. An executive session was held prior to the board meeting regarding this issue. Mr. Logan will prepare the RFP to go out and present it board review at the March board meeting. After the RFP is approved by the board, it will be posted, with a review and recommendation to the Board for approval by the Finance Committee by July. Mr. Lanahan asked for a motion for Mr. Logan to prepare the RFP. Mr. Gottlieb made the motion, Mr. Hines seconded. The motion passed unanimously. Mr. Logan stated he will e-mail it to all the board members in advance of the meeting.

**Open Discussion by the Board: None**

There being no further business, the meeting adjourned at 6:50PM.

Attest:

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Frederick A. Lanahan  
Chairman

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Marvin Gottlieb  
Secretary