

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

May 14, 2009

The May meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, May 14, 2009 beginning at 5:30 PM at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Directors Absent: Mr. Glynn Hines

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

Others Present: Mr. Jonathan Albright, Corporate Counsel, Mr. Bart Hofherr, President ATU Local 682, Mr. Mike Thomas, Citilink employee, and Mrs. Lori Housden.

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 April 16, 2009 and the Marketing Committee meeting of May 7, 2009. There being none, Mr. Lanahan asked for a motion to approve both sets of minutes. Ms. Barrott made the motion, Mr. Murphy seconded. All minutes were approved unanimously.

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

Board of Directors Committee Reports:

Finance Committee – Mr. Coats reported the committee met prior to the board meeting with the auditors. Mr. Coats handed out copies of the auditors report. There were no findings, it was a clean audit. Overall the net assets increased from \$12,164,000 to \$13,403,000; largely to capital investments. A new government accounting standard was adopted in 2008. The description is in note 10 beginning on page 19. Ms. Strasser added there were four small adjusting entries. Mr. Coats stated the books are in good shape.

Operations Committee – None.

Personnel Committee – None.

Marketing Committee – Mr. Gottlieb reported the minutes were attached.

Capital Development Committee – None.

Legislative Committee – None.

Executive Committee – Mr. Lanahan reported the committee met prior to the board meeting. The committee met to discuss a change in the travel policy; to modify the moratorium on the travel issue. Mr. Murphy stated they do not want to lift the moratorium, but would like to make an adjustment to allow board members to attend the board training and seminar in Cincinnati in July if they wish. Since it is not very far, it would not cost as much as the national convention. Mr. Murphy made the motion to amend the moratorium to allow attendance for any board member at the Cincinnati Board Training in July, 2009. Ms. Barrott seconded. The motion passed unanimously. Mr. Lanahan stated if anyone is interested, please let Ms. Cohodes know. Ms. Cohodes will send an e-mail with the deadline dates.

Transportation Planning Committee – Ms. Barrott reported a meeting was held, but was unable to attend. Ms. Kachmar reported the basic discussion was the application process for the next two years

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worth of JARC and New Freedom grants. Ms. Kachmar gave an update on the Campus shuttle and ridership on the accessible taxi cab service.

Staff Reports:

Controller's Report:

Ms. Strasser reported April was an expensive month. There were a lot of repairs, getting ready for the summer months, e.g., air conditioning, transmissions. We are waiting on receipt of the property tax revenues.

Ms. Strasser reported the award of our capital grants allowed us to make some draw downs for capitalization of maintenance which is basically just a reimbursement for money already spent. We drew down \$410,000 this week.

Ms. Strasser passed around the Interim Record of Transmittals for May 1-14.

Ms. Strasser announced staff is working on getting materials ready for the triennial review.

Ms. Barrott asked about a check to Americredit on page 4. Ms. Cohodes answered that was the damage amount from an accident we had. We had to pay off the vehicle note.

Mr. Gottlieb commented on the Asher bill. Mr. Gottlieb stated we get excellent service from Larry Wardlaw and Asher Agency and they have not requested an increase in their monthly retainer in several years. Mr. Gottlieb asked Ms. Kachmar to review what our benefit with the Tin Caps contracts is. Ms. Kachmar answered we are getting a quarter page ad in half of the year's worth of programs in conjunction with the Downtown Improvement District section, announcements at the games, bus races using LED video, 50 tickets to the treetops party for the staff, bus route maps distribution and a promo event in conjunction with the Clean Air Force.

Mr. Murphy made the motion to approve both Records of Transmittals. Mr. Gottlieb seconded. Both Records of Transmittals for were approved unanimously.

General Manager's Report:

Mr. Housden announced we pinned the two stimulus grants. We have fully obligated our 2009 5307 grant to the tune of \$2.2 million. We have resubmitted our 5309 Lugar grant (Hybrid upgrade). The JARC funds from the state (\$629,275) have been transferred to Citilink's FTA account. Current plan is to pick up the half hour service on the 4 Route when the CMAQ funding ends. Attended County Council meeting – amended Dan Avery's NIRCC budget so he can give us \$50,000 to update the Transportation Development Plan.

Mr. Housden reported on pending grants. The TIGGER grant (energy conservation) is scheduled to go Monday, 18th. We are going to try to chase some money for bio fuel, but it is pretty much a long shot. The transfer of CMAQ money to fund the CampusLink project is underway. Mr. Housden asked Ms. Kachmar to talk about the APTA grant. Ms. Kachmar received an e-mail today stating we will be receiving \$2,500 in an APTA Local Transit Coalition Grant. This came about from an effort a couple of years ago when a team of people went to a Project Action coalition building workshop in Washington, DC. One thing that they wanted to do was build an advocacy coalition for transit in Fort Wayne. Building on the success on the rail rally, we wanted to do a similar thing for bus transit. We asked for \$5,000, they gave us \$2,500. Ms. Kachmar also reported that while doing a conference call with our

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advocates in Washington, they suggested we send Congressman Souder a follow-up letter thanking him for the earmark request for 2010, reminding him that we are asking for additional resources in future years in conjunction with reauthorization. Ms. Kachmar passed around the letter for the board members to sign.

Mr. Housden reported on the CampusLink project. We have been working on the contract, the routes and the times, and what the stops on the routes would look like. We have final confirmation on all the language changes. We will bring it back for formal action at the next board meeting. Mr. Housden wants to get authorization to have Mr. Lanahan sign in the interim. Ms. Barrott moved to have Mr. Lanahan during the interim between now and the next board meeting to review the contract regarding CampusLink and sign it if he finds it satisfactory. Mr. Gottlieb seconded. The motion passed unanimously.

Mr. Housden discussed fuel. We have gone out for bid which is due June 15. We are asking for a cost plus. Also a firm fixed price for 2010. The third element is that we lock in and buy futures at any point in time. We added a piling on provision where other people can buy fuel off the bid.

Mr. Housden announced we ordered buses. The great price we got from Indybus Buy & Sell Net turned out to be not so good. They forgot to add in the price of the chassis. We will either go out for bid again or look at existing bids that have been awarded that have options.

Mr. Housden stated our ridership is down. CampusLink should help our ridership numbers. Our average cost per revenue hour remains a little high, but it is coming down. We had some overtime expenses. We're meeting or exceeding all goals. On page 4, the RFP on the energy reduction program has been released. The bids are due back June 1. We're looking to bring that to the board on June 11.

Introduction and/or Adoption of Ordinances:

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

Old Business:

a. Bus Order Confirmation

This was discussed above.

b. Update on RFP for Management Services

Mr. Albright discussed the RFP for Management Services. The RFP's were sent out and published in the local papers and Passenger Transport. We received five proposals; Coach America, First Transit, McDonald Transit, Professional Transit Management and TXP. TXP is local. The proposals were delivered to the task force (finance) committee members. Mr. Hines was not at home, but he knows to contact Mr. Albright when he returns to town. A week from today there will be a meeting with the task force members; it will be in executive session to review the proposals. The Task Force will have a recommendation to the board by the next board meeting on June 11 with hopefully board approval the beginning of September. Mr. Gottlieb asked about TXP. Mr. Albright stated he doesn't have the experience. Ms. Cohodes asked if it is Tom Partee. Mr. Albright answered yes. Ms. Cohodes and Mr. Albright stated he bid last time.

New Business:

a. Phase 3 Bus Barn Floor

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Mr. Housden reported this was to finish up the bus barn floor. We received eight bids. The four lowest are included in the board packet. It is Max Vincenzo's recommendation to award the contract to Commercial Contractors, Inc. This is a 5307 grant eligible piece. Mr. Housden concurs with the recommendation. The amount is \$213,354.00. The bid tabulation is on page two. W.J. Carey did our previous work. Mr. Murphy made the motion to approve Commercial Contractors, Inc., Mr. Gottlieb seconded. The motion passed unanimously.

Mr. Housden announced he will be on vacation from May 20-26th.

Open Discussion by the Board:

Mr. Lanahan congratulated Mr. Housden and the management team on the grants and to Ms. Strasser and the Finance committee for a clean audit.

Mr. Lanahan passed out postcards to the Governor regarding the rail passenger service.

Mr. Coats mentioned if anyone has any questions regarding the audit report to bring your questions to the next board meeting.

Mr. Hofherr announced two bus drivers retired with 53 years combined service.

There being no further business, the meeting adjourned at 6:30PM.

Attest:

Frederick A. Lanahan
Chairman

Marvin Gottlieb
Secretary