

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, FEBRUARY 13, 2019 AT 5:00 PM
801 LEESBURG ROAD FORT WAYNE, IN 46808

- I. EXECUTIVE SESSION to start at 5:00 PM to discuss matters per I.C. 5-14-1.5-6.1(b)(9)
- II. REGULAR MEETING: to start at 5:30 PM

- 1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (1/9/2020)
 - b. Marketing Committee Meeting Minutes (1/9/2020)
 - c. Executive Session of the Board of Directors Meeting Minutes (1/25/2020)
- 2. Written Communications from the public¹, including petitions and remonstrance's:
- 3. Board of Directors Reports:
 - a. Finance Committee
 - b. Personnel Committee
 - c. Marketing Committee
 - d. Executive Committee
 - e. Legislative Committee
 - f. Transportation Planning Committee

Staff Reports:

- 4. Financial Report
- 5. Operations Report
- 6. Marketing Report
- 7. Human Resources Report
- 8. Maintenance Report
- 9. General Manager's Report
- 10. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions
 - b. Appropriations Ordinances
 - c. General Ordinances
- 11. Old Business: and New Business:
 - a. Old Business: Citilink 2030 Transit Development Plan adoption
 - b. New Business: Board Committee Appointments
- 12. Open Discussion by the Board

¹ Public Comment is only available to those individuals who pre-registered according to Citilink Policy Meeting Minutes

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
January 9, 2020

The January meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday January 9, 2019 with the regular meeting starting at 5:30 pm located at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

Directors Present: Ms. Sherese Fortriede, Chair, Mr. Ronald Steinman, Mr. Glynn Hines, Mr. Nelson Coats, Ms. Lana Keesling, and Mr. Howard Traxmor.

Directors Absent: None

Staff Present: Mr. Maurice Pearl, Ms. Jean Marie Boykins, Mr. Bruce Miller, Mr. Jason Trabert, Claudia Harria-Stevenson, Ms. Kylee Wagner, Ms. Pam Schieber, Ms. Ruth Vosmeier, Mr. Ernie Johnson, President ATU 682, Mr. Chris Phillips, Member ATU 682.

Staff Absent: None

Others Present: Mr. Tom Trent, Corporate Counsel, Mr. Denny Logan, Corporate Counsel, and Officer Jack Barbour.

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

Approval of Minutes: Ms. Fortriede moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes from December 12, 2019.

Mr. Steinman made the motion to approve the minutes. Mr. Coats seconded. Ms. Fortriede asked if there were any items for discussion. Then Mr. Traxmor interjected that there was an error in December's Minutes regarding a question he had concerning the Employee Appreciation Lunch for going 30 days without a preventable collision. It was noted that the Minutes needed to be amended to state that the payment was made to Apple Spice Junction, and not D and A for the meal. The amended Minutes were approved unanimously.

Public Comments: None

Board of Directors Reports:

Finance Committee: No Report

Personnel Committee: No Report

Marketing Committee: There was a Marketing Committee Meeting immediately preceding the Board Meeting. Ms. Wagner presented the 2020 Marketing Plan. After a few revisions, and the committee's approval, it should be ready for distribution at the February Board Meeting.

Legislative Committee: No Report

Executive Committee: No Report

Transportation Planning Committee: No Report

Staff Reports:

Financial Report:

Mr. Miller distributed the Interim Record of Transmittals for 1/01/2020 – 1/10/2020 for review. Mr. Traxmor asked whether two payments made to Indeed was a duplication. Ms. Boykins explained that the two Indeed transactions were for two different job postings: mechanic, and bus driver.

Mr. Traxmor made a motion to approve the Interim Record of Transmittals for the period of January 1 – January 10, 2020. Ms. Keesling seconded. The Interim Record of Transmittals were approved unanimously.

Under Section 4.1 of the Controller's Report, Mr. Miller pointed out that the overall revenue was under budget by 6.7%, which was largely due to the circuit tax breaker, and not drawing down the 5307 Special Rule Operations funds.

Citilink's cash Position at the end of December was roughly \$813,00 higher than it was in December of 2018.

In the Comparative Financial Summary: operating revenue was down 5.78% compared to 2018, Total revenue was up by 2.78%, and total operating expenses had an increase of 5.37% which was largely due to wage adjustments.

In the Statement of Net earnings, Mr. Miller pointed out that the revenue from property taxes was \$115,946.18 higher than budgeted. Under Fuel and Lubricants, for the month of December 2019, the budget was \$89,255.42 and the actual expenditure was \$68,697.98. That was \$25,587.44 under budget for December, and \$210,246.65 for the year. This was due largely to contracting fuel prices in advance. In 2018 the average fuel cost was approximately \$2.40 a gallon, compared to around \$2.14 a gallon in 2019. For 2020 most of the year is contracted at a fuel cost of \$2.05 per gallon. Due to a careful inventory audit, Citilink had an inventory adjustment of approximately \$25,000. Custodial Services for December 2019 were \$19,116.22 over budget. This was due to the fact that the cleaning service had not billed Citilink for 6 – 8 months. However, the year-end balance was only \$156 over budget.

Mr. Miller distributed an Operating Expense Comparison between 2019 and 2018. This document showed that salaries and wages were up \$631,646.68 over 2018. This was due to wage scale adjustments, management contracts brought in house, and additional Customer Service staff due to the increasing Access ridership. Despite the wage increases the Operating Expenses for 2019 were roughly \$740,000 under budget. Fringe benefits were up \$129, 296.76, because of FICA and pension due to wage increases. Materials and supplies were up \$115,215.40. This was largely due to fuel increases and a \$90K parts increase due to major repairs needed on the aging fleet. Service fees decreased by \$359

Next Mr. Miller went over the handout he passed out which reviewed Operating Expenses in 2019 verses 2018. The overall 2019 Operating expenses were up roughly \$711,000 over 2018.

- Salaries and wages were up \$631,646.68. There was a significant wage increase in the new contract. This was needed to attract new drivers. Also, due to the growth in Access, more Customer Service Representatives were hired to keep up with the demand.
- Fringe Benefit costs increased by \$129,296.36. This was related to the increase in FICA and Pension due to the wage and hiring increases.
- Materials and Supplies were up \$225,215.40. This was a result of increases in fuel prices, and major engine repairs for buses. As the fleet grows older, the cost of repairs will rise.
- Service fees *decreased* by \$359,023.17. Management contract was brought in house, and there was a significant cost reduction in legal fees.
- Utilities had a slight increase of \$969.83
- Insurance increased by \$19,537.02
- Taxes *decreased* by \$5,731.14
- Purchased Transportation was up \$9,000.00
- Miscellaneous Expenses were up \$23,323.20. This was due in part to travel expenses for interviewing General Manager candidates and moving expenses.
- Leases and rentals were relatedly the same as in 2018
- Vehicle tracking had a major increase of \$25,820.00 because WIFI was put on all of the buses.

Mr. Steinman commented that Mr. Hines had inquired if Citilink was comparing banking products, at the December 2019 meeting, in order to get the best financial products for the company. Mr. Miller assured him, that he would look into the offerings of various financial institutions, but that it would not be for at least a month or two.

Operations Report:

Ms. Harris-Stevenson presented the Operations report.

- For the collision totals for December 2019, there were 5 preventable and 2 non-preventable collisions for Fixed Route, and 2 preventable and 1 non-preventable collisions for Access.
- In December 2019, fixed Route buses had 126,270 trips, this was a decrease of 3.47% from 2018.
- Their on-time performance was at 88.8% and average weekly ridership was at 5,274. Yearly ridership was down 5.4%.
- In December of 2019 Access ridership was at 120,270 trips which was up 12.65% over 2018. The average week-day ridership was 238 trips, and Access' on-time performance for December 2019 was at 96.68%. Annual ridership had an increase of 2.52% over 2018.
- Token Transit sales were at 2,687 passes for a net sale of \$7885.42.
- Free Fare Saturday had a total of 11,381 rides for Fixed Route, and 332 free rides for Access.
- CTN had 939 5310 Pass Through trips for December 2019.

- Greyhound sold 539 tickets in December compared to 673 in December of 2018. 45 packages and bags were processed in December 2019, compared to 43 in 2018.
- Run Count: In December 2019, Fixed Route had 49 full-time regular week day runs with 5 open runs. There were 18 Saturday runs, with 2 open runs with 66 full-time Fixed Route drivers. Access has 18 full-time regular Access runs, with 17 full-time Access drivers.

Marketing Report:

Ms. Wagner opened the Marketing Report by discussing the Christmas Bus campaign. This year Citilink gave rides to 4 groups: Woodburn Christian Children's Home, Crossroads, Charis House, and the Fort Wayne Rescue Mission. Ms. Wagner was able to go with three of the groups and said that there were a lot of happy kids and adults, and suggested that the Board members might join in the fun next year.

Just prior to today's Board Meeting, the Marketing Committee met to go over the 2020 Marketing plan. Ms. Fortriede said that there needs to be a few adjustments made to the plan, and that it could probably be presented at the February Board Meeting.

Stephen Bailey and Ms. Wagner created social media material

Ms. Wagner said that she was planning for the 2020 United Way campaign.

Human Resources Report:

Ms. Boykins presented the Human Resources report. As of today, an HR Generalist will be coming on board from Office Team. Her name is Laurie Howard, and she has a strong background in Human Resources, and has a great personality. Citilink has postings for 3 mechanics; however, after hiring 2 good candidates, only 1 more mechanic is needed. The Customer Service department needs to hire 1 person to replace of an employee that decided to stay home with her newborn child. It was hoped that 7 drivers would be hired, but only 5 have been hired as of January 9th to start training on January 27th. Also, Jason Trabert will be leaving Citilink, which creates the need for a new Maintenance Manager. That position was posted on Monday, January 6th. Junior Rodriguez went to California to train in procurement, in Mr. Tarbert's place. On Monday, Ms. Boykins and Mr. Pearl will meet with Mr. Rodriguez to review tasks that will need to be performed. There is still a need for a Safety position; however, this position will be incorporated as part of another position, as it would not be a full-time job.

There were no EEOC claims as of January 6, 2020.

Maintenance:

Mr. Trabert began the Maintenance report discussing fuel consumption. In December 2019 they drove 120,973 miles and used 21,068 gallons of fuel averaging 5.74 miles per gallon. Access buses drove 37,634 miles, using 4,184 gallons of fuel, averaging 8.99 miles per gallon. In 2019 Citilink used 25,252 gallons of fuel with an average price of \$2.12 per gallon, and a total cost of

\$53,534.11. In 2018 25,008 gallons of fuel were used, with an average cost of \$2.37 a gallon for a total of \$59,268.96.

Fixed Route had 23 maintenance jobs scheduled, with a 100% completion rate, and Access had 11 jobs scheduled, also with 100% completion rate. Both fixed Route and Access had 0 major road calls for December 2019. For work orders, there were 156 work orders submitted with 5,388 hours for an average of 3.45 hours per job. New mechanic started on January 6th, and Levi is doing very well.

General Manager's Report:

Mr. Pearl had several meetings throughout December 2019, here are some highlights:

- Attended Leadership Fort Wayne class
- Mr. Pearl and Mr. Trabert met with the Maintenance Committee on December 13th
- Skype meeting with Bill Troe SRF – Final Report of TDP
- Phone Conference with FTA and Citilink legal regarding the Drug and Alcohol Policy
- Attended meeting with Union leadership to sign the CBA on December 27th
- Released GPS/AVL RFP on January 3rd – issues with current provider's service. There may be an interruption in service, if so, there will be press releases regarding any lapse in service. There will be a pre-proposal meeting on January 27th
- Met with NIRCC to discuss capital TIP for 2020.
- Attended Rotary International meetings
- Attended UTAB on January 7th

Introduction and/ or Adoption of Resolutions and Ordinances: No Report

Old Business:

Mr. Logan introduced the CBA (Collective Bargaining Agreement) to the Board for ratification. This was the document that Board adopted on December 24th which contained the Drug and Alcohol Policy, and was signed by the Union on December 27th. Section 28 in CBA is identical the Drug and Alcohol Policy that was approved by the Board. Ms. Fortriede introduced the CBA for ratification, Mr. Hines motioned that the document be ratified. Mr. Coats seconded the motion for ratification of the Collective Bargaining Agreement Between the Fort Wayne Public Transportation corporation and ATU Local 682.

New Business: No Report

Open Discussion by The Board:

Items for Open Discussion:

Mr. Hines discussed how members of the Board are appointed. City Council has to nominate and appoint a person to serve on Citilink's Board. City Council had appointed someone on January 9th. However, it was discovered that this person does not live in Citilink's taxing district: therefore, she is ineligible to serve on Citilink's Board. There will be another person appointed to the Board on Tuesday, January 14th.


Mr. Traxmor commented that in 2019 he filed a complaint with the city that there is falling concrete in the underpass on Calhoun, just south of Central Station. He expressed appreciation for the work done to improve that situation. Mr. Traxmor also that he would like to see the crosswalks by Central Station redone in 2020. Ms. Fortriede said that this matter was discussed in the Marketing Committee Meeting, and that Mr. Pearl was going to send a letter to the City of Fort Wayne.

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

Attest:



Sherese Fortriede
Chair



Ron Steinman
Vice Chair

Public Comment

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

Marketing Committee Meeting

January 9, 2020

The Marketing Committee of the Board of Directors of Fort Wayne Public Transportation Corporation held a meeting at Citilink in the conference room on Thursday January 9, 2020 beginning at 4:30 PM.

Board Members Present: Sherese Fortriede - Chair, Nelson Coats, and Howard Traxmor

Others Present: Kylee Wagner - Marketing Manager, Reese Pearl - GM, & Mark Russett - Website Consultant

2020 Marketing Plan: Meeting was to discuss the 2020 Marketing Plan. Topics included projects, objectives, target markets, research, strategies, implementation, and budget. All topics were discussed, and ideas were given from all who were present. The marketing plan was set to be revised by Kylee and presented at the next committee meeting.

The meeting adjourned at 5:15 PM

ATTEST:


Sherese Fortriede, Chair


Ron Steinman, Secretary

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

Executive Session Meeting Minutes

January 25, 2020

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Saturday, January 25, 2020 beginning at 8:00a.m. at the law offices of Rothberg Logan & Warsco, at 505 E Washington Blvd, Fort Wayne, IN 46802.

Directors Present: Ms. Sherese Fortriede, Mr. Glynn Hines, Mr. Ron Steinman, Mr. Nelson Peters, Ms. Lana Keesling, Mr. Howard Traxmor, and Mr. Konrad Urberg

Staff Present: Mr. Maurice Pearl, and Ms. Ruth Vosmeier

Others Present: Mr. Tom Trent, and Mr. Denny Logan: Corporate Counsel.

The Executive Committee met and discussed one or more of the purposes stated in the notice for such a meeting. Nothing else was discussed.

There being no further business, the meeting was adjourned at 11:53 AM.



Sherese Fortriede
Chairperson



Glynn Hines
Secretary