



**BOARD MEETING MINUTES**

Board of Directors Meeting  
801 Leesburg Road, Fort Wayne, Indiana 46808  
June 11, 2020 at 5:30 PM

**1. Call to Order**

The regular meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation (d/b/a Citilink) was called to order at approximately 5:43 PM by Chairperson Fortriede. There was a delay in the start of the meeting due to technical difficulties of the Zoom meeting.

**2. Roll Call**

Roll call was administered by Chairperson Fortriede. She noted that all Board Members were present.

Members Present: Sherese Fortriede, Glynn Hines, Ron Steinman, Nelson Coats, Lana Keesling, Howard Traxmor, and Konrad Urberg

Members Absent: None

Staff Present: Reese Pearl, Jean Marie Boykins, Bruce Miller, Kylee Wagner, Pam Schieber, and Ruth Vosmeier

Staff Absent: Ernest Johnson, President: Local 682

Others Present: Tom Trent, Corporate Counsel, Denny Logan, Corporate Counsel

**3. Reading, Correcting and Approving of Minutes**

- a. Regular Board Meeting Minutes (5/14/2020)
- b. Marketing Committee Meeting (6/4/2020)

The Regular Board Meeting minutes of May 14, 2020, along with the Marketing Committee Meeting minutes of June 4, 2020, as corrected by Mr. Traxmor, were approved unanimously by the Board of Directors. Mr. Hines advanced the

underlying motion, and Mr. Coats seconded the motion. Mr. Traxmor's proposed corrections to the minutes were as follows: (1) with respect to the Regular Board Meeting minutes, and specifically the second paragraph of the *Financial Report*, Mr. Traxmor requested that the word "operating" be struck and replaced with the word "fare"; and (2) with respect to the Marketing Committee Minutes, Mr. Traxmor asked that the minutes show, more explicitly, what action was taken by the committee on Eric Shippy's request for forbearance by Citilink in enforcing the terms of his "arrangement" with Citilink (his request was denied), and that the minutes further reflect his request that all meeting minutes and board packets be posted to the Citilink Website.

#### **4. Public Comment**

None

#### **5. Board of Directors Reports**

- a. Finance Committee: No Report
- b. Personnel Committee: No Report
- c. Marketing Committee: Minutes were included in the Board packet. The Marketing Committee recommended, to management, that an RFP be issued for one advertising vendor by the end of July. Presently, there are two vendors, which puts an increased burden on Citilink staff to manage multiple vendors.
- d. Legislative Committee: No Report
- e. Executive Committee: No Report
- f. Transportation Planning Committee: Mr. Pearl reported that during the TPC meeting, there was a lot of discussion from CTN and Turnstone regarding the decrease in ridership due to COVID 19. Citilink and CTN's trips were down 70-80%. CTN was supplementing their trips by: delivering groceries, delivering Aging and In-Home Services packages, and doing medical and employment related runs.

This is the second week of services after Turnstone reopened. They gave criteria to their transportation providers regarding COVID 19.

Citilink went through a couple of studies with INDOT regarding transportation. One study related to collision reduction and highway traffic. There was a discussion on the 5310 Grant status, and UTAB voted on the 5310 Grant.

#### **6. Financial Report**

The Board reviewed the Interim Record of Transmittals for the period between

6/1/2020 – 6/12/2020, and the May Record of Transmittals, which were included in the Board packet. Mr. Traxmor motioned to approve the Record of Transmittals, and Mr. Steinman seconded the motion. Mr. Traxmor inquired about the KC Claims in the transmittals.

Mr. Miller explained that KC Claims serves as adjuster/third party administrator for Citilink bus accident claims. The Records of Transmittals were approved by unanimous vote of the Board.

Mr. Miller proceeded to highlight that the pension expenditure was higher than normal due to the fact that there were 3 pay periods in May. He also noted that Citilink did not resume collecting fares until May 26<sup>th</sup>, which greatly impacted revenue. Mr. Miller then gave the Board an overview of the February financial statement, which was also set forth in the Board packet.

## **7. Operations Report**

Claudia Harris-Stevenson provided the Board with an overview of the May Operations report, a complete copy of which was set forth in the Board packet. An inquiry was made concerning a social-distancing complaint lodged by a passenger. Citilink addressed the complaint by using yellow-tape eliminate the usage of certain seats on the bus, which seemingly satisfied the passenger as no further communications have been received by Citilink.

## **8. Marketing Report**

Marketing Manager, Ms. Wagner provided the marketing report for the month of May, a complete copy of which was set forth in the Board packet. Ms. Wagner highlighted the Sound the Horn event, which occurred on May 21<sup>st</sup> and the campaign to promote Citilink's Summer Fun Passes.

## **9. Human Resources Report**

Ms. Boykins provided the Human Resources report for the month of May. A complete copy of the report was included in the Board packet. Ms. Boykins informed the Board that there were two new drivers hired since the last Board Meeting. On June 15<sup>th</sup>, they will begin their orientation while: practicing social distancing, wearing PPE's, and watching videos as part of their training. Ms. Boykins informed the Board that Citilink is following guidelines from the CDC and the Health Department. Also, she announced that Richard Lamb will be retiring after 42 years of service to Citilink. Mr. Pearl said that he received a very nice plaque to commemorate his years of service. Ms. Fortriede requested that he, "send him our best," from the Board.

## **10. Maintenance Report**

Maintenance Supervisor Rodriguez provided the maintenance report for the month of May. A complete copy of the report was included in the Board packet. Mr. Rodriguez highlighted that there was a significant decrease in fuel expenditure due to the decrease in ridership because of COVID 19. He also noted that there were only two major road calls in the month of May.

## **11. General Manager's Report**

Mr. Pearl provided the General Manager's report for the month of May. A complete copy of the report was included in the Board packet. Mr. Traxmor inquired about where the City was in fixing the cross walks. Mr. Pearl advised that he did not know, but that he would inquire with the City.

At the conclusion of the General Manager's Report, Mr. Traxmor requested a copy of the grant submitted by Citilink for electric buses, along with any reply thereto. Mr. Pearl indicated that he would provide Mr. Traxmor with a copy of the grant request, but that Citilink's grant request was declined, and notice of such was provided by a telephone communication. Mr. Pearl advised that another grant has been applied for under section 5339 for a couple of electric buses for a downtown circulator route.

Ms. Fortriede inquired about whether we have been able to draw down any Covid 19 funds from the FTA, and Mr. Miller replied that the grant has not yet been executed.

## **Introduction and/or Adoption of Resolutions and Ordinances**

None

## **13. Old Business and New Business**

Old Business: The 2020 Strategic Plan will be up for Board consideration at the July Board meeting. Ms. Fortriede requested a memo explaining the major changes from the last draft of the Strategic Plan.

New Business: The 2020 Marketing Plan was not circulated to the Board in advance of the meeting; therefore, the matter was tabled to the July meeting of the Board of Directors.

## **14. Open Discussion**

Mr. Hines inquired about the condition of some of the bus huts, Ms. Fortriede said, "Maintenance of the bus huts is currently handled by Eric Shippy and his company. Mr. Shippy has a contract with the City's Board of Public Works. The blue bus huts are owned and maintained by Citilink. Bus huts and benches in the public right of way must be approved by the City's Right of Way Department and citizens should call that department if they have concerns. Mr. Traxmor said that he thought Mr. Shippy had

agreed to do repair work to his huts. Mr. Pearl clarified that this was part of Mr. Shippy's recent proposal which was declined by the Marketing Committee.

There being no further discussion, Chairperson Fortriede adjourned the Board meeting at 6:26 PM

Attest:



Sherese Fortriede  
Chair



Ron Steinman  
Vice Chair