

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
Thursday, July 15, 2021

The July meeting of the Fort Wayne Public Transportation Corporation/ Citilink Board of Directors was held on Thursday, July 15, 2021. The Executive Session meeting was held at 4:30 PM, and the Regular Meeting started at 5:30 PM, both at Citizen Square in the Omni Room.

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, Ms. Claudia Harris-Stevenson (arrived late), Mr. Bruce Miller, Mr. Junior Rodriguez, Ms. Pam Schieber, Ms. Kendal Hampton

Staff Absent: Ms. Kylee Wagner

Others Present: Mr. Tom Trent, Corporate Counsel; Ms. Rachel Guin, Corporate Counsel; Mr. Denny Logan, Corporate Counsel; Michael R. Earls, CPA from BKD; Wallace P. Wetherill, CPA from BKD

Ms. Fortriede began with a roll call of members and noted that all Board members were present. She welcomed Ms. Vongphachanh to her first meeting.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting, and acceptance of the previously distributed Executive Board Minutes and Regular Board Minutes of 6.10.2021; the Finance Committee minutes of 6.14.2021; and the Marketing Committee Minutes of 6.8.2021. Mr. Urberg motioned to approve the minutes, and Mr. Hines seconded the motion. The motion passed unanimously.

New Business

- a) **Audit Presentation by BKD.** Ms. Fortriede asked to move New Business line a), Audit Presentation, ahead of the Committee reports. Mr. Earls presented the BKD's audit results. There was one new GASB standard that was adopted that did not affect Citilink. There will also be another standard that will be adopted next year regarding leases. As stated on Page 3 of the Auditor's Report and Financial Statement, BKD provided Citilink with an unmodified opinion. This is consistent with what was received in the past and is the highest opinion that can be provided. The Management Discussion and Analysis starts on page 4, which provides the financial statements. BKD recommends adding a fraud hotline to allow employees or riders to call in and let people become aware of fraud concerns. Ms. Fortriede asked how the fraud hotline is different than our customer service lines. The difference is that fraud hotline complaints tend to go to people outside of the company to ensure that the complaints get handled by the correct people. Ms. Vongphachanh made a motion to accept BKD's audit report, and Mr. Coats seconded the motion. The Board approved to accept BKD's report unanimously.

Board of Directors Committee Reports:

Executive Committee – No report.

Finance Committee – No report.

Legislative Committee – No report.

Marketing Committee – Minutes are included in the packet.

Personnel Committee – No report.

Transportation Planning Committee—next meeting is on August 9th.

Staff Reports:

General Manager's Report – The full report is included in the packet. Mr. Metzinger met with representatives and senators of the Fort Wayne area as an introductory meeting working with Mr. Mark Palmer. He has provided a chart showing how free fares were affecting ridership. This chart is included after Mr. Metzinger's written report. Compared to 2020, ridership is increasing in both Access and Fixed Route. Access has been having to deny some trips since ridership has increased 69% in June due to the free fares. That is 3% higher than June 2019. Amazon has asked for proposals from us to provide transportation to their two new facilities. The preferred option offered was vanpool or car-sharing, and Amazon is reviewing the proposal. Dr. Boykins and Mr. Metzinger met with the city police to build a relationship with our community police officers and discuss some issues that we are currently having around Central Station and specific stops. They have a program called the Narcotics Division HART Program, which will provide social workers to help with the narcotic situation. The Downtown Improvement District has requested to operate a shuttle for the August 14th sidewalk sale. Ms. Wagner and Ms. Harris-Stevenson are working together on that. Mr. Metzinger let the Board know that there are staffing challenges, and Ms. Harris-Stevenson was out driving Paratransit (Access) at the time of the meeting due to the shortage of drivers. Mr. Metzinger stated at the last Board meeting that Mr. Rodriguez would be stepping down from the Maintenance Manager position. Graciously, Mr. Rodriguez decided to stay on board as Maintenance Manager instead.

Finance Report – The full report is in the packet. Mr. Miller distributed the Record of Transmittals for June 2021 and the Interim Record of Transmittals for June 1 through the 14th. Ms. Vongphachanh asked what the \$20,000 annual fee was. Mr. Miller let the Board know that the payment is dues for an American Public Transit Association (APTA) membership. In return, Citilink receives training and resources. Mr. Hines let Ms. Vongphachanh know that the larger transit companies, like New York, go to these conferences and want to have their voice heard because of the amount of money they pay in dues. Ms. Vongphachanh also asked about the Urban League expenses. The check was written for June, but the date was for months in 2020. Mr. Miller let the Board know that the Urban League has been going through some staffing changes themselves, and they are trying to get everything corrected and up to date. Citilink is currently holding off on an older bill from earlier 2021 until the situation is rectified. Mr. Miller believes this should be taken care of by the next Board meeting, where he will provide an update. Ms. Fortriede let Ms. Vongphachanh know that this is regarding maintenance at the bus stop near the library that the Urban League, Citilink, and the library share. An Urban League board member is working on ensuring that pricing is correct. Mr. Urberg motioned to approve the Record of Transmittals, and Mr. Hines seconded the motion. The Board passed unanimously. Mr. Miller then went into providing his report, which is included in the Board packet.

Human Resources – The full report is in the packet. Dr. Boykins let the Board know that five new Access drivers are starting on July 19th. Dr. Boykins let the Board know that Citilink did provide a survey on vaccinations; 28 people turned in their vaccination records, and 5 stated they would not be getting the vaccine at all. Citilink is still hiring for maintenance, drivers, hostlers, etc. The Maintenance Building and Grounds person created a more prominent sign to be attached to the fence that shows we are hiring and providing our phone number. There has been one EEOC claim which Ms. Guin at Rothberg is preparing a response for. Citilink has had no additional FFCRA leave requests or new COVID positives. Dr. Boykins will be in training from Aug. 2-4th.

Maintenance Report – The full report is in the packet. Mr. Rodriguez let the Board know that the Maintenance department had lost another mechanic, which we are working on filling. Due to the shortage of mechanics, preventative maintenance has not been timely.

Marketing Report – The full report is in the packet. Ms. Wagner was on vacation, but Mr. Metzinger presented the report. The ridership campaign is underway, Mr. Metzinger reported. Ms. Fortriede asked the last meeting if there was any way to track those who download DoubleMap in the Fort Wayne area and see how it's being used. Unfortunately, the DoubleMap

version does not have this capability, but their TransLoc App would provide this information. Otherwise, if Citilink would like to track that, the website would be the only data collected.

Operations and Customer Service Report- The Operations and Customer Service reports are provided in the packet. Ms. Harris-Stevenson was unavailable to present her report due to driving for Paratransit. Ms. Schieber presented both the Operations report and Customer Service report. Fixed Route ridership is down -8.07% year-to-date, and Access has increased ridership by 68.64% in June. There were two preventable accidents for Fixed Route and no preventable accidents for access. Customer service received 29 passenger service reports, one being a compliment on free fare for fixed-route and 6 passenger service reports, one being a compliment for Access.

Introduction of Resolutions and Ordinances.

- **Resolution R-04-2021** which authorizes expenditures for Federal CRRSAA and ARP funding for Citilink. Citilink is requesting \$784,953 in CRRSAA funding and \$7,536,474 in ARP funding for a total of \$8,321,427. This funding has been apportioned by the Federal Transit Administration (FTA). With Resolution R-04-2021, Citilink would like to allocate \$2,100,000 towards capital expenditures with operating expenditures then totaling \$6,221,427. \$2,000,000 of the \$6.2 million would be transferred to resources as reimbursement of eligible operating expenditures. With the resolution, any other procurements or expenditures and transfers would be brought to the Board for approval at a later date. Ms. Vongphachanh asked what the timeline was to have the funds fully obligated. Mr. Metzinger responded with 2024 like the city, and Mr. Hines confirmed. Mr. Hines motioned for approval, and Mr. Urberg seconded the motion. The Board passed Resolution R-04-2021 unanimously.

Old Business:

- **Extended Incentive program for drivers/mechanics.** Dr. Boykins presented the Board with a revised version of the Sign on Incentive Bonus that the Board first passed in February 2021. The revised version has increased the amount for new mechanics and drivers to \$3000, with \$1000 being provided at the 90-day mark, \$1000 being provided at the six-month mark, and the remaining \$1000 being distributed at the one-year mark. It also adds the employee referral program to the incentive. This program would allow anyone who refers someone to the position \$250. This reward would be distributed at the new hire's 90-day mark. Citilink is asking that this change take effect on June 15th, 2021, so that the new hires starting the orientation on Monday would qualify for this incentive. The incentive would be paid with the COVID relief funds. Mr. Hines motioned for approval, and Mr. Urberg seconded the motion. The Board passed the motion unanimously.
- **Board Committee Appointments.** Ms. Fortriede provided an updated copy of the Fort Wayne Public Transportation Corporation Board Committee list. Last month Ms. Vongphachanh became a member of the Board, and there were some changes to the Committees. Mr. Hines has become chair of the Personnel Committee and Vice-Chair of the Board. Mr. Urberg joined the Personnel Committee, Mr. Coats became the Board Secretary, and Ms. Vongphachanh was added to the Marketing Committee. Ms. Vongphachanh asked if there were standing Committee meetings, and Ms. Fortriede responded that there are no standing meeting dates; they meet as needed, and invites are always sent out.

New Business:

- b) **2022 Strategic Plan.** Mr. Metzinger presented the Strategic Plan for 2022, which Citilink will begin working on starting August of 2021. The plan is in the packet, and the plan would be revisited at the January Board Retreat.
- c) **Purchase of Access Buses.** Mr. Metzinger presented a request to approve the purchase of 10 Access buses and 2 route-deviation mini buses. Mr. Metzinger is asking to spend up to \$1,090,000; \$900,000 was approved to spend via the CARES Act from the Board last year. Mr. Hines motioned for approval, and Ms. Keesling seconded the motion.

- d) **APTA Transform Conference & Expo**. Mr. Metzinger presented the Board with the information for the APTA Transform Conference and Expo. The meeting is held on November 6th-10th. If any Board members would like to attend please get in touch with Ms. Fortriede and/or Mr. Metzinger, and staff will help with registration. Ms. Fortriede also stated that she would forward information about an APTA Board Member Seminar that will happen in October via email after the meeting.

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

Old Business:

- **General Legal Services Contract Award**. Ms. Fortriede asked if this item could be moved to the end of the agenda. A legal agreement between Rothberg and Citilink has been reached. Prior to this meeting, Citilink and Rothberg were working on a month-by-month contract until a new one could be awarded. Citilink is asking the Board to approve Rothberg's legal counsel for the next five years. Mr. Hines and Mr. Coats let everyone know that the prices Rothberg provides are already reduced for us. Mr. Metzinger also let the Board know that if there is more than one attorney present, they only charge for one lawyer. Mr. Coats motioned to approve, and Ms. Keesling seconded the motion. The Board passed the Rothberg legal contract unanimously.

Open Discussion:

Mr. Hines mentioned that he continues to get asked about bus huts along the routes. Ms. Keesling asked how expensive bus huts were. Mr. Metzinger responded that those bus huts that are out at the moment are those from our previous advertising firm. Mr. Metzinger pointed out that it is not advisable to use Federal funding to pay for bus huts because you would have to do the entire environmental assessment to add the bus hut. An environmental assessment (EA) is done to determine whether or not an action is a major federal action significantly affecting the quality of the human environment." The previous Advertising contractor and Citilink are trying to reach a settlement with Rothberg's help on the previously installed bus huts. With that agreement, it is possible that Citilink could procure the existing bus huts. Ms. Wagner has also submitted a grant application with AWS to install a new universal shelter at the Turnstone center and a second shelter to be funded at a second location to be determined. Ms. Vongphachanh asked if Citilink could do more of a sponsorship funding like the city did with funding a trailhead at Promenade Park. Mr. Metzinger stated he would like to learn more about it. Ms. Wagner and Mr. Metzinger have already spoken with our current advertising contractor, Mesmerize. They expressed an interest in advertising on the existing bus huts and possibly installing more bus huts. Ms. Fortriede asked about the environmental review process exclusions. Mr. Metzinger said that he and Ms. Fortriede would dig deeper into it. Mr. Miller added that Citilink used federal funds for the bus huts themselves, and the city provided concrete. Ms. Vongphachanh stated that as long as Citilink does not break ground, an environmental assessment may not be needed.

The meeting adjourned at 7:00 PM with no further business.

Sherese Fortriede
Chair

J. Nelson Coats
Secretary