

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, JULY 12, 2018 AT 4:30 PM
801 LEESBURG RD.
FORT WAYNE, IN 46808

EXECUTIVE SESSION: to start at 4:30 PM – to discuss personnel matters.

REGULAR MEETING: to start at 5:30 PM

1. Roll call of members
2. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (6/14/2018)
 - b. Executive Session of the Board Meeting Minutes (6/14/2018)
 - c. Marketing Committee Meeting Minutes (6/28/18)
3. Communications from the public, including petitions and remonstrances:
4. Welcome John Haenftling – Interim General Manager
5. Reports in the following order:
 - a. Board of Directors Reports:
 - i. Finance Committee:
 - ii. Personnel Committee:
 - iii. Marketing Committee:
 - iv. Legislative Committee:
 - v. Executive Committee:
 - vi. Transportation Planning Committee:
 - b. Staff Reports:
 - i. Controller's Report:
 1. Record of Transmittals
 - ii. General Manager's Report
6. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions:
 - b. Appropriations Ordinances:
 - c. General Ordinances:
7. Old Business:
8. New Business:
 - a. 2018 Strategic Plan Mid-year Report
 - b. Draft Citilink Board Member Job Description
9. Open Discussion by the Board

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
June 14, 2018

The June meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday June 14, 2018 with Executive Session beginning at 4:30 pm and the regular meeting starting at 5:32 pm at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Directors Absent: None

Staff Present: Ms. Betsy Kachmar, Ms. Jean Marie Boykins, Mr. Bruce Miller, Mr. Jason Trabert, Ms. Claudia Harris-Stevenson, Mr. Richard Thomas, Jr.

Others Present: Mr. Denny Logan, Corporate Counsel, Mr. Ernie Johnson, ATU Local 682, Officer DeVido, Mr. Wallace Wetherill, BKD

Mr. Hines began with roll call of members. Mr. Hines noted that all Board Members were present.

BKD Auditors Report:

Mr. Wallace Wetherill distributed the draft Auditor's Report to all present. There were no audit entries. Clean opinion on compliance. There were no internal control issues or deficiencies. There were no findings related to the single audit or yellow book audit. Summary analysis was provided; general trends, total assets are down, pension liability decreased due to discount rate of 5.51 percent. While there was still a decrease in net position in the current year, there was an improvement over the calendar year 2016 primarily due to a reduction in the amount of pension expense in the current year because of the aforementioned change in discount rate.

Approval of Minutes: Mr. Hines moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes of 5/10/2018, Executive Session of Personnel Committee Meeting minutes of 5/22/2018. Mr. Steinman made the motion to approve all sets of minutes. Ms. Keesling seconded. Minutes were approved unanimously.

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

Board of Directors Committee Reports:

Finance Committee – BKD Draft Auditors report. Would like to meet to discuss campusLink and 2019 budget.

Personnel Committee –No report.

Marketing Committee – No report.

Legislative Committee – Mr. Steinman has stepped down as chair. Mr. Hartman is now chair

Executive Committee –No report.

Transportation Planning Committee–No report.

Staff Reports:

Controller's Report

Mr. Miller distributed the Record of Transmittals for the month of June.

Mr. Steinman asked about entry #085832, Mr. Miller indicated this payment was related to Maintenance staff trip to perform on-site bus inspection of the two new hybrid buses. Question also asked regarding entry #085887, Mr. Steinman wanted to confirm that it cost \$1,257 to purchase an office chair. Mr. Miller indicated it was a medical ADA workplace accommodation.

Overall, revenue is under budget approximately 10% due to the estimated property tax circuit breaker and not drawing down as much 5307 Special Rule Operations funds as anticipated. Total revenue is up 3.59% in the current year while operating expenses are up \$250,000, compared to previous year. Cash balances are roughly \$4,628,351. Liability fund balance is at \$225,194, Capital matching fund is at \$350,384 and Rainy Day fund is at \$868,190.

Statement of Net Earnings: We received unanticipated \$26,000 extra in COIT tax revenue in current month. Mechanics & Service Wages are up as we hired two new mechanics. Fuel and lubricants will continue to rise as the fuel contracts for future months are at higher price per gallon than what was in place at the start of the year. Services professional and technical includes \$53,000 YTD related to TDP work performed by consultants up to this point. Purchased transportation in the current month is higher than normal as it includes amounts for both April and May. Total operating expenses are under budget.

Mr. Traxmor inquired on who we use to purchase fuel contracts. Mr. Miller indicated we use AG Plus.

Mr. Steinman made motion to approve record of transmittals. Mr. Coats seconded. They were approved unanimously, with Mr. Coats abstaining from any payments to DWD.

Acting General Manager Report:

Mr. Hines thanked Ms. Kachmar for her services as Acting General Manager.

- Ms. Kachmar distributed an advanced copy of the Citilink portion of the INDOT Annual Transit Report. She will update the website post with this new information.
- Citilink 2030 TDP Update: Consultants will be here June 18-20 for onsite visit.
- Those on the TDP Advisory Committee are meeting Tuesday, June 19 at 12:30pm. Confirmed attendees for the Dump the Pump Public Officials bus ride: Councilman Paddock, Councilman Crawford, a representative from Senator Donnelly's office, a representative from Cong. Bank's office, Councilman Hines, Clerk Lana Keesling, and Mr. Avery with NIRCC.
- TDP stakeholder meetings: There will be an expanded TPC meeting and consultants will be going to Homeless Task Force, Fort Wayne Housing Authority & Military Assistance Coalition meetings. Individual interviews of key stakeholders are also scheduled.
- TDP Electronic Survey: Written & social media invitations to participate in this survey have been distributed. The survey will run through at least June 29.
- Hybrid Bus Delivery: We have received titles for the two 40' hybrid electric bio-diesel buses that were delivered May 1st. We will take an inaugural ride on the 19th.

- On-Board Camera Upgrade/Wi-Fi: We have received quotes and equipment selection process completed soon. Working on getting grant award executed.
- Spring Safety Meetings: Very good turnout. Congratulations to Will Brown for 18 years of accident free driving. Thank you to Rothberg & Logan for providing materials on first amendment and civil rights policy.
- 2017 Financial Audit: Thank you to Mr. Miller and staff for a clean audit.
- Triennial Review Site Visit: We think it went well. The reviewer praised our ability to get them information ahead of the meeting. Kudos to the staff. There were a few findings and they are giving us an opportunity to fix. There were a couple of reporting requirements we were not aware of. We were encouraged to attend the 2-day Triennial prep meeting before our next review.
- Fuel: We have purchased fuel futures for September – December 2018 for a price of \$2.36.
- AWS Funding for Citilink Access subsidy: We have submitted the grant request for \$50,000.
- APTA Annual Meeting: Mr. Hines confirmed that he and his wife will be attending. Ms. Boykins will notify Ms. Lilly for hotel and registration.
- Collaborations/Advocacy: Ms. Kachmar and Ms. Harris-Stevenson met with Prosperity Heights.
- Ridership is up. Increase of 799 trips. Cougar Express is down. CampusLink renewal is being discussed. Access is down a little bit.

Mr. Hines thanked the entire staff and the Union for all of their assistance.

Introduction and/or Adoption of Resolutions and Ordinances: None

Old Business:

Adoption of the 2018 Strategic Plan. Mr. Hines acknowledged that we do have two new Board members since Strategic Plan discussions; but they have had an opportunity to review. Mr. Steinman made the motion to adopt the 2018 Strategic Plan. Ms. Fortriede seconded. Adoption of the 2018 Strategic Plan was approved unanimously.

New Business:

The Board agreed in Executive Session that John Haenftling was an acceptable candidate for the Interim General Manager position duration of the RATP DEV USA management contract through 2019. Mr. Steinman made the motion to approve John Haenftling as Interim General Manager for duration of the management contract. Mr. Coats seconded. Recommendation was approved unanimously. Mr. Logan has been directed to communicate with RATP DEV.

Open Discussion by the Board:

Mr. Traxmor thanked Ms. Kachmar for her assistance. Mr. Coats noted that Ms. Kachmar received award for community service from the YWCA.

There being no further business, the meeting adjourned at 6:21 PM.

Attest:

Glynn Hines
Chairman

Sherese Fortriede
Vice Chairman

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting Minutes
June 14, 2018

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, June 14, 2018 beginning at 4:30 p.m at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Directors Absent: None

Staff Present: None

Others Present: Mr. Denny Logan, Corporate Counsel

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

There being no further business, the meeting adjourned at 5:25 p.m.

Attest:

Glynn Hines
Chairman

Ronald Steinman
Board Member

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Marketing Committee Meeting
June 28, 2018

The Marketing Committee of the Board of Directors of Fort Wayne Public Transportation Corporation held a meeting at Citizen's Square room 335 on Thursday, June 28, 2018 beginning at 8:30 AM.

Board Members Present: Sherese Fortriede, Chair, Lana Keesling, Nelson Coats & Howard Traxmor

Others Present: Betsy Kachmar, Acting GM

Marketing Budget: Discussed budget constraints without CMAQ grant (\$80,000 federal) for 2018. Betsy will confer with Bruce about expense/revenue year to date and Nelson will discuss 2019 budget with Finance Committee.

Transit Awareness Campaign: Not enthusiasm about either design option presented by Asher. Betsy has ordered some more anniversary maps to tide us over while we decide if we want a new look for materials. Will have opportunity to promote TDP report & create advocacy materials around those recommendations in the coming months. Can design/produce portions of a promo campaign as budget allows.

Connections: Mr. Traxmor recommended a listing of destinations by bus route. Betsy suggested making better use of existing St. Joe Foundation Resource book – will put link on our website & promote with social media. Also, working with Community Harvest to develop listing of groceries & food pantries by bus route.

The meeting adjourned at 9:30 AM

ATTEST:

Glynn Hines, Chairman

Ron Steinman, Secretary

DRAFT - CITILINK BOARD MEMBER GOVERNANCE OVERVIEW

The Fort Wayne Public Transportation Corporation Board of Directors is the legal governing body of the transit system (DBA Citilink). Board members should have a strong commitment to providing our community with high quality sustainable public transportation and actively lead in overseeing the delivery of quality service and growth of Citilink's capacity. Board members provide oversight, direction and support to the Citilink management team.

Per Indiana state statute IC 36-9-4 the Citilink board exercises the executive and legislative powers of the corporation. It is comprised of seven residents of the taxing district of the corporation with three directors appointed by the Mayor and four directors appointed by the Fort Wayne City Council. These three year terms are staggered and the number of the directors belonging to either of the two major parties cannot exceed the other party by more than one member. If a director leaves office before the end of their term, the corresponding appointing authority shall appoint a new director to serve the remainder of the term.

Compensation: Directors serve without compensation; however, are entitled to reimbursement of any approved expenses incurred in the interest of the board of directors; see travel reimbursement policy.

Officers: Current Citilink board officers are chair, vice-chair and secretary; comprising the executive committee. The position of assistant-secretary is unfilled. Committees are established per corporate bylaws and the Chairperson of each committee shall be appointed by the Board Chair; see committee roster.

Meetings: Citilink board of directors meet monthly at 5:30PM on the second Thursday of each month. There is an expectation that members participate regularly in these meetings and any committee meetings as assigned. Failure to attend the majority of the scheduled meetings could cause the board to seek a replacement. Meetings of the board require advance notice and are open to the public; unless otherwise clearly specified in advance as an executive session for personnel, pending or threatened litigation, or other appropriate closed discussion. A majority of the board constitutes a quorum. A written record of the proceedings, with a record of votes, is made available for public inspection at the Citilink office. See Citilink By-Laws for more detail.

Financial Controls: The board of directors shall appoint a qualified person to serve as a Controller who serves as the chief fiscal officer of the corporation. They must give bond and surety in the sum, and with the conditions, prescribed by the board. All payments must be approved by the board and countersigned by the board Chair. Records of accounts shall be audited annual by a certified public accountant who submits a certified report to the board. Annual budgets and tax levies are submitted to the City Council for review in conjunction with the city budget. Records are subject to supervision by the State Board of Accounts; however, accounting and reporting systems consistent with FTA practices may be utilized.

Operations: The board may operate and maintain the system, lease the system to any operator, contract for the use of the system by any operator, or contract for management services for the superintendence of the operation and maintenance of the system.

Powers: The board may acquire, hold, use, sell, lease or dispose of real and personal property, licenses, patents, rights and interests as necessary. The board may initiate eminent domain, as prescribed. The board may enter into contracts upon terms and conditions it considers best for the corporation; including self or mutual insurance and service contracts with contiguous systems. The board shall make rules governing the use, operation, and maintenance of the system; including, fares, routes and standards of service. The board has the power to sue and be sued. The board may employ staff, define duties, regulate compensation, discharge and replace. They may also enter into collective bargaining contracts with authorized labor unions representing employees. They may undertake surveys and studies useful in the operation of transit systems.

Funding: The board may issue bonds, borrow money, issue tax anticipation warrants, apply for federal or state aid, accept grants or contributions, levy a tax and recommend the use of county option income taxes for the purpose of planning, capital, operations or retirement of bonds associated with the transit system. The board may establish a cumulative transportation fund or special tax levy under certain circumstances.



Fort Wayne Public Transportation Corporation
801 Leesburg Rd.
Fort Wayne, Indiana 46808

To: Citilink Board of Directors

From: Betsy Kachmar, Acting General Manager

Date: July 9, 2018

Re: Board Meeting Thursday, June 12, 2018

Here is an update on current projects and notes for your next board meeting which is set for Thursday, June 12, 2018 at 4:30 PM in the Conference Room at the Citilink Offices, 801 Leesburg Road. **The full board will meet in closed executive session at 4:30PM to discuss personnel matters. The regular public board meeting will begin at 5:30PM.** Please contact Jean Marie Boykins if you are unable to attend the meeting.

Citilink 2030 - Transit Development Plan: Performed on-board survey of Citilink ACCESS passengers and meet with stakeholders (TPC, Homeless taskforce, housing authority, military assistance network, Rally to Read). Citilink board & public officials rode on our NEW hybrid bus and participated a discussion of our long range strategic plan. We also offered an on-line survey at www.citilinksurvey.com. Consultants will return week of July 23rd to meet with project steering committee, additional stakeholders and host public meetings.

Financial (Goal 5: Financial Responsibility)

- **Triennial Site Review:** June 12-13 Reviewers from FTA Region V, Ace Rassul, and Milligan CPA, John Clare, met with staff and reviewed policies, processes & paperwork from the past three years. Sent additional follow up documents. Kudos to staff! Have not yet received the reviewer's preliminary report.

Employee/Board Development (Goal 3: Employee & Board Development)

- **Staff Development:** Provided training to five (5) new small bus drivers Chris McLemore, Ieshia Williams, Dorsey Simmons, Jr., Jeanne Stone and Gwendolyn Green. All newly hired drivers are eligible for the \$1,500 sign-on bonus.
- **APTA Annual Meeting:** September 23-26, Nashville, TN. Hotel reservations are now available. Rooms in the host hotels fill up quickly. Please let us know as soon as possible if you would like to attend. For more information visit: <http://www.apta.com/mc/annual/Pages/default.aspx>. Tricia will assist with travel plans.
- **TCRP** – Betsy attended advisory meeting for APTA/TRB transit research project selection committee 6/22/18. Interesting presentations on bike share, medical transport, impact of shared ride services, etc.

Collaborations/Advocacy (Goal 7: Community Livability)

- Many of the meetings were in conjunction with TDP. In addition, UTAB, Open Streets, Joshua’s Hand/Prosperity House transportation, Walking Summit, TAC meeting, etc.

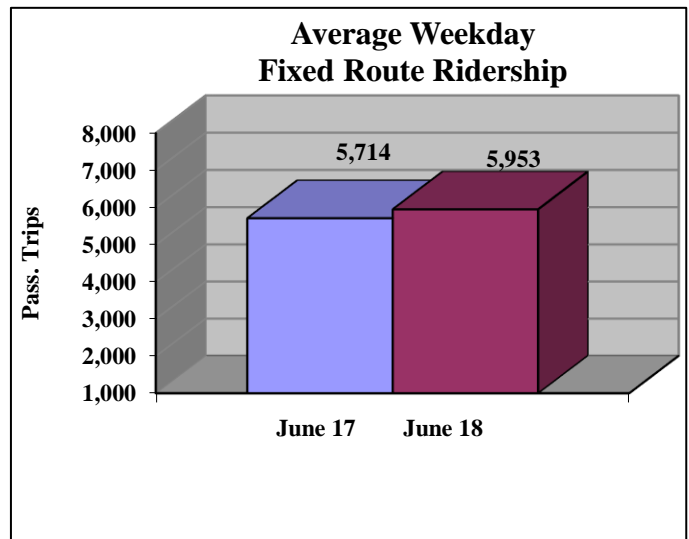
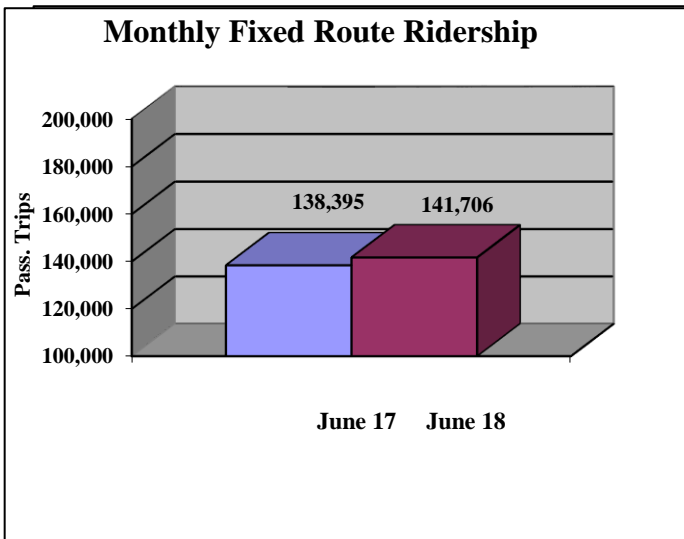
Market Development/Community Relations (Goal 6: Ridership)

- **Token Transit Mobile Ticketing:** In May 1,599 passes were purchased generating \$5,049 in fare revenue and over 6,700 trips taken using the mobile ticket app.
- **Dump the Pump Public Officials Ride:** Great turn out with representatives from Donnelly & Banks staff as well as many local officials. Good media coverage both print & TV.
- **Social Media Highlights:** TCRP Day, Summer Fun Pass, Moving Stories, TDP survey, public officials ride & detours. Here’s a great photo from that event.



Ridership (Goal 6: Ridership)

- **Fixed Route:** Ridership for the month of June 2018 was 141,706 trips. This compares to 138,395 passenger trips for June 2017 (**Increase of 3,311 trips/2.39%**). On-time performance was at **88.36%**. Construction & detours continue to come and go.



June Average Fixed Route Passengers per Hour by Route – Weekdays Only

Route 1-Waynedale Northcrest	14.63
Route 2-Time Corners Georgetown	24.94
Route 3-Village Woods Canterbury	14.97
Route 4-Wells Ludwig Parkview	18.02

Route 5-Southeast Local	6.40
Route 6-Franke Park McKinnie	16.58
Route 7-Anthony Oxford	21.39
Route 8-Glenbrook Southtown	20.92
Route 9-Broadway Taylor Gateway	14.86
Route 10-Lewis New Haven	19.02
Route 21-Dupont Road	6.27
Route 22-West Jefferson Lutheran	5.88
Route 31X-Downtown/ARC Express	8.84
Route 15-MedLink	3.74

- **ACCESS:** Citilink Access ridership for the month of June 2018 was 5,927 trips compared to 6,292 provided in June 2017 (decrease of -365 trips/-5.80%). On-time performance was 97.88%.
- **5310 Pass Through to Community Transportation Network:** CTN provided 889 trips in June 2018.
- **Greyhound:** For the month of June 2018 Citilink CSR's at Central Station sold 804 (801 sold in 2017) tickets & processed 37 (74 processed in 2017) packages/bags.

Monthly +/-	1,632	(6,192)	(6,052)	(739)	799	3,311	(132,460)	(149,350)	(143,061)	(148,065)	(144,100)	(135,328)	(1,696,829)		
YTD +/-	1,632	(4,560)	(10,612)	(11,351)	(10,552)	(7,241)	(139,701)	(289,051)	(432,112)	(580,177)	(724,277)	(859,605)			
Access															
2017 Passenger Trips	5,557	5,558	6,468	5,867	6,404	6,292	5,812	6,890	6,050	6,528	6017	5629	73,072		
2018 Passenger Trips	6,207	5,923	6,412	6,151	6,347	5,927							36,967	report only	
Monthly +/-	650	365	(56)	284	(57)	(365)	(5,812)	(6,890)	(6,050)	(6,528)	(6,017)	(5,629)	(36,105)		
YTD +/-	650	1,015	959	1,243	1,186	821	(4,991)	(11,881)	(17,931)	(24,459)	(30,476)	(36,105)			
Purchased Trips															
2017 Purchased Trips	894	947	911	963	951	891	858	921	885	899	834	804	10,758		
2018 Purchased Trips	905	883	897	902	899	889							5,375	report only	
Monthly +/-	11	(64)	(14)	(61)	(52)	(2)	(858)	(921)	(885)	(899)	(834)	(804)	(5,383)		
YTD +/-	11	(53)	(67)	(128)	(180)	(182)	(1,040)	(1,961)	(2,846)	(3,745)	(4,579)	(5,383)			
Total Ridership															
2017 Passenger Trips	144,211	141,927	152,819	140,329	150,752	148,889	6,670	7,811	6,935	7,427	6,851	6,433	921,054		
2018 Passenger Trips	144,872	142,228	152,749	140,552	150,643	148,522							879,566	5% increase	
Monthly +/-	661	301	(70)	223	(109)	(367)	(6,670)	(7,811)	(6,935)	(7,427)	(6,851)	(6,433)	(41,488)		
YTD +/-	661	962	892	1,115	1,006	639	(6,031)	(13,842)	(20,777)	(28,204)	(35,055)	(41,488)			
Greyhound Ticket Sales	January	February	March	April	May	June	July	August	September	October	November	December	Total		
2017 Passenger Trips	592	599	788	700	806	801	760	866	690	650	756	754	8,762		
2018 Passenger Trips	622	666	863	672	734	804							4,361	report only	
YTD +/-	30	97	172	144	72	75	(685)	(1,551)	(2,241)	(2,891)	(3,647)	(4,401)			
2017 Packages/bags	30	36	37	36	41	48	72	61	23	40	47	40	511		
2018 Packages/bags	28	36	41	43	47	37							232	report only	
YTD +/-	(2)	(2)	2	9	15	4	(68)	(129)	(152)	(192)	(239)	(279)			