

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, JULY 11, 2019 AT 5:30 PM
801 LEESBURG RD.
FORT WAYNE, IN 46808

- I. REGULAR MEETING: to start at 5:30 PM
 1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Executive Session of the Board of Directors (6/13/2019)
 - b. Regular Board Meeting Minutes (6/13/2019)
 - c. Marketing Committee Minutes (5/29/2019)
 2. Written Communications from the public, including petitions and remonstrances:
 3. 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
 2. Controller's Update
 - ii. General Manager's Report
 4. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions:
 - R-03-2019 Title VI Program – (Reese)
 - b. Appropriations Ordinances:
 - c. General Ordinances:
 5. Old Business:
 6. New Business:
 - Title VI Report to be Submitted to the Board for Approval
 7. Public Comment¹
 8. Open Discussion by the Board

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

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
June 13, 2019

The June meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday June 13, 2019 starting with an Executive Session at 5:11 pm and the regular board meeting starting at 5:47 pm, located at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

Directors Present: Mr. Ronald Steinman, Vice-Chair, Mr. Glynn Hines, Mr. Nelson Coats, Ms. Lana Keesling, Mr. Nathan Hartman, Mr. Howard Traxmor

Directors Absent: Ms. Sherese Fortriede

Staff Present: Mr. Maurice Pearl, Ms. Jean Marie Boykins, Mr. Bruce Miller, Mr. Jason Trabert, Ms. Claudia Harris-Stevenson.

Others Present: Mr. Tom Trent, Corporate Counsel, Mr. Denny Logan, Corporate Counsel, Officer Jack Barbour, Wally Wetherill, CPA and Tyler Sipe, CPA with BKD.

Mr. Steinman began with roll call of members and noted that all 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 5/9/2019 and Executive Session minutes of the Personnel Committee from 5/26/2019 and Marketing Committee Meeting 5/29/2019 will be discussed at July meeting. Mr. Hines made the motion to approve the minutes. Mr. Coats seconded. The minutes were approved unanimously.

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

BKD Presentation 2018 Audit Report: Mr. Wally Wetherill, CPA and Mr. Tyler Sipe, CPA.

Mr. Wetherill distributed the annual audited financial statement with management discussion and analysis and highlighted some key points related to the audit.

The opinions that have been issued on all reports are unmodified opinions, which is what you want, clean opinions as well as compliance. Secondly there were no audit entries which means they did not adjust any information given to them by management. What was produced is what is in the annual report.

A new GASB (GASB 75) was implemented this year which is related to other post-retirement benefit obligations health insurance piece to record the total liability of that plan. About a 2.5 million dollar increase in liability which will require another actuarial study which was done this year as well. We will have another new GASB to implement next year.

Lastly, there were no complaints findings, which means as BKD test the federal funds and look at compliance requirements anything that would be not in compliance we would have to disclose as a finding. Clean opinion related to compliance.

We also looked at internal controls related to compliance as well as organization. There were no issues. There were other control deficiencies related to journal entries and the importance of continued independent review of all journal entries. There was some inconsistency with that last year. It was an automated journal entry from end of year related to the parts inventory count reconciliation.

During the audit, BKD did inquire as to the collectability of one particular account receivable who had a somewhat significant balance. During an audit, BKD will evaluate the ability to pay and collectability. Sometimes this involves sending letter to a vendor to confirm that they agree that there are amounts outstanding and also agreeing to the amounts. Delinquent receivables would be an item of concern. BKD does test collectability to pay and check history of the vendor payments.

Reviewed pages 4 and 5 relating to GASB and retirement plan review.

At some point and time you might want to have a retirement audit. It is not required by GASB currently but we recommend that you do to make sure that you are in compliance because there have been so many changes in the last 5 years.

Mr. Logan noted that the pension is a separate entity of itself and the trustees could express their interest to have a pension audit. There are four trustees. Two appointed by management and two appointment by the union. Therefore the four trustees have control over the pension.

Mr. Miller indicated that he was not aware of any pension audit being done since he was here. Ms. Boykins indicated pension minutes showed that Ms. Strasser had recommended that a pension audit be done in 2011 but it was never done. Mr. Wetherill recommended that Citilink does an audit, especially since Citilink is a trustee of a plan. Mr. Wetherill indicated the cost could be around \$20,000 - \$25,000 to do retirement pension audit since it has not been audited.

The Board would like to make a recommendation for Citilink trustees to promote the idea to the union trustees to have a retirement pension audit. Mr. Hartman approves for Citilink trustees to move to ask union trustees to have a retirement pension audit. Mr. Hines seconded. The recommendation was approved unanimously. Citilink trustees, Mr. Miller and Ms. Harris-Stevenson will follow up with the recommendation.

Mr. Traxmor indicated that BKD made a recommendation for Citilink to implement a hotline. BKD indicated that it's a best practice thing but is not required. Annual cost is approximately \$5,000 annually to help undercover fraud or unethical behavior activity. Having a hotline is helpful.

Mr. Traxmor made motion to adopt a hotline. Motion failed for a second.

BKD auditors also reviewed pages, 10, 24 and 30.

Board of Directors Committee Reports:

Finance Committee – Mr. Coats asked Mr. Miller how many years has it been with no audit findings?

Mr. Miller indicated since he has been here there were no audit findings.

Personnel Committee – Mr. Steinman indicated that Ms. Kachmar is no longer with the company. We are in the process of looking for a replacement. Ms. Schieber has been promoted to Customer Service and Mobility Manager, Ms. Boykins has been promoted to Human Resources Director, Mr. Trabert has been promoted to Maintenance Director and Ms. Harris-Stevenson has been promoted to Operations Director. Congratulations! Mr. Pearl will be a Rotary of Greater Fort Wayne beginning next week.

Marketing Committee – Minutes will be provided at the July Board meeting.

Legislative Committee – No Report.

Executive Committee – No Report.

Transportation Planning Committee– The meeting was cancelled.

Staff Reports:

Controller's Report

Mr. Miller distributed the Interim Record of Transmittals for the period of June 1-13, 2019.

Mr. Steinman asked Mr. Trabert how we are doing on fuel. Have we ever put this out for bid? Mr. Trabert indicated that we have four more years of options on our current contract. Mr. Logan indicated that we did go out for bid for the current contract.

Mr. Traxmor asked why we need another 80 hour service pack from DWD. Mr. Miller and Mr. Trabert indicated it is still due to issues with new safety system with Route match/Cradle point. Tablet connectivity issues. Will be worked out soon. Mr. Traxmor asked if we will benefit with an IT part-time person. Mr. Miller indicated that we would only need an IT person to work a small amount of hours. Finding a person willing to work those kind of hours and with the knowledge necessary for our unique needs would possibly be difficult. Right now we rely on DWD who has knowledgeable staff in a variety of areas that can get the job done in a fraction of a time.

Controller's Report: Most of the percentages are similar from what we have been seeing up to this point. Overall revenue is under budget by approximately 12%. Operating expenses are under budget by approximately 3%. Most of the savings are related to large savings in group medical insurance and fuel. These savings are offset by larger than anticipated increases in salaries and wages.

Citilink's cash position as of May 31, 2019 is approximately \$873,000 lower as compared to the cash position as of May 31, 2018 primarily due to the timing of drawdowns on Federal Grants and Indiana PMTF payments.

Cash balance reports: Total at the end of May 2019 is approximately \$3,754,957. Workers' Comp is approximately \$1,000,000, Liability is approximately \$255,214, and matching fund is approximately \$350,384.

Statement of Net Earnings: COIT Tax for the month of May is a larger than normal amount of \$141,726 due to us receiving a supplemental distribution for the last couple of years. Two or three years ago there was a very large distribution. This years' supplement was \$64,762. Month of May 2019 the pension amounts reflect three payroll periods instead of normal two which shows that we were over budget. There are two months out of the year where we have an extra payroll causing increase in pension expenses for those particular months. Parts and supplies revenue equipment related to the fixed route buses. \$53,559 is a larger number than typical due to an engine replacement approximately \$30,000.

Total Operating expenses for the month under budget year-to-date \$9,155.66.

Mr. Hines made motion to approve the Interim Record of Transmittals for June 1- 13, 2019, and the Record of Transmittals for May 1-31, 2019. Mr. Coats seconded. They were approved unanimously, with Mr. Coats abstaining from any payments to DWD.

General Manager Report:

- 2018 Audit: Final Financial Statements were submitted to Citilink on May 31st.
- 2018 Annual NTD Report: Staff completed revision 1 on June 4th. The deadline was June 11th.
- Spring Safety Training: Safety meetings were held June 10th through June 13th. Each meeting will last 2 hours. There will be approximately 8 meetings. Would like to commend staff on putting this together. Had an agenda topic sheet, suggestions, received 10 comment sheets back, it was a success! Discussed new incentive for not having preventable collisions for 30 days. April 2019 there were no preventable accidents. Drivers shared things that need to be fixed. Mr. Trabert has a list and is handling.
- Market Development/Community Relations: You've Got a Ticket to Ride contest was completed. Arlene Snider was randomly selected. Citilink Wi-Fi installed in all buses and at Central Station. Mr. Trabert's team went through every bus.
- Ridership: Fixed Route for month of May had 139,277 trips. This compares to 143,397 for May 2018. Mobile pass sales for May was 2,742. Usage was 9936 on fixed route and 443 on Access.

Introduction and/or Adoption of Resolutions and Ordinances: None

Old Business:

None.

New Business: None

Public Comments: None.

Open Discussion by the Board:

Mr. Hines wanted to make sure that we paused for a minute in honor of Mr. Lewis Sims who passed. He was the 1st African American bus driver for PTC/Citilink.

Mr. Steinman asked if there were any comments from the audience. There were none.

There being no further business, the meeting adjourned at 6:45 PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting of the Citilink Board of Directors
June 13, 2019

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, June 13, 2019, beginning at 5:11 p.m. at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Staff Present: Mr. Maurice Pearl and Ms. Jean Marie Boykins

Others Present: Mr. Thomas Trent and Mr. Denny Logan, Legal Counsel.

The Board 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 5:41 p.m.

Attest:

Sherese Fortriede
Chair

Ron Steinman

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Marketing Committee Meeting
May 29, 2019

The Marketing Committee of the Board of Directors of Fort Wayne Public Transportation Corporation held a meeting at Citizen's Square, Wednesday, May 29, 2019 beginning at 8:01 am.

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

Others Present: Maurice Pearl, General Manager/CEO, Stephan Bailey, PH Digital Marketing, Mark Russett, Russett Design

Discussion topics:

- **2019 Budget:** \$94,980. Bruce to report on how much has been spent so far by next meeting.
- **Ticket to Ride Campaign:** Drawing and ticket give away on 5/29. Social media to be handled by Stephen.
- **WiFi on Buses and at Central Station:** Ready to roll out. Reese to put together draft press release on roll out on Monday, June 3rd.
- **Citilink 2030 Plan:** Once final public input meetings have been set committee will meet to discuss outreach.
- **Marketing Position Hiring:** Job Description under review. Will give to Marketing Committee prior to posting.
- **Website Audit:** Once new Marketing Manager is hired, Mark will work with new person to perform a website audit to clean up and make the site more user friendly.
- **Youth Summer Fun Pass:** Committee discussed number of passes sold this year. We should reevaluate outreach to see if we can increase sales and outreach for next summer.
- **Continuous rotation topics for Social Media:** Rack N Roll program, Benefits of Public Transit, Token Transit, Moving Stories.
- **Upcoming events and outreach opportunities:** Open Streets July 14th, Shared Mobility Pilot July, Cougar Express August, Free Fare Days December

- **Next Meeting:** In about a month date to be determined

The meeting adjourned at approximately 9:50 am.

ATTEST:

Sherese Fortriede, Chair

Glynn Hines, Secretary



Title VI Civil Rights Notice to Public

The Fort Wayne Public Transportation Corporation (Citilink) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any of its services on the basis of race, color, national origin, age, disability, sex, sexual orientation, gender identity, religion, low income status or limited English proficiency, as provided by Title VI of the Civil Rights Act of 1964 and all related acts and statutes.

It is Citilink's objective to:

- Ensure that the level and quality of transportation service is provided to all persons;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

Citilink is committed to a policy of non-discrimination in the conduct of its business; including, adherence to Title VI responsibilities and the delivery of equitable and accessible transportation services. Any person who believes that he or she has been subjected to unlawful discrimination may file a Title VI complaint with Citilink.

Any such complaint must be in writing and submitted to the Citilink Title VI Coordinator within one hundred eighty (180) days following the date of the alleged occurrence. A Title VI Civil Rights/ADA Complaint Form is available by calling (260)432-4546 or from our website fwcitilink.com. To submit a complaint or if information is needed in another language contact: Citilink Title VI/ADA Coordinator, 801 Leesburg Road, Fort Wayne



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

To: Citilink Board of Directors

From: Reese Pearl, General Manager

Date: July 5, 2019

Re: Board Meeting Thursday, July 11, 2019

Here is an update on current projects and notes for your next board meeting which is set for Thursday, July 11, 2019 in the Conference Room at the Citilink Offices, 801 Leesburg Road, and regular board meeting starting at 5:30 pm. **Please contact Jean Marie Boykins if you are unable to attend the meeting.**

Financial (Goal 5: Financial Responsibility)

- Fuel costs for the month of June were: Current per gallon cost - \$2.29, Avg. price for 2019 is \$2.30. Locked in for 2020 fuel is at \$2.05 per gallon.
- The Citilink 2018 FTA National Transit Database report was submitted on March 30th. Staff completed revision 4 sent on June 25th. No further revisions requested at this time.
- The FTA Title VI Program was submitted July 2, 2019.

Safety & Security (Goal 1: Safety)

- **Camera System:** Almost all vendors on site for a comprehensive review of our connectivity issues. Vendors will be dissecting and determining issues for a comprehensive resolution.
- **Safety Committee:** Safety program implemented. Review of preventable collisions. Postings.
- The Federal Transit Administration (FTA) conducted an on-site review of Citilink's Drug & Alcohol Program on June 28, 2019.

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

- **Employee Update:**
 - Two hostlers left Citilink employment
 - One hostler was hired on 7/8/19.
 - Another hostler is in process of being hired.
 - Marketing Manager interviews conducted last week and will continue into this week

Collaborations/Advocacy (Goal 7: Community Livability)

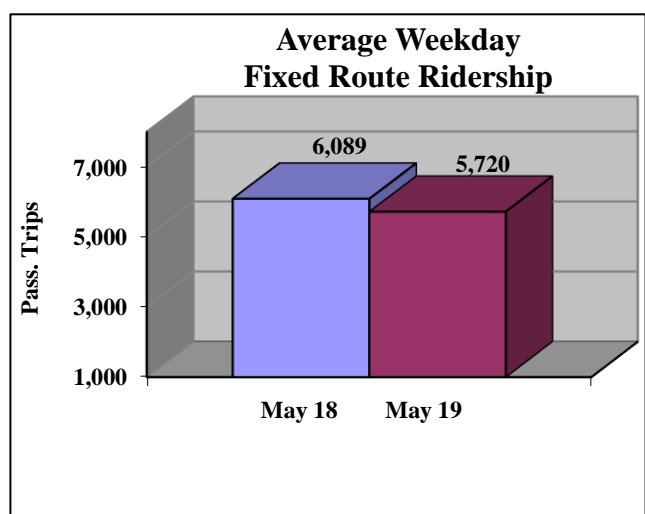
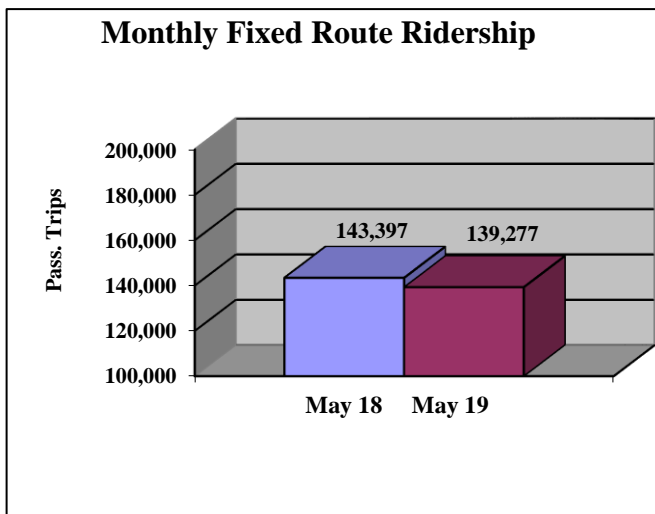
- Meeting was held with David Nicole of United Way.
- Mark Palmer initiated meetings with Sen. Brown, Rep. Leonard and Rep. GiaQuinta

Market Development/Community Relations (Goal 6: Ridership)

- **Transit Development Plan:** Next Steering Committee meeting planned for late July.

Ridership (Goal 6: Ridership)

- **Fixed Route:** Ridership for the month of May 2019 was 139,277 trips. This compares to 143,397 passenger trips for May 2018 (**decrease of 4,120 trips/-2.87%**). On-time performance was at 88.69%. Average weekday ridership for the month of May was 5,720.
- **Token Transit:** Mobile pass sales for May was 2,742 for net of \$8,764.50. Usage was 9936 on fixed route and 443 on Access.
- **Cougar Express:** USF will use the Cougar Express bus for several special shuttles scheduled for June 7, 14, & 21 per our contract. They have also scheduled a big bus for August 24th for 65-70 guests.
- Citilink is coordinating with Urban Transit Associates (UTA) for a free demo of their passenger counter system. A conference call was conducted with Tom Kowalski from UTA, Bill Troe, Sherese Fortriede and Matt Vondran.



May Average Fixed Route Passengers per Hour By Route – Weekdays Only

Route 1-Waynedale Northcrest	15.52
Route 2-Time Corners Georgetown	23.32
Route 3-Village Woods Canterbury	15.26
Route 4-Wells Ludwig Parkview	18.64
Route 5-Southeast Local	7.46
Route 6-Franke Park McKinnie	17.42
Route 7-Anthony Oxford	15.43
Route 8-Glenbrook Southtown	20.18
Route 9-Broadway Taylor Gateway	13.50
Route 10-Lewis New Haven	20.64
Route 21-Dupont Road	4.18
Route 22-West Jefferson Lutheran	5.98
Route 97-Cougar Express	2.40
Route 31X- Downtown/ARC Express	2.92
Route 15 - MedLink	3.09

- **ACCESS:** Citilink Access ridership for the month of May 2019 was 6,555 trips compared to 6,347 provided in May 2018 (**increase of 208 trips/+3.28%**). On-time performance was 98.59%. Average Access weekday ridership for May was 286 trips/day.
- **5310 Pass Through to Community Transportation Network:** CTN provided 829 trips in May 2019.
- **Greyhound:** For the month of May 2019 Citilink CSR's at Central Station sold 638 tickets (734 were sold in 2018) & processed 40 packages/bags (47 processed in 2018).

Mission: Connect people by providing the highest quality sustainable public transportation while pursuing continuous improvement and growth.

2019 Citilink Goal Stats Summary Report

Goal 1 - Safety

Road Calls	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
Fixed Route															
2019 Major Road Calls	3	0	0	3	2	3							11	35 or less	Total Road Calls
YTD	3	3	3	6	8	11									
Access															
2019 Major Road Calls	1	0	1	2	2	3							9	10 or less	Total Road Calls
YTD	1	1	2	4	6	9									
Accidents															
Fixed Route															
2019 Preventable Accidents	1	6	2	0	0	4							13	20 or less	Preventable
YTD	1	7	9	9	9	13									
Total Collision Accidents	1	10	5	0	1	7							24	report only	Total Accidents
YTD	1	11	16	16	17	24									
Access															
2019 Preventable Accidents	0	1	0	0	0	1							2	8 or less	Preventable
YTD	0	1	1	1	1	2									
Total Collision Accidents	2	1	2	0	0	2							7	report only	Total Accidents
YTD	2	3	5	5	5	7									

Goal 2 - Customer Service

On-time Performance															
Fixed Route															
2019 On time performance	90.16%	91.52%	90.81%	87.24%	88.69%	86.89%							89.22%	90%	
Access															
2019 On time performance	94.50%	93.63%	96.75%	98.05%	98.59%	99.29%							96.80%	95%	

Goal 5 - Financial Responsibility

Expenses															
Fixed Route Cost/Hour	\$87.71	\$83.65	\$84.73	\$98.87	\$93.31	\$91.07							\$89.89	\$86.00	
Access Cost/Trip	\$32.14	\$26.97	\$23.68	\$32.54	\$28.04	\$29.15							\$28.75	\$29.00	\$28 or less
Free Access Trips on FR	1,420	1,256	1,453	1,674	1,504	1,366							8,673		Report only
Revenue															
Fixed Route															
2018 Farebox Revenue	\$169,525	\$84,652	\$85,158	\$88,255	\$90,190	\$86,524	\$93,742	\$93,400	\$90,656	\$111,190	\$88,172	\$73,286	\$1,154,750		
2019 Farebox Revenue	\$152,987	\$84,388	\$87,594	\$85,894	\$106,358	\$76,287							\$593,508	\$1,433,600	2019 budget amount
Monthly +/-	(\$16,538)	(\$264)	\$2,436	(\$2,361)	\$16,168	(\$10,237)							(\$10,796)		
YTD +/-	(\$16,538)	(\$16,802)	(\$14,366)	(\$16,727)	(\$559)	(\$10,796)							(\$75,790)		
Access															
2018 Farebox Revenue	\$12,798	\$13,767	\$17,645	\$13,636	\$17,001	\$13,304	\$16,735	\$15,157	\$13,632	\$17,571	\$14,345	\$15,260	\$180,851		
2019 Farebox Revenue	\$14,039	\$12,874	\$20,558	\$13,606	\$15,645	\$13,655							\$90,377		
Monthly +/-	\$1,241	(\$893)	\$2,913	(\$30)	(\$1,356)	\$351							\$2,226		
YTD +/-	\$1,241	\$348	\$3,261	\$3,231	\$1,875	\$2,226							\$12,183		

Goal 6 - Increase Ridership

Fixed Route															
2018 Passenger Trips	137,760	135,422	145,440	133,499	143,397	141,706	138,350	154,608	135,116	160,011	137,015	130,804	1,693,128		
2019 Passenger Trips	121,990	125,274	135,475	139,412	139,277	127,658							789,086		
Monthly +/-	(15,770)	(10,148)	(9,965)	5,913	(4,120)	(14,048)							(48,138)		
YTD +/-	(15,770)	(25,918)	(35,883)	(29,970)	(34,090)	(48,138)							(189,769)		
Access															
2018 Passenger Trips	6,207	5,923	6,412	6,151	6,347	5,927	6,158	6,782	5,648	6,823	5,958	5,603	73,939		
2019 Passenger Trips	5,839	5,899	6,735	6,583	6,555	5,582							37,193	report only	

Monthly +/-	(368)	(24)	323	432	208	345							916		
YTD +/-	(368)	(392)	(69)	363	571	916							1,021		
Purchased Trips															
2018 Purchased Trips	905	883	897	902	899	889	897	916	876	877	878	879	10,698		
2019 Purchased Trips	764	810	832	808	829	840							4,883	report only	
Monthly +/-	(141)	(73)	(65)	(94)	(70)	(49)							(492)		
YTD +/-	(141)	(214)	(279)	(373)	(443)	(492)							(1,942)		
Total Ridership															
2018 Passenger Trips	144,872	142,228	152,749	140,552	150,643	148,522	145,405	162,306	141,640	167,711	143,851	137,286	1,777,765		
2019 Passenger Trips	128,593	131,983	143,042	146,803	146,661	134,080	0	0	0	0	0	0	831,162	5% increase	
Monthly +/-	(16,279)	(10,245)	(9,707)	6,251	(3,982)	(14,442)							(47,714)		
YTD +/-	(16,279)	(26,524)	(36,231)	(29,980)	(33,962)	(48,404)							(190,690)		
Greyhound Ticket Sales															
2019 Passenger tickets sold	552	647	751	608	638	639							3,835	report only	
2019 Packages/bags	36	37	50	24	40	40							227	report only	