

TENTATIVE AGENDA  
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION  
BOARD OF DIRECTORS MEETING  
ORDER OF BUSINESS  
THURSDAY, OCTOBER 10, 2019 AT 5:30 PM  
801 LEESBURG ROAD  
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. Steering Committee Meeting Minutes (9/12/2019)
    - b. Executive Session of the Board of Directors TDP Meeting with SRF Consulting (9/12/2019)
    - c. Regular Board Meeting Minutes (9/12/2019)
  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:
    - b. Appropriations Ordinances:
    - c. General Ordinances:
  5. Old Business:
  6. New Business:
    - a. Discuss Due Date for General Manager Performance Evaluation December
  7. Public Comment<sup>1</sup>
  8. Open Discussion by the Board

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

**FORT WAYNE PUBLIC TRANSPORTATION CORPORATION**  
**Board Minutes**  
**September 12, 2019**

The September meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday September 12, 2019 starting with an Executive Session starting at 4:30 pm, and 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. Glynn Hines, Mr. Nelson Coats, and Mr. Howard Traxmor.

**Directors Absent:** Mr. Ronald Steinman, Nathan Hartman, and Ms. Lana Keesling.

**Staff Present:** Mr. Maurice Pearl, Ms. Jean Marie Boykins, Mr. Bruce Miller, Mr. Jason Trabert, Mr. Richard Thomas Jr., Ms. Ruth Vosmeier, Mr. Ernie Johnson, President ATU 682, Ms. Shelia Van Asperen, Member ATU 682.

**Staff Absent:** Claudia Harris-Stevenson due to Medical Leave

**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: Mr. Ronald Steinman, Mr. Nathan Hartman, and Ms. Lana Keesling were not in attendance. She also noted that Mr. Hines would be leaving by 6:10, and due to the low attendance, any items needing a quorum for approval would need to be introduced at the beginning of the meeting.

**Approval of Minutes:** Ms. Fortriede moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes from 8/8/2019.

Mr. Coats made the motion to approve the minutes. Mr. Hines seconded. The minutes were approved unanimously. Then Mr. Traxmor interjected that there was an omission to August's Minutes. He stated that he had asked for a report regarding the number of summer youth passes sold in 2019, and that there was no evidence of his request in the minutes. It was determined that his request came at the end of the General Manager's Report, and that there would be a bullet added to August's minutes. The deletion would also be noted in these minutes. Mr. Traxmor has since been notified by multiple emails with the requested information.

**Controller's Report**

Mr. Miller distributed the Interim Record of Transmittals for 9/01/2019 – 9/13/2019 for review. Mr. Traxmor asked about a large pay out to John Nations & Isaacs & Isaacs. It was determined that this expense was in the Board Packet. Ms. Boykins explained that the sum of money was part of a settlement stemming from an accident that occurred in 2018, and that Mr. Ted Storer from Rothberg was handling the payments. It was mentioned in a previous meeting that payments would be beginning at this time as a part of the settlement.

Overall revenue is under budget by approximately 8% primarily due to the fact that Citilink does not plan on drawing down as much 5307 Special Rule Operations funds in the current year as what had been budgeted. Operating expenses are under budget by approximately 4.5%.

As of August 31, 2019, Citilink's cash position is roughly \$160,000 lower than the same date a year ago. This is primarily due to the timing of Federal Grant draw downs, and Indiana PMTF payments.

Total revenue is roughly the same as it was in 2018; however, operating expenses are up 6.27 % over last year. Some of the contributing factors to August's large expenditures are: that it is a 31 day month, and therefore has more payroll, a large number of vacations are taken in August, and due to numerous vacations, there was a large amount of over time.

Cash Balance Reports: Total at the end of August 2019 is approximately \$3,182,337.94. Operating Expenses are \$437,272.30 under budget.

Mr. Hines made motion to approve the Interim Record of Transmittals for September 1- 13, 2019, and the Record of Transmittals for August 1- 31, 2019. Mr. Traxmor seconded. They were approved unanimously.

### **New Business**

Article 6. The Adoption/Approval of the Revised Citilink Drug and Alcohol policy approved by the FTA (Federal Transit Authority). Mr. Trent gave highlights of the proposed policy. He stated the format for the new document was generated by the FTA's website. Based on the circumstances of numerous noncompliant items in the current Drug and Alcohol Policy it was deemed best to use the Policy Builder on that website.

Mr. Trent read items from the Drug and Alcohol policy attached in the board packet and suggested that the policy before the Board of Directors for consideration be approved with the understanding that management and legal counsel would fine tune the document before submitting it to the Union. This process would include incorporating items in the CBA (Collective Bargaining Agreement) that are not in the FTA's document.

Ms. Boykins stated that anything bolded in the document was from Citilink's Policy, and anything not bolded was from the FTA.

Mr. Johnson commented that the new policy is pretty much the same as the current one.

Mr. Logan stated that the FTA will not allow Union Representation during drug testing. However, there was an effort to put everything from the CBA that is not in the FTA's policy in the new document. He also said that management and the attorneys did their best to put as much as the CBA as they could in the new policy.

There was a discussion that waiting for union representation could cause a significant delay for testing. It was stated that once someone is notified for testing, after a positive test result, that person needs to go to the testing facility immediately. First the employee is notified, then HR (Human Resources), at that point, HR calls that person from duty for a retest. It was clarified that the section was referring to a retest after a positive result. Then Mr. Johnson stated that. "The policy is the same as it has been."

The policy was then presented for approval with the understanding that staff and legal counsel would fine-tune the document. Mr. Coats motioned for the Adoption of the Revised Drug and Alcohol Policy, and Mr. Hines seconded the motion. It was approved unanimously.

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

### **Board of Directors Committee Reports:**

**Finance Committee** – No report.

**Personnel Committee** – No report.

**Marketing Committee** – No report.

**Legislative Committee** – No Report.

**Executive Committee** – No Report.

**Transportation Planning Committee**– Will met on 8/12/2019. Mr. Traxmor said that the Transit Development plan was discussed, as well as the transition to electric buses. He stated that it is important to work with various entities to make that transition as smooth as possible.

### **Staff Reports:**

### **General Manager Report:**

- Fuel costs per gallon for the month of July were \$2.45 per gallon, with an extra load in August at \$2.12. Fuel locked in through June 2020 is at \$2.05 per gallon, and for August, 2020 it is locked in at \$2.01 per gallon.
- The credit card machine at Central Station has been implemented and credit card sales of bus passes is going well.
- Safety & Security: The drivers went 30 consecutive working days without a preventable accident. Although, there was one in July, as well as August.
- Employee/Board Development: Ms. Boykins attended the SHRM conference in Indianapolis.
- Collaborations/Advocacy: Mr. Bill Troe and Mr. Pearl met with Parkview Hospital representatives in regards to proposed modifications to Route 15/ Med Link. Also. Mr. Matt Palmer and Mr. Pearl met with State Representatives Judy and Carbaugh on August 16, 2019, it was a meet and greet session.

- Market Development/Community Relations: focus on the goal of increased ridership.
  - A. The Transit Development plan is entering its final stages, and Citilink is preparing for public meetings.
- Ridership: Fixed route ridership for August was 144,512 trips compared to 2018 which was 154,608 that is a decrease of over 6.5%. Their on-time performance in August was 89.93 an on-time –performance (OTP) of 89.83% and Access’s OTP is 98.5%, with an average weekday ridership of 5,831 rides. Token Transit had 3,313 pass sales in August. St Francis had two Shuttle buses: one on August 22<sup>nd</sup>, with 42 passengers, and one on August 24<sup>th</sup> with 124 riders. Access rides for August were at 6,163, which was a decrease of 9% over last year. In August, we had two major road calls for fixed route, and one for Access. We also had one preventable accident for fixed route, and one for Access.

Mr. Traxmor asked why CTN had an increase of 200 trips in August over last year’s figures. Mr. Miller mentioned that they have a new CEO, who emailed Citilink that they would be resubmitting their reporting with different numbers. He also explained that Citilink does not have anything to do with their operations, but is just an avenue for their funding. Mr. Traxmor then asked for the number of trips they provided in August, and what their increase over last year was.

**Introduction of Resolutions:** None to report.

**Budget:** Mr. Miller said that the DLGF System was finalized. Also, that the splitting of the tax rate revenue had to be handled differently, and that there needed to be a different solution. Therefore, instead of splitting the tax rate, revenue will be transferred into the Cumulative Fund.

**Public Comments:** None

**Items for Open Discussion:** None

There being no further business, the meeting was adjourned at 5:57 PM.

Attest:

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Sherese Fortriede  
Chair

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Ron Steinman  
Vice Chair

**FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-**  
**TDP Steering Committee Meeting Minutes**  
**September 12, 2019**

The TDP Steering Committee met on Thursday, September 12, 2019, beginning at 11:30 a.m. at the Citilink offices located at 801 Leesburg Road, Fort Wayne, Indiana.

**Attendees:** Mr. Glynn Hines, Ms. Sherese Fortriede, Mr. Maurice Pearl, Ms. Jean Marie Boykins, Mr. Jason Trabert, Ms. Ruth Vosmeier, Mr. Thomas Trent, Mr. Dennis Logan, Ms. Shelia Van Aspern, Mr. Bill Troe and Mr. Matt Vondran

The Board of Directors met for the purpose of discussing the Transit Development Plan.

The meeting adjourned at approximately 1:30 p.m.

Attest:

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Sherese Fortriede  
Committee Member

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Glynn Hines  
Committee Member

**FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-**  
**Executive Session Meeting of the Board of Directors Minutes**  
**September 12, 2019**

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, September 12, 2019, beginning at 4:30 p.m. at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

**Board Members Present:** Mr. Glynn Hines, Ms. Sherese Fortriede, Mr. Nelson Coats and Mr. Howard Traxmor

**Board Members Absent:** Ms. Lana Keesling, Mr. Nathan Hartman and Mr. Ronald Steinman

**Staff Present:** Mr. Maurice Pearl, Ms. Jean Marie Boykins and Ms. Ruth Vosmeier

**Others Present:** Mr. Thomas Trent and Mr. Dennis Logan, Rothberg Logan & Warsco LLP, legal counsel to Citilink, Ms. Shelia Van Aspern, ATU Local 682 Union, Mr. Bill Troe and Mr. Richard Thomas Junior, Operations Supervisor

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 5:27 p.m.

Attest:

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Sherese Fortriede  
Chair

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Glynn Hines  
Secretary



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

**To: Citilink Board of Directors**

From: Reese Pearl, General Manager

Date: October 4, 2019

Re: Board Meeting Thursday, October 10, 2019

Here is an update on current projects and notes for your next board meeting which is set for Thursday, October 10, 2019 in the Conference Room at the Citilink Offices, 801 Leesburg Road, and beginning at 5:30 pm. **Please contact Ruth Vosmeier if you are unable to attend the meeting.**

**Financial (Goal 5: Financial Responsibility)**

- Fuel costs for the month of September: Current per gallon cost - \$2.45. Locked in for September /October 2020 at \$2.02 and \$2.00 per gallon, respectively.
- Fare free day November 5, 2019. Election Day

**Safety & Security (Goal 1: Safety)**

- Jason Trabert and Maurice Pearl attended a training webinar on Public Agency Safety Plans (PTASP)
- Safety appreciation luncheon held for Citilink employees

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

- **Employee Update:**
- Operations started a weekly meeting to discuss operations
- Jason Trabert and Maurice Pearl attending the Volkswagen Electric Vehicle Workshop held in Indianapolis on October 8<sup>th</sup>
- Multiple employees signed up for safety, security, drug & alcohol and operations management trainings in 2019 and 2020.

**Collaborations/Advocacy (Goal 7: Community Livability)**

- Attended and presented on the TDP at the MPO Conference on September 18<sup>th</sup> in Fort Wayne
- Jason Trabert , Bruce Miller and Maurice Pearl met with Enterprise Vanpool regarding commute programs for Fort Wayne
- Maurice Pearl attended the PCC Meeting at Ivy Tech on September 19<sup>th</sup>
- Maurice Pearl met with John Guingrich from The League
- Bill Troe and Maurice Pearl with Parkview representatives regarding the Carew Medical Park and Route 15
- Citilink continuing to work with Urban Transit Associates on APC data gathering
- Jason Trabert, Junior Gonzales, Maurice Pearl and Kerri Garvin (IMP) met with Ken Becker from Proterra to discuss the route analysis and potential electric bus pilot program.

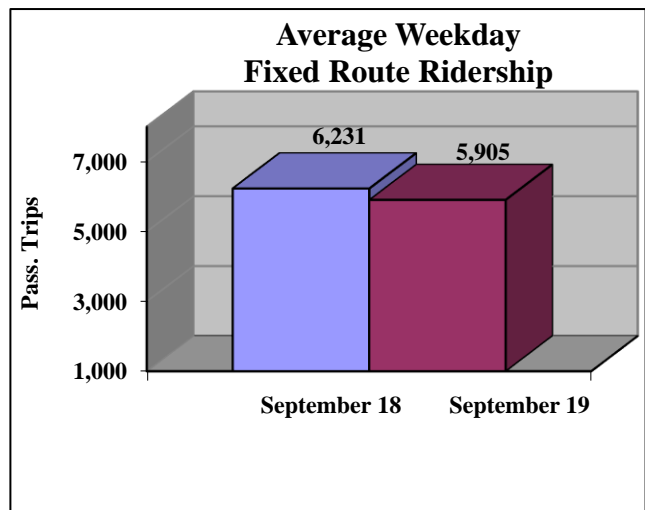
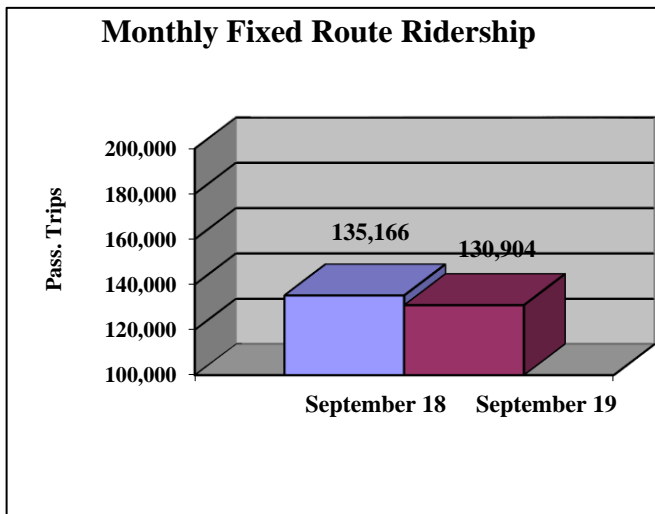


**Market Development/Community Relations (Goal 6: Ridership)**

- **Transit Development Plan:** Maurice Pearl, Sherese Fortriede and Bill Troe participated in a TDP logistics conference call

**Ridership (Goal 6: Ridership)**

- **Fixed Route:** Ridership for the month of September 2019 was 130,904 trips. This compares to 135,116 passenger trips for September 2018 (**decrease of -4,293 trips/-3.18%**). On-time performance was at 85.83%. Average weekday ridership for the month of September was 5,905.
- **Token Transit:** Mobile pass sales for September was 3,128 for net of \$8,758.69. Usage was 9,393 on fixed route and 512 on Access.
- RNNC Conference Shuttle #1 (Sep 20th) – Ridership 19
- RNNC Conference Shuttle #2 (Sep 20th) – Ridership 31
- St Francis CE Shuttle-(Sep 28th) – Ridership 81



**September Average Fixed Route Passengers per Hour  
By Route – Weekdays Only**

Route 1-Waynedale Northcrest	15.96
Route 2-Time Corners Georgetown	23.36
Route 3-Village Woods Canterbury	16.07
Route 4-Wells Ludwig Parkview	19.86
Route 5-Southeast Local	7.59
Route 6-Franke Park McKinnie	17.36
Route 7-Anthony Oxford	15.98
Route 8-Glenbrook Southtown	20.28
Route 9-Broadway Taylor Gateway	14.68

Route 10-Lewis New Haven	19.15
Route 21-Dupont Road	3.82
Route 22-West Jefferson Lutheran	6.68
Route 97-Cougar Express	5.34
Route 31X-Downtown/ARC Express	3.07
Route 15-MedLink	3.16

- **ACCESS:** Citilink Access ridership for the month of September 2019 was 6,212 trips compared to 5,648 provided in September 2018 (**increase of 564 trips/9.99%**). On-time performance was 96.30%. Average Access weekday ridership for July was 296 trips/day.
- **5310 Pass Through to Community Transportation Network:** CTN provided 961 trips in September 2019.
- **Greyhound:** For the month of September 2019 Citilink CSR's at Central Station sold 597 tickets (645 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
<b>Fixed Route</b>															
2019 Major Road Calls	3	0	0	3	2	3	4	2	1				18	35 or less	Total Road Calls
YTD	3	3	3	6	8	11	15	17	18						
<b>Access</b>															
2019 Major Road Calls	1	0	1	2	2	3	3	1	2				15	10 or less	Total Road Calls
YTD	1	1	2	4	6	9	12	13	15						
<b>Accidents</b>															
<b>Fixed Route</b>															
2019 Preventable Accidents	1	6	2	0	0	4	1	1	4				19	20 or less	Preventable
YTD	1	7	9	9	9	13	14	15	19						
Total Collision Accidents	1	10	5	0	1	7	5	3	4				36	report only	Total Accidents
YTD	1	11	16	16	17	24	29	32	36						
<b>Access</b>															
2019 Preventable Accidents	0	1	0	0	0	1	1	3	1				7	8 or less	Preventable
YTD	0	1	1	1	1	2	3	6	7						
Total Collision Accidents	2	1	2	0	0	2	1	5	2				15	report only	Total Accidents
YTD	2	3	5	5	5	7	8	13	15						

### Goal 2 - Customer Service

#### On-time Performance

Fixed Route	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
2019 On time performance	90.16%	91.52%	90.81%	87.24%	88.69%	86.89%	89.83%	89.83%	85.83%				88.98%	90%	
<b>Access</b>															
2019 On time performance	94.50%	93.63%	96.75%	98.05%	98.59%	99.29%	98.51%	98.86%	96.30%				97.16%	95%	

### Goal 5 - Financial Responsibility

#### Expenses

Fixed Route Cost/Hour	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
Fixed Route Cost/Hour	\$87.71	\$83.65	\$84.73	\$98.87	\$93.31	\$91.07	\$92.31	\$86.77	\$97.27				\$90.63	\$86.00	
Access Cost/Trip	\$32.14	\$26.97	\$23.68	\$32.54	\$28.04	\$29.15	\$30.43	\$31.46	\$30.01				\$29.38	\$29.00	\$28 or less
Free Access Trips on FR	1,420	1,256	1,453	1,674	1,504	1,366	1,471	1,553	1,625				13,322		Report only

#### Revenue

Fixed Route	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
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	\$84,706	\$98,006	\$83,208				\$859,428	\$1,433,600	2019 budget amount
Monthly +/-	(\$16,538)	(\$264)	\$2,436	(\$2,361)	\$16,168	(\$10,237)	(\$9,036)	\$4,606	(\$7,448)				(\$22,674)		
YTD +/-	(\$16,538)	(\$16,802)	(\$14,366)	(\$16,727)	(\$559)	(\$10,796)	(\$19,832)	(\$15,226)	(\$22,674)				(\$133,523)		
<b>Access</b>															
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	\$12,797	\$17,437	\$14,152				\$134,763		
Monthly +/-	\$1,241	(\$893)	\$2,913	(\$30)	(\$1,356)	\$351	(\$3,938)	\$2,280	\$520				\$1,088		
YTD +/-	\$1,241	\$348	\$3,261	\$3,231	\$1,875	\$2,226	(\$1,712)	\$568	\$1,088				\$12,127		

### Goal 6 - Increase Ridership

#### Fixed Route

2018 Passenger Trips	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
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	135,980	144,512	130,904				1,200,482		
Monthly +/-	(15,770)	(10,148)	(9,965)	5,913	(4,120)	(14,048)	(2,370)	(10,096)	(4,293)				(64,897)		
YTD +/-	(15,770)	(25,918)	(35,883)	(29,970)	(34,090)	(48,138)	(50,508)	(60,604)	(64,897)				(365,778)		

#### 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	6,289	6,163	6,212				55,857	report only	

Monthly +/-	(368)	(24)	323	432	208	345	131	619	564				2,230	
YTD +/-	(368)	(392)	(69)	363	571	916	1,047	428	992				3,488	
<b>Purchased Trips</b>														
2018 Purchased Trips	905	883	897	902	899	889	897	916	876	877	878	879	10,698	
<b>2019 Purchased Trips</b>	<b>764</b>	<b>810</b>	832	808	829	840	803	1037	961				<b>7,684</b>	<i>report only</i>
Monthly +/-	(141)	(73)	(65)	(94)	(70)	(49)	(94)	121	85				(380)	
YTD +/-	(141)	(214)	(279)	(373)	(443)	(492)	(586)	(465)	(380)				(3,373)	
<b>Total Ridership</b>														
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	
<b>2019 Passenger Trips</b>	<b>128,593</b>	<b>131,983</b>	143,042	146,803	146,661	134,080	143,072	151,712	130,904	0	0	0	<b>1,264,023</b>	<b>5% increase</b>
Monthly +/-	(16,279)	(10,245)	(9,707)	6,251	(3,982)	(14,442)	(2,333)	(10,594)	(10,736)				(63,047)	
YTD +/-	(16,279)	(26,524)	(36,231)	(29,980)	(33,962)	(48,404)	(50,737)	(61,331)	(72,067)				(365,663)	
<b>Greyhound Ticket Sales</b>														
2019 Passenger tickets sold	552	647	751	608	638	639	690	755	597				5,877	<i>report only</i>
2019 Packages/bags	36	37	50	24	40	40	32	36	40				335	<i>report only</i>