

REVISED
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
October 10, 2019

The October meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday October 10, 2019, starting at 5:30 pm located at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

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

Directors Absent: None

Staff Present: Mr. Maurice Pearl, GM, Ms. Jean Marie Boykins, Mr. Bruce Miller, Mr. Jack Havens, Operations Supervisor, Ms. Pam Schieber, and Ms. Ruth Vosmeier.

Staff Absent: Claudia Harris-Stevenson, Mr. Richard Thomas Jr., Mr. Jason Trabert, and Mr. Ernest Johnson, ATU Local 682 President.

Others Present: Mr. Tom Trent, Corporate Counsel, Ms. Ashley Gilbert-Johnson, Corporate Counsel, and Officer Jack Barbour.

Others Absent: Mr. Denny Logan, Corporate Counsel.

Ms. Fortriede began with roll call of members and noted that all Board members were in attendance.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes from 9/12/2019, which had Executive Session minutes from 9/12/2019, and Steering Committee minutes from 9/12/2019. Mr. Steinman 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

Board of Directors Committee Reports:

Finance Committee – No report.

Personnel Committee – Two bus drivers are on Leave. One will be returning to work on 11/7/2019 and the second will be evaluated on 11/29/2019 to determine when to return.

Marketing Committee – No report.

Legislative Committee – No report

Executive Committee – No Report.

Transportation Planning Committee– There will be two public meetings on October 29th and 30th to discuss the Transit Development Plan.

Staff Reports:

Controller's Report:

Mr. Miller distributed the Interim Record of Transmittals for 10/01/2019 to 10/11/2019 for review. Mr. Steinman made motion to approve the Interim Record of Transmittals for October 1- 11, 2019, and the Record of Transmittals for September 1- 30, 2019. Mr. Coats seconded. *They were approved unanimously, with Mr. Coats abstaining from any payments to DWD.*

There was a brief discussion concerning the price of the cell phone service; however, it was determined that the amount was due to the fact that all of the buses now have Wi-Fi in them. Mr. Steinman motioned to approve the expenditures, and Mr. Coats seconded the motion, they were unanimously approved.

Overall revenue is under budget by approximately 7% 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 4.6%.

As of September 30, 2019, Citilink's cash position is roughly \$360,000 higher 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 6.56 % over last year.

Cash Balance Reports: Total at the end of September 2019 is approximately \$3,230,408.66.

In the month of September sick pay was significantly higher due to the fact that a retiree had a substantial "sick bank," that was paid out. The pension fund also had an additional expense due to the retirement of that employee.

Materials and supplies had a large expenditure in the area of parts/supplies – revenue equipment. In September, that department spent over \$45,000, of which approximately \$25,000 was to replace an engine in one of the buses.

Total operating expenses are down \$502, 899.97 year to date.

General Manager Report:

Financial

- Fuel cost for the month of September was \$2.45 a gallon. Locked in for September/October 2020 at \$2.02 and \$2.00 per gallon, respectively.
- Election Day November 5th, Free Fare Day

Safety & Security

- Jason Trabert and Maurice Pearl attended a training webinar on Public Agency Safety Plans.
- Safety Plans are mandated for implementation June/July 2020.

Employee/ Board Development

- Operations started weekly meetings to discuss updates and issues.
- Multiple employees signed up for US DOT training: safety & security, drug & alcohol, operations management, and Bus Operations Supervisor training for 2019 and 2020.
- Bill Roberson's last day was October 11th.
- Kylee Wagner will begin on October 21st as Marketing Manager.
- Interviews on Friday October 11th for PM Dispatcher.
- There is a newly created Customer Service/ Dispatcher position to relieve for days off.

Collaborations/ Advocacy

- Jason Trabert, Bruce Miller, and Maurice Pearl met with Enterprise Vanpool regarding commute programs for Fort Wayne.
- Maurice Pearl met with John Guingrich from the League.
- Bill Troe and Maurice Pearl met with Parkview representatives regarding the Carew Medical Park and Route 15. Parkview approves of the proposed changes. Mr. Pearl would like to present these proposals to the public.
- Jason Trabert, Junior Rodriguez, 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

- Transit Development Plan: Maurice Pearl, Sherese Fortriede, and Bill Troe participated in a TDP logistics conference call.
- Mr. Pearl suggested that Citilink start a program that would provide buses to firefighters on extremely cold days. In the past two years, the Fire Department could have used buses 2 or 3 times.

Ridership

- Fixed Route ridership for September 2019 was 130,904, which is a decrease of 3.18 % from 2018.
- Token Transit sales were 3,128 in September, and usage was 9,393 passes for Fixed Route, and 512 for Access.
- Access ridership in September 2019 was 6, 212 trips, which was an increase of 9.99%.

Goal Stats Summary

- In September, there was one major road call for Fixed Route, and two for Access.
 - Fixed Route had four preventable collisions in September, and Access had one.

Mr. Steinman congratulated the staff for going 30 consecutive working days without a preventable collision. He commented on the numerous “thank you’s” and pictures that were posted on Facebook.

Old Business: None to report.

New Business

- General Manager evaluation is due to Mr. Steinman by November 14, 2019.
- General Manager evaluation will be held in an Executive Session Prior to December’s Board Meeting.
- Ad Hoc Committee to meet prior to November’s board Meeting.
- Review Citilink Goals and Objectives.
- Board Retreat in January 2020
- Mr. Traxmor mentioned that we need to contact Senators Braun and Young regarding opposition to Senate Bill 2520 which would cut funding to public transportation. It was proposed that there would be a meeting to further discuss the components of this bill.

Public Comments: None

Items for Open Discussion: None

There being no further business, the meeting was adjourned at 5:59 PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair