

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, MAY 10, 2018 AT 5:30 PM
801 LEESBURG RD.
FORT WAYNE, IN 46808

- I. 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 (04/12/2018)
 - b. Executive Session of Personnel Committee Meeting Minutes (04/19/2018)
 - c. Executive Session of Board of Directors Meeting Minutes (04/26/2018)
 - d. Special Meeting of Board of Directors Minutes (04/26/2018)
 3. Communications from the public, including petitions and remonstrances:
 4. 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
 5. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions: Proclamation
 - b. Appropriations Ordinances:
 - c. General Ordinances:
 6. Old Business:
 7. New Business:
 8. Open Discussion by the Board

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
April 12, 2018

The April meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, April 12, 2018 with the meeting starting at 5:35 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

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. Ken Fischer, RATP Dev USA, Dan Schroeder, Kelly Grayer and Katie O’Muireagain, Asher Agency.

Mr. Hines began with roll call of members. Mr. Hines noted that all Board Members were present. Mr. Hines indicated that we are working on getting two additional Board Members and asked Ms. Boykins to make sure that we indoctrinate them on Board and Citilink information, same as we did for Ms. Keesling. Ms. Boykins confirmed that she does have a welcome packet for new Board Members.

Approval of Minutes: Mr. Hines moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes of 3/8/2018, Executive Session of Board of Directors Meeting minutes of 3/22/2018 and Marketing Committee Meeting minutes of 3/29/2018. Mr. Steinman made the motion to approve all sets of minutes. Mr. Coats seconded. Minutes were approved unanimously.

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

Board of Directors Committee Reports:

Finance Committee – None

Personnel Committee –

Marketing Committee – Presentation from Asher Agency: Presented two message campaign options to increase community awareness of Citilink. 1st Campaign “Cool Ride” and 2nd Campaign “Bold Words” would use big bold words like Possibility, Freedom, Connectivity, etc. Media purchase recommendation based on a \$100,000 annual marketing budget. Mr. Steinman said he prefers the Cool Ride Campaign. Ms. Fortriede asked if there were any questions. It was shared that the Marketing Committee consensus was with the “Bold Word” campaign. The Committee would come back with a final recommendation.

Legislative Committee – Have spoken with Mr. Palmer and will meet once the new General Manager in place.

Executive Committee – None

Transportation Planning Committee—Met on April 9th conference call with the TDP consultant. Will provide Board with the meeting PowerPoint presentation. Discussed SWOT analysis and public engagement plan.

Staff Reports:

Controller's Report

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

Mr. Steinman made the motion to approve the Interim Record of Transmittals for April 1-12, 2018, and the Record of Transmittals for March 1-31, 2018, previously distributed in the board packets. Mr. Coats seconded. They were approved unanimously, with Mr. Coats abstaining from any payments to DWD.

Mr. Steinman had a question on cleaning payments. Mr. Miller indicated that union employees get a cleaning allowance for their uniforms under the CBA. Question on payment to O'Neil Glass for Foster Sports Bar. Mr. Miller indicated that was an accident settlement for a bus hubcap that popped off a bus and shattered the plate glass window at the bar. Ms. Fortriede had a question about cell phone reimbursement being increased to \$45 from \$30. Mr. Miller indicated certain staff are required to be available on call with an option to have a company provided phone or be reimbursed for a personal phone. This policy was reviewed in January 2018 and it was determined to increase payments to comparable amount for the five staff who have chosen reimbursements. Phones that Citilink provides cost \$45.00/month and Citilink also pays for the phone.

Mr. Miller explained to the Board that the record of transmittal shows several payments of \$925 for retirees/spouses for Medicare Supplement reimbursements. It is likely that these checks will be voided, as further information is required to confirm eligibility. Mr. Hines asked if the union brought this to his attention. Mr. Miller indicated no it was an insurance agent who represents several retirees.

Overall revenue is under budget by approximately 12%. Operating expenses are approximately 5.64% under budget primarily due to wages, benefits and fuel line items. Citilink's cash position as of end of March 2018 is approximately \$3,321,690.

General Manager Report:

- **Grants:** Ms. Kachmar reported that we received notice from Congressman Banks staff that we were awarded the full amount of our 5339 discretionary grant request submitted August 2017. The \$2,502,028 will cover 85% of the cost of 4 hybrid buses, two which should arrive in the near future, and 80% of the cost of on-board camera security system upgrade and mechanic training.
- **Staff Development:** Ms. Kachmar indicated that board notes had an error regarding Board Member Sherri Caveda's resignation date which is effective 3/30/18 not 4/30/18.
- **Maintenance staffing:** Mr. Trabert has recently hired a Mechanic III, an Apprentice Mechanic and a Hostler.
- **Route 15 Parkview MedLink route modification:** The PRMC Security Department is no longer willing to provide shuttle service from the Citilink Flexlink Route 21 Burger King stop to PRMC campus. Citilink has modified the MedLink route to provide that connection.

- Route 8 Turnstone route modification: For many years we have discussed with Turnstone options to provide better fixed route service; however, due to one way streets this has been challenging. The current plan is to implement the temporary route modification April 23rd.
- Mr. Hines asked how much will all of the construction affect our routes? Ms. Kachmar indicated that it will effect on-on time performance. Greater percent of the construction will be on the side streets this year than last so that might help. Downtown intersection closings will affect most routes.

Introduction and/or Adoption of Resolutions and Ordinances:

None

There were no ordinances.

Old Business:

None.

New Business:

None.

Open Discussion by the Board:

Chairman Hines asked Mr. Fischer how his visit was this week. Mr. Fischer reported that he did meet with some of the staff and asked questions on processes and procedures being used. Felt that staff are carrying on in good manner and working smoothly. Board is scheduled to meet with Mr. Scott Marr next Thursday.

Mr. Hines asked Mr. Johnson, Union President and Mr. Thomas, Jr., Operations Supervisor if there was anything they wanted to share. Reply was no from both.

Reminder: NIRCC long range transportation plan open house is April 18, 2018 from 4-6 in the Omni Room.

There being no further business, the meeting adjourned at 6:11 PM.

Attest:

Glynn Hines
Chairman

Sherese Fortriede
Vice Chairman

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting of the Personnel Committee Minutes
April 19, 2018

An Executive Session of the Personnel Committee of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, April 19, 2018 beginning at 10:00 a.m. at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

Personnel Committee Members Present: Mr. Ronald Steinman - Chair, Mr. Glynn Hines, Ms. Sherese Fortriede

Staff Present: None

Others Present: Mr. Scott Marr from 10:00 a.m. – 10:55 a.m.; Mr. Denny Logan, Corporate Counsel

The Personnel Committee of 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 11:15 a.m.

Attest:

Ronald Steinman
Chairman

Glynn Hines
Committee Member

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION-
Executive Session Meeting Minutes
April 26, 2018

An Executive Session of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, April 26, 2018 beginning at 10:00 a.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

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 11:00 a.m.

Attest:

Glynn Hines
Chairman

Sherese Fortriede
Vice Chair

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
April 26, 2018

The Board of Directors of the Fort Wayne Public Transportation Corporation held a public Special Board Meeting on Thursday, April 26, 2018 at Citilink, 801 Leesburg Road, Fort Wayne, IN beginning at 11:00 a.m.

Board Members Present: Mr. Glynn Hines, Chair; Ms. Sherese Fortriede; Mr. Nelson Coats; Mr. Ronald Steinman; Ms. Lana Keesling

Staff Members Present: Jean Marie Boykins, Administrative & Human Resources Manager

Others Present: Mr. Denny Logan, Corporate Counsel

The Board met to discuss the General Manager position.

Mr. Hines made the following motions:

1. The Board is not interested in candidate Soctt Marr.
2. The Board would like for Ms. Boykins to forward them all job descriptions for senior management and current other duties being performed, including temporary duties since General Manager retired. Items to be sent via email today to all Board Members and Mr. Logan via pdf format.

Mr. Steinman made the motion to approve the above items. Mr. Coats seconded. The two items were approved unanimously.

Mr. Logan will communicate with RATP Dev USA regarding the decision for Mr. Marr. Mr. Logan will send the Board an update once he receives communication back from RATP Dev USA.

There being no further business, the meeting adjourned at 11:09 a.m.

Attest:

Glynn Hines
Chairman

Sherese Fortriede
Vice Chair



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

To: Citilink Board of Directors

From: Betsy Kachmar, Acting General Manager

Date: May 4, 2018

Re: Board Meeting Thursday, May 10, 2018

Here is an update on current projects and notes for your next board meeting which is set for Thursday, May 10, 2018 at 5:30 PM in the Conference Room at the Citilink Offices, 801 Leesburg Road. **Please contact Jean Marie Boykins if you are unable to attend the meeting.**

Citilink 2030 - Transit Development Plan: Consultants meet with the Transportation Planning Committee on April 9th via conference call to discuss the project and gather input from these key stakeholders. A newsletter was created for the NIRCC open house & distributed via Citilink website & social media. We have received & commented on the public participation plan, which will be implemented over the next few months.

Hybrid Bus Delivery: Maintenance staff inspected production of two (2) 40' hybrid electric bio-diesel buses at Gillig plant last week. Buses should be delivered here within the next few weeks and Citilink will finish getting them ready for service; anticipate buses will be available for service in June. Working with FTA to expedite availability of newly awarded discretionary funds to pay for the buses.

Safety (Goal 1: Safe and secure environment)

- **Wi-Fi on Buses** – Submitted paperwork to FTA to obligate the recently awarded discretionary funds to upgrade onboard camera systems (which will include public Wi-Fi access). Meeting with vendors to finalize quotes. Should have equipment selection process completed by the time funds are available.
- **Community Emergency Response Plan** – Claudia is participating in meetings with emergency responders to prepare for community disasters. Drill will be held at the airport on Saturday, May 19th.
- **Spring Safety Meetings** – All staff will participate in these meetings to be held 9 times throughout the week of May 21st. Topics will include; National Safety Council Safe Driver Awards, training on new style wheelchair securements on two new buses, safety & service reminders.

Financial (Goal 5: Financial Responsibility)

- **Grants:** Met with NIRCC to discuss their financial commitment to the Transit Development Plan study; submitted invoice for \$60,000. Confirmed that NIRCC does not have any other

funds available for Citilink operating or capital expenses this year. Met with NEIN regional partners regarding joint VW Mitigation funding application strategies.

- **Fuel:** Have purchased fuel futures through the end of August, 2018. Continue to wait for market to go down before purchasing more. Jason is monitoring closely.
- **Audit:** On-site research is complete. Addressing additional request for information from BKD auditors, anticipate audit to be complete in the next couple of weeks.
- **NTD Report:** Submitted! This comprehensive report includes hundreds of data fields covering revenue, expenses, capital, inventory, fixed route, paratransit, contracted services, personnel, certifications, etc. involved many hours by several staff to compile, complete & submit. There will likely be a few follow up issues to clarify; however, kudos to all who worked hard to get this done.

Employee/Board Development (Goal 3: [Employee & Board Development](#))

- **Staff Development:** The board continues to work with RATP DEV to fill the vacant General Manager position. We anticipate two (2) new hires will attend driver training the week of May 7th. In addition, we have two strong driver candidates who will be relocating from out of town mid-May. Danielle Clark joined us as a part-time customer service representative April 25th because Linda Poole moved out of town. Late March we hired Derrick Brock as a Mechanic 3 and we are recruiting to replace Phi Szeman who is retiring as PM Maintenance Supervisor in June.
- **Board Development:** We have received notice that the Fort Wayne City Council has selected Nathan Hartman and Howard Traxmor to fill the vacant board positions. We look forward to welcoming them on May 10th.

Collaborations/Advocacy (Goal 7: [Community Livability](#))

- Meetings with UTAB, TPC, Parking Partners, Byron 5310 annual review, NIRCC open house, Open Streets, Rally to Read

Market Development/Community Relations (Goal 6: [Ridership](#))

- **Northside high school JAG Program:** Provided transit travel training to three (3) classes of JAG program students.
- **Purdue Fort Wayne Civil Engineering Class:** Guest lecturer about public transit policy & design.
- **Earth Day:** Citilink table at Earth Day at Eagle Marsh on 4/22/18
- **Touch a Truck:** Citilink bus & staff participated in gathering of over 40 vehicles in Ivy Tech parking lot on 4/22/18 – record attendance, over 200 children.
- **Token Transit Mobile Ticketing:** In April 1,237 passes were purchased generating \$4,919 in fare revenue and 5,727 trips taken using the mobile ticket app (including 254 Citilink

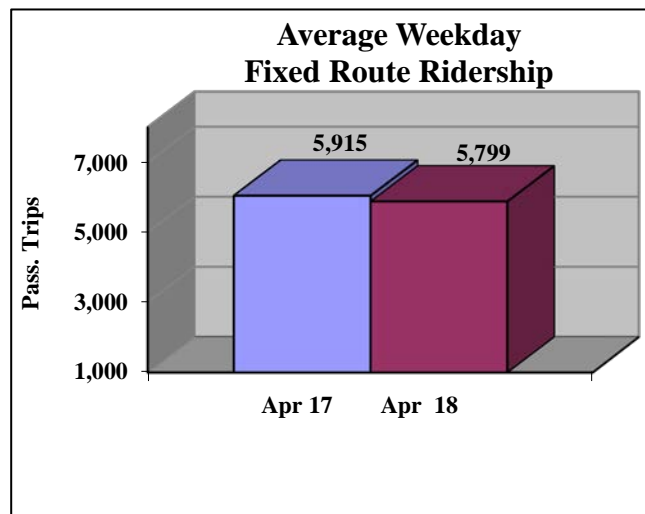
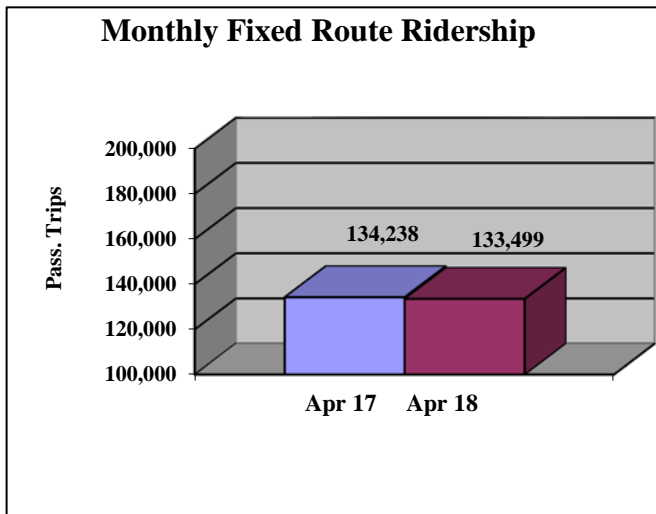
Access trips).

- Route 8 Turnstone route modification:** Met with Turnstone staff to provide transit training & discuss demonstration that would alter the route for the ½ hour Route 8 bus to turn right on Clinton and go by Turnstone on the outbound. At Turnstone’s request, the dates have been changed and the demonstration will run from June 4th – July 28th.
- Media Highlights:** Media releases about our federal grant award, Transit Development Plan update & Youth Summer Fun Pass stimulated a Journal Gazette ridership trends article on 4/22/18. Facebook posts about our participation in Earth Day & Touch a Truck were well liked. Posting detour alerts on Facebook is the fastest way to inform passengers of changes, there were several in April. We also post signs at Central Station & at affected bus stops. We continue our throwback Thursdays (#TBT) series of historic bus photos in celebration of our 50th anniversary.



Ridership (Goal 6: Ridership)

- Fixed Route:** Ridership for the month of April 2018 was 133,499 trips. This compares to 134,238 passenger trips for April 2017 (**Decrease of 739 trips/-.55%**). On-time performance was at **89.87%**. Construction & detours at the beginning stage.



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

Route 1-Waynedale Northcrest	15.71
Route 2-Time Corners Georgetown	23.19

Route 3-Village Woods Canterbury	15.73
Route 4-Wells Ludwig Parkview	19.61
Route 5-Southeast Local	5.77
Route 6-Franke Park McKinnie	15.50
Route 7-Anthony Oxford	15.13
Route 8-Glenbrook Southtown	19.91
Route 9-Broadway Taylor Gateway	15.95
Route 10-Lewis New Haven	18.39
Route 21-Dupont Road	5.29
Route 22-West Jefferson Lutheran	5.90
Route 97-Cougar Express	3.16
Route 98-campusLink	2.58
Route 31X-Downtown/ARC Express	10.86
Route 15-MedLink	2.59

- **ACCESS:** Citilink Access ridership for the month of April 2018 was 6,151 trips compared to 5,867 provided in April 2017 (Increase of 284 trips/4.84%). On-time performance was 95.91%.
- **5310 Pass Through to Community Transportation Network:** CTN provided 902 trips in April 2018.
- **Greyhound:** For the month of April 2018 Citilink CSR's at Central Station sold 672 (700 sold in 2017) tickets & processed 43 (61 processed in 2017) packages/bags.

2017 Passenger Trips	136,128	141,614	151,492	134,238	142,598	138,395	132,460	149,350	143,061	148,065	144,100	135,328	1,696,829	5% increase	
2018 Passenger Trips	137,760	135,422	145,440	133,499											
Monthly +/-	1,632	(6,192)	(6,052)	(739)	(142,598)	(138,395)	(132,460)	(149,350)	(143,061)	(148,065)	(144,100)	(135,328)	(1,696,829)		
YTD +/-	1,632	(4,560)	(10,612)	(11,351)	(153,949)	(292,344)	(424,804)	(574,154)	(717,215)	(865,280)	(1,009,380)	(1,144,708)			
Access															
2017 Passenger Trips	5,557	5,558	6,468	5,867	6,404	6,292	5,812	6,890	6,050	6,528	6,017	5,629	73,072		
2018 Passenger Trips	6,207	5,923	6,412	6,151									24,693	<i>report only</i>	
Monthly +/-	650	365	(56)	284	(6,404)	(6,292)	(5,812)	(6,890)	(6,050)	(6,528)	(6,017)	(5,629)	(48,379)		
YTD +/-	650	1,015	959	1,243	(5,161)	(11,453)	(17,265)	(24,155)	(30,205)	(36,733)	(42,750)	(48,379)			
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									3,587	<i>report only</i>	
Monthly +/-	11	(64)	(14)	(61)	(951)	(891)	(858)	(921)	(885)	(899)	(834)	(804)	(7,171)		
YTD +/-	11	(53)	(67)	(128)	(1,079)	(1,970)	(2,828)	(3,749)	(4,634)	(5,533)	(6,367)	(7,171)			
Total Ridership															
2017 Passenger Trips	144,211	141,927	152,819	140,329	7,355	7,183	6,670	7,811	6,935	7,427	6,851	6,433	635,951		
2018 Passenger Trips	144,872	142,228	152,749	140,552									580,401	5% increase	
Monthly +/-	661	301	(70)	223	(7,355)	(7,183)	(6,670)	(7,811)	(6,935)	(7,427)	(6,851)	(6,433)	(55,550)		
YTD +/-	661	962	892	1,115	(6,240)	(13,423)	(20,093)	(27,904)	(34,839)	(42,266)	(49,117)	(55,550)			
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									2,823	<i>report only</i>	
YTD +/-	30	97	172	144	(662)	(1,463)	(2,223)	(3,089)	(3,779)	(4,429)	(5,185)	(5,939)			
2017 Packages/bags	30	36	37	36	41	48	72	61	23	40	47	40	511		
2018 Packages/bags	28	36	41	43									148	<i>report only</i>	
YTD +/-	(2)	(2)	2	9	(32)	(80)	(152)	(213)	(236)	(276)	(323)	(363)			