

## **AGENDA**

**Bloomington Public Transportation Corporation (BPTC)**

**Tuesday, January 18, 2022**

**130 W. Grimes Lane, Bloomington, IN 47403**

**Conference Room, 5:30 P.M**

**The January 18, 2022 Board meeting will be a hybrid meeting with the ability for Board members and/or the public to attend the meeting in-person or virtually at the link below:**

Join Zoom Meeting

<https://us02web.zoom.us/j/88920130363?pwd=WU9sNmVuMwVwTEZlNWktTSIF0Y0ljdz09>

Meeting ID: 889 2013 0363

Passcode: 184485

One tap mobile

+16465588656,,88920130363#,,,,\*184485# US (New York)

+13017158592,,88920130363#,,,,\*184485# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 889 2013 0363

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## **PUBLIC MEETING**

**01/18/2022**

- I. ROLL CALL
- II. OLD BUSINESS
  1. Quarterly Review report of the General Manager\ RATP Dev performance. (McDaniel, Obermeyer)
  2. Update, Resolution 21-30; a resolution approving an Inter-local Cooperation Agreement between BPTC and Indiana University.
  3. Development of a Strategic Plan for Bloomington Transit
- III. APPROVAL OF MINUTES – December 21, 2021
- IV. NEW BUSINESS – ACTION ITEMS

1. Consideration and Approval of Contract between Collegiate Development Group and Bloomington Public Transportation Corporation.
2. Resolution 22-01; a resolution approving the 2022 public official bond for Christa D. Browning, Controller of the Bloomington Public Transportation Corporation (BPTC).
3. Resolution 22-02: a resolution approving the solicitation for annual audit from Indiana State Board of Accounts.
4. Resolution 22-03; a resolution authorizing the encumbrance of funds from Calendar Year 2021 budget.

V. MANAGER & STAFF REPORTS

1. PROJECT UPDATES – John Connell

- Board Subcommittee assignment update

2. DECEMBER OPERATING STATISTICS – Zac Huneck

3. DECEMBER FINANCIAL REPORT -- Christa Browning

4. DECEMBER PERSONNEL REPORT – Brenda Underwood

VI. APPROVAL OF CLAIMS

VII. COMMENTS FROM THE PUBLIC

VIII. COMMENTS FROM BOARD MEMBERS

IX. ADJOURNMENT – NEXT MEETING: February 15, 2022



# Bloomington Public Transportation Corporation

130 West Grimes Lane, Bloomington, Indiana 47403  
812.332.5688 Fax 812.332.3660



To: The BPTC Board of Directors  
From: John Connell, General Manager  
Date: January 14, 2022  
Re: Board Meeting, Tuesday, January 18, 2022, 5:30 p.m.

Included below are your notes for the meeting of the Board of Directors set for Tuesday, January 18, 2022 at 5:30 p.m. in the Edward J. Kuntz Board Room, 130 W. Grimes Lane in Bloomington.

## ACTION ITEMS

1. **Approval of Contract with Collegiate Development Group:**

Collegiate Development Group (CDG) is currently finishing construction of a high density housing development located at 1820 N. Walnut. The complex is scheduled to open prior to the start of the Fall 2022 semester. The agreement before you for consideration allows for residents of the facility to ride a mutually agreed upon route fare free. The contract fee is based on an hourly rate of \$75.33 per hour of service in year 2022-2023, \$77.59 per hour in 2023-2024 and \$79.92 per hour in 2024-2025. The contract is similar and modeled from the contract the board approved with IN-IUB 17 Holdings, LLC, in December of 2020 for the same type of service. The contract has been reviewed by the City legal.

2. **Approval of Resolutions 22-01, 22-02 and 22-03**

Each of these resolutions are routine annual requests. Resolution 22-01 provides authorization for Christa Browning, BT Controller to be bonded for 2022. Resolution 22-02, authorizes the BT Controller to solicit a 2021 annual audit from the Indiana State Board of Accounts. Resolution 22-03, authorizes the carryover of \$188,731 of 2021 encumbered funds to be appropriated to the 2022 budget.

3. **FlixBus**

I informed FlixBus of the proposed \$30,000 fee for utilizing the BT terminal. Not surprising they countered with a significantly reduced amount. My last proposal was \$15,000 annually. Negotiations continue.

4. **Inter-local Cooperation Agreement between BPTC and IU Campus Bus**

As of the writing of this document, the contract terms have not been agreed upon nor finalized. BT's proposal includes a monthly maximum fee increases from \$88,597 to \$93,026.85. This represents a 5% increase consistent with the 5% increase in operator wages scheduled to take effect January 1, 2022. Credit will continue to be issued for scheduled service not provided. The cleaning, fueling & bus wash fee increases by 2.5% from \$45,825.46 to \$46,971.09.

## MANAGER & STAFF REPORTS

### **COVID-19 Ridership Recovery Update**

Average weekday ridership continues to be 43% of what it was prior to pandemic. December 2021 ridership is up 117% from December 2020. Total 2021 ridership ended -4% compared to 2020.

**Average weekday ridership is shown in the table below:**

	2019	2020	2021	% Change 2019-2021
January	12183	12487	2298	-81.14%
February	14740	16922	2893	-80.37%
March	12060	7798	3543	-70.62%
April	14081	1266	3436	-75.60%
May	5405	1399	2667	-50.66%
June	5051	1913	2516	-50.19%
July	4779	1990	2410	-49.57%
August	8213	2630	5720	-30.35%
September	17028	3627	9126	-46.41%
October	16672	3562	8694	-47.85%
November	14494	3039	7336	-49.38%
December	11656	2147	4715	-59.54%

### **Board Subcommittees**

Below is a list of subcommittees. There is one board member assigned to each subcommittee as of now. I have also included an Executive Summary, for lack of a better term, of each subcommittee for your review. The summary list the projects, corresponding goals and action items for each task.

#### **Personnel, Finance and Administration subcommittee**

- Admin Salary & Benefit Survey
- New staff positions review and job description assessments
- Contracted service cost methodology

Board Members: 1. Kent McDaniel      2. \_\_\_\_\_

Staff: Christa, Brenda, John

#### **Alternative Fuel, and Infrastructure subcommittee**

- Evaluation of WSP infrastructure study progress and recommendations
- Building\Facilities improvements
- Long range land acquisition and plan for construction of new facility
- Bus and vehicle procurements

Board Members: 1. Nancy Obermeyer      2. \_\_\_\_\_

Staff: Zac, Allen, Mike, John

#### **IT, Innovation, Planning and Development subcommittee**

- IT service analysis, in house vs. City supported
- CAD/AVL review committee
- Micro-transit service implementation.
- Route Optimization implementation strategy
- Establishment of Minimum Service & Performance standards

Board Members: 1. Doug Horn      2. \_\_\_\_\_

Staff: Zac, Eli, John

## **Personnel, Finance and Administration Subcommittee Projects**

### **(1) Administrative Staff Salary & Benefit Survey**

**GOAL:** Ensure BT's Administrative Staff pay rates and benefits are competitive in order to retain valuable employees and to be capable of recruiting qualified candidates when necessary.

- Survey the following agencies/peer groups to assess the competitiveness of existing pay rates:
  - City of Bloomington,
  - Monroe County,
  - Indiana University
  - Metropolitan Evansville Transit System
  - CityBus Lafayette
  - Indy Go
- Survey existing employees to determine what work related things are valued most, pay, PTO, etc.
- Analyze pay and benefit data, cost of living comparisons, and other metrics from peer groups.
- Prepare recommendations for salary and benefit adjustments if necessary.

### **(2) Review the need for new staff positions and review of existing job descriptions.**

**GOAL:** Improve efficiency and effectiveness of the staff. Improve employee productivity, engagement and sustain a goal focus approach.

- Conduct Staff retreat to air out issues and gather consensus.
- Examine areas of insufficiencies, (things we should be doing but are not, or things we're are doing but not well enough).
- Identify areas of potential savings with reassignment of duties. (security etc)
- Identify additional positions needed with corresponding job descriptions.
- Prepare recommendation report for the Board's review.

**(3) Formalize contracted service cost methodology**

**GOAL:** Develop a quantifiable cost per hour model for contracted service to ensure BT recovers the fully allocated expenses for all contracted service

- Determine the appropriateness of including Capital to the calculation
- Determine the impact of property tax credit if any.

## **Alternative Fuel, and Infrastructure Subcommittee Projects**

### **(1) Evaluation of WSP infrastructure study progress and recommendations**

**GOAL:** Utilize the study results to begin the planning process for the long term commitment and transition to an alternative fuel(s) program.

- Analyze study cost calculations, environmental benefits and practicality for each alternative fuel source.
- Determine the best course of action for BT's alternative fuel direction.
- Prepare long-term Alternative Fuel Plan for full Board approval.

### **(2) Building & Facility Improvements**

**GOAL:** Develop a Facility Improvement Plan that provides room for the expansion of BT Fleet, expansion of the BT staff and expansion of the BT maintenance garage.

- Develop a practical "wish list" for a future facility.
- Calculate cost estimates of future expansion facility activities.
- Outline steps required for long range land acquisition and plan for construction of new facility
- Prepare a Building & Facility Plan for full Board approval.

### **(3) Bus and vehicle procurements**

**GOAL:** Determine the appropriate number and mix of vehicles given the changing nature of transit service.

- Determine the feasibility of 60' articulated buses for high density service such as student apartment complexes.
- Determine the best mix of vehicles if micro-transit is offered in house.
- Develop long-term vehicle procurement plan with associated costs.



## **IT, Innovation, Planning and Development Subcommittee Projects**

### **(1) IT Service Analysis, in-house approach vs. City supported approach**

**GOAL:** Determine the feasibility, cost, benefits, advantages/disadvantages of creating internal IT functions for BT, and provide a recommendation for the full board's consideration.

- Utilize the RATP Dev IT assessment tools to start the process.
- Solicit price from third parties for turnkey IT services for comparison purposes
- Prepare a rough budget for the capital and staff requirements for an in-house IT solution.

### **(2) CAD/AVL micro transit service dispatch software review committee**

**GOAL:** Expedite the process of procuring a comprehensive CAD/AVL software platform capable of providing application based BT ACCESS scheduling, fixed route scheduling and micro transit scheduling activities.

- Schedule vendor software demonstrations for key staff stakeholders
- Issue RFP for CAD/AVL Platform
- Submit a vendor/contract recommendation to the board.

### **(3) Establishment of Minimum Service & Performance standards**

**GOAL:** Formalize metrics for use evaluating the performance of fixed route service, paratransit service and potentially micro-transit service. Apply metrics as part of an annual service performance report to guide service change decisions. Adopt minimum service standards for each type of service offered.

### **(4) Route Optimization Study\Micro-Transit Implementation**

**GOAL:** Determine the relevance of the route optimization study recommendations post pandemic and outline a strategy to re-implement service improvements.

**RESOLUTION 22-01**

**A RESOLUTION APPROVING THE 2022 PUBLIC OFFICIAL BOND FOR  
CHRISTA BROWNING, CONTROLLER OF THE BLOOMINGTON PUBLIC  
TRANSPORTATION CORPORATION (BPTC)**

**WHEREAS**, Christa Browning is the Controller of the Bloomington Public Transportation Corporation by action of the BPTC Board of Directors effective October 26, 2004; and

**WHEREAS**, the Controller has given bond in a sum and under conditions that are satisfactory to the BPTC Board Of Directors; and

**WHEREAS**, such bond is now being renewed;

**NOW THEREFORE, BE IT RESOLVED:** The BPTC Board of directors approves the 2022 Public Official Bond for Christa Browning, Controller of the Bloomington Public Transportation Corporation.

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
James McLary, Chairman  
Bloomington Public Transportation  
Corporation

\_\_\_\_\_  
Nancy Obermeyer, Secretary  
Bloomington Public Transportation  
Corporation

**Approved this 18th day of January, 2022.**

**RESOLUTION 22-02**

**A RESOLUTION REQUESTING AN AUDIT BY STATE BOARD OF ACCOUNTS  
FOR CALENDAR YEAR 2021**

**WHEREAS**, the Bloomington Public Transportation Corporation prepares financial statements in accordance with Generally Accepted Accounting Practices (GAAP), and

**WHEREAS**, Bloomington Transit presents financial statements to the State Board of Accounts within five (5) months after the close of the last year covered in the financial statements.

**NOW THEREFORE, BE IT RESOLVED:** The Bloomington Public Transportation Corporation Board of Directors directs the Controller to prepare appropriate Generally Accepted Accounting Principles (GAAP) financial statements and request an audit for 2021.

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
James McLary, Chairman  
Bloomington Public Transportation  
Corporation

\_\_\_\_\_  
Nancy Obermeyer, Secretary  
Bloomington Public Transportation  
Corporation

**Approved the 18th day of January, 2022.**

**RESOLUTION 22-03**

**A RESOLUTION AUTHORIZING THE ENCUMBRANCE OF  
APPROPRIATIONS FROM THE CALENDAR YEAR 2021 BUDGET**

**WHEREAS**, the Bloomington Public Transportation Corporation has carryover of 2021 appropriations for committed or contractual obligations that will not be paid until after January 1<sup>st</sup> of 2022, and

**WHEREAS**, appropriations are available from Budget Class III-Professional Services and Charges, and Budget Class IV-Capital Outlays, for committed and contractual obligations.

**NOW THEREFORE, BE IT RESOLVED:** The Bloomington Public Transportation Corporation Board of Directors directs the Controller to encumber appropriations into the Calendar Year 2022 budget to reflect the following:

Budget Class III -- Professional Services and Charges	163,551
Budget Class IV- Capital Outlays	<u>25,180</u>
<b>TOTAL</b>	<b><u>\$ 188,731</u></b>

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
James McLary, Chairman  
Bloomington Public Transportation  
Corporation

\_\_\_\_\_  
Nancy Obermeyer, Secretary  
Bloomington Public Transportation  
Corporation

**Approved the 18th day of January, 2022.**

## BUS TRANSPORTATION AGREEMENT

This Bus Transportation Agreement is made this \_\_\_\_ day of January 2022, by and among Collegiate Development Group, herein together called "CDG" and the Bloomington Public Transportation Corporation, herein called "BPTC."

WHEREAS, CDG desires to provide certain fare-free bus transportation for those of its residents at the residential community currently known as CDG N. Walnut in Bloomington, Indiana; and,

WHEREAS, BPTC is an Indiana Public Transportation Corporation authorized to provide passenger services under Indiana Code 36-9-4; and

WHEREAS, BPTC provides regular, fixed-route bus transit service over established routes during published hours and at published frequencies; and

WHEREAS, BPTC owns adequate buses to extend its regular transportation service to serve the routes contemplated hereunder at the times and dates specified under this Agreement; and,

WHEREAS, the CDG wishes to subsidize the cost of BPTC service to/from CDG N. Walnut under the terms and conditions that follow;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The term of this Bus Transportation Agreement shall be for a period beginning on August 22, 2022, and terminating on August 21, 2025, unless otherwise previously terminated pursuant to other terms of this Agreement.
2. The bus transportation service shall be provided by a regular, fixed, single bus, on the route, service times, days and hours specified on the attached Exhibit "A." BPTC, in its sole discretion, may alter the configuration or scheduling of the route serving CDG N. Walnut to the extent necessary when weather, construction, or safety concerns require such. Any permanent changes in the configuration or scheduling of said route will be subject to mutual agreement of the parties. If permanent changes in configuration or scheduling of said route materially change the service provided to CDG N. Walnut, the compensation payable to BPTC will be adjusted as follows: if the changes in configuration or scheduling increase the number of hours of service required for the route and CDG agrees in writing to such change, BPTC shall be entitled to additional

compensation of \$75.33 per additional hour of service for initial one-year period of August 22, 2022 through August 21, 2023, and a reduction of service shall entitle the CDG to a credit of \$75.33 per reduced hour of service. In the event that, through the fault of BPTC, service on the route is not provided for a period of more than one hour on any day scheduled for service hereunder, CDG will receive a credit of \$75.33 per hour for the cost of missed service. The hourly rate agreed between the parties for all years beyond the initial one-year period shall be used for any additional compensation to BPTC for additional service as well as credit to CDG for any reduction of service.

3. The location owned or operated by CDG to be served by the regular, fixed single route contemplated by this Bus Transportation Agreement shall be as follows: CDG 1820 N Walnut Street, Bloomington, Indiana.

Any person who rides the regular, fixed single route contemplated by this Agreement and who displays a valid development key fob or other method for bus passage mutually agreed upon between CDG and BPTC may ride this route without paying the regular fare. Other riders on this route are subject to paying BPTC's regular fare (unless another exception to such fare applies).

4. CDG shall pay to BPTC for said bus transportation services a sum equal to \$139,812.48 for the period of August 22, 2022 through August 21, 2023, payable in installments as follows, due on the following dates:

\$13,981.25 on August 31, 2022      \$13,981.25 on January 31, 2023

\$13,981.25 on September 30, 2022      \$13,981.25 on February 28, 2023

\$13,981.25 on October 31, 2022      \$13,981.25 on March 31, 2023

\$13,981.25 on November 30, 2022      \$13,981.25 on April 30, 2023

\$13,981.25 on December 31, 2022      \$13,981.23 on May 31, 2023

Such dates may be adjusted by mutual agreement pursuant to any change or modification to the Term of this Agreement. The hourly rate of compensation payable by CDG to BPTC for the second (2<sup>nd</sup>) and third (3<sup>rd</sup>) years of this agreement shall be \$77.59 per hour and \$79.92 per hour, respectively.

Thereafter, this Agreement shall automatically renew on an annual basis at the hourly rate of the previous year plus three (3) percent unless there has been a

material change to BPTC funding and/or service that affects the bus transportation service described herein. In the event that a material change to BPTC funding and/or service affecting the bus transportation service described herein has taken place, the Parties shall endeavor to negotiate this Agreement in good faith.

5. All passengers shall be required to obey the rules and regulations of BPTC. At the discretion of BPTC any passenger or holder of a valid key fob or pass may be removed from a bus or refused access to the bus for a failure to obey such rules and regulations.
6. BPTC shall, at all times, exercise reasonable care and ordinary prudence to provide the bus service required by this Agreement with buses that are in safe and sanitary condition.
7. All vehicles utilized to supply the service required hereunder shall bear license plates and the titles thereto shall be registered in the name of BPTC.
8. BPTC, at its cost, shall be responsible for all maintenance and repair on each of the buses being used to fulfill the terms of this Agreement.
9. BPTC shall fully indemnify, defend and hold CDG (together with the respective members, managers and agents of each entity comprising CDG) harmless from any and all claims, losses, causes of action and expenses, including but not limited to, legal expenses, arising from or related to the performance of the bus transportation service to be provided by BPTC under this Agreement; EXCEPT that this indemnification obligation shall not apply to any claims, losses, causes of action or expenses resulting from the action or inaction of CDG, its officers, directors, agents, servants or employees, against which claims, losses, and expenses CDG shall indemnify and hold harmless BPTC, its officers, directors, agents, servants and employees. BPTC shall at all times carry a commercial auto policy of at least One Million Dollars (\$1,000,000.00), general liability policy of at least Two Million Dollars (\$2,000,000.00) and an umbrella policy of Five Million Dollars (\$5,000,000.00) on which CDG N. Walnut and CDG are listed as additional insureds. BPTC shall provide CDG with evidence of such insurance in a form acceptable to both of the parties.

Each entity comprising CDG shall indemnify and hold harmless BPTC, its officers, directors, agents, servants, and employees, to the extent of available insurance coverage, for any and all claims, losses, causes of action and expenses, including but not limited to legal expenses, to the extent arising from the negligence or willful misconduct of the indemnifying entity or its officers, directors, agents,

servants or employees. CDG shall maintain in full force and effect during the term of this Agreement and any extension thereof a general liability policy of insurance with limits of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate. CDG shall provide BPTC with evidence of such insurance in a form acceptable to BPTC.

10. Time is of the essence of this Agreement. BPTC at its option, may by written notice to CDG, declare this Agreement in default in the event CDG fails to make timely payment of the amounts required hereunder or fails to abide by any of its other obligations as set forth herein and such default is not cured within thirty (30) days after BPTC gives written notice thereof to CDG. In the event of such a default, BPTC may pursue its remedies at law or equity for specific performance or damages or both and to recover any and all funds due and owing hereunder plus reasonable attorney's fees and litigation costs.
11. CDG may, by written notice to BPTC, declare this Agreement in default in the event BPTC materially fails to provide the bus service as and when required hereunder, or in the event BPTC fails to abide by any of its other obligations as set forth herein and such default is not cured within thirty (30) days after CDG gives written notice thereof to BPTC. In the event of such default, CDG may pursue its remedies at law or equity for specific performance or damages, or both, together with litigation costs and reasonable attorney's fees incurred.
12. Failure of either party, in one (1) or more instance, to insist on the performance of any of the terms of this Agreement, or to exercise any right or privilege conferred herein, or the waiver of the breach of the terms of this Agreement, shall not thereafter be construed as a waiver of such terms, which terms shall continue in force and effect as if no such waiver had occurred. Any notices to be given hereunder shall be deemed given when sent by registered or certified mail to the following names and addresses:

CDG:

Attention: Brandt Stiles  
711 Bonhomme Avenue, Suite 625  
Clayton, MO 63105

BPTC:

Attention: General Manager  
BPTC  
130 W. Grimes Lane  
Bloomington, IN 47403.



13. This Agreement shall be governed and construed under the laws of the State of Indiana.
14. Both parties agree that this Agreement may not be assigned or transferred, in whole or in part, without the prior written consent of the non-transferring party, which consent may not be unreasonably withheld or delayed, except that CDG may assign this Agreement to a future owner of part or all of the Project and such assignment shall not require the consent of BPTC.
15. This Agreement shall be binding upon and inure to the benefit of only the parties, their successors and assigns; and nothing in this Agreement is intended or shall be construed to inure to the benefit of any third party or to bind BPTC or CDG to any contractual or other obligation to any other party.
16. BPTC is solely in charge of the manner and method of delivery of the services identified hereunder. CDG shall exercise no control over BPTC's employees, servants, agents, subcontractors or representatives, nor the method or means employed by BPTC in the performance of work or services provided hereunder.
17. If for any reason any one or more of the provisions of this Agreement shall be found to be inoperative, unenforceable, invalid, or contrary to law, rule, or regulation applying to either party by a court of competent jurisdiction or by a governmental unit or regulatory agency governing either party, either party may terminate this Agreement effective upon receipt of notice of termination by the other party and CDG shall be obligated to pay BPTC only for the days of service actually provided under this Agreement, pro-rated to the date of termination.

IN WITNESS WHEREOF, the parties have executed this Agreement the date first above written.

CDG

By: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

Brandt Stiles, CEO

CDG

7711 Bonhomme Avenue, Suite 625

Clayton, MO 63105

Bloomington Public Transportation Corporation

By: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

James McLary, Chair, Board of Directors

130 W. Grimes Lane

Bloomington, In 47403



# Route 11 Draft Schedules

ROUTE 11: THE VERVE-IUCAMPUS EXPRESS  
Mon-Thu

TRIP #	DEPART THE VERVE	EFFECTIVE DATE: August 2022			IUCAMPUS EXPRESS	ARRIVE THE VERVE
		10TH & WOODLAWN LIBRARY	WELLS LIBRARY	MAC		
1	7:00 AM	7:07 AM	7:10 AM	7:13 AM	7:17 AM	7:22 AM
2	7:30 AM	7:37 AM	7:40 AM	7:43 AM	7:47 AM	7:52 AM
3	8:00 AM	8:07 AM	8:10 AM	8:13 AM	8:17 AM	8:22 AM
4	8:30 AM	8:37 AM	8:40 AM	8:43 AM	8:47 AM	8:52 AM
5	9:00 AM	9:07 AM	9:10 AM	9:13 AM	9:17 AM	9:22 AM
6	9:30 AM	9:37 AM	9:40 AM	9:43 AM	9:47 AM	9:52 AM
7	10:00 AM	10:07 AM	10:10 AM	10:13 AM	10:17 AM	10:22 AM
8	10:30 AM	10:37 AM	10:40 AM	10:43 AM	10:47 AM	10:52 AM
9	11:00 AM	11:07 AM	11:10 AM	11:13 AM	11:17 AM	11:22 AM
10	11:30 AM	11:37 AM	11:40 AM	11:43 AM	11:47 AM	11:52 AM
11	12:00 PM	12:07 PM	12:10 PM	12:13 PM	12:17 PM	12:22 PM
12	12:30 PM	12:37 PM	12:40 PM	12:43 PM	12:47 PM	12:52 PM
13	1:00 PM	1:07 PM	1:10 PM	1:13 PM	1:17 PM	1:22 PM
14	1:30 PM	1:37 PM	1:40 PM	1:43 PM	1:47 PM	1:52 PM
15	2:00 PM	2:07 PM	2:10 PM	2:13 PM	2:17 PM	2:22 PM
16	2:30 PM	2:37 PM	2:40 PM	2:43 PM	2:47 PM	2:52 PM
17	3:00 PM	3:07 PM	3:10 PM	3:13 PM	3:17 PM	3:22 PM
18	3:30 PM	3:37 PM	3:40 PM	3:43 PM	3:47 PM	3:52 PM
19	4:00 PM	4:07 PM	4:10 PM	4:13 PM	4:17 PM	4:22 PM
20	4:30 PM	4:37 PM	4:40 PM	4:43 PM	4:47 PM	4:52 PM
21	5:00 PM	5:07 PM	5:10 PM	5:13 PM	5:17 PM	5:22 PM
22	5:30 PM	5:37 PM	5:40 PM	5:43 PM	5:47 PM	5:52 PM

ROUTE 11: THE VERVE-IUCAMPUS EXPRESS  
Fri

TRIP #	DEPART THE VERVE	EFFECTIVE DATE: August 2022			IUCAMPUS EXPRESS	ARRIVE THE VERVE
		10TH & WOODLAWN LIBRARY	WELLS LIBRARY	MAC		
1	7:30 AM	7:37 AM	7:40 AM	7:43 AM	7:47 AM	7:52 AM
2	8:00 AM	8:07 AM	8:10 AM	8:13 AM	8:17 AM	8:22 AM
3	8:30 AM	8:37 AM	8:40 AM	8:43 AM	8:47 AM	8:52 AM
4	9:00 AM	9:07 AM	9:10 AM	9:13 AM	9:17 AM	9:22 AM
5	9:30 AM	9:37 AM	9:40 AM	9:43 AM	9:47 AM	9:52 AM
6	10:00 AM	10:07 AM	10:10 AM	10:13 AM	10:17 AM	10:22 AM
7	10:30 AM	10:37 AM	10:40 AM	10:43 AM	10:47 AM	10:52 AM
8	11:00 AM	11:07 AM	11:10 AM	11:13 AM	11:17 AM	11:22 AM
9	11:30 AM	11:37 AM	11:40 AM	11:43 AM	11:47 AM	11:52 AM
10	12:00 PM	12:07 PM	12:10 PM	12:13 PM	12:17 PM	12:22 PM
11	12:30 PM	12:37 PM	12:40 PM	12:43 PM	12:47 PM	12:52 PM
12	1:00 PM	1:07 PM	1:10 PM	1:13 PM	1:17 PM	1:22 PM
13	1:30 PM	1:37 PM	1:40 PM	1:43 PM	1:47 PM	1:52 PM
14	2:00 PM	2:07 PM	2:10 PM	2:13 PM	2:17 PM	2:22 PM
15	2:30 PM	2:37 PM	2:40 PM	2:43 PM	2:47 PM	2:52 PM
16	3:00 PM	3:07 PM	3:10 PM	3:13 PM	3:17 PM	3:22 PM
17	3:30 PM	3:37 PM	3:40 PM	3:43 PM	3:47 PM	3:52 PM
18	4:00 PM	4:07 PM	4:10 PM	4:13 PM	4:17 PM	4:22 PM
19	4:30 PM	4:37 PM	4:40 PM	4:43 PM	4:47 PM	4:52 PM
20	5:00 PM	5:07 PM	5:10 PM	5:13 PM	5:17 PM	5:22 PM

IUCAMPUS EXPRESS

Labor Day
Fall Break
Thanksgiving Week
Winter Break
MEK Day
Spring Break



# Bloomington Public Transportation Corporation

## Monthly Statistics and Performance Indicators

Ridership													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
<b>Fixed Route</b>													
2021 Passenger Trips	53,907	66,607	90,946	84,466	62,408	61,221	57,746	137,590	214,043	197,902	164,628	115,504	1,306,968
2020 Passenger Trips	291,326	364,501	182,675	31,938	34,256	47,294	49,781	64,163	88,858	89,258	68,461	53,187	1,365,698
2020-2021 Change	-237,419	-297,894	-91,729	52,528	28,152	13,927	7,965	73,427	125,185	108,644	96,167	62,317	-58,730
2020-2021 Percent Change	-81%	-82%	-50%	164%	82%	29%	16%	114%	141%	122%	140%	117%	-4%
2021 Revenue Hours	5,469	6,927	7,221	6,921	6,241	6,360	6,271	6,670	7,646	7,278	6,350	6,819	80,173
2020 Revenue Hours	7,896	8,703	7,714	4,348	4,005	5,005	5,063	6,160	8,274	8,441	6,393	5,759	77,761
2021 Passengers Per Rev Hour	9.86	9.62	12.59	12.20	10.00	9.63	9.21	20.63	27.99	27.19	25.93	16.94	16.30
2020 Passengers Per Rev Hour	36.90	41.88	23.68	7.35	8.55	9.45	9.83	10.42	10.74	10.57	10.71	9.24	17.56
2021 Revenue Miles	62,339	78,699	81,898	78,501	70,573	71,894	70,889	74,806	81,415	76,596	64,326	72,680	884,616
2020 Revenue Miles	82,871	89,847	81,204	48,333	44,295	56,420	56,828	66,620	88,196	91,247	71,221	65,273	842,355
2021 Passengers Per Rev Mile	0.86	0.85	1.11	1.08	0.88	0.85	0.81	1.84	2.63	2.58	2.56	1.59	1.48
2020 Passengers Per Rev Mile	3.52	4.06	2.25	0.66	0.77	0.84	0.88	0.96	1.01	0.98	0.96	0.81	1.62
<b>BT Access</b>													
2021 Passenger Trips	1,163	1,223	1,777	1,839	1,686	1,831	1,873	2,005	2,149	2,345	2,154	1,955	22,000
2020 Passenger Trips	3,218	3,174	1,713	389	542	1,096	1,260	1,396	1,513	1,539	1,254	1,103	18,197
2020-2021 Change	-2,055	-1,951	64	1,450	1,144	735	613	609	636	806	900	852	3,803
2020-2021 Percent Change	-64%	-61%	4%	373%	211%	67%	49%	44%	42%	52%	72%	77%	21%
2021 Revenue Hours	685	700	891	870	779	861	896	954	932	998	900	891	10,356
2020 Revenue Hours	1,271	1,239	786	338	346	551	646	691	824	850	723	693	8,958
2021 Passengers Per Rev Hour	1.70	1.75	1.99	2.12	2.16	2.13	2.09	2.10	2.31	2.35	2.39	2.19	2.12
2020 Passengers Per Rev Hour	2.53	2.56	2.18	1.15	1.57	1.99	1.95	2.02	1.84	1.81	1.73	1.59	2.03
2021 Revenue Miles	5,650	5,526	7,707	8,719	7,186	7,498	7,911	8,485	9,645	9,602	8,495	8,120	94,544
2020 Revenue Miles	13,244	12,898	7,783	2,464	2,986	5,339	6,412	6,597	7,346	7,518	5,916	5,515	84,018
2021 Passengers Per Rev Mile	0.21	0.22	0.23	0.21	0.23	0.24	0.24	0.24	0.22	0.24	0.25	0.24	0.23
2020 Passengers Per Rev Mile	0.24	0.25	0.22	0.16	0.18	0.21	0.20	0.21	0.21	0.20	0.21	0.20	0.22
<b>Total Ridership</b>													
2021 Passenger Trips	55,070	67,830	92,723	86,305	64,094	63,052	59,619	139,595	216,192	200,247	166,782	117,459	1,328,968
2020 Passenger Trips	294,544	367,675	184,388	32,327	34,798	48,390	51,041	65,559	90,371	90,797	69,715	54,290	1,383,896
2020-2021 Change	-239,474	-299,845	-91,665	53,978	29,296	14,662	8,578	74,036	125,821	109,450	97,067	63,169	-54,927
2020-2021 Percent Change	-81%	-82%	-50%	167%	84%	30%	17%	113%	139%	121%	139%	116%	-4%

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION**  
**Ridership & Productivity By Route**  
**Dec-21**

Route	2021								2020				
	Total Passengers	Revenue Hours	Revenue Miles	Passengers Per Hour	Passengers Per Mile	Total Passengers	Revenue Hours	Revenue Miles	Passengers Per Hour	Passengers Per Mile			
1 BHS North/S.Walnut	7,898	955.8	10,401.8	8.26	0.76	8819	982.0	10,884.5	8.98	0.81			
2 W.11th St./S.Rogers	9,620	671.0	7,082.3	14.34	1.36	9,822	686.8	7,275.8	14.30	1.35			
3 College Mall/Highland	25,274	1,479.3	17,785.7	17.09	1.42	21,059	1,500.0	17,078.8	14.04	1.23			
4 High St./Bloomfield Rd.	5,804	825.7	10,756.4	7.03	0.54	4,230	834.3	10,528.0	5.07	0.40			
5 Sare Road	2,748	389.7	3,885.2	7.05	0.71	580	389.9	4,165.5	1.49	0.14			
6 Campus Shuttle	30,844	1,069.3	9,561.0	28.84	3.23	2,627	425.0	4,027.6	6.18	0.65			
7 Henderson/Walnut Express	2,467	189.6	2,126.5	13.01	1.16	1,686	245.5	3,103.8	6.87	0.54			
8 Eastside Local	2,082	277.5	3,682.8	7.50	0.57	1,682	290.8	3,486.9	5.78	0.48			
9 IU Campus/Campus Corner	28,767	917.4	7,398.6	31.36	3.89	2,682	404.8	4,722.5	6.63	0.57			
10 IU Health Hospital	1,205	288.5	2,198.1	4.18	0.55								
<b>Total</b>	<b>115,504</b>	<b>7,064</b>	<b>74,878</b>	<b>16.35</b>	<b>1.54</b>	<b>53,187</b>	<b>5,759</b>	<b>65,273</b>	<b>9.24</b>	<b>0.81</b>			
<b>Year-to-Date Total</b>	<b>1,142,340</b>	<b>80,419</b>	<b>886,815</b>	<b>14.20</b>	<b>1.29</b>	<b>1,297,237</b>	<b>71,368</b>	<b>771,134</b>	<b>18.18</b>	<b>1.68</b>			

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION  
FINANCIAL NARRATIVE FOR THE MONTH ENDING  
DECEMBER 31, 2021**

**Operating Expenses**

Operating expenses for December totaled \$944,878. Salary and Fringe benefits expense for December was \$611,993. This represents an increase from November due to the timing of payrolls and payroll accruals as well as payout of Paid Time Off (PTO) and Incentives for the last quarter. Materials and Supplies for December were \$160,045. This represents an increase from November contributed to the accruals and the timing of parts and supplies purchased and their usage as well as two months of diesel fuel payments. Services and Utilities expense for the month totaled \$172,840. This represents a 1% decrease from November. BT ended the year under budget by 20% for the 2021 Operating budget.

**Operating Revenues**

Operating revenues for December totaled \$1,629,305. Operating revenues exceeded operating expenses by \$2,216,466 for the year.

**Capital Expenditures**

During December, we took possession of a new Service Truck at a cost of \$41,373. There was an engine rebuild for \$31,836 and a transmission rebuild for \$4,495.

**Operating Cash Balance**

December 31, 2021	December 31, 2020	Change
\$10,675,047	\$9,220,664	\$1,454,383 increase

**Self - Insurance Fund**

Medical premium and claims expense for December was \$46,163.

**Self-Insurance Cash Balance**

December 31, 2021	December 31, 2020	Change
\$258,125	\$499,695	\$241,570 decrease



**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION  
SUMMARY OF REVENUES AND EXPENSES  
FOR THE PERIOD ENDED DECEMBER 31, 2021**

	MONTH ENDING 12/31/2021	PERCENT OF ANNUAL BUDGET	YTD	ANNUAL BUDGET PLUS ENCUMBRANCES/ ADD'L APPROP.	PERCENT OF ANNUAL BUDGET USED
<b>Operating Expenses:</b>					
Salary and Fringe Benefits	\$ 611,993	10%	\$ 5,167,677	6,184,885	84%
Materials and Supplies	160,045	11%	861,017	1,416,816	62%
Services and Utilities	172,840	10%	1,373,270	1,718,128	80%
<b>Total Operating Expenses</b>	<b>944,878</b>	<b>10%</b>	<b>7,421,964</b>	<b>9,319,829</b>	<b>80%</b>
<b>Operating Revenues:</b>					
Local Tax Revenue	179,509	9%	2,136,650	2,005,170	107%
Fare Revenue	114,860	7%	911,085	1,536,627	59%
Other Locally Derived Revenue	60,936	7%	401,852	861,145	47%
<b>Total Locally Derived Revenue</b>	<b>355,305</b>	<b>8%</b>	<b>3,449,587</b>	<b>4,402,942</b>	<b>78%</b>
Federal Operating Grants	1,274,000	30%	3,976,000	4,295,588	93%
State Operating Grants (PMTF)	-	0%	2,212,843	2,211,957	100%
<b>Total Operating Revenues</b>	<b>1,629,305</b>		<b>9,638,430</b>	<b>10,910,487</b>	
<b>Operating Gain/(Loss)</b>	<b>684,427</b>		<b>2,216,466</b>		
Federal Capital Grants	48,161	1%	1,852,555	5,617,442	33%
State Capital Grants	-	0%	-	-	0%
Transfer from Capital Reserve	-	0%	-	-	0%
<b>Revenue from Capital Grants/Reserve</b>	<b>48,161</b>	<b>1%</b>	<b>1,852,555</b>	<b>5,617,442</b>	<b>33%</b>
<b>Capital Expenditures:</b>	<b>89,565</b>	<b>1%</b>	<b>2,400,929</b>	<b>7,208,100</b>	<b>33%</b>
<b>Capital Gain/(Loss)</b>	<b>(41,404)</b>		<b>(548,374)</b>		
<b>Net Gain/(Loss)</b>	<b>643,023</b>		<b>1,668,092</b>		

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION  
COMPARATIVE SUMMARY OF REVENUES AND EXPENSES  
FOR THE PERIODS ENDED DECEMBER 2020 AND 2021**

	MONTH ENDING 12/31/2021	MONTH ENDING 12/31/2020	% CHANGE	YTD 12/31/2021	YTD 12/31/2020	% CHANGE
<b>Operating Expenses:</b>						
Salary and Fringe Benefits	\$ 611,993	\$457,984	34%	\$ 5,167,677	\$4,784,954	8%
Materials and Supplies	160,045	139,559	15%	881,017	976,868	-10%
Services and Utilities	172,840	183,228	-6%	1,373,270	1,518,342	-10%
<b>Total Operating Expenses</b>	<b>944,878</b>	<b>780,771</b>	<b>21%</b>	<b>7,421,964</b>	<b>7,280,164</b>	<b>2%</b>
<b>Operating Revenues:</b>						
Local Tax Revenue	179,509	175,071	3%	2,136,650	2,030,558	5%
Fare Revenue	114,860	90,674	27%	911,085	1,099,765	-17%
Other Locally Derived Revenue	60,936	112,457	-46%	401,852	528,191	-24%
<b>Total Locally Derived Revenue</b>	<b>355,305</b>	<b>378,202</b>	<b>-6%</b>	<b>3,449,587</b>	<b>3,658,514</b>	<b>-6%</b>
Federal Operating Grants	1,274,000	418,163	205%	3,976,000	2,369,803	68%
State Operating Grants (PMTF)	-	-	0%	2,212,843	2,551,277	-13%
<b>Total Operating Revenues</b>	<b>1,629,305</b>	<b>796,365</b>	<b>105%</b>	<b>9,638,430</b>	<b>8,579,594</b>	<b>12%</b>
<b>Operating Gain/(Loss)</b>	<b>684,427</b>	<b>15,594</b>		<b>2,216,466</b>	<b>1,299,430</b>	
Federal Capital Grants	48,161	120,176	-60%	1,852,555	510,345	263%
State Capital Grants	-	-	#DIV/0!	-	-	#DIV/0!
Transfer from Capital Reserve	-	-	#DIV/0!	-	-	#DIV/0!
<b>Revenue from Capital Grants/Reserve</b>	<b>48,161</b>	<b>120,176</b>	<b>#DIV/0!</b>	<b>1,852,555</b>	<b>510,345</b>	<b>263%</b>
<b>Capital Expenditures:</b>	<b>89,565</b>	<b>175,003</b>	<b>-49%</b>	<b>2,400,929</b>	<b>708,581</b>	<b>239%</b>
<b>Capital Gain/(Loss)</b>	<b>(41,404)</b>	<b>(54,827)</b>		<b>(548,374)</b>	<b>(198,236)</b>	
<b>Net Gain/(Loss)</b>	<b>643,023</b>	<b>(39,233)</b>		<b>1,668,092</b>	<b>1,101,194</b>	

**Bloomington Public Transportation Corporation  
Personnel Report  
DECEMBER 2021**

	<b>Monthly New Hires</b>	<b>Monthly Terminations</b>	<b>End of Month Vacancies</b>
<b>Administrative Staff</b>	0	0	0
<b>Fixed Route Drivers</b>	1	3	11
<b>BT Access Drivers</b>	0	0	0
<b>Mechanics</b>	0	0	1
<b>Service Person</b>	0	0	0
<b>Service Attendants</b>	0	1	2
<b>Total</b>	1	4	14

**REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) DECEMBER 21, 2021, 5:30 P.M.**

**MINUTES**

Chair Obermeyer convened the regular meeting of the Board of Directors of the Bloomington Public Transportation Corporation. The meeting was held with some members attending in-person and some via a virtual electronic means.

Join Zoom Meeting at the following link:

<http://us02web.zoom.us/j/84028964365?pwd=eEt0TUZtWkYzaHavUEZ3MDJrL2dEQT09>

Meeting ID: 840 2869 4365

Passcode: 352724

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+1 346 248 7799 US (Houston)

Meeting ID: 840 2869 4365

Passcode: 352724

**ROLL CALL**

Board Members and staff present: Chair Nancy Obermeyer, Board Member Marilyn Hartman, Secretary James McLary, and Board Member Doug Horn. Also present were John Connell, General Manager, Christa Browning, Controller, Zac Huneck, Planning and Special Projects Manager, and Brenda Underwood, Human Resource Administrator/Marketing Director.

Members of the Public: Boris Ladwig, Herald Times.

The following additional persons were also present via Zoom. Vice Chair, Kent McDaniel, Eli McCormick, Customer Service Manager/BT Access Manager and Andrew Coomer.

## **OLD BUSINESS**

There was no old business.

## **MINUTES**

The minutes for the November 16, 2021, meeting were presented for approval by Secretary Mclary and seconded by Board Member Horn. The board approved unanimously.

## **NEW BUSINESS-ACTION ITEMS**

**PUBLIC HEARING:** A public hearing to receive public comment on Ordinance 21-04 which is an ordinance amending salary and wage rates of appointed officers and employees of the Bloomington Public Transportation Corporation, Monroe County, Indiana, for the year 2022.

Mr. Connell stated that the salary ordinance is done annually. It lists the range of pay rates up to the maximum pay rates for all the different positions within Bloomington Public Transportation. Mr. Connell noted that these are ranges and no one is at the maximum and no one will exceed that amount. Secretary Mclary noted that there has been some discussion about some kind of salary and position reviews on the agenda. Mr. Connell said when we get to project updates on the agenda he wants to talk about establishing some board subcommittees to address the salary survey and other future projects.

Board Member Horn made a motion to approve Ordinance 21-04; Board Member Hartman seconded it. The Board approved unanimously.

Board Member Hartman made a motion to approve Resolution 21-28; a resolution authorizing the use of revenues from vending machines in BPTC buildings for BPTC employee functions in 2022. Secretary Mclary seconded it. The board approved unanimously.

Mr. Connell discussed various fuel purchasing strategies. Discussion Ensued.

Vice Chair McDaniel made a motion to approve Resolution 21-29; a resolution authorizing the BPTC General Manager to purchase fuel through participation and commitment of the BPTC with Indiana University Campus Bus in a fixed price fuel purchase with the most responsive and responsible low bidder for up to 200,000 gallons of diesel fuel at a firm fixed price not to exceed \$2.50 per gallon for the period January 1, 2022 through December 31, 2022. The motion was seconded by Board Member Hartman. The Board approved unanimously.

Board member Horn made a motion to table Resolution 21-30; a resolution approving an Inter-local Cooperation Agreement between BPTC and Indiana University. Secretary Mclary seconded it. The Board approved unanimously.

Secretary Mclary made a motion to approve the 2022 BPTC Board Meeting Dates. Board Member Horn seconded it. The Board approved unanimously.

Mr. Connell stated FlixBus is becoming a widely recognized mobility provider. FlixBus started service in the United States in 2018 and has steadily grown their US network to connect stops across 35 states as of December 2021. The company recently acquired Greyhound and plans to offer service in Bloomington. FlixBus is requesting use of the BT terminal for passenger service. The agreement with FlixBus would provide one trip per day from Bloomington to Chicago. If the board is open to the idea, Mr. Connell, recommended an annual fee of \$30,000, consistent with the minimum fee outlined in the Miller Transportation contract. If the annual fee is acceptable to FlixBus, Mr. Connell said he will proceed with requesting FTA approval and have a contract prepared for the board's review and consideration at the January 2022, meeting. Board Member Horn wanted clarification if this does comes to contract, that we would be using our professional group to help with the process. Mr. Connell stated yes we would use our professional group. He said he will proceed to notify FlixBus of the \$30,000 anticipated fee.

Mr. Connell stated Indiana Code requires that the Board annually elect a Chair and Secretary. Traditionally, you have also elected a Vice Chair and Treasurer. He said the Staff recommends that a Secretary Pro Tem also be designated as well. The secretary Pro tem position only comes into play when the Secretary is not available for Board document signatures. In addition, the Board needs to appoint a Board representative to serve on the MPO Policy Committee. Board Member Hartman made a motion to elect Secretary Mclary as Chair, Chair Obermeyer as secretary, Board Member Horn as Treasurer and Vice Chair McDaniel as Vice Chair. Board Member Horn seconded the motion. The Board voted to approve. Vice Chair McDaniel voted No and Chair Obermeyer voted no as well. Secretary Mclary made a motion to approve Board Member Horn as MPO Representative, Board Member Hartman seconded it. The Board voted to approve. Vice Chair McDaniel voted no. Chair Obermeyer voted no.

## **MANAGER AND STAFF REPORTS**

Mr. Connell gave an overview of the WSP Alternative Fuel Infrastructure Study. He noted the fuel assessment study is underway and WSP has received all the documentation they have requested of us, building plans, vehicle rosters, and a variety of things that we have provided. He said they are in the modeling stage to do cost performance models for the three types of alternative fuels, compressed natural gas, battery electric and hydrogen fuel. Mr. Connell noted the WSP representatives will be on site January 6<sup>th</sup>. They will doing a site review and giving us a progress report.

Mr. Connell stated he wanted to discuss briefly some of the procurement issues we're experiencing. He said he had planned on having a resolution on this agenda for the purchase of two replacement access vehicles that we were budgeted for in the calendar year, 2021. He noted

we went to the state QPA only to find out that it has been suspended. Mr. Connell reached out to the sales rep from Midwest transit who had the contract for the state for those types of vehicles. He wasn't willing to accept an order, because there are no chassis available. Mr. Connell said he spoke to Alan out in the garage and he is experiencing issues getting parts in a timely manner. Some parts that normally take four days are taking four weeks to receive in now.

Mr. Connell said the other procurement issue we ran into was a service contract purchase order issued under a purchase agreement through the State Sheriff's Association for a vehicle, that vehicle was supposed to be delivered in May. He said after talking to the vendor, we couldn't even get a delivery date. Mr. Connell noted we cancelled the purchase order.

Mr. Connell stated we are continuing our effort to recruit employees. We are working with an advertising agency and we're 80% of the way there to launch our ad campaign. One spot is a radio ad featuring a jingle for driver recruitment. He said he would like to launch this the beginning of 2022. The Jingle was aired for the Board.

Planning and Special Projects Manager, Zac Huneck gave an update on the route two service improvement. Zac noted the recommendations to reconfigure the path of travel for Route 2 West were originally developed in early 2020 through BT's route optimization study. The changes were proposed to add recovery time and serve additional destinations. The proposed service changes were approved for August 2020 implementation, but were put on hold in April 2020 in response to the pandemic. Fall 2021 BT reintroduced discussions for implementing service changes on Route 2 West and invited public comment. One modification was proposed to the route reconfiguration to accommodate the newly constructed Union on Crescent Apartments. Zac noted this was one of the biggest concerns of the public. He said this final recommendation cuts out two areas. It cuts out the areas with the least ridership activity on the route which is the Tri-North middle school section on Blair Avenue. They still have access to a bus stop with less than a quarter of a mile. There is also a section on Morton Street with little ridership activity, they also have access to a bus stop with less than a quarter of a mile. Zac said another change is using 12<sup>th</sup> Street in the Crestmont neighborhood instead of 13<sup>th</sup> street. He said that came from the original design which works better with the flow of traffic. Secretary Mclary stated he was reading comments and concerns from the public stating they do not live on Route #2 but are deeply concerned that bus service is moving farther away from public housing. Zac noted they still have services, just not door to door. Secretary Mclary noted the current proposal looks like a good solution. Board Member Hartman made a motion to approve the new service proposal for Route #2 to be implemented by January 17<sup>th</sup>, 2022 and Secretary Mclary seconded it. The board approved unanimously.

Planning and Special Projects Manager, Zac Huneck stated that the weekly average ridership dropped a little in November due to students not riding the week of Thanksgiving. The average weekday ridership continues to be 50% of what it was prior to pandemic. November 2021 ridership is up 140% from November 2020.

Mr. Connell stated that next month we will complete the average weekday ridership table and moving forward he recommends tracking 2022 to 2021. He said unfortunately he thinks this is the new norm.

Zac stated the totals or fixed route provided 164000 trips in November which is a 140% increase over November 2020. BT Access provided 2154 trips, which is a 72% increase over November 2020.

Average weekday ridership per month since the pandemic began is shown in the table below:

	2019	2020	2021	% Change 2019-2021
January	12183	12487	2298	-81.14%
February	14740	16922	2893	-80.37%
March	12060	7798	3543	-70.62%
April	14081	1266	3436	-75.60%
May	5405	1399	2667	-50.66%
June	5051	1913	2516	-50.19%
July	4779	1990	2410	-49.57%
August	8213	2630	5720	-30.35%
September	17028	3627	9126	-46.41%
October	16672	3562	8694	-47.85%
November	14494	3039	7336	-49.38%
December	11656	2147		

### MESSAGES FROM THE CONTROLLER

Controller Browning gave an overview of the November Financial Report as included in the board packet.

Controller Browning stated the BPTC 2020 audit has been completed. The audit was conducted by Crowe LLP, a subcontractor for Indiana State Board of Accounts. There were no findings or deficiencies. The final written Audit report has been delivered and a copy is available to anyone who requests one.

### PERSONNEL REPORT

Brenda Underwood, Human Resource Administrator/Marketing Director gave an overview of the November Personnel Report. She stated we still need to hire 9 fixed route divers, a mechanic and 2 service attendants before we can become fully staffed. She said we will be starting new advertising efforts in January.

Brenda stated Stuff-A-Bus was very successful this year. She said we collected over 6000 items, which went to and helped out over 300 children locally. She said this was our first year donating to DCS and she could not be happier working with them.

### CLAIMS



The claims for November 16, 2021 were presented for approval by Board Member Horn and seconded by Secretary Horn. The Claims were unanimously approved.

**PUBLIC COMMENTS**

Andrew Coomer had a question about the new proposal for route #2.

**COMMENTS FROM THE BOARD MEMBERS**

Secretary McLary questioned the status of the electric bus steering. Mr. Connell noted we're having a lot of issues. Their sales representative was here, we let him know this is totally unacceptable. He said we have a technician on site and this is week 2 he has been here. The technician can now see firsthand the issues and address them. They are making a lot of progress. He said as far as the steering column, we found out the new generation electric assist steering column was designed with two things in mind, continue ease of use and it is also designed for future autonomous vehicles, so it is super sensitive. Mr. Connell noted with the clearances and computer there are a lot of communication taking place. He said for instance if you hit a pot hole the steering system will try to analyze and it shuts the system down. Mr. Connell said he has opted to turn off the power system and they are going to install the regular size steering wheel which will be the traditional power steering. He said this is not just isolated to our buses, its buses all around the country that had the same steering problem. They described this as a software problem.

**ADJOURNMENT**

**APPROVE:**

**ATTEST:**

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11-18-21  
**Nancy Obermeyer, Chair**  
**Board of Directors BPTC**

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11-18-21  
**James J. McLary, Secretary**  
**Board of Directors BPTC**