

AGENDA

Bloomington Public Transportation Corporation (BPTC)

Tuesday, February 15, 2022

130 W. Grimes Lane, Bloomington, IN 47403

Conference Room, 5:30 P.M

The February 15, 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:

<https://us02web.zoom.us/j/83193668081>

Phone one-tap: US: +13126266799,,83193668081# or +16465588656,,83193668081#

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Dial:

US : +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782

Meeting ID: 831 9366 8081

Passcode: 487741

PUBLIC MEETING

02/15/2022

- I. ROLL CALL
- II. OLD BUSINESS
 1. Resolution 21-30; a resolution approving an Inter-local Cooperation Agreement between BPTC and Indiana University.
 2. Strategic Plan for Bloomington Transit –RFP Discussion
- III. APPROVAL OF MINUTES – January 18, 2022
- IV. NEW BUSINESS – ACTION ITEMS
 1. Resolution 22-04, a resolution changing the authorized signatory on the BPTC's accounts.
- V. MANAGER, STAFF AND BOARD REPORTS
 1. PROJECT UPDATES – John Connell
 - Electric bus update.

- Weather related service reductions.
- Board Sub-committee sessions

2. JANUARY OPERATING STATISTICS – Zac Huneck
3. JANUARY FINANCIAL REPORT -- Christa Browning
4. JANUARY PERSONNEL REPORT – Brenda Underwood
5. JANUARY MPO REPORT – Doug Horn

VI. APPROVAL OF CLAIMS

VII. COMMENTS FROM THE PUBLIC

VIII. COMMENTS FROM BOARD MEMBERS

IX. ADJOURNMENT – NEXT MEETING: March 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: February 11, 2022
Re: Board Meeting, Tuesday, February 15, 2022, 5:30 p.m.

Included below are your notes for the meeting of the Board of Directors set for Tuesday, February 15, 2022 at 5:30 p.m. in the Edward J. Kuntz Board Room, 130 W. Grimes Lane in Bloomington.

ACTION ITEMS

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

I have revised and updated the current agreement to reflect the new dates and new rates for a January 1, 2022 through June 30, 2022, agreement with IU Campus Bus. The monthly maximum fee increases from \$88,597 to \$90,812, retroactive to January 1, 2022. **This represents a 2.5% increase from the previous agreement.** 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, consistent with the increase in wages for service attendants. Exhibit 1 of the contract details the hours of service BT will provide as part of the agreement. Snow removal service fee increases 10% from \$250 per occurrence to \$275 per occurrence, not to exceed \$2,750. BT will provide limited weekend dispatch services as part of the agreement. The agreement has been reviewed and approved by City Legal and is attached.

2. Resolution 22-04, a resolution changing the authorized signatory on the BPTC's accounts.

This resolution when approved, will change the authorizing signatory on the BPTC's account to Chairman, James McLary.

MANAGER & STAFF REPORTS

Strategic Plan Update

Included in your packet is a draft of the scope of work that will be included in the RFP for assistance with the development of the Strategic Plan. Please review the draft so we can discuss any concerns, additions, or modifications you may have before the final RFP is released. The tentative schedule for the RFP is as follows:

Advertisement & Issue Date:	02/28/2022
Clarifications Due Date:	03/11/2022
Addendum Responses Due:	03/30/2022
Award Date:	04/19/2022

Board Subcommittees:

I will update the board on the approach the staff and I would like to take with respect to the subcommittees and discuss some potential meeting dates at Tuesday’s meeting.

Battery Electric Buses

I am cautiously optimistic that we have made progress with the reliability of the two Gillig electric buses. Both buses have been in service without major issues for the past two weeks. I have included a bar graph of the use and charging of the buses for the past month.

Snow Emergency Service Reductions

BT services were reduced on Thursday, February 3rd and again on Friday, February 4th, due to serve weather conditions, particularly ice and snow. It is always a difficult decision whether to cancel, delay or suspend service due to weather. The addition of the SMS technology (texting service) was a big help communicating with BT employees and keeping them updated on service changes. The staff and I held a debriefing session on the events of the two snow days in order to fine tune our approach to similar events in the future. Zac analyzed the ridership data from the two snow days as part of our debriefing exercise. The results are listed below.

BT Cost Per Trip					
	Rev Hours	Cost Per Hour	Daily Cost	Passenger Trips	Cost Per Trip
Wed	342.2	\$73.92	\$25,295.42	8100	\$3.12
Thu	265.5	\$73.92	\$19,625.76	1132	\$17.34
Fri	142.0	\$73.92	\$10,496.64	2195	\$4.78

Passengers Per Hour			
	Wed	Thu	Friday
Route 1	8.2	4.0	9.9
Route 2	11.1	6.3	16.9
Route 3	17.9	7.5	21.3
Route 4	9.4	3.9	7.0
Route 5	12.3	3.3	4.8
Route 6	43.8	2.4	29.2
Route 7	17.2	3.3	
Route 8	7.3	1.1	7.9
Route 9	44.6	3.0	58.2
Route 10	12.8	2.8	5.5

Operating on a modified Saturday schedule on Friday seemed a success. It allowed for additional time for BT employees to get to work and allowed time for the road crews to plow and prep the roads. This approached balanced cost of service with reduced ridership demand.

INTERLOCAL COOPERATION AGREEMENT

This AGREEMENT made and entered into this _____ day of _____, 2022 by and between The Trustees of Indiana University (“University”) and Bloomington Public Transportation Corporation (“BT”), WITNESSETH:

WHEREAS, the Students of Indiana University desire enhanced and expanded bus transportation services and have developed a comprehensive program to deliver such services in cooperation with the administration of the University; and

WHEREAS, The Trustees of Indiana University have approved a mandatory fee to provide the funding for enhanced bus transportation services; and

WHEREAS, cooperation and coordination between the transportation services of the University and BT will increase the benefits of public transportation for the community and the University of mass transportation; and

WHEREAS, the University is committed to the continued enhancement of services in the future and the addition of new services; and

WHEREAS, the proposed services to be provided pursuant to the proposed plan include services to be provided by BT, a public transportation corporation for the City of Bloomington;

NOW, THEREFORE, University and BT agree as follows:

1) BT agrees to provide the following services, at the prices indicated, to the University, subject to and upon the terms and conditions set forth herein:

(A) Effective January 1, 2022 through June 30, 2022, Student Contract Revenue shall be determined by calculating the actual revenue hours operated by BT on Routes 6, 7 and 9 and comparing them to the scheduled revenue hours, (Exhibit 1) identified in a monthly worksheet prepared and submitted to the University by BT. BT shall invoice the University on a monthly basis for the percentage of scheduled revenue hours actually operated on Routes 6, 7 and 9 for each month. The amount to be billed shall be calculated by multiplying

the percentage of scheduled revenue hours operated on Routes 6, 7 and 9 by \$90,812.00. The amount billed in any given month shall not exceed \$90,812.00. University agrees to provide full payment within 30 days of confirming receipt and accuracy of the invoices.

(B) Effective January 1, 2022 through June 30, 2022, BT shall provide bus wash, cleaning, and fueling services for all University buses including the following services:

- Daily interior and exterior cleaning services of all University buses used in revenue service each day.
- Daily fueling of all University buses used in revenue service each day and recording the amount of fuel dispensed into each University bus on a written report recorded daily.
- Checking of oil, coolant, and transmission fluids for all University buses used in revenue service each day and recorded daily.

University shall be responsible for the purchasing and providing all fuel, oil, coolant, transmission fluid, and any other fluids used by BT staff for University buses.

BT shall be responsible for providing all personnel, cleaning supplies and equipment, and major bus wash equipment necessary to provide the aforementioned bus wash, and cleaning services. The University agrees to reimburse BT an agreed upon fixed fee for such services, supplies and equipment in the amount of \$46,971.09 for the period of January 1, 2022 through June 30, 2022. BT and the University agree that any additional cost requested by the University for fueling IU buses that are mutually agreed to by both parties shall be billed directly to the University. The University agrees that BT's cleaning/fueling personnel are authorized to operate University buses in the performance of their cleaning/fueling duties.

(C) BT agrees to provide access to all University faculty and staff to all BT fixed route services upon presentation of a valid University-issued Crimson Card or IU-issued Crimson Card. The BT bus operator may examine the University

faculty/staff Crimson Card to ensure validity. Faculty/staff members who do not present a valid University faculty/staff Crimson Card shall be required to pay the cash fare.

BT bus operators shall daily record the total number of University faculty/staff one-way passenger trips. This data shall be used by BT to calculate appropriate compensation.

University agrees to reimburse BT for the provision of one-way passenger trips to University faculty/staff at the rate of \$0.75 per trip. Total compensation made by the University to BT for faculty/staff one-way passenger trips shall not exceed \$65,000 for the period January 1, 2022 through June 30, 2022. BT shall report the number of faculty/staff one-way passenger trips to the University on a quarterly basis. BT shall prepare and submit an invoice within 30 days following the end of each quarter to the University for Reimbursement of total costs associated with the faculty/staff Crimson Card program.

University agrees to pay BT within 30 days following receipt of invoice from BT for faculty/staff one-way passenger trips. University agrees to cooperate with BT in the investigation of the feasibility of the use of an electronic Crimson Card program for faculty/staff and students.

(D) BT agrees to provide snow removal services for the 130 Grimes Lane maintenance and administrative facility at the rate of \$275 per occurrence with an annual ceiling of \$2,750 for such services.

(E) BT agrees to provide dispatch services on weekends. The hours of dispatch assistance will be limited to the following days and hours:

- a. Saturdays 9 am – 10 pm
- b. Sundays 11:45 am – 7 pm

BT and the University mutually agree to negotiate in good faith relative to a new Agreement for the period of July 1, 2022 through June 30, 2023, with an emphasis on unification efforts to control costs and improve efficiencies

for both parties. Said negotiations shall commence no later than March 1, 2022.

- 2) The term of this Agreement shall be from midnight, January 1, 2022, until midnight, June 30, 2022, unless earlier terminated as provided herein.
- 3) BT shall be solely responsible for determining appropriate service levels for the Indiana University campus and the community at large. Without limiting BT's sole discretion to establish its service levels, the parties agree BT will notify the University of any reductions to the published transit service routes and times in effect on January 10, 2022, not including any additional service provided at the University's request, no less than 30 days prior to implementation of such changes.
- 4) BT and the University agree to meet periodically to monitor and evaluate performance, examine service standards, discuss modifications of service, and discuss service complaints and their resolutions.
- 5) BT and the University do mutually agree to review and discuss the possibility for future coordination and cooperation in the areas of unified vehicle maintenance, unified parts inventory and work order system, fixed price fuel procurement, unified legislative advocacy, unified policy-making, and any other area as identified by either party. BT and the University agree to appoint representatives to meet periodically and discuss in good faith the potential for implementing some or all of these areas for possible further coordination and cooperation.
- 6) BT shall provide University with a monthly operating report breaking ridership and revenue hours down by route and comparing monthly and year-to-date performance against the previous year.
- 7) University shall make payment to BT of the sums due hereunder in the following manner:
 - a. BT shall prepare a monthly invoice for the total amount noted in Section 1 (A) of this Agreement. The University agrees to provide full payment within 30 days of receipt of the invoice.
 - b. BT shall prepare a quarterly invoice for the Faculty/Staff Pass Program based on actual passenger trips recorded during the previous quarter (in

accordance with the cost terms in Section 1 (C) of this Agreement) and submit such invoice to the University within 30 days following the end of the previous quarter. The University agrees to provide full payment within 30 days of receipt of the invoice.

c. BT shall include on each monthly invoice for Student Contract Revenue the costs for Bus Wash, Cleaning and Fueling services in accordance with Section 1 (B) of this Agreement along with any Snow Removal services in accordance with Section 1 (D) of this Agreement.

8) If at any time during the term of this Agreement, either party shall substantially fail to perform its obligations under this Agreement, the other party shall have the right to suspend or terminate the Agreement upon written notice to the other party. Such notice shall state with specificity the nature and basis of the alleged non-performance and shall be sent by certified mail. The party to whom the notice is directed shall have forty-five (45) calendar days from receipt of the notice to cure or to submit a plan for cure that is reasonably acceptable to the other party. The parties agree that a substantial failure to perform on the part of BT shall include, but not be limited to, implementation of reductions in service levels pursuant to Paragraph 3 of this Agreement that are unsatisfactory to University or a reduction of more than 2% of its established system level of revenue hours. In the event the non-performance is not cured and/or no acceptable plan for cure is submitted, the complaining party may declare this Agreement in default and may at its option suspend or terminate this Agreement and/or pursue its remedies at law or equity for specific performance or damages, or both.

9) BT shall maintain liability insurance in the amount of \$1,000,000 per person, \$2,000,000 per occurrence during the term of this Agreement. BT shall name University as an additional insured on such policy or policies and provide proof thereof to University.

10) Each party agrees that it shall indemnify and hold harmless the other and its Board, officers, agents and employees from any and all claims, demands, damages, costs, expenses or other liability arising out of bodily injury or property damage (collectively "Claims") to the extent that such Claims are found to be caused by any negligent act or omission of the indemnifying party or its officers, agents, or employees in the performance of the training activities described in this agreement. Provided, however, that the obligations of the indemnifying party under this paragraph shall be limited in substance by statutes, regulations, and constitutional provisions designed to protect the exposure and liability of that party as an

instrumentality of the State of Indiana (e.g., actions and conditions as to which that party is immunized by the Indiana Tort Claims Act, dollar limits stated in such Act, exemption from punitive damages, the continued ability to defeat a claim by reason of contributory negligence or fault of claimant), so that its liability to indemnify, defend and hold harmless shall not exceed what might have been its liability to a claimant if sued directly by the claimant and all appropriate defenses had been raised by the indemnifying party.

11) In the event of a dispute between the parties hereto, any dispute shall first be submitted to mediation. In the event that mediation is not successful, the parties agree that proper venue for any judicial proceedings shall be Monroe County, Indiana.

12) This agreement shall be subject to and interpreted in accordance with the laws of the State of Indiana.

13) This Agreement may not be amended except in writing duly executed by both parties.

14) This Agreement supersedes all prior and contemporaneous negotiations, agreements, discussions, and writings and constitutes the entire agreement between the parties.

In Witness Whereof, the parties hereto have set their hands and seals as of the date set forth below.

Bloomington Public Transportation Corporation

The Trustees of Indiana University

By _____

By _____

Attest: _____

Attest: _____

Date: _____

Date: _____

EXHIBIT 1

IU Semester Schedule				
Route	Start	End	Total Rev Hours	
Mon-Fri				
6W	7:10 AM	10:30 PM	15:20:00	15.3
6X	7:30 AM	12:10 PM	4:40:00	4.7
6Y	7:10 AM	11:30 PM	16:20:00	16.3
6Z	7:30 AM	12:10 PM	4:40:00	4.7
6L 1	7:10 AM	7:40 PM	12:30:00	12.5
6L 2	7:10 AM	7:40 PM	12:30:00	12.5
7E	7:00 AM	9:35 PM	14:35:00	14.6
9N	7:15 AM	10:15 PM	15:00:00	15.0
9P	7:30 AM	6:20 PM	10:50:00	10.8
9Q	7:45 AM	10:45 PM	15:00:00	15.0
9S	7:59 AM	9:00 PM	13:01:00	13.0
Total M-F			134:26:00	134.4
Saturday				
6W	8:10 AM	7:20 PM	11:10:00	11.2
9N	9:30 AM	7:20 PM	9:50:00	9.8
9P	12:25 PM	9:40 PM	9:15:00	9.3
Total Sat			30:15:00	30.3
Sunday				
6W	9:30 AM	7:20 PM	9:50:00	9.8
9S	10:30 AM	7:30 PM	9:00:00	9.0
Total Sun			18:50:00	18.8
Total Week				721.3

Break Schedule 2022				
Route	Start	End	Total Rev Hours	
Mon-Fri				
6W	8:10 AM	7:25 PM	11:15:00	11.3
6Z	7:30 AM	7:25 PM	11:55:00	11.9
6L	7:40 AM	6:10 PM	10:30:00	10.5
9N	7:09 AM	10:30 PM	15:21:00	15.4
9P	8:10 AM	4:50 PM	8:40:00	8.7
Total M-F			57:41:00	57.7
Saturday				
6W	8:10 AM	7:20 PM	11:10:00	11.2
9N	9:30 AM	7:20 PM	9:50:00	9.8
Total Sat			21:00:00	21.0
Sunday				
6W	9:30 AM	7:20 PM	9:50:00	9.8
9S	10:30 AM	7:30 PM	9:00:00	9.0
Total Sun			18:50:00	18.8
Total Week				328.3

**BLOOMINGTON PUBLIC TRANSPORTATION
CORPORATION**



Bloomington Transit

REQUEST FOR PROPOSALS

For

**STRATEGIC PLAN DEVELOPMENT
SERVICES**

Proposal Due By: March 30, 2022

Procurement Officer: John Connell, General Manager
Bloomington Public Transportation Corporation

130 W. Grimes Lane

Bloomington, IN 47403

(812) 332-5688

(812) 332-3660 fax

john.connell@bloomingtontransit.com

INTRODUCTION

The Bloomington (Indiana) Public Transportation Corporation (BPTC) is the entity of local government responsible for the provision of public transit services in the Bloomington Urbanized area. BPTC began in 1982 and is organized under Indiana Code (I.C.36-9-4). The BPTC operates two types of services, Bloomington Transit (BT) fixed route bus service and BT Access complementary ADA service for persons with disabilities.

Bloomington is home to Indiana University a state university with enrollment of over 40,000 students. The University is a major economic generator in the city and region, and is the most significant source of fixed route transit utilization. Since 2000, BPTC and Indiana University have partnered through operating agreements to deploy dedicated transit routes to serve the campus that have consistently increased BT ridership and has led to substantial growth of the agency.

BPTC transit services are currently provided using a workforce of approximately 100 personnel employed directly by the transit corporation and a General Manager contracted to an outside transit management company.

BPTC maintains a combined fleet of more than 50 fixed route and paratransit vehicles. Prior to the onset of the COVID-19 pandemic, fixed route service carried approximately 3.1 million annual passenger trips while BT Access carried approximately 38,000 annual passenger trips. Ridership on both the fixed route system and BT Access system has grown dramatically over the past 35 years. Post-pandemic ridership has declined about 50 percent overall. The BPTC service area is limited to the Bloomington city boundaries under local ordinance and covers approximately 20 square miles.

BPTC's annual operating/capital budget for FY 2021 is approximately \$14.5 million. Funding sources include Federal, State, local and locally generated revenues.

The Bloomington Transit operations/administrative facility is located at 130 W. Grimes Lane in Bloomington and was built in 1997. The facility is shared with the Indiana University Campus Bus system, which provides mostly intra-campus fixed route transportation carrying about 3 million annual passenger trips. BPTC owns the building at Grimes Lane, however the land is owned by Indiana University and leased to BT. Both IU Campus Bus and BT have experienced significant growth in terms of fleet sizes and number of employees since the building was constructed. Bus parking and employee parking is problematic due to the lack of sufficient space. There is limited space at the existing site for the addition of new alternative fuel infrastructure.

The Grimes Lane facility houses all administrative functions of the BPTC, with no room for expansion of staff, houses all maintenance functions, dispatching functions and customer service functions for Bloomington Transit fixed route service and BT Access service.

The operations/administrative building will exceed its useful life in 2026.

BT operates a Downtown Transit Center that was constructed and opened in 2014 and is located at 301 S. Walnut Street. The downtown facility is a modern, state-of-the-art multi-modal facility. BT currently has a lease with one Intra-State private bus operator and has interest from a second for a lease as well. The facility houses the City of Bloomington's 911 emergency dispatch center which is located on the second floor of the building.

PROJECT PURPOSE:

Strategic planning is an organizational management activity that will be used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders work toward common goals, and establish agreement around intended timelines, outcomes and results.

1.0 GOALS:

BPTC seeks qualified consultants to develop the agency's new Strategic Plan. This Request for Proposals (RFP) will result in the selection of a consultant to lead and guide the agency's strategic planning process. It is expected that the BT staff will engage with the selected consultant directly, in order to collectively finalize the scope of work. Below is a list of key considerations and expected outcomes:

- Develop a clear, coherent vision with input from stakeholders for the future of Bloomington Transit.
- Prioritization of projects and guidance with the decision-making process.
- Present a better understanding of the consequences of the COVID-19 pandemic; outline the "new" needs and expectations of BPTC customers and employees.
- Provide recommendations for the implementation process of future fixed route service changes; revisit service changes that were developed through a *Route Optimization Study 2019-2020*, but postponed due to the uncertainties surrounding the COVID-19 pandemic.
- Incorporate the recommendations from the *Alternative Fuels and Infrastructure Assessment Study* to aid in the determination of the long-range transition to alternative fuels for the BPTC fleet.
- Incorporate the recommendations from the *Alternative Fuels and Infrastructure Assessment Study* to aid in the determination of the feasibility of renovating the Grimes Lane facility versus building a new facility.
- Assess the merits of acquisition and adoption of new technologies including CAD/AVL, next generation of fare collection equipment, and development of an internal IT department.

- Evaluate the costs, benefits and appropriate application of the deployment of microtransit services to complement the BT fixed route network.
- Define BPTC's role in public transit for development of contractual fixed route service to accommodate major new and existing high density housing apartment complexes.
- Provide recommendations for positioning the agency for a potential significant influx of funding from federal and local sources.
- Develop the roadmap for Bloomington Public Transit to transition to a period of long-term stability.
- Develop a plan that recognizes as the city continues to grow through annexation, BPTC must be positioned to become an ever larger part of the social and economic engine that improves lives and offers excellent mobility freedom for all community residents.

One of the core purposes of this plan will be to develop a clear vision for the next six to ten years. A key element in this endeavor will be gaining consensus from the BT Board of Directors, BT employees, BT riders and the Bloomington community, Office of the Mayor, Bloomington City Council, Indiana University, and the County Administration. The consultant and BT management will work together to prepare materials and visions for the aforementioned stakeholders to weigh in on and become invested in.

1.1 CONSULTANT RESPONSIBILITIES:

The consultant is responsible for preparing and creating all of the deliverables. The Final Strategic Plan Document and the Executive Summary must be presented in draft form for editing prior to finalization. The consultant shall attend all project meetings, create presentations, and take notes at those meetings. Each meeting must be documented for the report. The Consultant shall make all public presentations as required for the project.

1.2 STAKEHOLDERS:

The consultant will serve as the facilitator for gathering input from identified stakeholders. The consultant is expected to take an active role in working with the BT Board and BT employees, BT customers, elected officials, major employers, Chamber of Commerce, Indiana University and other local transportation providers to build a cohesive vision for Bloomington Public Transit's future.

This stage includes consensus building among these stakeholders to discover a shared strategic vision that is compelling, describes a clear and present need, motivates people to act, and is economically feasible.

- The Consultant will conduct an orientation and multiple briefing sessions for the Board and key stakeholders on project goals and the potential outcomes.
- The Consultant must be available; in person, for presentations to the Board, including but not limited to, individual meetings with Board members, at least one all day retreat with the Board and staff as a whole and, a presentation of the final version of the strategic plan developed for this project.
- The Consultant will be responsible for the development and implementation of techniques and initiatives to promote public involvement designed to engage the BT Board, elected officials and community stakeholders throughout the process.

Deliverable(s): Conduct Stakeholder Retreat, conduct individual interviews, record meeting minutes, and provide an overall summary document of stakeholder outreach activities, comments and outcomes.

2.0 PROJECT TIMELINE:

The Consultant shall develop and deliver a detailed work plan and schedule to guide project activities and communications.

2.2 EXISTING CONDITIONS REVIEW:

- Organizational Overview - The Consultant shall complete an assessment of the strengths, weaknesses, and competencies of the BPTC organization. Included but not limited to:

- Financial Position and Outlook, Capital and Operating
- Innovation and Technology
- Peer review of other transit agencies in similar size, annual ridership, and demographics to Bloomington Public Transit
- Review of existing planning documents for coordination of efforts with the City of Bloomington, Monroe County, Rural Transit, IU Campus Bus, and Bloomington's Transportation Demand Management program.
- Current Ridership trends and ridership/mobility forecast.

Deliverable(s): Provide an overall summary document of Existing Conditions.

2.3 IDENTIFICATION OF OPPORTUNITIES, STRATEGIES, AND VISION

The consultant shall conduct an assessment of potential opportunities available to Bloomington Public Transit in coming years. The assessment will include information on availability of resources, and identification of strategies and tools that Bloomington Public Transit could use to add value and further its growth and achieve its goals.

The consultant shall formulate a revised vision for Bloomington Public Transit which identifies its priorities, opportunities and strategies, and clarifies BT's role and confirms its mission and values.

Deliverable(s): Technical report of outlining an updated BPTC Vision, outlining the opportunities and strategies identified and the methodology used to identify.

2.4 STRATEGIC PLAN:

Strategies identified for implementation should be specific actions, programs, and projects. The strategic plan should include performance metrics, targets, associated

costs and a timeline for completion. Tasks should be divided into short, medium and long-range (no more than 10 years).

The funding plan will outline necessary revenues to achieve the goals and identify funding sources and strategies for the ten (10) year time period. Strategy outcomes should be tied to goal-related performance metrics. Costs, potential funding mechanisms, and benefits should be identified for each strategy. If possible, opportunities for public-private partnerships and public-public partnerships should be identified.

Deliverable(s): Draft Strategic Plan, Final Strategic Plan, PowerPoint presentation to Bloomington Transit’s Board of Directors, and the Bloomington City Council with an Executive Summary with high quality graphics.

3.0 SCHEDULE OF EVENTS:

EVENT	DATE	TIME
Pre-Proposal Conference	02/28/2022	03/09/2022
Deadline for Questions, Clarifications	03/11/2022	5:00 PM
BPTC’s Deadline to respond via RFP Addendum	03/18/2022	5:00 PM
Deadline for Proposal Submission	03/30/2022	5:00 PM
Interviews with top 2 firms	TBA	
Recommendation for Award	04/19/2022	5:30 PM

Proposals shall be governed by the dates listed above. All dates and times are subject to change via an Addendum.

3.1 PRE-PROPOSAL CONFERENCE:

A Pre-Proposal conference will be held on March 9, 2022, 2:00 pm EST and will take place virtually. The meeting link will be made available to every vendor a minimum of 72 hours prior to the conference.

3.2 DEADLINE FOR QUESTIONS, CLARIFICATIONS:

All requests for clarification of these specifications and for an approved equal (RFAE) must be submitted in writing on the form provided herein and must be received by the time specified in Section 3.0 above. Should a proposer find a discrepancy in or omissions from these specifications, or should the proposer be in doubt as to their meaning, the proposer shall at once make inquiry to the Procurement Officer. Requests shall be emailed to the Procurement Officer, John Connell, at john.connell@bloomingtontransit.com. Subject shall read: "RFP Strategic Plan Question"

3.3 BPTC'S DEADLINE TO RESPOND VIA AN ADDENDUM:

The BPTC reserves the right to amend the RFP at any time. Any amendments to the RFP shall be described in written Addenda. Notification of the Addenda also will be distributed to all prospective Proposers officially known to have received the RFP. Failure of any prospective Proposer to receive the notification or Addenda shall not relieve the Proposer from any obligation under the RFP therein. All addenda issued shall become part of the RFP. Prospective Proposers shall acknowledge the receipt of each individual addendum in their Proposals on the form herein. Failure to acknowledge in the Proposal receipt of addenda may at the Agency's sole option disqualify the Proposal. All requests for clarification of these specifications and for an approved equal (RFAE) will be responded to writing on the form provided herein and will be distributed to all Proposers by the time specified in Section 3.0 above.

3.4 DEADLINE FOR PROPOSAL SUBMISSION:

One (1) original plus five (5) copies of proposal(s) must be submitted by the time specified in Section 3.0,

To: John Connell, General Manager,
Bloomington Transit
130 W. Grimes Lane
Bloomington Indiana, 47403.

Please include one (1) electronic copy of the proposal(s) either USB or emailed directly to john.connell@bloomingtontransit.com.

3.5 PROPOSAL FORMAT:

Proposals shall be limited to 30 pages (not including cover letter or mandatory forms).

Technical Capabilities - Based upon the project description and scope of work, the proposal should address the disciplines and expertise required to perform the necessary services. The following information is requested:

- Organizational table of team members
- A general plan for staffing the work, showing the key management and/or technical personnel each member of the design team, and their function on the project.
- Statement of recent relevant experience of each member of the team with similar projects of comparable size and scope for similar facilities.
- References from similar projects in size or scope.

Project Understanding - The following information is requested to establish that the team has an understanding of the intent of this project:

- A brief discussion of the major considerations involved in performing the requested scope of services.
- The proposer should describe its approach to the work effort involved to perform the project scope, indicating how the proposed methodology will benefit Bloomington Transit.

Project Management plan - This plan describes the consultant's organization of the project.

- It must detail the number and regularity of all meetings associated with the completion of the plan.
- Provide an implementation schedule by week number from the project start-up date.
- Identify deadlines for key components of work to be performed.

Detailed Budget - The project budget shall be detailed, listing all costs and fees for the execution of the work to be performed.

3.6 EVALUATION CRITERIA:

Proposals will be evaluated on the following criteria:

	Maximum Points
Agency Transit Planning Experience	20
Agency Strategic Planning Experience	15
Project Personnel Experience	15
Project Management Plan & Timeline	20
Past Performance – includes references and relevant project history	10
Price 1 – 10 points	

3.7 PROTEST PROCEDURES:

Protests may be made by prospective responding firms or responding firms whose direct economic interests would be affected by the award of a contract or by failure to award a contract. BPTC will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. All protests are to be submitted in writing to the Bloomington Public Transportation Corporation, 130 W. Grimes Lane, Bloomington, Indiana, 47403. Protest submissions shall be concise, logically arranged, and clearly state the grounds for

RESOLUTION 22-04

**A RESOLUTION CHANGING THE AUTHORIZED SIGNATORY ON THE
BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION'S (BPTC)
ACCOUNTS**

WHEREAS, BPTC desires to remove the former Board chair, Nancy Obermeyer, as authorized signatory; and

WHEREAS, the BPTC has decided to authorize James McLary, Chair, and is hereby authorized to sign and submit all the necessary papers, forms, and letters in connection with BPTC and the German American accounts; and

NOW THEREFORE, BE IT RESOLVED: The BPTC Board of directors permits German American Bank to honor James McLary, Chair, as authorized signatory along with Christa Browning, Controller on all of BPTC's accounts.

APPROVE:

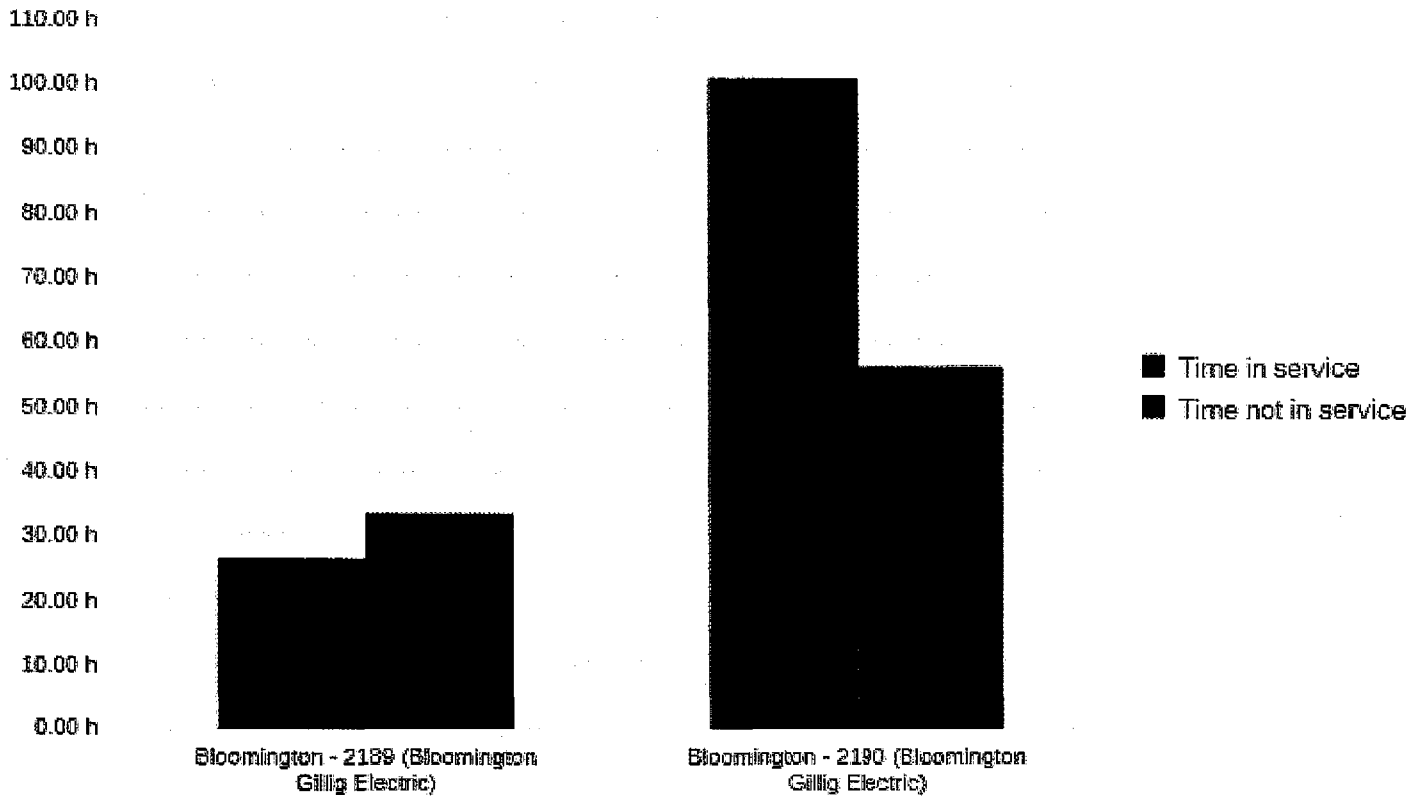
ATTEST:

James McLary, Chairman
Bloomington Public Transportation
Corporation

Nancy Obermeyer, Secretary
Bloomington Public Transportation
Corporation

Approved this 15th day of February, 2022.

In / out of service



BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION

Ridership & Productivity By Route

Jan-22

Route	2022					2021				
	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	8,176	950.6	10,587.7	8.60	0.77	8,741	930.0	10,314.6	9.40	0.85
2 W.11th St./S. Rogers	8,615	660.0	6,966.8	13.05	1.24	9,252	643.0	6,813.3	14.39	1.36
3 College Mall/Highland	26,108	1,445.6	17,401.3	18.06	1.50	21,042	1,416.7	16,108.1	14.85	1.31
4 High St./Bloomfield Rd.	6,691	804.6	10,486.8	8.32	0.64	4,706	790.8	9,976.9	5.95	0.47
5 Sare Road	3,650	378.8	3,765.2	9.64	0.97	693	372.8	3,986.3	1.86	0.17
6 Campus Shuttle	47,976	1,200.5	10,689.4	39.96	4.49	3,478	415.0	4,316.0	8.38	0.81
7 Henderson/Walnut Express	3,933	233.3	2,617.2	16.86	1.50	1,196	223.2	2,821.7	5.36	0.42
8 Eastside Local	1,874	266.9	3,541.1	7.02	0.53	1,486	282.5	3,389.8	5.26	0.44
9 IU Campus/Campus Corner	42,383	1,013.4	7,975.8	41.82	5.31	3,313	395.4	4,612.6	8.38	0.72
10 Hospital	2,561	329.5	2,510.5	7.77	1.02					
Total	151,967	7,283	76,542	20.87	1.99	53,907	5,469	62,339	9.86	0.86
Year-to-Date Total	151,967	7,283	76,542	20.87	1.99	53,907	5,469	62,339	9.86	0.86

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
FINANCIAL NARRATIVE FOR THE MONTH ENDING
JANUARY 31, 2022**

Operating Expenses

Operating expenses for January totaled \$507,037. Salary and Fringe benefits expense for January was \$458,516. This represents a decrease from December due to the timing of payrolls and payroll accruals as well as payout of Paid Time Off (PTO) and Incentives for the last quarter done in December. Materials and Supplies for January were \$6,276. This represents a decrease from December contributed the timing of parts and supplies purchased and their usage and the end of year accruals done in December. Services and Utilities expense for the month totaled \$42,245. This represents a decrease from December due to the end of year accruals. Through January, BT had spent 5% of the 2022 Operating budget with 8% of the year completed.

Operating Revenues

Operating revenues for January totaled \$458,703.

Capital Expenditures

There were no major capital expenditures in January.

Operating Cash Balance

January 31, 2022	January 31, 2021	Change
\$11,182,720	\$9,421,007	\$1,761,713 increase

Self - Insurance Fund

Medical premium and claims expense for January was \$36,223.

Self-Insurance Cash Balance

January 31, 2022	January 31, 2021	Change
\$264,114	\$493,224	\$229,110 decrease

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
SUMMARY OF REVENUES AND EXPENSES
FOR THE PERIOD ENDED JANUARY 31, 2022**

	MONTH ENDING 1/31/2022	PERCENT OF ANNUAL BUDGET	YTD	ANNUAL BUDGET PLUS ENCUMBRANCES/ ADD'L APPROP.	PERCENT OF ANNUAL BUDGET USED
Operating Expenses:					
Salary and Fringe Benefits	\$ 458,516	7%	\$ 458,516	6,514,465	7%
Materials and Supplies	6,276	0%	6,276	1,525,320	0%
Services and Utilities	42,245	2%	42,245	2,020,939	2%
Total Operating Expenses	507,037	5%	507,037	10,060,724	5%
Operating Revenues:					
Local Tax Revenue	173,911	8%	173,911	2,080,679	8%
Fare Revenue	26,818	2%	26,818	1,473,796	2%
Other Locally Derived Revenue	43,035	7%	43,035	624,098	7%
Total Locally Derived Revenue	243,764	6%	243,764	4,178,573	6%
Federal Operating Grants	-	0%	-	4,664,111	0%
State Operating Grants (PMTF)	214,939	8%	214,939	2,550,664	8%
Total Operating Revenues	458,703		458,703	11,393,348	
Operating Gain/(Loss)	(48,334)		(48,334)		
Federal Capital Grants	-	0%	-	3,909,777	0%
State Capital Grants	-	0%	-	-	0%
Transfer from Capital Reserve	-	0%	-	-	0%
Revenue from Capital Grants/Reserve	-	0%	-	3,909,777	0%
Capital Expenditures:	1,307	0%	1,307	5,242,401	0%
Capital Gain/(Loss)	(1,307)		(1,307)		
Net Gain/(Loss)	(49,641)		(49,641)		

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
COMPARATIVE SUMMARY OF REVENUES AND EXPENSES
FOR THE PERIODS ENDED JANUARY 2021 AND 2022**

	MONTH ENDING 1/31/2022	MONTH ENDING 1/31/2021	% CHANGE	YTD 1/31/2022	YTD 1/31/2021	% CHANGE
Operating Expenses:						
Salary and Fringe Benefits	\$ 458,516	\$373,405	23%	\$ 458,516	\$373,405	23%
Materials and Supplies	6,276	9,192	-32%	6,276	9,192	-32%
Services and Utilities	42,245	39,430	7%	42,245	39,430	7%
Total Operating Expenses	507,037	422,027	20%	507,037	422,027	20%
Operating Revenues:						
Local Tax Revenue	173,911	124,225	40%	173,911	124,225	40%
Fare Revenue	26,818	60	44597%	26,818	60	44597%
Other Locally Derived Revenue	43,035	27,896	54%	43,035	27,896	54%
Total Locally Derived Revenue	243,764	152,181	60%	243,764	152,181	60%
Federal Operating Grants	-	-	#DIV/0!	-	-	#DIV/0!
State Operating Grants (PMTF)	214,939	184,404	0%	214,939	184,404	17%
Total Operating Revenues	458,703	336,585	36%	458,703	336,585	36%
Operating Gain/(Loss)	(48,334)	(85,442)		(48,334)	(85,442)	
Federal Capital Grants	-	-	#DIV/0!	-	-	#DIV/0!
State Capital Grants	-	-	#DIV/0!	-	-	#DIV/0!
Transfer from Capital Reserve	-	-	#DIV/0!	-	-	#DIV/0!
Revenue from Capital Grants/Reserve	-	-	#DIV/0!	-	-	#DIV/0!
Capital Expenditures:	1,307	836	56%	1,307	836	56%
Capital Gain/(Loss)	(1,307)	(836)		(1,307)	(836)	
Net Gain/(Loss)	(49,641)	(86,278)		(49,641)	(86,278)	

**Bloomington Public Transportation Corporation
Personnel Report
January 2022**

	Monthly New Hires	Monthly Terminations	End of Month Vacancies
Administrative Staff	0	1	1
Fixed Route Drivers	0	1	12
BT Access Drivers	1	2	1
Mechanics	0	0	1
Service Person	0	0	0
Service Attendants	0	0	2
Total	1	4	17

BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION

Record of Claims

Board Meeting Date: 2/15/22

Claim Date: 2/15/22

The claims to be approved are represented by the attached list of checks numbered and totaling as follows:

Check Number	Check Number To	Total Dollar Amount
January Health Saving EE/ER transfer 27772	27855	\$42,184.87 \$ 402,328.55

The following PERF ACH is to be approved:

1/26/2022	23,633.80	Payroll 1/28/2022
2/9/2022	22,009.78	Payroll 2/11/2022

The following Payroll is to be approved:

Pay Ending	Amount	Paydate
1/22/2022	179,889.49	1/28/2022
2/5/2022	166,460.25	2/11/2022

The following disbursements/Premiums for Insurance claims are to be approved.

1/19/2022	8,160.17	February Premiums	18,014.87
1/28/2022	1,130.15		
2/2/2022	4,220.31		
2/9/2022	19,664.34	TOTAL	51,189.84

We hereby certify that each of the above listed claims are true and correct and have audited same in accordance with IC 5-11-10-1.6.


General Manager


Controller

(IC 5-11-10-2 permits the governing body to sign Check Register in lieu of signing each claim)

We have examined the claims list on the forgoing Check Register.

Dated this 15th day of February, 2022.

Board of Directors Signatures:

Bloomington Public Transportation Corporation

Check/Voucher Register - CB-Check Register

1010 - CASH

From 1/25/2022 Through 2/15/2022

Check Number	Vendor Name	Effective Date	Check Amount
27772	ACCIDENT FUND	1/25/2022	13,958.00
27773	DUKE ENERGY	1/25/2022	3,849.02
27774	Edward Price Company - Trustee Acco...	1/25/2022	273.60
27775	FEDEX	1/25/2022	40.01
27776	PITNEY BOWES GLOBAL FINANCIAL S...	1/25/2022	500.00
27777	PRINCIPAL LIFE INSURANCE COMPANY	1/25/2022	5,638.81
27778	A.F.S.C.M.E. COUNCIL #962	2/8/2022	1,270.64
27779	AT & T	2/8/2022	578.39
27780	AT&T	2/8/2022	157.51
27781	AT&T LONG DISTANCE	2/8/2022	5.95
27782	FEDEX	2/8/2022	60.68
27783	GERMAN AMERICAN	2/8/2022	3,189.65
27784	HOWARD COUNTY CLERK	2/8/2022	810.30
27785	MILLER TRANSPORTATION	2/8/2022	2,085.58
27786	MONROE COUNTY CLERK 53 C04 130...	2/8/2022	150.00
27787	PRINCIPAL LIFE INSURANCE COMPANY	2/8/2022	5,381.15
27788	AFLAC	2/10/2022	1,841.52
27789	FEDEX	2/10/2022	52.19
27790	ADP SCREENING & SELECTION	2/15/2022	82.20
27791	ADP, LLC	2/15/2022	612.05
27792	ANDY MOHR TRUCK CENTER	2/15/2022	1,445.30
27793	ARAMARK	2/15/2022	1,042.34
27794	AUTO WHEEL AND RIM SERVICE CO. ...	2/15/2022	1,735.84
27795	AVA'S WASTE REMOVAL	2/15/2022	3,700.00
27796	BLANDS HEAVY WRECKER SERVICE	2/15/2022	984.37
27797	BLUE ACE MEDIA	2/15/2022	3,370.00
27798	CENTER POINT ENERGY	2/15/2022	5,050.29
27799	CHAUDION, ERIC SCOTT	2/15/2022	3,762.50
27800	CITY OF BLOOMINGTON-UTILITIES	2/15/2022	334.41
27801	CLARKE POWER SERVICES INC	2/15/2022	187.74
27802	COMMUNITY FORD OF BLOOMINGTON	2/15/2022	11.25
27803	DUKE ENERGY	2/15/2022	6,652.30
27804	ENGRAVING AND STAMP CENTER	2/15/2022	114.00
27805	EPIC INSURANCE MIDWEST	2/15/2022	141,440.22
27806	FASTENAL COMPANY	2/15/2022	385.28
27807	FERGUSON FACILITIES SUPPLY, HP P...	2/15/2022	1,244.00
27808	GATE HOUSE MEDIA INDIANA HOLDI...	2/15/2022	1,009.21
27809	GFL ENVIRONMENTAL SERVICES USA,...	2/15/2022	304.36
27810	GILLIG LLC	2/15/2022	5,681.72
27811	HARRELL- FISH INC	2/15/2022	2,916.66
27812	HB WAREHOUSE LLC	2/15/2022	2,872.04
27813	HYLANT - BLOOMINGTON	2/15/2022	1,928.27
27814	IN.GOV	2/15/2022	24.00
27815	INDIANA DOOR & HARDWARE SPECI...	2/15/2022	218.00
27816	INDIANA OXYGEN COMPANY	2/15/2022	38.13
27817	INDIANA UNIVERSITY	2/15/2022	46,449.29
27818	IU HEALTH BLOOMINGTON OCC	2/15/2022	1,365.00
27819	Jackson Oil & Solvents, Inc.	2/15/2022	707.31
27820	JONES OIL COMPANY, INC.	2/15/2022	6,050.31
27821	KIRBY RISK CORP	2/15/2022	277.64
27822	KIRK'S AUTOMOTIVE, INC	2/15/2022	4,748.00
27823	LAWSON PRODUCTS	2/15/2022	2,669.09
27824	LEGGIO, ALEC MICHAEL	2/15/2022	516.00
27825	MARKS CAR BRITE	2/15/2022	129.95
27826	MENARDS	2/15/2022	367.92

Bloomington Public Transportation Corporation

Check/Voucher Register - CB-Check Register

1010 - CASH

From 1/25/2022 Through 2/15/2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
27827	MICHAEL, ZACHARY MICHAEL	2/15/2022	2,752.00
27828	MIDWEST TRANSIT EQUIPMENT	2/15/2022	614.62
27829	MOHAWK MFG & SUPPLY CO.	2/15/2022	480.41
27830	MONROE COUNTY TIRE & SUPPLY	2/15/2022	1,458.49
27831	MUNCIE TRANSIT SUPPLY	2/15/2022	613.97
27833	NAPA AUTO PARTS	2/15/2022	1,246.67
27834	NEW FLYER PARTS	2/15/2022	1,703.27
27835	OUTDOOR IMPROVEMENTS LLC	2/15/2022	1,170.00
27836	Paragon Micro Inc.	2/15/2022	409.99
27837	PERFECTION AUTO GLASS OF BLOOM	2/15/2022	1,448.00
27838	PITNEY BOWES GLOBAL FINANCIAL S...	2/15/2022	135.99
27839	PROMEVO, LLC	2/15/2022	4,680.00
27840	RATP DEV USA, INC	2/15/2022	16,575.34
27841	RAYBOULD, JEFFREY ALAN	2/15/2022	408.50
27842	RON TURLEY ASSOCIATES, INC.	2/15/2022	1,900.00
27843	RYDER	2/15/2022	175.00
27844	SAFEGUARD	2/15/2022	292.07
27845	SAFETY VISION	2/15/2022	27,124.00
27846	SHREDDING & STORAGE UNLIMITED	2/15/2022	175.00
27847	SIEMENS INDUSTRY INC	2/15/2022	41,304.00
27848	STERNBERG	2/15/2022	1,793.76
27849	THOMAS, KYLE	2/15/2022	1,053.50
27850	TRUCKPRO HOLDING CORPORATION	2/15/2022	2,167.26
27851	UNIFORM HOUSE	2/15/2022	97.38
27852	WESTSIDE AUTO & STEEL	2/15/2022	83.25
27853	WINTERS ASSOCIATES	2/15/2022	1,559.69
27854	WORLD ARTS PRINTING	2/15/2022	576.40
27855	YES PEST PROS, INC.	2/15/2022	50.00
	Total 1010 - CASH		402,328.55
Report Total			402,328.55

Credit Card VENDORS
Abstract of Invoices for January 2022

	Bloomington Transit
Zoom-For board meeting- COVID	44.97
Adobe Software	14.99
FedEx-Printing	2,195.00
Shutterstock-printing	29.00
Chickfila - EE morale	502.45
BMV-titles	15.00
Trash can unlimited	827.96
USPS	4.20
TOTAL EXPENDITURES BY CARDHOLDER	<u>3,633.57</u>

ADJUSTMENTS:

Service Charge	
Credit card vendor credits	443.92
Error charges - will be credited	-
overpayment credit	-
Reimbursed by Union	
Reimbursed by the employee	-
Paid from the Driver's Fund	160.85
Payments to German American	<u>3,350.50</u>

Source of information: VISA invoices; VISA reconciling sheet and documentation

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) JANUARY 18, 2022 5:30 P.M.

MINUTES

Chair McLary 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/88920130363?pwd=WU9sNmVuMWVwTEZlZWktSIF0Y0ljdz09>

Meeting ID: 889 2013 0363

Passcode: 184485

One Tap Mobile

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

+116465588656,,88920130363#,,,,*184485# US (New York)

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 9000 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 889 2013 0363

Passcode: 184485

ROLL CALL

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

Members of the Public: Dave Askins, B Square Beacon

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

OLD BUSINESS

Secretary Obermeyer noted that General Manager John Connells performance to date is excellent.

Mr. Connell stated we are continuing negotiations on Resolution 21-30; a resolution approving an Inter-local Cooperation Agreement between BPTC and Indiana University.

Chair McLary stated it is his hope in the next year we will be able to develop a strategic plan for Bloomington Transit. He asked if we should engage a facilitator or if we want to participate with the board itself? General Manager John Connell recommended that the Board considers soliciting request for proposals and select a firm to assist in the process, since this is going to be a major undertaking. Mr. Connell said he wants make sure all the stake holders in the community have an opportunity to give their input as we develop this road map for Bloomington Transit. Mr. Connell noted that he thinks it is in everyone's best interest to hire an expertise in this area. Chair McLary questioned if the firm would act as facilitator or a consultant? Mr. Connell said it would be both. Mr. Connell stated there are a lot of different projects that we want to accomplished, and that this strategic plan hopefully will allow us to create that roadmap to make sure everything falls into place.

MINUTES

The minutes for the December 21, 2021, meeting were presented for approval by Board Member Horn and seconded by Board Member Hartman. The minutes were approved unanimously.

NEW BUSINESS-ACTION ITEMS

Collegiate Development Group (CDG) is currently finishing construction of a high density housing development located at 1820 n. Walnut Street. The complex is scheduled to open prior to the start of the Fall 2022 semester. Mr. Connell stated the agreement for consideration allows for residents of the facility to ride a mutually agreed upon route fare free. 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. Mr. Connell noted that the Collegiate Development Group has requested to postpone until a future date. Mr. Connell said he would recommend postponing it until the needs, the requirements the City Council has set forth. He said once that is complete we will have the contract reviewed by legal council to make sure it is in the best interest of Bloomington Transit. Mr. Connell said he would then present it to the board.

Vice Chair McDaniel made a motion to approve Resolution 22-01: a resolution approving the 2022 public official bond for Christa D. Browning, Controller of the Bloomington Public

Transportation Corporation. (BPTC) Secretary Obermeyer seconded it. The board approved unanimously.

Board Member Hartman made a motion to approve Resolution 22-02; a resolution approving the solicitation for annual audit from Indiana State Board of Accounts. Vice Chair McDaniel seconded it. The board approved unanimously.

Vice Chair McDaniel made a motion to approve Resolution 22-03; a resolution authorizing the encumbrance of funds from Calendar Year 2021 budget. Board Member Horn seconded it. The board approved unanimously.

MANAGER AND STAFF REPORTS

Mr. Connell gave an overview of the Board Subcommittees. He noted that we have Board Members on each subcommittee. Vice Chair McDaniel along with Board Member Hartman are the representatives for the Personnel, Finance and Administration subcommittee, Secretary Obermeyer along with Board Member Hartman are the representatives for the Alternative Fuel and Infrastructure subcommittee, and Board Member Horn along with Chair McLary are the representatives for the IT, Innovation, Planning and Development Subcommittee. Mr. Connell noted the fourth pack he emailed the Board Members gives more detail about each subcommittee. Mr. Connell stated the time line will vary for each committee.

Planning and Special Projects Manager Zac Huneck stated the average weekday ridership continues to be -43% of what it was prior to the pandemic. December 2021 is up 117% from December 2020. Total 2021 ridership ended -4% compared to 2020. Zac noted we will only be comparing the previous year from now on. He said BT Access provided a little under 2000 trips in December 2021 and that is up 77% from the time last year. There were 115,000 trips on fixed route in December 2021.

	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%

Controller Browning gave an overview of the November financial report as included in the Board packets.

Human Resource Administrator/Marketing Director Brenda Underwood gave an overview of the November Personnel Report. Brenda stated we hired one fixed route driver, and lost three. We lost one to retirement, one that took a leave until fall one that left, came back and is at BT Access and we had one service attendant to leave. We are still looking for 14 employees, 11 Drivers, 1 Mechanic and 2 Service Attendants. Brenda noted she had a couple of interviews for mechanics and another driver. Chair McLary questioned where we stand on the new advertising campaign. Mr. Connell noted we were set to launch an aggressive add campaign. With some unforeseen issues it has been delayed, he said everything is in place and we are just fine tuning it. Mr. Connell noted we are going to be making our big hiring push in March and April so we will be prepared for the large class coming in for the fall semester. Board Member Horn questioned if IU was having issues in terms of their staffing. Mr. Connell said they are battling the same issues as Bloomington Transit.

CLAIMS

The claims for December 14, 2021 were presented for approval by Board member Horn and seconded by Board Member Hartman. The claims were approved with Vice Chair McDaniel and Chair McLary abstaining.

PUBLIC COMMENTS

Andrew Coomer questioned when the new route optimization will take place. Mr. Connell said that is one of the discussions that will be taking place in the next few weeks. He said our goal as it stands now is August. Mr. Connell noted we want to do some more public outreach because a lot has changed since the original recommendations were put together.

COMMENTS FROM THE BOARD MEMBERS

Board Member Horn reported that he attended his first Bloomington Monroe county Metropolitan Planning Organization policy committee meeting. He said he would like to thank the chair, Lisa Ridge of the Monroe County Highway Department for her kind introduction and welcome. He noted the MPO agenda included a brief, but very helpful primer from staff titled MPO One- On- One. He said it was offered annually for the new appointees beginning term and a refresher for those that might be returning. Board Member Horn noted, if anyone is interested

in it, it can be accessed on the MPO side as part of the meeting packet file. He said it is very helpful in understanding how this particular organization functions.

Board Member Horn said Bloomington Transits recent change to route 2 were presented to the committee as represented as a partial implementation of a recent route optimization study that was predominantly financed by the MPO. He said there was a significant interchange regarding a long standing county request for review of State road 45 and 46 traffic issues, particular to current and future developments along the route on the East side of Bloomington. Mr. Horn said he thinks it would be safe to say that a resolution from Rural County Representatives will be appearing before the committee in short order. Mr. Horn stated he will keep everyone updated.

ADJOURNMENT

APPROVE:

ATTEST:

James J. McLary, Chair
Board of Directors BPTC **1-18-22**

Nancy Obermeyer, Secretary
Board of Directors BPTC **1-18-22**