# Bloomington Public Transportation Corporation

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access

To: The BPTC Board of Directors
From: John Connell, General Manager
Date: November 18, 2022
Re: Board Meeting, Tuesday, November 22, 2022, 5:30 p.m.

Included below are your notes for the meeting of the Board of Directors set for Tuesday, November 22, 2022 at 5:30 p.m. in the Edward J. Kuntz Board Room, 130 W. Grimes Lane in Bloomington.

## ACTION ITEMS

### 1. Revised Agency Safety Plan for BPTC

Mike Clark has been working on updating the BPTC Agency Safety Plan to include new policy requirements as a result of Bipartisan Infrastructure Law. Mike has worked diligently to incorporate the necessary plan changes and updates as required by law. Required major changes include, establishing an Infectious Disease Policy, and establishing a Safety Committee which consist of an equal number of frontline employee representatives, selected by the labor organization representing frontline employees and equal number of management representatives.

The revised policy and resolution are attached. The revised policy must be formally adopted by the Board by approving Resolution 22-23.

### 2. Inter-local Agreement Between BPTC and City of Bloomington Transportation Demand Management /Go Bloomington for Guaranteed Ride Home Voucher

The City of Bloomington's TDM program also known as Go Bloomington promotes sustainable transportation alternatives such as walking, biking, public transit, carpooling, vanpooling, micro-mobility and telecommuting. The goal of the program is to reduce the number of single-occupant vehicles (SOVs) operating in town, which will decrease carbon emissions, relieve traffic congestion, and improve parking availability.

As more people carpool, vanpool, use transit, walk, or bike to and from work/school instead of driving alone, unplanned or emergency situations can come up when participants are at work or school and must leave expectantly. A Guaranteed Ride Home program exists for this very reason.

Go Bloomington is launching its new Guaranteed Ride Home (GRH) program and is requesting BPTC add a new voucher for providing guaranteed rides under the BPTC contract with Transportation Network Companies for on demand Micro-Transit services. We do have the flexibility to add new program components to existing contracts, and could seamlessly add the guarantee ride home component to our existing contracts on behalf of Go Bloomington. Go Bloomington would be responsible for reimbursing BPTC for all costs associated with the GRH vouchers.

www.bloomingtontransit.com

**Stuff-A-Bus**: This year is the 23rd anniversary of our annual Stuff-A-Bus event. The Indiana Department of Children Services is our charitable partner who distributes the donations to needy families and children here in Monroe County.

Brenda Underwood, HR/Marketing Manager, will provide the Board with an update on this year's schedule of events. A big thank you to Brenda for her tireless dedication to the event.

<u>AGENDA</u>

**Bloomington Public Transportation Corporation (BPTC)**

**Tuesday, November 22, 2022**

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

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

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**The November 22, 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:** <u>https://us02web.zoom.us/s/83327953608</u>

**Or join meeting with the following methods**

**Phone one-tap:     US: +13126266799,,83327953608# or +16465588656,,83327953608#**

**Meeting ID:  833 2795 3608**

**Passcode:  788822**

**PUBLIC MEETING**                                                    **11/22/2022**

    I.     ROLL CALL

    II.    OLD BUSINESS

    II.    APPROVAL OF MINUTES – October 18, 2022

    IV.   NEW BUSINESS – ACTION ITEMS

        1. Resolution 22-23, a resolution adopting the revised and updated Agency Safety Plan for the Bloomington Public Transportation Corporation (BPTC).

        2. Resolution 22-24, a resolution approving an Inter-local Cooperation Agreement between BPTC and the City of Bloomington for the Administration of a Guarantee Ride Home Voucher program for the Transportation Demand Management (TDM) /GO BLOOMINGTON program.

        3. The 23rd Annual Stuff –a- Bus Update.

V.   MANAGER, STAFF AND BOARD REPORTS

    1. GENERAL MANAGER REPORT

    2. NOVEMBER OPERATING STATISTICS – Zac Huneck

    3. NOVEMBER FINANCIAL REPORT -- Christa Browning

    4. NOVEMBER PERSONNEL REPORT – Brenda Underwood

    5. MPO REPORT – Doug Horn

VI.   APPROVAL OF CLAIMS

VII.   COMMENTS FROM THE PUBLIC

VIII.   COMMENTS FROM BOARD MEMBERS

IX.   ADJOURNMENT – NEXT MEETING:   December 20, 2022

## RESOLUTION 22-23

A resolution adopting the revised and updated Agency Safety Plan for the Bloomington Public Transportation Corporation (BPTC).

**WHEREAS,** the Bloomington Public Transportation Corporation is the designated recipient of Federal Transit Administration 5307 funds for the Bloomington Urbanized area; and

**WHEREAS,** the BPTC is required to develop and update the Agency Safety Plan in accordance with 49 C.F.R. Part 673; and

**WHEREAS,** the BPTC is required to formally adopt any changes or updates to the Agency Safety Plan in accordance with 49 C.F.R. Part 673; and

**NOW THEREFORE, BE IT RESOLVED,** by the Board of Directors of the BPTC, that the BPTC Agency Safety Plan dated November 22, 2022 and prepared in accordance with the aforementioned regulations is hereby approved and affirmed as the BPTC Agency Safety Plan effective immediately.

**APPROVE:**                                    **ATTEST:**


_____11-22-22          _____11-22-22
James McLary, Chair                           Nancy Obermeyer, Secretary
Bloomington Public Transportation             Bloomington Public Transportation
Corporation                                   Corporation



Approved the ____ day of _____ 2022.

**RESOLUTION 22-24**

**INTERLOCAL COOPERATION AGREEMENT BETWEEN BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION AND CITY OF BLOOMINTON FOR THE ADMINISTRATION OF GUARANTEE RIDE HOME VOUCHER PROGRAM FOR TRANSPORTATION DEMAND MANAGEMENT OFFERED THROUGH GO BLOOMINGTON**

WHEREAS, the City of Bloomington, Indiana, has established a TDM program known as Go Bloomington, and

WHEREAS, Go Bloomington has established a guarantee ride home program and is in need of transportation service providers, and

WHEREAS Bloomington Public Transportation Corporation (hereinafter "BPTC") has a contract with Transportation Network Companies for on demand Micro-Transit services with flexibility to add new program components to existing contracts, and

WHEREAS, BPTC could seamlessly add a guarantee ride home component to existing contracts on behalf of Go Bloomington, and

WHEREAS, the BPTC and Go Bloomington wish to work cooperatively to promote public transportation as a primary way to reduce single occupancy vehicle travel;

NOW, THEREFORE, the City and BPTC agree as follows:

**Terms:** The Go Bloomington Guarantee Ride Home voucher program will begin on December 5, 2022, and shall be in full force until either party elects to terminate the agreement. Either party must provide a minimum of thirty day notice of intent to terminate the agreement.

**Payment:** Go Bloomington agrees to reimburse BPTC for all costs incurred by BPTC for Guarantee Ride Home services. BPTC shall invoice Go Bloomington monthly for costs incurred. Go Bloomington shall submit payment to BPTC within 30 days of issuance of an invoice.

Dated this _____ of _____, 2022.

CITY OF BLOOMINGTON            BLOOMINGTON PUBLIC
TRANSPORTATION CORPORATION

By: _____      By: _____
    (for) City of Bloomington           James McLary, Chair, BPTC

# Bloomington Public Transportation Corporation
## Monthly Statistics and Performance Indicators

| | January | February | March | April | May | June | July | August | September | October | November | December | YTD Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Ridership | | | | | | | |
| **Fixed Route** | | | | | | | | | | | | | |
| 2022 Passenger Trips | 151,967 | 170,221 | 174,265 | 177,476 | 81,871 | 75,301 | 67,625 | 178,423 | 262,200 | 245,813 | | | 1,585,162 |
| 2021 Passenger Trips | 53,907 | 66,607 | 90,946 | 84,466 | 62,408 | 61,221 | 57,746 | 137,590 | 214,053 | 197,902 | | | 1,026,846 |
| 2021-2022 Change | 98,060 | 103,614 | 83,319 | 93,010 | 19,463 | 14,080 | 9,879 | 40,833 | 48,147 | 47,911 | | | 558,316 |
| 2021-2022 Percent Change | 182% | 156% | 92% | 110% | 31% | 23% | 17% | 30% | 22% | 24% | | | 54% |
| | | | | | | | | | | | | | |
| 2022 Revenue Hours | 7,292 | 7,242 | 7,966 | 7,624 | 6,455 | 6,382 | 5,625 | 7,317 | 7,680 | 7,535 | | | 71,118 |
| 2021 Revenue Hours | 5,469 | 6,927 | 7,221 | 6,921 | 6,241 | 6,360 | 6,271 | 6,670 | 7,646 | 7,278 | | | 67,004 |
| 2022 Passengers Per Rev Hour | 20.84 | 23.50 | 21.88 | 23.28 | 12.68 | 11.80 | 12.02 | 24.38 | 34.14 | 32.62 | | | 22.29 |
| 2021 Passengers Per Rev Hour | 9.86 | 9.62 | 12.59 | 12.20 | 10.00 | 9.63 | 9.21 | 20.63 | 28.00 | 27.19 | | | 15.33 |
| 2022 Revenue Miles | 76,542 | 77,491 | 86,846 | 78,922 | 69,744 | 68,926 | 64,934 | 81,072 | 80,607 | 78,810 | | | 763,894 |
| 2021 Revenue Miles | 62,339 | 78,699 | 81,898 | 78,501 | 70,573 | 71,894 | 70,889 | 74,806 | 81,415 | 76,596 | | | 747,610 |
| 2022 Passengers Per Rev Mile | 1.99 | 2.20 | 2.01 | 2.25 | 1.17 | 1.09 | 1.04 | 2.20 | 3.25 | 3.12 | | | 2.08 |
| 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 | | | 1.37 |
| | | | | | | | | | | | | | |
| **BT Access** | | | | | | | | | | | | | |
| 2022 Passenger Trips | 1,739 | 1,656 | 1,995 | 1,961 | 2,014 | 1,924 | 1,739 | 2,185 | 2,043 | 2,096 | | | 19,352 |
| 2021 Passenger Trips | 1,163 | 1,223 | 1,777 | 1,839 | 1,686 | 1,831 | 1,873 | 2,005 | 2,149 | 2,345 | | | 17,891 |
| 2021-2022 Change | 576 | 433 | 218 | 122 | 328 | 93 | -134 | 180 | -106 | -249 | | | 1,461 |
| 2021-2022 Percent Change | 50% | 35% | 12% | 7% | 19% | 5% | -7% | 9% | -5% | -11% | | | 8% |
| | | | | | | | | | | | | | |
| 2022 Revenue Hours | 781 | 745 | 881 | 859 | 839 | 832 | 781 | 979 | 874 | 924 | | | 8,495 |
| 2021 Revenue Hours | 685 | 700 | 891 | 870 | 779 | 861 | 896 | 954 | 932 | 998 | | | 8,566 |
| 2022 Passengers Per Rev Hour | 2.23 | 2.22 | 2.26 | 2.28 | 2.40 | 2.31 | 2.23 | 2.23 | 2.34 | 2.27 | | | 2.28 |
| 2021 Passengers Per Rev Hour | 1.70 | 1.75 | 1.99 | 2.11 | 2.16 | 2.13 | 2.09 | 2.10 | 2.31 | 2.35 | | | 2.09 |
| 2022 Revenue Miles | 7,501 | 6,967 | 8,183 | 8,054 | 8,258 | 7,696 | 7,501 | 9,524 | 7,834 | 8,599 | | | 80,117 |
| 2021 Revenue Miles | 5,650 | 5,526 | 7,707 | 8,719 | 7,186 | 7,498 | 7,911 | 8,485 | 8,486 | 9,602 | | | 76,770 |
| 2022 Passengers Per Rev Mile | 0.23 | 0.24 | 0.24 | 0.24 | 0.24 | 0.25 | 0.23 | 0.23 | 0.26 | 0.24 | | | 0.24 |
| 2021 Passengers Per Rev Mile | 0.21 | 0.22 | 0.23 | 0.21 | 0.23 | 0.24 | 0.24 | 0.24 | 0.25 | 0.24 | | | 0.23 |
| | | | | | | | | | | | | | |
| **Total Ridership** | | | | | | | | | | | | | |
| 2022 Passenger Trips | 153,706 | 171,877 | 176,260 | 179,437 | 83,885 | 77,225 | 69,364 | 180,608 | 264,243 | 247,909 | | | 1,604,514 |
| 2021 Passenger Trips | 55,070 | 67,830 | 92,723 | 86,305 | 64,094 | 63,052 | 59,619 | 139,595 | 216,202 | 200,247 | | | 1,044,737 |
| 2021-2022 Change | 98,636 | 104,047 | 83,537 | 93,132 | 19,791 | 14,173 | 9,745 | 41,013 | 48,041 | 47,662 | | | 559,777 |
| 2021-2022 Percent Change | 179% | 153% | 90% | 108% | 31% | 22% | 16% | 29% | 22% | 24% | | | 54% |

# Bloomington Public Transportation Corporation
## Monthly Statistics and Performance Indicators

| | January | February | March | April | May | June | July | August | September | October | November | December | YTD Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Safety** | | | | | | | | | | | | | |
| **Accidents** | | | | | | | | | | | | | |
| **Fixed Route** | | | | | | | | | | | | | |
| 2022 Collision Accidents | 13 | 4 | 2 | 4 | 4 | 1 | 2 | 10 | 2 | 4 | | | 46 |
| 2021 Collision Accidents | 2 | 2 | 2 | 2 | 1 | 1 | 2 | 4 | 2 | 8 | | | 26 |
| 2021-2022 Change | 11 | 2 | 0 | 2 | 3 | 0 | 0 | 6 | 0 | -4 | | | 20 |
| 2022 Collision Rate (Per 100k mi) | 16.98 | 5.16 | 2.30 | 5.07 | 5.74 | 1.45 | 3.08 | 12.33 | 2.48 | 5.08 | | | 6.02 |
| 2021 Collision Rate (Per 100k mi) | 3.21 | 2.54 | 2.44 | 2.55 | 1.42 | 1.39 | 2.82 | 5.35 | 2.46 | 10.44 | | | 3.48 |
| | | | | | | | | | | | | | |
| **Fixed Route** | | | | | | | | | | | | | |
| 2022 Preventable Accidents | 8 | 4 | 1 | 3 | 3 | 0 | 0 | 6 | 1 | 0 | | | 26 |
| 2021 Preventable Accidents | 1 | 2 | 2 | 1 | 1 | 0 | 2 | 4 | 1 | 7 | | | 21 |
| 2021-2022 Change | 7 | 2 | -1 | 2 | 2 | 0 | -2 | 2 | 0 | -7 | | | 5 |
| 2022 Preventables Rate (Per 100k mi) | 10.45 | 5.16 | 1.15 | 3.80 | 4.30 | - | - | 7.40 | 1.24 | - | | | 3.40 |
| 2021 Preventables Rate (Per 100k mi) | 1.60 | 2.54 | 2.44 | 1.27 | 1.42 | - | 2.82 | 5.35 | 1.23 | 9.14 | | | 2.81 |
| | | | | | | | | | | | | | |
| **BT Access** | | | | | | | | | | | | | |
| 2022 Collision Accidents | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | | | 5 |
| 2021 Collision Accidents | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | | | 6 |
| 2021-2022 Change | 1 | -1 | 1 | 0 | 1 | 0 | 0 | 0 | -3 | 0 | | | -1 |
| 2022 Collision Rate (Per 100k mi) | 13.33 | 14.35 | 12.22 | - | 12.11 | - | - | 10.50 | - | - | | | 6.24 |
| 2021 Collision Rate (Per 100k mi) | - | 0.00 | - | - | - | - | - | 0.00 | 0.00 | - | | | 0.00 |
| | | | | | | | | | | | | | |
| **BT Access** | | | | | | | | | | | | | |
| 2022 Preventable Accidents | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | | | 2 |
| 2021 Preventable Accidents | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | | | 4 |
| 2021-2022 Change | 0 | -2 | 0 | -1 | 1 | 0 | 0 | 0 | 0 | 0 | | | -2 |
| 2022 Preventables Rate (Per 100k mi) | - | - | - | - | 12.11 | - | - | 10.50 | - | - | | | 2.50 |
| 2021 Preventables Rate (Per 100k mi) | - | 0.00 | - | 0.00 | - | - | - | 0.00 | - | - | | | 0.00 |
| | | | | | | | | | | | | | |
| **Roadcalls** | | | | | | | | | | | | | |
| **Fixed Route** | | | | | | | | | | | | | |
| 2022 Roadcalls | 13 | 10 | 4 | 0 | 8 | 5 | 7 | 5 | 2 | 8 | | | 62 |
| 2021 Roadcalls | 0 | 6 | 9 | 9 | 2 | 9 | 11 | 14 | 7 | 6 | | | 73 |
| 2021-2022 Change | 13 | 4 | -5 | -9 | 6 | -4 | -4 | -9 | -5 | 2 | | | -11 |
| | | | | | | | | | | | | | |
| **BT Access** | | | | | | | | | | | | | |
| 2022 Roadcalls | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 1 |
| 2021 Roadcalls | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 |
| 2021-2022 Change | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 1 |

# Monthly Management Report 2022
**Bloomington Public Transportation Corporation**
**Monthly Statistics and Performance Indicators**

**Fixed Route:**

| | January | February | March | April | May | June | July | August | September | October | November | December | YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total Passengers | 151,967 | 170,221 | 174,265 | 177,476 | 81,871 | 75,301 | 67,625 | 178,423 | 262,200 | 245,813 | | | 1,585,162 |
| Revenue Miles | 76,542 | 74,832 | 84,105 | 78,922 | 69,744 | 68,926 | 64,934 | 81,072 | 80,607 | 78,810 | | | 758,494 |
| Total Miles | 79,009 | 77,491 | 86,846 | 82,062 | 72,314 | 71,552 | 67,352 | 82,760 | 83,781 | 81,957 | | | 785,124 |
| Revenue Hours | 7,292 | 7,242 | 7,966 | 7,624 | 6,455 | 6,382 | 5,625 | 7,317 | 7,680 | 7,535 | | | 71,118 |
| Total Hours | 7,450 | 7,411 | 8,151 | 7,838 | 6,627 | 6,451 | 5,798 | 7,527 | 7,909 | 7,761 | | | 72,922 |
| Revenue | $ 24,883.14 | $ 21,853.78 | $ 25,733.95 | $333,079.62 | $ 127,379.99 | $ 125,228.00 | $128,728 | $ 176,096 | $ 163,838 | $ 155,146 | | | $ 1,281,967 |
| Road Calls | 13 | 10 | 4 | 0 | 8 | 5 | 7 | 5 | 2 | 8 | | | 62 |
| Collision Accidents | 13 | 4 | 3 | 4 | 4 | 1 | 2 | 10 | 2 | 4 | | | 47 |
| On Time Performance | 75.2% | 75.3% | 68.3% | 71.6% | 74.1% | 75.8% | 76.1% | 72.5% | 69.4% | 68.5% | | | 72.7% |
| PM Inspection OT % | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | | | 100.00% |

**Paratransit:**

| | January | February | March | April | May | June | July | August | September | October | November | December | YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total Passengers | 1,739 | 1,656 | 1,995 | 1,961 | 2,014 | 1,924 | 1,739 | 2,181 | 2,043 | 2,096 | | | 19,348 |
| Revenue Miles | 7,501 | 6,967 | 8,183 | 8,054 | 8,258 | 7,696 | 7,501 | 9,524 | 7,834 | 8,599 | | | 80,117 |
| Total Miles | 8,277 | 7,621 | 8,983 | 8,852 | 9,032 | 8,503 | 8,277 | 10,583 | 8,759 | 9,349 | | | 88,236 |
| Revenue Hours | 781 | 745 | 881 | 859 | 839 | 832 | 781 | 979 | 874 | 924 | | | 8,496 |
| Total Hours | 843 | 803 | 946 | 922 | 901 | 889 | 843 | 1,064 | 950 | 980 | | | 9,139 |
| Revenue | $1,934 | $3,009 | $3,640 | $3,671 | $4,823 | $2,230 | $4,310 | $4,273 | $3,521 | $3,897 | | | $ 35,308.79 |
| Road Calls | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 1 |
| Collision Accidents | 0 | 4 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | | | 6 |
| On Time Performance | 92.1% | 92.3% | 92.2% | 92.0% | 92.1% | 93.5% | 92.1% | 92.8% | 90.9% | 94.2% | | | 92.4% |
| PM Inspection OT % | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100% | 100.00% | 100.00% | | | 100.0% |
| Trip Denials | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | 1 |
| Missed Trips | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 2 | 1 | | | 6 |
| Excessive Long Trips | 5 | 4 | 6 | 5 | 8 | 0 | 5 | 6 | 3 | 1 | | | 43 |
| Average Phone Hold Time (sec) | 23 | 16.6 | 28.6 | 19 | 24.3 | 20.6 | 23 | 24 | 26.3 | 25.4 | | | 23 |

| Bloomington Public Transportation Corporation | | | |
|---|---|---|---|
| Uber and Lyft On-Demand Monthly Summary | | | |
| Oct-22 | | | |
| | Lyft | Uber | Total |
| BT Late Nite | | | |
| Active Users | 402 | 540 | |
| Avg Subsidy | $12.51 | $9.17 | |
| Total Subsidy | $18,758.31 | $16,527.35 | $35,285.66 |
| Trips | 1500 | 1802 | 3302 |
| Eastside On-Demand | | | |
| Active Users | 77 | 69 | |
| Avg Subsidy | $11.32 | $7.34 | |
| Total Subsidy | $2,422.48 | $1,944.28 | $4,366.76 |
| Trips | 214 | 265 | 479 |
| Dispatched Trips | | | |
| Dispatched Trips Avg Subsidy | $12.57 | $13.52 | |
| Dispatched Trips Total Subsidy | $125.73 | $1,067.82 | $1,193.55 |
| Dispatched Trips | 10 | 79 | 79 |
| Totals | | | |
| Total Trips | 1793 | 2146 | 3939 |
| Total Cost | $21,306.52 | $19,539.45 | $40,845.97 |

# BPTC Peer Analysis
## 2019-2022

| 2019 | | | | |
|---|---|---|---|---|
| Agency | Passenger Trips | % Annual Change | Revenue Hours | % Annual Change |
| *BT* | 3,159,071 | 1.7% | 95,287 | 0.9% |
| Athens, GA | 1,273,010 | -17.5% | 80,454 | 17.3% |
| Charlottesville, VA | 1,871,952 | -8.8% | 108,033 | 4.1% |
| Flagstaff, AZ | 2,541,353 | 4.1% | 75,264 | 0.4% |
| Iowa City, IA | 1,486,351 | -59.7% | 54,967 | -23.3% |
| Missoula, MT | 1,556,774 | -0.9% | 50,193 | -0.2% |
| Muncie, IN | 1,352,341 | 1.1% | 53,614 | 0.3% |
| Lafayette, IN | 5,068,309 | 7.5% | 145,673 | 2.7% |

| 2020 | | | | |
|---|---|---|---|---|
| Agency | Passenger Trips | % Annual Change | Revenue Hours | % Annual Change |
| *BT* | 1,365,698 | -56.8% | 77,706 | -18.5% |
| Athens, GA | 1,338,285 | 5.1% | 76,050 | -5.5% |
| Charlottesville, VA | 1,323,176 | -29.3% | 54,753 | -49.3% |
| Flagstaff, AZ | 2,097,814 | -17.5% | 69,720 | -7.4% |
| Iowa City, IA | 1,156,346 | -22.2% | 51,710 | -5.9% |
| Missoula, MT | 1,225,842 | -21.3% | 45,646 | -9.1% |
| Muncie, IN | 776,077 | -42.6% | 50,997 | -4.9% |
| Lafayette, IN | 2,302,309 | -54.6% | 123,104 | -15.5% |

| 2021 | | | | |
|---|---|---|---|---|
| Agency | Passenger Trips | % Annual Change | Revenue Hours | % Annual Change |
| *BT* | 1,308,487 | -4.2% | 81,057 | 4.1% |
| Athens, GA | 627,821 | -53.1% | 60,489 | -25.7% |
| Charlottesville, VA | 617,010 | -53.4% | 74,987 | 27.0% |
| Flagstaff, AZ | 924,728 | -55.9% | 72,738 | 4.1% |
| Iowa City, IA | 525,416 | -54.6% | 54,787 | 5.6% |
| Missoula, MT | 767,771 | -37.4% | 45,192 | -1.0% |
| Muncie, IN | 712,271 | -8.2% | 49,120 | -3.8% |
| Lafayette, IN | 2,469,660 | 7.3% | 137,399 | 10.4% |

| 2022 thru September | | | | |
|---|---|---|---|---|
| Agency | Passenger Trips | % Annual Change | Revenue Hours | % Annual Change |
| *BT* | 1,339,221 | 61.5% | 63,583 | 6.5% |
| Athens, GA | 706,913 | 21.0% | 51,054 | 4.0% |
| Charlottesville, VA | . | . | . | . |
| Flagstaff, AZ | 968,465 | 31.3% | 51,339 | -9.7% |
| Iowa City, IA | 666,212 | 38.0% | 36,006 | -10.0% |
| Missoula, MT | 690,777 | 15.8% | 43,334 | 30.0% |
| Muncie, IN | 589,954 | 11.4% | 37,070 | 1.0% |
| Lafayette, IN | 2,539,932 | 60.6% | 99,883 | -1.9% |

# BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
# FINANCIAL NARRATIVE FOR THE MONTH ENDING
# OCTOBER 31, 2022

## Operating Expenses

Operating expenses for October totaled $575,987 bringing year-to-date operating expenses to $6,724,508. Salary and Fringe benefits expense for October were $385,974. This represents a decrease from September due to the timing of payrolls and payroll accruals. Materials and Supplies for October were $41,394. This represents a decrease from September contributed to the timing of parts and supplies purchased and their usage as well as no fuel paid during October whereas September had two months of fuel paid. Services and Utilities expense for the month totaled $148,619. This represents an increase from September due to an increase in Uber and Lyft charges and accident insurance claims. Through October, BT had spent 67% of the 2022 operating budget with 83% of the year completed.

## Operating Revenues

Operating revenues for October totaled $793,267. Operating revenues exceeded operating expenses by $1,566,355 through October.

## Capital Expenditures

There were no material capital expenditures during October.

### Operating Cash Balance

| October 31, 2022 | October 31, 2021 | Change |
|---|---|---|
| $12,346,163 | $9,815,197 | $2,530,966 increase |

## Self - Insurance Fund

Medical monthly premium and claims expense for October were $97,250.

### Self-Insurance Cash Balance

| October 31, 2022 | October 31, 2021 | Change |
|---|---|---|
| $174,140 | $256,907 | $82,767 decrease |

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

| | MONTH ENDING 10/31/2022 | MONTH ENDING 10/31/2021 | % CHANGE | YTD 10/31/2022 | YTD 10/31/2021 | % CHANGE |
|---|---|---|---|---|---|---|
| **Operating Expenses:** | | | | | | |
| Salary and Fringe Benefits | $ 385,974 | $528,687 | -27% | $ 4,576,429 | $4,151,446 | 10% |
| Materials and Supplies | 41,394 | 73,754 | -44% | 1,022,288 | 644,389 | 59% |
| Services and Utilities | 148,619 | 109,874 | 35% | 1,125,791 | 1,025,955 | 10% |
| Total Operating Expenses | 575,987 | 712,315 | -19% | 6,724,508 | 5,821,790 | 16% |
| | | | | | | |
| **Operating Revenues:** | | | | | | |
| Local Tax Revenue | 154,333 | 154,085 | 0% | 1,833,334 | 1,803,058 | 2% |
| Fare Revenue | 159,043 | 101,645 | 56% | 1,246,773 | 644,170 | 94% |
| Other Locally Derived Revenue | 69,891 | 13,235 | 428% | 590,776 | 297,912 | 98% |
| Total Locally Derived Revenue | 383,267 | 268,965 | 42% | 3,670,883 | 2,745,140 | 34% |
| | | | | | | |
| Federal Operating Grants | 410,000 | 196,000 | 109% | 2,040,708 | 2,106,000 | -3% |
| State Operating Grants (PMTF) | - | - | 0% | 2,579,272 | 2,212,843 | 17% |
| Total Operating Revenues | 793,267 | 464,965 | 71% | 8,290,863 | 7,063,983 | 17% |
| | | | | | | |
| Operating Gain/(Loss) | 217,280 | (247,350) | | 1,566,355 | 1,242,193 | |
| | | | | | | |
| Federal Capital Grants | - | - | #DIV/0! | 121,778 | 1,803,860 | -93% |
| State Capital Grants | - | - | #DIV/0! | - | - | #DIV/0! |
| Transfer from Capital Reserve | - | - | #DIV/0! | - | - | #DIV/0! |
| Revenue from Capital Grants/Reserve | - | - | #DIV/0! | 121,778 | 1,803,860 | -93% |
| | | | | | | |
| **Capital Expenditures:** | 7,263 | 19,380 | -63% | 232,051 | 2,302,115 | -90% |
| | | | | | | |
| Capital Gain/(Loss) | (7,263) | (19,380) | | (110,273) | (498,255) | |
| | | | | | | |
| **Net Gain/(Loss)** | 210,017 | (266,730) | | 1,456,082 | 743,938 | |

# BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
## FINANCIAL NARRATIVE FOR THE MONTH ENDING
## OCTOBER 31, 2022

## Operating Expenses

Operating expenses for October totaled $575,987 bringing year-to-date operating expenses to $6,724,508. Salary and Fringe benefits expense for October were $385,974. This represents a decrease from September due to the timing of payrolls and payroll accruals. Materials and Supplies for October were $41,394. This represents a decrease from September contributed to the timing of parts and supplies purchased and their usage as well as no fuel paid during October whereas September had two months of fuel paid. Services and Utilities expense for the month totaled $148,619. This represents an increase from September due to an increase in Uber and Lyft charges and accident insurance claims. Through October, BT had spent 67% of the 2022 operating budget with 83% of the year completed.

## Operating Revenues

Operating revenues for October totaled $793,267. Operating revenues exceeded operating expenses by $1,566,355 through October.

## Capital Expenditures

There were no material capital expenditures during October.

### Operating Cash Balance

| October 31, 2022 | October 31, 2021 | Change |
|---|---|---|
| $12,346,163 | $9,815,197 | $2,530,966 increase |

## Self - Insurance Fund

Medical monthly premium and claims expense for October were $97,250.

### Self-Insurance Cash Balance

| October 31, 2022 | October 31, 2021 | Change |
|---|---|---|
| $174,140 | $256,907 | $82,767 decrease |

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

| | MONTH ENDING 10/31/2022 | MONTH ENDING 10/31/2021 | % CHANGE | YTD 10/31/2022 | YTD 10/31/2021 | % CHANGE |
|---|---|---|---|---|---|---|
| **Operating Expenses:** | | | | | | |
| Salary and Fringe Benefits | $ 385,974 | $528,687 | -27% | $ 4,576,429 | $4,151,446 | 10% |
| Materials and Supplies | 41,394 | 73,754 | -44% | 1,022,288 | 644,389 | 59% |
| Services and Utilities | 148,619 | 109,874 | 35% | 1,125,791 | 1,025,955 | 10% |
| **Total Operating Expenses** | 575,987 | 712,315 | -19% | 6,724,508 | 5,821,790 | 16% |
| | | | | | | |
| **Operating Revenues:** | | | | | | |
| Local Tax Revenue | 154,333 | 154,086 | 0% | 1,833,334 | 1,803,058 | 2% |
| Fare Revenue | 159,043 | 101,646 | 56% | 1,246,773 | 644,170 | 94% |
| Other Locally Derived Revenue | 69,891 | 13,235 | 428% | 590,776 | 297,912 | 98% |
| **Total Locally Derived Revenue** | 383,267 | 268,965 | 42% | 3,670,883 | 2,745,140 | 34% |
| | | | | | | |
| Federal Operating Grants | 410,000 | 196,000 | 109% | 2,040,708 | 2,106,000 | -3% |
| State Operating Grants (PMTF) | - | - | 0% | 2,579,272 | 2,212,843 | 17% |
| **Total Operating Revenues** | 793,267 | 464,965 | 71% | 8,290,863 | 7,063,983 | 17% |
| | | | | | | |
| Operating Gain/(Loss) | 217,280 | (247,350) | ■ | 1,566,355 | 1,242,193 | ■ |
| | | | | | | |
| Federal Capital Grants | - | - | #DIV/0! | 121,778 | 1,803,860 | -93% |
| State Capital Grants | - | - | #DIV/0! | - | - | #DIV/0! |
| Transfer from Capital Reserve | - | - | #DIV/0! | - | - | #DIV/0! |
| **Revenue from Capital Grants/Reserve** | - | - | #DIV/0! | 121,778 | 1,803,860 | -93% |
| | | | | | | |
| **Capital Expenditures:** | 7,263 | 19,380 | -63% | 232,051 | 2,302,115 | -90% |
| | | | | | | |
| Capital Gain/(Loss) | (7,263) | (19,380) | ■ | (110,273) | (498,255) | ■ |
| | | | | | | |
| **Net Gain/(Loss)** | 210,017 | (266,730) | ■ | 1,456,082 | 743,938 | ■ |

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

| | Monthly New Hires | Monthly Terminations | End of Month Vacancies |
|---|---|---|---|
| Administrative Staff | 0 | 0 | 0 |
| Fixed Route Drivers | 3 | 3 | 9 |
| BT Access Drivers | 0 | 0 | 0 |
| Mechanics | 0 | 0 | 1 |
| Service Person | 0 | 0 | 0 |
| Service Attendants | 0 | 1 | 1 |
| Total | 3 | 4 | 10 |

# Public Transportation Agency Safety Plan for Bloomington Public Transportation Corporation (BPTC)

## 1. Transit Agency Information

| Transit Agency Name | Bloomington Public Transportation Corporation |
| --- | --- |
| Transit Agency Address | 130 West Grimes Lane, Bloomington, IN 47403 |
| Name and Title of Accountable Executive | John Connell, General Manager |
| Name of Chief Safety Officer or SMS Executive | Mike Clark |

| Mode(s) of Service Covered by This Plan | Fixed Route Bus; Paratransit | List All FTA Funding Types (e.g., 5307, 5337, 5339) | 5307, 5310, 5339 |
| --- | --- | --- | --- |

| Mode(s) of Service Provided by the Transit Agency (DireBPTCly operated or contraBPTCed service) | Fixed Route Service is directly operated by BPTC.<br>Paratransit is also directly operated by BPTC. | | |
| --- | --- | --- | --- |

| Does the agency provide transit services on behalf of another transit agency or entity? | Yes ☐ | No ☒ | Description of Arrangement(s) | |
| --- | --- | --- | --- | --- |

| Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided | not applicable |
| --- | --- |

## 2. Plan Development, Approval, and Updates

| Name of Entity That Drafted This Plan | Mike Clark, Operations Manager<br>John Connell, General Manager | |
| --- | --- | --- |
| Signature by the Accountable Executive | Signature of Accountable Executive | Date of Signature |

| Approval by the Board of Directors or an Equivalent Authority | Name of Individual/Entity That Approved This Plan | Date of Approval |
|---|---|---|
| | Bloomington Public Transportation Corporation Board of Directors | |
| | **Relevant Documentation (Title and Location)** | |
| | Resolution 20-13; approval of Bloomington Public Transportation Corporation's Agency Safety Plan. | |
| Certification of Compliance | Name of Individual/Entity That Certified This Plan | Date of Certification |
| | | |
| | **Relevant Documentation (Title and Location)** | |
| | | |

## Version Number and Updates

*Record the complete history of successive versions of this plan.*

| Version Number | Section/Pages Affected | Reason for Change | Date Issued |
|---|---|---|---|
| 1 | | New Document | |
| 2 | 1-15 | Revised | December 2022 |
| | | | |
| | | | |

## Annual Review and Update of the Agency Safety Plan

*Describe the process and timeline for conducting an annual review and update of the ASP.*

The plan will be jointly reviewed and updated by the Chief Safety Officer and General Manager by July 1 of each year. The Accountable executive will review and approve any changes, signing the new ASP, then forward to the board of directors for review and approval.

# 3. Safety Performance Targets

## Safety Performance Targets

*Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. This ASP addresses all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.*

| Safety Targets Mode of Transit Service | Fatalities (Total) | Fatalities (per 1 million VRM) | Injuries (Total) | Injuries (per 1 million VRM) | Safety Events (Total) | Safety Events (per 1 million VRM) | System Reliability (VRM / Failure) |
|---|---|---|---|---|---|---|---|
| Fixed Route | 0 | 0 | 1 | 2.00 | 7 | 7.00 | 10,000 |
| | Fatalities (Total) | Fatalities (per 200,000 VRM) | Injuries (Total) | Injuries (per 200,000 VRM) | Safety Events (Total) | Safety Events (per 200,000 VRM) | System Reliability (VRM / Failure) |
| Demand Response | 0 | 0 | 1 | 1.30 | 1 | 1.30 | 60,000 |

**Safety Performance Target Coordination**

*Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.*

BPTC shall develop proposed targets on an annual basis and submit the proposed targets to the Bloomington/Monroe County Metropolitan Planning Organization (MPO) for review and comment. Discussion with the MPO staff on proposed targets will be completed with the goal of reaching consensus on the proposed targets before completing the annual update of the ASP.

| Targets Transmitted to the State | State Entity Name | Date Targets Transmitted |
|---|---|---|
| | Indiana Department of Transportation | |

| Targets Transmitted to the Metropolitan Planning Organization(s) | Metropolitan Planning Organization Name | Date Targets Transmitted |
|---|---|---|
| | Bloomington Monroe County MPO | |

# 4. Safety Management Policy

**Safety Management Policy Statement**

*Use the written statement of safety management policy, including safety objectives.*

Safety is a core value at BPTC and managing safety is a core business function. We will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the public. BPTC is committed to the following safety objectives:

• Communicating the purpose and benefits of the Safety Management System (SMS) to Senior staff, managers, supervisors, and employees.

• Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through BPTC's Employee Safety Reporting Program (ESRP), unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.

• Providing appropriate management involvement and the necessary resources to establish an effective ESRP that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team.

• Identifying hazardous and unsafe work conditions and analyzing data from the ESRP. (After thoroughly analyzing provided data, the transit operations division will develop processes and procedures to mitigate safety risk to an acceptable level.)

• Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

John Connell, General Manager and Accountable Executive

## Safety Management Policy Communication

*Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.*

The Chief Safety Officer, who leads BPTC's SMS actiivities, introduced our staff to SMS principles in June 2020, at an Senior Management Meeting. BPTC's Safety Management Policy Statement was also distributed to each employee in the form of a handout during this Senior Staff Meeting. BPTC also posts copies of the Safety Management Policy Statement on bulletin boards at headquarters and in the operations and maintenance break areas of the operating division. BPTC has incorporated review and distribution of the Safety Management Policy Statement into new-hire training and all-staff annual refresher training.

## Authorities, Accountabilities, and Responsibilities

*Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).*

| | |
|---|---|
| **Accountable Executive** | The General Manager serves as BPTC's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:<br>• Controls and directs BPTCs human and capital resources needed to develop and maintain the ASP and SMS.<br>• Designates an adequately trained Chief Safety Officer who is a direct report.<br>• Ensures that BPTC's SMS is effectiively implemented<br>• Ensures action is taken to address substandard performance in BPTC's SMS.<br>• Assumes ultimate responsibility for carrying out BPTC's ASP and SMS.<br>• Maintains responsibility for carrying out the agency's Transit Asset Management Plan. |
| **Chief Safety Officer or SMS Executive** | The Accountable Executive designates the Operations Manager as BPTC's Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:<br>• Develops BPTC's ASP and SMS policies and procedures.<br>• Ensures and oversees day-to-day implementation and operation of BPTC's SMS.<br>• Manages BPTC's ESRP.<br>• Chairs the BPTC Safety Committee and<br>    o Coordinates the activities of the committee;<br>    o Establishes and maintains BPTC's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and<br>    o Maintains and distributes minutes of committee meetings.<br>• Advises the Accountable Executive on SMS progress and status.<br>• Identifies substandard performance in BPTC's SMS and develops action plans for approval by the Accountable Executive.<br>• Ensures BPTC policies are consistent with BPTC's safety objectives.<br>• Provides Safety Risk Management (SRM) expertise and support for other BPTC personnel who conduct and oversee Safety Assurance activities. |
| **Agency Leadership and Executive Management** | Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of BPTC's SMS under this plan. BPTC Agency Leadership and Executive Management include:<br>• Maintenance Manager,<br>• Human Resources Manager, |

| | |
|---|---|
| | • Operations managers and supervisors.<br><br>BPTC Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:<br>• Participate as members of BPTC's Safety Committee<br>• Complete training on SMS and BPTC's ASP elements.<br>• Oversee day-to-day operations of the SMS in their departments.<br>• Modify policies in their departments consistent with implementation of the SMS, as necessary.<br>• Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness. |
| **Key Staff** | BPTC uses the Safety Committee, as well as annual Drivers' Meeting and weekly Senior Staff Meetings, to support its SMS and safety programs:<br>• Safety Committee: Any safety hazards reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the monthly meeting. The Safety Committee members should include equal numbers of management and front line employees who meet monthly to review issues and make recommendations to improve safety.<br>• Drivers' Meetings: A permanent agenda item in all monthly Drivers' Meetings is dedicated to safety. Safety issues are discussed and documented.<br>• Annual All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented. |

## Employee Safety Reporting Program (ESRP)

*Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).*

BPTC's ESRP encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

• Report conditions directly to the dispatcher, who will email the concern to ESRP@bloominton transit.com.

• Report conditions anonymously via a locked comment box in the driver area.

• Report conditions using their name or anonymously to ESRP@bloomingtontransit.com.

• Report conditions directly to any supervisor, manager, or dispatcher. Examples of information typically reported include:

  • Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);

  • Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);

  • Events that senior managers might not otherwise know about (for example, near misses); and

  • Information about why a safety event occurred (for example, radio communication challenges).

On a daily basis, the Chief Safety Officer reviews the dispatch daily Operations Log, checks the comment box and dedicated email address, and documents identified safety conditions in the Safety Risk Register. BPTC's Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through BPTC's SRM process and that reported deficiencies and non-compliance with rules or procedures are managed through BPTC's Safety Assurance process. BPTC's Chief Safety Officer discusses actions taken to address reported safety conditions during the quarterly All-Staff Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee follows up directly with the employee when BPTC determines whether or not to take action and after any mitigations are implemented. BPTC encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, BPTC may take disciplinary action if the report involves any of the following:

• Willful participation in illegal activity, such as assault or theft;

- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or

- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

# 5. Safety Risk Management

BPTC uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to BPTC's leadership. BPTC's SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary. BPTC's Chief Safety Officer leads BPTC's SRM process, working with BPTC's Safety Committee to identify hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of BPTC's SRM process are documented in our Safety Risk Register and referenced materials. BPTC's SRM process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision. In carrying out the SRM process, BPTC uses the following terms:

• Event – Any accident, incident, or occurrence that meets the threshold of a S&S 40 or S&S 50 under NTD Safety and Security.

• Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to BPTC; or damage to the environment.

• Risk – Composite of predicted severity and likelihood of the potential effects of a hazard.

• Risk Mitigation – Method(s) to eliminate or reduce the effects of hazards.

• Consequence – An effect of a hazard involving injury, illness, death, or damage to BPTC property or the environment.


Safety Hazard Identification


The safety hazard identification process offers BPTC the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

• ESRP;

• Review of vehicle camera footage;

• Review of monthly performance data and safety performance targets;

• Observations from supervisors, bus operators, mechanics and all other employees.

• Maintenance reports;

• Comments and concerns from customers, passengers, and third parties, including BPTC's transit insurance pool and vendors;

• Safety Committee, Drivers', and All-Staff Meetings;

• Results of audits and inspections of vehicles and facilities;

• Results of training assessments;

• Investigations into safety events, incidents, and occurrences; and

• Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).


When a safety concern is observed by BPTC's management or supervisory personnel, whatever the source, it is reported to BPTC's Chief Safety Officer. Procedures for reporting hazards to BPTC's Chief Safety Officer are reviewed during All-Staff Meetings and in the Safety Committee. BPTC's Chief Safety Officer also receives employee reports from the ESRP, customer comments related to safety, and the dispatch daily Operations Log. BPTC's Chief Safety Officer reviews these sources for hazards and documents them in BPTC's Safety Risk Register.

BPTC's Chief Safety Officer also may enter hazards into the Safety Risk Register based on their review of BPTC's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

BPTC's Chief Safety Officer may conduct further analyses of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, BPTC's Chief Safety Officer may:

• Reach out to the reporting party, if available, to gather all known information about the reported hazard;

• Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;

• Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;

• Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);

• Contact other departments that may have association with or technical knowledge relevant to the reported hazard;

• Review any past reported hazards of a similar nature; and

• Evaluate tasks and/or processes associated with the reported hazard.

BPTC's Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during monthly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities. Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or AnyState environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

Safety Risk Assessment

BPTC assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk. The Chief Safety Officer and Safety Committee assess prioritized hazards using BPTC's Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level. This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

• "High" hazard ratings will be considered unacceptable and require action from BPTC to mitigate the safety risk,

• "Medium" hazard ratings will be considered undesirable and require BPTC's Safety Committee to make a decision regarding their acceptability, and

• "Low" hazard ratings may be accepted by the Chief Safety Officer without additional review.

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk.

The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Safety Risk Register, using the BPTC Safety Risk Assessment Matrix, with the Safety Committee. The Chief Safety Officer will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Chief Safety Officer will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

Safety Risk Mitigation

BPTC's Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. BPTC can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. BPTC's Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during bimonthly meetings and to BPTC staff upon request.

In the Safety Risk Register, BPTC's Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

# 6. Safety Assurance

| Safety Performance Monitoring and Measurement |
| --- |
| Describe activities to monitor the system for compliance with procedures for operations and maintenance. |
| Through our Safety Assurance process, BPTC:<br>• Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;<br>• Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended; • Investigates safety events to identify causal factors; and<br>• Analyzes information from safety reporting, including data about safety failures, defects, or conditions |
| Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. |
| BPTC has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:<br>• Safety audits,<br>• Informal inspections,<br>• Regular review of onboard camera footage to assess drivers and specific incidents,<br>• Safety surveys,<br>• ESRP,<br>• Investigation of safety occurrences,<br>• Safety review prior to the launch or modification of any facet of service,<br>• Daily data gathering and monitoring of data related to the delivery of service, and<br>• Regular vehicle inspections and preventative maintenance. |

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

*Describe activities to conduct investigations of safety events, including the identification of causal factors.*

BPTC maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see BPTC Safety Event Investigation Procedures Manual for specific procedures for conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by Indiana Department of Motor Vehicles. The Chief Safety Officer maintains all documentation of BPTC's investigation policies, processes, forms, checklists, activities, and results. As detailed in BPTC's procedures, an investigation report is prepared and sent to the Safety Committee for integration into their analysis of the event. BPTC's Safety Committee consists of eight members that represent management, the union, operations, and maintenance. The Chief Safety Officer chairs the Safety Committee. BPTC's Safety Committee reviews safety related items to determine whether:

• The decision by Management on accidents is adequate.

• Personnel require retraining;

• The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and

• The accident appears to involve underlying organizational causal factors beyond just individual employee behavior

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

*Describe activities to monitor information reported through internal safety reporting programs.*

BPTC monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing BPTC processes and activities before assigning new information collection activities.

BPTC's Chief Safety Officer and Safety Committee will review the performance of individual safety risk mitigations during -monthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

BPTC's Chief Safety Officer and Safety Committee will also monitor BPTC's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

• Reviewing results from accident, incident, and occurrence investigations;

• Monitoring employee safety reporting;

• Reviewing results of internal safety audits and inspections; and

• Analyzing operational and safety data to identify emerging safety concerns.

The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities. The Safety Officer and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Safety Committee ensure that the concerns are investigated or analyzed through BPTC's SRM process.

The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning BPTC's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

# 7. Safety Promotion

BPTC's comprehensive safety training program applies to all BPTC employees directly responsible for safety, including:
• Bus vehicle operators,
• Dispatchers,
• Maintenance technicians,
• Managers and supervisors,
• Agency Leadership and Executive Management,
• Chief Safety Officer, and
• Accountable Executive.

BPTC dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Basic training requirements for BPTC employees, including frequencies and refresher training, are documented in the BPTC Employee Handbook. Operations safety-related skill training includes the following:
• New-hire bus vehicle operator classroom and hands-on skill training,
• Bus vehicle operator refresher training,
• Bus vehicle operator retraining (recertification or return to work),
• Classroom and on-the-job training for dispatchers,
• Classroom and on-the-job training for operations supervisors and managers, and
• Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following:
• Ongoing vehicle maintenance technician skill training,
• Ongoing skill training for vehicle maintenance supervisors,
• Accident investigation training for vehicle maintenance supervisors,
• Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
• Training provided by vendors.

BPTC's Accountable Executive and Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training and an executive session on safety management sponsored by BPTC's transit insurance pool.

BPTC's Chief Safety Officer, Human Resources Manager  coordinate BPTC's safety communication activities for the SMS. BPTC's activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

 • Communicating safety and safety performance information throughout the agency: BPTC communicates information on safety and safety performance in its quarterly newsletter and during quarterly All-Staff Meetings. BPTC also has a permanent agenda item in all Drivers' Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact

BPTC's service or safety performance, and updates regarding SMS implementation. BPTC also requests information from drivers during these meetings, which is recorded in meeting minutes. Finally, BPTC's Human Resources Manager posts safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

• Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, BPTC distributes safety policies and procedures, included in the BPTC Employee Handbook, to all employees. BPTC provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, BPTC's Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.

• Informing employees of safety actions taken in response to reports submitted through the ESRP. BPTC provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

# Additional Information

| Supporting Documentation |
| --- |
| *Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this Plan.* |
| BPTC will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.<br><br>The implementation of the ASP shall begin 30 days after FTA approval.  BPTC will follow polices outlined in the BPTC policy manual and training program. |

**Definitions of Special Terms Used in the ASP**

CT incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

• Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

• Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

• Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

• Event means any Accident, Incident, or Occurrence that meets the threshold of the S&S 40 and the S&S 50 under NTD Safety and Security.

• Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

• Incident means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

• Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

• National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

• Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

• Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

• Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

• Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

• Public Transportation Agency Safety Plan (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

• Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

• Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

• Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

• Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

• Safety Management System means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
  • Safety performance target means a performance target related to safety management activities.

• Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

• Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

• Safety Risk Management means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

• Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
• Transit agency means an operator of a public transportation system.

• Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR

| Acronym | Word or Phrase |
|---|---|
| ADA | American's with Disabilities ABPTC of 1990 |
| ASP | Agency |
| CFR | Code of Federal Regulations |
| CT | County Transit |
| ESRP | Employee Safety Reporting Program |
| FTA | Federal Transit Administration |
| MPO | Metropolitan Planning Organization |
| Part 673 | 49 CFR Part 673 (Public Transportation Agency Safety Plan) |
| SMS | Safety Management System |
| SRM | Safety Risk Management |
| U.S.C. | United States Code |
| VRM | Vehicle |

# REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC)   October 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 virtual electronic means.

Join Zoom Meeting at the following link:

http://us02web.zoom.us/j/88006299587?pwd=eUlUUElKYitnU1E3S2VrWko5L0Urdz09
Meeting ID: 880 0629 9587
Passcode: 046046

## One Tap Mobile
+13017158592,,88920130363#,,,,*212598 # US (Washington DC)
+116465588656,,89358499662#,,,,*212598# 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: 880 0629 9587
Passcode: 046046

## ROLL CALL

Board Members and staff present: Chair James McLary, Secretary Nancy Obermeyer, Board Member Doug Horn, Board Member Marilyn Hartman, Vice Chair Kent McDaniel, General Manager, John Connell, Controller, Christa Browning, Planning and Special Projects Manager, Zac Huneck, and Operations Manager Mike Clark.

Members of the Public: No members of the public present.

The following additional persons were also present via Zoom. Heidi Heppenstiel, Justin Vanleeuwen, and B Square Beacon Dave Askins.

# OLD BUSINESS

General Manager John Connell stated per the request of the Board, a thank you letter was sent to the City Council recognizing BPTC's appreciation of unanimously passing City Council Resolution 22-16. He said Resolution 22-16 was forwarded to Rothberg for review. He said the Resolution was reviewed by Tom Trent, a Rothberg attorney who recently worked with Citi-Link in Fort Wayne to draft a Fort Wayne City Council Resolution approving service expansion for Citi-Link.

Mr. Connell said Tom Trent reviewed the City of Bloomington's Resolution 22-16, and stated in an email "the City Council Resolution is nothing more than a statement of support". Mr. Connell requested a formal legal review from Rothberg to outline options if the BPTC Board of Directors choose to pursue service expansion outside of the city limits.

Mr. Connell stated at the request of the Board, himself and staff have explored options for providing service to the Daniel's way corridor. He said we have identified two preliminary options.

Option 1: Expand the existing #3 route and current schedule. He said although this seems to be the simplest and least costly approach it is not recommended for the following reasons:

- He said adding the additional mileage and time to the existing #3 route while keeping the existing schedule would result with chronic schedule adherence issues. He said the addition of 3.5 miles may seem insignificant but it would bring the total route mileage to 18 total miles. He said keeping the route on sixty minute headway would not be possible.

Option 2: Expand the existing #3 route and create a new schedule with the addition of a third bus:

- He said we can preserve 30 minute headway by adding one bus. He noted the route pattern would be 90 minutes with three buses to provide 30 minute headways. He said this would alleviate existing schedule issues on the current #3 route.

After a lengthy discussion, Board Member Hartman made a motion to have BPTC's legal counsel look at the 1982 City Ordinance that restricts the ability of the BPTC to provide service outside the current Bloomington City limits and prepare an amendment that would remove that restriction and allow for service to go along the East-West corridor to Daniels Way. Secretary Obermeyer seconded it and the Board approved unanimously.

# MINUTES

The minutes for the September 20th, 2022 meeting were approved unanimously.

# NEW BUSINESS-ACTION ITEMS

General Manager Connell stated the 2022 budget includes funding for (4) battery electric buses. He said Resolution 22-21 is to seek approval to award a purchase order for the purchase of (4) electric buses from the State of Washington contract. He said the contract is open to public agencies like BPTC. He said he will verify the contract and procurement process to ensure it satisfies the various Federal Transit Administration procurement requirements.

He noted Gillig has been named as the successful bidder on that contract. He said he has pricing from Gillig for the 40 foot electric buses. He said from the infrastructure and alternative fuel study it is in our best interest to purchase the 40 foot buses because the batteries are bigger and the range will be longer. He noted the cost is not that much different from the 35 foot buses, he stated as it stands today the cost of each bus is $945,103 and that would make the total $3,780,412.

Mr. Connell stated the production of the buses would be scheduled within 14 to 16 months from the receipt of the purchase order. He noted there is a contingency in this contract, a recalculation of the price using the PPI, 7 to 8 months before the pre-production meeting. He said given the inflationary concerns they will use a pricing index to adjust the price if necessary.

Mr. Connell said concerning charging stations, we are currently working with Charge Point our existing provider. He said they were named as a partner in the FTA 5339 Grant. He said we had engineers on site last week to scout the property to make sure everything is feasible. He noted we will be issuing an RFP for engineering services. They will develop the engineering plans and construction management for the charging equipment.

Vice Chair McDaniel made a motion to approve Resolution 22-21, a Resolution to award a purchase order for the purchase of (4) electric buses from the State of Washington contract. Secretary Obermeyer seconded it. The Board approved unanimously.

Resolution 22-22, Mr. Connell stated the current agreement with the city for services expires 12/31/2022. He said Staff is requesting approval of a second addendum to the 2017-2021 inter-local cooperation agreement between the City of Bloomington, Indiana and the Bloomington Public Transit Corporation for one year, January 1, 2023 through December 31, 2023.

Board Member Hartman made a motion to approve Resolution 22-22, Board Member Horn seconded it. The Board approved unanimously.

Mr. Connell gave a strategic plan update. He said the public input session is October 19th at 6:00 p.m. He said it will be virtual and in person.

Zac Huneck, Planning and Special Projects Manager stated outreach efforts for the public input session included flyers on the counters at the downtown BPTC facility and at the BPTC Grimes Lane facility as well as notices on the buses.

Mr. Connell stated that Thursday October 20th we will be doing an employee engagement session. He said there will be meetings with the employees and Operations Manager Mike Clark will be getting the majority of the employees together for the meetings.

Mr. Connell said we will have Access Drivers, Bus Operators, Dispatchers, Maintenance, middle management, and Customer Service. He said he would like to get viewpoints from different employees as part of the process. He said the goal is to have this wrapped up by the end of the year.

Mr. Connell stated the 2023 BPTC budget was passed by the City Council. Mr. Connell said we need to start planning for the future of IT into BPTC. He said we have several tech intensive projects planned for next year. He said the CAD-AVL (Computer Automated Dispatch Automatic Vehicle Location) this technology system makes it possible to see the buses in real-time. He said we have been looking at planning software that includes run cutting and rostering capabilities.

Mr. Connell said we have talked about the Hybrid approach where we will have our own functionality and we can still contract with Uber and Lyft for the trips we don't really want to perform. He said we can use our employees and vehicles. He said that software platform needs to be in place.

Mr. Connell said we are looking at fare capabilities that can make it more equitable for everyone. He said we would have to have a system in place to track usage and eventually we want to get to a cashless payment system.

Mr. Connell said he would like to have the IT Innovation and Planning Subcommittee which is Chair McLary and Board Member Horn to go over the list of priorities or what our approach will be going forward.

Mr. Connell said we might want to look at the nMomentum to help with cashless and fare payment systems. He said with all the technology we need we will need some help navigating us through the process. He said we need a consultant with heavy transit experience.

Planning and Special Projects Manager, Zac Huneck stated fix route provided 262,200 trips for September 2022. He said it is a 22% increase from September 2021. He said BT Access provided 2043 trips. He said it is a slight decrease from September 2021.

Zac Huneck said through Micro-Transit we provided 2800 trips in September. He said demand continues to increase. He said the IDS newspaper will be doing a little story on the micro-transit and IU continues to advertise the service.

Zac Huneck said BT Access provides 12-15 trips on Sundays. He said that has been the average for the last three years.

Controller Christa Browning gave an overview of the September 2022 Financial Report.

General Manager Connell stated we hired three fixed route drivers and there were three terminations in September 2022. He said the hiring situation is an ongoing challenge.

Mr. Connell said there are no changes with BT Access. He said we still have one vacancy in the maintenance department and we had one termination as a service attendant. He said we have one vacancy there.

Board Member Horn stated he attended the October 14, 2022 meeting of the Bloomington Monroe County Metropolitan Planning Organization Policy Committee. He said MPO Staff reports included a quick review of the Federal Highway Administration FY 2022/2023 Electric Vehicle Infrastructure Deployment Plans (https://www.fhwa.dot.gov/enviroment/mevi/evedeployment-plans/) and the 2022 City of Bloomington ADA Transition Plan (https://bloomington.in.gov/accessible) which should be included in the foundational plan list to be considered as part of the development of BPTC Strategic Plan.

He said the BMCMPO Public Participation Plan received final approval, replacing the previous document that was ten plus years old. He said it is expected that parts of the document will be regularly updated.

He said INDOT submitted 2022/2026 TIP amendment request for 5 projects totaling in excess of $17 million. He said he voted in the minority along with Bloomington City Council Member Volan and Monroe County Plan Commission President Klements against the amendments in that INDOT did not provide a representative to present or answer questions regarding the requests. He said the minority felt

that the Policy Committee and the general public were denied opportunity to understand and comment on the allocation of these public moneys as the process intends.

He said the next meeting of the Policy Committee will be on November 18, 2022 at 1:30 PM in the city of Bloomington Common Council Chamber. This meeting is scheduled one week later than normal given the Veterans Day Holiday.

## APPROVAL OF CLAIMS

The Claims for October 18, 2022 were presented for approval by Secretary Obermeyer and seconded by Board Member Hartman. The Board approved unanimously.

## PUBLIC COMMENTS

There were no comments from the Public.

## BOARD MEMBER COMMENTS

General Manager Connell stated he wanted to thank Brenda Underwood and everyone involved in the planning of the 40th Anniversary BPTC event that was held downtown. He said it was very impressive. He said he would like to thank Secretary Obermeyer and all the other guests. He said the Mayor did a great job in giving some history about BPTC.

## ADJOURNMENT

Secretary Obermeyer made a motion to adjourn and Vice Chair McDaniel seconded it. The Board approved unanimously.

**APPROVE:**                        **ATTEST:**

_____11-22-22       _____11-22-22
**James J. McLary, Chair**                 **Nancy Obermeyer, Secretary**
**Board of Directors BPTC**              **Board of Directors BPTC**