

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION

January 8, 2015

The January meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation was held on Thursday, January 8, 2015 beginning at 5:30PM at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

Directors Present: Mr. Fred Lanahan, Chair, Mr. Nelson Coats, Ms. Sheri Caveda, Ms. Sherese Fortriede, Mr. Glynn Hines, Mr. Ronald Steinman and Mr. Marvin Gottlieb.

Directors Absent: None

Staff Present: Mr. Ken Housden, Ms. Jean Marie Boykins, Ms. Betsy Kachmar, and Mr. Bruce Miller.

Others Present: Mr. Denny Logan, Corporate Counsel, Officer Smith, and Ethan Cameron, Intern from Montessori High School.

Mr. Lanahan called for the roll call of members. Due to bad weather, it was noted that Mr. Gottlieb was on his way. The executive session was postponed until the February board meeting.

Mr. Lanahan then moved to the reading, correcting and approval of the minutes of previous meeting of December 11, 2014. Corrections noted. Revised minutes will be distributed at the February meeting. Mr. Hines made the motion, Mr. Steinman seconded. The minutes were approved unanimously.

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

Board of Directors Committee Reports:

Finance Committee – None.

Personnel Committee –None.

Marketing Committee – None.

Legislative Committee –

The legislative committee presented the 2015 State Legislative Priorities for adoption. The four (4) strategies are consistent with the Indiana Transportation Association agenda – Motion by Ms. Fortriede, seconded by Mr. Steinman. Everyone approved unanimously. It was recommended that these priorities be shared with the House Ways and Means Committee, the NW Indiana Delegation and the Mayors of Fort Wayne and New Haven. A letter of transmittal from the board was drafted and signed. Ms. Fortriede further suggested that the postcard from the Bus Fort Wayne plan be included in the mailing.

Executive Committee – None.

Transportation Planning Committee – None.

Ad Hoc Committee to Review/Finalize the Citilink 2015 Strategic Plan

Mr. Lanahan proposed the creation of a working group of board members to review and comment on the draft implementation strategies for the 2015 Goals and Objectives. Appointees included Ms. Fortriede as Chair, Mr. Lanahan and Mr. Steinman. Mr. Steinman made the motion and Ms. Fortriede seconded, motion passed unanimously.

Staff Reports:

Controller's Report

Mr. Miller distributed the Interim Record of Transmittals January 1-8, 2015. Mr. Lanahan asked for a motion to approve the Interim Record of Transmittals and the Record of Transmittals for December 1-31, 2014 previously distributed in the board packets. Mr. Steinman moved they be approved, Mr. Coats seconded; abstaining from the DWD invoices. They were approved unanimously.

Ms. Caveda asked about continued monthly payments to Asher Agency. Mr. Miller reported there were discussions about discontinuing this contract; however, in light of the marketing campaign to launch Route Match real time bus information and the prospect of continued federal CMAQ assistance this marketing assistance agreement will likely continue for a while longer.

Mr. Miller reported this is a short close for month end. We will continue to have a few expenditures as they come in that are related to 2014; they will be recorded as an adjustment prior to completion of the annual audit. This report is based upon current position.

Mr. Miller reported overall revenue is 10.85% under budget primarily due to the Circuit Breaker adjustment; which at \$4.6M is very close to the amount we actually expected. Lower than anticipated contributions from Ivy Tech and IPFW for their portion of the campusLink shuttle subsidy resulted in a \$52,000 budget shortfall in that category. Further, the drawdown of 5307 Special Rule funding is less than the amount drawn last year (\$300,000 vs \$700,000 in 2013). Expenses are under budget by approximately 5.50% year to date. Our end of the year cash position is \$5,853,733.68. This is lower by roughly \$250,000 than this time last year; due primarily to the lesser draw of 5307 funding for operating mentioned above.

Resolution: Mr. Miller offered Resolution 01-15 approving his 2015-16 Public Official Surety Bond. Mr. Lanahan read the resolution into the minutes and Mr. Steinman made the motion and Mr. Coats seconded. The resolution passed unanimously.

General Manager Report:

Mr. Housden reported:

- There is \$30.50 remaining in the balance of funding allocated for the social service discount pass program. This has been a record year of prompt demand and purchase.
- We have done very well this year on fuel. Per your approval we purchased an additional tanker of fuel at year end at \$2.0061 per gallon. We have locked in fuel for all of 2015 and January, 2016 (at \$2.0229). Gas/diesel are at a 10 year low.
- Bus Lift installation is now complete for a total cost of \$224,431 including change orders; which is covered 80% by a federal capital grant.

- Superior Station property auction is scheduled for 2/12/15 at 2:00 pm at the Citilink administrative offices. Proceeds of the sale will help offset the cost of the four (4) 40ft. hybrid buses scheduled for delivery in February.
- Board members have received a copy for review of the recently completed Asset Management Plan. The board will have further opportunity to discuss and approve under new business.
- Many hours have gone into preparing the advance materials for our Triennial Review. Site visit is scheduled for May 21-22, 2015.
- Free Fare Saturday was 3% higher than last year. MedLink ridership is up. CampusLink ridership is up for December; but semester ridership is down. Access ridership is up. Greyhound ticket sales are up. Total ridership for 2014 was 2,049,444 a 2.28% increase.

Old Business: None

New Business:

The Asset Management Plan, as required by FTA, was presented for review and adoption. Mr. Hines moved to accept the plan, Mr. Steinman seconded. The plan was adopted by unanimous vote.

Open Discussion by the Board:

There being no further business, the meeting adjourned at 6:25PM.

Attest:

Frederick A. Lanahan
Chairman

Marvin Gottlieb
Secretary