



GARY PUBLIC TRANSPORTATION CORP

BOARD OF DIRECTORS MEETING BOARD PACKET

BOARD MEETING

February 12, 2019

- *Executive Session Notice* (page 2)
- *Agenda Board Meeting February 12, 2019* (page 3-4)
- *Approval of Board Meeting Minutes Dated January 3, 2019*
- *Approval of GPTC General Check Register Schedules*
- *Approval of Adam Benjamin Metro Center Check Register*
- *Approval of Staff Recommendation for Legal Services*
- *General Manager / Departmental Reports December 2018 /January 2019)*
 - *Department – Finance*
 - *Department – Grants & Procurement Oversight*
 - *Department – Human Resources*
 - *Department – Maintenance*
 - *Department – Planning & Marketing*
 - *Department – Transportation*
- *Other Business Old/New*
- *Public Comments (2 minutes each)*
- *Adjournment*

NOTICE OF EXECUTIVE SESSION

GARY PUBLIC TRANSPORTATION CORPORATION BOARD OF DIRECTORS

TUESDAY, FEBRUARY 12, 2019 @ 4:30 P.M.

**CONFERENCE ROOM, METRO CENTER – 3RD FLOOR
100 W. 4TH Avenue, Gary, Indiana**

The Gary Public Transportation Corporation will hold an Executive Session as authorized under Indiana Code Section 5-14-1.5-6.1(b) for the following reason(s).

An Executive Session is authorized under the Indiana Code Section 5-14-1.5-5 Public Notice of Meeting.

An Executive Session was scheduled for the following reasons under Indiana Code 5-14-1.5-6.1(b):

For discussion of strategy with respect to any of the following, as allowed under Indiana Code 5-14-1.5-6.1(b):

(2)(A) ~ Collective Bargaining.

(2)(B) ~ Initiation of litigation that is either pending or has been threatened specifically in writing.

(2)(C) ~ The purchase of lease of real property by the governing body up to the time of contract of option to purchase of lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.

(5) ~ To receive information about and interview prospective employees.

(6) ~ With respect to any individual over whom the governing body has jurisdiction: (A) to receive information concerning the individual's alleged misconduct; and (B) to discuss before a determination, the individual status as an employee, a student, or an independent contractor who is 99a physician.

(7) ~ For discussion of records classified as confidential by state or federal stature.

(8) ~ To discuss before placement decision and individual student's abilities, past performance, behavior and needs.

(9) ~ To discuss a job performance evaluation of an individual employee. This subdivision does not apply to discussion of salary, compensation, or benefits of employees during a budget process.



GARY PUBLIC TRANSPORTATION CORP

BOARD OF DIRECTORS MEETING

DATE: Tuesday, February 12, 2019
TIME: 5:30 P.M.
LOCATION: Adam Benjamin Metro Center
100 W. 4th Avenue, 3rd Floor
Gary, IN

AGENDA

ITEM # 1 ~ Call to Order and Roll Call

ITEM # 2 ~ Approval of Board Meeting Minutes Dated January 3, 2019 (pages 5-15)

ITEM # 3 ~ Approval of GPTC General Check Register Schedules dated December 18 & 26, 2018 and January 3, 15 & 18, 2019

ITEM # 4 ~ Approval of Adam Benjamin Metro Center Check Registers dated December 19 & 26, 2018 and January 4, 15 & 17, 2019

ITEM # 5 ~ Approval of Staff Recommendation for Legal Services (C. Cates) (Handout)

ITEM # 6 ~ Approval for Bridge Loan from BMO Harris Bank, \$450,00 (Federal Government Shutdown) (D. Lampkins)

ITEM # 7 ~ Approval to Hire Recommended Candidate for Controller / Finance Director

ITEM # 8 ~ General Manager / Department Reports

Department – Finance

Department – Grants & Procurement Oversight (pages 17-19)

Department – Human Resources (pages 20-22)

Department – Maintenance (pages 23-26)

Department – Planning & Marketing (pages 27-31)

Department – Transportation (page 32)

Agenda cont'd page 2

ITEM # 9 ~ Other Business Old/New

ITEM # 10 ~ Public Comments (2 minutes each)

ITEM # 11 ~ Adjournment

Board of Directors packets are available to the public upon request. Please forward requests to GPTC – General Manager, 100 W. 4th Avenue, Gary, Indiana 46402. Requests for special arrangements (hearing accommodations, sign language, etc.) are to be made at least 48 hours in advance.

100 WEST 4TH AVENUE, THIRD FLOOR
GARY, INDIANA 46402

BOARD OF DIRECTORS
MINUTES
January 3, 2019

The meeting of the Board of Directors of the Gary Public Transportation Corporation (GPTC) was held on Thursday, **January 3, 2019**. The meeting was called to order by Board President Walter Scott @ **6:00 P.M.** in the board room of the Adam Benjamin Metro Center, 100 W. 4th Avenue, Gary, Indiana.

Members: Walter Scott, Stephanie Hulett, Sharon Levels, Chester Moore, Shanita Starks, Bill Tolbert, and Tamara Young-King.

Management/Staff Present: Daryl E. Lampkins – General Manager, Directors...Clay Cates, Rodney Mahone, Jocqueline Protho, Riley Stewart, and Manager...David Wright.

Legal Counsel: Attorney Kelly White-Gibson, Esquire.

Acting *Board President Stephanie Hulett* stated that the Board of the Gary Public Transportation Corporation hereby certifies for the record that an Executive Session was held prior to the meeting pursuant to IC5-4-1.5.6.1b. We further certify that items discussed were related to information concerning issues that were posted on our Executive Session Notice. **Board Members present were Hulett, Moore, Starks, Tolbert and Young-King.**

ITEM #1: Call to Order and Roll Call

Roll Call: Walter Scott, President – absent, Stephanie Hulett, Secretary – present, Sharon Levels – absent, Chester Moore – present, Shanita Starks – present, Bill Tolbert – present, and Tamara Young-King – present.

ITEM # 2: Approval of the Board of Directors Meeting Minutes Dated October 4 & November 1, 2018

Board Member Young-King made the motion to approve the Board of Directors Meeting Minutes dated October 4 & November 1, 2018, with any necessary corrections. **Board Member Tolbert** seconded the motion.

Roll Call: *Acting President Stephanie Hulett* – yes, Chester Moore – yes, Shanita Starks – (left the Board Meeting – no vote), Bill Tolbert – yes, and Tamara Young-King, Acting Secretary – yes.

The motion was approved 4-0.

ITEM #3: Approval of GPTC General Check Registers Dated October 23, 24, 29 & 31, November 13, 15 & 28 and December 6 & 14, 2018

Board Member Young-King made the motion to approve GPTC General Check Registers dated **October 23, 24, 29 & 31, November 13, 15, & 28 and December 6 & 14, 2018**. **Board Member Tolbert** seconded the motion.

Roll Call: *Acting President* Stephanie Hulett – yes, Chester Moore – yes, Shanita Starks – (left the Board Meeting – no vote), Bill Tolbert – yes, and Tamara Young-King, Acting Secretary – yes.

The motion was approved 4-0.

ITEM # 4: Approval of Adam Benjamin Metro Center Check Registers Dated October 26, November 9 & 23 and December 7, 2018

Board Member Young-King made the motion to approve GPTC General Check Registers dated **October 26 & 23, November 9 & 23 and December 7, 2018**. **Board Member Tolbert** seconded the motion.

Roll Call: *Acting President* Stephanie Hulett – yes, Chester Moore – yes, Shanita Starks – (left the Board Meeting – no vote), Bill Tolbert – yes, and Tamara Young-King, Acting Secretary – yes.

The motion was approved 4-0.

ITEM # 5: Approval of Resolution # 2019-02: Federal Grant Transaction Authorization (C. Cates) ATTACHMENT A

Mr. Cates states that this is an annual housekeeping exercise required by the FTA to allow their money to be transacted. *Mr. Cates* presented items one through three of the resolution (*See Attachment A*). Item two: Certifications & Assurances (C&As) have not been issued due to the Federal Government Shutdown. Once they are received, they will be signed by the General Manager and the Attorney and pinned into the system by *Mr. Cates* on the authority granted today by the Board. All information is uploaded into the system, the same as previous years, authorizing certain individuals to transact business on behalf of GPTC. *Mr. Cates* asked that the Board approve Resolution 2019-02 as presented.

Board Member Young-King made the motion to approve **Resolution # 2019-02: Federal Grant Transaction Authorization**. **Board Member Tolbert** seconded the motion.

Roll Call: *Acting President* Stephanie Hulett – yes, Chester Moore – yes, Shanita Starks – (left the Board Meeting – no vote), Bill Tolbert – yes, and Tamara Young-King, Acting Secretary – yes.

The motion was approved 4-0.

ITEM # 6: Approval of 2019 Procurement Plan Schedule (C. Cates)
ATTACHMENT B

Mr. Cates states this is an annual housekeeping exercise where staff request the Board to approve anticipated capital procurements/grants of over \$50,000 for the year to solicit for the items listed at the direction of the General Manager. (*See Attachment B*). The dates and dollar amounts listed are subject to change depending on the circumstances. He stated that all of these items are in current and active grants. The staff will solicit and bring recommendations to the Board for approval.

Q&A

- Q:** The Board if the Employee Group Health Insurance would be renewed in a timely manner or will it be late?
- A:** Mr. Cates stated that it is going to be in a timely manner. The Broker has been gathering information. We have been having regular meetings discussing claims vs. premiums and so forth and so on.
- Q:** The Board for clarification, “if we would renew on time.”
- A:** Mr. Cates states he does not anticipate any change to that.

Mr. Cates asked that the Board approve the 2019 Procurement Plan.

Board Member Young-King made the motion to approve **2019 Procurement Plan Schedule**. **Board Member Tolbert** seconded the motion.

Roll Call: *Acting President* Stephanie Hulett – **yes**, Chester Moore – **yes**, Shanita Starks – **yes (returned to the Board Room)**, Bill Tolbert – **yes**, and Tamara Young-King, *Acting Secretary* – **yes**.

The motion was approved 5-0.

ITEM # 7: Approval of 2019 Capital Plan (D. Wright)
ATTACHMENT C

Mr. Lampkins states that the difference between the Procurement Plan and the Capital Plan, in his perspective, is that the Capital Plan is a “macro” item and the Procurement Plan is a “micro” item that feeds off the Capital Plan with projects that we’ve identified. The Capital Plan is based on communications that Mr. Lampkins, Mr. Cates and Mr. Wright has with NIRPC for dollars that are allocated through the Federal Government through the RTA in Chicago over to Northwest Indiana. They have aggressive discussions about how much of that funding should be coming to GPTC. He states that Mr. Wright and Mr. Cates have been very diligent about making sure that we get our fair share.

The items on the Procurement Plan are procured at the General Manager’s direction in a priority for the agency manner. We’ve gotten beat up a lot by Mrs. Young-King that we haven’t executed the Procurement Plan. It’s a plan and the only way we can execute it is that we have the finances and dollars available to procure these items. That is why we have to prioritize things, buses, maintenance, wash racks, shelters, etc. Some things go up and down on the list based on need, political pressure and also based on new founded funding.

Mr. Lampkins states that the question that Board Member Starks asked is; do we have the dollars to procure these items on the plan. The answer is absolutely not. We do not have the dollars to procure all of these items on the Procurement Plan. We have to show this information to the Feds, NIRPC, etc. If we don't list anything, when they call for projects, they will try to take our dollars. So, the Procurement Plan is put together. We do the best we can to manage it based on the priority and available dollars. We were in a much stronger position six (6) months ago until we found out that the \$600,000 due to the levy was reduced and we didn't get it. Hopefully, by June 2019, we will have absorbed that loss and be able to move forward like we would have this year had we not loss that \$600,000 for the year of 2018, that's unrecoverable due to the reduction in our levy of 2018.

He states to keep in mind that 2020 is going to be real challenging year. For the record, the Board and the public are aware that in 2020, the circuit breaker kicks in to it's fullest extent. It has been projected that our revenue of local government, county and tax receiving entities will lose about 54% of that money. Fair or not, he says no. We don't have any debt. GPTC, with the help of the staff and the Board, we've cleared all of our debt. We are debt free. However, the circuit breaker doesn't allow for that. It's his understanding that once they roll that out, all taxing bodies are going to be affected, with the convoluted formula with helping to pay back the bonds and things that government agencies borrowed prior to when they came up with the circuit breaker. It allowed some of the bonding to be deferred so that some of the communities would have revenue to continue to operate. It comes due in 2020. So be prepared for a 54% reduction or there about in revenue. How does that impact this? It impacts severely. We will have the capital dollars but local and less to procure the items on the list. Now is the time to start planning forward.

Mr. Lampkins asked the Board's approval for the Capital Plan.

Board Member Young-King made the motion to approve **2019 Capital Plan**. **Board member Tolbert** seconded the motion.

Roll Call: *Acting President* Stephanie Hulett – **yes**, Chester Moore – **yes**, Shanita Starks – **yes (returned to the Board Room)**, Bill Tolbert – **yes**, and Tamara Young-King, *Acting Secretary* – **yes**.

The motion was approved 5-0.

ITEM # 8: Recognize A Peer Program (RAPP) (J. Protho)
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Ms. Protho presented the first RAPP winner, Bus Operator Isaac "Ike" Lyles with a certificate and \$50.00. Ike was nominated and voted for by his co-workers who noticed his dedication and positive attitude and commitment to his route. The riders on his route enjoys riding with him. He has worked for GPTC for twenty-one (21) years. The Board gave kudos to Ike. He will remain the winner until the next recipient chosen in March 2019.

ITEM # 9: GENERAL MANAGER DEPARTMENT REPORTS

All departmental reports were acknowledged as submitted. No critical information was presented.

Finance Department, D. Lampkins, General Manager. Mr. Lampkins stated that our computer system has been shut down since September 2018, we are maintaining our bank reconciliations, our payroll and also making sure that our buses are cleaned and equipped to go on the streets. Our financial status, \$541,000 was deposited into our funds yesterday, January 2, 2019, from the Indiana Bond Bank (IBB). We paid off our 2018 tax warrant to the IBB on December 27, 2018. We will be asking for the Board's approval probably in the second half of this year to go back to the IBB to borrow an additional amount. The amount that we received, \$541,000, was about 45% less than what we have asked for. We had originally asked for approximately \$977,000, and they had approved. However, the Department of Local Government Finance (DLGF) looked at our finances, our 2018 levy and based on our borrowing power they only gave us half of our request. Mr. Lampkins has been assured by the IBB that in July they will be using the 2019 levy and we will be able to go back to them and ask for a loan to offset the way that we are paid our tax levy revenue. Hopefully in the next six (6) months we will bridge the gap for that.

There were further detailed discussions on how the calculations are done by the IBB & DLGF using tax levies for 2018 and 2019.

Grants & Procurement Oversight Department, C. Cates, Director. Mr. Cates responded to a question from the Board in Executive Session on scoring of the Legal Services RFP. The scoring committee will consist of Board Members Scott, Hulett and Levels. We can't have anymore than three (3) board members as that would make it a quorum and go against the open-door law for RFPs. Other members will be the General Manager, the HR Director. We will take the scores, average them and make a recommendation to the Board.

Human Resources, J. Protho, Director. Ms. Protho stated that there is nothing new to present other than what she presented to the Board in the Executive Session. Next month she will have updates for what was issued for 2018 in her department report that was submitted.

Q&A

Q: The Board asked for an updated list of the open positions.

A: Ms. Protho stated that it was pretty much the same as listed in the department report. In addition, we have the Maintenance Supervisor and the General Manager position will be posted this week. We are interviewing for all of our open positions. There were further detailed discussions on how the positions are funded.

Maintenance Department, R. Mahone, Director. Mr. Mahone stated that Cummins came out and replaced complete charging system, batteries, alternators, regulators and wiring on one of our vehicles to test why the alternators are failing. Everything is running smoothly. They will return January 11, 2019, for a follow up.

Marketing & Planning Department, D. Wright, Manager. Mr. Wright is on vacation. Report accepted as submitted.

Transportation Department, R. Stewart, Director. Mr. Stewart stated currently he has three (3) new trainees for bus operators. They will be on the street beginning Tuesday, January 8, 2019.

ITEM # 10: OTHER BUSINESS OLD/NEW

OLD BUSINESS: None

NEW BUSINESS: Legal Services Contract

Motion: Board Member Young-King made motion to extend Attorney Kelly White-Gibson's contract until another contract has been put in place and is valid and approved by the Board. Board Member Tolbert seconded the motion.

Roll Call: Acting President Stephanie Hulett – yes, Chester Moore – yes, Shanita Starks – yes, Bill Tolbert – yes, and Tamara Young-King, Acting Secretary – yes.

The motion was approved 5-0.

Acting President Hulett stated that the reason for doing this now is that our current attorney contract expires the middle of February. Attendance at the February meeting to obtain a quorum is questionable. Of the members present today only two (2) will be present in February due to scheduling conflicts. This vote today will make sure that the organization will have a continuum of legal services.

ITEM # 11: PUBLIC COMMENTS

Corey Barrett expressed concerns regarding bus transportation. States he has been working two (2) jobs for over a year and sometimes it's difficult to find a ride home. He states he was wondering if GPTC is ever going to extend the hours of the bus routes to at least 10:00 or 11:00 P.M. A lot of the businesses close between 10:00 P.M., 11:00 P.M or 12:00 A.M. It makes it difficult getting home if you don't have a car. Asking a co-worker for a ride and they respond I don't go that way is hard. He states he has had to walk from Red Robin in Merrillville to 19th & Vermont in Gary. That's a 2 ½ to almost 3 hours walk. He stated if the routes were extended until maybe 11:00 P.M. or 12:00 A.M. maybe others that would want to work a second job would because there would reliable public transportation. He also asked if there would ever be bus service on Sundays.

Board member Young-King asked what could be done to accommodate the request.

Mr. Lampkins stated that we will look at it. The routes are based on ridership and the ability to fund. We used to run to about 11:30 P.M. and they got condensed because of the funding levels that GPTC lost.

Mr. Barrett asked about the shuttle buses. He states read that there is no longer a 9:40 A.M. to Mall. He works at Olive Garden and used to catch it to work. Now he has to leave early to catch the 7:10 or 8:05 A.M. shuttle bus.

Mr. Lampkins states that we are not permanently discontinuing that bus. That is a direct result of the government being shut down. We are currently tightening our belts, because if the shutdown continues to the end of this month, we might have to reduce more buses. That is not permanent. We are trying to make certain we exhaust all revenue that we have. But we will be back out there.

The Board asked if Mr. Barrett knew of others in the same situation that ride the bus as well.

Mr. Barrett stated yes.

ITEM # 12: ADJOURNMENT

Board Member Young-King made motion to adjourn the meeting. **Acting Board President Hulett** adjourned the meeting @ **6:47 P.M.**

Respectfully submitted,

Stephanie Hulett, Acting Board President
GPTC Board of Directors

Attest:

Tamara Young-King, Acting Board Secretary
SH:TYK:DEL/gae



RESOLUTION NO. 2019-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF GARY PUBLIC TRANSPORTATION CORPORATION, AUTHORIZING THE FILING OF FFY 2019 APPLICATION WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY U.S.C., CHAPTER 53, TITLE 23 UNITED STATES CODE, AND OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award general financial assistance for a transportation project,

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost,

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project,

NOW, THEREFORE, BE IT RESOLVED BY the Board of Directors:

1. That Walter Scott, Board Chairperson, Daryl E. Lampkins, General Manager, and Clay Cates, Director, Grants/Procurement Oversight are authorized to execute and file an application for Federal assistance on behalf of Gary Public Transportation Corporation, a Designated Recipient as defined by 49 U.S.C. 5307 (a)(2), with the Federal Transit Administration for Federal assistance authorized by 40 U.S.C. Chapter 53, title 23, United States code, or other Federal statutes authorizing a project administered by the Federal Transit Administration.
2. That Clay Cates, Director, Grants/Procurement Oversight, and Kelly White Gibson, Attorney at Law, are authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. That Walter Scott, Daryl E. Lampkins, and Clay Cates are authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Gary Public Transportation Corporation.

CERTIFICATION

The undersigned duly qualified Walter Scott, Chairperson of the Board of Directors, acting on behalf of the Gary Public Transportation Corporation, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Gary Public Transportation Corporation held on January 3, 2019.

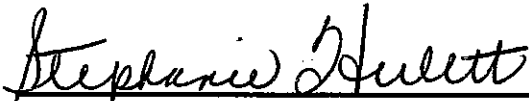


Walter Scott, Chairperson
Gary Public Transportation Corporation
Board of Directors

January 3, 2019

Date

ATTEST:



Stephanie Hulett, Secretary
Gary Public Transportation Corporation
Board of Directors

January 3, 2019

Date

FFY 2019
GARY PUBLIC TRANSPORTATION CORPORATION
ANNUAL PROCUREMENT PLAN SCHEDULE

Project Description	Initial Solicitation	Final Award	Contract Period	Start Date	End Date	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Notes
Purchase Computer Software & Hardware - Ransomware Recovery Project	January 7, 2019	February 6, 2019	March 8, 2019	\$125,000.00	\$100,000.00	\$25,000.00	IN-90-X652, IN-90-X702 & General Funds	This project is to provide for all protocols necessary to return the GPTC IT systems to a state of good repair, inclusive of rehabilitation maintenance, software and hardware acquisitions, and recurring system maintenance costs as deemed necessary.			
Employee Group Health Care - Dental / Vision / Life / GAP Insurance	January 15, 2019	March 15, 2019	April 15, 2019	\$1,450,000.00	\$725,000.00	\$725,000.00	IN-90-X511, IN-90-X585, IN-90-X652, IN-95-X016 & IN-90-X702 General Funds	ADA, Maintenance & Operations costs paid from current 5307, CMAC, JARC & Special Rule grant funds. All others paid from general funds. The solicitation process will be handled primarily by a broker.			
Relief Facility Construction Project	March 1, 2019	April 30, 2019	April 30, 2020	\$595,000.00	\$476,000.00	\$119,000.00	IN-2018-025	This project is for architectural and engineering design services for a proposed Gary PTC transfer station. Construction costs unknown at this time will be added accordingly.			
Metro Center Rehabilitation Project - Phase Two	April 1, 2019	June 30, 2019	June 30, 2020	\$500,000.00	\$400,000.00	\$100,000.00	IN-90-X585, IN-90-X652, IN-90-X702	Match for this project to be provided by the Gary Sanitary District and the City of Gary.			
Purchase Bus Shelters (9)	April 1, 2019	June 30, 2019	October 28, 2019	\$99,973.00	\$79,978.00	\$19,995.00	IN-90-X585	Shelters will be installed on off-Broadway routes as determined by Planning.			
Commercial Fleet Insurance	May 1, 2019	July 30, 2019	September 1, 2019	\$275,000.00	\$55,000.00	\$220,000.00	IN-90-X585, IN-90-X652	This is an annual exercise to renew insurance on the fleet, which is handled primarily by a broker.			
Maintenance Facility Rehabilitation Project	May 1, 2019	July 30, 2019	July 30, 2020	\$2,500,000.00	\$2,000,000.00	\$500,000.00	IN-90-X585, IN-90-X652	This project is for the replacement of the bus wash system at the GPTC Maintenance Facility along with the CCTV and HVAC systems.			
Purchase Signage	June 1, 2019	July 30, 2019	January 6, 2020	\$62,500.00	\$50,000.00	\$12,500.00	IN-90-X652	This project is for the acquisition of bus stop signage throughout the Gary PTC system as well as the replacement of marquee signage at the Adam Benjamin Metro Center.			
Purchase Computer Software - ADA Scheduling	June 1, 2019	August 30, 2019	August 1, 2019	\$250,000.00	\$200,000.00	\$50,000.00	IN-90-X585, IN-90-X652	This project will establish a scheduling platform for ADA ridership and management/reporting.			
Acquire Support Vehicles	July 1, 2019	September 29, 2019	December 30, 2019	\$80,000.00	\$64,000.00	\$16,000.00	IN-90-X652	This project is for the replacement of two (2) support vehicles that have reached their useful life based on miles/age [Maintenance service truck (assigned to Shop), & Explorer 300 (primarily used to support transit operations)].			
Telephone System Replacement	September 1, 2019	October 31, 2019	May 2, 2020	\$120,000.00	\$96,000.00	\$24,000.00	IN-90-X585	This project is for the upgrading of the current GPTC telephone system to VOIP and all necessary protocols.			
FY 2019 TOTALS:						\$6,057,473.00	\$4,245,978.00	\$1,811,495.00			

Note: Projects listed are federally funded procurements in excess of \$50,000
 Note: All dates are tentative and subject to change as circumstances may require
 Note: Estimated cost figures are primarily based on grant line item allocations and are subject to change
 Note: Several grant revisions will be necessary to make certain projects work
 Note: Estimated cost figures for Employee Group Health Care / Dental / Vision / Life / GAP Insurance services are market driven and subject to change
 Note: Grants listed for Employee Group Health Care / Dental / Vision / Life / GAP Insurance vary in allowable percentages (100%, 80%, 50%)

ATTACHMENT C

GPTC Capital Plan 2019

GPTC CAPITAL PROJECTS - JANUARY 2019 (federal fund amounts are shown)			
PROJECT		2018	2019
Preventive Maintenance		\$3,605,748	\$3,605,748
ADA		\$641,000	\$641,000
MAP-21 Operating		\$638,647	\$638,647
Existing JARC		\$725,623	\$725,623
Planning		\$80,000	\$80,000
Fare Payment Kiosks		\$108,000	\$108,000
Passenger Counters		\$160,000	\$160,000
Associated Transit		\$50,000	\$50,000
Late Night Service		\$75,000	
Van Replacements*		\$459,000	
Training Info (HR)		\$1,600	
Replacement 35'-40' Veh's*		\$1,020,000	\$1,020,000
Maint. Facility Rehab		\$101,000	
Training Simulator/Course	1	\$196,000	
Fleet Man'ment Software		\$60,000	
ADA Call Management Software			\$28,000
TOTAL		\$7,921,618	\$7,029,018

*Federal fund constitutes 85% of project total

GENERAL MANAGER / DEPARTMENT REPORTS

DECEMBER 2018/JANUARY 2019

BOD MEETING

FEBRUARY 12, 2019



GARY PUBLIC TRANSPORTATION CORP

GENERAL MANAGER'S REPORT

December 2018 / January 2019

Submitted by Clay C. Cates, Director – Grants/Procurement Oversight

Significant Procurement Activities/Projects

- **Transportation Relief Facility Project** – Status unchanged - due to data loss and resulting suspension of GPTC's FTA TrAMS account, no activity has taken place in the past month
- **Ransomware Rehabilitation Project** – Rehabilitation services are underway. Phase One should be complete by the end of January 2019
- **Munis Server Replacement** – Rehabilitation contractor currently standing up the server for deployment in consultation with Tyler Technologies.
- **GPS System Rehabilitation Project** – Still awaiting specifications and other associated information from original vendor to further this project. GPTC will be purchasing a new server and then have a contractor provide specs for new software.
- **Felonious Assault Insurance Policy Project** – Project complete. Policy provisions acquired and in place to provide coverage for the next calendar year.
- **Metro Center Signage Project** – Project completed. Awaiting Davis Bacon wage information to make payment to the vendor.
- **Employee Group Health Insurance Project** – Broker has provided an update on discussion with the health care provider community and is scheduled to present comparison documentation shortly.
- **Legal Services** – Submitted proposals scored by the review committee. A staff recommendation is under development for BOD approval.
- **Worker's Compensation Claims Administration Project** – According to HR, these services will be brought in-house for the foreseeable future. Specifics are under discussion with the GM.
- **Maintenance Facility Water Heater Replacement Project** – Project completed. New unit installed and working as intended.

Grant Management Activities

1. 4th quarter 2018 TrAMS reports submitted in accordance with extended deadlines. 1st quarter 2019 reports under development to be submitted by January 30, 2019.
2. Completed the reconciliation of all active grants, which was made necessary by the ransomware attack.

Planning/Marketing Management Activities

Please refer to report submitted by David Wright.

Personnel Matters

- Storeroom Clerk position came open at the beginning of January 2019. Search currently underway to identify a replacement candidate.

2018 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

GRANT	TRANSACTION DATE	ACCRUAL MONTH												Grand Total	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Dec					
IN-90-X443	Mar	20,450	30,526												50,976
	Apr			39,853											39,853
	Jun				55,141	52,062									107,203
	Aug						56,109	4,729							60,838
IN-90-X511	Aug						24							24	
IN-90-X585	Mar	92,715	114,600	17,272											224,587
	Apr			127,678											127,678
IN-90-X652	Jun				90,716	85,067									175,783
	Jul						8,660								8,660
	Aug						83,641	104,307							187,948
	Sep										114,524				114,524
	Dec												57,986		57,986
	Mar	90,838	95,329	24,979											211,146
IN-90-X702	Apr			131,916	74,964										206,880
	Jun				76,622	71,800	37,113								185,535
	Aug						76,764	74,666							151,430
	Sep										80,999				80,999
	Mar	8,227	8,299												16,526
IN-95-X016	Apr			14,092											14,092
	Jun				8,194	8,074									16,268
	Aug						7,856	15,791							23,647
	Sep										37,589				37,589
	Mar	25,979	17,253												43,232
Grand Total	Apr			25,557	23,095	22,061									25,557
	Jun						23,399	22,111							45,510
	Aug										29,354				29,354
	Sep														2,288,981
		238,209	266,007	381,347	328,732	239,064	284,882	230,288	262,466	57,986					2,288,981

Source: FTA TrAMS Systems; FTA ECHO System & Grants Department Internal Tracking
 Note: Drawdown activities are behind schedule due to the ransomware attack.



JOCQUELINE M. PROTHO, DIRECTOR OF HUMAN RESOURCES

**DEPARTMENT OF HUMAN
RESOURCES
BOARD OF DIRECTORS BOARD
MEETING
REPORT – DECEMBER 2018 -
JANUARY 2019**

WHAT WE'VE DONE

- Completed second round interview for new Finance Director
- Interviewed candidates for Finance Director with Personnel Committee.
- Completed interviews for Maintenance Supervisor position
- Received quotes from Humana, Anthem and UHC for 2019 insurance coverage
- Participated in survey to select GPTC attorney representation
- Met with DeeDee from Ivy Tech to strategize leadership training initiative for employees and free funded programs for personal and professional development
- Submitted RFQ to three TPA (third party administrators) to take over Workers Compensation management
- Wrote :30/:60 commercial to be used on local radio stations to advertise job openings
- Ordered new labor posters for both locations with training material
- Researched organizations that offer training material and other resources to use for Operator Training (TAPCO)

WHAT WE'RE DOING

The HR department is currently working on the following items:

- Working with General Manager on restructuring departments
 - Reviewed staffing levels and needs for each department
- Preparing for FTA MIS drug testing results submission report (Due March 15, 2019)

WHERE WE'RE GOING

We are working to increase our efforts in remaining compliant with HR policies and procedures, creating opportunities for employees and networking with community organization that will help us become more efficient as a department and agency,

IMPORTANT INFORMATION

- ❖ New Hires
 - 5
 - Bus Operators (4)
 - Bus Cleaner (1)
- ❖ Rehires
 - 0
- ❖ Discharges
 - 3
 - Accounts Payable Clerk
 - Bus Operator (2)
- ❖ Resignations
 - 5
 - Facilities Coordinator
 - Storeroom Clerk
 - Bus Operator-Trainee (2)
 - Mechanic B (new hire dns)
- ❖ Awaiting Hearing with Union
 - 2
 - Bus Operator
 - Bus Cleaner
- ❖ Promotions
 - 2 (Bus Operators went full-time after training)
- ❖ Temporary Staff
 - 2
 - Accounts Payable
 - Storeroom Clerk

❖ Open Positions

➤ 7

- General Manager in Training (will be hired under Deputy General Director title)
- Transportation Manager
- Maintenance Supervisor (Facilities Coordinator) – Interviews complete
- Mechanic A/Helper/B
- **MIS Technician (6-month project basis)**
- Operators (ongoing)
- **Director of Finance**

❖ Closed Positions

➤ 1

❖ Legal/UI Claims/ WC

➤ 1 Legal

- 2 WC Claim

GARY PUBLIC TRANSPORTATION CORP.

Director of Maintenance/ Monthly Report

Board Meeting February 7, 2019

BOARD REPORT FOR THE MONTH OF DECEMBER 2018

PERSONNEL		ATTENDANCE				Gillig Avg MPG 3.8	
# of Full Time Employees	13	Vacation Days	33	Suspension Days	0	Explorers Avg MPG	13.3
# of Part Time Employees	1	Float Days	1	Berv. Days	3	Van Avg MPG	6.2
Vacancies	2	Sick Days	12	FMLA Days	0		
ROAD CALLS		P.M. INSPECTIONS					
Total Last Month	3	Eng. oil changes	16	P.M. Inspections	16		
Miles between road calls	33,214.0	PM HVAC	16	PM trans oil change	1		
Total This Month	2	General Cleaned	17	Non Rev Inspection	1		
Miles between road calls	45,327.0	PM w/c ramp Major	1	ADA w/c lift inspection	3		
		PM w/c ramp Minor	16	ADA w/c lift defects	0		
MILEAGE/FUEL		EQUIPMENT		NON REVENUE VEHICLES			
Total Vehicle Miles	90,654	Vehicles in Fleet	28	Vehicle in Fleet	7		
Gallons of Diesel used	14,324.00	Fixed Route	20	Active Status	7		
Gallons of Gasoline used	1,945.3	ADA	7				
Gallons of Gasoline used	707.3	Fixed Route Van	1				

Gary Public Transportation Corp.

DAILY Facility/Equipment Inspection & Preventive Maintenance Procedure Log

Facility Inspections Completed Daily for the Month of November 2018

"X" indicates no problem during inspection/PM procedure - "P" indicates a problem area
 Dates of Inspection

Equipment Name & Inspection Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Main Generator Drain excess water			P	P	P	P	P		P	P	P	P	P	P			P	P	P	P	P			P	P	P	P			
Entrance Gate Operational; debris; defects, lights, temperature control			X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X			X	X	X	X			
Building Lights/Electrical Box Lights blown out, electrical box damage or exposed wiring			P	P	P	P	P		P	P	P	P	P	P			P	P	P	P	P			P	P	P	P			
Wash Rack Filter change & enzyme added to wash water, brushes, bells switches, water nozzle checked			X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X			X	X	X	X			
Bus Garage Doors Inspect outside loops & wire in-ground sensors			X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X			X	X	X	X			
Main Entrance Doors Normal operation, clean all debris from entrance			X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X			X	X	X	X			
Overhead Reels Fluid lines for leaks, hose reels/nozzles for operation/damage			P	P	P	P	P		P	P	P	P	P	P			P	P	P	P	P			P	P	P	P			
Auxiliary Oil Heater Operational, tank capacity/volume to avoid overspill. Monitor tank mgt. system			P	P	P	P	P		P	P	P	P	P	P			P	P	P	P	P			P	P	P	P			
O-Ray Heating system (Overhead) Visual check, thermostats for operation, pipes & shields for proper alignment.			P	P	P	P	P		P	P	P	P	P	P			P	P	P	P	P			P	P	P	P			
			X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X			X	X	X	X			



Gary Public Transportation Corp.

DECEMBER 2018/JANUARY 2019 BOARD REPORT – Presented February 7, 2019
GPTC PLANNING AND MARKETING DEPARTMENT

RECENT HIGHLIGHTS AND ACCOMPLISHMENTS

1. Continued tracking ridership and service information
2. Advanced Metro sign project
3. Completed Transit Assets Management Plan
4. Met with South Shore Clean Cities regarding alternative fuels projects
5. Completed project applications for federal funding

NTD REPORTING

Staff is working with the NTD and the Federal Transit Administration (FTA) to restore credentials so reporting can resume.

RIDERSHIP MONTHLY REPORT (Attachment A)

Ridership information is provided in the attached, updated thru the end of the year

- December ridership was over 3.5% higher than December 2017
- Bucking a national trend of declining transit ridership, GPTC's overall 2018 ridership shows an INCREASE in ridership of 4.6% over 2017.
- GPTC's 2018 ridership of 800,645 marks the first time since 2010 that the corporation has provided more than 800,000 transit rides.
- Transit service increases drove this upswing, with significant ridership increases for Broadway service (see below) and Lakeshore service, whose two routes carried 8% more riders in the second half of 2018 than in the same period in 2017, when Lakeshore service was reduced. The Lakeshore South saw ridership double in some months.
- Complementary paratransit service, which was not impacted by 2017 reductions, still experienced a 1.1% increase in rides due in part to expanded service areas with launch of the Merrillville and Ivy Tech Shuttles.
- 6.5% of GPTC passengers in December used the Token Transit app.

ADVERTISING:PROMOTION:OUTREACH

Advertising Outsourcing: Brite Media is launching new ad campaigns with the State of Indiana, Goodwill's Excel Center and re-upping several long-running campaigns.

Advertising Revenue: GPTC Invoiced Brite Media/Clean Zone over the last three months as follows:

October:	\$9,912.50
November:	10,937.50
December:	12,406.26

METRO CENTER REHABILITATION

The City of Gary's contractors will soon be correcting a circuitry issue to allow for all-day power to new signage.

NIRPC NOTICE OF FUNDING AVAILABILITY (NOFA)

The Northwestern Indiana Regional Planning Commission (NIRPC) requested project ideas for the 2020-2024 Transportation Improvement Program (TIP). In addition to projects that will continue and maintain GPTC operations and fleet, staff has been working with organizations for several innovative project ideas:

- **Solar Power for Garage:** South Shore Clean Cities (SSCC) commissioned a study of GPTC's current electrical usage and estimates that solarizing the garage will pay for itself, and wrote an official letter of support for federal funding of the effort. If funded, GPTC is advised by SSCC pursue a public-private partnership to maximize tax credits for alternative energy.
- **Electric Vehicles for Bmx and Beyond:** Staff requested an analysis of alternative fuel vehicles in order to take advantage of funds potentially available from Indiana's Volkswagen Mitigation Fund, and used the resulting South Shore Clean Cities document to decide in favor of electric vehicles. Staff agreed that electric buses would be the strongest project and requested federal funds for electric vehicles. GPTC will then apply for VW funds as well, with a focus on the Broadway Metro Express. With the installation of a solar array, these buses would have little to no cost for fueling and, along with solar powered bus shelters already in place (and planned rain gardens), would make Broadway an example of a green transit corridor.
- **Seed Funding to Attract Broadway Business:** Operating with the philosophy that business activity will promote transit use and that Bmx service would best be maximized with more robust employment, GPTC is working with the City of Gary to pair federal funds with local funds already in City control to entice Broadway business improvements.

BROADWAY metroexpress

BROADWAY METRO EXPRESS DASHBOARD

- Ridership (riders per hour):
 - April: 12.7
 - May: 13.81
 - June: 13.95
 - July: 13.37
 - Aug: 15.45
 - Sept: Not Available Currently
 - Oct: 17.1
 - Nov: 17.1
 - Dec: 16.9
- *Bmx Performance Compared to Baseline*: The Bmx system carried 33% more riders in the last quarter of 2018 than 2017's combined traditional service of Routes 17 and 18.
- *Bmx Performance Compared to Projections*: The 33% increase in ridership more than doubled the anticipated 16.3% first year ridership increase expected for the Bmx system.
- *Shelter Art*: There remains a small balance of funds for this grant thru the Legacy Foundation. GPTC, the Legacy Foundation and Decay Devil (an urban exploration, community and street-art promotion organization) will be expending the final funds from the grant to produce maps and literature promoting the artwork in Gary's major business areas and bus stations, to promote the community and the transit connection to livability - and actually advertise the community's value. The effort will take as inspiration the Wabash Art Corridor Project in Chicago (**Attachment B**).

ATTACHMENT A

Ridership thru December 2018

RIDERSHIP COMPARISON: 2015-2018						
MONTH	2015	2016	2017	2018	%age change 2016-2017	%age change 2017-2018
January	56,171	59,868	56,213	59,580	(6.10)	5.99
February	54,168	62,593	60,987	60,497	(2.57)	(0.80)
March	64,449	69,298	66,405	71,092	(4.17)	7.06
April	65,442	66,511	62,946	66,623	(5.36)	5.84
May	61,738	65,463	63,942	72,158	(2.32)	12.85
June	64,959	65,992	63,722	65,561	(3.44)	2.89
July	68,309	64,736	63,418	61,473	(2.04)	(3.07)
August	67,822	67,788	70,084	75,847	3.39	8.22
September	70,068	67,716	67,565	62,548	(0.22)	(7.43)
October	74,580	69,002	67,149	77,471	(2.68)	15.37
November	65,479	63,820	63,420	66,107	(0.63)	4.24
December	68,876	63,575	59,574	61,689	(6.29)	3.55
Totals	782,061	786,361	765,425	800,645	(2.66)	4.60

Note: Totals include fixed route and paratransit services

ATTACHMENT B
Wabash Corridor Map

1. LADY LUCK & SAGAMI STREET
2. A TO KATHY ROX
3. KUBER AGUEBY
4. TOM TOM TOK
5. HELLO HYPERN
6. KIMMY JOHNS
7. ANJELA DUNN
8. TID MCLUCHE
9. ANJELA DUNN
10. DEAN BEAMITH
11. DORIS 'LUDY' TALAMANTES
12. LAM DUC
13. SHINOBU MATSU
14. LOUVE 'LOVE' CHEN
15. ZECCO VAN DER BRAG
16. WICKTOR BUREZKI

Going The Distance

A. MYN TAI

C. EDUARDO KUBEL

B. BUREZKI

D. PAUL & PIER

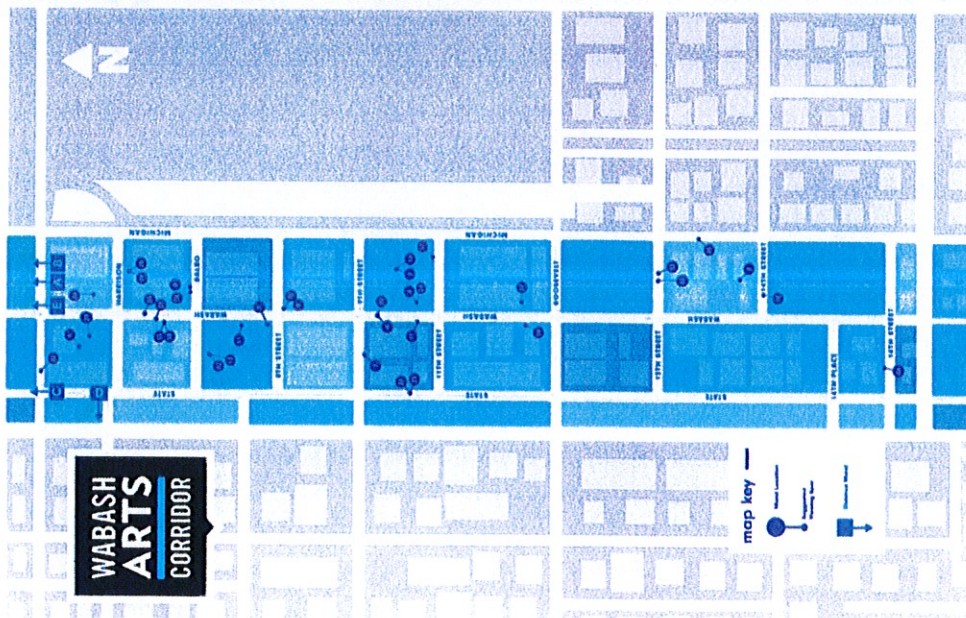
The Wabash Arts Corridor is Chicago's living urban canvas in the heart of the South Loop neighborhood. Founded by Columbia College Chicago in 2013, WAC has grown to be one of the most expansive, diverse, and accessible public art programs in the country. This community-driven project weaves the visual, performing and media arts into daily life, immersing residents and visitors into artist reclaimed public spaces that transform the urban experience.

Connect with us:
www.wabashartsproject.org
info@wabashartsproject.org
[@wacchicago](https://www.facebook.com/wacchicago)

Columbia
COLLEGE CHICAGO

WABASH
ARTS
CORRIDOR

1. GREGOR PHOTO PROJECT
2. PZM
3. MAD E
4. EDUARDO KUBEL
5. LACOS WATTS
6. ERINSON KULA
7. ANJANA YEZOUZ
8. NEDI UNWATER
9. DORTCHA TADJALAGHAN
10. KASAHNE
11. SHARTEL SCHAF
12. RUP
13. ANJALI TSI
14. COLIN VAN DER BRAG
15. DINOLOGIST
16. SHIRT POET
17. HERA
18. JESSY LEE GOODSON
19. CIB PEE
20. MARINA LUST



GENERAL MANAGER'S MONTHLY REPORT
December 1, 2018 THRU December 31, 2018

TRANSPORTATION

Active Employees

Union: 39
 Non-Union: 6

Inactive Employees

Union: 0
 Non-Union: 0

Total Employees

Union: 39
 Non-Union: 6

WORK DAYS AVAILABLE: 25		SICK DAYS: 24	
TOTAL EMPLOYEE WORK DAYS: 975		TOTAL EMPLOYEE WORK DAYS LOST: 24	
ACTUAL WORK DAYS: 951		ABSENTEEISM RATIO: 2.4	
DISCIPLINE LOST DAYS: Accidents: 0 Procedural: 0 Absenteeism: 0 Other: 0			
FIXED ROUTE	ADA PARATRANSIT	ACCIDENTS	INCIDENTS
Total Trips Weekdays: 6,495	Total Vehicle Miles: 12,956	Total: 1	Total: 0
Total Trips Saturdays: 788	Total Revenue Miles: 6,923	Vehicle Collision: 0	Passenger: 0
Total Missed Trips Weekdays: 15 Manpower: 15 Vehicle: 0	Total Deadhead Miles: 5,629	Passenger: 1	Disturbance: 0
Total Missed Trips Missed: 12 Saturdays: 12 Manpower: 12 Vehicle: 0	Monthly Certification: 10	Fixed Objects: 0	Non-Action: 0

ON TIME PERFORMANCE PERCENTAGES BY ROUTE

L-1 E35TH MARSHALLTOWN: 99.1%	L-3 W6 TARRYTOWN/TOLLESTON: 96.3%
R-1 LAKESHORE CONNECTION: 98.2%	R-2 US 30 SHUTTLE: 96.10%
L-2 OAK & COUNTY LINE: 98.10%	L-4 UNIVERSITY PARK: 100%
R-BMX BROADWAY METRO EXPRESS: 98.1%	L-5 HORRACE MANN: 98.1%
R-6 IVY TECH SHUTTLE: 96.1%	L-5 BURR/LAKE RIDGE: 99.1%
R-5 MERRILLVILLE SHUTTLE: 98.2%	#R-4 LAKESHORE SOUTH: 98.2%
	#8 ADA PARATRANSIT: 96.4%

REGIONAL ROUTE RIDERSHIP 2018

(NOTE: NOT AVAILABLE THIS MONTH)

ROUTE	WEEKDAY	SATURDAY	TOTAL
R-BMX Broadway Metro Express	14,908	2,042	16,950
R-1 Lake Shore Connection	3,364	461	3,825
R-2 US 30 Shuttle	3,053	418	3,471
R-3 Lake Ridge	6,473	887	7,360
R-4 Lakeshore South	2,033	0	2,033
R-5 Merrillville Shuttle	2,136	534	2,670
R-6 Ivy Tech Shuttle	2,105	0	2,105

COMPLAINTS

ROUTE	SERVICE	PERSONNEL	ACTION TAKEN	COMMENDATION
FIXED	2	0	2	0
ADA PARATRANSIT	1	1	2	0

SUBMITTED BY: DIRECTOR OF TRANSPORTATION (RILEY STEWART)