



**NORTHERN INDIANA COMMUTER TRANSPORTATION DISTRICT
BOARD MEETING**

July 29, 2016

Northern Indiana Commuter Transportation District

33 East U.S. Highway 12

Chesterton, IN 46304-3514

Public Session – 10:30 a.m. (CST)

BOARD MEMBERS PRESENT:

John Evans

David Decker

Andrew Kostielney

Christine Cid

Mark Catanzarite

Michael Repay

Scott Lauerman

David Prancus

Mark Yagelski

OTHERS PRESENT:

Glen Campbell – Patrick Engineering

Greg Price – Passenger

Paul F. Willer – Passenger

Adam Wojcsinski – Leg. Resp. to 1526

Steven Lyons – Passenger

Lauren Varga – Senator Donnelly’s Office

Ashley Calarie– Group 7even

Gerald Williamson – Passenger

Roy G. Benedict – Passenger

Julia Surber – VS Engineering

Brian Jones – INDOT

Chuck Compton – South Shore Freight RR

STAFF PRESENT:

Michael Noland

Chuck Lukmann, Esq.

Anthony Siegmund

Chris Beck

Bjarne Henderson

John Parsons

Boris Matakovic

Bill O’Dea

Joe Crnkovich

Keith Casey

Robert Byrd

Victor Babin

Lisa Johnson

CALL TO ORDER

Board Chairman, Mr. Evans, called the meeting to order and asked that those present stand for the Pledge of Allegiance.

MEETING MINUTES

Mr. Evans requested approval of the minutes from May 20, 2016. Mr. Yagelski motioned to accept the Public Session and Executive Session Board minutes for May 20, 2016. The motion was seconded by Mr. Kostielney. The motion was approved unanimously.

PUBLIC COMMENT

There was no public comment.

GENERAL MANAGER'S REPORT

Lightning Strike. Mr. Noland explained that on July 28, 2016, while it had been an incredibly busy and good day for the railroad, a lightning strike damaged our catenary stranding one of our trains west of the Hegewisch Station. Power was lost with 300 plus passengers on that stranded train. One westbound train had to head back east, and the rush hour trains home were delayed. The team handled everything very well. Mr. Noland stated that while we were trying to keep our passengers and customers advised of the situation, our website experienced a denial of service attack. Mr. Matakovic, NICTD's Chief Technology Officer, explained the type of attack the website incurred, and how it was rectified. Mr. Noland stated that he is posting a letter to the website explaining what happened.

Double Track Project. Mr. Noland announced that NICTD hired HDR in March to perform preliminary engineering and environmental analysis for the double tracking project, and they have been working to get a rating in August of 2017 from the federal government. He advised the Board that a joint agency kick-off meeting with the stakeholders for the project had taken place. Further, he indicated that the environmental work is off and running, and we are coordinating with NIPSCO with the project as they will be working on the installation of a gas pipeline adjacent to the double tracking project at the same time. Mr. Noland announced Nicole Barker's hiring. Nicole was hired to assist in moving both West Lake and Double Track through the FTA's environmental and capital investment grant (CIG) processes. Mr. Noland explained that Nicole was planning on being at the board meeting but was held in Washington following a week long workshop on the FTA's CIG requirements because of flight related cancelations.

West Lake Corridor Update. Mr. Noland announced that NICTD completed the first draft of the Environmental Impact Statement and are on the second revision with the FTA. Mr. Noland stated that the goal is to have the Draft Environmental Impact Statement ready for publishing in the Federal Register in the fall of this year followed by a 45-day public comment period. All three possible alternatives will be in the study and be part of the public review process and comment. Once concluded, we will review the comments, and then a recommendation of the staff's preferred alternative will be made to the Board. The next phase of the process would then be Project Development that would include the preparation of a Final Environmental Impact Statement and Record of Decision, further engineering of the preferred

alternative and the submission of all documentation required to receive a project rating from the FTA in the fall of 2017.

Bikes on Trains. Mr. Noland commented on the pilot bikes on trains program. Mr. Noland stated that there has been a positive response; however, there has not been a marketing campaign for the program. Mr. Noland informed the Board that there has been more than adequate capacity for the number of bikes on the weekend trains. Mr. Noland stated that overall the program has been a success; however, he advised that we will reduce the number of bike racks on trains. Given demand, this will not affect the opportunity for bikes on the trains, but will provide extra seating for passengers. Mr. Noland stated that there has been positive feedback on the service, and the program will build, and at the end of the year the data will be evaluated.

Mr. Parsons, Vice President Marketing and Planning, informed the Board that we have hired someone to undertake some targeted outreach to bike shops and bicycle clubs in northwest Indiana and Chicago to inform people of the opportunity and to hand out bike train brochures. Trustee Repay asked what the average capacity is of bikes on cars. Mr. Noland explained the process of the conductors tracking the number of passengers and bikes. Trustee Pranckus discussed the need to better post online and in the stations information on blackout dates, etc.

Quiet Car Update. Mr. Noland discussed the initial results of the quiet car pilot project. He stated that the program perhaps should not have begun during the Taste of Chicago. There have been various bumps in the implementation, including learning what the protocol is for the quiet cars. Mr. O'Dea, NICTD's Chief Operations Officer, stated that it is a learning process, and over time the idea will smooth out. He stated that our conductors, collectors and transit officers have done a very good job in handling the new quiet cars.

Universal Crossovers. Mr. Noland discussed NICTD's aggressive capital improvement program for the railroad involving the replacement of three low speed universal crossovers. Mr. Noland stated that we purchased and installed three high speed crossovers in place of the low speed crossovers. He advised the Board that these new crossovers will be significantly safer and time efficient. Trustee Pranckus thanked NICTD and the Board for investing in high speed crossovers because of the safety improvements. Mr. Noland stated that the installation of these crossovers did have an impact on our customers with delays in service, but the work was finished on budget and on schedule. He commended NICTD's crews on their phenomenal job of working side by side with RailWorks to get the tracks back in service timely. Mr. Noland presented a time lapsed video which documented the installation of the Clark Crossover.

Michigan City 11th St. Track Renewal/Temporary Busing. Mr. Noland discussed the track/ballast renewal project on 11th Street in Michigan City between Lafayette and Michigan Blvd. As a result of the project, busing will be necessary. Mr. Noland advised that rush hour trains will not be impaired. Mr. Noland also discussed the installation of an OWLS diamond where the EJ&E crosses South Shore on the east side of Gary. The crossing developed a crack, and we will be working with the CN to replace the diamond and will be splitting the costs. The crossing should be repaired by early October.

Amendment to Employment Agreement for the General Manager. Mr. Lukmann, General Counsel to the Trustees, detailed an amendment to the General Manager's employment contract. Mr. Lukmann advised that the amendment provides that the General Manager will be afforded the title of President. In addition, he discussed changes to the bonus structure that were consistent with the original employment contract negotiations. In addition, to provide an incentive to retain Mr. Noland until he turns age 65, the amendment provides a forfeitable compensation plan. Chairman Evans commented on what a great asset Mr. Noland has been to NICTD. He commented that a review of Mr. Noland's compensation indicated he was significantly below numerous staff at Metra with lesser responsibilities, and that it was important to keep his compensation plan current.

Mr. Yagelski motioned to approve the Employment Contract. The motion was seconded by Mr. Kostielney. The motion was approved unanimously by those statutorily enumerated to vote.

**RECOMMENDATION
TRACK DEPARTMENT
TIE CRANE
Bid
July 29, 2016**

A. SCOPE

The Maintenance of Way Department has requested bids for a new Tie Crane to be used for ongoing track projects. The old Tie Crane was offered for trade and will be part of this contract. Bids were solicited for the Tie Crane and a public bid opening was held at the Dune Park Offices on Wednesday, July 20, 2016.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for Tie Crane was advertised throughout the region and nationally. The legal advertisements were placed in the following publications:

Chesterton Tribune - Chesterton, Indiana
News Dispatch - Michigan City, Indiana
The Times - Hammond, Indiana
Gary Crusader - Gary, Indiana
South Bend Tribune - South Bend, Indiana
NICTD website

2. Bid Review

A total of five (5) packets were requested for the Tie Crane prior to the bid opening. The requests resulted in the receipt of two (2) bids.

3. DBE and Required Forms

The bids were evaluated for responsiveness to determine if the bids could be accepted for further review.

It was determined that all necessary forms and requirements have been submitted and were approved by the appropriate NICTD Staff. All forms have been correctly submitted and were found to be within the guidelines set forth by the Federal Transit Administration (FTA).

Name	Eligible Bidder	Lower Tier	DBE %	Non-Discrim.	Rest. Lobby	Drug Free	Buy America	Cert of Qual.	Illegal Act.	Iran Invst.	Form 95
R.E.L.A.M., Inc. Cleveland, OH	X	X	2.5%	X	X	X	X	X	X	X	X
Progress Rail Albertville, AL	X	X	1.8%	X	X	X	X	X	X	X	X

C. ENGINEERING REVIEW & COST ANALYSIS

The bids were evaluated for responsiveness to the technical specifications. The bids were responsive and took no exceptions to the technical specifications. Both bidders provided trade-in options as requested by the district.

Engineer's estimate:	\$250,000.00
Lowest & responsive bid:	\$188,460.00
Lowest & most responsive bidder was 24.6%	
Less than engineer's estimate	\$61,540.00

Progress Rail's DBE amount is 1.8%. (\$3,250.00)

Supplier	Tie Crane	Trade-in	Net Bid Amount
Progress Rail Albertville, AL	\$188,460.00	(\$11,500.00)	\$176,960.00
R.E.L.A.M., Inc. Cleveland, OH	\$217,143.00	(\$11,500.00)	\$205,643.00

NICTD's Engineering Department has reviewed the bids and technical specifications and has deemed Progress Rail as a competent supplier.

D. DELIVERY

Progress Rail can meet the District's delivery schedule for January 2017.

E. RECOMMENDATION

The Staff recommends that Progress Rail, Albertville, AL, be awarded the Tie Crane contract in the amount of One Hundred Seventy-Six Thousand Nine Hundred Sixty Dollars ⁰⁰/100 (\$176,960.00).

The Staff is requesting that the Board grant the General Manager the authority to issue a Notice to Proceed for a new Tie Crane at his discretion.

Mr. Repay motioned to approve the recommendation. The motion was seconded by Mr. Decker. The motion was approved unanimously.

**RECOMMENDATION
TRACK DEPARTMENT
PRODUCTION TAMPER
Bid
July 26, 2016**

A. SCOPE

The Track Department has requested bids for a new Production Tamper to be used for ongoing track projects. The Production Tamper is used for consolidating ballast under the ties and lining and leveling the tracks. Several old pieces of equipment, including the old Production Tamper were offered for trade and will be part of this contract. Bids were solicited for the Production Tamper and a public bid opening was held at the Dune Park Offices on Friday, July 22, 2016.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for the Production Tamper was advertised throughout the region and nationally. The legal advertisements were placed in the following publications:

Chesterton Tribune - Chesterton, Indiana
 News Dispatch - Michigan City, Indiana
 The Times - Hammond, Indiana
 Gary Crusader - Gary, Indiana
 South Bend Tribune - South Bend, Indiana
 NICTD website

2. Bid Review

A total of four (4) packets were requested for the Production Tamper prior to the bid opening. The request resulted in the receipt of three (3) bids.

3. DBE and Required Forms

The bids were evaluated for responsiveness to determine if the bids could be accepted for further review.

It was determined that all necessary forms and requirements had been submitted and were approved for two of the bidders. All forms for these two bidders have been correctly submitted and were found to be within the guidelines set forth by the Federal Transit Administration (FTA). The third bidder did not submit any of the requested forms and was deemed non-responsive.

Name	Eligible Bidder	Lower Tier	DBE %	Non-Discrim.	Rest. Lobby	Drug Free	Buy America	Cert of Qual.	Illegal Act.	Iran Invst.	Form 95
Nordco Oakcreek, WI	X	X	1.1%	X	X	X	X	X	X	X	X
R.E.L.A.M., Inc. Cleveland, OH	X	X	0.6%	X	X	X	X	X	X	X	X

C. ENGINEERING REVIEW & COST ANALYSIS

The bids were evaluated for responsiveness to the technical specifications. The bids were responsive and took no exceptions to the technical specifications. There were several options associated with this bid that proposed several trade in items.

	Asset Number	Nordco	R.E.L.A.M.
Production Tamper		\$700,000.00	\$637,200.00
Trade-Ins:			
2000 Harsco Tamper	606	(\$125,000.00)	(\$50,000.00)
Tie Inserter	610	(\$4,000.00)	(\$8,500.00)
1996 Nordco Spiker	615	(\$5,000.00)	(\$2,200.00)
2001 Gateway Turbine	624	(\$4,000.00)	(\$8,500.00)
2001 Kershaw Rail Lifter	659	(\$1,000.00)	(\$1,500.00)
Tie Inserter	674	(\$6,700.00)	(\$13,500.00)
2005 Kershaw Rotary Scarifier	692	(\$9,000.00)	\$0.00
	Net Bid:	\$545,300.00	\$553,000.00

Engineer's Estimate: \$600,000.00

Nordco submitted a DBE amount of 1.12% (\$6,117.00).

D. DELIVERY

Nordco can meet the District's delivery schedule for March 2017.

E. RECOMMENDATION

The Staff recommends that Nordco, Oak Creek, WI, be awarded the Production Tamper contract in the amount of Five Hundred Forty-Five Thousand Three Hundred Dollars ⁰⁰/100 (\$545,300.⁰⁰).

The Staff is requesting that the Board grant the General Manager the authority to issue the notice to proceed for the Production Tamper at his discretion.

Mr. Repay motioned to approve the recommendation. The motion was seconded by Mr. Catanzarite. The motion was approved unanimously.

**RECOMMENDATION
SAFETY DEPARTMENT
CONSULTING FOR DEVELOPMENT OF FRA TRAINING
Proposal
July 29, 2016**

A. SCOPE

The District needs to submit and get approved a “Training, Qualification, and Oversight Plan” in accordance with FRA regulations 49CFR 214, 232, and 243. Under the new 49CFR 243 regulation, all safety related employees and contractors to railroad employees need to be properly trained and qualified to comply with relevant Federal railroad safety laws, regulations, and orders, as well as relevant railroad rules and procedures. The program needs to be written and broken down by job and/or craft class for each covered craft under the 243 regulation. This contract will be considered completed upon full approval from the FRA.

B. ADMINISTRATIVE REVIEW

1. Legal Notifications

The request for Development of Training was advertised throughout the region. The legal advertisements were placed in the following publications:

Chesterton Tribune - Chesterton, Indiana
News Dispatch - Michigan City, Indiana
The Times - Hammond, Indiana
Gary Crusader - Gary, Indiana
South Bend Tribune - South Bend, Indiana
NICTD website

2. Proposal Review

A total of three (3) packets were requested for Development of Training prior to the proposal opening. The request resulted in the receipt of three (3) proposals.

The proposals were evaluated for responsiveness to determine if they could be accepted for further review.

It was determined that all necessary forms and requirements have been submitted and were approved by the appropriate NICTD Staff. All forms have been correctly submitted and were found to be within the guidelines set forth by the Federal Transit Administration (FTA).

C. STAFF REVIEW

Team Evaluation Review:

The team was composed of three (3) individuals that evaluated the proposals on:

- Understanding and Technical Approach
- Management Plan
- Qualifications of Personnel and Prior Experience
- Fee Structure

The evaluation review resulted in an interview with the strongest proposer.

PROPOSAL EVALUATIONS

Proposer	Evaluator #1	Evaluator #2	Evaluator #3	Total Points	Ranking
Rail Safety Consulting	95	95	90	280	1
Transportation Certification Services	65	70	65	200	2
MoDoc Railroad Academy	45	45	55	145	3

All proposing firms planned on doing consulting work in house and did not have any DBE participation, but all firms demonstrated good faith efforts to comply.

The interview revealed that Rail Safety Consulting had the most comprehensive and complete approach to FRA requirements.

Independent Cost Estimate: \$250,000.⁰⁰

D. RECOMMENDATION

The Staff recommends that Rail Safety Consulting, Pittsford, NY, be awarded the contract for Development of FRA Training for a not to exceed amount of Two Hundred Fifty-Two Thousand Dollars and ⁰⁰/100 (\$252,000.⁰⁰).

The Staff is requesting that the Board grant the General Manager the authority to issue the Notice to Proceed for the Development of FRA Training at his discretion.

Mr. Catanzarite motioned to approve the recommendation. The motion was seconded by Mr. Repay. The motion was approved unanimously.

RIDERSHIP & PERFORMANCE REPORT

Mr. Parsons discussed the reduction in ridership for the last six months. With the very wet spring and no Blackhawk's Stanley Cup Championship, coupled with historically low gas prices, ridership is down 3.3% compared to last year. Weekday we are down 3.6% in off-peak travel. We are down 6.3% on average per weekend through the first six months. On-time performance has been adversely affected by the universal crossover project, among many other factors. There is an increase in ticket vending machine sales with a dramatic increase in mobile app sales. The mobile app is a platform that can also give train delay information. Mr. Parsons stated that on the revenue side, cash fares on the train are down while TVM one-way ticket sales are up. Revenue is up about 7% through the first half of the year.

Mr. Parsons announced NICTD's Teacher Appreciation program. Mr. Parsons also announced that Mr. Noland authorized an essay contest for the teachers. Three essays will be selected. The three winners will each have a field trip where 60 of their students can ride for free.

Mr. Parsons discussed the upcoming schedule of special events including Pierogi Fest, Festival of the Lakes, Lollapalooza, the Michigan City Grand Prix, the Air & Water Show, Bears pre-season games, Notre Dame home games, and the Chicago Marathon.

Mr. Noland stated the next board meeting should be moved to September 23, 2016.

ADJOURNMENT

Mr. Catanzarite made a motion to adjourn. The motion was seconded by Mr. Yagelski. The motion was approved unanimously. The next NICTD Board Meeting is scheduled for September 23, 2016.

Respectfully submitted,



Dave Decker, Board Secretary