



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

February 18, 2019 at 4:00 PM

1. Opening Items

A. Call to Order

The regular meeting of the Board of Directors of the South Bend Public Transportation Corporation was called to order at 4:00 p.m. by Chairperson Kain.

B. Pledge of Allegiance

C. Roll Call

Quorum was confirmed by Secretary Schlunt.

Present: Jitin Kain, Jill Scicchitano, Don Schlunt, Lynn Collier, Ken Kahlenbeck, Jake Teshka

Members Absent: Oliver Davis

Also Present: Amy Hill, Terry Allen, Tracy Davis, Chris Kubaszak, Dan Warmoth, Laurie Cayia, Jamie Woods

2. Minutes of Previous Meeting

Member Teshka motioned that the minutes from the January 22, 2019 Board of Directors meeting be approved, Secretary Schlunt seconded and the minutes were approved unopposed.

3. Reports of Management and Staff

3.1 Operations Report

Director Allen provided the Operations report for January noting a fixed route ridership decrease of 10.71% when comparing January 2018 to January 2019. This decrease is in due in part to the 17 Sweep route not running over Christmas break at the request of the University of Notre Dame and winter weather.

Director Allen reported Access ridership for January increased 5.64% compared to January 2018.

Director Allen reviewed the January Safety and Passenger Service Reports, noting there were six (6) driver commendations.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak provided the Finance report for the month of January, reviewing revenue, expenses, overtime and cash forecast. Passenger revenue was under budget, partially due to Transpo providing three days of free service due to extreme weather. COIT tax revenue exceeded budget by \$4,572.58 for the month, and is anticipated to continue for the year. Total January revenue was below budget, partially due to the government shutdown and lack of access to federal funds. Controller Kubaszak also explained the need for a short term loan to assist with operating expenses.

The full report was included in the packet.

3.3 Human Resources Report

Director Davis provided the Human Resources report for the month of January noting there are currently 122 employees. There were five (5) new hires in January including four (4) Access drivers and the Director of Marketing. Interviews are underway for the Operations Manager position.

The full report was included in the board packet.

3.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of January. He noted the 2015 Ford Explorer was damaged in an accident while being used as a supervisor vehicle and will be repaired.

Chairperson Kain asked about the new APCs and it was confirmed that installation was almost complete. The APCs will provide passenger and bus stop data.

The full report was included in the board packet.

3.5 Marketing Report

General Manager Hill introduced Catey Traylor, the new Director of Marketing. Director Traylor provided a brief bio and was welcomed by the board.

General Manager Hill provided the Marketing Report and highlighted the free fares that were provided January 29-31 due to the extreme winter weather.

The full report was included in the board packet.

3.6 Administration Report

General Manager Hill provided the Administration Report for the month of January. She highlighted the recent Transpo presentations, tours and recent media coverage; noting that Transpo will be featured in the March/April edition of Busline Magazine.

General Manager Hill attended the invite-only Transit Bus Summit February 11-13. There was no cost for Transpo to participate. She highlighted that she participated in 16 vendor presentations and eight (8) one-on-one meetings.

General Manager Hill will be attending the APTA Marketing Conference and presenting on the success of the 2018 K-12 Summer Travel Program.

She also noted that State Lobbyist, Libby Cierzniak, is in the process of scheduling meetings at the Statehouse and will attend the March board meeting to provide a legislative update.

The full report was included in the board packet.

4. Introduction to Resolutions

RESOLUTION NO. 05-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE FINANCIAL TRANSACTIONS INCURRED DURING THE MONTH OF JANUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of January 2019. The Corporations 20% share, which is required by the Federal Government, totaled \$85,439.81.

Chairperson Kain asked if the government shutdown affected bill paying in January. Controller Kubaszak responded that it wasn't anything significant, but that we would see more checks written once federal funds are available.

Vice Chairperson Scicchitano motioned to accept Resolution 05-2019, Secretary Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 06-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE FINANCIAL TRANSACTIONS INCURRED DURING THE PAST THIRTY-ONE DAYS OF JANUARY, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS

Any check for an amount of \$10,000.00 or more and any check as a reimbursement to an employee or Board member or to members of their families, regardless of the amount, was not processed until the invoice had been reviewed and signed by the Chair or Vice Chair of the Board of Directors and the signature of one other Board member. There were a total of 93 checks issued January 1-31, 2019 for a total disbursement of \$564,740.28.

Secretary Schlunt motioned to accept Resolution 06-2019, Member Teshka seconded and the motion passed unopposed.

RESOLUTION NO. 07-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CHANGE ORDER AGREEMENT WITH URBAN TRANSPORTATION ASSOCIATES, INC FOR THE PURCHASE OF THREE (3) ADDITIONAL AUTOMATIC PASSENGER COUNTERS (APCS) FOR THE 2015 NEW FLYER FIXED ROUTE VEHICLES.

General Manager Hill noted the original estimate assumed that the three (3) 2015 New Flyers buses were equipped with APCs, but that was not the case. The APC Cost Summary was included in the board packet and will not exceed \$15,000.

Secretary Schlunt motioned to accept Resolution 07-2019, Vice Chairperson Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 08-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO A CHANGE ORDER WITH BURKHART SIGN SYSTEMS FOR ADDITIONAL COSTS ASSOCIATED WITH THE INSTALLATION OF BUS SHELTERS.

Controller Kubaszak reported the additional costs are associated with the installation of the bus shelters that were not considered in the original cost estimate. He also noted that two additional shelter locations are being finalized for Town & Country Shopping Center and Memorial Hospital. Additional costs not to exceed \$10,000.

Member Teshka motioned to accept Resolution 08-2019, Secretary Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 09-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CHANGE ORDER WITH MICROINTEGRATION TO FINISH INSTALLATION OF NEW NETWORK HARDWARE.

Controller Kubaszak reported the change order is due to the additional cost associated with upgrading software to be compatible with the new server. Chairperson Kain asked if software purchases and upgrades were being tracked and General Manager confirmed staff is now tracking the information. It was confirmed the change order would not exceed \$5,000.

Vice Chairperson Scicchitano motioned to accept Resolution 09-2019, Secretary Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 10-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT TO SECURE FINANCING FOR OPERATING EXPENSES.

Controller Kubaszak reported as explained in the finance report, a temporary loan will be secured to assist with operating expenses. Transpo issued a term sheet to seven (7) financial institutions and three (3) proposals were received from 1st Source Bank, Mutual Bank and Centier Bank with Centier offering the most competitive rate.

Member Teshka motioned to accept Resolution 10-2019, Secretary Schlunt seconded and the motion passed unopposed.

5. Any Other Motions

6. Chairperson's Report

6.1 Chairperson Kain reported there are two (2) board vacancies for appointees from the Mayor of South Bend and South Bend Common Council which are expected to be filled soon. He explained that strategic planning is a goal for the second quarter and General Manager Hill is working to identify a facilitator.

During the Resolutions, Member Teshka recommended forming an ad hoc committee to assist with budgeting and strategic planning. Chairperson Kain noted he would plan to have a recommendation at the March board meeting.

7. All Other Unfinished Business, Including New Business

7.1 Board Confidentiality / Conflict of Interest Forms – General Manager Hill reminded board members to complete the forms if they have not already done so.

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8. Privilege of the Floor

None

9. Adjournment

With no additional business, Vice Chairperson Scicchitano motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 4:41 p.m.