



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
May 21, 2018 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 4:05 p.m. by Chairperson Squadroni.

B. Pledge of Allegiance

C. Roll Call

Roll was called by Member Davis. Quorum was confirmed.

Present: Randy Squadroni, Don Schlunt, Oliver Davis, Jitin Kain, Jill Scicchitano

Members Absent: Lynn Collier, Amy Coughlin, Brian Pawlowski, Lucky Reznik

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

2. Minutes of Previous Meeting

Member Davis motioned that the minutes of the Board meeting held on April 16, 2018 be approved. Member Schlunt seconded the motion and the minutes were approved unopposed.

3. Reports of Standing Committees

3.1 Finance and Administration

Vice Chairperson Schlunt reviewed the Finance and Administration report from April 16, 2018.

3.2 Grants & Planning

Member Davis reviewed the Grants and Planning report from May 9, 2018.

3.3 Operations

The May Operations Committee meeting was canceled.

4. Reports of Management and Staff

4.1 Operations Report

Director Allen provided the Operations report for the month of April and highlighted the ridership increase of 1.68%. The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of April. Member Davis asked about fuel costs and Controller Kubaszak responded that we continue to see savings with CNG and are utilizing the CNG buses as much as possible. The full report was included in the board packet.

4.3 Human Resources Report

Manager Davis provided the Human Resources report and reviewed current employee status. Chairperson Squadroni asked about recruiting and Manager Davis responded that it continues to be a challenge. The Operations Department has made progress in filling the open Access operator positions. The full report was included in the board packet.

4.4 Maintenance Report

General Manager Hill provided the Maintenance report for the month of May. The full report was included in the packet.

4.5 Marketing Report

General Manager Hill provided the Marketing Report and highlighted the positive feedback and online traction from the Summer Travel Program press event on May 18. Chairperson Squadroni asked about the meeting with Burkhart Signs and General Manager Hill explained it was to discuss the printing of transit advertising graphics. General Manager Hill also reviewed the Special Service and Field Trip events. The full report was included in the board packet.

4.6 Administration Report

General Manager Hill provided the Administration Report and introduced Laurie Cayia as the new Administrative Coordinator. General Manager Hill highlighted the initial contract renewal meeting with Notre Dame, Saint Mary's and Holy Cross, ongoing discussions with South Bend Community School Corporation, South Shore Train, relocation of the Transpo / Interurban Trolley connection point and upcoming FTA Triennial Review. Member Davis asked a follow-up question regarding the South Shore Train and potential Honeywell location. General Manager Hill responded that Transpo's

goal would be to serve any train location and will work with MACOG to complete the necessary analysis when needed. Member Davis asked to be kept updated. The full report was included in the board packet.

5. Introduction to Resolutions

RESOLUTION NO. 22-2018

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 APRIL WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Member Davis motioned to accept Resolution 22-2018, Member Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 23-2018

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 (30) DAYS OF APRIL, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS.

Member Davis motioned to accept Resolution 23-2018, Member Kain seconded and the motion passed unopposed.

RESOLUTION NO. 24-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE UPDATED TITLE VI PROGRAM.

Member Kain motioned to accept Resolution 24-2018, Member Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 25-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE REVISED 457 (b) DEFERRED COMPENSATION PLAN

Member Davis motioned to accept Resolution 25-2018, Member Kain seconded and the motion passed unopposed.

RESOLUTION NO. 26-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THREE TRILLIUM CNG CHANGE ORDERS.

Member Kain requested confirmation that there would be no additional cost to Transpo. General Manager Hill responded and confirmed there is no cost to Transpo for the change orders.

Member Kain motioned to accept Resolution 26-2018, Member Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 27-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT WITH DECAMIL FOR THE PURCHASE OF BUS SHELTERS.

Controller Kubaszak confirmed an RFQ would be issued for assembly and installation.

Member Davis motioned to accept Resolution 27-2018, Member Kain seconded and the motion passed unopposed.

RESOLUTION NO. 28-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT WITH PHYSICIANS URGENT CARE FOR OCCUPATIONAL MEDICINE AND DRUG SCREENING SERVICES.

Member Scicchitano motioned to accept Resolution 28-2018, Member Davis seconded and the motion passed unopposed.

6. Any Other Motions

None

7. Chairman's Report

Members were provided copies of the two proposals received in response to the Search Firm RFQ. Chairperson Squadroni requested a Special Meeting for search sub-committee on Thursday, May 31 at 4:00 p.m. to review. A Special Meeting of the Board of Directors will follow at 5:00 p.m. to hear the committee's recommendation.

Chairperson Squadroni discussed rescheduling the board training. He will coordinate potential dates with General Counsel Woods. General Manager Hill will follow-up with board members once dates are determined.

8. All Other Unfinished Business, Including New Business

9. Privilege of the Floor

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10. Adjournment

With no additional business, Member Davis motioned to adjourn, Member Kain seconded and the motion passed. The meeting adjourned at 4:59 p.m.