



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
June 18, 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 4:00 p.m. by Chairperson Squadroni.

B. Pledge of Allegiance

C. Roll Call

Roll was called by Secretary Reznik. Quorum was confirmed.

Present: Randy Squadroni, Don Schlunt, Oliver Davis, Lucky Reznik, Jill Scicchitano,

Members Absent: Lynn Collier, Amy Coughlin, Jitin Kain, Brian Pawlowski

Also Present: Amy Hill, Chris Kubaszak, Terry Allen, Dan Warmoth, Laurie Cayia, Brandie Ecker.

2. Minutes of Previous Meeting

Secretary Reznik motioned that the minutes of the Board meeting held on May 21, 2018 be approved. Member Davis 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 May 21, 2018. Member Scicchitano asked about the fare equity analysis. General Manager Hill responded that Transpo would work with MACOG to complete in response to any potential fare increases.

3.2 Grants & Planning

Member Davis reviewed the Grants and Planning report from June 13, 2018. Member Davis highlighted the statement that St. Joseph County does not have any representation on the Ways and Means and Transportation Committees. General Manager Hill will follow-up with Libby Cierzniak regarding potential outreach.

3.3 Operations

The June 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 May. The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of May. The full report was included in the board packet. Member Scicchitano asked about the fare revenue and Controller Kubaszak responded that based on maintaining ridership, a fare increase would have resulted in an additional \$97,000 in revenue year-to-date which does not take into account any potential ridership decline.

4.3 Human Resources Report

General Manager Hill provided the Human Resources report. The full report was included in the board packet. The efforts of the Operations team in filling open positions was highlighted.

4.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of May. He noted the transmission failure on a 2003 Gillig which will be up for disposal since the vehicle has exceeded its useful life which will also assist with reducing the spare ratio. The full report was included in the packet.

4.5 Marketing Report

General Manager Hill provided the Marketing Report and showcased the Summer Travel Program video and highlighted the substantial increase in youth ridership. A new ridership program with Indiana University South Bend will be in place starting August 1, 2018. Member Davis asked about a potential program with Bethel College and will follow-up with a contact. The full report was included in the board packet.

4.6 Administration Report

General Manager Hill provided the Administration Report and highlighted the public comment period is through June 30 for the Transpo and MACOG Yellow Line

Connector and the Labor-Management Collaboration Workshop that took place on June 14.

Member Scicchitano asked if Transpo has been asked for an official stance on the relocation of the South Shore Train Station. General Manager Hill responded not at this time and there would be discussion with the board prior to taking action.

The full report was included in the board packet.

5. Introduction to Resolutions

RESOLUTION NO. 29-2018

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 MAY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Chairman Schlunt motioned to accept Resolution 29-2018, Member Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 30-2018

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 (31) DAYS OF MAY, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS.

Member Davis motioned to accept Resolution 30-2018, Vice Chairperson Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 31-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE UPDATED ALCOHOL AND SUBSTANCE ABUSE POLICY IN ACCORDANCE WITH FTA REGULATIONS.

Member Davis motioned to accept Resolution 31-2018, Member Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 32-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE DRUG FREE WORKPLACE POLICY IN ACCORDANCE WITH FTA REGULATIONS.

Member Davis motioned to accept Resolution 32-2018, Secretary Reznik seconded and the motion passed unopposed.

RESOLUTION NO. 33-2018

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A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE DISPOSAL OF TWO GILLIG FIXED ROUTE VEHICLES.

Member Scicchitano motioned to accept Resolution 33-2018, Member Davis seconded and the motion passed unopposed.

RESOLUTION NO. 34-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE DECAMIL CHANGE ORDER PROVIDING FOR THE PURCHASE OF 3 BUS SHELTERS AND 20 TRASH CANS.

Chairperson Schlunt motioned to accept Resolution 34-2018, Secretary Reznik seconded and the motion passed unopposed.

6. Any Other Motions

None

7. Chairperson's Report

7.1 Chairperson Squadroni reminded board members that the board training session will take place on Tuesday, June 26 at 5:00 p.m.

8. All Other Unfinished Business, Including New Business

9. Privilege of the Floor

10. Adjournment

With no additional business, Member Davis motioned to adjourn, Secretary Reznik seconded and the motion passed. The meeting adjourned at 4:36 p.m.