



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
August 20, 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, Amy Coughlin, Jitin Kain, Lucky Reznik, Lynn Collier, Oliver Davis and Jake Teshka

Members Absent: Jill Scicchitano

Also Present: Amy Hill, Chris Kubaszak, Terry Allen, Dan Warmoth, Tracy Davis, Laurie Cayia, Jamie Woods, Todd Samuelson (H.J. Umbaugh) and Kevin Kerswick (Crowe Horwath)

#### **C.1 Introduction of Jake Teshka**

Oliver Davis introduced Jake Teshka as a new Board member, appointed by the South Bend Common Council on August 13, 2018. Chairperson Squadroni welcomed Member Teshka.

### **2. Minutes of Previous Meeting**

Member Coughlin motioned that the minutes of the Board meeting held on July 16, 2018 be approved. Member Kain seconded the motion and the minutes were approved unopposed.

### **3. Report and Presentations**

**3.1 Crowe Horwath Audit Report** – Kevin Kerswick from Crowe Horwath presented the 2017 audit report. The audit was unmodified and in compliance. Member Coughlin referenced page 23 of the report and asked for confirmation that the pension liability was moving in an advantageous direction. Kevin confirmed it was favorable. The full report was included in the board packet.

**3.2 Umbaugh Circuit Breaker Report** – Todd Samuelson from H.J. Umbaugh provided a review of the updated Circuit Breaker Report and the financial impact on Transpo in 2020. Member Collier asked about the impact of abandoned homes and empty lots. Todd replied that it does not significantly impact the tax base. The full report was included in the board packet.

### **4. Reports of Management and Staff**

#### **4.1 Operations Report**

Director Allen provided the Operations report for the month of July. There was an increase in both fixed route and paratransit ridership compared to the same time period last year. The full report was included in the board packet.

#### **4.2 Finance Report**

Controller Kubaszak provided the Finance report for the month of July 2018. Member Davis requested additional information on a potential fare increase prior to the Common Council budget presentation on September 12, 2018. The full report was included in the board packet.

#### **4.3 Human Resources Report**

Director Davis provided the Human Resources report for the month of July. Davis noted that hiring has been going well and there are only four part-time positions and one full time position to fill. The full report was included in the board packet.

#### **4.4 Maintenance Report**

Director Warmoth provided the Maintenance report for the month of July. It was noted that there was an engine failure in a 2003 Gillig and transmission failure in a 2004 Gillig, both of which have exceeded their useful life. The 2004 Gillig transmission will be replaced with the one from the 2003 Gillig. Member Kain asked about the useful life of a vehicle and General Manager Hill confirmed it was 12 years. Member Kain inquired about grant funding for replacement vehicles. General Manager Hill confirmed the 5339(b) Buses and Bus Facilities Grant, requesting funding for up to 12 replacement vehicles, was submitted prior to the August 6, 2018 deadline. Transpo intends to apply

for VW Mitigation funding this fall which may be leveraged as the local match on any federal funding that is received. The full report was included in the packet.

#### **4.5 Marketing Report**

General Manager Hill provided the Marketing Report for the month of July, noting that ridership for the Summer Travel Pass has exceeded 20,000. The Yellow Line started August 20, 2018. General Manager Hill summarized the APTA Marketing Summer Meeting, noting the continuing trends of declining fixed route ridership and increasing paratransit ridership. There is discussion on a national level that ridership should not be the primary measure of success. Transpo's engagement of youth through the Summer Travel Program was highlighted. Full reports were included in the board packet.

#### **4.6 Administration Report**

General Manager Hill provided the Administration Report for the month of July. Contracts with the University of Notre Dame, Saint Mary's College and Holy Cross College will be renewed effective August 20, 2018 through May 18, 2019. Saturday service hours for the Sweep have been reduced at Notre Dame's request and Transpo will continue to review ridership of the 7A Midnight Express through the 2018-2019 school year.

The IU South Bend ridership program launched August 6, 2018 with ridership of 336 through August 18.

General Manager Hill noted there will be a Union Leadership transition as the result of Kevin Edwards' decision to step down as Union President. Nominations will take place in September followed by elections in October. The Labor Management Committee will resume meeting in November.

The Triennial Review final report has been received. Staff is in the process of updating policies and procedures as needed.

The full report was included in the board packet.

### **5. Introduction to Resolutions**

#### **RESOLUTION NO. 44-2018**

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 JULY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

*Member Coughlin motioned to accept Resolution 44-2018, Member Schlunt seconded and the motion passed unopposed.*

**RESOLUTION NO. 45-2018**

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

*Member Coughlin motioned to accept Resolution 45-2018, Member Kain seconded and the motion passed unopposed.*

**RESOLUTION NO. 46-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE UPDATING OF SIX POLICIES AND PROCEDURES

Controller Kubaszak reported that the policies and procedures were being updated in accordance with the Triennial Review final report.

*Member Coughlin motioned to accept Resolution 46-2018, Member Davis seconded and the motion passed unopposed.*

**RESOLUTION NO. 48-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE FTA SECTION 5310 PROGRAM MANAGEMENT PLAN.

General Manager Hill reported the 5310 Program Management Plan for MACOG and Transpo has been in place; however, board approval was required in order to be in compliance with the Triennial Review.

*Member Coughlin motioned to accept Resolution 48-2018, Member Schlunt seconded and the motion passed unopposed.*

**RESOLUTION NO. 49-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO EXERCISE A TWO (2) YEAR OPTION WITH BARNES & THONBURG LLP TO PROVIDE SPECIALIZED LEGAL SERVICES.

Controller Kubaszak reported staff recommends Transpo exercise the two-year option with Barnes & Thornburg LLP.

*Member Davis motioned to accept Resolution 49-2018, Member Kain seconded and the motion passed unopposed.*

**RESOLUTION NO. 50-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE UPDATED FACILITY MAINTENANCE PLAN.

General Manager Hill reported the Facility Maintenance Plan has been consolidated to include mission critical items and be more in line with current operations as a result of the Triennial Review final report. Member Kain asked if there were any budget implications and General Manager Hill confirmed there were not.

*Member Davis motioned to accept Resolution 50-2018, Member Kain seconded and the motion passed unopposed.*

**RESOLUTION NO. 51-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT FOR PARATRANSIT SCHEDULING SOFTWARE

Director Allen provide a detail report. Paratransit scheduling software was identified as a technology priority in 2017 and the Operations Committee worked on the initiative prior to the change in committee structure. Five responsive proposals were received. Software demonstrations and interviews were conducted. There top three (3) companies were asked for a best and final offer which was summarized in the full report.

Based on the criteria outlined in the Request for Proposal, reviewing and scoring of each proposal, staff recommends Ecolane for Paratransit Scheduling software.

*Member Coughlin motioned to accept Resolution 51-2018, Member Reznik seconded and the motion passed unopposed.*

**RESOLUTION NO. 52-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO RENEW THE CONTRACTS WITH THE UNIVERSITY OF NOTRE DAME, SAINT MARY’S COLLEGE AND HOLY CROSS COLLEGE.

General Manager Hill provided the report as part of the Administration Report.

*Member Coughlin motioned to accept Resolution 52-2018, Member Schlunt seconded and the motion passed unopposed.*

**6. Any Other Motions**

None

## **7. Chairperson's Report**

None

## **8. All Other Unfinished Business, Including New Business**

### **8.1 Public Hearings for Grants 5307, 5310 and 5339**

Public hearings were conducted with no members of the public present.

### **8.2 Board Member Terms and Nominating**

Nominating Committee Member Coughlin announced there were three nominations: Jitin Kain for Chairperson, Jill Scicchitano for Vice Chairperson and Don Schlunt for Secretary. All three nominees accepted their nominations and there were no additional nominations from the floor. Member Davis motioned to accept the slate of candidates, Chairperson Squadroni seconded and the motion carried unopposed.

## **9. Privilege of the Floor**

None

## **10. Adjournment**

With no additional business, Member Davis motioned to adjourn, Member Coughlin seconded and the motion passed. The meeting adjourned at 5:45 p.m.