



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

September 17, 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 4:03 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, Oliver Davis, Randy Squadroni, and Jake Teshka

Members Absent: Amy Coughlin and Lucky Reznik

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

2. Minutes of Previous Meeting

Member Squadroni motioned that the minutes of the Board meeting held on August 20, 2018 be approved. Vice Chairperson Scicchitano seconded the motion and the minutes were approved unopposed.

3. Reports of Management and Staff

3.1 Operations Report

Director Allen provided the Operations report for the month of August noting the fixed route ridership increase of 3.6% when comparing August 2017 to August 2018. Year-to-date fixed route ridership has decreased by 2.05%. General Manager Hill explained that we are starting to see this number improve. Chairperson Kain asked if this could be attributed to the Summer Travel Program and General Manager Hill confirmed the

increase over the summer months is attributed to the program. Director Allen continued that Access ridership has increased 10.49% over August 2017. The August Safety and Passenger Service Reports were reviewed. The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak provided the Finance report for the month of August and provided an update on the current grants. Passenger Revenue continues to trend below budget. Controller Kubaszak reminded board members that a fare increase had originally been included in the 2018 budget, but the decision was made not to implement. He explained labor expenses continue to be high due to overtime, which is being monitored. Member Squadroni asked about the increase in expenses over 2018 and Controller Kubaszak explained it was due to the timing of additional maintenance requirements with the CNG buses.

Member Davis asked how the Grants & Planning Committee issues would be handled going forward due to the change in the board structure. Chairperson Kain responded that the committees have been dissolved, but ad hoc committees can be called as needed. General Counsel Jamie Woods confirmed the chair may appoint committees or the board may vote to do so. Chairperson Kain acknowledged Member Davis' concerns and explained the ad hoc committees will be more holistic going forward and provide the ability to keep the board informed and engaged.

Controller Kubaszak noted that the South Street Station is operating at a deficit due to lack of tenants in the building; however, this is accounted for in the budget and numerous prospective tenants have toured the facility.

Member Collier asked about the vision for the building. General Manager Hill explained Transpo's broker has been working diligently to lease the office space. Member Collier asked about creating an environment similar to the Greyhound and Amtrak station with more passenger amenities. Member Davis asked if staff could review and provide more information. General Manager Hill confirmed she would discuss with Transpo's broker and provide follow-up information at the October board meeting.

The full report was included in the board packet along with copies of the Legacy Pension Audit and Nyhart Actuarial Pension Report.

3.3 Human Resources Report

Director Davis provided the Human Resources report for the month of August. Member Squadroni asked about turnover rates and Director Davis said she will include the turnover rates in the October board report. Member Kain asked if hiring for part-time

status was a problem with retention and it was confirmed it continues to be a challenge. The full report was included in the board packet.

3.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of August and highlighted that the exterior lights at all facilities will be repaired as needed. Preventative maintenance inspections continue to be at 100%. The full report was included in the packet.

3.5 Marketing Report

General Manager Hill provided the Marketing Report for the month of August, noting the increased website traffic due to the return of students in August.

The ridership for the Summer Travel Pass was 27,571. The program ended August 31st and exceeded the original goal of 12,000 rides. Student ridership will be monitored to see how the summer program impacts ridership during the school year.

General Manager Hill noted the increased ridership for the Game Day Express route due to the increased awareness and additional hotel in downtown South Bend. There was an average of 280 rides per game in 2017 compared to over 500 through the first three home games of 2018. This service is fully funded by Transpo's Game Day Express partners. The full report was included in the board packet.

3.6 Administration Report

General Manager Hill provided the Administration Report for the month of August. Fixed route operator Kevin Edwards was promoted to Operations Manager. Kevin brings 14 years of operational and organizational experience to the position.

An update was provided on current ridership initiatives. IU South Bend's program launched August 6 with 2,336 rides through September 15. A ridership program has been proposed to Bethel College.

Transpo submitted the 5330(b) Buses and Bus Facilities Infrastructure Investment Program grant application in early August. The FTA anticipates announcing awards by the end of the year. Transpo will work with South Shore Clean Cities to apply for VW Mitigation Trust Funds as well. Chairperson Kain asked if the VW funds could be leveraged without federal funding. It was confirmed the VW funds would be available for vehicle replacement, potentially up to 100% or could be leveraged as a local match for other funding opportunities.

General Manager Hill reviewed that Transpo will be partnering with MACOG to review the Blackthorn Express and Blackthorn Express II routes in order to better serve and meet the needs of employers in the Blackthorn area.

The full report was included in the board packet.

4. Introduction to Resolutions

Chairperson Kain explained that going forward, Laurie Cayia, Administrative Coordinator, will introduce the resolutions and the chairperson will call for the staff report.

RESOLUTION NO. 53-2018

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 AUGUST WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Payments made from the Capital Improvement Fund during the month of August 2018 included Transpo's 20% share as required by the Federal Government, totaling \$1,146.70.

Member Squadroni motioned to accept Resolution 53-2018, Member Davis seconded and the motion passed unopposed.

RESOLUTION NO. 54-2018

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 AUGUST, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS.

Any check in the amount of \$10,000 or more and any check as a reimbursement to an employee or board member or members of their families, regardless of the amount, was not processed until the invoice had been reviewed and signed by either the Board Chairperson or Vice Chairperson and one other board member. There were a total of 125 checks issued in August for a total disbursement of \$638,760.47.

Secretary Schlunt motioned to accept Resolution 54-2018, Member Davis seconded and the motion passed unopposed.

RESOLUTION NO. 55-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING

MANAGEMENT TO ENTER INTO AN AGREEMENT WITH FAEGRE BAKER DANIELS FOR STATE LOBBYING SERVICES.

Controller Kubaszak reported the contract for state lobbying services with Faegre Baker Daniels expired in June 2018. An RFP was issued with one responsive bid from FBD. The original bid was \$6,000 higher than the budgeted amount so a best and final offer was requested. FBD agreed to lower to the budgeted amount.

Member Teshka asked about oversight and accountability for the lobbying contract. General Manager Hill explained that Libby Cierzniak has been Transpo's state lobbyist for over five years and there is a strong working partnership. During the legislative sessions, there are regularly scheduled conference calls and weekly updates provided to staff and board members.

Chairperson Kain asked General Manager Hill to explain the services provided. The services include monitoring all legislative issues that may impact Transpo, advocating for public transportation and increased funding for the PMTF, working with staff and board on legislative strategy along with arranging legislative meetings as needed, providing background information and supporting testimony for legislative bills as appropriate.

Staff recommends entering into a three-year contract with FBD for state lobbying services.

Member Squadroni motioned to accept Resolution 55-2018, Vice Chairperson Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 56-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH URBAN TRANSPORTATION ASSOCIATES, INC. FOR THE PURCHASE OF AUTOMATIC PASSENGER COUNTERS AND TRAINING.

Controller Kubaszak reported the sixteen (16) 2014 CNG buses did not include automatic passenger counters. Staff recommends equipping the entire fixed route fleet with APCs for accurate ridership by bus stop data and to assist with reporting data to the National Transit Database.

Chairperson Kain asked why the APCs were not included on the vehicles when ordered and Controller Kubaszak replied the former General Manager did not feel it was necessary.

Staff recommends the purchase of the additional APCs and requests an exception to the purchasing policy in order to sole source from UTA which equips the remainder of the fleet. Chairperson Kain asked General Counsel to confirm the exception meets the requirements of the policy and Counsel confirmed it does.

Member Davis motioned to accept Resolution 56-2018, Vice Chairperson Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 57-2018

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 MAJESTIC SECURITY SERVICES FOR SOUTH STREET STATION.

Security services for South Street Station have been provided through a third party and the South Bend Police Department. An RFP was issued with three responsive proposals received from Majestic Security Services, Mikolajewski Security and Magnum security. Based on the criteria included in the RFP, Majestic Security Services was determined to be the most responsive bidder.

Staff recommends entering into a three-year contract with Majestic Security Services for the South Street Station.

Member Squadroni motioned to accept Resolution 57-2018, Member Teshka seconded and the motion passed unopposed.

RESOLUTION NO. 58-2018

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 MIDWEST TRANSIT EQUIPMENT FOR THE PURCHASE OF FOUR PARATRANSIT VEHICLES.

General Manager Hill reported there are seventeen (17) paratransit vehicles with a total of five (5) that have exceeded their useful life. Transpo reviewed and determined the most competitive option was to purchase four replacement vehicles off the state contract. Federal funding is available in the amount of \$230,699.20 and Transpo would be responsible for the 20% local match of \$57,674.80.

Staff recommends purchasing four replacement paratransit vehicles from the state contract.

Vice Chairperson Scicchitano motioned to accept Resolution 58-2018, Secretary Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 59-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, RECOGNIZING RANDY SQUADRONI FOR HIS FIVE YEARS OF SERVICE TO THE BOARD OF DIRECTOR.

Chairperson Kain read the full resolution recognizing Mr. Randy Squadroni for his five years of service on the Board of Directors including his time as Vice Chairperson and

most recently as Chairperson of the Board. Mr. Squadroni was presented with the resolution and a plaque thanking him for his service.

Member Davis motioned to accept Resolution 59-2018, Secretary Schlunt seconded and the motion passed unopposed.

5. Any Other Motions

Member Davis noted that the board did not recognize Peter Gillin, past member and Chair of the Finance & Administration Committee. General Manager Hill also mentioned recognizing past member Brian Pawlowski as well.

Secretary Schlunt motioned to recognize past board members Peter Gillin and Brian Pawlowski at a future board meeting, Vice Chairperson Scicchitano seconded the motion which passed unopposed.

6. Chairperson's Report

Chairperson Kain provided an update on the General Manager search. He stated the search committee received training on the hiring process from LMC last week. The top four candidates have been identified and will be interviewed. The two finalists will be presented to the board and he anticipates the process concluding within the next two months.

He explained that going forward, staff will include more detailed information in the reports and utilize Transpo's current technology for board meetings.

Chairperson Kain mentioned the development of a board handbook and General Manager Hill responded that was done and included with Member Teshka's orientation. The materials will also be available electronically. Staff continues to further develop the new board member orientation program.

Chairperson Kain continued that he has meet with Executive Team members individually and encouraged board members to do so as well. Members are also welcome to schedule a full facility tour.

The upcoming budget schedule with the City of South Bend Common Council was reviewed and board members were encouraged to attend.

7. All Other Unfinished Business, Including New Business

7.1 Other Business – None

8. Privilege of the Floor

None

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9. Adjournment

With no additional business, Member Davis motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 5:14 p.m.