



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
November 19, 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 4:02 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, Lucky Reznik, Jake Teshka and Ken Kahlenbeck

Members Absent: Lynn Collier, Amy Coughlin and Oliver Davis

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

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

Member Reznik motioned that the minutes from the following meetings of the Board of Directors be approved:

Board of Directors Meeting – Monday, October 15, 2018

Board of Directors Executive Session – Thursday, November 1, 2018

Board of Directors Special Meeting – Thursday, November 1, 2018

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 October noting a fixed route ridership increase of 4.11% when comparing October 2017 to October 2018. Year-to-date fixed route ridership has decreased by 1.33%.

Chairperson Kain inquired about the increase in October ridership. General Manager Hill responded that there are several factors contributing to the increase in ridership including student ridership and the significant increase in the Game Day Express route ridership. General Manager Hill confirmed Chairperson Kain's observation that Transpo's YTD decline of only 1.33% is below the trends for many small systems.

Director Allen reported Access year to date ridership is up 11.53% and that October 2018 ridership increased 17.58% over October 2017. It is anticipated that Access ridership will continue to increase in line with national trends.

Director Allen provided an update on the Ecolane paratransit scheduling software. Operator training is scheduled for December 1 with staff training the following week. It is anticipated the software will be live on December 10. Director Allen explained the software will utilize algorithms and real-time information to schedule trips more efficiently. The software also includes the ability for customers to schedule trips online and pay in advance. Chairperson Kain asked if same-day scheduling would be available and General Manager Hill explained that same day scheduling is currently not available. Current FTA paratransit guidelines allow for trips to be scheduled up to two weeks in advance up to 24 hours prior to the trip.

Director Allen reviewed the October Safety and Passenger Service Reports. The full report was included in the board packet.

#### **3.2 Finance Report**

Controller Kubaszak provided the Finance report for the month of October, reviewing revenue, expenses and overtime. Passenger revenue continues to trend below budget due to decreased fare revenue.

Controller Kubaszak provided an overview of the 31-Day Passes to show how the revenue is calculated during the budgeting process. YTD, a 31-Day Pass is utilized an average of 53 times at the cost of \$35 a month. Vice Chairperson Scicchitano inquired about the last time monthly passes were increased and whether our costs are similar to comparable systems. Controller Kubaszak stated the last time passes were increased was prior to 2006. General Manager Hill responded that the current rate of \$35 is low

compared to some of our peers in the state. For example, Fort Wayne's monthly pass is around \$40.

Vice Chairperson Scicchitano asked about the Cash Forecast and Controller Kubaszak responded that the estimates are based on historical trends. Property taxes were higher than budgeted and there is also the option to utilize federal funding to offset a portion of the deficit.

Advertising revenue continues to trend up in the second year of the contract with Clean Zone Marketing.

Access, Operations and Maintenance saw an increase in overtime.

The full report was included in the board packet.

### **3.3 Human Resources Report**

Director Davis provided the Human Resources report for the month of October, noting there were four new hires and no separations for the month. There are currently three open positions. Vice Chairperson Scicchitano inquired about the timeline for hiring the new Director of Marketing. General Manager Hill responded that the position has been posted nationally and locally with good response. The goal is to have the position filled by January.

Director Davis also provided an overview of the expanded Wellness Program.

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director Warmoth provided the Maintenance report for the month of October. There were zero road calls with service interruptions. Two aging vehicles, an Access van and Gillig bus, will now be used for training only. Chairperson Kain asked what guidelines Transpo uses for maintenance and upkeep of vehicles. Director Warmoth responded that Transpo's Maintenance Plan follows FTA preventative maintenance guidelines and manufacturer recommendations. The full report was included in the board packet.

### **3.5 Marketing Report**

General Manager Hill provided the Marketing Report for the month of October noting two press releases were issued. General Manager Hill reviewed Special Service and Game Day Service, highlighting that Game Day Express ridership has increased 93% over last year. Chairperson Kain asked whether there was a contract for Game Day Express. General Manager Hill replied no, the service is entirely paid for by six community partners (Aloft, Century Center, Courtyard by Marriott, DoubleTree, DTSB,

Visit South Bend and U93). Vice Chairperson Scicchitano inquired about providing special services for the U.S. Open. General Manager Hill replied that their needs are beyond the scope of Transpo's capabilities. As a follow-up to last month, General Manager Hill confirmed the sidewalk repairs at the Mishawaka Transfer Center were completed. The full report was included in the board packet.

### **3.6 Administration Report**

General Manager Hill provided the Administration Report for the month of October. Staff is working on the remaining Triennial Review findings. The application date for the VW Mitigation Trust Fund has been pushed back to February 2019. Funding will provide a 25% match for replacement vehicles. Transpo's goal is utilize funding for the 20% local match for the Buses and Bus Facilities Infrastructure Grant to replace 12 vehicles that have exceeded their useful life.

General Manager Hill announced that Jamie Hernandez has been promoted to Marketing Manager as a result of realigning the Marketing Department responsibilities. Jamie will be responsible for the day-to-day responsibilities of the department with an increased focus on Customer Service initiatives.

General Manager Hill provided an overview of the IU South Bend ridership which continues to increase each month. The pilot program runs through December 31, 2018 and she anticipates IU South Bend will move forward with a contract to continue service.

## **4. Introduction to Resolutions**

### **RESOLUTION NO. 63-2018**

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 OCTOBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of October 2018. The Corporation's 20% share, which is required by the Federal Government, totaled \$18,534.17.

*Vice Chairperson Scicchitano motioned to accept Resolution No. 63-2018, Secretary Schlunt seconded and the motion passed unopposed.*

### **RESOLUTION NO. 64-2018**

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 DAYS OF OCTOBER, 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 124 checks issued October 1-31, 2018 for a total disbursement of \$604,447.37.

Chairperson Kain asked about the average number of checks issued and both General Manager Hill and Controller Kubaszak confirmed it varies, but the total for October was in line.

*Vice Chairperson Scicchitano motioned to accept Resolution 64-2018, Member Teshka seconded and the motion passed unopposed.*

**RESOLUTION NO. 65-2018**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE DISPOSAL OF ONE GILLIG FIXED ROUTE VEHICLE

Controller Kubaszak reported that Bus 309 is a 2003 Gillig with 508,251 miles and has exceeded its useful life. Vehicle disposal will be compliant with FTA guidelines. Member Teshka asked about the disposal process and Controller Kubaszak explained that any useful parts will be removed before putting the bus up for auction on GovDeals.com. If the vehicle does not sell at auction, it will be scrapped.

*Vice Chairperson Scicchitano motioned to accept Resolution 65-2018, Member Teshka seconded and the motion passed unopposed.*

**RESOLUTION NO. 66-2018**

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 BURKHART SIGN SYSTEMS FOR THE INSTALLATION OF BUS SHELTERS AT THE MISHAWAKA TRANSFER CENTER

Controller Kubaszak reported that an RFQ was issued for the installation of replacement bus shelters at the Mishawaka Transfer Center. Responsive quotes were received from Burkhart Sign Systems and Ziolkowski General Contractors. Staff recommends Burkhart Sign Systems for installation of the shelters, not to exceed \$18,975 (\$15,180 Federal Funds; \$3,795 local share).

*Vice Chairperson Scicchitano motioned to accept Resolution 66-2018, Secretary Schlunt seconded and the motion passed unopposed.*

**RESOLUTION NO. 67-2018**

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

## AGREEMENTS RELATING TO THE EMPLOYMENT OF A GENERAL MANAGER AND CHIEF EXECUTIVE OFFICER

General Counsel Woods announced that Amy Hill was offered a contract for employment as the General Manager and Chief Executive Officer. He requested the board approve the termination of the Interim General Manager & CEO contract and approve the new three-year contract effective November 19, 2018.

*Secretary Schlunt motioned to accept Resolution 67-2018, Member Teshka seconded and the motion passed unopposed.*

### **5. Any Other Motions**

None

### **6. Chairperson's Report**

6.1 Chairperson Kain noted that as we work towards next year's agenda and organizational goals, including introducing new technologies, route analysis and strategic planning, there will be opportunities for board engagement and planning.

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

7.1 General Manager Hill reviewed the holiday service schedule.

### **8. Privilege of the Floor**

General Counsel Woods stated the St. Joseph County Bar Association recently decided upon having a "benevolent mission" or cause. They have decided to support victims of sexual assault and asked Transpo for help by providing free bus passes to victims. General Manager Hill approved the donation of 50 Day Passes to assist with the initiative. General Counsel Woods thanked staff and the board for the donation.

### **9. Adjournment**

With no additional business, Member Reznik motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 5:01 p.m.