



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
March 18, 2019 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 Kain.

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

The meeting started without a quorum with the Reports of Management and Staff. Oliver Davis arrived at 4:10 followed by Jake Teshka at 4:11. Secretary Schlunt confirmed quorum.

Present: Jitin Kain, Don Schlunt, Ken Kahlenbeck, Oliver Davis, Jake Teshka

Members Absent: Lynn Collier, Jill Scicchitano

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

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

Member Teshka motioned that the minutes from the February 18, 2019 Board of Directors meeting be approved, Secretary Schlunt seconded and the minutes were approved unopposed.

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

#### **3.1 Operations Report**

Director Allen provided the Operations report for February noting that fixed route ridership decreased by 7.92% when comparing February 2018 to February 2019. Director Allen reported Access ridership for February increased 16.46% compared to February 2018.

Chairperson Kain asked how the new Access Ecolane software was working. Director Allen explained that operator feedback has been positive and the software has resulted in more efficient and reliable service. General Manager Hill noted with the growth in Access ridership, we now have 18 drivers compared to 13 budgeted.

Director Allen reviewed the February Safety and Passenger Service Reports, noting there were three (3) preventable accidents, two (2) non-preventable accidents and two (2) driver commendations.

The full report was included in the board packet.

### **3.2 Finance Report**

Controller Kubaszak provided the Finance report for the month of February, reviewing revenue, expenses, overtime and cash forecast. Passenger revenue was under budget. Total revenue was below budget partially due to a timing issue with grant reimbursement due to the government shutdown.

Chairperson Kain asked about capital expenditures for the next three to five years along with asset management. Controller Kubaszak explained a review was in process and would also be included in the strategic planning.

Member Davis inquired about the status of the tenant search for the South Street Station. General Manager Hill noted that Bradley Company has had several prospective tenants through the space.

The full report was included in the packet.

### **3.3 Human Resources Report**

General Manager Hill provided the Human Resources report, on behalf of Director Davis, for the month of February noting there are currently 122 employees. There were two (2) part-time fixed route hires in February

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director Warmoth provided the Maintenance report for the month of February and reported the final two Access vans were delivered and radios are being installed.

There were 45 preventative maintenance inspections completed in February. Chairperson Kain asked how the maintenance inspections were scheduled and Director Warmoth explained inspection intervals were determined according to manufacturer and FTA guidelines.

The full report was included in the board packet.

### **3.5 Marketing Report**

Director Traylor reviewed the Marketing report for February, highlighting community outreach, special service and awards. Transpo received an APTA First Place AdWheel Award for the K-12 Summer Travel Program and the MACOG Green Fleet Member of the Year Award.

Upcoming focus will be on the promotion of the K-12 Summer Travel Program which will be free again this year. Due to the success of last year's program, it will be promoted regionally with MACOG extending the program to the Interurban Trolley.

The full report was included in the board packet.

### **3.6 Administration Report**

General Manager Hill provided the Administration report for the month of February. Joel Cartwright, the new Operations Manager, will start on March 20<sup>th</sup>.

She noted the Triennial Review closeout letter has been received from the FTA.

General Manager Hill provided a recap of her meetings at the Indiana Statehouse. She was able to meet one-on-one with seven of the nine legislators. She provided an overview of Transpo and 2018 accomplishments, upcoming strategic planning initiatives, challenges moving forward and the significant economic impact that public transit has on the state of Indiana. She also explained the need for increasing the PMTF and ensuring an equitable distribution throughout the state.

She also provided a brief overview of the APTA Marketing Conference where she presented on the success of the K-12 Summer Travel Program.

The full report was included in the board packet.

## **4. Introduction to Resolutions**

### **RESOLUTION NO. 11-2019**

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 FEBRUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the Board of Directors Meeting Minutes

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month of February 2019. The Corporations 20% share, which is required by the Federal Government, totaled \$16,447.17.

*Secretary Schlunt motioned to accept Resolution 11-2019, Member Davis seconded and the motion passed unopposed.*

**RESOLUTION NO. 12-2019**

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 TWENTY-EIGHT DAYS OF FEBRUARY, 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 96 checks issued February 1-28, 2019 for a total disbursement of \$466,846.42.

*Secretary Schlunt motioned to accept Resolution 12-2019, Member Davis seconded and the motion passed unopposed.*

**RESOLUTION NO. 13-2019**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING UPDATES TO THE PROCUREMENT POLICY

General Manager Hill reported the revised policy increases the procurement threshold requiring a formal RFP process from \$10,000 to \$25,000. Board approval requirements remain the same. The revised policy has been reviewed by legal counsel and meets all FTA requirements.

Member Teshka asked about the type of purchases that would fall within that range and General Manager Hill explained it would mainly be professional services.

*Secretary Schlunt motioned to accept Resolution 13-2019, Member Davis seconded and the motion passed unopposed.*

**RESOLUTION NO. 14-2019**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO LOAN AGREEMENTS ON BEHALF OF THE ORGANIZATION

Controller Kubaszak reported that the Transpo Board of Directors authorizes management to enter into loan agreements on behalf of the organization (subject

to board approval). Financial institutions are now requiring a formal resolution stating such authorization.

*Secretary Schlunt motioned to accept Resolution 14-2019, Member Teshka seconded and the motion passed unopposed.*

### **RESOLUTION NO. 15-2019**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO EXERCISE THE ONE (1) TWO (2) YEAR OPTION WITH PERSPECTIVES TO PROVIDE THE EMPLOYEE ASSISTANCE PROGRAM

General Manager Hill reported that an RFP was issued in 2016 for EAP services. Perspectives was selected and the contract period of three years expires in 2019. Staff recommends exercising the two-year option on the current contract.

Chairperson Kain asked about the contract costs for the extension and General Manager Hill replied that costs remain the same.

Member Teshka asked about plan utilization and General Manager Hill noted that Director Davis has that information available and will be reviewing at the April board meeting.

*Secretary Schlunt motioned to accept Resolution 15-2019, Member Teshka seconded and the motion passed unopposed.*

## **5. Any Other Motions**

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

6.1 Chairperson Kain reported the strategic planning process will start in the second quarter and will be guided by the administrative staff with board participation. He also provided an update on the two vacant board positions, noting the South Bend Mayoral appointee should be finalized soon.

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

7.1 Chairperson Kain stated that an Ad Hoc Budget Committee will be formed. His recommendation is 4+1 committee with four board members and one external expert member. In accordance with the bylaws, the committee will be automatically dissolved once the 2020 budget process is completed. Chairperson Kain will be responsible for finalizing the committee members.

*Secretary Schlunt motioned to approve, Member Teshka seconded and the motion passed unopposed.*

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

None

## **9. Adjournment**

With no additional business, Member Davis motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 4:47 p.m.