



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
April 15, 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 4:01 p.m. by Chairperson Kain.

B. Pledge of Allegiance

C. Roll Call

Quorum was confirmed by Secretary Schlunt

Present: Jitin Kain, Don Schlunt, Ken Kahlenbeck, Lynn Collier, Jill Scicchitano

Members Absent: Oliver Davis, Jake Teshka

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

2. Minutes of Previous Meeting

Vice Chairperson Scicchitano motioned that the minutes from the March 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 March Operations report noting that fixed route ridership decreased by 6.35% when comparing March 2018 to March 2019.

Director Allen reported Access ridership for March increased 8% compared to March 2018.

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

Chairperson Kain asked about the increasing paratransit ridership trends and General Manager Hill confirmed it is a national trend. Staff will be reviewing short and long term options for the additional costs associated with the increased ridership.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak provided the Finance report for the month of March, reviewing revenue, expenses, overtime and cash forecast. Passenger revenue was under budget due to not having all revenue sales by close of month and decreased revenue for one-day passes. Operating expenses were over budget for the month due to five payrolls and increase in Access operators. Director Kubaszak also reviewed the open grants.

The full report was included in the packet.

3.3 Human Resources Report

Director Davis provided the Human Resources report for the month of March noting there are currently 124 employees. There were three (3) hires in March and there are five (5) open positions. Director Davis also reviewed the EAP services and utilization rates.

The full report was included in the board packet.

3.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of March and reported there were 49 preventative maintenance inspections completed in March. The maintenance report has been expanded to include the number of road calls with vehicle changes and number of service calls, confirming there have been no service interruptions. Director Warmoth noted many of the service calls were due to aging fareboxes as only the 2015 and 2017 New Flyers have new fareboxes. Maintenance is rehabbing the fareboxes to prevent future issues.

General Manager Hill commented that the Maintenance Department has been doing a great job and it's impressive that there have been no service disruptions despite the number of service calls.

The full report was included in the board packet.

3.5 Marketing Report

Director Traylor reviewed the Marketing report for March, highlighting website and social media analytics, community outreach and special service. Media coverage included an eight page article in the national Busline Magazine Mar/Apr edition and coverage of the April DTSB First Friday Shuttle.

Upcoming focus will be on Get on Board Day on April 25th and the kick-off for the 2019 K-12 Summer Travel Program.

Member Collier asked about collaboration with South Bend Parks, especially the Charles Black Center, stating that she was surprised the recent renovations completed by the parks department did not include informational screens to promote free programming such as the Summer Travel Program. Director Traylor confirmed the information will be available in multiple formats. General Manager Hill also confirmed that Transpo works very closely with both South Bend Venue, Parks & Arts and the Mishawaka Parks Department to cross promote programs.

The full report was included in the board packet.

3.6 Administration Report

General Manager Hill provided the Administration report for the month of March. Staff is currently reviewing strategic planning proposals and anticipate bringing a recommendation to the May board meeting.

General Manager Hill included a snapshot of the Transpo article in the Mar/Apr edition of Busline Magazine, which is a national publication. The link to the full eight page article will be sent out to board members.

General Manager Hill noted that the shelter replacement at the Mishawaka Transfer Center was underway with concrete work to follow later this year.

Member Collier asked about the bus shelters and General Manager Hill confirmed the replacement was a part of the current bus shelter grant. A resolution for the next round of bus shelters is on the agenda.

General Manager Hill reviewed the board / staff Gift Acceptance policy and noted the quarterly report was included in the board packet along with the full report.

4. Introduction to Resolutions

RESOLUTION NO. 16-2019

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 MARCH WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of March 2019. The Corporation's share, which is required by the Federal Government, totaled \$53,641.52. General Manager Hill noted this was not the standard 20% local share as a payment of \$50,000 to Trillium was included.

Vice Chairperson Scicchitano motioned to accept Resolution 16-2019, Secretary Schlunt seconded and the motion passed unopposed.

RESOLUTION NO. 17-2019

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 THIRTY-ONE DAYS OF MARCH, 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 54 checks issued March 1-31, 2019 for a total disbursement of \$196,416.78.

Secretary Schlunt motioned to accept Resolution 17-2019, Vice Chairperson Scicchitano seconded and the motion passed unopposed.

RESOLUTION NO. 18-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO A CHANGE ORDER WITH DECAMIL FOR THE PURCHASE OF ADDITIONAL BUS SHELTERS.

General Manager Hill reported that Transpo was awarded a bus shelter grant in 2014 with the shelter contract awarded to Decamil in 2018. Installation of the first round of shelters is underway at the Mishawaka Transfer Center and the change order will allow for ordering additional ten (10) shelters, bike racks and garbage cans, not to exceed \$90,000.

Chairperson Kain asked if the additional shelters would be under the same contract or require another RFP and General Manager Hill confirmed the additional order is under the existing contract with Decamil.

Secretary Schlunt motioned to accept Resolution 18-2019, Vice Chairperson

Scicchitano seconded and the motion passed unopposed.

5. Any Other Motions

6. Chairperson's Report

6.1 Chairperson Kain reported the two vacant board positions have been filled. General Manager Hill will schedule the board orientation and the new members are expected to join the May board meeting. Chairperson Kain reported that he and General Manager Hill have been meeting with enFocus and the services offered will provide a technology assessment this summer at no cost to Transpo.

Chairperson Kain explained the ad hoc Budget and Finance committee will include himself, Vice Chairperson Scicchitano, Jake Teshka, one of the new board members and an outside financial expert.

7. All Other Unfinished Business, Including New Business

7.1 General Manager Hill recommended the May board meeting be pushed back a week due a scheduling conflict. Since Memorial Day is the following Monday, Tuesday, May 28th was recommended.

7.2 General Manager Hill also recommended that July board meeting also be rescheduled. Due to the way the Fourth of July holiday falls this year, it will be difficult to have to Finance Reports finalized in time for the regularly scheduled meeting. It is recommended the meeting be rescheduled for Tuesday, July 23rd.

Chairperson Kain asked that member check their calendars and Staff Member Cayia will follow-up to confirm availability.

8. Privilege of the Floor

None

9. Adjournment

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