



## **BOARD MEETING MINUTES**

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

January 21, 2020 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 Kain.

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

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

Quorum was confirmed by Secretary Schlunt.

Present: Jitin Kain, Lynn Collier, Ken Kahlenbeck, Don Schlunt, Paul Tipps

Members Absent: Jill Scicchitano, Curtis Bethel, Jake Teshka

Also Present: Amy Hill, Tracy Davis, Chris Kubaszak, Zac Nelson, Dan Warmoth, Jamie Woods, Jamie Hernandez.

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

Secretary Schlunt motioned that the minutes from the December 16, 2019 Board Meeting be approved. Member Tipps seconded and the minutes were approved unopposed.

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

#### **3.1 Operations Report**

General Manager Hill provided the December Operations report noting that fixed route ridership increased by 6.24% when comparing December 2018 to December 2019. Year to date reflects a decrease of 2.85%.

Access ridership for December increased 10.07% compared to December 2018. General Manager Hill said that Ecolane will be coming back for the 2<sup>nd</sup> phase of training which will include online scheduling and canceling.

General Manager Hill reviewed the December Safety Reports, noting there were three (3) preventable accidents, one (1) non-preventable accident and one (1) preventable yard accident.

General Manager Hill reviewed the Passenger Service Reports noting there were nine (9) fixed route reports received with four (4) unsubstantiated and two (2) Access Passenger Service Reports received with one (1) unsubstantiated. There were no Passenger Service Reports for Administration.

Member Tipps asked about December passenger revenue being down when ridership was up. General Manager Hill explained it is often a timing issue with pass sales and the current SBCSC pilot program has impacted ridership without increasing revenue. The goal is to generate revenue once the pilot program is completed.

The full report was included in the board packet.

### **3.2 Finance Report**

Controller Kubaszak provided the Finance report for the month of December reviewing operating revenue and expenses. Operating expenses were over budget for the month. Controller Kubaszak said regular hours were up as the last few months of the year are the busiest with employees taking vacation time.

Controller Kubaszak noted that Transpo received notification from St. Joseph County regarding an error in the December Settlement Distribution which resulted in a \$36,000 overpayment to Transpo. The county will deduct this amount from Transpo's June distribution.

Member Tipps asked about the positive revenue listed and Controller Kubaszak noted it was due to advertising revenue exceeding budget. He also noted that financials will be updated once year-end is completed.

The full report was included in the packet.

### **3.3 Human Resources Report**

Director Davis provided the Human Resources report for the month of December noting there are currently 121 employees. There were three (3) new hires in December and there are five (5) open positions.

Director Davis noted Transpo will be hosting a couple employment open houses in the upcoming weeks to assist with filling open positions.

The Director of Operations position has been reposted with Transit Talent. Chairperson Kain asked if there has been any research into comparable salaries for the position. General Manager Hill responded that salary comparisons have been reviewed. It can be difficult to compete when moving from a larger system / city to a smaller system with lower salary ranges.

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director Warmoth provided the Maintenance report for the month of December and noted there were 40 preventative maintenance inspections completed and one (1) service interruption; however, only a portion of the route was impacted. Fare box issues still account for a large number of service calls.

Member Tipps commended Director Warmoth and his staff for the preventative maintenance accomplishments.

The full report was included in the board packet.

### **3.5 Marketing Report**

Director Nelson provided the Marketing report for December, including media coverage, community outreach and special service. He provided a summary of the SBCSC Pilot Program, as well as social media growth. Director Nelson also reported that the roll out of the passenger survey online was well received. He added that he had a sign-up sheet for board members to help with the onboard surveying.

Member Tipps asked if we have a way to know if social media leads to increased ridership. Director Nelson said that we don't have a way to measure that, but that he feels that engagement in social media over time can lead to more ridership. He added that traffic to our website can show more as information.

Member Collier asked if students were being targeted with the survey. Director Nelson said that it will be hard to gather information from those under 18 years old. General Counsel Woods said that anyone under 18 would need adult consent to do the survey.

Member Tipps asked if we gather information from those who call in for bus information. General Manager Hill explained that can be difficult as there one Information Booth Specialist on duty at time who is responsible for answering the information line, in-person questions and pass sales.

Chairperson Kain encouraged board members to sign up to help with the survey.

The full report was included in the board packet.

### **3.6 Administration Report**

General Manager Hill provided the Administration report for the month of December noting that the annual Conflict of Interest and Confidentiality forms need to be signed and returned by all board members. She also said that all board members should be receiving the weekly legislative updates from Libby Cierzniak.

General Manager Hill met with other Indiana systems to discuss forming a new state organization, as the ITA may be dissolving. She said this will be an opportunity to share resources with the other systems.

Transpo is the designated recipient of the FTA funding for the Section 5310 “Enhanced Mobility of Seniors and Individuals with Disabilities” grant program. Capital and operating funding is currently available with applications due February 26<sup>th</sup>.

Chairperson Kain asked if the vehicles acquired through 5310 funding are new. General Manager Hill confirmed the vehicles are new and purchased through the state contract. The vehicles are leased to the grant recipients and maintained by Transpo for reporting purposes. Transpo does receive a small portion of the funding for administering the program.

Chairperson Kain also asked for an update on the bus shelters. General Manager Hill stated the shelter locations would be approved by the Board of Public Works at the January 28<sup>th</sup> meeting. She noted the assistance and feedback provided by the City of South Bend has been helpful.

The full report was included in the board packet.

## **4. Introduction to Ordinances and Resolutions**

### **4.1 RESOLUTION NO. 01-2020**

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 DECEMBER WITHIN THE CORPORATION’S CAPITAL IMPROVEMENT FUND

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of December 2019. The Corporation’s share, which is required by the Federal Government, totaled \$55,508.34.

*Secretary Schlunt motioned to approve Resolution 01-2020, Member Tipps seconded and the motion passed unopposed.*

#### **4.2 RESOLUTION NO. 02-2020**

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 31 DAYS OF DECEMBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND.

**Staff Report:** There were a total of 65 checks issued December 1-31 for a total disbursement of \$661,931.12.

Member Tipps asked about a check in the amount of \$1,200.00. General Manager Hill explained that there was a significant oil leak at the VA in Mishawaka and Transpo was responsible for the cleanup costs.

*Member Tipps motioned to approve Resolution 02-2020, Secretary Schlunt seconded and the motion passed unopposed.*

#### **4.3 RESOLUTION NO. 03-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, RECOGNIZING JOSEPH "MIKE" STANSFIELD FOR 12 YEARS OF SERVICE TO TRANSPPO

**Staff Report:** Mike joined Transpo on January 15, 2008 as a Fixed Route bus operator. During his tenure, Mike also worked Service Line in the Maintenance Department before returning to his latest role as a fixed route operator. Mike retired January 6, 2020 with 12 years of service to Transpo

*Member Tipps motioned to approve Resolution 03-2020, Secretary Schlunt seconded and the motion passed unopposed.*

#### **4.4 RESOLUTION NO. 04-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING AN AMENDMENT TO THE CONTRACT FOR EMPLOYMENT OF GENERAL MANAGER AND CHIEF EXECUTIVE OFFICER

**Staff Report:** Chairperson Kain reported that the annual performance review was completed for General Manager Hill. The amendment to the employment contract extends the contract until November 2024.

*Member Tipps motioned to approve Resolution 04-2020, Secretary Schlunt seconded and the motion passed unopposed.*

## **5. Any Other Motions**

### **5.1 2020 Fraud Risk Assessment**

Controller Kubaszak reviewed the annual Fraud Risk Assessment noting there were no findings. Member Tipps asked about Crowe's process for the assessment and Controller Kubaszak responded that they review and touch on all aspects.

Member Tipps motioned to approve and Secretary Schlunt seconded.

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

### **6.1 Report- Chairperson Kain**

Chairperson Kain reported that there was a brief meeting with School City of Mishawaka to discuss the operating costs associated with the school tripper service. This will be an ongoing conversation as we continue to review the service.

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

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

## **9. Adjournment**

With no additional business, Member Tipps motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 4:52 p.m.