



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
June 11, 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 4:02 p.m. by Chairperson Kain.

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

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

Secretary Schlunt confirmed quorum.

Present: Jitin Kain, Jill Scicchitano, Don Schlunt, Lynn Collier, Oliver Davis, Ken Kahlenbeck, Paul Tipps

Members Absent: Curtis Bethel, Jake Teshka

Also Present: Amy Hill, Chris Kubaszak, Tracy Davis, Jamie Hernandez, Jamie Woods and Jack Jacobs, Utkarsh Jain from enFocus

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

Secretary Schlunt motioned the minutes from April and May board meetings be approved. Vice Chairperson Scicchitano seconded the motion and the minutes were approved unopposed.

### **3. enFocus Introduction**

Jack Jacobs and Utkarsh Jain from enFocus provide a brief overview of enFocus along with the technology assessment they will be completing for Transpo this summer. The team will be providing this service free of charge and anticipate presenting the research findings in July.

### **4. Introduction to Resolutions**

#### **4.1 RESOLUTION NO. 19-2019**

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 APRIL WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of April 2019. The Corporation's share, which is required by the Federal Government, totaled \$8,421.35.

*Member Davis motioned to accept Resolution 19-2019, Secretary Schlunt seconded and the motion passed unopposed.*

#### **4.2 RESOLUTION NO. 20-2019**

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 DAYS OF APRIL, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS

Any check for an amount of \$10,000 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 has been reviewed and signed by the Chair and Vice Chair of the Board. There were a total of 93 checks issued April 1-30, 2019 for a total disbursement of \$623,107.64.

*Secretary Schlunt motioned to accept Resolution 20-2019, Member Davis seconded and the motion passed unopposed.*

#### **4.3 RESOLUTION NO. 21-2019**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A LOAN AGREEMENT WITH 1<sup>ST</sup> SOURCE BANK

Controller Kubaszak provided the details on the loan and General Counsel Woods provided a brief overview of the EFS West Agreement.

*Secretary Schlunt motioned to accept Resolution 21-2019, Member Tipps seconded and the motion passed unopposed.*

#### **4.4 RESOLUTION NO. 22-2019**

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 FOR THE PURCHASE OF ADDITIONAL BUS SHELTERS

General Manager Hill reviewed the report included in the board packet. This resolution requests approval for the purchase of five additional bus shelters bike racks and trash cans, under the federal bus shelter grant funds awarded to Transpo, in the amount not to exceed \$125,000 when combined with Resolution 18-2019 approved in April 2019.

Chairperson Kain asked if there was an internal policy for change orders exceeding the original contracted amount. General Manager Hill responded that the change orders associated with the bus shelters will not exceed the original contracted amount or grant funds. Any change orders are made in accordance with Transpo's procurement policy.

Member Davis asked about the replacement bus shelter for Walmart on Ireland Rd. Controller Kubaszak responded the shelter has been received and is ready for installation; however, Transpo is waiting on a response from Walmart. Member Davis indicated that he will follow-up with a contact name to assist with moving forward.

*Member Davis motioned to accept Resolution 22-2019, Secretary Schlunt seconded and the motion passed unopposed.*

### **4.5 RESOLUTION 23-2019**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT FOR STRATEGIC PLANNING

General Manager Hill reviewed the report included in the board packet. Three proposals for strategic planning were received and reviewed. Staff recommends entering into a contract with John Pinter Consulting in an amount not to exceed \$17,500.

Member Davis asked about the timeline and board involvement. General Manager Hill explained the expectation would be to start the process later this month or early July in order to complete by the end of the year. Staff and board will participate in the process.

*Member Davis motioned to accept Resolution 23-2019, Secretary Schlunt seconded and the motion passed unopposed.*

### **4.6 RESOLUTION NO. 24-2019**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA RECOGNIZING DOUGLAS CRAIG FOR THIRTEEN (13) YEARS OF SERVICE TO TRANSPPO

General Manager Hill noted that Doug Craig joined Transpo as an operator and was promoted to Operations Street Supervisor. His last day was May 28 and he has relocated to Las Vegas and unable to attend the meeting. He was recognized with a staff luncheon and presented with his retirement clock.

Member Collier asked if his position would be filled and General Manager Hill responded that interviews with internal candidates are already underway.

*Member Davis motioned to accept Resolution 24-2019, Vice Chairperson Scicchitano seconded and the motion passed unopposed.*

#### **4.7 RESOLUTION NO. 25-2019**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION APPROVING THE FINANCIAL TRANSACTIONS INCURRED DURING THE MONTH OF MAY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of May 2019. The Corporation's share, which is required by the Federal Government, totaled \$57,283.16.

*Secretary Schlunt motioned to accept Resolution 25-2019, Member Davis seconded and the motion passed unopposed.*

#### **4.8 RESOLUTION NO. 26-2019**

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 MAY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Any check for an amount of \$10,000 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 has been reviewed and signed by the Chair and Vice Chair of the Board. There were a total of 86 checks issued May 1-31 for a total disbursement of \$271,316.09.

*Member Davis motioned to accept Resolution 26-2019, Secretary Schlunt seconded and the motion passed unopposed.*

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

5.1 EFS West Agreement – General Counsel Woods noted information was provided with Resolution 21-2019.

*Member Davis motioned to accept the EFS West Agreement, Secretary Schlunt seconded and the motion passed unopposed.*

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

Chairperson Kain reported that the Finance Committee has met twice and is currently working on the 2020 budget. The South Bend Common Council will hear Transpo's budget on September 16, 2019. He noted the board will be engaged in the process with an update and overview planned for the July board meeting.

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

7.1 The July Board meeting will take place on Tuesday, July 23.

Member Davis asked about the temporary relocation of the downtown location of the South Bend Public Library to Brown Intermediate School. General Manager Hill stated the library did not contact Transpo to discuss potential locations and there is concern with the site that was selected. The temporary site is not located on a bus route with the nearest bus stop located along the 3B Portage route which is approximately 0.8 miles from the site. General Manager Hill will contact the library to discuss their transportation plans.

In light of the recent severe weather, Member Davis asked about safety procedures in the event of a tornado. General Manager Hill responded that in accordance with Transpo's safety plan, if there is an emergency, such as severe weather, operators would follow procedures for contacting the street supervisor for instructions on how to proceed.

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

None

## **9. Adjournment**

With no additional business, Member Tipps motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 4:40 p.m.