



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

July 20, 2020 at 4:00 PM

Please Note: This was a remote meeting due to COVID-19 with electronic access to board members and the general public.

1. Opening Items

1.1 Call to Order

The 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.

1.2 Roll Call

Chairperson Kain called roll with the following Board Members present: Jitin Kain, Jill Scicchitano, Don Schlunt, Lynn Collier, Lori Hamann, Ken Kahlenbeck.

Absent: Curtis Bethel, Jr., Jake Teshka and Paul Tipps

Also Present: Amy Hill, Tracy Davis, Chris Kubaszak, Virgil, McCarthy, Zac Nelson, Jamie Woods

2. Minutes of Previous Meetings

Vice Chairperson Scicchitano motioned to approve the minutes from the June 15, 2020 board meeting. Secretary Schlunt seconded and the motion passed unopposed.

3. Special Report

Scott Nickerson and Kevin Kerswick from Crowe provided an overview of the 2019 audit draft. Board members were provided copies in advance of the meeting and requested to review and provide feedback.

4. Reports of Management & Staff

4.1 Operations Report

General Manager Hill reviewed the June Operations Report noting that fixed route ridership decreased 57.02% compared to June 2019 and 32.79% YTD due to COVID-19.

Access ridership was down 63.71% compared to June 2019 and 51.26% YTD.

The Safety Report showed one (1) preventable accident, one (1) non-preventative accident and no yard accidents.

The Passenger Service Reports were reviewed noting 11 fixed route reports were received with 10 complaints. Four (4) complaints were unsubstantiated, five (5) monitored for future action and one (1) resulting in discipline. One (1) commendation was received.

Access received one (1) complaint.

The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue continues to be under budget due to COVID-19. Non-Operating Revenue was over budget due to the first tax installments. Payroll also continues to be under budget with the reduced service schedule and limited overtime.

It was noted the Finance Committee will be meeting monthly to assist with budgeting processing and financial components associated with the strategic plan.

The full report was included in the board packet.

4.3 Human Resource Report

Director Davis provided the HR report noting a total employee count of 114. There were four (4) separations including two (2) retirements.

The recruitment of part-time fixed route operators continues with six (6) open positions. Chairperson Kain asked if there was still a need for the part-time operators and Director Davis confirmed yes. General Manager Hill also noted that Transpo has been understaffed on the part-time roster and with resuming regular service and school returning this fall, there is a need for part-time operators to assist with reducing the overtime hours. Transpo has the ability to conduct training classes following all CDC and social distancing guidelines.

The full report was included in the board packet.

4.4 Maintenance Report

General Manager Hill provided the Maintenance Report noting there were 19 Preventative Maintenance inspections completed in June.

She provided an update on the operator shields / barriers noting the adjustments in order to reduce the glare issues. Maintenance is moving forward with installing on all buses. In addition, the Maintenance team is adding touchless hand sanitizing dispensers on board all vehicles. The Maintenance team continues to do an exceptional job.

The full report was included in the board packet.

4.5 Marketing Report

Director Nelson provided the Marketing Report for May, highlighting the Mission Statement process overview. As part of the Strategic Planning process, Transpo worked with the Drucker Institute to update the organizational Mission Statement. Staff participated in a workshop and the Marketing team conducted listening sessions and requested feedback from all areas of the organization. Board members are invited to follow-up with Zac to provide feedback.

The full report was included in the board packet.

4.6 Administrative Report

General Manager Hill provided an update on the return to the regular service schedule noting that ridership is slowly increasing, but still down about 50%. Transpo is requiring passengers to wear a face covering and face masks are available at the Information Booth.

She noted Transpo has been working on multiple ridership programs for the 2020-2021 school year and additional details on several will be included as resolutions in today's meeting.

The full report was included in the board packet.

5.0 Introductions to Resolutions

Member Hamman left the call prior to the resolutions leaving five board members (quorum) in attendance.

5.1 RESOLUTION NO. 32-2020

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 JUNE WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of June. The Corporation's share, which is required by the Federal Government, totaled \$20,200.

Vice Chairperson Scicchitano motioned to approve Resolution 32-2020, Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. Motion passed 5-0.

5.2 RESOLUTION NO. 33-2020

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 30 DAYS OF JUNE WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 92 checks issued June 1-30 for a total disbursement of \$493,334.14.

Member Collier motioned to approve Resolution 33-2020, Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. The motion passed 5-0.

5.3 RESOLUTION NO. 34-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO EXERCISE THE FIRST OF TWO (2) ONE-YEAR OPTIONS WITH THE UNIVERSITY OF NOTRE DAME, SAINT MARY'S COLLEGE AND HOLY CROSS COLLEGE.

Staff Report: The contract for the Sweep route with Notre Dame, Saint Mary's and Holy Cross renewed in 2019. The one year option includes a 3% in the hourly service rate.

Vice Chairperson Scicchitano motioned to approve Resolution 34-2020, Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. The motion passed 5-0.

5.4 RESOLUTION NO. 35-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING A RENEWAL AGREEMENT WITH IVY TECH COMMUNITY COLLEGE.

Staff Report: The terms of the contract remain the same. Ivy Tech students, faculty and staff may ride Transpo fixed routes at no charge (with valid ID and validation sticker from Ivy Tech) and Ivy Tech is billed a discounted rate per ride.

Secretary Schlunt motioned to approve Resolution 35-2020. Vice Chairperson Scicchitano seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 5-0.

5.5 RESOLUTION NO. 36-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE PURDUE POLYTECHNIC HIGH SCHOOL RIDERSHIP PROGRAM FOR THE 2020-2021 SCHOOL YEAR.

Staff Report: The ridership program will allow PPHS students, with valid ID, to ride any Transpo fixed route. PPHS will be billed a discounted rate per ride.

Chairperson Kain asked if there would be any change to service and General Manager Hill explained it would utilize existing routes so there is no service change or additional cost to Transpo. Member Collier asked if students could ride anywhere and it was confirmed they were eligible to ride any routes. Member Kahlenbeck asked if they were able travel outside of to and from school. It was agreed with PPHS that students could ride any time and PPHS would be charged the discounted rate.

Secretary Schlunt motioned to approve Resolution 36-2020. Vice Chairperson Scicchitano seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 5-0.

5.6 RESOLUTION NO. 37-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA ADJUSTING THE SECTION 5310 CAPITAL ASSISTANCE AWARD GRANTS.

Staff Report: The grants were approved by the board last month. Once the vehicle pricing was finalized, there were slight adjustments in the total costs for the grant recipients. Since there are remaining grant funds available, it was recommended to adjust the grant awards.

Chairperson Kain asked the total adjustment of the awards. Controller Kubaszak responded about \$3-4,000. This is at no cost to Transpo since Transpo is the administrator of the grant fund.

Secretary Schlunt motioned to approve Resolution 37-2020. Member Collier seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 5-0.

5.7 RESOLUTION NO. 38-2020

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 THE REPLACEMENT OF THE FIRE SUPPRESSION SYSTEM AT SOUTH STREET STATION.

Staff Report: An RFP was issued for the fire suppression system updates. Based on review of the proposals, staff recommends contracting with Pemberton Davis Electric, LLC to complete the upgrades.

Chairperson Kain asked about the timeframe for the upgrades and Controller Kubaszak responded 60-120 days for ordering the system and installation. Member Collier asked if the same company would be installing the system. General Manager Hill confirmed the contract award is for the system and complete installation.

Secretary Schlunt motioned to approve Resolution 38-2020. Vice Chairperson Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 5-0.

5.8 RESOLUTION NO. 39-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT FOR A&E SERVICES FOR AN UNLEADED FUEL TANK AT TRANSPPO.

Staff Report: Controller Kubaszak reported that Transpo's unleaded fuel usage as increased due to newer paratransit vans. By the end of 2020, 18 of the 21 vans will be unleaded with the additional three in 2021. This brings the unleaded fleet to 30 vehicles. Transpo currently fuels unleaded vehicles at the City of South Bend's pump which takes an estimated 20 minutes per vehicle. The A&E firm would oversee the design, assessment of fuel system requirements and installation.

There was discussion regarding overall project cost, which would be determined through the A&E process, potential cost savings and return on investment. The

consensus was to table the resolution to the August meeting while staff provides additional information for review.

Secretary Schlunt motioned to table the resolution. Member Collier seconded the motion. Secretary Schlunt called roll with all members voting in favor. Motion passed 5-0.

5.9 RESOLUTION 40-2020

Resolution was removed from the agenda prior to the meeting.

5.10 RESOLUTION 41-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE SERVICE AGREEMENT WITH SCHOOL CITY OF MISHAWAKA.

Staff Report: Transpo provides school tripper service for John Young Middle School and Mishawaka High School. The agreement would increase the rate per day over the next three school years.

Member Kahlenbeck stated he would like to recuse himself from the vote since he is employed by School City of Mishawaka. Without quorum, the board was unable to vote on Resolution 41-2020.

6. Any Other Motions

6.1 Pension Audit – Controller Kubaszak reviewed the audit noting the financial management has transition to 1st Source Bank. The audit was position with no findings.

Secretary Schlunt motioned to approve the audit. Member Collier seconded the motion. Secretary Schlunt called roll with all members voting in favor. Motioned passed 5-0.

7. Chairperson's Report

Chairperson Kain asked that all board members review the Crowe audit and provide feedback to either him or General Manager Hill. He noted the Finance Committee will continue to be involved in the budgeting process and once budget presentation dates will be shared with board members. Members are encouraged to participate in the process.

8. All Other Unfinished Business, Including New Business

None

9. Privilege of the Floor

None

Board of Directors Meeting Minutes

July 20, 2020

Page | 7

10. Adjournment

With no additional business, Secretary Schlunt motioned to adjourn, Vice Chairperson Scicchitano seconded and the motion passed. The meeting adjourned at 5:45 p.m.