



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

November 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 4:01 p.m. by Chairperson Kain.

B. Pledge of Allegiance

C. Roll Call

Quorum was confirmed by Secretary Schlunt.

Present: Jitin Kain, Jill Scicchitano, Don Schlunt, Curtis Bethel, Lynn Collier, Oliver Davis, Jr., Ken Kahlenbeck, Jake Teshka, Paul Tipps

Members Absent: None

Also Present: Amy Hill, Chris Kubaszak, Zac Nelson, Jamie Woods, Jamie Hernandez,

2. Minutes of Previous Meeting

Member Teshka motioned that the minutes from the September 19, 2019 Board Meeting be approved. Member Scicchitano seconded and the minutes were approved unopposed.

Member Teshka motioned that the minutes from the October 21, 2019 Board Meeting be approved. Secretary Schlunt seconded and the minutes were approved unopposed.

3. Reports of Management and Staff

3.1 Operations Report

General Manager Hill provided the October Operations report noting that fixed route ridership increased by 3.6% when comparing October 2018 to October 2019. The SBCSC pilot program and game day service contributed to the increase in ridership.

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Access ridership for October increased 3.6% compared to October 2018.

General Manager Hill reviewed the October Safety Reports, noting there were three (3) preventable accidents, two (2) non-preventable accidents and zero (0) preventable yard accidents.

General Manager Hill reviewed the Passenger Service Reports noting there were 20 fixed route reports received with 15 unsubstantiated and 5 Access Passenger Service Reports received with four (4) unsubstantiated.

Chairperson Kain asked if the pilot program ridership was based on unique riders or the number of rides. General Manager Hill confirmed it was based on the number of rides (each time a bus is boarded). She also confirmed that we are able to track the number of SBCSC pilot program rides and report by route and hour.

Member Kahlenback asked if the Mishawaka Tripper routes were impacted by the road construction on 12th Street in Mishawaka. General Manager Hill explained that on-time performance has been maintained with the detours in place. Overall John Young Ridership is down approximately 6.4% YTD (26,229 rides through October) and Mishawaka High School ridership is up about 10% YTD (11,346 through October).

Member Collier asked about any changes in service due to the closure of the main library downtown. General Manager explained that Transpo does not have funding available to provide any additional service or expansion of service. The library is providing additional resources and extended hours at the branches that are located along current Transpo routes.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak provided the Finance report for the month of October reviewing operating revenue and expenses. Operating expenses were under budget for the month but the budget is still exceeded for the year.

He reviewed the cash forecast and discussed the financial challenges heading into 2020. Member Tipps asked if obtaining a loan is an option for the projected deficit. Controller Kubaszak noted that would only be a temporary solution and a reduction or elimination of service may need to be reviewed. Member Tipps asked about options to offset the cash forecast. General Manager Hill said this would be an opportunity to engage the Finance Committee and staff will review short and long term options with the goal of providing an update by the January board meeting.

Vice Chairperson Scicchitano asked about potential service elimination or cuts. General Manager Hill responded that the least productive routes would be reviewed which could potentially include the Mishawaka School Tripper service, Blackthorn Express and Route 5 North Michigan. Any changes to fixed route service could also impact Access service which operates within $\frac{3}{4}$ of a mile of a fixed route. Member Teshka asked about the process for a potential service reduction and General Manager Hill responded that it would be a public process in accordance with FTA guidelines and regulations.

The full report was included in the packet.

3.3 Human Resources Report

General Manager Hill provided the Human Resources report for the month of October noting there are currently 118 employees. There were zero new hires in October and there are eight (8) open positions.

General Manager Hill provided an update on the Director of Operations noting that a final candidate was brought in for final interviews and offered the position. After careful consideration, the candidate declined the position citing the lack of fixed route technology (CAD/AVL system) as a primary factor. Member Tipps asked if the salary and compensation package was an issue and General Manager Hill stated it was not in this instance. The overall compensation package was discussed early on in the process as it can sometimes be a challenge in recruiting.

The full report was included in the board packet.

3.4 Maintenance Report

General Manager Hill provided the Maintenance report for the month of October and noted there were 48 preventative maintenance inspections completed and no service interruptions.

General Manager Hill also noted that most of the service calls were for fare box issues.

Member Teshka asked what the savings in maintenance would be for replacing these old buses. General Manager Hill explained there are significant maintenance and fuel savings by replacing the buses and she will follow-up with additional information.

The full report was included in the board packet.

3.5 Marketing Report

Director Nelson provided the Marketing report for October, including media coverage, community outreach and special service. He provided a summary of Game Day Service to date, which is increasing, as well as social media growth.

Member Collier asked if there was a strategy for competing with services like Uber. General Manager Hill explained that the city Ride Guarantee program places heavy emphasis on public transit first, and then services like Lyft. Member Scicchitano added that partnerships with these services are helpful for the first/last mile as well as with millennials. General Manager Hill agreed, stating that TNCs, bike share and scooters can all be effective with first/late mile solutions.

The full report was included in the board packet.

3.6 Administration Report

General Manager Hill provided the Administration report for the month of October noting the collective bargaining agreement meetings were held onsite and the current agreement has been extended until the new agreements are made. With a more collaborative approach, the initial meetings were productive; however, there are still several issues to work through. She anticipates another round of meetings to be scheduled prior to the end of the year.

General Manager Hill announced that Greyhound will be relocating from the airport to South Street Station on Monday, December 2nd. A temporary ticket podium will be in the lobby until they complete the build-out of their office, which will be located in Transpo's former training room. This leaves the remaining office space available to be leased.

Member Scicchitano asked if there were any updates on potential tenants for the open space. General Manager Hill said that Bradley has been working with several prospects who have toured the facility. She also mentioned the improvements to the parking lots and sidewalks as an additional amenity.

The full report was included in the board packet.

4. Introduction to Ordinances and Resolutions

4.1 RESOLUTION NO. 44-2019

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 SEPTEMBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of September 2019. The Corporation's share, which is required by the Federal Government, totaled \$3,167.43.

Member Tipps motioned to approve Resolution 44-2019, Secretary Schlunt seconded and the motion passed unopposed.

4.2 RESOLUTION NO. 45-2019

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 SEPTEMBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND.

There were a total of 75 checks issued September 1-30 for a total disbursement of \$502,711.67.

Member Tipps motioned to approve Resolution 45-2019, Vice Chairperson Scicchitano seconded and the motion passed unopposed.

4.3 RESOLUTION NO. 46-2019

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 OCTOBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of October 2019. The Corporation's share, which is required by the Federal Government, totaled \$12,229.24.

Vice Chairperson Scicchitano motioned to approve Resolution 46-2019, Member Tipps seconded and the motion passed unopposed.

4.4 RESOLUTION NO. 47-2019

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 OCTOBER, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

There were a total of 93 checks issued October 1-31 for a total disbursement of \$409,930.57.

Member Tipps motioned to approve Resolution 47-2019, Vice Chairperson Scicchitano seconded and the motion passed unopposed.

4.5 RESOLUTION NO. 48-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH 1ST SOURCE BANK FOR PENSION MANAGEMENT

General Counsel Woods explained the RFP process, noting two responsive proposals were received. The pension committee, comprised of management and union representatives, interviewed both bidders and unanimously recommended to move forward with 1st Source Bank. He explained 1st Source Bank will be able to provide additional financial and retirement services to employees.

Member Bethel noted he would abstain from voting as he is current employee of 1st Source Bank.

Member Tipps motioned to approve Resolution 48-2019, Member Davis seconded and the motion passed unopposed.

4.6 RESOLUTION NO. 49-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO CHANGE ORDER #1 WITH PREMIUM CONCRETE SERVICES FOR THE LAFAYETTE EMPLOYEE PARKING LOT

Controller Kubaszak said that the change order was for re-striping the employee parking lot since the improvements have been completed. Chairperson Kain asked if Transpo utilizes consultants for capital projects. Controller Kubaszak confirmed, noting the city assisted with the specifications for the current parking lot improvements / repairs and the RFP for work at South Street Station will include A&E for the project.

Member Tipps motioned to approve Resolution 49-2019, Member Bethel seconded and the motion passed unopposed.

4.7 RESOLUTION NO. 50-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING AN EXTENSION OF THE PILOT PROGRAM WITH SOUTH BEND COMMUNITY SCHOOL CORPORATION

Member Tipps asked if we were able to track where students are riding (school, extra-curricular activities, etc.). General Manager Hill noted that we are able to track by route and hour. She also noted SBCSC is completing a transportation survey which includes a couple questions about riding Transpo. Chairperson

Kain suggested reaching out to MACOG for assistance with analyzing the APC data.

Member Tipps also asked if there has been any feedback or issues with students riding. General Manager Hill noted that comments have been positive and there have not been any disciplinary issues. He also wanted to confirm that Transpo does not incur any additional costs by allowing the students to ride for free during the pilot period. General Manager Hill confirmed that was correct as the pilot program utilizes the existing routes so no additional cost is incurred.

Member Davis abstained from voting as he is employed by the SBCSC.

Member Teshka motioned to approve Resolution 50-2019, Member Tipps seconded and the motion passed unopposed.

4.8 RESOLUTION NO. 51-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO PROVIDE BUS PASSES TO ASSIST WITH THE CITY OF SOUTH BEND'S WEATHER AMNESTY INITIATIVES

General Manager Hill reported Transpo was approached by the City of South Bend to assist with weather amnesty initiatives and connecting individuals to resources during the day when the weather amnesty shelters are not open.

Members Tipps and Davis both expressed concern and stated that other entities such as the City of South Bend and library should assist with the cost of the bus passes.

Transpo will donate up to 100 passes in both November and December (resolution noted accordingly). Member Tipps asked about the recent article in the paper and Chairperson Kain stated he reached out to General Manager Hill due to the concerns with the low temperature and the bus passes were provided to be distributed through Hope Ministries and the Center for the Homeless. Chairperson Kain indicated the City of South Bend would have resources to purchase additional buses.

Member Davis motioned to approve Resolution 51-2019, Secretary Schlunt seconded and the motion passed unopposed.

5. Any Other Motions

None

6. Chairperson's Report

None

7. All Other Unfinished Business, Including New Business

None

8. Privilege of the Floor

None

9. Adjournment

With no additional business, Chairperson Kain motioned to adjourn, Member Teshka seconded and the motion passed. The meeting adjourned at 4:45 p.m.