



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

August 19, 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 4:00 p.m. by Chairperson Kain.

B. Pledge of Allegiance

C. Roll Call

Quorum was confirmed by Secretary Schlunt.

Present: Jitin Kain, Jill Scicchitano, Lynn Collier, Oliver Davis, Jake Teshka, Don Schlunt, Paul Tipps

Members Absent: Curtis Bethel, Ken Kahlenbeck

Also Present: Amy Hill, Chris Kubaszak, Dan Warmoth, Zac Nelson, Jamie Hernandez, Kevin Kerzik (Crowe Horwath), Libby Cierzniak (Faegre Baker Daniels)

2. Minutes of Previous Meeting

Secretary Schlunt motioned that the minutes from the July 23, 2019 Board Meeting be approved. Member Teshka seconded and the minutes were approved unopposed.

3. Reports and Updates

3.1 Crowe Horwath

Kevin Kerzik, from Crowe Horwath provided an overview of the annual audit.

3.2 Libby Cierzniak, Faegre Baker Daniels

Libby provided an overview of the state's Public Mass Transportation Fund (PMTF), which is the only direct state funding for transit in Indiana. In 2020, INDOT will distribute \$44.1 million to 63 transit systems. The seven largest fixed route systems will receive

58.5% of the funding (Bloomington, Evansville, Fort Wayne, Gary, Indianapolis, Lafayette, Muncie, Transpo). Indianapolis receives the highest allocation at \$10.9 with Lafayette following at \$4.1 and Transpo receives just over \$2 million.

Member Tipps asked why Lafayette receives more than South Bend and Libby explained it is due to the student ridership associated with Purdue University. Chairperson Kain asked about additional funding sources and Libby responded there could be some funding streams through FSSA for paratransit which she will research further.

4. Reports of Management and Staff

4.1 Operations Report

General Manager Hill provided the July Operations report noting that fixed route ridership increased by 1.75% when comparing July 2018 to July 2019.

Access ridership for July increased 16.18% compared to July 2018.

General Manager Hill reviewed the July Safety and Passenger Service Reports, noting there were two (2) preventable accidents, zero (0) non-preventable accidents and one (1) preventable yard accident.

General Manager Hill noted that the first round of interviews for the Director of Operations position are underway. Member Davis asked if the position was posted locally and General Manager Hill confirmed it was with postings on the website and Indeed.

The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of July, reviewing operating revenue and expenses. Operating expenses were over budget for the month due to increase in Access ridership.

Chairperson Kain asked about the increase in Materials & Supplies for the month and Controller Kubaszak explained there were several additional fuel invoices paid in the month of July.

Controller Kubaszak reviewed that 2020 budget that will be presented to the South Bend Common Council in September. Based on current trends, fixed route revenue is expected to be down and Access ridership and expenses will continue to increase. The PMTF allocation is slightly higher than initial budget projections. On the expense side,

Board of Directors Meeting Minutes

August 19, 2019

Page | 2

there are still several unknowns with the upcoming union contract negotiations and health insurance renewal premiums.

Member Tipps asked about the benefits summary as the budget shows a decrease despite an anticipated increase in premium. Controller Kubaszak explained change was due to a decrease in the total number of employees.

The full report was included in the packet.

4.3 Human Resources Report

General Manager Hill provided the Human Resources report for the month of July noting there are currently 120 employees. There was one (1) new hire in July and there are four (4) open positions.

The full report was included in the board packet.

4.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of July and reported there were 42 preventative maintenance inspections completed and no service interruptions.

The full report was included in the board packet.

4.5 Marketing Report

Director Nelson provided the Marketing report for July, highlighting website and social media analytics, community outreach and special service. Media coverage included articles about the pilot program with SBCSC for high school students and introducing him as the new director of marketing for Transpo. He also reviewed the K-12 Summer Travel Program ridership which is trending up over 15% this year.

The full report was included in the board packet.

4.6 Administration Report

General Manager Hill provided the Administration report for the month of July noting Transpo in the process of renewing service agreements area colleges and universities.

General Manager Hill provided an overview of the renewals with the University of Notre Dame, Saint Mary's College and Holy Cross College. Based on Transpo's recommendation, the 7A Midnight Express route will be discontinued due to declining ridership. The 17 Sweep route will be adjusted with the last Monday through Friday trip leaving the Notre Dame library at 9:00 p.m. At the request of universities, the Sweep route will no longer run on Saturdays.

Under the Agreement for Services, the three schools will pay the full cost of operating the Sweep route.

General Manager Hill also noted the Game Day Express route will return this year and provide express service between Downtown South Bend and the University of Notre Dame's Eck Visitors Center for home football games. The route is free and open to the public with service fully funded by Aloft, Century Center, Courtyard by Marriott, DoubleTree, DTSB, Visit South Bend and U93.

The full report was included in the board packet.

5. Introduction to Ordinances and Resolutions

ORDINANCE NO. 1-2019

AN ORDINANCE APPROPRIATING MONIES FOR THE PURPOSE OF DEFRAYING THE EXPENSE OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION IN SAINT JOSEPH COUNTY, INDIANA, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020

Member Davis motioned to accept Ordinance 1-2019, Member Tipps seconded and the motion passed unopposed.

ORDINANCE NO. 2-2019

AN ORDINANCE LEVYING THE TAX AND FIXING THE RATE OF TAXATION FOR THE PURPOSE OF RAISING REVENUE TO FUND THE TRANSPORTATION FUND OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020

Member Tipps motioned to accept Ordinance 2-2019, Member Teshka seconded and the motion passed unopposed.

RESOLUTION NO. 30-2019

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 JULY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of July 2019. The Corporation's share, which is required by the Federal Government, totaled \$4,161.89.

Member Teshka motioned to accept Resolution 30-2019, Member Davis seconded and the motion passed unopposed.

RESOLUTION NO. 31-2019

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 JULY, WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS

There were a total of 76 checks issued July 1-31 for a total disbursement of \$532,487.46

Member Davis motioned to accept Resolution 31-2019, Member Teshka seconded and the motion passed unopposed.

RESOLUTION NO. 32-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO RENEW THE CONTRACTS WITH THE UNIVERSITY OF NOTRE DAME, SAINT MARY'S COLLEGE AND HOLY CROSS COLLEGE

General Manager Hill noted the service agreement will be a one-year contract with two (2) one (1) year options.

Member Tipps motioned to accept Resolution 32-2019, Member Scicchitano seconded and the motion passed unopposed.

6. Any Other Motions

7. Chairperson's Report

No report at this time.

8. All Other Unfinished Business, Including New Business

General Manager Hill requested the September Board Meeting be rescheduled for Thursday, September 19th at 4:00 p.m. Due to the Labor Day holiday and accounting staff vacations, this will allow for additional time to finalize the month end reports.

9. Privilege of the Floor

Rev. Sylvester Williams Jr. spoke on behalf of his group in hopes of partnering with Transpo to display signage on the buses to help curb the violence that has been occurring in South Bend neighborhoods.

Vernald Malone also spoke in support of the idea of positive messaging on Transpo buses.

Member Davis thanked the group for attending and stated that he hopes Transpo will be able to support the initiative.

10. Adjournment

With no additional business, Member Davis motioned to adjourn, Member Teshka seconded and the motion passed. The meeting adjourned at 5:35 p.m.