



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
August 17, 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

Secretary Schlunt called roll with the following Board Members present: Jitin Kain, Jill Scicchitano, Don Schlunt, Lynn Collier, Lori Hamann, Ken Kahlenbeck, Jake Teshka, Paul Tipps.

Absent: Curtis Bethel, Jr.

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

2. Minutes of Previous Meetings

Member Tipps motioned to approve the minutes from the July 20, 2020 meeting. Secretary Schlunt seconded and the motion passed unopposed.

3. Special Report

John Pinter provided an overview of the Strategic Plan narrative and Smartsheet that will be used as a working document as the plan moves forward. Vice Chairperson Scicchitano asked about the impact of COVID-19 since the planning process started prior to the pandemic. General Manager Hill explained adjustments have been made in response to COVID-19 particularly with emergency preparedness and advocating for funding on the state and federal levels.

Member Collier asked if the potential for Sunday Service was included in the plan. John noted that feedback was received during the customer survey and specific service questions and feasibility would be included as part of the Comprehensive Operational Analysis (COA).

Member Tipps commented that there did not appear to be many items directed to the board and many responsibilities being directed towards the General Manager. General Manager Hill explained that the Strategic Planning Committee would continue to be engaged through the process with opportunities identified for board member participation along with all departments of the organization. Chairperson Kain recommended the option for ongoing ad hoc committees be included in the plan document.

Chairperson Kain asked about the timeline for the COA and John responded that the Smartsheet breaks various steps of the process with the corresponding timelines.

Chairperson Kain asked that board members take some time to review in the upcoming weeks and provide feedback to General Manager Hill. He noted hard copies would be made available for board members if needed. Secretary Schlunt and Member Collier both asked for hard copies and General Manager Hill responded that copies would be available for pickup at the front desk by Tuesday.

4. Reports of Management & Staff

4.1 Operations Report

General Manager Hill reviewed the July Operations Report noting that fixed route ridership decreased 49.60% compared to July 2019. Year-to-date decrease is 35.14%.

Access ridership was down 56.65% compared to July 2019 and 55.72 YTD.

The Safety Report showed one (1) preventable accident, two (2) non-preventative accident and two (2) yard accidents.

The Passenger Service Reports were reviewed noting 18 fixed route reports were received with 17 complaints. Six (6) complaints were unsubstantiated, six (6) monitored for future action and five (5) resulting in discipline. One (1) commendation was received.

Access received two (2) complaints.

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 with the receipt of an additional property tax installment.

Transpo was over budget in labor expenses due to the return of the regular service schedule effective July 6, 2020. Benefits also exceeded budget due to the increases in worker's compensation and health insurance premiums.

As COVID-19 expenses continue to be incurred, CARES Act funding will be drawn down and used towards those expenses. Controller Kubaszak is working with 1st Source Bank in regards to the PPP loan forgiveness. 1st Source has asked that Transpo hold off on submitted the documentation as there may be some additional changes to the reporting requirements.

Member Collier asked about the status of the work at South Street Station and General Manager Hill responded that the roof replacement is currently in process.

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 three (3) separations and one (1) new hire during the month of July.

The recruitment of part-time fixed route operators continues with six (6) open positions. Director Davis noted that a recent employment open house resulted in several qualified candidates.

The full report was included in the board packet.

4.4 Maintenance Report

General Manager Hill provided the Maintenance Report noting there were 39 Preventative Maintenance inspections completed in July.

She noted that maintenance has done an excellent job with the design and installation of the operator barriers. The barriers have now been installed in all Gillig buses and are in process for New Flyer buses. Maintenance was also able to install hand sanitizing dispensers on all vehicles.

The full report was included in the board packet.

4.5 Marketing Report

Director Nelson provided the Marketing Report for June, noting the focus has been on internal and external messaging in response to the face covering requirement now in effect.

The full report was included in the board packet.

4.6 Administrative Report

General Manager Hill reported the IDEM VW Mitigation Committee is scheduled to meet virtually on August 19, 2020 for the grant award recommendations. Transpo was the recipient of a \$4.9 million Federal grant to replace up to 12 buses which requires a \$1.2 million local match. This state funding can be leveraged as the local match. Transpo has a strong application given the fact the Federal funds are secured and once the local match is in place, will be able to move forward with the bus procurement right away.

Member Collier asked about the competition for the grant funding and General Manager Hill explained all transit agencies in the state are eligible to apply along with school corporations, municipalities and businesses. She also asked if the other vehicles ordered have arrived. General Manager Hill responded that the new paratransit vans are scheduled to be delivered late this year and the new fixed route buses in February 2021.

Chairperson Kain asked if there were any delivery delays due to the COVID-19 and General Manager Hill responded everything was on track as scheduled. The fixed route buses were originally scheduled for delivery in January, but are now expected in February. Transpo has a weekly production call with New Flyer to keep up on the status and production timelines.

The full report was included in the board packet.

5.0 Introductions to Resolutions

5.1 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.

Staff Report: General Manager Hill noted this resolution was brought to the board last month; however, additional information was requested before proceeding. She reviewed

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the report included in the board packet noting the estimated annual savings of \$16,000. The A&E cost would be \$72,000 with \$57,600 in FTA funding and \$14,400 locally. The estimated construction cost is \$237,000 with \$132,000 in FTA funding and \$33,000 locally. Transpo would see the return on investment in less than three (3) years. In addition, all vehicles would now be fueled on site.

Member Collier asking about the funding and if a loan would be necessary. General Manager Hill reviewed Transpo's portion of the overall project, confirming that local funding was available for this project.

Member Teshka motioned to approve Resolution 39-2020, Member Tipps seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. Motion passed 8-0.

5.2 RESOLUTION NO. 40-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE AGREEMENT WITH ATU LOCAL 996 FOR FIXED ROUTE AND MAINTENANCE SERVICE

Staff Report: General Manager Hill explained the Company presented a last, best and final offer to the Union on August 4, 2020 which was reviewed during the Executive Session. Union membership voted to ratify the agreement on August 9, 2020.

Member Tipps motioned to approve Resolution 40-2020, Member Hamann seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. The motion passed 8-0.

5.3 RESOLUTION NO. 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 has a long standing relationship with School City of Mishawaka, providing school tripper service to John Young Middle School and Mishawaka High School. There has not been an increase to the daily rate since the inception of the program. It was negotiated to increase the cost over the next three school years to cover the cost of operating the service. In return, students will be eligible to ride Transpo routes at no cost.

Member Collier asked if there was any reduction since school was in session virtually. General Manager Hill replied that service would not resume until the schools are attending in person.

Member Tipps asked if there was a payment agreement in place and General Manager Hill confirmed there was a signed service agreement with School City of Mishawaka, which was also approved by the School City of Mishawaka Board of Directors. The agreement outlines the payments over the next three school years.

Member Tipps motioned to approve Resolution 41-2020, Member Teshka seconded the motion. Secretary Schlunt called roll for the vote with seven (7) members voting in favor and one member recusing himself from the vote. The motion passed 7-0.

5.4 RESOLUTION NO. 42-2020

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 JULY 2020 WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of July 2020. The Corporation's share, which is required by the Federal Government, totaled \$1,500.59.

Member Tipps motioned to approve Resolution 42-2020. Member Teshka seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 8-0.

5.5 RESOLUTION NO. 43-2020

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 JULY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 79 checks issued July 1-31 for a total disbursement of \$298,881.95.

Member Tipps motioned to approve Resolution 43-2020. Member Hamann seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 8-0.

5.6 RESOLUTION NO. 44-2020

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 SPECIALIZED LEGAL SERVICES

Staff Report: Director Davis reviewed the report noting that an RFP was issued for Specialized Legal Services with one bid received from the current provider, Barnes & Thornburg, LPP. The proposal was reviewed and determined to be competitive.

Member Tipps asked about the assignment of attorneys and Director Davis responded that our primary attorney will be Jeanine Gozdecki for labor and employment issues and Adam Bartrom for collective bargaining.

Chairperson Kain asked to confirm the services provided and Director Davis confirmed it would be any employment issues outside the scope of what Transpo can handle internally.

Member Tipps motioned to approve Resolution 44-2020. Member Collier seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 8-0.

6. Any Other Motions

None

7. Chairperson's Report

None at this time.

8. All Other Unfinished Business, Including New Business

None

9. Privilege of the Floor

None

10. Adjournment

With no additional business, Member Tipps motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 5:25 p.m.