



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

December 16, 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 Chairperson Kain.

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

Members Absent: Don Schlunt

Also Present: Amy Hill, Chris Kubaszak, Zac Nelson, Dan Warmoth, Jamie Woods, Jamie Hernandez, John Pinter and the following members of the public: Emerson Miller, Samona Hellman, Todd Wakevainen, Starr Davis.

2. Minutes of Previous Meeting

Member Teshka motioned that the minutes from the November 18, 2019 Board Meeting be approved. Member Tipps seconded and the minutes were approved unopposed.

3. Reports and Updates

3.1 Strategic Planning Update – John Pinter

Mr. Pinter provided a brief overview of the strategic planning process and where he is current at in the process. The customer survey is being finalized and will include a Spanish version. Member Tipps asked how the survey will be administered and Mr. Pinter replied a tablet will be utilized on board as well as central locations such as South Street Station. Links and QR codes will also be available for those with internet access

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as well as a paper version. General Manager Hill also noted that incentives, such as a Day Pass, will be included for participants along with the opportunity to be entered into drawings for a monthly pass.

Member Kahlenbeck asked if students would be encouraged to participate and General Manager Hill confirmed that students would be included. Member Kahlenbeck indicated he would assist with distributing the information to School City of Mishawaka.

Chairperson Kain added that it is important that the survey include various ridership groups and cover key routes. He also encouraged board members to meet with Mr. Pinter if they have not already done so.

4. Reports of Management and Staff

4.1 Operations Report

General Manager Hill provided the November Operations report noting that fixed route ridership increased by 2.57% when comparing November 2018 to November 2019. The SBCSC pilot program and game day service contributed to the increase in ridership.

Access ridership for November decreased 5.21% compared to November 2018.

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

General Manager Hill reviewed the Passenger Service Reports noting there were 13 fixed route reports received with 7 unsubstantiated and 4 Access Passenger Service Reports received with zero (0) unsubstantiated. There were commendations for both fixed route and administration for the exceptional service provided by operators and Assistant Director of Maintenance Virgil McCarthy for the Game Day Express service.

The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of November reviewing operating revenue and expenses. Operating expenses were over budget for the month due to five payrolls in the month and Access overtime. Controller Kubaszak added that passenger revenue is down, but this is offset by pass sales.

Controller Kubaszak added that diesel fuel prices are also up. Member Tipps asked if Transpo purchased a high enough volume to hedge fuel costs. Controller Kubaszak

responded that prices are monitored daily and current contract and cash prices are lower than hedging options at this time.

He also noted the accounts receivable is up this month due to the recent billing for University of Notre Dame, Saint Mary's College, Holy Cross College and the City's contribution to the local share of new bus shelters.

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 November noting there are currently 118 employees. There were two (2) new hires in November and there are nine (9) open positions.

General Manager Hill noted there are currently six (6) part-time operator positions open with several candidates confirmed. Training schedules will be adjusted in order to accommodate the availability of candidates.

The Director of Operations position has been reposted. Several interested candidates were pre-screened; however, salary requirements were outside of Transpo's salary range.

The full report was included in the board packet.

4.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of November and noted there were 47 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 November, including media coverage, community outreach and special service. He provided a summary of Game Day Service, the SBCSC Pilot Program, as well as social media growth. Director Nelson also noted the media attention for the Greyhound move to the South Street Station and for Books on Buses.

The full report was included in the board packet.

4.6 Administration Report

General Manager Hill provided the Administration report for the month of November noting again that staff providing the Game Day Express should be commended. Positive feedback was received from riders and community organizations. This service continues to be a great opportunity to introduce residents and visitors to public transportation.

General Manager Hill also noted Greyhound began operating out of South Street Station on December 2nd with a temporary kiosk in the lobby.

The full report was included in the board packet.

5. Introduction to Ordinances and Resolutions

5.1 RESOLUTION NO. 52-2019

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 NOVEMBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of November 2019. The Corporation's share, which is required by the Federal Government, totaled \$8,502.79.

Member Tipps motioned to approve Resolution 52-2019, Member Davis seconded and the motion passed unopposed.

5.2 RESOLUTION NO. 53-2019

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 NOVEMBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND.

Staff Report: There were a total of 77 checks issued November 1-30 for a total disbursement of \$177,283.99.

Member Teshka motioned to approve Resolution 53-2019, Member Davis seconded and the motion passed unopposed.

5.3 RESOLUTION NO. 54-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO EXERCISE THE TWO-YEAR OPTION WITH TRU-PAY CORPORATION

Staff Report: Controller Kubaszak reported an RFP was issued three years ago and contract awarded to Tru-Pay. Staff recommends exercising the two-year option.

Chairperson Kain asked if Transpo's rates were protected. Controller Kubaszak replied the rate remains the same and continues to be competitive. Member Tipps stated the importance of remaining diligent and transparent. General Manager Hill added that Transpo's procurement process is a public process. FTA permits contracts to be awarded for up to five years and Transpo typically awards for 1-3 with options included to provide the opportunity for re-evaluation.

Member Tipps motioned to approve Resolution 54-2019, Member Davis seconded and the motion passed unopposed.

5.4 RESOLUTION NO. 55-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO EXERCISE A ONE-YEAR OPTION WITH MAJESTIC SECURITY

Staff Report: General Manager Hill reported that Transpo contracts with Majestic Security for security services at South Street Station from 5:45 a.m. to 3:00 p.m. Monday through Friday and 10:00 a.m. to 3:00 p.m. on Saturdays. Transpo hires off-duty SBPD officers for the late afternoon / evening hours.

Member Tipps asked if off duty South Bend police officers were more expensive than Majestic Security. General Manager Hill confirmed it is a higher rate for off-duty SBPD officers; however, they are only utilized during the peak traffic hours when the higher level of security is needed.

Member Davis motioned to approve Resolution 55-2019, Member Teshka seconded and the motion passed unopposed.

5.5 RESOLUTION NO. 56-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AWARDDING THE ISSUANCE OF THE TAX ANTICIPATION BORROWING OF 2020

Report: General Counsel Woods reviewed the bids received for the Tax Anticipation Borrowing with 1st Source offering the most competitive rate.

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

Member Teshka motioned to approve Resolution 56-2019, Member Davis seconded and the motion passed unopposed.

5.6 RESOLUTION NO.57-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, RECOGNIZING DR. OLIVER J. DAVIS, JR. FOR HIS FIFTEEN YEARS OF SERVICE AS A MEMBER OF THE TRANSPO BOARD OF DIRECTORS

Report: Chairperson Kain read the resolution in full highlighting Dr. Davis' dedication and service to Transpo over the last 15 years. Each board member also took the opportunity to thank Dr. Davis for his service and leadership over the years.

Member Tipps motioned to approve Resolution 57-2019, Member Teshka seconded and the motion passed unopposed.

6. Any Other Motions

None

7. Chairperson's Report

7.1 Report- Chairperson Kain

Chairperson Kain noted with this being the last meeting of the year, he wanted to take the opportunity to thank the staff and board for their work this year. He noted the changes in the board presentations and encouraged board members to provide feedback and suggestions on the information they would like presented.

8. All Other Unfinished Business, Including New Business

8.1 2020 Board Meeting Dates

Due to the Martin Luther King, Jr. Holiday on Monday, January 20, 2020, staff recommends moving the January Board meeting to Tuesday, January 21st. Member Davis motioned to approve the date change and Vice Chairperson Scicchitano seconded and the motion passed.

9. Privilege of the Floor

General Counsel Woods stated that Privilege of the Floor is limited to action items on the agenda; however, those in attendance were welcome to speak.

Mrs. Samona Hellman stated that she is a former fixed route driver who recently quit her job. She was unhappy with some of her experiences at Transpo. General Counsel Woods explained that personnel issues should be directed to Human Resources. Chairperson Kain asked if she could share an overview of her concerns. Mrs. Hellman referenced a recent incident where she was disciplined for turning down her two-way radio which caused her to miss a call regarding connecting passengers. General

Counsel Woods again referred her to staff and/or HR. Chairperson Kain thanked her for sharing her concerns and asked that she follow-up with General Manager Hill.

Mr. Todd Wakevainen stated that Mrs. Hellman was a good driver and he was disappointed to see her leave. He also stated that he has been riding less because he feels Transpo does not listen to his concerns.

10. Adjournment

With no additional business, Member Davis motioned to adjourn, Vice Chairperson Scicchitano seconded and the motion passed. The meeting adjourned at 5:07 p.m.