



## **BOARD MEETING MINUTES**

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

February 15, 2021 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 4:01 p.m. by Chairperson Kain.

#### **1.2 Roll Call**

General Manager Hill called roll with the following Board Members present: Jitin Kain, Jill Scicchitano, Lynn Collier, Paul Tipps, Curtis Bethel, Jr., Lori Hamann and Eli Wax.

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

Absent: Don Schlunt, Ken Kahlenbeck

### **2. Minutes of Previous Meetings**

Member Tipps motioned to approve the minutes. Vice Chairperson Scicchitano seconded the motion and the minutes were approved.

### **3. Reports of Management & Staff**

#### **3.1 Operations Report**

General Manager Hill reviewed the January Operations Report noting January 2021 fixed route ridership was down 51.46% and Access ridership was down 56.31%. Ridership continues to be down due to COVID-19.

The Safety Report showed one (1) preventable accident, two (2) non-preventable accidents and zero (0) yard accidents in January 2021.

The Passenger Service Reports were reviewed noting seven (7) fixed route reports were received with four (4) unsubstantiated, three (3) complaints with two (2) being monitored for future action and one (1) resulting in discipline.

Access received three (3) complaints with one (1) unsubstantiated, one (1) being monitored for future action and one (1) resulting in discipline.

Member Hamann asked about COVID-19 vaccines for the operators and General Manager Hill responded that the state is not prioritizing transit workers as originally recommended by the CDC. Transpo is encouraging all employees to obtain the vaccine when they are eligible and will continue to work with the St. Joseph County Health Department to see if there are additional opportunities available.

The full report was included in the board packet.

### **3.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue continues to be down as a result of the ridership decline. He pointed out the inventory adjustments in the Maintenance Department noting this will continue for the next several months as Director McCarthy continues to work through the updates. The end result will be a more accurate reflection of Transpo's inventory.

The local option income tax came in slightly higher than budget and he also noted the balance sheet shows an 18% return in the pension plan for 2020. The plan has improved significantly since the move to 1<sup>st</sup> Source Bank.

He highlighted the Cash Forecast remains positive through the year, but will be adjusted as we move forward since it is based on historical trends.

Controller Kubaszak reviewed the current grants accounts and Member Collier asked about the 5339 grant funds. Controller Kubaszak responded the 5339 funds are specifically for vehicle purchases and the rehabilitation / renovation of transit facilities.

Member Tipps, chair of the Finance Committee, commented that Transpo is currently in a strong financial position, but the securement of future grants and remaining fiscally responsible will be critical as the organization moves forward. He thanked General Manager Hill, Controller Kubaszak and the rest of the team for their work.

The full report was included in the board packet.

### **3.3 Human Resource Report**

Director Davis reviewed the HR report noting the current list of open positions. She noted Employment Open Houses are planned for February 24 and 27.

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director McCarthy reviewed the Maintenance report noting 47 preventative maintenance inspections were completed. There were no service interruptions, 20 bus changes without interruption and 18 service calls.

Member Collier asked if the service calls were related to bus break-downs and Director McCarthy said no and the calls refer to any issue brought up by the operator such as a pass stuck in the farebox.

Member Tipps recognized and thanked Director McCarthy on the inventory adjustments as it is important to ensure the inventory is accurate with the current value reflected.

The full report was included in the board packet.

### **3.5 Marketing Report**

General Manager Hill reviewed the Marketing report and highlighted the mobile ticketing pilot program with Token Transit. Usage and ridership continue to increase each month with over 3,900 rides in January 2021.

Transpo has hired a new Director of Marketing with an anticipated start date of March 1.

The full report was included in the board packet.

### **3.6 Administrative Report**

General Manager Hill reviewed the Administration Report and explained that the new CDC mask mandate makes the wearing of face masks on public transit federal law. Transpo was already requiring masks, but updated signage and provided operators with handouts to inform passengers that it is now a federal requirement.

Member Hamann asked if Transpo has room in the budget to provide face masks for passengers and General Manager Hill confirmed face masks are available for passengers and Transpo will continue to distribute through South Street Station, security and street supervisors.

General Manager Hill noted that state lobbyist, Libby Cierzniak, is sending weekly updates to the board. There was some initial concern regarding the PMTF in the state budget, but budget drafts have the funding continuing at current levels. She explained there is still a push to honor the non-reverting fund with ongoing coordination with other transit systems in the state.

She provided an update on the Strategic Plan highlighting the RFP for the Comprehensive Operational Analysis will be issued in Q1. Staff and the finance committee have been reviewing and prioritizing capital needs.

The full report was included in the board packet.

#### **4.0 Introductions to Resolutions**

##### **4.1 RESOLUTION 04-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE FINANCIAL TRANSACTIONS DURING THE MONTH OF JANUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of January 2021. The Corporation's share, which is required by the Federal government, totaled \$4,667.96.

*Member Tipps motioned to approve Resolution 04-2021, Member Bethel seconded the motion. The motion passed 7-0.*

##### **4.2 RESOLUTION 05-2021**

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 (31) DAYS OF JANUARY WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

**Staff Report:** There were a total of 59 checks issued January 1-31 for a total disbursement of \$293,926.

*Member Tipps motioned to approve Resolution 05-2021. Member Hamann seconded the motion. Motion passed 7-0.*

##### **4.3 RESOLUTION 06-2021**

## A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE DISPOSAL OF NINE GILLIG FIXED ROUTE BUSES

**Staff Report:** General Manager Hill reported the useful life of a transit bus is 12 years and these nine all range in age from 17-19 years. Five (5) of the vehicles are no longer operational and are out of service. All nine (9) will be disposed in accordance with FTA regulations to make way for the nine (9) new buses on order. Any funds over \$5,000 will need to be returned to the FTA; however, given the condition of the vehicles it is highly unlikely that level will be reached.

*Member Tipps motioned to approve Resolution 06-2021. Member Curtis seconded the motion. Motion passed 7-0.*

### **5. Any Other Motions**

None

### **6. Chairperson's Report**

Chairperson Kain asked board members to check their emails regularly as the information and updates, especially the state and federal legislative issues, are helpful. If any members have issues accessing their email, they should reach out to General Manager Hill. He also noted that he will continue to work with General Manager Hill to identify training opportunities for the board members this quarterly.

### **7. All Other Unfinished Business, Including New Business**

7.1 Conflict of Interest and Confidentiality Forms – General Manager Hill reminded board members to complete and submit their forms. Forms were provided via email and hard copies are available if anyone would like to receive one in the mail or stop by the office to sign.

7.2 2021 Fraud Risk Policy – Controller Kubaszak reviewed the policy noting there have not been any changes. The annual audit with Crowe does require acknowledgement of the policy, but a vote is not needed. He did note the policy references the Audit Committee which is defined as the Finance Committee. This document will be updated to recognize the changes from the previous Finance & Administration Committee to the current Finance Committee.

Member Tipps asked if Transpo provided corporate credit cards and Controller Kubaszak confirmed noting that all purchases require advance approval. General Manager Hill also stated there is a separate credit card policy that requires an employee signature.

## **8. Privilege of the Floor**

None

## **9. Adjournment**

With no additional business, Member Tipps motioned to adjourn, Member Collier seconded and the motion passed. The meeting adjourned at 4:48 p.m.