



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
March 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 4:02 p.m. by Chairperson Kain.

1.2 Roll Call

Secretary Schlunt called roll and confirmed a quorum for the meeting.

Board Members Present: Jitin Kain, Jill Scicchitano, Don Schlunt, Lynn Collier, Ken Kahlenbeck, Paul Tipps, Curtis Bethel, Jr., Lori Hamann.

Board Members Absent: Eli Wax

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Mark Albin, Jamie Woods

2. Minutes of Previous Meetings

Member Tipps motioned to approve the February minutes. Member Collier seconded the motion and the minutes were approved.

3. Reports of Management & Staff

3.1 Operations Report

General Manager Hill reviewed the February Operations Report noting that February 2021 fixed route ridership was down 50.81% compared to February 2020. However, when comparing to January 2021, ridership was up slightly with 48 additional rides.

Access ridership is slowly starting to come back with February 2021 down 47.33% compared to February 2020.

The Safety Report showed three (3) preventable accidents, one (1) non-preventable accidents and one (1) yard accident in February 2021.

The Passenger Service Reports were reviewed noting eight (8) fixed route reports received with three (3) unsubstantiated, three (3) monitored for future action and one (1) resulting in discipline. There was one (1) Commendation received.

Access received three (3) complaints, all being monitored for future action.

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 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 open grants and CARES Act funding. Member Collier asked if the CARES Act funding will expire and Controller Kubaszak explained all funds will be utilized prior to any expiration dates. Member Collier also asked about the upgrades to the camera systems and it was noted Transpo will be issuing the RFP for the A&E services associated with the camera upgrade.

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 highlighted the February employment open houses which were the most successful yet with a new fixed route training class started today.

The full report was included in the board packet.

3.4 Maintenance Report

Director McCarthy reviewed the Maintenance report noting 42 preventative maintenance inspections were completed. There were no service interruptions, 20 bus changes without interruption and 7 service calls.

The full report was included in the board packet.

3.5 Marketing Report

General Manager Hill announced that Mark Albin joined the Transpo team as Director of Marketing on March 1. He will take over the Marketing Report starting in April.

General Manager Hill highlighted the continuing success with the Token Transit mobile ticketing program with users and ridership up over 40% in February as a result of the free day pass promotion.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill reviewed the Administration Report and noted Transpo is awaiting additional information on the American Rescue Plan and the potential funding impact on Transpo.

She highlighted the first of nine New Flyer buses arrived on property today. The remaining are scheduled to be delivered by the end of May.

General Manager Hill provided an update on the strategic planning noting the COA RFP will be finalized and issued shortly. Transpo continues to identify and plan for capital needs over the next several years. Transpo will also be migrating to Office 365 to ensure software capabilities are supported moving forward.

She explained this will be a critical year for the competitive grant funding process with the Low / No Emission Program grant coming up on April 12th. In addition, Transpo will be applying for the final round of Indiana VW Mitigation funding the upcoming Bus and Bus Facilities infrastructure grant.

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 FEBRUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Board of Directors Meeting Minutes

March 15, 2021

Page | 3

Fund during the month of February 2021. The Corporation's share, which is required by the Federal government, totaled \$23,980.84

Member Tipps asked about the payment to Portage Manor and General Manager Hill explained that was the 5310 grant funding. Portage Manor received both capital and operating with Transpo being the pass-through agency.

Member Tipps motioned to approve Resolution 07-2021, Member Hamann seconded the motion. The motion passed 8-0.

4.2 RESOLUTION 08-2021

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 TWENTY-EIGHT (28) DAYS OF FEBRUARY WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

Staff Report: There were a total of 96 checks issued February 1-28 for a total disbursement of \$791,909.31.

Member Tipps asked about the \$200 payment to the SBPD and Controller Kubaszak explained that was due to a false alarm with the alarm system.

Member Tipps motioned to approve Resolution 08-2021. Member Bethel seconded the motion. Motion passed 8-0.

4.3 RESOLUTION 09-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A FIVE-YEAR CONTRACT WITH NEW FLYER TO PURCHASE FIXED ROUTE VEHICLES

Staff Report: General Manager Hill explained that Transpo partnered with a group of five agencies for the procurement of fixed route buses lead by Champaign-Urbana. Three qualified proposals were received from ENC, Gillig and New Flyer. The evaluation team received all proposals with New Flyer scoring the highest. Staff recommends entering into a five-year contract with New Flyer.

Vice Chairperson Scicchitano asked if there were minimum requirements for purchase and General Manager Hill explained Transpo was conservative with the options available under the contract, which is one of the benefits of a joint procurement.

Member Collier asked about electric buses and General Manager Hill explained the current contract is for CNG or Diesel as electric buses and infrastructure remain cost prohibitive at this time, but there is always the opportunity to explore in the future.

Member Tipps asked about the potential to include IndyGo on the joint procurement due to the increased buying power of a larger system. General Manager Hill noted that IndyGo was not interested in joining this procurement.

Vice Chairperson Scicchitano motioned to approve Resolution 09-2021. Member Tipps seconded the motion. Motion passed 8-0.

5. Any Other Motions

None

6. Chairperson's Report

Chairperson Kain did not have a formal report at this time.

7. All Other Unfinished Business, Including New Business

There were no additional items on the agenda, but Member Tipps did ask about succession planning for the organization and Chairperson Kain indicated he would follow-up and discuss.

8. Privilege of the Floor

None

9. Adjournment

With no additional business, Vice Chairperson Scicchitano motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 4:40 p.m.