



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
May 17, 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 4:03 p.m. by Chairperson Kain.

#### **1.2 Roll Call**

Secretary Schlunt called roll and confirmed quorum with six (6) board members present. Member Kahlenbeck joined the meeting late bringing the total number of board members to seven (7).

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

Board Members Absent: Curtis Bethel, Jr. and 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 minutes from the March Board of Directors meeting. Secretary Schlunt seconded the motion and the minutes were approved.

Vice Chairperson Scicchitano motioned to approve the minutes from the April Board of Directors meeting. Member Hamann seconded the and the minutes were approved.

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

#### **3.1 Operations Report**

Board of Directors Meeting Minutes  
May 17, 2021  
Page | 1

General Manager Hill reviewed the April Operations Report noting that fixed route ridership is up 105.08% compared to April 2020. However, when compared to April 2019 (pre-COVID 19), ridership is down 37.38%, but continues to slowly improve. YTD ridership is down 27.08%

April 2021 Access ridership reflects an increase of 139.77% compared to April 2020. Compared to April 2019, ridership is down 44.41%. YTD is down 25.98%

The Safety Report showed zero (0) preventable accidents, zero non-preventable accidents and yard accidents in April 2021.

The Passenger Service Reports were reviewed noting 9 fixed route reports received with two (2) unsubstantiated, six (6) monitored for future action and one (1) resulted in discipline.

Member Tipps asked about the ridership per route breakdown noting that the 3A Portage was down 3.12% when ridership on the majority of other routes reflected a significant increase. General Manager Hill responded that there wasn't anything out of the ordinary to represent the small decrease. The 3A and 3B both serve the Portage Walmart and Meijer so there are sometimes minor fluctuations in ridership.

The full report was included in the board packet.

### **3.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue for April was only down \$648.21. However, it continues to be below the pre-COVID figures.

Member Hamann asked for clarification on the number of bus passes purchased by the City of South Bend and Controller Kubaszak confirmed an additional 175 adult 31-day passes were purchased for the month of April.

As a follow-up to the Finance Committee meeting, Controller Kubaszak noted the increase in Administrative Services was due to a Faegre Drinker invoice and payment to Aunalytics for a portion of the Office 365 Migration Project.

Member Tipps asked if there were any other large IT expenses. General Manager Hill confirmed the Office 365 project was the only major project at this time with a total cost around \$10-12,000. The upgrade is now subscription based so the monthly IT fees will increase accordingly. There is a firewall that needs replacing, but an upgrade quote has not been received yet.

The Cash Forecast remains positive and it was noted there will be significant changes to the open grants as the payments for the fixed route replacement vehicles are processed. Grant funds will cover 100% of the vehicle purchases.

The full report was included in the board packet.

### **3.3 Human Resource Report**

Director Davis reviewed the report noting there was one (1) separation and one (1) new hire for March. Employment Open Houses were held last Wednesday and Saturday. Open positions include Part-Time Fixed Route Operator, Part-Time Access Operator, Operations Supervisor, Assistant Director of Maintenance and Administrative Coordinator.

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director McCarthy reviewed the Maintenance report noting there have been some slight adjustments in reporting to better align with the INDOT and NTD reporting. There were 43 preventative maintenance inspections completed. There were a total of 15 fixed route major bus changes (prevents the bus from safely moving) and 6 other bus changes (minor issues). There were a total of 25 fixed route service calls.

Member Tipps asked about the process for bus changes. Director McCarthy explained that when there is an issue, the operator contacts the street supervisor who coordinates a bus change with Maintenance. This could occur along a route or at one of the transfer centers. If the change is going to significantly impact service, a standby operator may be utilized to minimize disruption.

The full report was included in the board packet.

### **3.5 Marketing Report**

Director Albin reviewed the Marketing report and highlighted the recent media coverage with WSBT and WNDU for the Employment Open Houses.

He also noted the K-12 Summer Travel Program will be starting June 1 and provides free travel to all K-12 students. Member Tipps asked about how long the program has been free. General Manager Hill explained the program was originally launched back in 2013 and offered a significant discount of \$30 for the entire summer. Ridership averaged around 5-6,000 per summer with the discounted rate. In 2018, it was decided to move to a free program to incentive ridership which increased dramatically with a record-setting

31,000 rides in 2019. It was determined the increased ridership was worth the loss of \$3-4,000 in discounted pass revenue. As the program moves forward, Transpo will be looking at creative options to incentivize ridership along with program sponsorship.

Director Albin noted the mobile ticketing option through Token Transit continues to grow each month.

The full report was included in the board packet.

### **3.6 Administrative Report**

General Manager Hill reviewed the Administrative Report and explained the CDC and TSA issued a joint statement confirming the Federal mask mandate for public transportation remains in effect through September 13, 2021. As a result of the changes on the state and local level, this resulted in additional communication through signage, social media and passenger handouts.

She provided a funding update noting the American Rescue Plan funding split meeting with MACOG, NICTD and Niles will take place on Tuesday, March 18. Member Tipps asked that a follow-up email be sent out to board members following the meeting.

Vice Chairperson Scicchitano asked about the timing for the funding and General Manager Hill noted the ARP funding should be available shortly after the split is agreed and approved. The VW application is due June 1<sup>st</sup> and it is expected to be a relatively quick turnaround time for the award announcements. The FTA Low/No Emissions awards will be announced this summer.

General Manager Hill explained the implementation of the strategic plan is moving forward. The upgrade to Office 365 has been completed, the joint COA RFP with MACOG will be issued this week and Transpo anticipates conducting an all-employee meeting later this summer. The meeting will include agency updates, strategic plan overview and launch of the new organizational mission statement. Member Collier asked if a meeting date has been set yet and General Manager Hill responded it has not and will be dependent on COVID-19, but a late summer / early fall is anticipated. Information will be shared with the board and board members will be welcome to attend.

The full report was included in the board packet.

### **4.0 Introductions to Resolutions**

#### **4.1 RESOLUTION 10-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC

Board of Directors Meeting Minutes

May 17, 2021

Page | 4

TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE FINANCIAL TRANSACTIONS DURING THE MONTH OF MARCH WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of March 2021. The Corporation's share, which is required by the Federal government, totaled \$214,549.21.

*Member Tipps motioned to approve the Resolution 10-2021. Secretary Schlunt seconded the motion. The motion passed 6-0.*

#### **4.2 RESOLUTION 11-2021**

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 DAYS OF MARCH WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

**Staff Report:** There were a total of 91 checks issued March 1-31 for a total disbursement of \$349,283.31.

*Member Tipps motioned to pass Resolution 11-2021. Secretary Schlunt seconded the motion. The motion passed 6-0.*

#### **4.3 RESOLUTION 12-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE TRANSFER OF BUS SHELTERS TO THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION

**Staff Report:** The City of South Bend installed bus shelters in downtown and along the Lincolnway and Western Ave corridors. The City would like the ownership of the 14 shelters to be transferred to Transpo.

Member Collier asked how many shelters and General Manager Hill responded there were a total of 14 shelters from the City which will make approximately 25 owned by Transpo plus the shelters located at South Street Station and the Mishawaka Transfer Center. She asked if Transpo would be responsible for maintenance and General Manager Hill confirmed yes, but the plan is to work with the third-party advertising partner for the upkeep and maintenance.

*Member Tipps motioned to approve Resolution 12-2021. Secretary Schlunt seconded the motion. Motion passed 5-0 (Chairperson Kain is employed by the City of South Bend and abstained from voting).*

#### **4.4 RESOLUTION 13-2021**

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

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of April 2021. The Corporation's share, which is required by the Federal Government, totaled \$87,925.31.

*Member Tipps motioned to approve Resolution 13-2021. Secretary Schlunt seconded the motion. The motion passed 7-0.*

#### **4.5 RESOLUTION NO. 14-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE FINANCIAL TRANSACTIONS INCURRED DURING THE PART 30 DAYS OF APRIL WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUNDS

**Staff Report:** There were a total of 121 checks issued April 1-30 for a total disbursement of \$707,809.76.

*Member Tipps motioned to approve Resolution 14-2021. Secretary Schlunt seconded the motion. The motion passed 7-0.*

#### **4.6 RESOLUTION NO. 15-2021**

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 FOR INSURANCE BROKERAGE SERVICES

**Staff Report:** The current contract expires December 31, 2021. An RFP was issued with five (5) responsive proposals received. The proposals were evaluated and interviews conducted with the top three. Staff recommends entering into a five-year contract with Gibson for Insurance Brokerage services.

*Member Tipps motioned to approve Resolution 15-2021. Secretary Schlunt seconded the motion. The motion passed 7-0.*

#### **4.7 RESOLUTION NO. 16-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING

## MANAGEMENT TO ENTER INTO A THREE-YEAR CONTRACT FOR MAINTENANCE UNIFORMS

**Staff Report:** An RFP was issued for the rental of maintenance uniforms and floor mats. Three (3) responsive proposals were received. Staff recommends entering into a contract with Aramark Uniform Services for three years with two one-year options.

Chairperson Kain asked about pricing, quality of uniforms and service received. Director McCarthy responded that Aramark is the current provided and quality and service have been great. Aramark was the most competitively priced and lower than the current rates.

*Member Tipps motioned to approve Resolution 16-2021. Secretary Schlunt seconded the motion. The motion passed 7-0.*

### **4.8 RESOLUTION NO. 17-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT WITH FORUM ARCHITECTS FOR THE CAMERA SYSTEM A&E

**Staff Report:** Transpo requested A&E services for the upcoming security camera system replacement to include all A&E services include RFP development and any required drawings. Staff recommends entering into a contract with Forum with a 20% local share and 80% federal funds.

Member Tipps asked why the A&E services were needed and Chairperson Kain asked about Forum's experience in relation to the project. Controller Kubaszak responded the services were needed to assist with the RFP development and the required engineering drawings. Forum was involved with the camera system at the main office and is familiar with the two other locations. General Manager Hill also noted the contract with Forum would include project management services and would oversee the project from RFP development through system implementation.

*Member Tipps motioned to approve Resolution 17-2021. Secretary Schlunt seconded the motion. The motion passed 7-0.*

### **4.9 RESOLUTION NO. 18-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN MEMORANDUM OF UNDERSTANDING WITH THE MICHIANA AREA COUNCIL OF GOVERNMENTS (MACOG) FOR TRANSIT PLANNING SERVICES

**Staff Report:** Transpo and MACOG would like to formalize the relationship and expanded transit planning services. General Manager Hill explained that while MACOG has always assisted with transit planning projects, it was reactive and this expansion will allow Transpo to be proactive. This position will play a key role in the upcoming COA and other projects.

Member Tipps commented that this was discussed at the Finance Committee meeting and will have long-term benefits for the organization. Chairperson Kain and Vice Chairperson Scicchitano also explained this will provide expertise for additional data analysis along with short and long-term planning.

Member Collier asked who the person would be and it was noted, it would be a current MACOG staff member who would now focus solely on transit planning for Transpo and the Interurban Trolley with Transpo responsible for 40% of the costs.

*Member Tipps motioned to approve Resolution 18-2021. Secretary Schlunt seconded the motion. The motion passed 7-0*

## **5. Any Other Motions**

### **5.1 Disposal of Fixed Assets**

**Staff Report:** As a follow-up to the Finance Committee meeting, it was noted that the Maintenance Department is updating inventory and disposing of unneeded items. The items listed have exceeded their useful life and have been fully depreciated with no value remaining to Transpo.

General Manager Hill explained that some employees have expressed interest in the items so staff is request approval to dispose of the items which would potentially include a free raffle for employees or auctioned on Gov Deals. Member Tipps asked if there was any potential conflict of interest and General Counsel Woods explained he discussed with Controller Kubaszak and since there is no value to Transpo, there is no conflict of interest. Any items would be disposed in a fair and equitable manner.

*Member Tipps motioned to approve the Disposal of Fixed Assets. Secretary Schlunt seconded the motion. The motion passed 7-0.*

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

Chairperson Kain asked the board members to provide feedback regarding the information that is presented at the board meetings and if there is any additional information members feel would be valuable.

Member Tipps commented that staff provides comprehensive financial reports which are reviewed in detail during the Finance Committee meeting. He appreciates the opportunity to ask questions in advance and receive additional information if needed.

Vice Chairperson Scicchitano commented that the reporting has continued to evolve and noted that is important that boards access their email to review the information and reports prior to the board meetings.

Chairperson Kain asked if all board members were able to access their Transpo email with the migration to Office 365. All board members in attendance confirmed they had access.

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

### **7.1 Return to In-Person Meetings**

General Manager Hill commented that information provided by General Counsel Woods was included with the board materials. General Counsel Woods noted that the current Governor's order runs through the end of May. Options to meet virtually

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

None

## **9. Adjournment**

With no additional business, the meeting was adjourned at 4:42 p.m.