



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

September 19, 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 4:02 p.m. by Chairperson Kain.

B. Pledge of Allegiance

C. Roll Call

Quorum was confirmed by Secretary Schlunt.

Present: Jitin Kain, Curtis Bethel, Lynn Collier, Ken Kahlenbeck, Don Schlunt, Paul Tipps

Members Absent: Oliver Davis, Jill Scicchitano, Jake Teshka

Also Present: Amy Hill, Tracy Davis, Chris Kubaszak, Zac Nelson, Dan Warmoth, Jamie Woods

2. Minutes of Previous Meeting

Member Tipps motioned that the minutes from the August 19, 2019 Board Meeting be approved. Secretary Schlunt seconded and the minutes were approved unopposed.

3. Reports and Updates

None

4. Reports of Management and Staff

4.1 Operations Report

General Manager Hill provided the August Operations report noting that fixed route ridership decreased by 4.96% when comparing August 2018 to August 2019.

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Access ridership for August increased 22.57% compared to August 2018.

General Manager Hill reviewed the August Safety and Passenger Service Reports, noting there were zero (0) preventable accidents, two (2) non-preventable accidents and zero (0) preventable yard accidents.

General Manager Hill reviewed the Passenger Service Reports noting there were 21 fixed route reports received with 16 unsubstantiated and five (5) Access Passenger Service Reports received with one (1) unsubstantiated.

Member Tipps asked about the number of No Shows listed under Access Cancellations. General Manager Hill reviewed the No Show policy in accordance with the FTA paratransit guidelines.

The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak provided the Finance report for the month of August, reviewing operating revenue and expenses. Operating expenses were over budget for the month due to increase in Access ridership.

The full report was included in the packet.

4.3 Human Resources Report

Director Davis provided the Human Resources report for the month of August noting there are currently 118 employees. There was one (1) new hire in August and there are four (4) open positions.

The full report was included in the board packet.

4.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of August and noted there were 43 preventative maintenance inspections completed and one (1) service interruption. The majority of service calls were due to farebox issues.

Member Tipps asked if passengers still pay a fare when there is a farebox issue and it was confirmed fares are still collected.

The full report was included in the board packet.

4.5 Marketing Report

Director Nelson provided the Marketing report for August, media coverage, community outreach and special service. He provided a summary of the 2019 K-12 Summer Travel Program which exceeded the goal of 30,000 rides with 31,255, an increase of 13% over last year.

Member Tipps asked if there had been any further discussion on the relocation of the main library branch. General Manager Hill responded that she has been in touch with Deb Futa who explained the majority of services will be moved to other branches located on Transpo routes. At this time, Transpo is not able to provide service to Brown School within the current route system.

Chairperson Kain asked about the DTSB First Friday ridership and suggested incorporating themes or other learning opportunities to assist with ridership. General Manager Hill noted that she and Director Nelson will be reaching out to DTSB to review ridership and anticipate making some adjustments next week.

The full report was included in the board packet.

4.6 Administration Report

General Manager Hill provided the Administration report for the month of August noting the 2020 Budget was presented to the Finance & Personnel Committee of the South Bend Common Council on Wednesday. The public hearing for the budget will take place during the council meeting on Monday, September 23.

General Manager Hill reported the Technology Assessment has been completed by enFocus and the final report was received this week which will be shared with the board.

General Manager Hill provided an update on the strategic planning process noting she met with John Pinter this morning. He is moving forward with the focus groups and listening sessions. He will be reaching out board members throughout the process.

The full report was included in the board packet.

5. Introduction to Ordinances and Resolutions

5.1 RESOLUTION NO. 33-2019

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 AUGUST WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Investments and payments were made from the Capital Improvement Fund during the month of August 2019. The Corporation's share, which is required by the Federal Government, totaled \$2,668.75.

Member Tipps motioned to approve Resolution 22-2019, Member Bethel seconded and the motion passed unopposed.

5.2 RESOLUTION NO. 34-2019

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-ONE DAYS OF AUGUST WITHIN THE CORPORATIONS PAYROLL AND TRANSPORTATION FUND.

There were a total of 132 checks issued August 1-31 for a total disbursement of \$674,296.33.

Member Tipps motioned to accept Resolution 34-2019, Secretary Schlunt seconded and the motion passed unopposed.

5.3 RESOLUTION NO. 35-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE UPDATED ALCOHOL & SUBSTANCE ABUSE POLICY

Transpo's Alcohol and Substance Abuse policy was updated in accordance with the FTA audit completed in June.

Chairperson Kain asked how the policy is distributed and Director Davis explained the policy is reviewed as part of the on-boarding process. The updated policy will be distributed to all employees and requires a signed statement acknowledging the policy has been received and reviewed.

Member Tipps motioned to accept Resolution 35-2019, Secretary Schlunt seconded and the motion passed unopposed.

5.4 RESOLUTION NO. 36-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, APPROVING THE RENEWAL AGREEMENT WITH INDIANA UNIVERSITY SOUTH BEND.

IU South Bend students, faculty and staff are able to ride Transpo for free by showing their Crimson Card. The university will pay a discounted rate of \$0.60 per ride. The new agreement also extends to Access paratransit service and the university will be billed the full fare of \$2.00 per ride.

Member Tipps motioned to accept Resolution 36-2019, Member Kahlenbeck seconded and the motion passed unopposed.

5.5 RESOLUTION NO. 37-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE RENEWAL AGREEMENT WITH IVY TECH COMMUNITY COLLEGE

Ivy Tech students, faculty and staff are able to ride for free by showing their ID with validation sticker (purchased from Ivy Tech for \$20 per semester). Ivy Tech is billed \$0.50 per ride up to 30,000 rides and \$0.40 thereafter.

Member Tipps motioned to accept Resolution 37-2019, Member Bethel seconded and the motion passed unopposed.

5.6 RESOLUTION NO. 38-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH PREMIUM CONCRETE SERVICES, INC. FOR PARKING LOT REPAIRS AT 1401 S. LAFAYETTE BLVD

Controller Kubaszak reviewed the report included in the board packet. Member Tipps asked he explain the efforts and addition steps taken with Walsh & Kelly in hopes of a qualified bid. Controller Kubaszak reviewed the process and General Manager Hill commended him for the RFP process.

Member Tipps asked if the three resolutions could be approved today and General Counsel Woods confirmed yes.

5.7 RESOLUTION NO. 39-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH PREMIUM CONCRETE SERVICES, INC. FO REPAIRS AND ADA IMPROVEMENTS AT THE MISHAWAKA TRANSFER CENTER

5.8 RESOLUTION NO. 40-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH PREMIUM CONCRETE SERVICES, INC. FOR PARKING LOT REPAIRS AND ADA IMPROVEMENTS AT SOUTH STREET STATION.

Member Tipps motioned to approve Resolutions 38-2019, 39-2019 and 40-2019. Member Bethel seconded and the motion passed unopposed.

5.9 RESOLUTION NO. 41-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION AUTHORIZING THE ISSUANCE OF THE TAX

ANTICIPATION BORROWING OF 2020.

Member Tipps motioned to approve Resolution 41-2019, Secretary Schlunt seconded the motion and the motion passed unopposed.

5.10 RESOLUTION NO. 42-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A ONE (1) YEAR CONTRACT WITH CROWE LLP FOR THE FISCAL YEAR END 2019 AUDIT

This is an extension of the current contract and an RFP will be issued in 2020.

Member Tipps asked if there were multiple bidders previously which Controller Kubaszak confirmed. Crowe was the most competitive bid. Member Tipps asked if there were any special requirements required of the bidders and Controller Kubaszak explained the FTA requires the A133 Report to be included in the audit.

Member Tipps motioned to approve Resolution 42-2019, member Kahlenbeck seconded and the motion passed unopposed.

5.11 RESOLUTION NO. 43-2019

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION AUTHORIZING MANAGEMENT TO ENTER INTO A LEASE AGREEMENT WITH GREYHOUND FOR SPACE AT SOUTH STREET STATION

General Manager Hill reported Transpo has been in discussions with Greyhound to relocate from the airport to South Street Station for the last several months. Greyhound would lease the training room located off the lobby and would be responsible for additional costs of operation outside of Transpo's regular hours. Member Tipps asked if Greyhound would be responsible for security on Sundays, holidays and when Transpo is not in service and General Manager Hill confirmed they would and Transpo would not incur any additional costs.

Chairperson Kain asked about remodeling and General Manager Hill explained Greyhound would be responsible for the costs and the property would be left in the remodeled condition upon leaving the property.

Member Tipps motioned to approve Resolution 43-2019, Member Bethel seconded and the motion passed unopposed.

6. Any Other Motions

None

7. Chairperson's Report

Chairperson Kain commended General Manager Hill for her 2020 Budget Presentation to the South Bend Common Council.

Chairperson Kain noted he has formed an Ad Hoc Strategic Planning Committee. Committee members include the Board Chair, Vice Chair and Member Davis. The full board will have the opportunity to participate in the process.

He also provided an update on the PSAP noting that he and General Manager Hill met with County Commissioner Kostelney to share concerns and the impact the loss of funding would have on Transpo.

8. All Other Unfinished Business, Including New Business

None

9. Privilege of the Floor

General Counsel Woods stated that Privilege of the Floor is limited to action items on the agenda; however, it was agreed that members in attendance could speak on any item.

Todd Wakenan stated he had several concerns to share. His comments include the relocation of the bus stop at the Meijer on Portage Rd (required by Meijer) and Transpo's need to advocate for their passengers; the lack of restroom facilities and waiting area at Mishawaka Transfer Center; the cleanliness of the buses and lack of professionalism of the drivers.

Mr. Wakenan was thanked for taking the time to share his concerns and staff members followed up with him after the conclusion of the meeting.

10. Adjournment

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