



BOARD MEETING MINUTES

Board of Directors Meeting – Special Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
December 23, 2021 at 10:00 AM

1. Opening Items

1.1 Call to Order & Pledge of Allegiance

The meeting of the Board of Directors of the South Bend Public Transportation Corporation was called to order at 10:00 a.m. by Chairperson Kain.

1.2 Roll Call

Chairperson Kain confirmed quorum with eight (8) board members in attendance and one (1) absent.

Board Members Present: Jitin Kain, Jill Scicchitano, Lynn Collier, Lori Hamann, Ken Kahlenbeck, Milt Lee, Paul Tipps and Eli Wax

Board Members Absent: Don Schlunt

Others Present: Amy Hill, Chris Kubaszak, and Phil Garrett

2. Minutes of Previous Meetings

Member Tipps motioned to approve the November Minutes. Vice Chairperson Scicchitano seconded the motion. The minutes were passed unopposed.

3.0 Introductions to Resolutions

In the absence of Secretary Schlunt, Chairperson Kain motioned to appoint Member Tipps as Acting Secretary for today's meeting. Member Wax seconded the motion. The motion passed 8-0.

3.1 RESOLUTION NO. 45-2021

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 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 2021. The Corporation's share, which is required by the Federal Government, totaled \$3,492.17.

Member Tipps asked about the \$12,000 check to REAL Services and Controller Kubaszak explained that was payment under the 5310 Grant for 50% of the operating expenses as submitted. Transpo serves as the pass through for the 5310 funding.

Member Tipps motioned to approve Resolution 45-2021. Member Hamann seconded the motion. The motion passed 8-0.

3.2 RESOLUTION NO. 46-2021

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 (30) DAYS OF NOVEMBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 84 checks issued November 1-30 for a total disbursement of \$454,133.12.

Member Tipps asked about the payment issued to Critter Control and Controller Kubaszak responded it was payment for groundhog mitigation.

Member Tipps motioned to approve Resolution No. 46-2021. Member Wax seconded the motion. The motion passed 8-0.

3.3 RESOLUTION NO. 47-2021

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 MILLIMAN ACTUARIAL SERVICES FOR THE TRANSPO DEFINED BENEFIT PLAN

Staff Report: An RFP was issued for the actuarial services (Union Pension Plan). There were five bids received and interviews conducted. Milliman was the most competitive option with a significant savings over the current provider. The actuarial services are paid through the pension plan.

Member Tipps asked if there were any local providers for the service. Controller Kubaszak responded that the RFP was advertised locally, but there were no local responders.

Member Tipps motioned to approve Resolution No. 47-2021. Member Wax seconded the motion. The motion passed 8-0.

3.4 RESOLUTION NO. 48-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO AWARD A CONTRACT TO INDIANA ELECTRONICS FOR THE REPLACEMENT OF THE SECURITY CAMERA SYSTEM

Staff Report: An RFP was issued and five proposals received and interviews conducted. Indiana Electronics offered the most competitive option.

Member Collier asked about the price difference between providers and if it was related to quality. Controller Kubaszak responded that four of the five proposals included the same camera option. The cost difference was associated with the difference installation and maintenance.

Member Tipps motioned to approve Resolution 48-2021. Vice Chairperson Scicchitano seconded the motion. The motion passed 8-0.

3.5 RESOLUTION 49-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AWARDED THE ISSUANCE OF THE TAX ANTICIPATION BORROWING OF 2022

Staff Report: General Counsel Garrett stated bids were opened on month with five responsive bids received. Horizon offered the most competitive interest rate at 1.04%.

Member Wax asked for clarification with the timing and repayment of the tax warrant. Controller Kubaszak stated the funding would be received in January and then repaid in December once Transpo's second tax installment is received.

Member Was motioned to approve Resolution 49-2021. Member Tipps seconded the motion and them motion passed 8-0.

4. Privilege of the Floor

N/A

5. Adjournment

With no additional business, Member Wax motioned to adjourn the meeting. Member Tipps seconded the motion. The meeting was adjourned at 10:18 a.m.