



## **BOARD MEETING MINUTES**

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

November 16, 2020 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 with the following Board Members present: Jitin Kain, Jill Scicchitano, Donald Schlunt, Lynn Collier, Paul Tipps and Lori Hamann.

Absent: Curtis Bethel, Jr., Kenneth Kahlenbeck and Jake Teshka

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

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

Member Tipps motioned to approve the minutes. Secretary Schlunt seconded the motion and the minutes were approved.

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

#### **3.1 Operations Report**

General Manager Hill reviewed the October Operations Report noting that fixed route ridership decreased 49.35% compared to October 2019. Year-to-date decrease is 39.79%.

Access ridership was down 50.64% compared to October 2019. Year-to-date decrease is 55.01%.

The Safety Report showed one (1) preventable accident and four (4) non-preventative accidents.

The Passenger Service Reports were reviewed noting 21 fixed route reports were received with 17 complaints. Nine (9) were unsubstantiated, seven (7) are being monitored for future action and one (1) resulted in discipline. It was highlighted that four (4) commendations were received for four different operators.

Access received five (5) complaints with one (1) unsubstantiated, four (4) being monitored for future action.

There was one (1) report received for Administrative Staff which was a complaint and is 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 for the month was over budget due to recent billings for the school service. Revenue continues to be under budget for the year.

Controller Kubaszak reviewed the open Grants and Overtime reports. He shared that confirmation was received that the PPP loan has been forgiven and Transpo will not have to repay the loan.

The full report was included in the board packet.

### **3.3 Human Resource Report**

Director Davis provided the HR report noting a total employee count of 115. Transpo is currently hiring for multiple part-time fixed route operators and Operations Manager – Paratransit.

The full report was included in the board packet.

### **3.4 Maintenance Report**

General Manager Hill announced that Virgil McCarthy has been promoted to Director of Maintenance. He joined Transpo in 2013 and was promoted to Assistant Director of Maintenance in 2015. The board congratulated Virgil on his promotion.

General Manager Hill provided the monthly report noting 41 Preventative Maintenance inspections were completed and reviewed the monthly service calls. She noted the department continues to do an exceptional job maintaining the older vehicles.

Member Collier asked about the new buses and anticipated delivery. General Manager Hill responded that the first of 9 new buses will arrive in early February with all delivered by the end of April.

The full report was included in the board packet.

### **3.5 Marketing Report**

Director Nelson provided the Marketing Report for October highlighting the first month usage for the Token Transit pilot program

The full report was included in the board packet.

### **3.6 Administrative Report**

General Manager Hill reviewed the Administration Report noting the application for the FTA COVID-19 Research Demonstration Grant program was submitted in coordination with MACOG / Interurban Trolley. If awarded the grant funds would provide for a two-year mobile ticketing program with electronic validation to reduce the operator contact between the farebox and passengers. Vice Chairperson Scicchitano asked about longer term costs associated with the initiative. General Manager Hill explained the associated costs would be the \$600 per vehicle for the electronic validation which includes all software, support and maintenance along with any fees related to pass fares. If Transpo proceeds with such an initiative costs would need to be covered one the grant funding is used.

Member Collier asked about the service provided by the Interurban Trolley and General Manager Hill explained the Interurban Trolley service is run by MACOG with the jointly operated Yellow Line operating between downtown Mishawaka and Elkhart. The Trolley operates additional routes in Elkhart and Goshen.

The full report was included in the board packet.

## **4.0 Introductions to Resolutions**

### **4.1 RESOLUTION 61-2020**

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 OCTOBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of October 2020. The Corporation's share, which is required by the Federal government, totaled \$41,541.59.

Member Tipps asked about a large payment to Midwest Transit and General Manager Hill explained this was for the new paratransit vans scheduled to be delivered this month.

*Member Tipps motioned to approve Resolution 61-2020, Secretary Schlunt seconded the motion. The motion passed 6-0.*

### **4.2 RESOLUTION 62-2020**

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 OCTOBER WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

**Staff Report:** There were a total of 98 checks issued October 1-31 for a total disbursement of \$621,108.36.

*Vice Chairperson Scicchitano motioned to approve Resolution 62-2020. Member Tipps seconded the motion. Motion passed 6-0.*

### **4.3 RESOLUTION 63-2020**

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 WITH ONE TWO-YEAR OPTION WITH THORNE GRODNIK LLP FOR GENERAL LEGAL SERVICES

**Staff Report:** An RFP was issued for General Legal Services with one responsive bid received from Thorne Grodnik LLP. In accordance with Transpo's procurement policy, an independent cost estimate was completed and the rate was determined to be competitive.

*Member Tipps motioned to approve Resolution 63-2020. Secretary Schlunt seconded the motion. Motion passed 6-0.*

### **4.4 RESOLUTION 64-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE DISPOSAL OF FIVE (5) PARATRANSIT VANS

**Staff Report:** The five paratransit vans have exceeded the useful life of five years (all are 10-11 years old). The vehicles will be disposed in accordance with FTA guidelines.

Member Tipps asked if any vehicles were expected to be valued more than \$5,000 and Controller Kubaszak stated it was unlikely. General Counsel Woods asked about the potential for another entity to purchase a vehicle. Controller Kubaszak stated that would only be an option if the vehicles failed to sell on govdeals.com. General Manager Hill also noted that all the vehicles were in poor condition and most likely would not be considered a wise investment.

*Member Tipps motioned to approve Resolution 64-2020. Secretary Schlunt seconded the motion. Motion passed 6-0.*

**4.5 RESOLUTION 65-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PURCHASE FLOOR SCRUBBERS FOR THE MAINTENANCE OF TRANSPO FACILITIES

**Staff Report:** Transpo issued an RFQ for the purchase of four (4) new floor scrubbers to replace the current five that have exceeded their useful life. System Clean was deemed to be the most competitive at a cost not to exceed \$109,318 (\$85,534 Federal and \$23,784 local share).

Member Colliers asked the total cost which was confirmed by Controller Kubaszak who also noted a three-year maintenance agreement at \$800 per year was included.

*Member Tipps motioned to approve Resolution 65-2020 and Secretary Schlunt seconded the motion. Motion passed 6-0.*

**4.6 RESOLUTION 66-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE UPDATED TITLE VI PLAN

**Staff Report:** Director Davis explained the FTA requires updating of the Title VI plan every three years. The plan includes the updated four factor analysis, public participation plan and language assistance plan.

Chairperson Kain asked about resources utilized to update the plan and Director Davis explained the FTA provides guidance and the plan structure and required elements.

*Member Tipps motioned to approve Resolution No. 66-2020 and Vice Chairperson Scicchitano seconded the motion. The motion passed 6-0.*

#### **4.7 RESOLUTION 67-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

**Staff Report:** The FTA requires all federally funded transit agencies to submit a PTASP by December 31, 2020. The plan incorporates current agency safety plans and procedures.

Member Tipps asked if the plan had to be submitted for review. General Manager Hill explained that was part of the plan development process, Transpo submitted a draft of the plan to the Department of Transportation a voluntary review. A checklist was provided along with recommendations that were incorporated in the final plan of the draft. The FTA requires online certification that the plan has been completed, but a physical copy is not submitted for review. She noted the FTA may opt to review during Transpo's Triennial Review.

Member Tipps asked if operators were responsible for determine the severity of hazards. It was explained that employees are responsible for reporting hazards which are then reviewed by the Operations Manager or Supervisor for severity. Operators are able to act if there is a situation that is deemed severe.

Member Collier asked about weather related plans and General Manager Hill explained weather related emergencies are not included in this plan; however, Transpo has separate plans in place for snow emergencies and other weather-related issues.

*Member Tipps motioned to approve Resolution 66-2020. Member Collier seconded the motion. Motion passed 6-0.*

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

None

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

Chairperson Kain thanked the staff for their ongoing efforts and offered Member Tipps, as chair of the Finance Committee, to make a few comments. Member Tipps also

thanked Controller Kubaszak and General Manager Hill for staying on top of the financials and keeping the board informed.

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

Member Collier asked if the Assistant Director of Maintenance position would be filled. General Manager Hill confirmed the position would be posted. Member Hamann mentioned Member Teshka submitted his resignation from the South Bend Common Council and she would follow-up with President White regarding his appointment to the Transpo Board. Member Tipps also noted that his term is set to expire in December. General Manager Hill noted Member Collier's term also expired. Chairperson Kain noted the appropriate follow-up would take place.

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

None

#### **9. Adjournment**

With no additional business, Member Tipps motioned to adjourn, Member Hamann seconded and the motion passed. The meeting adjourned at 4:59 p.m.