



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
April 20, 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 4:05 p.m. by Chairperson Kain.

#### **1.2 Roll Call**

Chairperson Kain called roll with the following Board Members present. Due to a lack of quorum, the agenda started with Reports of Management and Staff. Once quorum was established, items requiring a vote were reviewed.

Jitin Kain, Jill Scicchitano, Jake Teshka and Paul Tipps

Don Schlunt, Lori Hamann and Ken Kahlenbeck joined a few minutes late due to technical difficulties

Members Absent: Curtis Bethel, Lynn Collier

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

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

Secretary Schlunt motioned for approval of the minutes from February 17, 2020 and April 1, 2020. Member Tipps seconded the motion and the motion passed unopposed.

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

#### **3.1 Operations Report**

General Manager Hill reviewed the March Operations Report noting that fixed route ridership decreased 24.98% compared to March 2020. Transpo started to see the decline in ridership due to COVID-19 the second half of the month. Transpo previously had five consecutive months of ridership increases. While YTD ridership is only down 1.21%, a dramatic decrease is anticipated for the month of April.

Access ridership was down 31.43% compared to March 2019 and YTD is down 4.85%.

Transpo implemented the Reduced Service schedule on Monday, April 6<sup>th</sup>. Passengers are reminded that public transportation is only for essential travel during this time.

COVID-19 measures in place include distributing PPE to all employees (masks, gloves, disinfecting wipes/sprays, hand sanitizer) and maintaining social distancing measures on board all vehicles. The number of passengers per bus is limited and additional buses are added to routes as needed.

General Manager Hill reviewed the March Safety Report, noting there were two (2) preventable accidents, two (2) non-preventable accidents and zero (0) yard accidents.

The Passenger Service Reports were reviewed noting 13 fixed route PSRs were received with six (6) being unsubstantiated, six (6) being monitored for future action and one (1) resulted in discipline (suspension). Four (4) Access PSRs were received with two (2) being unsubstantiated and two (2) being monitored for future action. It was also noted there were five (5) general commendations received for operators during this challenging time. Positive feedback and social media comments are being shared with Transpo operators.

Member Tipps asked the reason for the suspension and General Manager Hill replied that it was due to a turn lane violation that was called in by an individual driving their personal auto. This was the second incident for this particular operator and a suspension was issued in accordance with the discipline policy.

Chairperson Kain asked about the Customer Survey that was completed. General Manager Hill responded that information is being compiled and the summary will be provided to the board at the May meeting.

The full report was included in the board packet.

### **3.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue is down for the month of March due to the COVID-19 ridership decrease. Expenses were

up due to an additional payroll for the month, corrected IT invoices that were reviewed and then paid and additional utility invoices.

The current grants were reviewed noting the remaining 2019 Preventative Maintenance funds have been utilized and the 5310 funds will be distributed.

Controller Kubaszak reviewed the Cash Forecast and explained the recent loan from 1<sup>st</sup> Source Bank is included, but CARES Act funding was not at this time.

Member Tipps asked about the Other Expenses on the previous slide and Controller Kubaszak replied the tax anticipation warrant and other legal fees were included. He will follow-up next month with an additional breakdown.

Controller Kubaszak reviewed the CARES Act funding and explained he has been working with the FTA to program the funds. The funding is anticipated to be allocated to vehicle replacement, fixed route software, camera systems, preventative maintenance along with fixed route and paratransit operating assistance.

Chairperson Kain asked if the CARES Act funding could be utilized to establish a reserve fund. General Manager Hill explained that the FTA has indicated this funding should be utilized now and programmed for a specific use for immediate needs. However, this funding should provide the opportunity to allocate other resources. It was also noted that in addition to a reserve fund, a capital fund also needs to be established and maintained to meet the local match requirements of Federal grants.

Member Tipps asked if fare revenue could be directed towards a reserve fund once ridership returns to normal levels. General Manager Hill replied this could be an option; however, fare revenue accounts for a small percentage of the budget. Staff will continue to review options.

Member Tipps also asked about the Overtime and if it will decrease once operators return from leave. General Manager Hill noted that overtime will decrease some as operators return; however, there are still seven (7) open part-time fixed route positions. There are two trainees that have completed their training, but cannot test for the CDL until the BMW reopens. Applicant pre-screening is underway so a new training class will be able to start as soon as current restrictions are lifted.

The full report was included in the board packet.

### **3.3 Human Resource Report**

Director Davis reviewed the report noting there are currently 117 employees with 79 represented, 16 non-represented and 22 administrative. The FMLA listed on the report does not reflect the Federally established COVID-19 Emergency Sick leave and Emergency FLMA. There are currently 33 employees are some type of leave.

Chairperson Kain asked if employees were using the additional COVID-19 leave and what happens when the emergency leave is exhausted. Director Davis responded that there are numerous employees utilizing the emergency leave. Once the 80 hours of emergency sick leave is exhausted, employees that qualify may utilize the emergency FMLA at two-thirds pay. Locally, e-learning ends May 20<sup>th</sup> and it is anticipated child care resources may be available again soon which would eliminate the need for the leave.

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director Warmoth reviewed the preventative maintenance inspections, road and service calls. He highlighted the additional COVID-19 procedures in place which includes the additional cleaning and disinfecting of all vehicles. The Maintenance Department is purchasing disinfecting spray in bulk and mixing onsite to provide all operators with disinfecting spray. The Service Line is also disinfecting air filters, seats and all high touch points.

Member Hamann asked about the PPE supplies and if passengers were mandated to wear masks. General Manager Hill explained that staff continues to procure items to ensure the supply of masks, gloves, hand sanitizer and disinfecting items are maintained. At this time, passengers are not mandated to wear masks. It has been discussed; however, there are concerns about accessibility of masks for passengers. She also asked if hand sanitizer was available for passengers. General Manager Hill replied that hand sanitizer is being supplied to all employees, but supplies are not available to distribute to passengers at this time.

Member Tipps asked about maintenance staff levels and Director Warmoth responded that the department is currently short-handed due to several employees being out on leave; however, the current staff is able to maintain cleaning levels at this time.

Secretary Schlunt asked what other systems were doing. General Manager Hill explained other systems are handling in very similar manners. Transpo continues to follow CDC guidelines and APTA has provided extension information and resources to all transit systems. In addition, Transpo is working closely with and sharing ideas with other systems throughout the state and region.

Member Kahlenbeck asked if buses were cleaned throughout the day. It was noted that all operators are provided with disinfecting spray and wipes for high touch point areas throughout the day and then the Service Line completes the deep cleaning in the evenings.

The full report was included in the board packet.

### **3.5 Marketing Report**

Director Nelson provided the Marketing Report for March, including media coverage, outreach and social media impact. Efforts have been focused on COVID-19 response and passenger communications. Member Tipps asked about any feedback on the Reduced Service Schedule and Director Nelson responded that overall, it has been positive. Talking points were developed in advance and the majority of passengers have been supportive and understanding. Secretary Schlunt asked if signage was provided at all bus stop locations. Director Nelson responded that information was distributed in advance and can be found online and posted at South Street Station. In addition, information was posted at high traffic areas throughout the system.

The full report was included in the board packet.

### **3.6 Administrative Report**

General Manager Hill reviewed the report noting the contract negotiations scheduled for April 7<sup>th</sup> were canceled. Management offered to meet via conference or video call, but the Union declined.

She noted the application deadline for the second round of VW Mitigation funding has been extended to May 31<sup>st</sup>; however, Transpo anticipates having the application completed by the end of the month.

She explained the completion of the strategic plan and mission statement have been delayed to COVID-19, but she will be reaching back out to John Pinter so the process can continue to move forward.

The full report was included in the board packet.

## **4.0 Introductions to Resolutions**

### **4.1 RESOLUTION NO. 11-2020**

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

FINANCIAL TRANSACTIONS INCURRED DURING THE MONTH OF FEBRUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of February 2020. The Corporation's share, which is required by the Federal Government, totaled \$14,636.01.

*Member Tipps motioned to approve Resolution 11-2020, Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. Motion passed 7-0.*

**4.2 RESOLUTION NO. 12-2020**

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 29 DAYS OF FEBRUARY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

**Staff Report:** There were a total of 89 checks issued February 1-29 for a total disbursement of \$535,783.03.

Member Tipps questioned the \$6,500 payable to the South Bend Regional Chamber of Commerce and General Manager Hill explained this was the 2020 sponsorship of Salute to Business and Young Professionals Network. Transpo committed to the sponsorship last year and this comes out of the Marketing budget. She also noted that Transpo is very frugal with marketing dollars with this being one of the few cash sponsorships and an important connection to the business and YP community. All opportunities are re-evaluated on an annual basis.

*Member Tipps motioned to approve Resolution 12-2020, Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. The motion passed 7-0.*

**4.3 RESOLUTION NO. 16-2020**

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 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 2020. The Corporation's share, which is required by the Federal Government, totaled \$11,474.79.

*Member Tipps motioned to approve Resolution 16-2020, Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. The motion passed 7-0.*

**4.4 RESOLUTION NO. 17-2020**

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 31 DAYS OF MARCH WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

**Staff Report:** There were a total of 79 checks issued March 1-31 for a total disbursement of \$468,293.28.

Member Tipps asked about the checks issued to individuals. Controller Kubaszak responded in most instances, the checks are issued due to a payroll issue such as overtime not being correctly reported. General Manager Hill also noted that if an employee does not complete and submit a time sheet on time, the direct deposit will not be completed and a check will be manually issued once the time card is submitted.

*Member Tipps motioned to approve Resolution 17-2020. Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. Motion passed 7-0.*

#### **4.5 RESOLUTION 18-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE DISPOSAL OF ONE FIXED ROUTE 2004 GILLIG BUS

**Staff Report:** Bus #402, a 2004 Gillig was totaled in an accident and will be disposed in accordance with FTA guidelines.

Member Kain asked about any parts that can be salvaged from the bus prior to disposal. General Manager Hill reported in this instance, the engine was fairly new and will be able to be saved and reused in another bus. She also noted that Director Warmoth and his team do an excellent job salvaging any usable parts before disposal. In most cases, due to the age and condition, the buses are worth more in scrap. In the event a bus is sold, any funds over \$5,000 must be returned to the FTA.

Member Tipps asked about the accident and General Manager Hill explained the bus was traveling north on Main St towards South Street Station (no passengers) when the other vehicle traveling west, ran a stop sign, hitting the bus which caused the bus to travel into a parking lot, hitting a parked truck before coming to a rest near a building. Unfortunately, the other party did not have vehicle insurance.

*Member Tipps motioned to approve Resolution 18-2020. Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. The motion passed 7-0.*

#### **4.6 RESOLUTION NO. 19-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PURCHASE UP TO SIX (6) NEW FLYER XCELSIOR 35' FIXED

## ROUTE BUSES

Chairperson Kain asked about the funding for the buses. General Manager Hill explained that CAREs Act funding would be used to purchase four buses. This is 100% Federal funding and does not require a local match. Management is requesting approval for an additional two buses in the event funding is identified. Production time is currently 12-14 months with limited production slots available. If additional funding is secured, management would like to move forward with purchasing the two additional vehicles as soon as possible.

Member Hamann asked if these were additional or replacement vehicles. General Manager Hill explained there are currently 25 Gillig buses that have exceeded their useful life of 12 years (currently all 16-18 years old) so the new buses will be replacements.

*Member Tipps motioned to approve Resolution 19-2020. Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. The motion passed 7-0.*

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

None

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

Chairperson Kain noted the ongoing precautions that Transpo continues to take for operators and staff. He appreciated the regular updates and instructed General Manager Hill to let the board know what they can do to assist.

Member Tipps commented on the current fuel savings and asked about utilizing diesel instead of CNG. General Manager Hill explained additional steps were taken several weeks ago to take advantage of the fuel savings. With the current Reduced Service Schedule, the older Gilligs are being utilized and the CNG buses are only being used if needed. She also noted Transpo was able to lock in lower fuel rates through the end of the year.

Vice Chairperson Scicchitano commented that the team is doing a great job during this challenging time.

### **7. Adjournment**

With no additional business, Member Tipps motioned to adjourn, Vice Chairperson Scicchitano seconded and the motion passed. The meeting adjourned at 4:57 p.m.