



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
May 18, 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 4:01 p.m. by Chairperson Kain.

1.2 Roll Call

Secretary Schlunt called roll with the following Board Members present: Jitin Kain, Jill Scicchitano, Don Schlunt, Lynn Collier, Jake Teshka, Paul Tipps and Lori Hamann. Quorum was confirmed

Absent: Curtis Bethel, Jr. and Ken Kahlenbeck

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 April 20, 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 April Operations Report noting that fixed route ridership decreased 69.47% compared to April 2019 and 19.05% YTD due to COVID-19.

Access ridership was down 76.82% compared to April 2019 and YTD is down 46.82%.

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

The Safety Report showed zero (0) preventable accidents, one (1) non-preventable accident and two (2) yard accidents. Member Tipps asked about the yard accidents since it is typically a rare occurrence. General Manager Hill explained it is typically minor with the most recent being contact between two mirrors.

The Passenger Service Reports were reviewed noting three (3) fixed route reports were received with one (1) unsubstantiated and two (2) commendations. There was one (1) unsubstantiated report for Access received.

General Manager Hill also noted that all positive comments from passengers are being shared with operators to highlight the positives during a challenging time.

COVID-19 measures in place include distributing PPE to all employees (masks, face shields, 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.

Transpo continues to operate the Reduced Service Schedule. The goal is to return to full service as soon as it is safely feasible. The Reduced Service Schedule allows Transpo to maintain physical distancing on board the buses by additional an additional vehicle when needed. This would be difficult to maintain with the full schedule. Driver availability is also a factor as approximately 24 operators are currently out on various types of leave.

Transpo is encouraging all passengers to wear face coverings; however, it is not a requirement due to lack of enforcement options and concern for operator and supervisor safety.

Member Tipps mentioned he noticed the Post Office was providing visqueen to separate employees from customers and asked if we had measures in place on board the buses. General Manager Hill responded that the Maintenance Department has been working on options and reviewing what other systems such as IndyGo and Lafayette have done. A few systems have utilized clear shower curtains and visqueen as a temporary measure.

Chairperson Kain asked if Transpo was still providing any Special Service at this time. General Manager Hill explained that DTSB has canceled First Fridays through July and Transpo is not taking on any additional Special Service right now.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue and Non-Operating Revenue were both under budget. There has been a dramatic decrease in overtime due to COVID-19 and running the Reduced Service Schedule. He also noted that Advertising Revenue is up, two Trillium invoices were paid in April, materials and supplies are down due to the Reduced Service Schedule; however, the additional COVID-19 expenses are starting to come in.

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.

Member Tipps asked about the Advertising Revenue and Controller Kubaszak noted the payments were budgeted quarterly, but current revenue is up. General Manager Hill also commented that there is a minimum revenue guarantee which continues to be exceeded and Transpo's advertising partner issues payment checks as the contracts are billed.

Controller Kubaszak noted the Payroll Protection Program will be utilized for labor and employee benefits and he anticipates Transpo will qualify to have the full loan forgiven.

Member Tipps commented it would be helpful to have a detailed report at a future meeting and Controller Kubaszak confirmed he would do so highlighting the various funding sources and allocations.

Controller Kubaszak reviewed the Cash Forecast noting it will be adjusted with a decrease in total revenue for the rest of the year. As we look towards the 2021 budgeting process, it is anticipated there will be a 15-20% decrease in revenue due to a potential cut in PMTF and the Circuit Breaker.

The full report was included in the board packet.

3.3 Human Resource Report

Director Davis reviewed the HR report noting there are currently 120 employees with 80 represented, 17 non-represented and 23 administrative employees. There were no new hires in April due to COVID-19; however, three (3) part-time fixed route operators started training in May and another class anticipated in the next three to four weeks.

There are currently 24 employees out on leave with approximately 11 anticipated back in early June. Member Tipps asked if there was a requirement to use vacation time first. Director Davis responded there is not (the emergency leave does not allow the requirement of using accrued time first) and it was noted the option was provided along with taking unpaid time off if needed.

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 noted the same COVID-19 measures remain in place.

Member Tipps asked the difference between the various types of road calls and the following was reviewed:

Road Calls – Bus & Van Changes with Service Interruption: a service call where a bus or van had to be exchanged and there was a service disruption, meaning a route may have been running late and/or a trip missed.

Road Calls – Bus & Van Changes without Service Interruption: a service call where a bus or van had to be exchanged, but it did not disrupt service. This typically means that maintenance was able to go out and replace the vehicle allowing the route to continue on.

Road Calls – Service Call: a service call where maintenance goes out and is able to resolve the issue on site.

The full report was included in the board packet.

3.5 Marketing Report

Director Nelson provided the Marketing Report for April, including social media impact. The positive feedback received has been shared with the operators and posted at South Street Station.

Director Nelson reviewed the highlights from the Customer Service, noting the full results along with an overview were included in the board materials. Highlights included:

- 56% of trips are for work/commuting
- 67% of riders are transit dependent (do not have a car available to use)
- 61% ride every day

- 60% make less than \$15,000 annually

Member Tipps asked if the survey was completed prior to COVID-19 and Director Nelson confirmed it wrapped up in February.

Chairperson Kain asked about survey representation and Director Nelson responded he felt the results were a good representation. There were two operators on light duty that were able to assist with conducting surveys on board the buses which helped to ensure that all routes throughout the system were covered. Chairperson Kain noted this will be helpful information as the strategic plan moves forward.

Member Hamann asked about the results based on the time of year and the potential impact of surveying at different times. Director Nelson commented the ridership would vary during the year, especially during summer months when school is not in session.

General Manager Hill also noted that this was the first survey completed in over 10 years and was designed to be utilized as a baseline for future surveys. Regular surveying will be completed going forward.

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 reported that contract negotiations are still on hold as the Union has not provided additional dates.

Transpo's application for the Indiana Department of Environmental Management (IDEM) and Indiana Volkswagen Environmental Mitigation Trust Fund was submitted on Friday, May 15th ahead of the May 31st deadline. Transpo has requested funding for up to 12 replacement buses to be used as the local match for Federal funding that was obtained in September 2018.

She also noted Transpo is in the process of completing the Public Transportation Agency Safety Plan (PTASP). The FTA has extended the deadline to December 31st.

General Manager Hill reported she met with John Pinter last week for a status update on the Strategic Plan. He anticipates have a report available for the June board meeting. Work is also resuming on updating the organizational Mission Statement.

The full report was included in the board packet.

4.0 Introductions to Resolutions

4.1 RESOLUTION NO. 20-2020

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 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 2020. The Corporation's share, which is required by the Federal Government, totaled \$6,200.63.

Member Tipps motioned to approve Resolution 20-2020, 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. 21-2020

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 30 DAYS OF APRIL WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 116 checks issued April 1-30 for a total disbursement of \$732,117.31.

Member Tipps motioned to approve Resolution 21-2020, 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. 22-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PURCHASE UP TO NINE (9) PARATRANSIT REPLACEMENT VANS

Staff Report: Up to nine (9) replacement vans would be purchased using \$660,000 in CARES Act funding and \$15,000 local share previously allocated for a total amount not

to exceed \$675,000. The replacement vehicles would be the paratransit fleet up-to-date.

Member Tipps motioned to approve Resolution 22-2020, 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 did not have a formal report, but requested feedback from board members regarding the June board meeting and if it should be an in-person or virtual meeting. General Counsel Woods did confirm that the state continues to allow the virtual meeting options. Secretary Schlunt responded he feels it should be in-person meeting. Several other members also noted they were flexible as to the meeting format. Member Hamann asked about physical distancing and General Manager Hill responded that the board room setup could be adjusted to allow for the required six feet between each person; however, it could potentially limit capacity for members of the public, but a call-in option could also be provided. She also noted that PPE including face masks and hand sanitizer could be provided if needed.

Chairperson Kain noted there would be further discussion and a decision communicated to board members in advance of the meeting.

7. All Other Unfinished Business, Including New Business

None

8. Privilege of the Floor

None

9. Adjournment

With no additional business, Member Tipps motioned to adjourn, Secretary Schlunt seconded and the motion passed. The meeting adjourned at 4:55 p.m.