



## **BOARD MEETING MINUTES**

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

January 19, 2021 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 4:04 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, Ken Kahlenbeck, Paul Tipps, Curtis Bethel, Jr., Lori Hamann and Eli Wax

Chairperson Kain welcomed Eli Wax who is the new South Bend Common Council appointee to the Board of Directors.

Also Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, 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 December Operations Report noting December 2020 fixed route ridership was down 45.73% compared to December 2019 and YTD is down 41.37%. Compared to other peer agencies, Transpo fared slightly better with the overall ridership decline due to COVID-19.

Access ridership was down 54.85% compared to December 2020 and YTD down 47.38%.

The Safety Report showed two (2) preventable accidents and YTD was an overall decrease of 54% compared to 2019. There were two (2) non-preventable and zero (0) yard accidents in December 2020.

The Passenger Service Reports were reviewed noting nine (9) fixed route reports were received with eight (8) complaints with six (6) unsubstantiated and two (2) being monitored for future action. There was one (1) Commendation.

Access received one (1) unsubstantiated complaint.

Administration received two (2) unsubstantiated complaints.

The full report was included in the board packet and included a summary of 2020 PSRs compared to 2019.

### **3.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue was under budget due to the COVID-19 ridership decrease and continues to be under budget for the year.

Controller Kubaszak noted that Transpo would not be applying for the next round of Payroll Protection Program funding. This round of funding is based on revenue loss and while Transpo lost over \$500,000 in farebox revenue, there was over \$800,000 non-operating revenue to offset the loss.

Controller Kubaszak reviewed the open Grants, Overtime and Cash Flow reports. The cash forecast remains positive through the end of the year. Member Tipps asked if the \$300,000 CD was included in the forecast and Controller Kubaszak confirmed it was not.

The full report was included in the board packet.

### **3.3 Human Resource Report**

Director Davis reviewed the HR report noting the current list of open positions. Member Collier asked about the openings for part-time fixed route operators and Director Davis confirmed there are up to nine available positions.

### **3.4 Maintenance Report**

Director McCarthy reviewed the Maintenance report noting 37 preventative maintenance inspections were completed. Member Tipps asked about the required 600 mile variance and Director McCarthy noted that all inspections were completed within the variance. General Manager Hill also noted that the Maintenance department has done a great job and 100% of preventative maintenance inspections were completed within the required timeline.

The full report was included in the board packet.

### **3.5 Marketing Report**

General Manager Hill reviewed the Marketing report highlight the December Token Transit pilot program ridership. There was a 25% increase in unique users and a 23% increase in number of passes sold for the month of December. She also took this opportunity to announce that Transpo just received notification today that it was awarded the FTA Covid-19 Research Demonstration Grant in the full requested amount which will allow for the continuance of mobile ticketing with the added feature of electronic validation for two years.

Member Hamann asked about the City of South Bend purchasing bus passes for the weather amnesty participants. General Manager Hill confirmed that they have been purchasing 150 passes a month for distribution through the program.

The full report was included in the board packet.

### **3.6 Administrative Report**

General Manager Hill reviewed the Administration Report and explained that the latest round of FTA COVID-19 funding includes \$14 billion for public transportation; however, Transpo's UZA, which includes Transpo, Niles and NICTD was not included since previous funding met the maximum limits.

General Manager Hill explained state legislative initiatives continue and while there were significant concerns regarding potential cuts to the PMTF, the Governor's proposed budget does include funding at current limits.

She also provided an update on the implementation of the Strategic Plan. She will be meeting with MACOG this week to discuss the timeline for issuing the RFP for the Comprehensive Operational Analysis which will take a regional approach. Member Collier asked what she meant by regional and General Manager Hill explained it would include the service areas for Transpo, the Interurban Trolley (operated by MACOG and

serving the cities of Elkhart and Goshen) and could potentially include Niles. This is the first time a regional approach will be taken in the initiative.

As part of the implementation, capital needs will be reviewed and prioritized. The team will also be working across departments on defining objectives and identifying key performance indicators.

The full report was included in the board packet.

#### **4.0 Introductions to Resolutions**

##### **4.1 RESOLUTION 01-2021**

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 DECEMBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of December 2020. The Corporation's share, which is required by the Federal government, totaled \$14,510.30.

*Member Tipps motioned to approve Resolution 01-2021, Secretary Schlunt seconded the motion. The motion passed 9-0.*

##### **4.2 RESOLUTION 02-2021**

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-ONE (31) DAYS OF DECEMBER WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

**Staff Report:** There were a total of 156 checks issued December 1-31 for a total disbursement of \$557,602.11.

*Member Tipps motioned to approve Resolution 02-2021. Member Hamann seconded the motion. Motion passed 9-0.*

##### **4.3 RESOLUTION 03-2021**

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

**Staff Report:** General Counsel Woods provided the report noting that current bylaws state that election of board officers should take place in August of each year. The amendment would move the election of officers to the first meeting in January which is more in line with other municipal organizations

*Member Tipps motioned to approve Resolution 03-2021. Vice Chairperson Scicchitano seconded the motion. Motion passed 9-0.*

## **5. Any Other Motions**

### **5.1 Election of Board Officers**

Chairperson Kain stated the current slate of officers is proposed for reelection. He asked for any other nominations from the floor and there were none.

*Member Tipps motioned to approve the slate of officers and Member Kahlenbeck seconded the motion. The motion passed 9-0.*

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

Chairperson Kain thanked the board for their support and involvement over the past year. He thanked General Manager Hill for keeping the organization running smoothly during a challenging time. Despite COVID-19 there were multiple successes including the completion of the strategic plan. The key focus as we move will be the implementation of the plan.

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

7.1 Conflict of Interest and Confidentiality Forms – General Manager Hill noted that the forms were included in the board link so if members have the capability, they can print, sign, scan and send back. Member Tipps asked if hard copies could be available at the front desk for members to stop in and sign. General Manager Hill confirmed forms would be available. Member Hamann asked if members need to complete if there are no conflicts and General Manager Hill confirmed that all members do need to complete on an annual basis.

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

None

## **9. Adjournment**

With no additional business, Member Tipps motioned to adjourn, Member Bethel seconded and the motion passed. The meeting adjourned at 4:49 p.m.