



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

December 21, 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, Jake Teshka, Ken Kahlenbeck, Paul Tipps and Lori Hamann.

Absent: Curtis Bethel, Jr.

Also Present: Amy Hill, Chris Kubaszak, 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 November Operations Report noting that fixed route ridership decreased 49.37% compared to November 2019. Year-to-date decrease is 39.67%.

Access ridership was down 59.33% compared to November 2019. Year-to-date decrease is 55.40%.

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The Safety Report showed one (1) preventable accident and two (2) non-preventative accidents.

The Passenger Service Reports were reviewed noting nine (9) fixed route reports were received with eight (8) complaints. Four (4) were unsubstantiated, three (3) are being monitored for future action and one (1) resulted in discipline.

Access received one (1) unsubstantiated complaint.

There was one (1) report received for Administrative Staff which was a complaint and resulted in discipline.

The full report was included in the board packet.

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 reviewed the open Grants, Overtime and Cash Flow reports. The full report was included in the board packet.

Member Tipps asked about the overtime in the Maintenance Department. Transpo is currently hiring for an additional mechanic and there is an increase workload with the additional 5310 vehicles as Transpo services and maintains the vehicles for the grant recipients. Utilities are trending over budget for the year which is mainly due to the addition of tablets for the Access vehicles and the first full year of the scheduling and dispatching software.

Member Hamann asked about additional federal funding. Controller Kubaszak reviewed the current CARES Act funding which is supporting operational costs for both fixed route and Access service. General Manager Hill noted that APTA is advocating for additional public transportation funds; however, it appears unlikely that Transpo would receive additional funding.

3.3 Human Resource Report

General Manager Hill provided the HR report noting a total employee count of 113. Transpo is currently hiring for multiple full and part time positions with the full report included in the board packet.

3.4 Maintenance Report

Director McCarthy reviewed the Maintenance report noting 30 preventative maintenance inspections were completed.

The full report was included in the board packet.

3.5 Marketing Report

General Manager Hill provided the Marketing Report as Zac Nelson resigned from his position in November. Highlights included the increase usage of the Token Transit mobile payment option which is in the second month of the pilot program.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill reviewed the Administration report highlighting the recent state legislative meetings that have taken place. All transit agencies in the state are facing cuts to the Public Mass Transportation Fund which is a concern moving forward.

She also provided an update on the Fleet Replacement Program. New Flyer is now experiencing production delays due to COVID-19. The delay results in the requirement of a newer engine to meet EPA guidelines and New Flyer will absorb the additional cost. It is now anticipated that the first new bus will arrive in March followed by two buses in April and the remaining six in May.

The full report was included in the board packet.

4.0 Introductions to Resolutions

4.1 RESOLUTION 68-2020

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 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 2020. The Corporation's share, which is required by the Federal government, totaled \$46,891.16.

Vice Chairperson Scicchitano motioned to approve Resolution 68-2020, Member Tipps seconded the motion. The motion passed 8-0.

4.2 RESOLUTION 69-2020

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

Staff Report: There were a total of 36 checks issued November 1-30 for a total disbursement of \$157,562.46.

Member Tipps motioned to approve Resolution 69-2020. Vice Chairperson Scicchitano seconded the motion. Motion passed 8-0.

4.3 RESOLUTION 70-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT FOR THE REPLACEMENT OF THE GARAGE DOORS AT THE LAFAYETTE FACILITY

Staff Report: An RFQ was issued for the replacement of up to four garage doors at the Lafayette facility as two are no longer functional. Two responsive quotes were received and staff recommends contracting with Industrial Door for the purchase of four replacement garage doors with a five-year maintenance contract.

Member Tipps asked about funding for the garage doors and it was noted the estimated project cost is \$230,000 with \$184,000 in Federal funds and \$46,000 in local funds. There is an option to utilize rubber doors which would reduce the cost; however Director McCarthy will be reviewing the option before a decision is made.

Member Collier asked about the project cost and it was explained the \$230,000 would be the maximum cost with 80% covered by Federal funds, but Transpo is hopeful the rubber door option will be a cost-effective solution to help reduce the cost.

Member Tipps motioned to approve Resolution 70-2020. Member Hamann seconded the motion. Motion passed 8-0.

4.4 RESOLUTION 71-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AWARDED THE TAX ANTICIPATION BORROWING OF 2021

Staff Report: General Counsel Jamie Woods reported Centier Bank offered the most competitive rate at 1.25%.

Member Tipps motioned to approve Resolution 71-2020. Member Teshka seconded the motion. Motion passed 8-0.

5. Any Other Motions

5.1 Mediation Settlement Approval – As discussed during the Executive Session, General Counsel Woods is requesting settlement approval.

Member Tipps motioned to approve the settlement offer and Vice Chairperson Scicchitano seconded the motion. The motion passed 8-0.

6. Chairperson's Report

Chairperson Kain noted that several board members have terms that are expiring and he is working with the appropriate parties. Member Hamann noted that the South Bend Common Council has appointed new council member Eli Wax to replace Jake Teshka on the board.

He also noted board development and continuing education opportunities will be identified as we move forward. General Manager Hill added there will most likely be some additional virtual opportunities available through APTA.

Chairperson Kain also stated there will be opportunities for board member engagement through the strategic plan. As the plan is implemented, key priorities and key performance metrics will be tracked.

7. All Other Unfinished Business, Including New Business

7.1 2021 Meeting Schedule – General Manager Hill noted there was a copy of the 2021 meeting schedule included in the board packets. Meetings will continue the third Monday of the month at 4:00 p.m. with the exception of January. The January meeting will be held on Tuesday, January 19th due to the MLK, Jr. Holiday on the third Monday.

8. Privilege of the Floor

None

9. Adjournment

With no additional business, Secretary Schlunt motioned to adjourn, Member Hamann seconded and the motion passed. The meeting adjourned at 4:53 p.m.