



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

February 17, 2020 at 4:00 PM

1. Opening Items

A. Call to Order

The regular meeting of the Board of Directors of the South Bend Public Transportation Corporation was called to order at 4:00 p.m. by Chairperson Kain.

B. Pledge of Allegiance

C. Roll Call

Quorum was confirmed by Secretary Schlunt.

Present: Jitin Kain, Jill Scicchitano, Donald Schlunt, Lynn Collier, Paul Tipps, Curtis Bethel, Lori Hamann

Members Absent: Ken Kahlenbeck, Jake Teshka

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

Chairperson Kain welcomed new board member Lori K. Hamann. Member Hamann provided a brief introduction; board and staff members were introduced as well.

2. Minutes of Previous Meeting

Secretary Schlunt motioned that the minutes from the January 21, 2020 Board Meeting be approved. Vice Chairperson Scicchitano seconded and the minutes were approved unopposed.

3. Reports of Management and Staff

3.1 Operations Report

General Manager Hill reviewed the January Operations report highlighting the fixed route ridership increase of 19.24% when compared to January 2019. She explained that January 2019 ridership had been down approximately 10% due to the polar vortex and closures throughout the community. The January 2020 increases can be attributed to increased ridership from the South Bend Community School Corporation pilot program and Weather Amnesty bus pass distribution. General Manager Hill noted the first 100 bus passes used for Weather Amnesty had total ridership of 4,012 (average of 40.12 per pass).

Member Hamann asked if Transpo was able to obtain any demographic information from pass usage. General Manager Hill responded that at this time, only names are obtained when a 31-day pass is purchased through Transpo. The names and pass numbers are recorded in the event a pass is lost or stolen so the remaining credit can be applied towards the purchase of a new pass. Transpo's current customer service survey requests demographic information.

Access ridership for January increased 18.18% compared to January 2019.

General Manager Hill reviewed the January Safety Reports, noting there were zero (0) preventable accidents, one (1) non-preventable accident and zero (0) preventable yard accidents.

The Passenger Service Reports were reviewed noting 12 fixed route reports received with five (5) being unsubstantiated, three (3) being monitored and four (4) resulting in discipline, including a three-day suspension. Member Tipps asked about the discipline process and General Manager Hill explained that Transpo has a progressive discipline code; however, each PSR is reviewed and appropriate action is based on the severity of the incident. There were no PSRs received for Access and Administration received one (1) which was a commendation.

General Manager Hill also provided a summary of all 2019 PSRs, noting the focus on customer service and reducing the number of complaints.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance report for the month of January. Worker's compensation and the property / casualty insurance will continue to trend above budget for the year due to the increased premiums. He reviewed the current tax revenue and operating assistance.

Member Tipps asked about the final payment from Century Builders for the Northside property. Controller Kubaszak confirmed it was received last month. The total payment was booked at the time of the sale and the final payment is reflected in the cash forecast.

Member Tipps asked if it was possible to update the budget based on the additional information available. Controller Kubaszak explained that the budget approval process includes the DLGF, South Bend Common Council and Board of Directors. Unfortunately, there is not an easy way to update the budget once it has been approved.

Controller Kubaszak reviewed the cash forecast, noting additional information should be available in the next couple of weeks. Vice Chairperson Scicchitano recommended a Finance Committee meeting be scheduled at that time.

The open grants were reviewed and Chairperson Kain asked what is currently available for the local share portions. Each line item was reviewed and Controller Kubaszak noted he will separate going forward so it is easier to understand.

Member Tipps asked about the local share for the Section 5310 funding and it was explained this is the grant funding available for Transpo to award and the grant recipients are responsible for providing the local match which is 20% for capital funding and 50% for operational funding.

The full report was included in the packet.

3.3 Human Resources Report

Director Davis provided the Human Resources report for the month of January noting there are currently 119 employees. There was one (1) new hire and two (2) separations in January.

Director Davis noted two successful employment open houses resulted in several fixed route candidates with the next training class starting on Monday, February 24. A temporary training coordinator has been hired to assist with the upcoming training classes.

The full report was included in the board packet.

3.4 Maintenance Report

Director Warmoth provided the Maintenance report for the month of January and noted there were 48 preventative maintenance inspections completed. Fare box issues still account for a large number of service calls.

The full report was included in the board packet.

3.5 Marketing Report

Director Nelson provided the Marketing report for January, including media coverage, community outreach and special service. He provided a summary of the SBCSC Pilot Program, as well as social media growth. Director Nelson also reported that the customer survey has been extended through the end of the month and there are still opportunities available for the board to participate.

Secretary Schlunt asked about provided additional assistance to the South Bend Community School Corporation. General Manager Hill noted that the pilot program is still running through the end of the school year. Any options for expanding service would be subject to FTA regulations along with internal capacity limitations. For example, SBCSC has 40 buses servicing just Adams High School. Transpo has a total of 47 fixed route buses with 37 utilized during peak service times. The pilot program was specifically designed to provide assistance across the high schools within Transpo's service area.

Chairperson Kain asked about current marketing strategy and Director Nelson noted the focus on existing riders, updating the website to be mobile-friendly along with additional digital tools. General Manager Hill also commented the marketing initiatives will coincide with the strategic plan.

Member Hamann asked if Access riders were included in the survey. Director Nelson explained that all riders are able to participate in the survey, which is also available online. The in-person interviews have been primarily focused on fixed route; however, we would anticipate doing an Access survey in the future. Member Tipps asked about utilizing students to conduct the survey and it was agreed that would be an option in the future.

The full report was included in the board packet.

3.6 Administration Report

General Manager Hill provided the Administration report for the month of January highlighting ongoing meetings with other agencies in the state. She noted she will be meeting with John Pinter next Monday for an update on the strategic planning process and a committee meeting will follow.

Member Tipps mentioned the weekly legislative updates sent by Transpo's state lobbyist and if we review the need on a regular basis. General Manager Hill responded that the need is reviewed prior to the expiration of the contract. A couple years ago, Transpo decided a Federal lobbyist on retainer was no longer needed and it would be more cost-effective to utilize a lobbyist on a project basis should the need arise in the

future. At the time Transpo renewed the state contract, there was potential legislative that could impact Transpo, which can always be revisited.

The full report was included in the board packet.

4. Introduction to Ordinances and Resolutions

4.1 RESOLUTION NO. 05-2020

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 JANUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: There were no investments and payments made from the Capital Improvement Fund during the month of January 2020. However, transactions did take place requiring the resolution.

Member Tipps motioned to approve Resolution 05-2020, Secretary Schlunt seconded and the motion passed unopposed.

4.2 RESOLUTION NO. 06-2020

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 JANUARY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND.

Staff Report: There were a total of 71 checks issued January 1-31 for a total disbursement of \$253,744.12.

Member Tipps motioned to approve Resolution 06-2020, Member Bethel seconded and the motion passed unopposed.

4.3 RESOLUTION NO. 07-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO CHANGE ORDER #3 WITH BURKHART SIGN SYSTEMS FOR THE INSTALLATION OF 10 BUS SHELTERS IN THE CITY OF SOUTH BEND

Staff Report: Included in full board packet

Member Collier asked about additional bus shelter locations, particularly Ardmore and Bendix. General Manager Hill explained the locations were pre-determined based on the Federal grant. At this time, Transpo does not have funding available for additional shelter locations; however, all requests are recorded for future reference.

There were also several questions regarding the bid process. Controller Kubaszak reviewed that an RFP was issued for shelter installation. Based on the timing, the first shelter installed was at Town & Country. Change order #2 added the replacement shelters at the Mishawaka Transfer Center and change order #3 was adding the 10 additional South Bend locations. General Counsel Woods confirmed Transpo following appropriate procurement procedures.

Member Tipps motioned to approve Resolution 07-2020, Vice Chairperson Scicchitano seconded and the motion passed unopposed.

4.4 RESOLUTION NO. 08-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA, AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH FORUM ARCHITECTS LLC FOR THE A&E FOR ROOF AND FIRE SUPPRESSION REPLACEMENT AT SOUTH STREET STATION

Staff Report: Included in full board packet.

Member Tipps motioned to approve Resolution 08-2020, Secretary Schlunt seconded and the motion passed unopposed.

4.5 RESOLUTION NO. 09-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE AGREEMENT WITH ATU LOCAL 996 FOR ACCESS PARATRANSIT EMPLOYEES

Staff Report: The full report was included in the packet; however, General Manager Hill did highlight several changes, noting the focus on improving wages for paratransit operators and extending same benefits provided to fixed route operators. Member Tipps asked about the additional costs associated with the changes and General Manager Hill responded approximately \$68,000 over the contract term.

Member Tipps motioned to approve Resolution 09-2020, Secretary Schlunt seconded and the motion passed unopposed.

4.6 RESOLUTION NO. 10-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE UPDATED EQUAL EMPLOYMENT OPPORTUNITY POLICY

Staff Report: The full report was included in the packet. Director Davis reviewed the key highlights. Member Tipps asked if the FTA requires the clarification of sex to include “gender identity, sexual orientation and pregnancy”. Director Davis explained that it was her understanding that the FTA does not require since the descriptors are included under sex; however, she feels it is important as an inclusive and transparent workplace.

General Counsel Woods explained that the City of South Bend and St. Joseph County

have expanded their Human Rights Ordinances and cited Hively vs. Ivy Tech in the seventh circuit. His recommendation is to include the expanded language. Member Hamann asked if the definition is fluid and General Counsel Woods noted it could be a moving target. Vice Chairperson Scicchitano asked how other systems were handling. Member Davis replied the systems she spoke with are including the expanded language.

Vice Chairperson Scicchitano motioned to approve Resolution 10-2020, Member Hamann seconded, the motion passed with Members Kain, Scicchitano, Collier, Bethel and Hamann in favor and Members Tipps and Schlunt opposing.

5. Any Other Motions

5.1 Settlement Agreement – General Counsel Woods briefly reviewed the disputed claim that was mediated with an agreed settlement.

Secretary Schlunt motioned to approve the settlement, Member Tipps seconded and them motion passed unopposed.

6. Chairperson's Report

6.1 Report- Chairperson Kain

No report at this time.

7. All Other Unfinished Business, Including New Business

Member Hamann asked if Transpo was familiar with the Age-Friendly Communities initiative and General Manager Hill responded yes and Transpo is involved on the committee level.

8. Privilege of the Floor

9. Adjournment

With no additional business, Secretary Schlunt motioned to adjourn, Member Tipps seconded and the motion passed. The meeting adjourned at 5:20 p.m.