



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
June 15, 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 4:02 p.m. by Chairperson Kain.

#### **1.2 Roll Call**

Chairperson Kain called roll with the following Board Members present: Jitin Kain, Jill Scicchitano, Lori Hamann, Ken Kahlenbeck, Jake Teshka and Paul Tipps. Lynn Collier joined while the meeting was in progress.

Absent: Curtis Bethel, Jr. and Ken Kahlenbeck

Also Present: Amy Hill, Tracy Davis, Chris Kubaszak, Zac Nelson, Jamie Woods and guests John Pinter and Derek Gallo

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

Member Teshka motioned to approve the minutes from the May 18, 2020 board meeting. Member Tipps seconded and the motion passed unopposed.

### **3. Strategic Planning**

John Pinter provided an overview of the draft Strategic Plan highlighting the strategic priorities of Operational Excellence, Financial Sustainability, Industry Leadership, Community Engagement, Ridership Growth and Emergency Preparedness.

Member Tipps asked if specific tactics will be included with the recommendations and John confirmed he would along with additional strategies.

Member Hamann asked if there are any national models or initiatives that Transpo should be following. John noted that there are good models out there and the big question is whether it will be an operational or administrative plan. Transpo's goal is an administrative plan that will coincide with a future operational analysis. John noted some examples that were taken into considering for his recommendations include IndyGo, Lafayette, Bloomington, Muncie, Grand Rapids and Ames, IA.

Chairperson Kain asked about the impact of COVID-19 and overall emergency preparedness as the organization moves forward. John explained that it will be important to debrief with the staff to review how the organization did, where there can be improvements and continue to engage with other organizations such as the St. Joseph County Health Department and Emergency Management.

Chairperson Kain commented that diversity and inclusion should be a component of the plan and it was agreed.

#### **4. Reports of Management & Staff**

##### **3.1 Operations Report**

General Manager Hill reviewed the May Operations Report noting that fixed route ridership decreased 68.79% compared to May 2019 and 29.09% YTD due to COVID-19.

Access ridership was down 72.63% compared to May 2019 and 50.70% YTD.

Vice Chairperson Scicchitano asked how ridership compared to other systems. General Manager Hill responded all systems are facing decreasing ridership and systems with high commuter ridership have experienced upwards of 80-90% declines. When compared to other systems, our decline peaked just under 80%.

Member Hamann asks if there are plans in place in the event we see spikes in COVID-19 as we move towards resuming full service. General Manager Hill responded that Transpo plans to resume a regular schedule on Monday, July 6 and will have contingency plans in place should we see a surge or experience any operator shortages. Transpo developed the reduced service plan in response to COVID-19 and will be able to implement in the future if needed.

The Safety Report showed no preventable accidents, non-preventable accidents and yard accidents.

The Passenger Service Reports were reviewed noting 19 fixed route reports were received including 11 commendations. Of the eight (8) complaints, four (4) were unsubstantiated, three (3) being monitored and one (1) resulting in disciplinary action. Access and Administration each received one (1) PSR.

The full report was included in the board packet.

#### **4.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue continues to be under budget due to COVID-19. Non-Operating Revenue was over budget due to the PMTF installment and COIT disbursement. Payroll also continues to be under budget with the reduced service schedule and limited overtime.

Transpo's first property tax installment will be almost \$260,000 less than last year so it is expected to be a \$350-400,000 decrease for the year.

The CARES Act funding has been approved and will be included in the grant funding moving forward.

Preliminary work has started on the 2021 Budget.

Chairperson Kain asked if any additional guidance is needed with the budgeting process. Controller Kubaszak responded that we are already taking the uncertainty with funding into considering. For example, a 25% decrease in PMTF is included in the preliminary figures.

The full report was included in the board packet.

#### **4.3 Human Resource Report**

Director Davis provided the HR report noting a total employee count of 119. There was one separation and four new hires in May. The recruitment of part-time fixed route operators continues with five open positions.

It was asked if the separation was an operator and Director Davis responded that it was a part-time security guard and the position was filled with one of the new hires.

The full report was included in the board packet.

#### **4.4 Maintenance Report**

General Manager Hill provided the Maintenance Report noting there were 16 Preventative Maintenance inspections completed in May.

She highlighted the operator shields / barriers that were developed by the maintenance team. The first one was installed today and pictures were shared with the board. This will be an added safety measure that will be installed on all buses. This is a significant savings as the cost is approximately \$200 per vehicle compared to upwards of \$5,000. She noted the maintenance staff has done an exceptional job with designing a prototype and working with a local vendor to cut and supply the material.

Member Tipps commented that the barrier looked great and commended the maintenance staff.

Member Kahlenbeck asked about the securement of the barrier and General Manager Hill pointed out that the left side has hinges installed and there is a magnet securement on and above the farebox. Maintenance tested the securements by driving the buses in multiple conditions.

The full report was included in the board packet.

#### **4.5 Marketing Report**

Director Nelson provided the Marketing Report for May, including social media impact.

He also reviewed the SBCSC Pilot Program ridership now that the pilot period has ended.

The full report was included in the board packet.

#### **4.6 Administrative Report**

General Manager Hill provided an update on contract negotiations noting the next round will be scheduled for either June 25 or July 15.

Transpo continues to operate the Reduced Service Schedule, but anticipates resuming a regular service schedule on Monday, July 6. Passengers are encouraged to continue wearing face coverings and practicing physical distancing.

Staff is working on the mission statement and will be soliciting employee and board feedback as the process moves forward. This will coincide with the finalization of the strategic plan.

The full report was included in the board packet.

## **5.0 Introductions to Resolutions**

### **5.1 RESOLUTION NO. 23-2020**

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 MAY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of May. The Corporation's share, which is required by the Federal Government, totaled \$7,777.32.

*Member Tipps motioned to approve Resolution 23-2020, Member Hamann seconded the motion. Chairperson Kain called roll for the vote with all members voting in favor. Motion passed 7-0.*

### **5.2 RESOLUTION NO. 24-2020**

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 MAY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

**Staff Report:** There were a total of 94 checks issued May 1-31 for a total disbursement of \$461,524.51.

*Member Tipps motioned to approve Resolution 24-2020, Member Teshka seconded the motion. Chairperson Kain called roll for the vote with all members voting in favor. The motion passed 7-0.*

### **5.3 RESOLUTION NO. 25-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO EXTEND THE CURRENT CONTRACT FOR SPECIALIZED LEGAL SERVICES WITH BARNES & THORNBURG LLP THROUGH AUGUST 31, 2020.

**Staff Report:** The current contract expired May 31, 2020 and an RFP has been issued. Management is requesting the extension of the current contract until a new contract can be awarded by August 31, 2020.

Member Tipps asked if there was a reason why the contract expired. General Manager Hill responded that that staff was aware of the expiration, but due to COVID-19 and the number of RFPs being issued, this was not a high priority.

*Member Tipps motioned to approve Resolution 25-2020, Member Hamann seconded*

*the motion. Chairperson Kain called roll for the vote with all members voting in favor. The motion passed 7-0.*

#### **5.4 RESOLUTION NO. 26-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO EXERCISE A ONE-YEAR OPTION WITH PHYSICIANS URGENT CARE FOR OCCUPATIONAL MEDICINE SERVICES

**Staff Report:** Director Davis noted an RFP was issued and a contract awarded to Physicians Urgent Care. The two-year contract includes three one-year options and management is requesting to exercise the first one year option.

Member Tipps asked about the ease of working with Physicians and Director Davis explained there have not been any issues. She noted the extended hours until 8:00 p.m. and availability six days a week has been an asset.

Member Kahlenbeck asked if individuals coordinate through their supervisors and Director Davis responded that she coordinates drug screens and work-related injuries. The supervisors transport employees to and from the random drug screens.

*Member Tipps motioned to approve Resolution 26-2020. Member Teshka seconded the motion. Chairperson Kain called roll for the vote with all voting in favor. Motion passed 7-0.*

#### **5.5 RESOLUTION NO. 27-2020**

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 SLATILE ROOFING AND SHEET METAL FOR THE REPLACEMENT OF THE SOUTH STREET STATION ROOF.

**Staff Report:** Controller Kubaszak reported that an RFP was issued in April 2020 and four bids were received. Based on the proposal review and recommendation from Forum Architects, management would like to proceed with Slatile Roofing.

Chairperson Kain asked if Slatile was the lowest bidder and Controller Kubaszak confirmed they were and reviewed the pricing included in the board packet.

*Member Tipps motioned to approve Resolution 27-2020. Member Teshka seconded the motion. Chairperson Kain called roll for the vote with all voting in favor. Motion passed 7-0.*

### **5.6 RESOLUTION NO. 28-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE SECTION 5310 CAPITAL GRANT AWARDS

**Staff Report:** Director Nelson reviewed the Section 5310 funding and recommended awarding \$283,251.20 in capital grants to AIDS Ministries/AIDS Assist, Corvilla, Portage Manor and Real Services.

Member Tipps asked about the match requirement and Director Nelson responded that the Federal funds provide 80% and the grant recipient is responsible for providing the 20% local match. Member Tipps also asked what happens if recipients are unable to meet the match requirement. General Manager Hill noted that application process asks about the availability of funding. Controller Kubaszak also noted that vehicles are not ordered until the local match is paid. In the event an agency does not meet the match requirement, Transpo can issue another call for projects or the money is returned.

*Member Tipps motioned to approve Resolution 28-2020. Vice Chairperson Scicchitano seconded the motion. Chairperson Kain called roll for the vote with all voting in favor. Motion passed 7-0.*

### **5.7 RESOLUTION NO. 29-2020**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE SECTION 5310 OPERATING GRANTS

**Staff Report:** Director Nelson reviewed and recommended awarding \$190,483 in operating grants to Portage Manor and Real Services. The operating grants provide 50% funding with the recipient responsible for the 50% match.

Chairperson Kain asked about the administration of the grants and it was confirmed that Transpo does administer the grant and Transpo does receive funding to cover those costs.

*Member Tipps motioned to approve Resolution 29-2020. Member Hamann seconded the motion. Chairperson Kain called roll for the vote with all voting in favor. Motion passed 7-0.*

## **5. Any Other Motions**

None

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

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Chairperson Kain reported that the Finance Committee, chaired by Member Tipps, met last week to start the budgeting process. Member Tipps encouraged committee members to participate in the committee meetings and anticipates another meeting in the upcoming weeks.

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

There was no unfinished or new business. Member Collier asked for John Pinter's contact information and General Manager Hill responded the information will be provided to her. Member Collier also asked about the Mission Statement that was mentioned earlier in the meeting and General Manager Hill responded that a workshop was conducted in January and work is now resuming. Staff is moving forward with the process and there will be opportunities for board feedback as it is finalized.

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

None

#### **9. Adjournment**

With no additional business, Member Tipps motioned to adjourn, Member Collier seconded and the motion passed. The meeting adjourned at 5:14 p.m.