



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
August 16, 2021 at 4:00 PM

### **1. Opening Items**

#### **1.1 Call to Order & Pledge of Allegiance**

The 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.

#### **1.2 Roll Call**

Secretary Schlunt called roll with six (6) board members in attendance and three (3) absent. Quorum was confirmed.

Board Members Present: Jitin Kain, Don Schlunt, Lori Hamann, Ken Kahlenbeck, Paul Tipps and Eli Wax.

Board Members Absent: Curtis Bethel, Lynn Collier, Jill Scicchitano

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Phil Garrett

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

Member Tipps motioned to approve the minutes from the July Board Meeting. Secretary Schlunt seconded the motion and the motion passed unopposed.

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

#### **3.1 Operations Report**

General Manager Hill reviewed the July Operations Report noting that fixed route ridership increased 15.54% compared to July 2020. YTD ridership is down 8.14% and continues to improve each month. Ridership continues to be down approximately 40% compared to pre-COVID ridership.

Access ridership is up 40.73% compared to July 2020. YTD ridership is down 2.01%. Ridership continues to be down approximately 40% compared to pre-COVID ridership.

The Safety Report showed two (2) preventable accidents, one (1) non-preventable accident and no yard accidents in July 2021.

The Passenger Service Reports were reviewed noting 14 fixed route reports received with seven (7) unsubstantiated, three (3) being monitored for future action and four (4) resulting in discipline.

Member Wax asked about the reports being monitored for future action. General Manager Hill responded it represented a report that may not have been subject to discipline or a coaching opportunity for the operator. Any issues are tracked and monitored for any future corrective action.

Member Hamann asked if most PSRs were driver related. General Manager Hill confirmed that the majority tended to be driver related such as running late / early, passing up a passenger, etc.

The full report was included in the board packet.

### **3.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue for the month of July continues to be under budget since ridership continues to be down compared to pre-COVID numbers.

Non-operating revenue is up with the receipt of the second PMTF installment. Grants 5339 and 5307 have been approved by the FTA.

Controller Kubaszak highlighted the financial operating data from 2019-2021 which includes data reported on the state level.

The proposed 2022 Budget was also reviewed highlighting the differences between 2021 and 2022. Controller Kubaszak reviewed Labor, Benefits, Services, Property Tax, Local Income Tax, PMTF and Operating Assistance.

Member Tipps asked about insurance costs and Controller Kubaszak responded the worker's compensation rates were adjusted to be in line with actual costs. Member Wax asked about legal expenses included in the budget. General legal services are included, but there is not a separate line item for any settlements or litigation that may take place during the year.

Member Hamann asked about utility contracts. Transpo does contract for fuel and some maintenance services, but does not contract with other utilities.

Member Tipps asked about the parking garage lease with the City of South Bend and Controller Kubaszak explains the lease continues through 2025. He also suggested that the budget be adjusted to account for the anticipated LIT tax rate modification.

Chairperson Kain asked about the increase in lease revenue which is due to Greyhound and FlixBus at South Street Station.

A copy of the short form budget was provided and board members were ask to provide any additional feedback they may have. Approval will be requested at the September board meeting.

The full report was included in the board packet.

### **3.3 Human Resource Report**

Director Davis reviewed the Human Resource Report noting there no new hires and separations during the month of July. The Director of Marketing has resigned so the position will be posted shortly.

The full report was included in the board packet.

### **3.4 Maintenance Report**

General Manger Hill reviewed the Maintenance Report noting there were 46 preventative maintenance inspections completed with 98% on time.

There was discussion among the board regarding the type of information to include in the Maintenance report. Chairperson Kain encouraged board members to provide feedback on what information they would like to receive on a monthly basis. Member Tipps suggested information some of the other initiatives taking place within the department and Member Wax stated that information on the types of service calls could be included in the general report.

The full report was included in the board packet.

### **3.5 Marketing Report**

General Manager Hill reviewed the Marketing Report noting Token Transit usage was up for the month of July. Summer Travel Program ridership remains steady and the program will conclude August 31.

She provided an overview of special service events noting there was one event which was a South Bend Common Council tour of the 6<sup>th</sup> District.

The full report was included in the board packet.

### **3.6 Administrative Report**

General Manager Hill reviewed the Administrative Report highlighting the Game Day Express route that will return for the 2021 Notre Dame Home Football Games. Visit South Bend / Mishawaka increased their sponsorship to help offset the costs to the other partners. The route is fully funded through partnership with Aloft, Century Center, Courtyard by Marriott, DoubleTree, DTSB and Visit South Bend. The route is free and open to the public.

Transpo is moving forward with the Transit Planning MOU with MACOG along with the Comprehensive Operational Analysis.

Transpo's current Access Collective Bargaining Agreement expires on October 31, 2021 and Transpo anticipates starting the negotiation process in mid-September.

Transpo has scheduled an All Employee Meeting for Sunday, September 12<sup>th</sup> from 11:00 a.m. to 1:00 p.m. at The History Museum. Board members are welcome to attend.

The full report was included in the board packet.

### **4.0 Introductions to Resolutions**

#### **4.1 RESOLUTION 28-2021**

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 JULY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of July 2021. The Corporation's share, which is required by the Federal government, totaled \$2,599.89.

*Member Tipps motioned to approve the Resolution 28-2021. Secretary Schlunt seconded the motion. The motion passed 6-0.*

#### **4.2 RESOLUTION 29-2021**

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 DAYS OF JULY WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

**Staff Report:** There were a total of 109 checks issued July 1-31 for a total disbursement of \$568,468.51

*Member Tipps motioned to pass Resolution 28-2021. Secretary Schlunt seconded the motion. The motion passed 6-0.*

#### **4.3 RESOLUTION 24-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PROVIDE THE CITY OF SOUTH BEND WITH A DISCOUNT ON THE PURCHASE OF BUS PASSES TO ASSIST WITH THE WEATHER AMNESTY PROGRAM

**Staff Report:** This resolution was tabled last month and additional information requested on the distribution of the passes purchased by the City of South Bend. The passes are distributed through the Motels4Now program (summer and during weather amnesty) and also through Hope Ministries and the Center for the Homeless during the weather amnesty months.

The City of South Bend is increasing their purchase by approximately \$20,000. Given the large financial commitment, it was recommended to approve the one-time donation of up to 175 bus passes.

There was discussion among the board members regarding the donation.

*Chairperson Kain recused himself from the vote since he is employed by the City of South Bend. Secretary Schlunt motioned to approve Resolution 24-2021. Member Hamann seconded the motion. The motion passed with 4 voting in favor, 1 opposed and 1 abstaining. The motion passed 4-1.*

#### **4.4 RESOLUTION NO. 30-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE SBCSC HIGH SCHOOL RIDERSHIP PROGRAM FOR THE 2021-2022 SCHOOL YEAR

**Staff Report:** SBCSC High School students are eligible to ride all Transpo routes for free by showing their student ID. SBCSC is billed a discounted rate of \$0.50 per ride.

*Member Tipps motioned to approve Resolution 30-2021. Member Hamann seconded the motion. The motion passed 6-0.*

#### **4.5 RESOLUTION NO. 31-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A LEASE AGREEMENT WITH FLIXBUS FOR SOUTH STREET STATION

**Staff Report:** FlixBus is expanding their Midwest service and would like to utilize South Street Station for boarding and alighting passengers with buses scheduled 10 times week. Transpo worked with Bradley and Company to determine a fair lease rate of \$250 a month.

*Member Tipps motioned to approve Resolution 31-2021. Member Wax seconded the resolution. The motion passed 6-0.*

#### **4.6 RESOLUTION NO. 32-2021**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO DISPOSE OF A 2010 FORD ESCAPE AND ACCESS VANS 601-604.

**Staff Report:** The vehicles have exceeded their useful life and have been approved for disposal by the FTA. Transpo will follow all FTA guidance for disposal. Any funds over \$5,000 per vehicle will be returned to the FTA.

*Member Tipps motioned to approve Resolution 32-2021. Member Hamann seconded the motion. The motion passed 6-0.*

### **5. Any Other Motions**

#### **5.1 Settlement**

*Member Tipps motioned to approve the settlement as discussed in the Executive Session. Secretary Schlunt seconded the motion. The motion passed 6-0.*

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

No report at this time

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

General Manager Hill provided a few comments on the Local Income Tax modification rate change. This was originally proposed in 2019, but did not move forward due to the opposition. As mentioned to the Finance Committee, Transpo was informed through the library in April 2021 that the proposed modification may be on the table again this year. Last week Transpo was contacted by the South Bend Tribune and told the Mishawaka Common Council would be voting on the rate change August 16. General Manager Hill reached out regarding the potential loss of \$189,000 in funding to Transpo.

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

None

## **9. Adjournment**

With no additional business, Member Wax motioned to adjourn the meeting and Member Hamann seconded. The meeting was adjourned at 5:30 p.m.