



BOARD MEETING MINUTES

Board of Directors Meeting

1401 S. Lafayette Blvd, South Bend, IN 46613

September 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 4:02 p.m. by Chairperson Kain.

1.2 Roll Call

Secretary Schlunt called roll with the following Board Members present: Jitin Kain, Jill Scicchitano, Don Schlunt, Curtis Bethel, Jr., Lori Hamann, Jake Teshka.

Absent: Lynn Collier, Ken Kahlenbeck, Paul Tipps

Also Present: Amy Hill, Tracy Davis, Chris Kubaszak, Virgil McCarthy, Zac Nelson, Jamie Woods

2. Minutes of Previous Meetings

Vice Chairperson Scicchitano motioned to approve the minutes from the August 17, 2020 meeting. Member Bethel seconded and the motion passed unopposed.

3. Reports of Management & Staff

3.1 Operations Report

General Manager Hill reviewed the August Operations Report noting that fixed route ridership decreased 51.42% compared to August 2019. Year-to-date decrease is 37.36%.

Access ridership was down 58.33% compared to August 2019. Year-to-day decrease is 55.32%.

The Safety Report showed one (1) preventable accident, and one (1) non-preventative accident.

The Passenger Service Reports were reviewed noting 11 fixed route reports were received with 11 complaints. Six (6) complaints were unsubstantiated, four (4) monitored for future action and one (1) resulting in discipline.

Access received five (5) complaints with two (2) being monitored for future action and three (3) resulted in discipline.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue continues to be under budget due to COVID-19. In addition, billings to area universities were delayed due to reduced service.

Transpo was over budget in labor expenses due to the finalization of the Union contract, but remains under budget for the year.

The CARES Act funding will continue to be utilized. Member Hamann asked if the funds need to be used by the end of the year. Controller Kubaszak explained the FTA requested the funds be programmed over the next three years. However, if any guidelines or recommendations regarding the funds change, adjustments will be made to ensure all funds are utilized.

Member Hamann also asked about revenue for the School City of Mishawaka Service. General Manager Hill explained that the School Tripper service will resume when in-person classes start back for John Young Middle School and Mishawaka High School. The schools are billed only for the days when the service operates.

Controller Kubaszak reviewed the Cash Forecast, open Grants and noted documentation was submitted to 1st Source Bank for the Payroll Protection Program.

The full report was included in the board packet.

3.3 Human Resource Report

Director Davis provided the HR report noting a total employee count of 116. There was one (1) new hire in August.

The recruitment of part-time fixed route operators continues with six (6) open positions. A training class with two (2) new employees started September 14th.

The full report was included in the board packet.

3.4 Maintenance Report

General Manager Hill provided the Maintenance Report noting there were 50 Preventative Maintenance inspections completed in August.

She noted that Maintenance continues to install operator barriers on the New Flyer buses as parts become available. Maintenance has been working on several other campaigns including updating all the headlights in the older Gillig buses.

The full report was included in the board packet.

3.5 Marketing Report

Director Nelson provided the Marketing Report for August, noting the focus has continued to be on both internal and external messaging for COVID-19.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill reported that the Indiana Department of Environmental Management (IDEM) and Indiana Volkswagen Environmental Mitigation Trust Fund Grant awards were announced on August 19th. This round originally included a maximum award of \$2 million dollars and Transpo requested approximately \$1.4 million. The awards were capped at \$800,000 and Transpo received the maximum amount. These funds will be used as the local match towards the purchase of additional replacement buses.

Transpo's consultant is in the process of finalizing the Strategic Plan to be approved by the board in October.

General Manager Hill also noted that APTA has launched a national initiative to highlight the public transportation industry's pledge to passengers that our systems are operating safely as the country recovers from COVID-19. Transpo has committed to the initiative and will be highlighting locally.

She also reviewed the potential mobile ticketing pilot program with Token Transit that will be before the board for approval today.

Vice Chairperson Scicchitano commented on the grant award and thanked staff for continuing to pursue the funding. General Manager Hill noted that Transpo worked in partnership with South Shore Clean Cities to complete the application.

The full report was included in the board packet.

4.0 Introductions to Resolutions

4.1 RESOLUTION NO. 45-2020

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 AUGUST WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of August 2020. The Corporation's share, which is required by the Federal Government, totaled \$12,935.24.

Member Hamann motioned to approve Resolution 45-2020, Secretary Schlunt seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. Motion passed 5-0.

4.2 RESOLUTION NO. 46-2020

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-ONE DAYS OF AUGUST WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 72 checks issued August 1-31 for a total disbursement of \$482,804.98.

Secretary Schlunt motioned to approve Resolution 46-2020, Member Bethel seconded the motion. Secretary Schlunt called roll for the vote with all members voting in favor. The motion passed 5-0.

4.3 RESOLUTION NO. 47-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE SOUTH BEND COMMUNITY SCHOOL CORPORATION HIGH SCHOOL RIDERSHIP PROGRAM

Staff Report: Transpo partnered with SBCSC for a pilot program September 2019

through May 2020 to provide an additional transportation option for high school students. The program provided over 33,000 rides before COVID-19. The program will run September 1, 2020 through May 31, 2021. High school students will be able to ride for free by showing their valid school ID card. SBCSC will be billed a discounted rate of \$0.50 per ride.

Secretary Schlunt motioned to approve Resolution 47-2020, Vice Chairperson Scicchitano seconded the motion. Secretary Schlunt called roll for the vote. The motion passed 5-0.

4.4 RESOLUTION NO. 48-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO AWARD A CONTRACT TO GOODYEAR TIRE AND RUBBER COMPANY FOR THE LEASING OF TIRES FOR THE BUS FLEET

Staff Report: An RFP was issued in June with two responsive bidders. The contract with Goodyear will save approximately \$16,000 over the term of the contract.

Vice Chairperson Scicchitano motioned to approve Resolution 48-2020. Member Bethel seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 5-0.

4.5 RESOLUTION NO. 49-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING THE DISPOSAL OF ONE FORD F450 (#607) PARATRANSIT VAN

Staff Report: Paratransit van #607 was involved in a not-at-fault accident on 8/26/20 and was determined to be a total loss. The vehicle will be disposed in accordance with FTA guidelines and all revenue over \$5,000 will be reimbursed to the FTA.

The board asked if the other party had insurance. Transpo's carrier is working through that process and will pursue coverage through the other party. Member Hamann asked if there were any injuries. General Manager Hill confirmed the van was on the way back to the garage with only the operator on board. The other vehicle ran a red light, but fortunately no injuries.

Secretary Schlunt motioned to approve Resolution 49-2020. Member Curtis seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 6-0.

4.6 RESOLUTION NO. 50-2020

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

Staff Report: Controller Kubaszak explained Transpo will be pursuing the same \$1.1 million tax anticipation warrant to assist with the timing of the property tax disbursements.

General Manager Hill also noted the goal is to eliminate the need for the tax anticipation borrowing. The first priority is to pay the loans previously used for bus purchases and continuing the tax warrant for 2021 will provide some additional flexibility in order to focus on long-term financial stability.

Member Hamann motioned to approve Resolution 50-2020. Member Bethel seconded the motion. Secretary Schlunt called roll for the vote with all voting in favor. Motion passed 6-0.

4.7 RESOLUTION NO. 51-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PURCHASE UP TO TEN (10) REPLACEMENT FIXED ROUTE BUSES

Staff Report: General Manager Hill reported that the additional VW funding will allow Transpo to purchase an additional 7-8 replacement vehicles. Transpo is requesting approval for up to 10 vehicles in the event additional funding becomes available prior to the expiration of Transpo's current contract with New Flyer expires.

Chairperson Kain asked if the replacement bus specifications would be the same as the prior vehicles purchase. General Manager Hill explained there is a comprehensive process in place with New Flyer and weekly meetings to review all the specifications. There are some minor changes that come with technological advancement, upgraded seating and the additional of operator barriers.

Member Curtis motioned to approve Resolution 51-2020 and Vice Chairperson Scicchitano seconded the motion. Secretary Schlunt called roll with all members voting in favor. Motion passed 6-0.

4.8 RESOLUTION NO. 52-2020

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

MOBILE TICKETING PILOT PROGRAM WITH THE CITY OF SOUTH BEND AND TOKEN TRANSIT

Staff Report: General Manager Hill reviewed the current Ride Guarantee program in partnership with the City of South Bend (funded by the Bloomberg Mayors Challenge Grant). The second phase of the program includes a mobile bus pass through Token Transit. Utilizing the existing platform, Transpo has the opportunity to pilot a program for passengers to purchase Day, Two Week and 31-Day passes through the Token Transit application. There is no cost to Transpo for the program. Commuters Trust / Ride Guarantee received approval to utilize funds to cover the 10% fee that would normally be passed on to passengers. Costs to passengers will remain the same.

Member Teshka asked how the pilot would work and how it would be promoted. General Manager Hill responded passengers will utilize a smart phone to purchase and then activate the pass when needed. Passengers will show the pass to operators for visual verification (pass is animated to confirm validity). Operators will record the rides in the farebox which is also tracked on the back end of the application. Transpo will receive 100% of the pass revenue. There is also some designated funding to support the promotion of the pilot program.

Chairperson Kain asked about the length of the program and it was confirmed it will be a six month program running from October 1, 2020 through March 31, 2021.

Member Hamann asked if this will be available for Access passengers. General Manager Hill responded that this will be for fixed route. However, Access will be launching the second phase of the Ecolane scheduling software which will include options for online payments.

Member Teshka motioned to approve Resolution No. 52-2020 and Member Hamann seconded the motion. Secretary Schlunt called roll with five members voting and one member recusing himself. The motion passed 5-0.

5. Any Other Motions

None

6. Chairperson's Report

Chairperson Kain asked that board members take some time to review the Strategic Plan and provide feedback prior to the finalization next month.

7. All Other Unfinished Business, Including New Business

None

8. Privilege of the Floor

None

9. Adjournment

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