



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
April 19, 2021 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 4:05 p.m. by Chairperson Kain.

1.2 Roll Call

Chairperson Kain called roll with four (4) board members present. Due to lack of quorum, the meeting proceeded with non-voting agenda items.

Board Members Present: Jitin Kain, Jill Scicchitano, Lynn Collier and Lori Hamann.

Board Members Absent: Don Schlunt, Ken Kahlenbeck, Paul Tipps, Curtis Bethel, Jr. and Eli Wax

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Mark Albin, Jamie Woods

2. Minutes of Previous Meetings

Due to lack of quorum, there was no vote on the March minutes.

3. Reports of Management & Staff

3.1 Operations Report

General Manager Hill reviewed the March Operations Report noting that fixed route ridership is down 15.75% compared to March 2020, but up 31% from last month. YTD is down 41.39%.

Access ridership is down 10.21% compared to March 2020, but up 23.5% from last month. YTD is down 41.26

The Safety Report showed two (2) preventable accidents, zero non-preventable accidents and yard accidents in March 2021.

The Passenger Service Reports were reviewed noting 12 fixed route reports received with three (3) unsubstantiated, six (6) monitored for future action and two (2) resulted in discipline. There was one (1) Commendation.

Access received one (1) complaint.

Member Hamann asked if Transpo has received any pushback from passengers regarding the Federal Mask mandate. General Manager Hill responded that there have been a few instances where passengers have refused to wear a mask and have been denied boarding.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue was positive by \$937 for the month.

He highlighted the Cash Forecast remains positive through the year, but will be adjusted as we move forward since it is based on historical trends. He pointed out that the CD was rolled over with interest and an additional \$100,000 added. A short term loan with 1st Source Bank was also paid off. Overtime continues to be down compared to 2019.

Vice Chairperson Scicchitano mentioned last week's Finance Committee meeting noting that it was a thorough review of current financials and open grant items. She appreciated the time and detail that was put into the reporting.

The full report was included in the board packet.

3.3 Human Resource Report

Director Davis review the report noting there were a total of five (5) hires in March including three (3) part-time fixed route operators, one (1) part-time Information Booth Specialist and one (1) full-time Director of Marketing.

She reviewed the open positions and noted there would be another Employment Open House scheduled followed by a training class in June.

The full report was included in the board packet.

3.4 Maintenance Report

Director McCarthy reviewed the Maintenance report noting 45 preventative maintenance inspections were completed. There were no service interruptions, 21 bus changes without interruption and 37 service calls.

Chairperson Kain asked General Manager Hill for an update on the new vehicles. She confirmed there are a total of nine (9) New Flyer '35 CNG buses to replace aging vehicles. The first one has been delivered and the remaining are on track to be delivered by the end of May. Transpo has received eight (8) Access paratransit vans with an additional one on order. Once on property, inspections are completed with camera and radio systems installed.

In the short-term, Transpo is focused on replacing the remaining fixed route buses that are well beyond their useful life. The Low and No Emission Grant application was submitted April 8th with the award announcements anticipated for Summer 2021. Transpo will also be applying for the final round of state VW Mitigation Funding and the FTA's Bus and Bus Facilities Infrastructure Grant once it is announced. In the long-term, and as part of the strategic plan, Transpo is focused on continuing the fleet replacement program and getting to the point where there is funding to replace 2-3 vehicles a year to maintain a lower average fleet age.

Member Hamann asked if there would be additional opportunities for electric with the new administration in place. General Manager Hill responded any additional investment in public transit is good. Pursuing electric fixed route buses would be costly due to the cost per vehicle and the extensive charging infrastructure that would be required, but Transpo remains open to exploring opportunities as they become available. Chairperson Kain also noted there may be opportunities to explore electric for non-revenue service vehicles as they are replaced.

The full report was included in the board packet.

3.5 Marketing Report

Director Albin reviewed the Marketing report and highlighted Transpo's participation in the Youth Service Bureau Safe Place Week media event at the airport and the extension of the mobile ticketing pilot program.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill reviewed the Administration Report and noted Transpo has been working with state legislators and other systems across the state to add non-reverting language to the budget; however, the request was declined. In light of the state's announcement that there is an additional \$2 billion to be allocated towards the budget, Transpo and other systems are requesting the 15% PMTF cut for 2021 be restored.

In regards to other funding, Transpo is still waiting to hear about the American Rescue Plan allocations for our UZA.

Transpo is working with MACOG to finalize the timeline for the COA and also discussing transit planning options.

The full report was included in the board packet.

4.0 Introductions to Resolutions

4.1 RESOLUTION 10-2021

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 MARCH WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of March 2021. The Corporation's share, which is required by the Federal government, totaled \$214,549.21.

4.2 RESOLUTION 11-2021

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 MARCH WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

Staff Report: There were a total of 91 checks issued March 1-31 for a total disbursement of \$349,283.31.

4.3 RESOLUTION 12-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE TRANSFER OF BUS SHELTERS TO THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION

5. Any Other Motions

5.1 Disposal of Fixed Assets

6. Chairperson's Report

Chairperson Kain did not have a formal report at this time.

7. All Other Unfinished Business, Including New Business

None

8. Privilege of the Floor

None

9. Adjournment

With no additional business, the meeting was adjourned at 4:42 p.m.