



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
September 19, 2022 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 Scicchitano.

1.2 Roll Call

Secretary Hamann called roll with seven (7) board members in attendance and two (2) board members absent. A quorum was confirmed.

Board Members Present: Jill Scicchitano, Lynn Collier, Lori Hamann, Jitin Kain, Don Schlunt, Paul Tipps, Eli Wax

Board Members Absent: Milt Lee, Ken Kahlenbeck

Others Present: Amy Hill, Chris Kubaszak, Virgil McCarthy, Bjorn Swenson, Phil Garrett, Jeremiah Cox (MACOG) and Mark Neal (SoMa Capital LLC)

2. Minutes of Previous Meetings

Chairperson Scicchitano called for the approval of the August minutes. Member Tipps motioned to approve. Secretary Hamann seconded the motion and the minutes were passed unopposed.

3. Special Report

3.1 Public Hearing for Resolution 37-2022

General Counsel Phil Garrett explained the process for the potential disposal of Transpo property located at 117 W. South St. He is recommending Transpo pursue the economic redevelopment option for disposal.

Chairperson Scicchitano opened the public hearing asking if there was anyone to speak in favor of the project. Mr. Mark Neal introduced himself as principal of SoMa Capital LLC. His group has acquired the apartment building located on the corner of Main and South

Streets and will develop into 12 apartments. The lot would be utilized for 12 parking spaces, one for each unit. He showed a picture of the current building which was falling into a state of disrepair following two fires in the last two years along with a rendering of what the building will look like when completed.

General Manager Hill commented that street parking along South Street between Main and Michigan Streets is critical to Transpo's operations as buses are parked and staged there throughout the service day. The sale of the lot would allow for dedicated parking for the tenants and preserve the street parking for Transpo.

Secretary Hamann asked about any sustainability and energy options as part of the project and Mr. Neal responded that all options would be explored.

Member Collier asked if they would be keeping the alley and it was confirmed the alley would remain.

Member Tipps asked who the other developers were and Mr. Neal stated the group includes Brad Emberton, Kurt Janowsky and Kris Priemer, all are local. Member Tipps also asked about the Gates lot next to the Hibberd building development which is owned by Mr. Neal. Mr. Neal confirmed the Gates lot is currently be used as parking for the residential and retail tenants of the Hibberd Building, but future development will take place. He noted the rising construction costs associated with building from the ground up compared to the renovation of an existing building.

There was discussion regarding the pricing of the apartments and Mr. Neal responded that two apartments would be available at 80% of the market rate and the rest would range in price from \$700-2,000.

Member Kain asked about the method for disposal and General Counsel Garrett responded that board would be authorizing disposal and staff would be able to pursue a public bid process or utilize the economic development exception to negotiate direct with the developers. Member Tipps asked if the board could mandate one of the options and General Counsel Garrett confirmed they could although he advised against it.

With no further questions, Chairperson Scicchitano asked if there was anyone wishing to speak against the project. There was no further response or discussion and the public hearing was closed.

3.2 CONNECT Transit Plan – Scudder Wagg, Jarrett Walker & Associates

Scudder Wagg with Jarrett Walker & Associates joined virtually to present the final summary of the responses to the transit conceptual alternatives and explained he would be asking for direction from the board for both short-term, budget-neutral either with a focus towards ridership or coverage (assuming the same level of service and funding).

He will also be asking what should be planned for the future if additional funding were to be secured.

Scudder reviewed the concepts presented in the report along with the feedback received from the public.

Member Tipps asked about shifting frequency towards the higher ridership routes and keeping the coverage area the same.

Secretary Hamann stated that 50/50 ridership and coverage seems to represent both stakeholders and the general public. She also asked about the vanpool option and Scudder confirmed that MACOG is pursuing vanpool for the region.

Member Collier asked about extending service to New Carlisle. General Manager Hill noted that New Carlisle is currently outside of Transpo's service area, but could be served by vanpool. Member Collier asked how far west Transpo goes and it was confirmed Mayflower Rd by Martin's Supermarket was the end of the service area.

Member Wax asked who was included in the group of stakeholders. Scudder and General Manager Hill explained the group included members of city and county government, social service agencies such as Goodwill, La Casa de Amistad, United Way and other organizations including WorkOne, school corporations and area colleges and universities.

Member Wax stated he would be ok with leaning towards ridership as long as the route 8 service area would be maintained.

Member Kain stated he favors the ridership concept citing growth in the center of South Bend and in-fill in existing neighborhoods which support the transit ridership concept. The coverage option would decrease frequency / ridership and noted he leans towards the 70/30 concept. He also cited the trend towards fewer vehicles and the importance of not sacrificing key coverage areas.

Member Tipps noted that those in the stakeholder groups don't necessarily ride the bus. There were other comments stating that they represent individuals who do ride regularly.

Secretary Hamann noted it was important to keep the public feedback in mind and Chairperson Scicchitano also commented on the potential impact of reducing service in areas.

The discussion continued and Scudder explained that 60/40 would lean slightly towards ridership, but maintain the current coverage area (comparable to the current system) while 70/30 would increase ridership while reducing service to some areas. General

Counsel Garrett asked what the criteria would be for those reductions and he responded it would mean reducing from lower density / lower ridership areas.

The board came to consensus that the 60/40 option would be pursued for the short-term.

In regards to the longer term vision and growth options, Scudder noted the majority of the public favored the vision concept which is a 360% increase in service which would increase operations close to \$6 million a year. New, local funding would need to be identified. Member Wax asked if this would mean pursuing a referendum and General Manager Hill stated that could be an option to pursue additional funding in the future, noting the option would need to be pursued on the state level first and then locally.

General Manager Hill explained to the board that the public has consistently requested increased service on Saturdays and the addition of Sunday service. Scudder noted those potential changes would represent a service increase of 20-25%. The board consensus favored the potential growth of 20-25%.

4. Staff Reports

4.1 Operations Report

General Manager Hill reviewed the Operations Report noting that August 2022 fixed route ridership was up 31.50% compared to August 2021 and was the first time since February 2020 that ridership was over 100,000. YTD ridership is up 20.56%.

Access ridership for August 2022 is up 22.32% compared to August 2021. YTD ridership is up 23.26%.

There were three (3) minor preventable accidents in August and zero non-preventable and yard accidents.

The Passenger Service Reports were reviewed with nine fixed route PSRs received with seven (7) unsubstantiated, one (1) being monitored for future action and one (1) resulting in discipline. There was one (1) unsubstantiated Access complaint and one (1) administrative commendation for the Information Booth.

General Manager Hill also noted there were 120 total missed trips for August. September will most likely be higher. Transpo has reviewed multiple options and the missed trips continues to be the option least impactful to riders.

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. Payroll was over budget for the month due to increased overtime in the Operations Department.

He noted Professional and Technical Services were overbudget due to legal expenses and contract negotiations.

The cash report continues to be favorable.

Member Kain asked if the bus shelter funding from the City was utilized and Controller Kubaszak confirmed the funding had all been allocated.

Member Collier asked about the bus shelter that was supposed to be installed at near the Success Academy / Ardmore & Bendix. General Manager Hill explained that was not a location that was approved under the prior bus shelter grant. Member Collier thought someone had agreed to install a shelter, but Member Kain and General Manager Hill noted there had not been conversations through the City or Transpo.

The full report was included in the board packet.

4.3 Human Resource Report

General Manager Hill reviewed the HR report for Director Davis. She explained there were two terminations in August for repeated cell phone violations. Two new hires have completed training and are now in service. The third new hire will complete training this week. HR continues to focus on recruiting for the next training class starting October 10th.

The full report was included in the board packet.

4.4 Maintenance Report

Director McCarthy provided the Maintenance Report noting there were 45 preventative maintenance inspections with one 5310 vehicle completed late (47 miles over). He reviewed the bus changes and service calls.

The full report was included in the board packet.

4.5 Marketing Report

General Manager Hill reviewed the Marketing and Ridership Report highlighting the Token Transit ridership which continues to increase.

The evaluation process for both the fixed route technology and website is wrapping up and staff plans to bring recommendations to the board in October.

Transpo announced the new union contract to highlight the increased wages and had favorable media coverage.

The full report was included in the board packet.

4.6 Administrative Report

As discussed earlier, it was noted the Core Design Workshop for the next phase of the CONNECT Transit Plan would be taking place this week.

As previously discussed with the board, the agreements with Notre Dame, Saint Mary's and Holy Cross have been extended through the end of the year with the goal of having new agreements in place effective January 1, 2023.

She reviewed the following budget dates:

September 19th – Transpo Board Approval

September 26th – South Bend Common Council Budget Presentation

October 6th – South Bend Common Council Personnel & Finance Committee Presentation

October 10th – South Bend Common Council Budget Approval.

The full report was included in the board packet.

5.0 Introductions to Ordinances & Resolutions

5.1 RESOLUTION NO. 01-2022

AN ORDINANCE APPROPRIATING MONIES FOR THE PURPOSE OF DEFRAYING THE EXPENSES OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION IN ST. JOSEPH COUNTY, INDIANA FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023.

Staff Report: Controller Kubaszak provided the report.

Member Tipps motioned to approve Ordinance 01-2022 and Member Kain seconded the motion. The motion passed unopposed.

5.2 ORDINANCE 02-2022

AN ORDINANCE APPROPRIATING MONIES FOR THE PURPOSE OF RAISING REVENUE TO FUND THE TRANSPORTATION FUND OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023.

Staff Report: Controller Kubaszak provided the report. Member Tipps asked if the rate was comparable to last year and it was confirmed that any difference was negligible.

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Member Tipps motioned to approve Ordinance 02-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

5.3 RESOLUTION NO. 33-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE FINANCIAL TRANSACTIONS WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of August 2022. The Corporation's share, which is required by the Federal Government, totaled \$155,059.98.

Member Tipps asked about payments to Hayes Designs, Portage Manor and IEC. It was confirmed payments were for the replacement of a bus shelter (previously Burkhart Sign Division, now Hayes Designs), Portage Manor is one of the 5310 subrecipients and IEC is the security camera vendor.

Member Tipps motioned to approve Resolution 33-2022 and Member Kain seconded the motion. The motion passed unopposed.

5.4 RESOLUTION NO. 34-2022

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 AUGUST WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 70 checks issued for a total disbursement of \$443,949.77.

Member Tipps motioned to approve Resolution 34-2022 and Member Kain seconded the motion. The motion passed unopposed.

5.5 RESOLUTION NO. 35-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVAL THE DISPOSAL OF TWO GILLIG FIXED ROUTE BUSES

Staff Report: The two buses have exceeded their useful life and will be disposed according to FTA guidelines.

Member Tipps motioned to approve Resolution 35-2022 and Member Kain seconded the motion. The motion passed unopposed.

5.6 RESOLUTION NO. 36-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE DISPOSAL OF ONE PARATRANSIT VAN

Staff Report: The paratransit has exceeded its useful life and no longer has a working engine. The vehicle will be disposed in accordance with FTA guidelines.

Member Tipps motioned to approve Resolution No. 36-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

5.7 RESOLUTION NO. 37-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION APPROVING THE POTENTIAL DISPOSAL OF PROPERTY

Staff Report: Report was included as part of the public hearing process.

Member Kain motioned to approve Resolution No. 37-2022 and Member Tipps seconded the motion. The motion passed unopposed.

5.8 RESOLUTION NO. 38-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT WITH PREMIUM CONCRETE FOR EMERGENCY REPAIRS AT SOUTH STREET STATION

Staff Report: The storm grates are sinking and the area underneath has been washed out creating a safety issue. Staff recommends pursuing immediate repairs with Premium Concrete

Member Tipps motioned to approve Resolution No. 39-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

6. Any Other Motions

N/A

7. Chairperson's Report

Chairperson Scicchitano thanked the board members for their participation in the CONNECT Transit Plan to date. She felt the public engagement team did a great job explaining the concepts during the open houses.

8. All Other Unfinished Business, Including New Business

N/A

9. Privilege of the Floor

N/A

10. Adjournment

With no additional business, Member Tipps motioned to adjourn the meeting and Member Kain seconded the motion. The meeting was adjourned at 5:43 p.m.