



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
December 20, 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 4:09 p.m. by Chairperson Kain.

#### **1.2 Roll Call**

Chairperson Kain called roll with four (4) board members in attendance and five (5) board members absent. Quorum was not established and the meeting proceeded with non-voting items on the agenda.

Board Members Present: Jitin Kain, Jill Scicchitano, Lynn Collier and Paul Tipps

Board Members Absent: Lori Hamann, Ken Kahlenbeck, Milt Lee, Don Schlunt, Eli Wax

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

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

The minutes were not approved due to lack of quorum.

#### **3.1 Operations Report**

General Manager Hill reviewed the November Operations Report. November Fixed Route ridership is up 34.59% compared to November 2020 and down 32% compared to pre-COVID ridership. Year-to-date ridership is up 3.87%.

Access ridership is up 37% compared to November 2020 and down 29% compared to pre-COVID. Year-to-date ridership is up 11.42%

The Safety Report showed a total of two (2) preventable accidents, zero (0) non-preventable accidents and zero (0) preventable yard accidents.

The Passenger Service Reports were reviewed noting four (4) fixed route reports received with three (3) unsubstantiated and one (1) being monitored for future action. There was one (1) unsubstantiated Administrative PSR.

The full report was included in the board packet.

## **4.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue is up due to the quarterly billings to the area colleges and universities. He also noted the City of South Bend has purchased over \$36,000 in bus passes for the year.

The notice of the second property tax installment was received. The installment is above budget and will assist with offsetting the decrease in the Local Income Tax for 2022.

He reviewed the positive cash forecast, noting this should hopefully be the last year for the Tax Anticipation Warrant.

Labor expense was under budget for the month of November, but overtime will be up for December due to employees out for illness, vacation and open positions.

Member Tipps asked about the \$98,000 under receivables and Controller Kubaszak reviewed the expected payment timeline.

The full report was included in the board packet.

## **3.3 Human Resource Report**

Director Davis reviewed the HR report highlighting the open positions. Transpo recently held two Employment Open Houses; however, attendance was low. Interviews have been on-going and several candidates have been identified to start training in January.

She noted Open Enrollment for health insurance benefits was recently completed. General Manager Hill also stated that health insurance premiums will remain flat for 2022 with no increase to Transpo or the employees.

The full report was included in the board packet.

## **3.4 Maintenance Report**

Director McCarthy reviewed the Maintenance Report noting there were 49 preventative maintenance inspections completed 98% on-time. There was one oil change that was completed early.

The radio tower equipment ship date is scheduled for January and the contract from the replacement of the doors and locks at South Street Station was just received. The internal review of the camera system proposals has been completed and he is now working on ordering radio equipment for the new buses.

Member Tipps asked about the radio equipment for the buses and if Transpo installed or contracted out the work. Director McCarthy explained the most cost-effective option is to order the equipment and have the City of South Bend install and program the radios.

The full report was included in the board packet.

### **3.5 Marketing Report**

General Manager Hill explained the job description for the Director of Marketing has been updated to include a focus on ridership and will be retitled Director of Ridership. The Notre Dame Game Day Service for the year was reviewed with just under 7,000 total rides.

Token Transit usage continues to increase each month and she look into an option for a board member pass through Token Transit.

The full report was included in the board packet.

### **3.6 Administrative Report**

General Manager Hill reviewed the Administrative Report noting the Federal mask mandate has been extended through March 18, 2022. Staff continues to prepare for the vaccine mandate.

The Buses and Bus Facilities Infrastructure Program grant was submitted in November and awards are anticipated to be announced in January.

The COA continues to move forward with the public engagement portion scheduled to launch in January.

Notification has been received from the FTA regarding the 2022 Triennial Review which was delayed due to COVID. The Recipient Information Request is due by January 21, 2022. There are some concerns with the timing due to the end-of-year reporting, audit process and being short staffed. An extension request has been submitted to the FTA.

General Manager Hill and Controller Kubaszak had a preliminary meeting with the reviewer today and he is aware of the situation.

Member Collier asked about the South Shore Clean Cities Board of Directors as noted in the report. General Manager Hill confirmed she is a member of the Board of Directors. The organization is part of the U.S. Department of Energy's Clean Cities coalitions and supports fuel-efficient practices and technologies.

The full report was included in the board packet.

#### **4.0 Introductions to Resolutions**

Due to lack of quorum, there was no introduction and vote on resolutions.

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

N/A

#### **7. Chairperson's Report**

Chairperson Kain noted there would need to be a Special Meeting called to vote on the Resolutions. He noted his term as chair is coming to end and Vice Chairperson Scicchitano will assume the Chairperson position in January.

General Manager Hill thanked Chairperson Kain for his leadership during a challenging time for the organization. She presented him with a plaque recognizing his service as Chairperson of the Board.

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

2022 Meeting Schedule – The list of 2022 meeting dates were provided and it was noted the January meeting will take place on Tuesday, January 18<sup>th</sup> due to the MLK, Jr. Holiday.

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

N/A

#### **9. Adjournment**

With no additional business, the meeting was adjourned at 4:45 p.m.