



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
October 18, 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 4:04 p.m. by Chairperson Kain.

1.2 Roll Call

Secretary Schlunt called roll with eight (8) board members in attendance and one (1) absent. Quorum was confirmed.

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

Board Members Absent: Lynn Collier

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

Members of the Public Present: Kim Horvath (Union Secretary), Doug Hunt and Jan Cervelli with the River Rail Project

2. Minutes of Previous Meetings

Member Wax motioned to approve the minutes of the September meeting. Vice Chairperson Scicchitano seconded the motion. The minutes were approved unopposed.

3. Special Report – RiverRail Presentation

Doug Hunt and Jan Cervelli provided a brief overview of the RiverRail Modern Streetcar concept. They have shared the concept with the City of South Bend and neighborhood organizations. The next step would be for their group to secure funding to move forward with a feasibility study conducted by HDR.

4.1 Operations Report

General Manager Hill reviewed the September Operations Report. September Fixed Route ridership is up 33% compared to September 2020 and down 30% compared to pre-COVID. Year-to-date ridership is down 0.08%

Access ridership is up 32% compared to September 2020 and down 39% compared to pre-COVID. Year-to-date ridership is up 5.61%

The Safety Report showed a total of three (3) preventable accidents, one (1) non-preventable accident and one (1) yard which was deemed preventable and included in the total count of three. The preventable accidents were minor as two included a sideswiped mirror and one included the garage door damaging a bus antenna. Member Wax asked a clarifying question to confirm that the yard accident was included in the total of three preventable accidents. General Manager Hill confirmed that was correct.

The Passenger Service Reports were reviewed noting 13 fixed route reports received with six (6) unsubstantiated, three (3) being monitored for future action and four (4) resulting in discipline. The ones resulting in discipline included a bus leaving South Street Station 10 minutes early, speeding and two customer service-related instances. Member Tipps asked if the bus video also included audio and General Manager Hill confirmed it does so verbal interactions are reviewed as part of the investigation.

The overall monthly ridership was reviewed, noting School City of Mishawaka and the University of Notre Dame have the highest ridership out of Transpo's ridership programs.

Member Tipps asked if Four Winds Casino in South Bend was included in the current service area. General Manager Hill explained it was located just outside the current service area. Transpo previously meet with Four Winds Casino to discuss service options, but at the time they declined to proceed. She mentioned with the construction of the new hotel, there may be opportunities to revisit and the location will also be reviewed as part of the COA process.

The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue for the month of September exceeded budget due to the billing for the Mishawaka School Tripper service and the City of South Bend's bus pass purchase for the weather amnesty program.

Payroll was up for the month due to increase in sick time and FMLA usage.

As a follow-up to the Finance Committee, Controller Kubaszak noted the Utilities were under budget as it can be difficult to estimate 12-18 months in advance during the budgeting process. Variations also occur based on weather, vehicle usage and other factors.

Member Tipps asked about the Tax Anticipation Warrant and Controller Kubaszak explained the bid is issued for the full amount of the warrant. Member Tipps also suggested looking into 1-7 day CD options.

The full report was included in the board packet.

4.3 Human Resource Report

General Manager Hill reviewed the Human Resource report noting there were three new hires in the month of September and the fixed route training class is underway. She reviewed the open positions and stated another Employment Open House will be planned before the end of the year.

The full report was included in the board packet.

4.4 Maintenance Report

General Manager Hill reviewed the Maintenance Report noting there were 43 preventative maintenance inspections completed with 100% on time.

She also noted that Director McCarthy's team continues with the winter preparation along with HVAC filter replacement, the inventory audit and staff training for spill prevention and storm water.

The full report was included in the board packet.

4.5 Marketing Report

General Manager Hill reviewed the Marketing Report including the ridership for Notre Dame Home Football service and Token Transit ridership which continues to grow.

Chairperson Kain previously provided some feedback on updating the Director of Marketing position and the review is underway.

The full report was included in the board packet.

4.6 Administrative Report

General Manager Hill reviewed the Administration report noting that the 2022 Budget was passed by the South Bend Common Council on Monday, October 11. She also provided an update on the COA explaining much of the preliminary work is taking place behind the scenes with data collection and analysis along with the finalization of the public engagement plan. Jarrett Walker & Associates plan to provide an overview / update to the MACOG Policy and Transpo Boards in November.

She explained the next competitive FTA grant is the Bus and Bus Facilities Infrastructure Grant with applications due November 19. Transpo will be submitting an application for the remaining 11 diesel buses that are currently eligible for replacement. In addition, the grant allows for up to 0.05% workforce development funding which will be included as well.

She also highlighted a last year's visit to Champaign-Urbana Mass Transit District's opening of the first solar-powered hydrogen fuel cell facility. MTD is utilizing 100% solar to generate hydrogen to fuel two 60ft New Flyer buses that operate with zero emissions. She and Director McCarthy attended the event.

The full report was included in the board packet.

5.0 Introductions to Resolutions

5.1 RESOLUTION NO. 37-2021

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

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of September 2021. The Corporation's share, which is required by the Federal Government, totaled \$4,159.03.

Member Tipps asked about the \$12,000 payment to Forum and Controller Kubaszak responded it was payment for the A&E portion of the security camera RFP.

Member Tipps motioned to approve Resolution 37-2021. Member Hamann seconded the motion. The motion passed 8-0.

5.2 RESOLUTION NO. 38-2021

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 (30) DAYS OF SEPTEMBER WITHIN THE CORPORATION'S TRANSPORTATION AND PAYROLL FUND

Staff Report: There were a total of 108 checks issued September 1-30 for a total disbursement of \$587,737.51.

Member Tipps asked about the \$1,800 payment to Graphie Ts and General Manager Hill responded that t-shirts were purchased as for the All Employee Meeting that was originally scheduled for September. It is now anticipated for early 2022.

Member Tipps motioned to pass Resolution 38-2021. Vice Chairperson Scicchitano seconded the motion. The motion passed 5-0.

5.3 RESOLUTION 39-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE AGREEMENT WITH ATU LOCAL 996 FOR ACCESS PARATRANSIT EMPLOYEES

Staff Report: There updates to the contract were reviewed in detail during the Executive Session.

Member Tipps motioned to approve Resolution 39-2021. Secretary Schlunt seconded the motion. The motion passed 8-0.

5.4 RESOLUTION NO. 40-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PURCHASE ONE (1) FIXED ROUTE VEHICLE

Staff Report: Last month, the board approved purchasing up to eight (8) fixed route replacement buses. This is the first purchase on the new contract with New Flyer and pricing came in \$47,000 less than anticipated. As a result, Transpo is requesting to increase the purchase to a total of nine (9) for an additional out-of-pocket cost of \$23,000. The total purchase price is over \$4.3 million and grant funding has been secured for all but \$73,000.

Member Wax asked about the timing of the purchase and General Manager Hill responded that New Flyer has production space available and on hold for Transpo. The buses would go into production in the first quarter of 2022.

Member Wax motioned to approve Resolution 40-2021. Member Hamann seconded the motion. The motion passed 8-0.

5.5 RESOLUTION NO. 41-2021

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 ROBERT HENRY CORPORATION FOR THE REPLACEMENT OF THE DOORS AT SOUTH STREET STATION

Staff Report: Controller Kubaszak explained an RFQ was issued with one bid received for the replacement of doors and locks at South Street Station. Estimated cost is not to exceed \$125,000 with \$100,000 in FTA funds and \$25,000 in local funds.

Member Tipps asked if there was any concern with only receiving one bid. Controller Kubaszak responded that this was the second RFQ as there was previously no bids submitted. As part of Transpo's procurement process, the quote was reviewed and found to be FTA compliant and in line with Transpo's sole sourcing process.

Member Tipps motioned to approve Resolution 41-2021. Member Wax seconded the resolution. The motion passed 8-0.

5.6 RESOLUTION NO. 42-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO AWARD A CONTRACT TO ERS WIRELESS FOR THE REPLACEMENT OF RADIO TOWER EQUIPMENT

Staff Report: Current equipment is outdated and Transpo is relying on the backup repeater in order to maintain radio communications. An RFP was issued with one bid received from ERS Wireless. Equipment will be updated at a cost not to exceed \$85,000 with \$68,000 in FTA funds and \$17,000 in local funds.

General Manager Hill also noted it is difficult to maintain radio communications with the Yellow Line route while operating in Elkhart. Updated equipment should improve the range and also takes into consideration the potential for including MACOG and the Interurban Trolley in the future since their vehicles are currently not equipped with radios.

Chairperson Kain asked about additional costs or needs and Controller Kubaszak confirmed that software updates would be included in the overall equipment package.

Vice Chairperson Scicchitano motioned to approve Resolution 42-2021. Member Tipps seconded the motion. The motion passed 8-0.

6. Any Other Motions

N/A

7. Chairperson's Report

Chairperson Kain reported that the election for Officers of the Board will take place by the end of the year. As outlined in the bylaws, members can serve up to three consecutive years in office. He will be reaching out to board members ahead of the elections.

8. All Other Unfinished Business, Including New Business

General Counsel Woods explained this would be his last Transpo Board meeting as he has been appointed to a judgeship in Mishawaka. Transpo is currently in year one of a three-year contract with Thorne Grodnik and Phil Garrett will be taking over as we move forward. General Counsel Woods noted he has been honored to work with Transpo for the last 15 years, noting that he has worked with five general managers over that time and the current administration is the best he has seen. Board members and staff thanked him for his service.

Member Wax stated that he was unable to attend Transpo's budget presentation to the South Bend Common Council, but his colleagues spoke very highly of the presentation. Member Hamann also noted the presentation was well done.

Member Hamann stated that she had a conversation with Santi Garces, Director of Community Investment regarding the additional of trash cans at some Transpo bus shelter locations. She noted that the City would be responsible for emptying the trash cans. General Manager Hill said that the majority of bus shelters installed by Transpo included trash cans and the bus shelter advertising agreement would include the maintenance and emptying of trash.

9. Privilege of the Floor

N/A

10. Adjournment

With no additional business, Member Wax motioned to adjourn the meeting. Member Tipps seconded the motion and the meeting was adjourned at 5:06 p.m.