



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
January 17, 2023 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 4:02 p.m. by Chairperson Scicchitano.

1.2 Roll Call

Secretary Hamann called roll with five (5) board members in attendance and four (4) board members absent. A quorum was confirmed.

Board Members Present: Jill Scicchitano, Lori Hamann, Don Schlunt, Paul Tipps, Eli Wax

Board Members Absent: Lynn Collier, Jitin Kain, Ken Kahlenbeck, Milt Lee

Others Present: Amy Hill, Chris Kubaszak, Bjorn Swenson, Phil Garrett, and Jeremiah Cox (MACOG), Rhonda Hughes (Broadway Christian Parish), Kim Horvath (Transpo Employee), Jordan Smith (South Bend Tribune)

2. Minutes of Previous Meetings

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

3. Reports of Management & Staff

3.1 Operations Report

General Manager Hill reviewed the Operations Report noting that December 2022 fixed route ridership was down 2.73% compared to December 2021. The decrease is due to the number of missed trips and inclement weather.

The summary and comparison of missed trips was reviewed from August 2022 through January 14, 2023. December had a total of 1,158 missed trips (12% of total trips). January 2022 through January 14 is trending at 1.6% of total trips missed. Two new operators completed training and entered service in early January. Two additional operators had

their CDL testing rescheduled for January 25 as one of the testing site instructors was out. Once they obtain their CDLs, they will complete their cadeting and be ready for service.

It was also noted the inclement winter weather impacted ridership. On Friday, December 23 there were a total of 484 rides (compared to 4,000 weekday average) and on Saturday, December 24, there were a total of 369 rides (compared to a Saturday average of 1,500). Saturday, December 31 was also below average with 1,061 rides.

YTD ridership is up 15.74%. Annual ridership was over one million for the first time since 2019.

Staff has developed service adjustment options for review to potentially assist with offsetting missed trips. Data will continue to be reviewed over the next several weeks with additional information for the board at the February meeting. The board asked if there was a threshold for implementing changes and General Manager noted keeping missed trips to 2-3% of total trips would be a significant improvement. It's important that any potential service adjustments don't further reduce service levels.

Access ridership for December 2022 is down 4.48% compared to December 2021. YTD ridership is up 17.18%

There were no accidents in December 2022.

The Passenger Service Reports were reviewed with eight (8) fixed route PSRs receive with three (3) unsubstantiated, four (4) being monitored and one resulting in discipline. There were two commendations received for exceptional service provided on December 23. A passenger shared the following "The drivers deserve some type of extra appreciation for their extremely superb, friendly, courteous, prompt and safe driving and service I was given this morning during this dangerous and cold, icy, windy and snowy morning. Both drivers were so nice to me and had such positive words and attitudes and drove cautiously and safe". This occurred on the 6:00 a.m. #10 and 6:20 a.m. #4 routes.

Member Wax asked who the drivers were and General Manager Hill responded Shanetta Stevens and Gary Rucker were the drivers.

There were four (4) Access PSRs received with three being monitored and one resulting in discipline for cell phone usage.

General Manager Hill also reviewed the PSR summary for the year in comparison to 2019-2022 with total PSRs being down for the year.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue is down for December. Operating expenses were up with the November and December health insurance installments both paid in December.

The cash forecast remains positive with the tax anticipation warrant now paid off. Transpo is now debt free and will not need a tax anticipation warrant for 2023. He noted the forecast does not include the capital funds to be used towards the local share of future bus purchases.

Member Tipps asked about the March 1st line item for \$637,102 and Controller Kubaszak responded that was the VW mitigation fund grant reimbursement for the local share used towards the recent bus purchases.

Overtime was reviewed noting the 20.15% for the year compared to 11.71% last year. Member Wax asked about the ideal number / goal for overtime to offset the salaries and expenses for additional positions. Controller Kubaszak noted he would have additional figures available for review and discussion at the February Finance Committee meeting.

The full report was included in the board packet.

3.3 Human Resource Report

Director Davis reviewed the HR report and open positions. Member Tipps asked about the two security positions listed under the separations for year-to-date. General Manager Hill explained those positions were two off-duty SBPD officers that had worked security at South Street Station. It was noted that when SBPD officers are utilized, they are hired as Transpo employees while security contracted through a third party like Majestic, are not Transpo employees.

Chairperson Scicchitano asked about the open administrative positions and it was noted interviews are underway for the Director of Operations and Street Supervisor positions. The focus is also on filling the Administrative Coordinator and part-time HR positions.

Director Davis noted the next Access training class starts January 23 and next fixed route training class starts February 1.

Chairperson Scicchitano asked about the timing of the training class and it was explained there is a typically a week off in between classes to finalize candidates and ensure proper permits are obtained before starting training.

The full report was included in the board packet.

3.4 Maintenance Report

Director McCarthy reviewed the Maintenance Report noting there were 47 preventative maintenance inspections completed with all being on time. He reviewed the road and service calls.

Member Tipps asked about the difference between major and other road calls. Director McCarthy explained that a major road call would be in the event the bus cannot continue on the route. Member Tipps asked about the process for the passengers and Director McCarthy explained the maintenance department would bring another bus out to replace the one out of service.

Member Wax asked about the maintenance costs of CNG buses compared to diesel buses. Director McCarthy responded that the CNG does require additional inspections for the fire suppression system and CNG tanks. Other general maintenance such as oil changes are the same.

The full report was included in the board packet.

3.5 Marketing & Ridership Report

General Manager Hill reviewed the report highlighting the website design project which is moving forward along with the kick-off meeting for the fixed route technology. Director Swenson will provide an overview of the project timeline at the February meeting.

Token Transit ridership continues to be strong. The Holy Cross College pilot program with Token Transit has been put on hold as Token Transit is unable to provide the reporting requirements. The ridership program will continue utilizing Holy Cross IDs. Token Transit is in the process of renewing the Transpo Board Member Pass.

She also noted that ABC57 highlighted Transpo in their Now Hiring Michiana segment which showed what it's like to be a Transpo bus driver.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill highlighted the CONNECT Transit Plan and provided an overview of the public engagement events that have taken place over the last several weeks. She noted the survey will remain open through February 7 and encouraged ongoing participating. She asked board members to provide any resources or organizations for additional outreach.

The full report was included in the board packet.

4.0 Introductions Resolutions

4.1 RESOLUTION NO. 01-2023

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 DECEMBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of December 2022. The Corporation's share, which is required by the Federal Government, totaled \$45,669.37.

Member Tipps motioned to approve Resolution 01-2023 and Secretary Hamann seconded the motion. The motion passed unopposed.

4.2 RESOLUTION 02-2023

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 DECEMBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 76 checks issued December 1-31 for a total disbursement of \$1,662,241.61 (tax anticipation warrant included)

Member Tipps motioned to approve Resolution 02-2023 and Member Wax seconded the motion. The motion passed unopposed.

5. Any Other Motions

5.1 Election of Officers – Member Wax motioned to retain and approve the current officers of the board. Member Tipps seconded the motion and the motion passed unopposed.

6. Chairperson's Report

Chairperson Scicchitano did not have a formal report, but asked a follow-up question regarding the visit from SJC EMA at the December board meeting. General Manager Hill noted she meet with Director Al Kirsits and Assistant Director Jim Lopez today. While there are challenges with current staffing levels, the intent is to work together to develop an MOU to provide assistance for emergency services.

7. All Other Unfinished Business, Including New Business

7.1 2023 Conflict of Interest and Confidentiality Forms – All board members are required to complete the forms on an annual basis.

8. Privilege of the Floor

Privilege of the Floor is limited to action items on the agenda. Any individual who desires to address the Board regarding an agenda item during Privilege of the Floor is required to state his/her name and address for the board.

Rhonda Hughes with Broadway Christian Parish was in attendance to speak on the CONNECT Transit Plan. She stressed the importance of adding Sunday service to provide increased access to jobs.

9. Adjournment

With no additional business, Member Tipps motioned to adjourn the meeting and Secretary Hamann seconded the motion. The meeting was adjourned at 4:58 p.m.