



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
February 20, 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 4:00 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, Milt Lee, Lori Hamann, Lynn Collier, Jitin Kain, Ken Kahlenbeck, Paul Tipps,

Board Members Absent: Don Schlunt, Eli Wax

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Phil Garrett, and Jeremiah Cox (MACOG)

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

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

### **3. Special Report – CONNECT Transit Plan**

Scudder Wagg with Jarrett Walker & Associates provided a virtual update on the third phase of the CONNECT Transit Plan. The public and community feedback has been incorporated into the draft plans. He reviewed the draft short-term (budget neutral) network along with the recommended changes that have been incorporated. Overall public response was favorable to the plan. He reviewed the adjustments and the increased positive outcomes from the changes.

The next steps include finalizing both the short-term and long-term plans with the final report to be issued for review prior to the March board meeting. Transpo board members will be asked to approve the final plan in March.

Member Tipps asked about the difference in how survey respondents answered the questions about the short-term network as riders vs. non-riders. Scudder said that he would follow-up with the breakdown. The follow-up information he provided showed the difference in responses for all respondents and those who indicated they ride Transpo as least one day per month. The favorable response from riders was slightly less than overall respondents.

Scudder also reviewed the changes to the route 7 which would extend through Mishawaka to the Mishawaka Transfer Center, absorbing the current 15A route. This will offer equivalent or improved service along the corridor including better access to the VA Clinic.

Secretary Hamann asked about concerns regarding the changes to the route 8. Scudder explained that the route is one of the less productive routes and while the frequency will change from 30 to 60-minute service, it will be consistent service through the day as the 6 and 8 routes will no longer combine in the evening hours.

Member Collier asked about the route 10 and Scudder explained the frequency will remain the same; however, it will be extended to provide service to the Martin's Super Market on Western which is a significant improvement. She asked about the area north of the roundabout on Mayflower and General Manager Hill explained that the area is outside of the current service area and would require a service expansion and additional funding.

Member Kahlenbeck asked about the service along with 15A and it was confirmed the 7 area would continue to serve the area and coverage on both Grape Rd and Main St would remain.

#### **4.1 Operations Report**

General Manager Hill reviewed the Operations Report noting that January 2023 fixed route ridership was up 15.26% compared to January 2022. There was one additional weekday and the same number of Saturdays for January 2023.

The summary and comparison of missed trips was reviewed from August 2022 through February 17, 2023. There was a dramatic reduction in January with a total of 219 missed trips (2.3% of total trips). Through February 17, there have been 75 missed trips (1.35% of total trips). Recruitment and training continue to go well.

Access ridership for January 2023 is up 2.15% compared to January 2022.

There were two preventable accidents for January 2023.

The Passenger Service Reports were reviewed with 10 fixed route PSRs received with four (4) unsubstantiated, two (2) being monitored and three (3) resulting in discipline. There was one commendation for exceptional service and professionalism for a fixed route operator.

Member Tipps asked about the PSRs for running early and if there was a timepoint for each stop along the route. General Manager Hill explained that there are designated timepoints, but they are not located at each stop. There is a two-minute window so if an operator is running ahead of schedule, they are to wait at the timepoint before continuing on. In these instances, buses were running 4-6 minutes ahead of schedule which resulted in passengers missing their bus.

The full report was included in the board packet.

#### **4.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue was over budget for January as a result of the 31-day pass purchases through the City of South Bend weather amnesty program. Cash fares were also up due to the 15% increase in ridership over last year. The local option income tax (LIT) was up slightly.

Payroll was underbudget due to the staffing shortage; however, overtime remains high in the Operators Department.

The Cash Forecast remains positive and Controller Kubaszak noted the timing issues of the 5339(b) competitive grant and the VW state grant funding.

He reviewed the CNG cost analysis and provided follow-up information from the Finance Committee on the comparison of miles per gallon for CNG and diesel.

He reviewed the open grant noting that the software line item will be spent down as we move forward with the implementation of the fixed route software.

The full report was included in the board packet.

#### **4.3 Human Resource Report**

Director Davis reviewed the HR report and open positions. Member Tipps asked about the represented and non-represented employees. The Union membership includes fixed route operators, Access operators and maintenance staff. The non-represented number represents those employees who have opted out or declined to join the Union.

Member Collier asked if the street supervisors were administrative positions and General Manager Hill confirmed they were. Member Collier asked if they would be able to drive a bus if needed and General Manager Hill confirmed they are able to drive; however, that

would be as a last resort if a fixed route operator is not available and would require their street supervisor position be covered.

Director Davis noted that training is ongoing and with the next Access class starting March 6<sup>th</sup> and fixed route on March 14<sup>th</sup>.

General Manager Hill noted that Director Davis has done an exceptional job with the recruitment, interview and hiring process.

The full report was included in the board packet.

#### **4.4 Maintenance Report**

Director McCarthy reviewed the Maintenance Report noting there were 48 preventative maintenance inspections completed with all being on time. He reviewed the road and service calls.

He also highlighted the before and after pictures for the new bus wash now that installation has been completed. Member Tipps asked how frequently buses are washed and Director McCarthy responded daily, but also dependent on the weather and buses may only be washed if needed.

The full report was included in the board packet.

#### **4.5 Marketing & Ridership Report**

General Manager Hill reviewed the report highlighting the increased Token Transit ridership. As part of the website redesign, the mobile ticketing option will be more prevalent to increase the usage.

Regular onboarding / training meetings are taking place with Optibus, the scheduling software provider and Passio, the fixed route technology provider. It's anticipated that the go live date will be late summer. Staff wants to ensure enough time is allowed for proper training of all staff.

The full report was included in the board packet.

#### **4.6 Administrative Report**

General Manager Hill reviewed the Administrative Report and encouraged board members to further review the CONNECT Transit draft plans and follow-up with any questions. The final report will be sent out in advance of the March board meeting.

She also mentioned ongoing ridership discussions with area schools and organizations.

General Manager Hill noted that board members may have seen the January media reports regarding the expansion of MegaBus to South Bend and utilizing South Street Station. She explained that Transpo was not informed in advance and is working with Greyhound and their interline partners to determine next steps. General Counsel has been advised in the event there needs to be a separate agreement in place with Miller Transportation for the MegaBus service.

She also noted the Notice of Funding Opportunity was issued for the 2023 Buses and Bus Facilities competitive grant. The plan is to use this grant opportunity to request funding for replacement paratransit vans since the current timeline is 24-36 months along with maintenance capital needs.

The full report was included in the board packet.

## **5.0 Introductions Resolutions**

### **5.1 RESOLUTION NO. 03-2023**

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 JANUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of January 2023. The Corporation's share, which is required by the Federal Government, totaled \$17,344.50.

Member Tipps asked about the payment to Transit Resource Center and Director McCarthy confirmed it was for the required bus inspections on the new buses.

*Member Tipps motioned to approve Resolution 03-2023 and Secretary Hamann seconded the motion. The motion passed unopposed.*

### **5.2 RESOLUTION 04-2023**

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 JANUARY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

**Staff Report:** There were a total of 90 checks issued January 1-31 for a total disbursement of \$1540,026.54.

Member Tipps asked about the payment to Roundtable Consulting and General Manager Hill explained it was for one-on-one professional development / coaching for administrative staff.

### **5.3 RESOLUTION 05-2023**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE DISPOSAL OF 9 GILLIG BUSES

**Staff Report:** The nine buses have exceeded their useful life and have been replaced with the final round of CNG buses. Disposal will be in accordance with FTA guidelines.

*Member Tipps motioned to approve Resolution 05-2023 and Member Kain seconded the motion. The motion passed unopposed.*

### **5.4 RESOLUTION 06-2023**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A SHORT-TERM LONG AGREEMENT WITH 1<sup>ST</sup> SOURCE BANK

**Staff Report:** Transpo has secured the funding for the new buses; however, there have been delays with the FTA processing the grant funds in a timely manner. Transpo is working with New Flyer regarding the payment timeline, but may need to utilize a short-term loan until the grant funds are released.

Member Tipps encouraged staff members to do their best to avoid the need for the loan.

*Member Tipps motioned to approve Resolution 06-2023 and Secretary Hamann seconded the motion. The motion passed unopposed.*

## **6. Any Other Motions**

6.1 Fraud Risk Policy – The board is required to review and approve the Fraud Risk policy annually. The policy was reviewed by the Finance Committee with the recommendation to change the wording from Audit Committee to Finance Committee in the document.

*Member Tipps motioned to approve the Fraud Risk Policy for 2023. Member Kain seconded the motion. The motion passed unopposed.*

## **6. Chairperson's Report**

Chairperson Scicchitano reminded the board that March is a critical month with the final approval of the CONNECT Transit Plan before the board. She encouraged board members to review the information available and reach out to staff with any questions.

General Manager Hill commented that the final report will be issued by Jarrett Walker & Associates prior to the March board meeting so board members have time to review. If board members prefer to receive a hard copy, please reach out and one will be provide.

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

8.1 2023 Conflict of Interest and Confidentiality Forms – General Manager Hill asked board member to please complete their forms before leaving today.

## **9. 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.

There were no members of the public wishing to speak.

## **10. Adjournment**

With no additional business, Member Tipps motioned to adjourn the meeting and Member Kain seconded the motion. The meeting was adjourned at 5:25 p.m.