



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
March 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 eight (8) board members in attendance and one (1) board member absent. A quorum was confirmed.

Board Members Present: Jill Scicchitano, Milt Lee, Lori Hamann, Lynn Collier, Jitin Kain, Ken Kahlenbeck, Paul Tipps, Eli Wax

Board Members Absent: Don Schlunt

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Phil Garrett, Jeremiah Cox (MACOG), Kim Horvath (Transpo Employee)

2. Minutes of Previous Meetings

Chairperson Scicchitano called for the approval of the February 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 report on the CONNECT Transit Plan Final Recommendations. He highlighted the changes from the draft to final report for both the Short-Term Network and the Additional Funding Network.

Chairperson Scicchitano asked about the improvements to the corridors listed and Scudder responded that these were areas that were identified throughout the process. General Manager Hill also noted that Transpo has been in conversation with Goodwill regarding the improved access to the Excel Center.

Member Collier asked about service along Prairie Ave and the options with extending service to the Pokagon Band Community, including the casino and hotel, were reviewed.

There was discussion about the potential timeline and implementation plan which is yet to be determined.

Member Tipps asked about the \$1.8 million cost to add Sunday service as listed in the Additional Funding Network and if the cost would be less to implement Sunday service on the existing and/or Short-Term Network. Scudder responded that it may be slightly less, but there would not be a significant savings.

Member Tipps asked some clarifying questions on the Route 3 path in and out of DTSSB which Scudder reviewed. He also asked about the route changing from 30 to 60-minute service and if there would be confusion with the Blackthorn route now traveling along Portage, but not stopping. Scudder explained there may not be time within the route as designed to include stops along Portage. It would operate the same as today's service with a few trips in the morning and evening during peak service. Member Tipps asked if there were issues with the current route running express without stops and General Manager Hill noted it was not an issue and passengers are aware of the service. She also mentioned with the implementation of the fixed route technology, there will be additional resources for passengers planning trips.

Member Kain asked about costs associated with the Short-Term Network. While it is budget neutral from an operational cost, there would be costs associated with implementation including removing / adding bus stop signs which Scudder noted would be negligible compared to the overall improvements. Member Kain also asked if the Additional Funding Network would require additional buses. General Manager Hill confirmed it would, along with increased staff and potential vehicle storage. Those additional costs are not included in the plan costs.

Member Kain also inquired about public feedback received during the final round of engagement and if there were concerns that we were unable to address. Scudder said that there was some feedback regarding the Routes 3 and 8 going from 30 to 60-minute service. However, eliminating the combined 8/6 Route in the evenings provides consistent service throughout the day. It was determined that this was the best option within the current budgetary limitations. Vice Chairperson Lee asked if those issues were addressed in the Additional Funding Network and Scudder confirmed they were.

Member Collier asked about infrastructure along Prairie Ave including sidewalks and improved roads. General Manager Hill explained those items are outside of Transpo's services, but accessibility is important and there are opportunities to work with other entities to address.

With no further questions from the members of the Board of Directors, Chairperson Scicchitano opened the Privilege of the Floor for public comments on the plan. Kim Horvath, a Transpo Operator, introduced herself and asked about extending service in the Blackthorn area and how we would handle issues with snowplowing and ensuring roads are clear. General Manager Hill noted it would be the same as any other service area and weather-related detours would be utilized as necessary. Ms. Horvath commented that she may have additional questions and General Manager Hill let her know she could reach out at any time. There was no additional public comment.

Chairperson Scicchitano called for the CONNECT Transit Plan Resolution to be read.

RESOLUTION NO. 07-2023

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE CONNECT TRANSIT PLAN

Member Tipps asked if the approval included both the Short-Term Network and Additional Funding Network. General Manager Hill confirmed it did as both networks were part of the overall CONNECT Transit Plan.

Member Tipps motioned to approve Resolution No. 07-2023. Secretary Hamann seconded the motion. The motion passed 7-1.

4.1 Operations Report

General Manager Hill reviewed the Operations Report noting that February 2023 fixed route ridership was up 17.03% compared to February 2022. There were the same number of weekdays and Saturdays. YTD ridership is up 16.16%.

The missed trips were reviewed for February with a total of 112 (1.3% of total trips) averaging 4.6 per day. General Manager Hill noted the number continues to decline as new operators enter revenue service.

Access ridership for February 2023 is up 9.97% compared to February 2022. YTD is up 5.93%

There was one preventable accident for February 2023.

The Passenger Service Reports were reviewed with 12 fixed route PSRs received with five (5) unsubstantiated, one (1) being monitored and six (6) resulting in discipline.

Chairperson Scicchitano commented that the number seemed higher than usual. General Manager Hill confirmed that 12 is on the higher side (averaged 10 per month in 2022).

She noted that with newer operators there is still a learning curve so a slight increase in reports is not unexpected.

The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue continues to be up over budget. He noted there was a large bus pass purchase from Beacon Health System.

Payroll continues to be under budget due to open positions, but overtime remains high in the Operations Department. Services are up for the month due to invoices from Trillium and Brink's.

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. Member Tipps noted a discrepancy in the cost savings which will be updated.

He reviewed the open grants noting that the software line item will be spent down as we move forward with the implementation of the fixed route software. The 5339(b) grant funds have passed through the DOL. General Manager Hill noted these are the competitive grant funds for the payment of the 10 new buses that have been received.

Member Wax asked about the Benefits being underbudget and Controller Kubaszak explained it was down due to the current number of open positions and the recent new hires not being enrolled in benefits yet. Member Wax asked when they are eligible for benefits it was confirmed after 60 days.

The full report was included in the board packet.

4.3 Human Resource Report

Director Davis reviewed the HR report highlighting the filled positions and the remaining open positions. Fixed Route and Access operator hiring has been going well, but Maintenance mechanics and service line has been more difficult.

She noted a Director of Operations with extensive transit experience has been hired and will start on Monday, March 27.

General Manager Hill noted again 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 33 preventative maintenance inspections completed with all being on time. He reviewed the road and service calls.

He also provided a comparison between February 2022 and February 2023. Member Tipps asked for an example of service call under the Body category. Director McCarthy responded that it is most often related to a panel or latch that cannot be secured by the operator and requires assistance from maintenance.

The full report was included in the board packet.

4.5 Marketing & Ridership Report

General Manager Hill reviewed the reporting 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 noting the next steps for the CONNECT Transit Plan would be for the MACOG Policy Board to approve in April and then work on an implementation plan and timeline.

She provided a brief update on the temporary loan with 1st Source Bank. She has been working with New Flyer and Controller Kubaszak has been following up with the FTA regarding the release of the grant funds.

General Manager Hill explained that applications for the FY 2023 Buses and Bus Facilities competitive grant are due April 13, 2023. Transpo will be applying for funding for up to 10 replacement paratransit vans along with facility upgrades and capital projects.

The full report was included in the board packet.

5.0 Introductions Resolutions

5.1 RESOLUTION NO. 08-2023

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 FEBRUARY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of February 2023. The Corporation's share, which is required by the Federal Government, totaled \$12,798.96.

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 08-2023 and Member Kain seconded the motion. The motion passed unopposed.

5.2 RESOLUTION NO. 09-2023

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 28 DAYS OF FEBRUARY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 63 checks issued February 1-28 for a total disbursement of \$518,789.55.

Member Tipps asked about the payments to Brink's and Controller Kubaszak explained the amount represented several months of payments due to an issue on their end. Member Tipps asked if the original payments were canceled and Controller Kubaszak confirmed they were and also noted the positive pay program with 1st Source Bank which is how the issue was identified.

Member Tipps motioned to approve Resolution 09-2023 and Secretary Hamann seconded the motion. The motion passed unopposed.

6. Any Other Motions

6.1 Settlement – General Counsel Garrett requested board approval for the settlement discussed during the Executive Session.

Member Wax motioned to approve and Secretary Hamann seconded the motion. The motion passed unopposed.

7. Chairperson's Report

No report at this time.

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 Kain motioned to adjourn the meeting and Member Tipps seconded the motion. The meeting was adjourned at 5:10 p.m.