



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
March 21, 2022 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 4:01 p.m. by Chairperson Scicchitano.

#### **1.2 Roll Call**

Secretary Hamann called roll with four (4) board members in attendance and five (5) board members absent. Voting items were on hold due to lack of quorum. Member Jitin Kain arrived and quorum was confirmed.

Board Members Present: Jill Scicchitano, Milt Lee, Lori Hamann, Jitin Kain, Paul Tipps,

Board Members Absent: Lynn Collier, Ken Kahlenbeck, Don Schlunt, Eli Wax

Others Present: Amy Hill, Chris Kubaszak, Virgil McCarthy, Phil Garrett, Jarrett Walker, Scudder Wagg, Shreya Jain

Members of the Public: Jeremiah Cox (MACOG), Kim Horvath (Transpo Operator)

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

Once quorum was established, Chairperson Scicchitano called for approval of the minutes from the February Board meeting. Member Tipps motioned to approve the minutes and Secretary Hamann seconded the motion. The minutes were approved unopposed.

#### **3.1 Special Report – COA Update**

General Manager Hill introduced Jarrett Walker from Jarrett Walker & Associates and he provided a brief update regarding the Choices Report and upcoming Core Design Workshop. He mentioned Transpo's resources are stretched very thin and there are no additional resources to unlock. He then introduced Scudder Wagg to review information received through the survey process to date.

Secretary Hamann mentioned she was recently in Washington, DC and there was discussion on University engagement and inclusion in population counts. Scudder replied that area colleges and universities have been a part of the public engagement process, but population counts are based on the census data.

Vice Chairperson Lee and Member Tipps both asked about the level of engagement and survey responses that have been received to date, especially when compared to total ridership. Scudder stated the survey responses received to date is comparable to other cities in size and ridership. He also mentioned this is just the first phase and there will be two additional rounds of public engagement.

Board members were invited to attend the 4:00 p.m. check-ins on March 24 and 25.

#### **4. Reports of Management & Staff**

##### **4.1 Operations Report**

General Manager Hill reviewed the Operations Report noting that February 2022 ridership was up just under 22% compared to February 2021.

Access ridership is also up just under 22% compared to February 2021.

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

The Passenger Service Reports were reviewed noting 10 fixed route reports received with four (4) unsubstantiated, one (1) being monitored for future action and five (5) resulting in discipline.

She also noted there were two (2) Commendations received including one for an operator on the #13 route that stopped to assist another motorist who was stuck in the snow at 5:30 in the morning.

There were two (2) Access PSRs received with both resulting in discipline.

Member Tipps asked about the Passenger Revenue and Average Fare on page four of the Operations Report. General Manager Hill confirmed that only passenger fare revenue (cash fares and pass purchases) is included. She mentioned the average fare may vary based on pass usage. Controller Kubaszak also noted that the revenue is recorded at the time of the pass purchase, not when the pass is used.

The full report was included in the board packet.

## 4.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue and Non-Operating Revenue is under budget resulting in total revenue under budget for the month of February.

Overtime will continue to be an issue with the open positions.

There was no new information to report on grants, but Controller Kubaszak noted funds will be used as the outstanding capital projects move forward.

Secretary Hamann asked about property tax cuts on the state level and potential impact on Transpo. General Manager Hill noted she was not aware of property tax cuts in this legislative session, but stated any decrease in St. Joseph County could potentially impact Transpo.

**Follow-up:** Following the meeting, General Manager Hill reviewed legislation that passed in this session and the combined individual income tax rate decrease and elimination of the utility receipts have a combined cost of \$1.1 billion to the state of Indiana. These line items would not impact Transpo's funding.

Member Tipps asked about the \$94,000 in receivables and Controller Kubaszak responded it was due to the billings to schools.

Member Tipps also asked about the diesel fuel and there was discussion around current fuel prices and Transpo's overall reduction in diesel fuel usage. There was also discussion on the potential tank conversion from diesel to gas for the paratransit and non-revenue vehicles. The option is being reviewed by Forum and will take current costs and considerations into account as discussed during the meeting. Any proposed changes would come before the board first.

The full report was included in the board packet.

## 4.3 Human Resource Report

General Manager Hill provided the HR report for Director Davis. The open positions were reviewed. Member Tipps asked about incentivizing current employees for referrals. General Manager Hill noted the employee referral was increased from \$100 to \$500 and management is open to increasing.

General Manager highlighted the new Director of Ridership will start on Wednesday, March 23<sup>rd</sup> and brings a new skill set to the organization. She noted initial projects will include the CONNECT Transit Plan and drafting an RFP for fixed route technology.

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director McCarthy reviewed the Maintenance Report noting there were 37 preventative maintenance inspections completed with 97% on time. He noted that one inspection was not on time. He explained they have new staff completing the inspections so there is a learning curve, but he anticipates being back to 100% soon.

Member Kain asked about the inventory and status on the recent changes the department made. Director McCarthy explained they have worked through obsolete inventory, but are still high on some items. He mentioned it was a balance between needing items and making sure unused items don't remain in inventory.

Director McCarthy also noted the radio tower equipment was installed over the weekend and everything appears to be running well.

The full report was included in the board packet.

### **4.5 Marketing Report**

General Manager Hill reviewed the Marketing Report highlighting the Token Transit ridership and mentioned that Member Tipps was able to use his board member pass to take the bus to today's meeting.

She mentioned the Marketing Report will most likely be combined into the Administration Report and there may be changes to the Operations Report as the new Director of Ridership gets up to speed.

The full report was included in the board packet.

### **4.6 Administrative Report**

General Manager Hill reviewed the Administrative Report. She reminded board members that they are welcome to attend the 4:00 p.m. check-ins for the Core Design Workshop taking place on March 24-25.

She highlighted the recent Buses and Bus Facilities Grant that was awarded last week with a total of \$4,327,304 to Transpo which includes close to \$70,000 in workforce development funds. This is exciting as the funding should replace the remaining 11 diesel buses. The buses are currently scheduled to go into production in the third quarter.

General Manager Hill explained that the Bipartisan Infrastructure Law also includes new requirements for the Public Transportation Agency Safety Plan (PTASP). The changes will require additional training and reporting across the agency and include the implementation of a Safety Committee. Staff is working through the information and plan to implement the required changes.

The full report was included in the board packet.

## **5.0 Introductions to Resolutions**

### **5.1 RESOLUTION NO. 06-2022**

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 2022. The Corporation's share, which is required by the Federal Government, totaled \$1,701.37.

*Member Tipps motioned to approve Resolution 06-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.*

### **5.2 RESOLUTION NO. 07-2022**

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 TWENTY-EIGHT DAYS OF FEBRUARY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

**Staff Report:** There were a total of 85 checks issued February 1-28 for a total disbursement of \$291,133.62.

*Member Tipps motioned to approve Resolution 07-2022 and Member Kain seconded the motion. The motion passed unopposed.*

### **5.3 RESOLUTION NO. 08-2022**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE DISPOSAL OF TEN (10) GILLIG FIXED ROUTE BUSES.

**Staff Report:** As previously approved, nine new buses are scheduled to arrive in April. The 10 Gilligs are currently eligible for disposal with several already being out of service.

*Vice Chairperson Lee motioned to approve Resolution 08-2022 and Member Tipps seconded the motion. The motion passed unopposed.*

### **5.4 RESOLUTION NO. 09-2022**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE TRANSFER OF TWO ADA PARATRANSIT VANS TO MACOG

**Staff Report:** The Board previously approved the disposal of vans 601-604. MACOG is unable to purchase additional paratransit vehicles due to the lack of a state contract and vehicle availability. If approved by Transpo and MACOG, the transfer of assets will be requested from the FTA.

Member Tipps asked about the value of the vehicles given the age and mileage. The vehicles have exceeded their useful life and have been replaced by Transpo so staff is recommending transferring the assets to MACOG since MACOG has been supportive in funding multiple initiatives such as the CONNECT Transit Plan.

*Vice Chairperson Lee motioned to approve Resolution 09-2022. Secretary Hamann seconded the motion. Member Tipps abstained from voting. The motion passed 4-0 with one abstaining.*

## **6. Any Other Motions**

N/A

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

Chairperson Scicchitano did not have a formal report, but noted the importance of the CONNECT Transit Plan.

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

N/A

## **9. Privilege of the Floor**

Kim Horvath, Transpo Operator, was in attendance and had a couple of questions. She said she walked in towards the end of the MACOG presentation and asked about providing feedback. General Manager Hill explained it was the CONNECT Transit Plan and information was posted on the bulletin board and flyers provided in the employee mailbox. There is the opportunity to submit feedback via the survey and website.

Ms. Horvath also asked about the status of student passes and the potential for a senior pass. General Manager Hill explained the student pass is still available for the discounted rate of \$30, but as more students become eligible for ridership programs, it could potentially be discontinued. Ms. Horvath asked about elementary students riding for free in Mishawaka and General Manager Hill responded the current program provides for John Young Middle School and Mishawaka High School students to ride for free as part of the current program. It would be up to the School City of Mishawaka to expand further. She also noted SBCSC is potentially looking to expand their current ridership program. In regards to a senior pass, seniors just need to show their ID to be eligible for the discounted fare. Transpo does not plan to add additional paper pass options at this time, but there could explore additional payment options as new technologies are introduced.

## **10. Adjournment**

With no additional business, Member Kain motioned to adjourn the meeting and Member Tipps seconded the motion. The meeting was adjourned at 5:04 p.m.