



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
April 18, 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 4:00 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.

Board Members Present: Jill Scicchitano, Lori Hamann, Jitin Kain, Don Schlunt, Paul Tipps

Board Members Absent: Lynn Collier, Ken Kahlenbeck, Milt Lee, Eli Wax

Others Present: Amy Hill, Tracy, Davis, Chris Kubaszak, Virgil McCarthy, Bjorn Swenson, Phil Garrett

Members of the Public: Kevin Edwards (Union President), Sharday Bates (Union Vice President), Bob Kline (Fixed Route Operator) arrived for the second half of the meeting.

2. Minutes of Previous Meetings

Chairperson Scicchitano called for approval of the minutes from the March Board meeting. Member Tipps motioned to approve the minutes and Member Schlunt seconded the motion. The minutes were approved unopposed.

3. Reports of Management & Staff

3.1 Operations Report

General Manager Hill reviewed the Operations Report noting that March 2022 ridership up 13.56% compared to March 2021 with a total of 95,653 rides. YTD ridership is up 17.98%.

Access ridership was up 29.05% compared to March 2021 with a total of 5,677 rides. YTD ridership is up 30.69%

The Safety Report showed there were no accidents in March 2022.

The Passenger Service Reports were reviewed noting 18 fixed route reports received with eight (8) unsubstantiated, six (6) being monitored for future action and four (4) resulting in discipline. The four resulting in discipline included two for operator discourtesy, one for texting while driving which is an automatic suspension and one for operator leaving passengers unattended on the bus.

Member Tipps commented that 18 PSRs received seemed high. General Manager Hill confirmed it was, but also noted the eight that were unsubstantiated.

There were four (4) Access PSRs received with two resulting in discipline for speeding.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue is up for the month due to bus pass purchases from the City of South Bend and enFocus (Ride Guarantee Program).

Secretary Hamann asked for additional information on the bus pass purchases. General Manager Hill explained the City of South Bend purchases were part of the MOU approved by the board with the passes used for the weather amnesty program. The City purchased two months of passes (total of 350). The passes purchased by enFocus are for the Ride Guarantee program. The program has expanded to include United Way and Goodwill. Individuals that do not have access to a smart phone and the Token Transit Ride Guarantee pass are provided a regular monthly bus pass. The Ride Guarantee program pays the full cost of each ride and pass.

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

Member Tipps asked about the ability of union works to strike and General Manager Hill explained there is a no strike clause in the contract. He asked what happens if the contract expires and she explained that Transpo anticipates finalizing the contract prior to expiration and if that does not happen, past practice includes extending the current contract.

Controller Kubaszak shared that Transpo received the wire fraud funds back which was unexpected. General Manager Hill noted that Controller Kubaszak's quick reaction to the fraud incident most likely assisted with the recovery of the funds.

Controller Kubaszak reviewed the open grant items noting that line grants related to the radio tower equipment and replacement buses will close out as funds are drawn down. He also noted the first one of nine buses arrived on site.

The full report was included in the board packet.

3.3 Human Resource Report

Director Davis provided the HR report and reviewed the open positions. She noted Bjorn Swenson, the new Director of Ridership has started.

She noted outreach has expanded to include additional job board and community organizations. General Manager Hill added this was a topic of discussion at APTA's CEO Seminar.

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 100% on time.

He also confirmed the radio equipment that was recently installed is working without issue. The door replacement project at South Street Station is anticipated to start next week.

The full report was included in the board packet.

3.5 Marketing Report

General Manager Hill reviewed the Marketing Report highlighting the Token Transit ridership which continues to increase.

She also took the opportunity to introduce Bjorn Swenson, the new Director of Ridership, who started about a month ago. He was able to participate in the CONNECT Transit plan Core Design Workshop and will be assisting with the development and issuance of the RFP for Fixed Route Technology.

She also noted an RFP will be issued for Website Update / Redesign. The current website is now 10 years old and outdated. The goal is to ensure the website is compatible with any new technologies to allow for online trip planning and improved customer interaction.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill reviewed the Administrative Report. She noted the CONNECT Transit Plan Core Design Workshop took place March 22-25 and the public engagement portion of Phase I continues. The next round of public engagement will start in June.

She also highlighted the new safety requirements included in the Bipartisan Infrastructure bill. In order to meet the new requirements along with current and future training needs, Transpo is developing a new Safety & Training Officer position which is expected to be posted soon.

Chairperson Scicchitano asked about the previous safety and training position. General Manager Hill explained the organization did previously have a temporary safety and training position and then the responsibilities transitioned to the Operations Managers. This new position will require a higher level of qualifications and experience to meet the new regulations, including the development and implementation of a Safety Committee. Transpo has received guidance from other transit systems implementing the same.

She provided an update on the Triennial Review process noting that Supplemental RIR information is due April 19. The Virtual Site visit is scheduled to start on May 23 and run through the Exit Conference on June 7.

General Manager Hill touched on the TSA Mask Mandate explaining that it was originally extended through May 3. However, total a Federal judge in Florida issued a ruling against the mandate. Transpo is waiting on additional guidance from the TSA, but expects lifting the mandate.

She highlighted professional development opportunities which included the APTA Transit CEOs Seminar she attended April 9-12 and the upcoming APTA Mobility Conference that Bjorn will attend May 1-4. The Mobility Conference is good timing with the upcoming Fixed Route Technology RFP as Bjorn will be able to meet with potential vendors during the conference.

The full report was included in the board packet.

4.0 Introductions to Resolutions

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4.1 RESOLUTION NO. 10-2022

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 MARCH WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of March 2022. The Corporation's share, which is required by the Federal Government, totaled \$17,471.37.

Member Tipps asked about a \$2,500 payment, but did not recall the vendor. Chairperson Scicchitano reviewed the check register included with the resolution, but did not see the referenced item. General Manager Hill noted that staff would follow-up and answer any additional questions.

Member Tipps motioned to approve Resolution 10-2022 and Member Schlunt seconded the motion. The motion passed unopposed.

4.2 RESOLUTION NO. 11-2022

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 THIRTY-ONE (31) DAYS OF MARCH WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 76 checks issued March 1-31 for a total disbursement of \$503,985.84.

Member Tipps motioned to approve Resolution 11-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

4.3 RESOLUTION NO. 12-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH PREMIUM CONCRETE SERVICES INC., FOR PARKING LOT REPAIRS AT 1401 S. LAFAYETTE BLVD.

Staff Report: Controller Kubaszak reviewed the report that was included in the board packet.

Member Tipps motioned to approve Resolution 12-2022 and Member Kain seconded the motion. The motion passed unopposed.

4.4 RESOLUTION NO. 13-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO AN AGREEMENT WITH WESTMATIC CORPORATION FOR THE PURCHASE OF A NEW BUS WASH

Staff Report: Controller Kubaszak reviewed the staff report included in the board materials. He explained Transpo reviewed the option of repairing / updating the bus wash which would cost \$250,000 to replacing at \$292,000 (80% federal funds).

Member Kain asked about the timeline for the new bus wash. Director McCarthy explained it would be approximately 24 weeks for materials and then installation and training is expected to take up to four weeks.

Member Tipps motioned to approve Resolution 13-2022. Secretary Hamann seconded the motion. The motion passed unopposed.

6. Any Other Motions

N/A

7. Chairperson's Report

Chairperson Scicchitano did not have a report at this time.

8. All Other Unfinished Business, Including New Business

N/A

9. Privilege of the Floor

Chairperson Scicchitano asked if there were any individuals wishing to address the board. Kevin Edwards, Union President introduced himself. General Manager Hill asked General Counsel to comment and he confirmed that Privilege of the Floor was limited to action items listed on the agenda.

Mr. Edwards stated his comments were not in response to an agenda item. General Manager Hill and General Counsel Garrett noted that any personnel related issues could not be discussed during the board meeting. General Manager Hill suggested Mr. Edwards reach out directly to General Counsel Garrett. Mr. Edwards explained five years ago, the Union was promised access to the board.

Member Tipps asked if discussion could be included as future agenda item. General Counsel Garrett explained he would be able to review options available with Chairperson Scicchitano. He also followed-up with Mr. Edwards at the conclusion of the meeting.

10. Adjournment

With no additional business, Member Kain motioned to adjourn the meeting and Member Tipps seconded the motion. The meeting was adjourned at 4:42 p.m.