



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
May 16, 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 seven (7) board members in attendance and two (2) board members absent.

Board Members Present: Jill Scicchitano, Milt Lee, Lori Hamann, Jitin Kain, Don Schlunt, Paul Tipps, Eli Wax

Board Members Absent: Lynn Collier, Ken Kahlenbeck

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

Members of the Public: Kevin Edwards (Union President), Mike Bates (Union Steward), Bob Kline (Fixed Route Operator) and Max Silber (Retiree)

2. Minutes of Previous Meetings

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

3. Special Recognition

3.1 RESOLUTION NO. 19-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA RECOGNIZING MAX SILBER FOR 44 ½ YEARS OF SERVICE TO TRANSPPO

Staff Report: General Manager Hill reported that Max Silber was hired as the Transpo Fixed Route Dispatcher on November 11, 1977. Serving as the Dispatcher is often a challenging and thankless job. Max performed his responsibilities in a skillful and professional manner, serving as a dedicated employee for over 44 years. Transpo and the Board of Directors commend Max for his service and dedication to the organization and wish him well in his retirement.

4. Staff Reports

4.1 Operations Report

General Manager Hill reviewed the Operations Report noting that April 2022 ridership was up 6.96% with a total of 86,269 rides. YTD ridership is up 14.95%. She mentioned this increase is the lowest in the last 12 months and the post-COVID ridership rebound may be starting to slow.

Access ridership was up 22.53% for April 2022 compared to April 2021 and 28.46% YTD.

She noted that both Fixed Route and Access are still down about 32% compared to pre-COVID ridership.

Member Tipps commented that he has seen reports that public transportation will not come back to pre-COVID ridership. General Manager Hill confirmed and noted that systems with high commuter ridership are dealing with those challenges as there continue to be work-for-home options.

Historically, Transpo has experienced a decline in ridership when the economy is strong and the unemployment rates are low. Focusing on promoting and building ridership programs and initiatives will hopefully help offset those challenges.

She stated the Summer Travel Program starts June 1 and provides unlimited rides to all K-12 students. Transpo is also working to expanded current ridership programs.

Member Schlunt asked if there were any ridership programs with charter schools and General Manager Hill responded there is a partnership with Purdue Polytechnic High School. Transpo is open to working with all charter schools.

Member Tipps suggested outreach to area Catholic schools potentially through the Catholic Diocese of Fort Wayne-South Bend.

Vice Chairperson Lee asked about the contacts with South Bend Community School Corporation in regards to the promotion of the Summer Travel Program and General

Manager Hill responded she has been in contact with multiple individuals regarding the program as well as the potential expansion of the school-year ridership program.

General Manager Hill highlighted the Safety Report noting this was the second month in a row without any preventable accidents. Transpo will be promoting and celebrating the accomplishment.

The Passenger Service Reports were reviewed noting 10 fixed route reports received with three (3) unsubstantiated, six (6) being monitored for future action and one (1) resulting in discipline.

There were two (2) Access PSRs received with one (1) unsubstantiated and one (1) being monitored for future action.

The Administration received one (1) complaint which is being monitored for future action.

The full report was included in the board packet.

4.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue is under budget for the month of April.

He also noted the adjustment made for Worker's Compensation as a result of the insurance audit which is based on payroll, life insurance adjustment and the increase in services and administration fees.

Cash Flow continues to be positive and grant funds will continue to be spent down with the ongoing capital projects. Overtime will continue to be an issue.

Secretary Hamann asked about the cost savings between CNG and diesel fuels. Controller Kubaszak reviewed the breakdown on page 9 of the finance report. For the month of March, CNG was \$1.52 compared to \$3.70 for diesel.

Member Tipps asked the gas costs associated with South Street Station on page 8 of the report. Controller Kubaszak will review and follow-up at the next Finance Committee meeting.

The full report was included in the board packet.

4.3 Human Resource Report

Director Davis provided the HR report and reviewed the open positions. She noted the two separations were retirements; however, one employee did lose his battle with cancer prior to his retirement date.

She highlighted the hiring of Candy Collins as Staff Accountant as Ralph Deranek will be retiring July 1. Candy has started and is training with Ralph which will allow for a smooth transition.

Transpo will host an Employment Open House on Thursday, May 19 from 2:00-6:00 p.m. Outreach has been expanded to include trade radio advertising, social media and online promotion. Response has been positive leading up to Thursday's event. It was noted that Transpo will assist in CDL training, but is looking to include training reimbursement in the event an employee leaves prior to completing 12 months of service.

The full report was included in the board packet.

4.4 Maintenance Report

General Manager Hill provided the Maintenance Report on behalf of Director McCarthy. There were a total of 46 preventative maintenance inspections completed 100% on time. Road calls and service calls were also reviewed.

Director McCarthy was able to rejoin the meeting and provided updates on the South Street Station door replacement and bus wash projects.

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 which continues to increase.

The RFP for CAD/AVL and Fixed Route Scheduling software was issued May 11 with proposals due July 8. Transpo will be reaching out to MACOG for their participation in the proposal evaluation.

An RFP for the website update / resign will be developed and issued soon.

The full report was included in the board packet.

4.6 Administrative Report

General Manager Hill reviewed the Administrative Report and noted the CONNECT Transit Plan will enter the Concepts Phase in June. A board update is planned for June 20 and Community Meetings will start in July.

She reviewed the scheduled for the FTA Triennial Review on-site visit which will take place virtually.

She also noted that the Transpo, in partnership with Fort Wayne Citilink, IndyGo and Bloomington Transit are moving forward with the formation of a new state agency which will provide for expanded advocacy for public transportation on the state level.

General Manager Hill showed the property located at 117 W. South St. just north of South Street Station and said that Transpo was approached by a developer who recently purchased the apartment building on the corner and would be interested in purchasing the lot. Transpo purchased the lot and demolished the building back in 2005 utilizing state funding. The dirt lot is used for some employee parking; however, there is employee parking available in the lot adjacent to South Street Station and the gate lot on the east side of Michigan St available. Transpo no longer has a need for the property. General Counsel Garrett has reviewed and provided preliminary information on the disposal requirements.

The full report was included in the board packet.

5.0 Introductions to Resolutions

5.1 RESOLUTION NO. 14-2022

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 APRIL WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of April 2022. The Corporation's share, which is required by the Federal Government, totaled \$197,842.80.

Member Tipps motioned to approve Resolution 14-2022 and Member Kain seconded the motion. The motion passed unopposed.

5.2 RESOLUTION NO. 15-2022

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 (30) DAYS OF APRIL WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 124 checks issued April 1-30 for a total disbursement of \$665,606.80.

Member Tipps motioned to approve Resolution 15-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

5.3 RESOLUTION NO. 16-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PURCHASE UP TO TEN (10) FIXED ROUTE BUSES.

Staff Report: Transpo has secured the federal competitive grant and local match to move forward with the purchase of 10 CNG buses to replace aging Gillig diesel buses. This will complete the transition of the fixed route fleet to CNG.

Member Tipps motioned to approve Resolution 16-2022 and Member Wax seconded the motion. The motion passed unopposed.

5.4 RESOLUTION NO. 17-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT ISSUE A CHANGE ORDER WITH PREMIUM CONCRETE SERVICES, INC. FOR PARKING LOT REPAIRS AT THE LAFAYETTE FACILITY.

Staff Report: Additional concrete and landscaping work as identified and estimate included in the board materials.

Member Kain motioned to approve Resolution 17-2022 and Member Tipps seconded the motion. The motion passed unopposed.

5.5 RESOLUTION NO. 18-2022

A RESOLUTION OF THE BOARD OF DIRECTOR OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING A RENWEAL AGREEMENT WITH IVY TECH COMMUNITY COLLEGE

Staff Report: Transpo has a long-standing partnership with Ivy Tech Community College. Transpo recommends renewing the ridership program with a discounted rate of \$0.50 per ride billed to Ivy Tech. Students purchase a validation sticker from Ivy Tech for \$20 for the unlimited rides each semester.

Member Tipps asked if there was a way to capture revenue generated from the validation sticker. General Manager Hill responded that Transpo has increased the cost per ride and Ivy Tech implemented the process to recoup some of those costs. Ivy Tech ridership has declined dramatically over recent years and there will be the opportunity to review the agreement in the future.

Member Tipps motioned to approve Resolution No. 18-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

6. Any Other Motions

N/A

7. Chairperson's Report

N/A

8. All Other Unfinished Business, Including New Business

Chairperson Scicchitano mentioned a conversation with General Manager Hill regarding strategic planning. General Manager Hill explained she thought it would be a good time to review the plan, accomplishments and remaining goals. This would be a good opportunity to bring back John Pinter for an update session with the board. Additional details to follow.

9. Privilege of the Floor

Chairperson Scicchitano asked if there were any individuals wishing to address the board regarding any action items on the agenda.

Mike Bates, Union Steward, introduced himself, stated his address and started to mention the Operations and Administration Report. It was stated that comments were limited to action items. General Counsel Garrett confirmed it was not related to an actionable item, then the comments were not applicable. There were no other comments from the floor.

10. Adjournment

With no additional business, Member Tipps motioned to adjourn the meeting and Member Schlunt seconded the motion. The meeting was adjourned at 4:52 p.m.