



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
June 20, 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. A quorum was confirmed.

Board Members Present: Jill Scicchitano, Lori Hamann, Ken Kahlenbeck, Paul Tipps, Eli Wax

Board Members Absent: Lynn Collier, Jitin Kain, Milt Lee, Don Schlunt

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

Members of the Public: Jeremiah Cox (MACOG), Jordan Smith (South Bend Tribune)

2. Minutes of Previous Meetings

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

3. Special Report

3.1 CONNECT Transit Plan Update – Scudder Wagg, Jarrett Walker & Associates

Scudder Wagg, from Jarrett Walker & Associates, joined virtually to provide an update on the CONNECT Transit Plan and the release of the Concepts Report. The report highlights

the trade-offs between ridership and coverage with two cost neutral concepts along with one for Growth and one for Vision.

Member Tipps asked if the survey question regarding the support for increased funding specifically referenced an increase in taxes or fees. Scudder did not have the exact wording of the question, but said it stated additional funding would be needed.

Secretary Hamann asked about how the trade-offs between walking and wait times would impact service to the disabled along with any potential changes to specific locations within the service area. Scudder replied both are examples of why the public engagement process is important in each phase. He encouraged board members to participate in the survey and share the information within their networks.

Member Tipps asked if the concepts took the existing route system into consideration and if there were options for both ridership and coverage. Scudder explained that the current route system is approximately 60% ridership and 40% coverage focused and the allocation of service is based on the organization's historical decisions.

The Growth Concept would be an approximately 60% increase in service while the Vision Concept is approximately a 360% increase in service levels.

Scudder concluded by reviewing the upcoming public engagement opportunities and again asked the board members to share within their networks and encourage participation.

4. Staff Reports

4.1 Operations Report

General Manager Hill reviewed the Operations Report noting that May 2022 fixed route ridership was up 25.10% with a total of 90,051 rides. YTD ridership is up 16.95%.

Access ridership was up 23.73% for May 2022 compared to May 2021 and 27.46% YTD.

There was one (1) preventable yard accident in May 2022.

The Passenger Service Reports were reviewed with seven (7) fixed route PSRs received with three (3) unsubstantiated and four (4) being monitored for future action. Access received two (2) PSRs with one (1) unsubstantiated and one (1) resulting in discipline.

As a follow-up to a previous question from a board member, General Manager Hill reviewed potential missed trips vs. route reduction due to the current operator shortage. Transpo operates approximately 395 trips Monday through Friday and 170 on Saturday.

She reviewed the missed trips for 2022 through June 10, noting that approximately 200 passengers were impacted (33 per month). As a comparison, even the potential reduction of the route with the lowest ridership would impact a minimum of 360 passengers per month. In addition, any potential route reductions would need to meet FTA regulatory guidelines and would not eliminate the potential for missed trips. While not ideal, the potential for missed trips has the least impact on passengers.

She noted that the supervisors and operators are doing a great job keeping passengers informed. Information on missed trips is posted online and on social media. Information is provided to operators and the Information Booth to share information with passengers. The recent media coverage has also assisted with informing passengers.

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 May. Services are above budget due to legal expenses, CNG maintenance invoices and building maintenance expenses. The June property tax installment should be received soon.

Controller Kubaszak reviewed the open grants noting several will be closing out as projects are wrapped up.

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.

Transpo hosted an Employment Open House in May which resulted in the June hiring of three Access operators who are in the process of completing their training.

The full report was included in the board packet.

4.4 Maintenance Report

Director McCarthy provided the Maintenance Report noting there were 29 preventative maintenance inspections completed on time.

Road calls and service calls were also reviewed.

The full report was included in the board packet.

4.5 Marketing Report

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

The pre-bid conference for the CAD/AVL and Fixed Route Scheduling software took place on June 13 and proposals are due on July 8.

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 highlighting the upcoming engagement opportunities for the CONNECT Transit Plan. The list of upcoming meetings was included in the board packet and is also available online at connecttransitplan.com.

She also noted the Triennial Review exit conference took place virtually on June 7. Staff started working on the review in December. The FTA stated it was a “very good review” and she reported this was most likely one of the best reviews Transpo has had. There were two findings regarding Buy America certificate signatures for the South Street Station Roof project and 5310 subrecipients Title VI programs oversight which will be addressed. She commended the staff for their work throughout the review process.

General Manager Hill thanked General Counsel Garrett for his assistance with the new Public Transportation Council of Indiana. The Articles of Incorporation were submitted and approved by the State of Indiana.

As a follow-up to last month’s meeting, she noted staff will move forward with obtaining appraisals for the South Street lot. General Counsel Garrett provided a list of recommended appraisers. Chairperson Scicchitano asked if the developers completed the purchase of the apartment building and General Manager confirmed it was completed and they have taken possession of the building.

The full report was included in the board packet.

5.0 Introductions to Resolutions

5.1 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 TRANSPO

Staff Report: Mr. Silber was recognized at the May board meeting; however, an official vote on the resolution did not take place.

Member Tipps motioned to approve Resolution 19-2022 and Member Wax seconded the motion. The motion passed unopposed.

5.2 RESOLUTION NO. 20-2022

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 MAY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of May 2022. The Corporation's share, which is required by the Federal Government, totaled \$5,421.90.

Member Tipps motioned to approve Resolution 20-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

5.3 RESOLUTION NO. 21-2022

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 MAY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 101 checks issued May 1-31 for a total disbursement of \$454,790.48.

Member Tipps asked about the check issued for \$3,820.60 to Magnetic Ticket & Label Corp. General Manager Hill responded that was for a fare media order (bus passes).

Member Tipps motioned to approve Resolution 21-2022 and Member Wax seconded the motion. The motion passed unopposed.

5.4 RESOLUTION NO. 22-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ISSUE A CONTRACT REVISION WITH INDIANA ELECTRONIC FOR THE REPLACEMENT OF THE SECURITY CAMERA SYSTEM.

Staff Report: Controller Kubaszak reviewed the report explaining the original equipment is not available. The project qualifies for an FTA waiver which included additional equipment options and will reduce the project cost by \$20,000.

Member Kahlenbeck asked if the new system would be cloud-based and General Counsel Garrett responded it would be server-based in order to meet the FTA exception guidelines.

Member Tipps motioned to approve Resolution 22-2022 and Member Wax seconded the motion. The motion passed unopposed.

6. Any Other Motions

6.1 2021 Pension Audit (Legacy Professionals)

Controller Kubaszak reviewed the audit stating there was one minor finding as a retiree was incorrectly categorized when the switch from Nationwide to 1st Source was made. The issue has since been corrected. The full audit and management letter was included in the board materials.

Member Tipps motioned to accept the 2021 Pension Audit by Legacy Professionals and Secretary Hamann seconded the motion. The motion passed unopposed.

7. Chairperson's Report

Chairperson Scicchitano stressed the important of participating in the next phase of the CONNECT Transit Plan and pointed out the upcoming engagement opportunities were included in the board materials. The board will ultimately be responsible for the policy decisions associated with the 10-year transit plan.

8. All Other Unfinished Business, Including New Business

8.1 City of South Bend Open Wi-Fi (South Street Station)

General Manager Hill explained as part of the City's initiative to expand access to Wi-Fi, Transpo bus shelters now have Wi-Fi available. Based on a survey conducted by the City, South Street Station was identified as an area for service. Transpo does not currently offer public Wi-Fi and there would be no costs to Transpo for the initiative. The initiative does not require board approval and was shared for informational and feedback purposes.

8.2 Discussion on Special Committee

General Manager Hill noted there has been some discussion on the formation of a special committee to assist with hiring and staffing levels. General Counsel Garrett confirmed that a committee could include non-board members. Board members in attendance were supportive of forming a committee, but did not have a chairperson identified. It was confirmed a chairperson could be named later.

Member Wax motioned to form a special committee and Secretary Hamann seconded the motion. The motion passed unopposed.

9. Privilege of the Floor

N/A

10. Adjournment

With no additional business, Member Tipps motioned to adjourn the meeting and Secretary Hamann seconded the motion. The meeting was adjourned at 5:15 p.m.