



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
August 15, 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 Vice Chairperson Lee.

1.2 Roll Call

Secretary Hamann (6) board members in attendance and three (3) board members absent. A quorum was confirmed.

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

Board Members Absent: Jitin Kain, Jill Scicchitano, Don Schlunt

Others Present: Amy Hill, Tracy Davis, Chris Kubaszak, Virgil McCarthy, Bjorn Swenson, Phil Garrett and Jeremiah Cox (MACOG)

2. Minutes of Previous Meetings

Vice Chairperson Lee called for approval of the minutes from the July Board meeting. Member Tipps noted Resolution 28-2022 should show the motion passed with a vote of 5-1 instead of 5-0. General Manager Hill confirmed the correction would be made. 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 – Scudder Wagg, Jarrett Walker & Associates

Scudder Wagg with Jarrett Walker & Associates provided a virtual update on the Concepts Phase of the CONNECT Transit Plan. The first two concepts are budget neutral focusing on either ridership or coverage. The second two concepts focus on growth and vision which would require additional investment in public transportation on the local level.

The survey on the Concepts report will remain open through August 26. Board members are encouraged to take the survey and share with their networks. Scudder discussed next steps which include a draft policy resolution for the September board meeting with board members determining the focus on ridership vs. coverage. Board members will also need to think about the level of investment over the next 10 years.

Member Collier asked if the survey was available in paper format and General Manager Hill confirmed it was and that paper surveys were available at the all the pop-up and in-person events. Member Tipps asked about the number of Spanish surveys and Scudder responded he did not have that breakdown at this time. Secretary Hamann asked about the ridership piece and if shifting 15-minute service to 30-minute service would allow for more coverage. Scudder confirmed it would which is why the board will be asked to prioritize in September. She also asked about the potential demand in Granger and General Manager Hill responded that previous requests for service included Beacon Hospital, Health & Lifestyle Center, other medical offices and occasionally Heritage Square. Member Collier asked about service to the manufacturing businesses in the Blackthorn area and General Manager Hill noted the Blackthorn route provides service, but only operates a couple AM and PM trips. The area may be better served by a vanpool option, which MACOG is exploring.

4. Staff Reports

4.1 Operations Report

General Manager Hill reviewed the Operations Report noting that July 2022 fixed route ridership was up 21.36% with a total of 83,468 rides. YTD ridership is up 18.77%.

Access ridership was up 9.2% for July 2022 compared to July 2021 and 23.83% YTD.

There were three (3) minor preventable accidents in July, 1 non-preventable and no yard accidents.

The Passenger Service Reports were reviewed with eight fixed route PSRs received with two (2) unsubstantiated, four (4) being monitored for future action and one (1) resulting in discipline. There was one commendation. No Access PSRs were received and there was one Admin PSR received regarding a security guard at South Street Station that is being monitored.

General Manager Hill reviewed the missed trips for the month of July with a total of 24 related to the operator shortage which is an improvement over June.

The full report was included in the board packet.

4.2 Finance Report

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Controller Kubaszak reviewed the Finance Report noting Passenger Revenue under budget for the month of July due to decreased pass sales.

Payroll expenses are down due to the number of open positions. He noted Materials & Supplies were over budget due to an inventory adjustment.

Member Tipps asked Director McCarthy about the inventory adjustment and if it was associated with larger items and he confirmed there was an engine that was charged out.

Controller Kubaszak reviewed the balance sheet noting the items included from the Crowe audit.

The full report was included in the board packet.

4.3 Human Resource Report

Director Davis reviewed the HR report noting the open positions. She announced a fixed route training class would be starting on August 17 with five trainees confirmed. Two more training classes are scheduled before the end of the year.

The full report was included in the board packet.

4.4 Maintenance Report

Director McCarthy provided the Maintenance Report noting there were 40 preventative maintenance inspections with one 5310 vehicle completed late (181 miles over). He reviewed the bus changes and service calls. As a follow-up to last month's meeting, he showed a comparison between July 2022 and July 2021.

Member Collier asked about the older buses and if they would be replaced. General Manager Hill noted that nine new buses were already received this year with an additional 10 on order. Once received, the fixed route fleet will be up-to-date and 100% CNG.

Vice Chairperson Lee noted the additional report was very helpful.

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 FTA has been pleased with the results as part of the COVID-19 Research Demonstration grant.

The evaluation continues for the fixed route technology and proposals for the website are due August 26.

The full report was included in the board packet.

4.6 Administrative Report

General Manager Hill reviewed the Administrative Report and reminded board members that more detailed information on the CONNECT Transit Plan is available at connecttransitplan.com.

She noted appraisals have been received for the lot located at 117 S. South St. Member Tipps requested copies of the appraisals be sent and she confirmed they would be sent this week.

She reviewed the upcoming 2023 scheduled budget dates with the South Bend Common Council and will follow-up as there were some questions regarding the timing of the public hearings with the Personnel & Finance Committee and the full Common Council.

General Manager Hill said the final Triennial Review report was done and sent to Chairperson Scicchitano. She reviewed the two findings noting the procurement issues with the Buy America certificate has been resolved and closed by the FTA. She will be working with Director Davis to closeout the Title VI plans with the 5310 subrecipients.

She also noted that Transpo received the MACOG Green Fleet Member of the Year award at last week's Drive Clean Indiana annual meeting.

The full report was included in the board packet.

5.0 Introductions to Resolutions

5.1 RESOLUTION NO. 30-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE FINANCIAL TRANSACTIONS DURING THE MONTH OF JULY WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of July 2022. The Corporation's share which is required by the Federal Government, totaled \$131,740.03.

Member Tipps motioned to approve Resolution 30-2022 and Member Wax seconded the motion. The motion passed unopposed.

5.2 RESOLUTION NO. 31-2022

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 31 DAYS OF JULY WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 62 checks issued July 1-31 for a total disbursement of \$409,070.06.

Member Tipps motioned to approve Resolution 31-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

5.3 RESOLUTION NO. 32-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE FIXED ROUTE AND MAINTENANCE COLLECTIVE BARGAINING AGREEMENT WITH ATU LOCAL 996.

Staff Report: General Manager Hill noted details of the proposed contract were discussed during the Executive Session. Staff recommends approval of the four-year contract.

Member Tipps motioned to approve Resolution 32-2022 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

8.1 2023 Budget – General Manager Hill noted the budget was previously provided to board members and they should feel free to reach out with any questions. Board approval will be requested at the September Board meeting.

9. Privilege of the Floor

N/A

10. Adjournment

With no additional business, Member Tipps motioned to adjourn the meeting and Member Wax seconded the motion. The meeting was adjourned at 4:55 p.m.