



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
October 17, 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 4:06 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, Jitin Kain, Don Schlunt, Paul Tipps

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

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

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

Chairperson Scicchitano called for the approval of the September minutes. Member Tipps noted a typo to correct under section 5.3 and motioned for approval with the correction. Member Kain seconded the motion and the minutes pass unopposed.

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

#### **3.1 Operations Report**

General Manager Hill reviewed the Operations Report noting that September 2022 fixed route ridership was up 22.99% compared to September 2021 with over 109,000 rides for the month. YTD ridership is up 20.88%

There were 300 missed trips for the month of September due to the operator shortage which accounts for 3% of the total trips for the month. She noted a new training class with four new hires started on October 10<sup>th</sup>.

Access ridership for September 2022 is up 13.53% compared to September 2021. YTD ridership is up 22.35%

There was one (1) minor preventable accident in September and zero non-preventable and yard accidents.

The Passenger Service Reports were reviewed with 14 fixed route PSRs received with seven (7) unsubstantiated, four (4) being monitored for future action and three (3) resulting in discipline. There were three (3) unsubstantiated Access complaints.

Member Tipps commented the number of PSRs seem high for the month. General Manager Hill responded that it was in the average range per month.

As a follow-up, there was an average of 11.6 PSRs per month in 2021 and 2022 YTD there is an average of 11.4 PSRs per month (ranging from 7-18 reported per month in 2022).

The full report was included in the board packet.

#### **4.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting that Passenger Revenue was over budget for the month due to the Game Day Express revenue and strong pass sales, but continues under budget for the year.

Payroll was under budget for the month due to the staffing shortage; however, Operations continues to trend above budget due to the associated overtime.

Member Tipps asked about the increase in Professional and Technical Services. Controller Kubaszak explained the increase was a result of legal fees and the annual payment to MACOG. General Manager Hill noted the MACOG expense was for the MOU for transit planning services with MACOG.

The cash report continues to be favorable.

The full report was included in the board packet.

#### **3.3 Human Resource Report**

Director Davis reviewed the HR report noting the open positions. She confirmed the new training class as started. The next training class scheduled to start on November 21 already has two confirmed new hires. With the new union contract in place, the candidate pool has increased and bringing in more qualified individuals than in the past.

Member Tipps asked the reasons behind separations and Director Davis explained several where due to attendance and she would follow-up with additional information.

As a follow-up to the question raised during the board meeting, there were three separations due to the attendance, one due to no call, no show, one due to health issues and one was promoted to another department.

The full report was included in the board packet.

### **3.4 Maintenance Report**

Director McCarthy provided the Maintenance Report noting there were 48 preventative maintenance inspections completed on time. He reviewed the bus changes and service calls.

He noted the additional report this month which shows the comparison of the bus changes and services calls between 2021 and 2022. Chairperson Scicchitano commented this report was helpful and thanked Director McCarthy for including.

Member Tipps asked if there were any noticeable trends with the New Flyer buses. Director McCarthy responded there have been some issues with transmissions and wire harnesses on the 2014s. He noted there are typically some issues with each build.

The full report was included in the board packet.

### **3.5 Marketing Report**

General Manager Hill reviewed the Marketing and Ridership Report highlighting the Token Transit ridership which continues to increase. She met with Token Transit at the APTA TRANSform conference regarding a potential pilot program with Holy Cross College for next year which will assist with transitioning the current ridership program.

She also highlighted the Game Day Express ridership was 726 rides for 9/10/22 and 588 rides for 9/17/22.

The full report was included in the board packet.

### **4.6 Administrative Report**

General Manager Hill noted the Core Design Workshop for the CONNECT Transit Plan was completed in September and a board update is anticipated for November. The next phase will include a budget neutral plan along with a growth plan which will most likely show some tiered options based on the level of future investment.

She stated the renewal proposals were provided to Notre Dame, Saint Mary's and Holy Cross which will come back to the board for approval, but anticipate the new agreements with the January 1 effective date.

She also noted the School City of Mishawaka agreement runs through the 2022-23 school year so renewal discussions will need to take place next year.

As previously discussed with the board, the agreements with Notre Dame, Saint Mary's and Holy Cross have been extended through the end of the year with the goal of having new agreements in place effective January 1, 2023.

General Manager Hill noted that current industry workforce challenges were discussed at the APTA TRANSform conference. It was shared that 96% of transit agencies are currently facing a worker shortage. Many agencies are in the same situation with daily missed trips which continues to be the best option for minimizing the impact on riders.

She also noted Transpo's budget was approved by the South Bend Common Council on Monday, October 10<sup>th</sup>. She thanked Chris for representing Transpo during the meeting. General Manager Hill commented that she appreciates the opportunity to go before the council each year and thanked board members Lori Hamann and Eli Wax for their participation as both board members and council members. She also thanked Member Tipps for attending on behalf of the board as well. Secretary Hamann commented that council members were very complimentary and impressed with the thoroughness of the presentation. Member Tipps also commented the presentation was well done. General Manager Hill thanked the board for the feedback and noted it was an extension process and wouldn't be possible without the assistance and financial expertise from Controller Kubaszak.

Member Tipps asked about the health insurance renewal meeting that was noted in the full report and if an increase in premiums was anticipated. General Manager Hill responded that the St. Joseph County Health Plan continues to be a competitive option for Transpo. There was a minimal increase for 2022 and there will be no increase in premiums for 2023. Secretary Hamann commented the plan includes comprehensive coverage and General Manager Hill confirmed. She noted that employees participating in the personal health assessment are eligible for a \$350 deductible, visits to the clinic are free as are many prescriptions along with the stable premiums.

The full report was included in the board packet.

#### **4.0 Introductions Resolutions**

##### **4.1 RESOLUTION NO. 39-2022**

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 SEPTEMBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

**Staff Report:** Investments and payments were made from the Capital Improvement Fund during the month of September 2022. The Corporation's share, which is required by the Federal Government, totaled \$31,860.03.

*Member Tipps motioned to approve Resolution 39-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.*

#### **4.2 RESOLUTION 40-2022**

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 30 DAYS OF SEPTEMBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

**Staff Report:** There were a total of 74 checks issued September 1-30 for a total disbursement of \$451,496.65

Member Tipps asked about the \$1,000 payment to WNDV and General Manager Hill noted that was for Game Day Express advertising to the U93 group of radio stations. This is included in the budget for the Game Day Express service which is funded through Transpo's partners. The station also provides a significant amount of in-kind advertising throughout the year and this is an added value for the program partners.

*Member Tipps motioned to approve Resolution 40-2022 and Member Kain seconded the motion. The motion passed unopposed.*

#### **4.3 RESOLUTION NO. 41-200**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT FOR WEBSITE DESIGN SERVICES WITH RED ELEPHANT MEDIA

**Staff Report:** Transpo current website launched in 2014 is outdated. Transpo issued an RFP for a more user and mobile-friendly website that will be compatible with future technologies. There were a total of nine responsive proposals received with a wide price range. Staff recommends entering into a contract with Red Elephant Digital Media out of Muncie, IN

Chairperson Scicchitano asked if this would be an update or new site. General Manager Hill responded this would be new site with a new CMS. Chairperson Scicchitano noted the competitive price for a full site.

Member Kain asked if the new site would be compatible with fixed route technology. General Manager Hill confirmed it would, noting the company principal has a transit background and experience with transit websites, including Muncie and Indianapolis.

*Member Kain motioned to approve Resolution 41-2022 and Member Tipps seconded the motion. The motion passed unopposed.*

#### **4.4 RESOLUTION NO. 42-2022**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO ENTER INTO A CONTRACT WITH PASSIO TECHNOLOGIES FOR FIXED ROUTE HARDWARE AND SOFTWARE.

**Staff Report:** General Manager Hill reported that Transpo has been discussing the need for fixed route technology and this was identified as priority under Member Kain's term as chairperson. Transpo issued an RFP and received five responsive proposals. There were multiple rounds of interviews and two finalists selected. This was an extensive evaluation process to ensure the best option was selected for Transpo.

The proposed technologies include CAD/AVL Software & Hardware, Automatic Voice Announcements, LED signage (integration with new internal signs and existing exterior signs), scheduling and dispatching software along with real-time bus tracking information. She noted the AVA will ensure Transpo meets the ADA requirements with stop and destination information. The proposed package will increase the internal and external communications to improve overall operations.

Member Tipps asked about the funding for the project and if competitive or formula grants will be used. General Manager Hill noted it would be formula funding. Controller Kubaszak confirmed the funds have been secured for the year 1 expenses and funds would be programmed for the ongoing maintenance and support for years 2-5.

Member Tipps asked if there would be employee savings with the scheduling and dispatching software. General Manager Hill responded it would not reduce the number of required employees. She noted Transpo has historically had one full-time fixed route Dispatcher on duty for only a portion of the service day, but a best practice is to have someone on duty for the entire service day.

Member Kain commented that this investment is a standard with other transit agencies across the country and will allow Transpo to meet the current standards.

Chairperson Scicchitano also noted this investment was a key priority outlined in the current strategic plan.

*Member Tipps motioned to approve Resolution 42-2022 and Member Kain seconded the motion. The motion passed unopposed.*

#### **4.5 RESOLUTION NO. 43-2022**

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 TO REPLACE THE OIL AND WATER SEPARATORS

**Staff Report:** Director McCarthy reported the two oil and water separators are in need of replacement and Premium Concrete has provided a competitive quote.

Member Kain asked if there would be any changes with the new separators and Director McCarthy responded the specifications would remain the same. Adjustments have already been made in the garage to prevent future rusting.

*Member Tipps motioned to approve Resolution 43-2022 and Member Kain seconded the motion. The motion passed unopposed.*

#### **5. Any Other Motions**

##### **5.1 Disposal of 117 W. South St**

General Manager Hill and General Counsel Garrett reported the developers have offered a price of \$28,350 which is the average of the two appraisals and the costs associated with obtaining the appraisals. Transpo also requested all closing costs be covered.

General Counsel Garrett explained the board has the option of approving the purchase amount which would then require public notice followed by the approval of a purchase agreement at the November board meeting. Other options would be to not approve and/or table and continue negotiations.

Member Tipps expressed concerns with the low purchase price compared to Transpo's original investment in the property. He also cited the potential for other development in the area, including the former Fat Daddy's lot.

Member Kain noted the challenge of disposing of vacant lots within the city and the difficulties of recovering initial purchase costs and was open to a counteroffer. Secretary Hamann also noted the value of the original purchase and was in agreement with Member Kain.

Chairperson Scicchitano noted the overall investment in the project, securement of funding and the overall improvement it would bring to the area around South Street Station. The additional investment may make the lease space at South Street more marketable. She asked if there was a timeline for the development and General Manager Hill stated she did not know, but would follow-up with the developers.

General Manager Hill also noted the original paperwork from the purchase was pulled from the archives and she would share with the board members.

There was lengthy discussion and consensus to table to the decision so General Manager Hill can continue the negotiations.

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

None at this time

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

N/A

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

N/A

#### **10. Adjournment**

With no additional business, Member Kain motioned to adjourn the meeting and Secretary Hamann seconded the motion. The meeting was adjourned at 5:03 p.m.