



## **BOARD MEETING MINUTES**

Board of Directors Meeting  
1401 S. Lafayette Blvd, South Bend, IN 46613  
November 15, 2021 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 4:04 p.m. by Chairperson Kain.

#### **1.2 Roll Call**

Secretary Schlunt called roll with five (5) board members in attendance with one board member arriving late, bringing the total to six (6) and three (3) absent. Quorum was confirmed.

Board Members Present: Jitin Kain, Jill Scicchitano, Don Schlunt, Lori Hamann, Ken Kahlenbeck, and Milt Lee.

Board Members Absent: Lynn Collier, Paul Tipps and Eli Wax

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

Members of the Public Present: Scudder Wagg, Tina Rongers, Hubert Morgan and Kirk Harris from the COA team and Jeremiah Cox from MACOG

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

Secretary Schlunt motioned to approve the minutes of the October meeting. Member Hamann seconded the motion. The minutes were approved unopposed.

### **3. Special Report – COA Presentation**

Scudder Wagg from Jarrett Walker & Associates provided an overview of the Regional Comprehensive Operational Analysis (COA). The preliminary work and data collection started in early September and the public engagement phase will launch in January. He discussed the measure of access and the value question of ridership vs. coverage. Tina Rongers also reviewed the public engagement process

Member Hamann asked for a brief statement or overview that she could provide to the South Bend Common Council prior to the public announcement so they can be aware of the timeline and assist with engaging their districts.

#### **4.1 Operations Report**

General Manager Hill reviewed the October Operations Report. October Fixed Route ridership is up 18.26% compared to October 2020 and down 40% compared to pre-COVID ridership. Year-to-date ridership is up 1.12%.

Access ridership is up 24% compared to October 2020 and down 39% compared to pre-COVID. Year-to-date ridership is up 7.39%

The Safety Report showed a total of three (3) preventable accidents, one (1) non-preventable accident and one (1) preventable yard.

The Passenger Service Reports were reviewed noting 17 fixed route reports received with nine (9) unsubstantiated, four (4) being monitored for future action and four (4) resulting in discipline. There were two (2) unsubstantiated Administrative PSRs.

The full report was included in the board packet.

#### **4.2 Finance Report**

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue for the month is down, but Non-Operating revenue is up due to the billing to the state of Indiana for the VW grant.

Overtime will continue to be up heading into the holidays with planned and unplanned time off.

For the month of October, there was an operating surplus of \$421,332.30.

The full report was included in the board packet.

#### **4.3 Human Resource Report**

Director Davis reviewed the HR report highlighting the open positions. Planning is underway for another Employment Open House and the next training class will be scheduled for early January.

The full report was included in the board packet.

#### **4.4 Maintenance Report**

General Manager Hill reviewed the Maintenance Report noting there were 41 preventative maintenance inspections completed 100% on time. The Maintenance Department continues to prepare for the winter weather.

The full report was included in the board packet.

#### **4.5 Marketing Report**

General Manager Hill reviewed the Marketing Report highlighting the Game Day Service ridership. She also noted that Token Transit usage continues to increase.

The full report was included in the board packet.

#### **4.6 Administrative Report**

General Manager Hill reviewed the Administrative Report noting that staff is preparing for the OSHA Vaccine Mandate.

She provided a brief funding update noting the FTA Buses and Bus Facilities Grant application is due November 19. Funding will be requested for the remaining 11 diesel buses and workforce development training and activities. There was a lot of discussion at APTA regarding the recently passed Bi-Partisan Infrastructure Bill; however, specific details have not been received. There will be an increase in formula funding and competitive grant opportunities.

Member Lee asked about the grant writing process. General Manager Hill explained grants are handled internally with her taking the lead and Controller Kubaszak and Director McCarthy providing assistance with Finance and Maintenance.

The full report was included in the board packet.

#### **5.0 Introductions to Resolutions**

##### **5.1 RESOLUTION NO. 43-2021**

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 OCTOBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND.

**Staff Report:** Investments and payments were made from the Capital Improvement Fund

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during the month of October 2021. The Corporation's share, which is required by the Federal Government, totaled \$4,309.90.

*Vice Chairperson Scicchitano motioned to approve Resolution 43-2021. Member Lee seconded the motion. The motion passed 6-0.*

## **5.2 RESOLUTION NO. 44-2021**

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 OCTOBER WITHIN THE CORPORATION'S TRANSPORTATION AND PAYROLL FUND

**Staff Report:** There were a total of 89 checks issued October 1-31 for a total disbursement of \$222,119.23.

*Member Hamann motioned to pass Resolution 44-2021. Vice Chairperson Scicchitano seconded the motion. The motion passed 6-0.*

## **6. Any Other Motions**

N/A

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

Chairperson Kain touched on the COA presentation highlighting the importance of the public engagement process and the opportunity for engagement on the board level.

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

8.1 Board Elections – Chairperson Kain noted that current officer terms are coming to end this year. He presented the following slate of candidates and motioned for approval:

Chairperson – Jill Scicchitano

Vice Chairperson – Milt Lee

Secretary – Lori Hamann

Secretary Schlunt seconded the motion. The motion passed 6-0.

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

N/A

## **10. Adjournment**

With no additional business, Secretary Schlunt motioned to adjourn the meeting. Member Hamann seconded the motion and the meeting was adjourned at 5:13 p.m.