



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
December 19, 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 4:02 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, Milt Lee, Lori Hamann, Lynn Collier, Eli Wax

Board Members Absent: Jitin Kain, Ken Kahlenbeck, Don Schlunt, Paul Tipps

Others Present: Amy Hill, Chris Kubaszak, Bjorn Swenson, Phil Garrett, and Jeremiah Cox (MACOG), Jim Lopez (SJC EMA), Brent Smart (American Red Cross)

2. Minutes of Previous Meetings

Chairperson Scicchitano called for the approval of the November. Secretary Hamann motioned to approve the minutes. Member Wax seconded the motion and the minutes passed unopposed.

3. Reports of Management & Staff

3.1 Operations Report

General Manager Hill reviewed the Operations Report noting that November 2022 fixed route ridership was down 0.40% compared to November 2021. YTD ridership is up 17.54%. The slight decline in ridership is due to the number of missed trips for November.

The November missed trips accounted for 10.5% of total trips due to the operator shortage. The current training class is expected to complete training and enter revenue service in early to mid-January. The next training class for both fixed route and Access will start in mid-January.

There was continued discussion on the number of missed trips. Staff continues to review scheduling and run options to minimize the number of missed trips; however, adjustments could result in further service reductions.

Chairperson Scicchitano asked about the prioritization of missed trips and it was noted the schedule varies daily based on the staffing levels. The union contract requires operators work within their bid shifts; however, the operators continue to volunteer to pick-up work when possible.

Ridership through November is over 1 million for the first time since the pandemic.

Access ridership for November 2022 is up 6.88% compared to November 2021. YTD ridership is up 20.10%

There was one (1) preventable accident and one (1) non-preventable accident for the month of November. Member Wax asked about the preventable accident and General Manager Hill explained one of the trainees slide into the back of a truck due to weather conditions. The non-preventable accident was an Access van collision with a deer.

The Passenger Service Reports were reviewed with five (5) fixed route PSRs receive with two (2) unsubstantiated and three (3) being monitored. Chairperson Scicchitano asked about the PSR noting cell phone usage and General Manager Hill explained someone reported an operator on a cell phone leaving University Park Mall; however, once the video was reviewed, the report was not valid and the operator did not use a cell phone.

There was one (1) Access PSR received and no administrative PSRs received.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue is down for November. Payroll was underbudget due to the staffing shortage. Materials and Supplies were up due to the increase in fuel costs, parts purchasing for November and the fire suppression inspections for the CNG vehicles. Member Collier asked if the buses were under warranty. It was explained that buses do have limited warranties; however, safety inspections are not included in the warranty.

Controller Kubaszak noted that while the property tax installment that was recently received was over budget, overall Transpo remains \$96,000 under budget due to the reduction in the local option income tax.

He reviewed the open grants and noted the format would be updated for next month to show the corresponding grant numbers and open projects. The cash forecast remains positive.

The full report was included in the board packet.

3.3 Human Resource Report

General Manager Hill reviewed the HR report noting the increase in employee count over last month and reviewing the open positions. Transpo continues to recruit and hire for the next training class that will start in January.

ABC57 will be featuring Transpo's open positions as part of the Now Hiring Michiana segment.

The full report was included in the board packet.

3.4 Maintenance Report

General Manager Hill reviewed the Maintenance Report noting there were 50 preventative maintenance inspections completed with 100% on-time. The bus changes and service calls were reviewed for the month.

Ongoing projects include the bus wash replacement, security camera installation and inventory will be starting this week.

The full report was included in the board packet.

3.5 Marketing & Ridership Report

General Manager Hill reviewed the report highlighting the website design project which is moving forward along with the finalization of the contract for the fixed route technology.

Token Transit ridership continues to be strong and the Holy Cross Pilot Program will be launching in January.

Vice Chairperson Lee asked if it was unusual to have 70% new users and only 30% returning users for the website analytics. General Manager Hill responded that it has been a pretty consistent trend over the last several years.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill highlighted the CONNECT Transit Plan and the upcoming public engagement opportunities for the third and final phase of the project.

Transpo is in the process of finalizing the renewal ridership program with Notre Dame, Saint Mary's and Holy Cross.

The full report was included in the board packet.

4.0 Introductions Resolutions

4.1 RESOLUTION NO. 48-2022

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 NOVEMBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of November 2022. The Corporation's share, which is required by the Federal Government, totaled \$21,347.33.

Vice Chairperson Lee motioned to approve Resolution 48-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

4.2 RESOLUTION 49-2022

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 NOVEMBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 87 checks issued November 1-30 for a total disbursement of \$274,711.60

Vice Chairperson Lee motioned to approve Resolution 49-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

4.3 RESOLUTION NO. 50-200

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE PURCHASE AGREEMENT FOR THE PROPERTY LOCATED AT 117 W. SOUTH ST.

Staff Report: General Manager Hill reviewed past discussions and board approval. The final step is the approval of the purchase agreement for \$33,300 which includes the higher of the two appraisals, all appraisal and closing costs.

Member Wax motioned to approve Resolution 50-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

4.4 RESOLUTION NO. 51-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE UNIVERSITY OF NOTRE DAME RIDERSHIP PROGRAM

Staff Report: General Manager Hill explained there will now be separate agreements in place for the Sweep service and ridership program on all other routes with Notre Dame being billed per ride. The agreement will be short-term January through June 30 to coincide with the University's July 1 fiscal year. Any changes in terms would be brought back to the board for approval.

Secretary Hamann motioned to approve Resolution 51-2022 and Member Wax seconded the motion. The motion passed unopposed.

4.5 RESOLUTION NO. 52-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE SAINT MARY'S COLLEGE RIDERSHIP PROGRAM

Staff Report: General Manager Hill explained there will now be separate agreements in place for the Sweep service and ridership program on all other routes with Saint Mary's being billed per ride.

Chairperson Scicchitano asked about the term for the agreement and General Manager Hill noted that detail was still being finalized, but it would either be annual or short-term to coincide with the fiscal year.

Member Wax motioned to approve Resolution 52-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

4.6 RESOLUTION NO. 53-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE UPDATED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN.

Staff Report: General Manager Hill reviewed the history and past approval of the plan. The changes required by the Bipartisan Infrastructure Bill have been added. The Safety Committee has been formed with two management representatives and two frontline employees. The Safety Committee is now responsible for approving the plan prior to the board approval.

Vice Chairperson Lee motioned to approve Resolution 53-2022 and Secretary Hamann seconded the motion. The motion passed unopposed.

5. Any Other Motions

N/A

6. Chairperson's Report

Chairperson Scicchitano stressed the important of board participation and engagement as the third and final phase of the CONNECT Transit plan launches. She thanked MACOG for providing the handouts with the dates for the upcoming meetings. She noted the board will be responsible for the approval of the final plan.

7. All Other Unfinished Business, Including New Business

7.1 2023 Meeting Schedule

The 2023 Meeting Schedule was finalized with the January meeting date being moved to Tuesday due to the Dr. Martin Luther King, Jr. holiday on Monday.

8. Privilege of the Floor

Privilege of the Floor is limited to action items on the agenda. Any individual who desires to address the Board regarding an agenda item during Privilege of the Floor is required to state his/her name and address for the board.

Jim Lopez, Deputy Director with SJC Emergency Management introduced himself and stated the importance of collaborating with Transpo for Emergency Services. General Manager Hill noted Transpo's new safety officer will be starting in January and will be heading up those initiatives for Transpo. Transpo continues to provide assistance, but also noted the importance of developing an MOU to streamline the process.

Brent Smart, Disaster Program Manager with the American Red Cross, is also collaborating on the emergency responsive initiatives and was attending the meeting in support of the initiatives.

9. Adjournment

With no additional business, Vice Chairperson Lee motioned to adjourn the meeting and Secretary Hamann seconded the motion. The meeting was adjourned at 4:54 p.m.