



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
July 19, 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 4:00 p.m. by Chairperson Kain

1.2 Roll Call

Secretary Schlunt called roll with seven (7) board members in attendance and two (2) absent. Quorum was confirmed.

Board Members Present: Jitin Kain, Jill Scicchitano, Don Schlunt, Lori Hamann, Ken Kahlenbeck, Paul Tipps and Eli Wax.

Board Members Absent: Curtis Bethel and Lynn Collier

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Mark Albin, Jamie Woods, Phil Garrett and Kevin Kerswick

2. Minutes of Previous Meetings

General Manager Hill noted a correction to the minutes which included the addition of Secretary Don Schlunt to the absentee list for June.

Member Tipps motioned to approve the corrected minutes, Member Hamann seconded the motion. The minutes were approved unopposed.

3. Special Report

Kevin Kerswick from Crowe provided copies of the 2020 year-end audit to board members for review. He reviewed the audit at a high-level noting the clean opinion. Chairperson Kain asked that board member review further and contact General Manager Hill with any questions.

4. Reports of Management & Staff

4.1 Operations Report

General Manager Hill reviewed the June Operations Report noting that fixed route ridership is up 47.03% compared to June 2020. When compared to June 2019 (pre-COVID), ridership is down 35%. YTD ridership is down 11.03% and continues to improve each month.

Access ridership is up 72.14% compared to June 2020, but is down 37.53% compared to June 2019 (pre-COVID). YTD Access ridership shows a decrease of 7.12%.

The Safety Report showed one (1) preventable accident, zero non-preventable accidents and yard accidents in June 2021.

The Passenger Service Reports were reviewed noting 11 fixed route reports received with six (6) unsubstantiated, five (5) monitored for future action and two (2) resulted in discipline.

Access received one (1) PSR which resulted in discipline for discourtesy.

There were two (2) PSRs reviewed for Admin with one being unsubstantiated and one being monitored for future action.

Member Hamann asked about the Token Transit options that were mentioned during the MACOG Policy Board Meeting. General Manager Hill responded that the electronic validation was launched on July 7. As part of the expanded program, mobile ticketing is now available for the Interurban Trolley and Access services.

Vice Chairperson Scicchitano asked about how Transpo's ridership compared to its peers. General Manager Hill noted that while recovery is still slow going, Transpo seems to be doing better than systems that rely heavily on commuters and as compared to peers within the state that are just now returning to full service. If things continue on track, ridership should continue to increase heading into the 2021-22 school year.

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 of June was under budget by \$14,998.10. This trend will continue while ridership continues to be down. Bus pass purchases from the City of South Bend and Ride Guarantee program have helped reduce the deficit.

Non-operating revenue is up with the receipt of the first property tax installment of 2021 which was \$320,000 over budget.

The cash forecast remains positive with the final payment made to Centier Bank on the last remaining loan. The only debt is the current Tax Anticipation Warrant.

Member Tipps asked if the property tax revenue is a set percentage and Controller Kubaszak responded that the rate is set through a local ordinance.

Chairperson Kain asked Controller Kubaszak about the 2022 Budget and he responded that copies of the draft budget were included in today's board materials. He asked that all board members take the time to review. General Manager Hill also noted that the draft would be reviewed in detail at an upcoming board meeting, but wanted to make sure all members had the opportunity to review first.

The full report was included in the board packet.

4.3 Human Resource Report

Director Davis reviewed the report noting there were two (2) separations for the month of June. A new training class of three part-time fixed route operators has started. There were also two internal promotions with a Class B Mechanic moving into a Maintenance Manager position and Part-Time Fixed Route Operator moving into an Operations Street Supervisor position.

Director Davis reviewed the report noting there was one (1) administrative separation for May as a street supervisor left to pursue other opportunities. The position has already been filled with an internal promotion.

She also reviewed the remaining open positions. Chairperson Kain asked about the hiring challenges and Director Davis stated it continues to be difficult. General Manager Hill also commented that wages are determined by the collective bargaining agreement and while training pay was increased, the first-year salary for a fixed route operator is no longer competitive when compared to other transit and CDL-licensed positions.

The full report was included in the board packet.

4.4 Maintenance Report

Director McCarthy reviewed the report noting that 40 Preventative Maintenance inspections were completed. He also reviewed the bus changes and service calls. Member Tipps asked about the number of Fixed Route service calls and Director

McCarthy explained the numbers are consistent with past months, but are mostly related to the older Gillig fleet.

The full report was included in the board packet.

4.5 Marketing Report

Director Albin reviewed the Marketing report which included a summary of the SBCSC, School City of Mishawaka and Purdue Polytechnic ridership programs from the 2020-21 school year. He also noted the Summer Travel Program has had 4,723 rides through July 12.

Token Transit pass purchases increased for the month of June although ridership was down slightly. As previously mentioned, the electronic validation launched July 7.

The full report was included in the board packet.

4.6 Administrative Report

General Manager Hill reviewed the Administrative report. Transpo did not receive funding through the FTA Low/No Emission grant program. There were no CNG projects funded. The third round of Indiana VW Mitigation funds should be announced sometime in August.

She provided an update on staff training and professional development. In response to COVID-19, the National Transit Institute is offering online training. The training courses have always been free to transit agencies, but in-person classes often involved additional travel expenses to attend. There are 185 hours of training currently scheduled for administrative staff across all departments.

She also provided an update on the strategic plan implementation. The report was included in the board materials and she highlighted several areas including Financial Stability and Strength, Operational Excellence, Ridership Growth and Industry Leadership.

The full report was included in the board packet.

5.0 Introductions to Resolutions

5.1 RESOLUTION 22-2021

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 JUNE WITHIN THE

CORPORATION'S CAPITAL IMPROVEMENT FUND.

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of June 2021. The Corporation's share, which is required by the Federal government, totaled \$242,835.71.

Member Tipps motioned to approve the Resolution 22-2021. Member Hamann seconded the motion. The motion passed 7-0.

5.2 RESOLUTION 23-2021

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 DAYS OF JUNE WITHIN THE CORPORATION'S PAYROLL & TRANSPORTATION FUND.

Staff Report: There were a total of 81 checks issued June 1-30 for a total disbursement of \$585,170.59.

Vice Chairperson Scicchitano motioned to pass Resolution 23-2021. Member Tipps seconded the motion. The motion passed 7-0.

5.3 RESOLUTION 24-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PROVIDE THE CITY OF SOUTH BEND WITH A DISCOUNT ON THE PURCHASE OF BUS PASSES TO ASSIST WITH THE WEATHER AMNESTY PROGRAM

Staff Report: An MOU was approved last year authorizing a one-time discount / donation of up to 175 adult 31-day bus passes in conjunction with the City's purchase of 175 bus passes a month for six months.

Member Hamann asked how the passes were distributed. General Manager Hill responded that Pam Meyer with DCI / City of South Bend purchases the passes which are in turn provided to the weather amnesty locations. They have continued to purchase passes this summer and General Manager Hill said she would follow-up to see how they are being distributed.

There was some additional discussion regarding the donation of 175 bus passes and it was agreed to table the resolution and review again in August.

Member Tipps motioned to table Resolution 24-2021. Member Wax seconded the motion. As an employee of the City of South Bend, Chairperson Kain abstained from voting. The motion passed 6-0.

5.4 RESOLUTION NO. 25-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO EXERCISE THE SECOND OF TWO (2) ONE-YEAR OPTIONS WITH THE UNIVERSITY OF NOTRE DAME, SAINT MARY'S COLLEGE AND HOLY CROSS COLLEGE

Staff Report: There is a contractual agreement in place for the Sweep route servicing the campuses which covers the cost of operating the service. This is the second and final option year under the current contract which includes a 3% increase to the hourly rate.

Vice Chairperson Scicchitano motioned to approve Resolution 25-2021. Member Hamann seconded the motion. The motion passed 7-0.

5.5 RESOLUTION NO. 26-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE RENEWAL OF THE PURDUE POLYTECHNIC HIGH SCHOOL RIDERSHIP PROGRAM FOR THE 2021-2022 SCHOOL YEAR

Staff Report: The ridership program with PPHS launched last year and provides free rides for students showing their IDs. PPHS is billed a discounted rate of \$0.50 per ride. There were over 4,600 rides provided last school year.

There was some discussion regarding the discounted rate which is in line with other initiatives encouraging student ridership.

Member Hamann motioned to approve Resolution 26-2021. Member Tipps seconded the resolution. The motion passed 7-0.

5.6 RESOLUTION NO. 27-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE RENEWAL AGREEMENT WITH IVY TECH COMMUNITY COLLEGE

Staff Report: Ivy Tech students, faculty and staff may purchase a \$20 validation sticker for their ID which provides free rides on Transpo's fixed routes. Ivy Tech is billed a discounted rate of \$0.50 per ride up to 30,000 rides and \$0.40 after.

Member Tipps motioned to approve Resolution 27-2021. Member Hamann seconded the motion. The motion passed 7-0.

6. Any Other Motions

None

7. Chairperson's Report

Chairperson Kain encouraged all board members to visit APTA.com for great resources on public transportation. He shared a fact sheet on public transportation from APTA's site. He noted the importance of being aware of trends and differentiating between urgent / immediate needs and long-term, big picture items.

8. All Other Unfinished Business, Including New Business

None

9. Privilege of the Floor

None

10. Adjournment

With no additional business, the meeting was adjourned at 5:08 p.m.