



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
November 21, 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 Chairperson Scicchitano.

1.2 Roll Call

Vice Chairperson Lee called roll with six (6) board members in attendance and three (3) board members absent. A quorum was confirmed.

Board Members Present: Jill Scicchitano, Milt Lee, Jitin Kain, Don Schlunt, Paul Tipps, Eli Wax

Board Members Absent: Lynn Collier, Lori Hamann, Ken Kahlenbeck

Others Present: Amy Hill, Tracy Davis, Virgil McCarthy, Bjorn Swenson, Phil Garrett, and Jeremiah Cox (MACOG), Onjanette Dancler (SJCPL), Brad Emberton (Soma Capital), Mark McDonnell (DTSB), James Turnwald (MACOG), Willow Wetherall (DTBS), Louise Williams

2. Minutes of Previous Meetings

Chairperson Scicchitano called for the approval of the October minutes. Member Tipps motioned to approve the minutes. Member Kain seconded the motion and the minutes passed unopposed.

3. Special Reports

3.1 CONNECT Transit Plan – Scudder Wagg, Jarrett Walker & Associates

Scudder presented the draft plan report and provided an overview of the third round of public engagement which will start in December. The existing network is 56% ridership and 44% coverage. The short-term recommended network proposes 60% ridership and 40% coverage. Scudder highlighted the changes throughout the service area, noting the large one-way loops would be removed providing more consistent patterns and service.

The longer-term, additional funding network would provide 85% more service, but require additional funding to implement. He reviewed the outcomes and change in access for both plans.

The draft plan will be released on December 5 with multiple engagement opportunities to follow. The third round of engagement and survey will end February 6. The project team will present the summary of finding expected changes at the Transpo and MACOG boards in February. The final plan will be presented to the boards in March with final plan adoption to follow.

Member Tipps commented he felt the plan was favorable, noting the increased service to St. Joseph Health System and the VA Clinic. He did express concerns with the proposed express portion of Route 16 along Portage Rd and said it may be confusing to passengers if there were not at least limited stops. Scudder responded it can be reviewed; however, the timing of the route is critical to extend the service to Dylan Dr in the Blackthorn area.

Member Wax expressed concern in the proposed change to move Route 8 from 30-minute to 60-minute service and the potential impact to residents of the Miami Hills area. He noted those impacted may not be likely to participate in the public engagement process to provide feedback. General Manager Hill asked if Member Wax could assist with the engagement, specifically any groups, neighborhood associations, etc.

Chairperson Scicchitano asked about managing board feedback throughout this next phase. General Manager Hill noted the upcoming engagement opportunities are included in the board packet and also online. Board members are encouraged to participate in upcoming events and may contact her direct with feedback. She also asked the board to share ideas and/or connections for additional engagement opportunities.

4. Reports of Management & Staff

4.1 Operations Report

General Manager Hill reviewed the Operations Report noting that October 2022 fixed route ridership was up 10.73% compared to October 2021. YTD ridership is up 19.68%

There were 670 missed trips for the month of October due to the operator shortage which accounts for 7.25% of the total trips for the month. Two new operators are completing training this week and the next training class starts November 30.

Member Tipps expressed concern with the increasing number of missed trips each month. Staff continues to review options. It was noted the reduced Saturday schedule was implemented during the pandemic for several months; however, that is close to a 60% reduction of service and would result in less service than the current schedule with missed trips.

Member Tipps asked that staff pursue another option that would assist with the missed trips by reducing service at level between current full service and the Saturday schedule.

Access ridership for October 2022 is up 15.66% compared to October 2021. YTD ridership is up 21.61%.

Member Tipps noted the small number of Access trips on Saturdays and asked if Transpo was required to provide the Saturday service. General Manager Hill responded the FTA requires the paratransit transit schedule and service hours mirror fixed route so Transpo is required to operate the same Monday through Saturday schedule.

There were no preventable accidents in October and one non-preventable accident.

The Passenger Service Reports were reviewed with 9 fixed route PSRs received with four (4) unsubstantiated, three (3) being monitored for future action and one (1) resulting in discipline. There were no Access complaints. There were a total of four (4) administrative reports received which did result in the termination of a part-time employee.

General Manager Hill highlighted the commendation that was received from a passenger who was visiting South Bend. He utilized public transportation for his trip (Amtrak and Transpo). He noted the five bus drivers he encountered were all exceptionally friendly and the best that he has encountered in all his travels.

The full report was included in the board packet.

4.2 Finance Report

General Manager Hill reviewed the Finance Reporting noting that Passenger Revenue is down slightly for October; however, total revenue is up with the latest PMTF installment. Operating expenses were above budget due to five payrolls in October and overtime. Materials and supplies were up due to fuel costs. She noted that New Flyer has production delays that will impact 3-4 of the buses to be delivered so another month of diesel will need to be purchased.

Member Wax asked about any anticipated capital expenses related to fueling. General Manager Hill noted the diesel buses are fueled inside and once diesel is phased out, next steps will need to be determined for the tanks.

The cash forecast remains positive and General Manager Hill noted this was the first year the tax anticipation warrant would not be needed. Financial stability was a key focus of the strategic plan and Transpo is now debt free.

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 confirmed the next training class will start on November 30 and multiple new hires confirmed, including two with past transit operator experience.

Member Tipps asked if the separations in the report were included in the total number of new hires. Director Davis confirmed it did.

The full report was included in the board packet.

4.4 Maintenance Report

Director McCarthy provided the Maintenance Report noting there were 34 preventative maintenance inspections completed on time. He reviewed the bus changes and service calls.

Member Wax asked if the road calls were primarily with the older buses and Director McCarthy responded that this time of year, most calls are associated with heating issues on the buses.

The full report was included in the board packet.

4.5 Marketing & Ridership Report

General Manager Hill reviewed the Marketing and Ridership Report highlighting the Token Transit ridership which continues to increase. Director Swenson is working on the APC certification for NTD reporting. Transpo is also in the process of finalizing the contract with Passio for fixed route technology and hope to have a project timeline finalized soon.

The full report was included in the board packet.

4.6 Administrative Report

General Manager Hill reviewed the Administrative Report highlighting the upcoming engagement opportunities for the CONNECT Transit Plan.

She noted the first in-person meeting of the Public Transportation Council of Indiana (PTCI) took place October 25th at the new IndyGo East Campus. The association is working on membership recruitment and legislative priorities for the upcoming session.

Chairperson Scicchitano asked how frequently the association will be meeting and General Manager Hill responded that meetings are held virtually on a monthly basis.

She also noted Transpo is working with Notre Dame and Saint Mary's on the renewal of the ridership programs and will be requesting approval on the Holy Cross program today.

The full report was included in the board packet.

5.0 Introductions Resolutions

5.1 RESOLUTION NO. 44-2022

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 OCTOBER WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of October 2022. The Corporation's share, which is required by the Federal Government, totaled \$4,315.77.

Member Tipps motioned to approve Resolution 44-2022 and Member Schlunt seconded the motion. The motion passed unopposed.

5.2 RESOLUTION 45-2022

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 OCTOBER WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were a total of 86 checks issued October 1-31 for a total disbursement of \$665,688.76.

Member Tipps motioned to approve Resolution 45-2022 and Member Kain seconded the motion. The motion passed unopposed.

5.3 RESOLUTION NO. 46-200

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE UPDATE TITLE VI PROGRAM

Staff Report: Director Davis provided the staff report stating that the Title VI Program has been updated in response to the triennial review and Title VI oversight for subrecipients.

Member Tipps motioned to approve Resolution 45-2022 and Vice Chairperson Lee seconded the motion. The motion passed unopposed.

5.4 RESOLUTION NO. 47-2022

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA APPROVING THE HOLY CROSS COLLEGE PILOT PROGRAM WITH TOKEN TRANSIT

Staff Report: The pilot program with Token Transit will provide Holy Cross students, faculty and staff with a mobile ticket to be used with a discounted rate per ride billed to Holy Cross on all routes other than the Sweep.

Member Tipps asked if the agreement could be canceled and General Manager Hill confirmed that either party could terminate the agreement with a 30-day notice.

Member Tipps motioned to approve Resolution 47-2022 and Member Kain seconded the motion. The motion passed unopposed.

6. Any Other Motions

6.1 Disposal of 117 W. South St

General Manager Hill explained that discussions continued with the developers based on feedback provided from board members at the October meeting. The current offer is for \$33,300 which is based on the higher of the two appraisals and covers Transpo's appraisal and all closing costs.

Brad Emberton was in attendance on behalf of Soma Capital and Member Tipps asked if Soma Capital plans to seek a tax abatement or other assistance for the project. Mr. Emberton stated they are working with the City of South Bend and do plan to ask for assistance; however, it is not known at this time if that would include TIF, tax abatement or some other option.

Member Wax motioned to approve the disposal of 117 W. South St for \$33,300 plus closing costs. Member Kain seconded the motion. The motion passed 5-1 (five members in favor and one opposed).

General Manager Hill noted that General Counsel Garrett would draft a purchase agreement, publicly advertise the sale and the board would then need to approve the agreement at the December board meeting.

6.2 Mediation Settlement

General Manager Hill requested approval of the mediation settlement as discussed during the Executive Session.

Member Tipps motioned to approve the mediation settlement. Member Wax seconded the motion and the motion passed unopposed.

7. 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 stated that board members will be responsible for making a decision on the final plan presented and guiding the future implementation.

8. All Other Unfinished Business, Including New Business

8.1 2023 Meeting Schedule

General Manager Hill provided a draft of the 2023 meeting schedule noting, as in the past, the January board meeting has been moved to Tuesday due to the Dr. Martin Luther King, Jr. holiday on the third Monday. She asked that board members review and determine if there are any other meeting dates to be adjusted due to holiday schedules.

9. 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. There were several members of the public in attendance wishing to speak on the CONNECT Transit Plan. While it was not an action item on today's agenda, Chairperson Scicchitano did invite those interested to speak.

Willow Wetherall (Executive Director, DTSB, 803 Cottage Grove Ave, South Bend) introduced herself and spoke in support of a plan favorable to a stronger ridership model. She commented the draft plan looks similar to what Transpo provides now which is not always useful to most people. She supports increased frequency to generate economic activity, such as 15-minute service. She recommended a proof-of-concept model and asked the board to consider moving two of the most productive routes to 15-minute service, realizing the increased frequency would mean a reduction elsewhere.

Mark McDonnell (Board President, DTSB / downtown business owner, 115 W. Colfax, South Bend) supported the comments made by Ms. Wetherall and stated he favors a move towards more frequency.

Onjanette Dancler (SJCPL, 304 S. Main St, South Bend) stated she is not originally from the area and is the current CFO for St. Joseph County Public Library. She has not ridden the bus, but when it came time for her son to find a job, she told him he needed to utilize Transpo; however, they currently live a mile from the closest bus stop. She encouraged the board to pursue a more coverage-based model.

Louise Williams (1401 Cedar St, South Bend) stated she loves to ride the bus, especially during the winter months as she feels it offers a safe travel option. She spoke in favor of increased frequency stating that 15-minute service is needed.

Chairperson Scicchitano thanked the members of the public for attending the meeting and encouraged continued engagement and feedback throughout the next phase of the project.

10. Adjournment

With no additional business, Member Tipps motioned to adjourn the meeting and Member Wax seconded the motion. The meeting was adjourned at 5:24 p.m.