



BOARD MEETING MINUTES

Board of Directors Meeting
1401 S. Lafayette Blvd, South Bend, IN 46613
September 20, 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 4:02 p.m. by Chairperson Kain.

1.2 Roll Call

Chairperson Kain called roll with six (6) board members in attendance and three (3) absent. Quorum was confirmed.

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

Board Members Absent: Lynn Collier, Don Schlunt, Paul Tipps

Others Present: Amy Hill, Chris Kubaszak, Tracy Davis, Virgil McCarthy, Brandie Ecker

Members of the Public Present: Greg Swiercz (South Bend Tribune), Michael Bates (Union Steward), Kim Horvath (Union Secretary), Kim Parker (Operator)

2. Minutes of Previous Meetings

Member Hamann motioned to approve the minutes of the August meeting. Vice Chairperson Scicchitano seconded the motion. The minutes were approved unopposed.

3. Reports of Management & Staff

3.1 Operations Report

General Manager Hill reviewed the August Operations Report. August Fixed Route ridership is up 26% compared to August 2020, but still down 39% compared to pre-COVID. Year-to-date ridership is down 4.52%

Access ridership is up 45% compared to August 2020, but still down 40% compared to pre-COVID. Year-to-date ridership is up 2.66%

The Safety Report showed one (1) preventable accident and no non-preventable or yard accidents in August 2021.

The Passenger Service Reports were reviewed noting 18 fixed route reports received with 12 (12) unsubstantiated, two (2) being monitored for future action and four (4) resulting in discipline.

The full report was included in the board packet.

3.2 Finance Report

Controller Kubaszak reviewed the Finance Report noting Passenger Revenue for the month of August continues to be under budget since ridership continues to be down compared to pre-COVID numbers.

Non-operating revenue was slightly up for the month of August. Payroll was over budget due to the second lump sum wage increase per the Fixed Route and Maintenance Collective Bargaining Agreement. Materials and Supplies also increased with two loads of diesel fuel for the month.

Controller Kubaszak mentioned the latest round of VW Mitigation Funding which awarded \$637,000 to Transpo. Chairperson Kain asked if this was the last round of funding. General Manager Hill responded this was the third round of funding and the committee does anticipate a fourth and final round of funding that will be targeted. Due to the limited funding remaining, Transpo's category most likely will not be included.

Member Hamann asked about the impact of the infrastructure bill on Transpo's funding. General Manager Hill responded that we do not know the potential impact yet; however, the FY21 Bus and Bus Facilities competitive grant Notice of Funding was just issued today and included additional funding.

The updates to the Transit Asset Management (TAM) plan were reviewed which highlights the importance of maintaining a fleet replacement program. There are currently 20 fixed route buses eligible for replacement with the first round of CNG buses eligible for replacement in 2026.

The full report was included in the board packet.

3.3 Human Resource Report

Director Davis reviewed the Human Resource Report noting there was one new hire in the month of August. Recruitment continues for multiple positions and a Fixed Route training class is anticipated to start September 27.

Chairperson Kain asked about the timeline for training. Director Davis responded that Access training takes two to four weeks based on the trainee's experience. Fixed Route training takes four to six weeks based on the trainee's experience.

The full report was included in the board packet.

3.4 Maintenance Report

Director McCarthy reviewed the Maintenance Report noting there were 37 preventative maintenance inspections completed with 100% on time.

Based on feedback received from the Board, he also reviewed other current maintenance initiatives including the fire system testing, generator inspection, city water back flow inspections, crane and lifeline safety inspections. Chairperson Kain asked if the inspections were handled in house and Director McCarthy explained inspections would be completed by a third party.

The Maintenance department is also starting to prepare for winter, the inventory audit and will be completing Underground Storage Tank (UST) and Spill Prevention training.

The full report was included in the board packet.

3.5 Marketing Report

General Manager Hill reviewed the Marketing Report including the ridership for the Summer Travel Program and the first two Notre Dame Home Football Saturdays.

Token Transit ridership continues to grow.

Vice Chairperson Scicchitano asked about candidates for the Director of Marketing position. General Manager Hill noted it's been slow and there is a lack of qualified candidates. The job description will be reviewed and adjusted before reposting.

The full report was included in the board packet.

3.6 Administrative Report

General Manager Hill reviewed the Administration Report. She mentioned the RiverRail Modern Street Car initiative which has been referenced by a couple board members at prior meetings. The task force team will provide a brief presentation to the Board at the October Board meeting. At this time, Transpo has not taken a position on the project and it would be difficult to do so without reviewing the feasibility study once it is completed by the task force. The project could impact Transpo's local, state and federal funding.

She also noted that the MOU with MACOG has been finalized and the COA kickoff call took place August 26. The project team is working to finalizing a steering committee, community stakeholder list and public engagement timeline. There will be opportunities for Board, Employee and Community engagement.

Member Hamann asked if there would still be a review of Fixed Route service in South Bend. General Manager Hill responded that the COA will be an extensive review of all service throughout South Bend, Mishawaka, Elkhart and Goshen.

The full report was included in the board packet.

4.0 Introductions to Resolutions

4.1 ORDINANCE NO. 01-2022

AN ORDINANCE APPROPRIATING MONIES FOR THE PURPOSE OF DEFRAYING THE EXPENSES OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION IN SAINT JOSEPH COUNTY, INDIANA, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022

Staff Report: Controller Kubaszak explained the Ordinance is for the approval of the 2022 budget. Once accepted by the Board of Directors, it will go before the South Bend Common Council for approval.

Vice Chairperson Scicchitano motioned to approve Ordinance 01-2021. Member Kahlenbeck seconded the motion. The motion passed 6-0.

4.2 ORDINANCE 02-2022

AN ORDINANCE LEVYING THE TAX AND FIXING THE RATE OF TAXATION FOR THE PURPOSE OF RAISING REVENUE TO FUND THE TRANSPORTATION FUND OF THE SOUTH BEND PUBLIC TRANSPORTATION, SOUTH BEND, INDIANA FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022

Staff Report: Controller Kubaszak noted the rate of taxation was set at .1107%.

Member Wax motioned to pass Ordinance 02-2022. Member Hamann seconded the motion. The motion passed 6-0.

4.3 RESOLUTION 33-2021

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 AUGUST WITHIN THE CORPORATION'S CAPITAL IMPROVEMENT FUND

Staff Report: Investments and payments were made from the Capital Improvement Fund during the month of August 2021. The Corporation's share, which is required by the Federal Government, totaled \$16,814.97.

Vice Chairperson Scicchitano motioned to approve Resolution 33-2021. Member Hamann seconded the motion. The motion passed 6-0.

4.4 RESOLUTION NO. 34-2021

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 DAYS (31) DAYS OF AUGUST WITHIN THE CORPORATION'S PAYROLL AND TRANSPORTATION FUND

Staff Report: There were 70 checks issued August 1-31 for a total disbursement of \$470,520.48.

Member Hamann motioned to approve Resolution 34-2021. Vice Chairperson Scicchitano seconded the motion. The motion passed 6-0.

4.5 RESOLUTION NO. 35-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING THE ISSUANCE OF THE TAX ANTICIPATION BORROWING OF 2022

Staff Report: Controller Kubaszak explained the tax warrant will be issued publicly and provides additional funding and the final tax installment of the year will be used to pay the warrant.

Member Wax asked if it was public offering. Controller Kubaszak confirmed it would be advertised and typically multiple banks will respond, including Centier Bank and 1st Source Bank locally. He asked if the tax anticipation warrant would be issued by one lender and Controller Kubaszak confirmed it would.

Member Wax motioned to approve Resolution 35-2021. Member Hamann seconded the resolution. The motion passed 6-0.

4.6 RESOLUTION NO. 36-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BEND PUBLIC TRANSPORTATION CORPORATION, SOUTH BEND, INDIANA AUTHORIZING MANAGEMENT TO PURCHASE UP TO EIGHT (8) FIXED ROUTE REPLACEMENT BUSES

Staff Report: Controller Kubaszak reviewed the funding noting that six of the vehicles will be fully funded at 100% and the remaining two at 99% with the combination of federal funds and the recent VW award. The total cost for Transpo will be approximately \$50-55,000.

Member Wax asked if there were other options for the funding. General Manager Hill explained that both the federal and state grants were specifically for replacement CNG buses and cannot be used for other option. The portion of the CARES Act that is being utilized that was previously approved by the Board to use towards the replacement vehicles.

Vice Chairperson Scicchitano motioned to approve Resolution 36-2021. Member Hamann seconded the motion. The motion passed 6-0.

5. Any Other Motions

N/A

6. Chairperson's Report

Chairperson Kain reported that he would like to form an ad hoc committee of the board to assist with the Comprehensive Operational Analysis. He will reach out to board members and encouraged any members interested to please let him know.

7. All Other Unfinished Business, Including New Business

N/A

8. Privilege of the Floor

Members of the public attending the meeting included Transpo employees and Union members Mike Bates, Kim Horvath and Kim Parker. Mr. Bates stated he did not have comments regarding an agenda item, but asked permission to read a letter he previously submitted. Chairperson Kain explained that the Board was in receipt of the letter and reviewing with the staff.

9. Adjournment

With no additional business, the meeting was adjourned at 4:49 p.m.