



NORTHERN INDIANA COMMUTER TRANSPORTATION DISTRICT

BOARD MEETING

September 29, 2017

Northern Indiana Commuter Transportation District

33 East U.S. Highway 12

Chesterton, IN 46304-3514

Public Session – 10:30 a.m. (CST)

BOARD MEMBERS PRESENT:

Mark Yagelski
Christine Cid
Mark Catanzarite

Michael Repay
David Prancus
Jim Biggs

Andrew Kostielney
Scott Lauerman

OTHERS PRESENT:

Adam Wojasinski – Smart TP Leg. Rep.
Greg Price – Passenger
George Rogaf-MCC MBA
Tim Zorn
Roy G. Benedict – Passenger
Paul F. Willer – Passenger
Nick Barbknecht-RQAW-LaPorte
Lawrence Kirchner- Trans System

Gerald Williamson – Passenger
Dan Herring- Lochner, Inc
Christopher Murphy-Structurepoint
Felicia Haberkamp-Group 7
Karie Koehneke-Patrick Engineering Inc
Julie O'Connor-Concerned Families WLCP
Ismail Attallah-AES Services, Inc

STAFF PRESENT:

Michael Noland
Cassandra Francis
Boris Matakovic
Joe Crnkovich
Bob Byrd
Lisa Johnson
Jessie Watts

John Parsons
Chuck Lukmann, Esq.
Anthony Siegmund
Laura Harrington
Steve Plesha
Kelly Wenger

Nicole Barker
Christine Dearing
Bill O'Dea
Amber Kettrig
Justice Anderson
Brianna Anderson

CALL TO ORDER

Vice Chairman, Mark Yagelski, called the meeting to order.

MEETING MINUTES

Mr. Yagelski requested approval of the minutes from July 28, 2017. Mr. Repay motioned to accept the Public Session and Executive Session Board minutes for July 28, 2017. The motion was seconded by Mr. Catanzarite. The motion was approved unanimously.

PUBLIC COMMENT

Julie O'Connor, resident of Munster, Indiana, spoke regarding the Hammond City Council Meeting that took place earlier in the week. Ms. O'Connor stated that Hammond's City Engineer made several incorrect statements including the statement that federal funding is anticipated in February of 2018, the project rating is the final approval, and no federal actions need to be taken, project engineering has been going on for two years, and property acquisition would only take place once federal funding has been received. Ms. O'Connor added that Hammond's engineer also stated he participates in weekly conference calls with NICTD staff. Ms. O'Connor asked that NICTD address the statements previously made by officials to ensure the City Council of Hammond and the people of Hammond can ensure their statements to be accurate.

ADOPTION OF NICTD'S TITLE VI PROGRAM UPDATE

Mr. Parsons of NICTD introduced Resolution 17-06, which would authorize NICTD to update their Title VI program in conformance with the Federal Transit Administration's requirements. Mr. Repay made a motion to approve Resolution 17-06. Ms. Cid seconded motion. Motion passed unanimously.

ADOPTION OF NICTD'S FARE POLICY

Mr. Noland introduced NICTD's Fare Policy, which would authorize NICTD to submit the codification of the policy to the FTA. The policy covers NICTD's approach to fare increases. Mr. Repay made a motion to approve the adoption of NICTD's Fare Policy. Mrs. Cid seconded motion. Motion passed unanimously.

PURCHASING (Purchasing Packet Attached)

Tony Siegmund, NICTD's Purchasing Manager, stated that NICTD requires Board review of two purchasing items. Mr. Siegmund summarized each project in writing and verbally. The two purchasing items are explained in the Recommendations that follow and the Board's vote is described at the end of each Recommendation.

The first item was a competitive bid for **Dune Park Administrative Office Remodel**. Mr. Siegmund established what the Dune Park Remodel would entail, the bid process and responses

received. Mr. Repay made a motion to award the contract to Larson Danielson of LaPorte, Indiana for the Dune Park Office Administrative Office Remodel. Mr. Catanzarite seconded the motion. Motion passed unanimously.

The second item was a bid proposal for a **Transit Asset Management Plan (TAM Plan)**. Mr. Siegmund summarized what the TAM Plan would require, the proposals received and staff recommendations. He asked the board to approve the staff recommendation to grant the President authority to issue a Notice to Proceed for the TAM Plan at his discretion. Mr. Catanzarite motioned to approve TAM Plan; Mr. Biggs seconded. Motion passed unanimously.

PRESIDENT'S REPORT

Mr. Noland recognized and introduced members of the NICTD team including Joe Crnkovich, Kelly Wenger, and Amber Kettrig. Mr. Noland complimented Mr. Crnkovich's years of service to NICTD and congratulated him on his upcoming retirement.

West Lake & Double Track Rating Packages. Mr. Noland announced that NICTD submitted both West Lake and Double Track Projects to the FTA on September 8, 2017. Mr. Noland stated the importance of this milestone, and shared that NICTD is done with preliminary engineering, and nearing completion of the environmental process required under NEPA. NICTD expects Double Track to receive a high rating and West Lake to receive a medium-high rating. Mr. Noland added that NICTD only needs to receive a medium rating to be considered for federal funding in the Capital Investment Grant program. NICTD expects to hear whether our projects received favorable ratings and are listed in the President's Fiscal Year 2019 budget by February of 2018.

Double Track Environmental Assessment is available for public review and comment through October 23, 2017. Mr. Noland stated the Environmental Assessment required under NEPA, which is a joint document with the FTA, is now complete. The Environmental Assessment is available at libraries and on our website. NICTD will hold two public hearings on Wednesday, October 11, 2017 in Gary (Miller Beach) at the Marshal J. Gardner Center for the Arts and Thursday, October 12, 2017 in Michigan City at the Stardust Event Center. Public comments will be accepted through October 23, 2017. Mr. Noland stated that NICTD expects to complete the environmental process by mid to late December, at which time we anticipate receiving a Finding of No Significant Impact (FONSI), which would complete the NEPA process. For West Lake, Mr. Noland stated we are close to finishing the Final Environmental Impact Statement. The FEIS/Record of Decision is expected to be finished in the first quarter of 2018.

Secretary Chao's visit to South Bend August 29. Mr. Noland stated that NICTD was honored to be invited to present both the Double Track and West Lake projects to U.S. Department of Transportation Secretary Elaine Chao. Mr. Noland summarized the meeting and shared positive statements made by Secretary Chao, her staff, and other federal and state legislators who attended the meeting.

Mike Noland Addressed Public Comment. Mr. Noland addressed Public Comment by clarifying the federal process, and stated that NICTD has indeed been in preliminary engineering for two years.

Mr. Catanzarite asked if it would be worth NICTD's time to reaffirm the process to Hammond. Mr. Noland stated that NICTD has reached out to Hammond to ensure they understand the current status of the project.

South Bend Realignment PE & Environmental. Mr. Noland advised the Board of the current status of the South Bend Realignment Project. The South Bend Realignment consists of moving the line to the west end of the airport, permitting us to attain a 90-minute travel time goal. Mr. Noland stated that the project is now on hold per a recent meeting with Mr. Kostielney, Mr. Catanzarite, and the South Bend Mayor Buttigieg. During this meeting, NICTD was asked to put the project on hold to allow South Bend to explore other opportunities that both South Bend and NICTD may benefit from, including exploring the feasibility of constructing next to Norfolk Southern's right-of-way near Union Station. South Bend is undertaking the additional effort and will communicate with NICTD on the result.

Mr. Catanzarite added that while South Bend's mayor wants to explore various options, the city is still committed to investing in improvements that will lower the commute time from South Bend; they want to ensure they are getting the most value out of their dollars.

Status Report:

- i. **RFP for Double Track Program Management Services.** NICTD currently in the process of reviewing responses to the RFP. Mr. Noland stated that a special meeting may be needed to review the proposals and recommendations.
- ii. **RFP for Double Track Final Engineering and Construction Management Service.** NICTD currently in the process of reviewing responses to the RFP. Mr. Noland stated that a special meeting may be needed to review the proposals and recommendations.
- iii. **RFP for Appraisals, Review Appraisals, Surveyors, Title, and Relocation Services for Double Track.** At the November Board meeting, NICTD plans to bring a recommendation to the board for Appraisals, Review Appraisals, Surveyors, Title, and Relocation Services for both Double Track and West Lake.

Michigan City 11th Panel Replacement Project. Mr. Noland informed the Board of the process and reasoning behind the panel replacement project in Michigan City. Mr. Beck stated this should be the last replacement before Double Track if it proceeds per its current schedule.

Gary/Chicago Airport platform renewal this week. Mr. Noland stated some of NICTD's investments at the Gary/Chicago Airport station on Clark Road including paving the lot last year, crossing improvements, and the current project, which involves redoing the platform.

Kensington Subway requiring single track from MP 73.8 to Kensington 10/6-9 and 10/13-16 6:30p-4:30a. Mr. Noland drew attention to a project to rehabilitate the Kensington subway bridge in Chicago. The bridge is located immediately east of where the South Shore Line merges on to the Metra Electric District. There will be some single tracking from October 6-9th and October 13-16.

Bank On Summit Oct 12 Morris Inn at Notre Dame. Mr. Noland discussed Bank On Indiana. He stated that some riders in all four counties who may be underbanked or unbanked should have the ability to go to a banking institution and open a checking account, including a debit card, which allows someone to make transactions electronically. Mr. Noland added that the average unbanked person spends between \$800-\$1,200 per year in surcharges including check cashing fees, toll booths, etc. simply for paying with cash. Ms. Laura Harrington added that the Bank On partnership includes community partners, financial partners, elected officials, and more. Bank On also offers many valuable educational classes, including showing people the best way to manage their money. Ms. Harrington extended an invitation to the Board to the upcoming Bank On Summit on Oct 12.

Officer Jesse Watts Commendation. Mr. Noland summarized the event explained at the previous board meeting regarding a young boy found by NICTD Officer Jesse Watts while on duty. Jesse Watts recounted the rescue and explained the process both NICTD's transit police and the Gary Police Department had gone through to ensure the child's safety. Mr. Noland brought attention to the invaluable work undertaken every day by NICTD's Transit Police as they are protecting both our riders and helping the community. Various board members thanked Officer Watts for his service. Attorney Lukmann introduced Officer Watts' commendation issued by the Board.

RIDERSHIP AND PERFORMANCE REPORT

Mr. Parsons drew attention to digital ticket sales increasing 7% over last year comprising almost 60% of our revenue. Mr. Parsons stated that cash income is really not changing, but NICTD believes that change will occur should the onboard surcharge be implemented.

Mr. Parsons stated that compared to last year, ridership is down 0.3%. While peak hour ridership remains soft we have experienced an increase in off-peak and weekend ridership throughout the summer. Mr. Nolan highlighted that our overall ridership was down nearly 3% at the end of April and has slowly improved to where total ridership is down by 0.3% by the end of August.

On-time Performance. Mr. Parsons stated we are doing relatively well in terms of on-time rush hour performance, averaging 92.6% compared to 87.2% last year. Last year our overall performance was at 80% January thru August, this year we are at 86.9%. Our goal is 90%. Typically in the summer NICTD undergoes construction and maintenance projects, which introduces slow speeds. Mr. Noland added the industry standard is you count a train late if it arrives at its terminal over 5 minutes and 59 seconds beyond scheduled arrival. Over 50% of our late trains are in the 6-10 minute range.

Advertising. Mr. Parsons introduced the new South Shore Line Commercial from Group 7even and showed images of our billboard campaign. Mr. Parsons announced we are also advertising in South Bend, doing a sponsorship on ABC 57 and on smaller television stations in South Bend now until December.

Events. Mr. Parsons concluded by summarizing the fall events and the special services we provide including Bank of America Chicago Marathon October 8, Notre Dame home games, Veteran's Ride Free November 10-12, Cubs Playoff Games, and Mag Mile Lights parade November 18.

OPERATIONS REPORT

Mr. O'Dea referred to September 11 and Metra's schedule change. Currently, train 117 departs Millennium Station at 5:10pm in a time slot that we have occupied for many years. Due to Metra's schedule change, one of their trains is set to arrive at the very time our train is set to depart and unfortunately this was not communicated properly. This is currently being worked out with Metra.

Mr. O'Dea announced NICTD will hold an Emergency Preparedness Drill on Saturday, October 7. Mr. Repay requested that Lake County be invited to participate or observe if they have not already.

OTHER BUSINESS

Mr. Noland brought attention to one of the articles posted in the Chicago Tribune featuring William Sims operating one of our trains. Mr. Noland urged everyone to take a look at the article.

Mr. Noland explained the Teachers Ride Free Event held in August. Last year we had hundreds of comments on social media and this year we had thousands. Some of the feedback we received is that during the first week of August, some teachers are already in their first week of school so they would like us to revisit the dates. Mr. Noland stated NICTD will keep this in mind for next year.

ADJOURNMENT

Mr. Catanzarite made a motion to adjourn. The motion was seconded by Mr. Biggs. The motion was approved unanimously.

Respectfully submitted,



Christine Cid, Vice Chairperson



MINUTES OF EXECUTIVE SESSION

September 29, 2017

An Executive Session was held by the Board on September 29, 2017 at the NICTD offices at 33 East Highway 12, Chesterton, Indiana. The following Board members were present:

Mark Yagelski
Christine Cid
Mark Catanzarite

Michael Repay
David Prankus
Jim Biggs

Andrew Kostielney
Scott Lauerman

Pursuant to the Notice of the Executive Session as posted and disclosed pursuant to Indiana law, the Board discussed the following:

- (1) Initiation of litigation, pending litigation, and litigation that has been threatened specifically in writing.
- (2) Collective bargaining.
- (3) Purchase of real property.

The governing body by approving these minutes certifies that no subject matter was discussed in the Executive Session other than the subject matter contained in the public notice and referred to above.

These Minutes dated this 29th day of September, 2017.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Christine Cid", written over a horizontal line.

Christine Cid, Vice Chairperson

APPROVED:

A handwritten signature in blue ink, appearing to read "Mark Yagelski", written over a horizontal line.

Mark Yagelski, Chairman