

Minutes
Central Indiana Regional Transportation Authority (CIRTA)
May 25, 2011 9:00 AM to 11:00 AM
IndyGo Administrative Offices
1501 W. Washington St.
Indianapolis, IN 46222

Members Present:

Chuck Fewell
David George
Mike Terry
Jerry Bridges
Larry Hesson
Rob Thoman
Tim Cox
Sue Ritz
Ron Deer
Bill Kirchoff

Christine Altman
Ben Ledo
Don Adams
Gil Holmes
Marta Moody

Staff:

Ehren T. Bingaman
Christy Campoll

Public Present & Signed In:

Joanne Hamilton
Karen Luehmann
Becky Allen
Cathy Morton

Andrew McGee
Sean White
Tom Sturmer
Alexia Donahue Wold
Anita Beverly
John Thomas
Roscoe Brown
Irene Wegner
Sara Laycock
Mary Ann Njuguna
Samantha Cross
Anita Beverly
Bryan Luellen
Ryan Wilhite
Kim Irwin

Members Absent:

Bob Sterrett
Linda Sanders

A quorum was recognized and the meeting was called to order at 9:00 AM. The members of the board introduced themselves to the public that was present.

The minutes of the April 27, 2011 meeting of the CIRTA board were presented for consideration by J. Bridges. *R. Thoman moved to accept the minutes, M. Terry seconded. The motion was approved unanimously.*

Under Old Business, E. Bingaman reported on CIRTA agreements and contracts that are necessary to ensure that Central Indiana Commuter Services continues to operate seamlessly through the transition from Parsons Brinckerhoff. IndyGo remains the grantee for the federal funds used to fund the CICS program. CIRTA is required to execute a sub-recipient agreement with IndyGo guaranteeing that CIRTA will abide by all associated rules and regulations tied to the funding to implement CICS. *R. Thoman moved to enter into a sub recipient agreement with IndyGo. J. Bridges seconded. The motion was approved unanimously with M. Terry abstaining.*

E. Bingaman reported that a committee consisting of himself, M. Terry, C. Altman and J. Bridges selected Managepoint from a pool of two responses to the RFQ for human resources management services. E. Bingaman reported that Managepoint offered more services and a lower rate than the other responding firm. The cost will be \$800 per employee per year. B. Kirchoff asked which employees would be covered by Management. E. Bingaman stated that the six CICS positions will be covered when they are filled and that C. Campoll and he will be covered when they are no longer employees of the City of Indianapolis. M. Terry asked for the length of the term of the Managepoint contract. E. Bingaman stated that Managepoint has not provided a contract yet, and that any contract will be reviewed by the CIRTA Executive Committee. M. Terry recommended that the contract term end on the closing date of the CMAQ grant. R. Thoman asked what functions will be carried out by Management. E. Bingaman stated that the firm will handle payroll, worker's compensation, health benefits, and templates for forms and resources such as an employee handbook. R. Deer asked who would provide health insurance for the employees. E. Bingaman stated that he is investigating benefits that could be purchased through the City of Indianapolis but that it could be any insurer. J. Bridges stated that one advantage of using Managepoint is that they are located only in the Indianapolis metropolitan area and will therefore be easily accessible. R. Deer asked whether PB employees who are not hired by CIRTA would be covered by PB for unemployment, to which E. Bingaman responded yes. *B. Kirchoff moved to proceed with forming a contract with*

Managepoint for human resources management services. S. Ritz seconded. The motion was approved unanimously.

E. Bingaman reported that the CICS positions were advertised and he is now scheduling interviews. M. Terry, B. Kirchoff and J. Bridges volunteers to serve on an interview committee. E. Bingaman stated that Parsons Brinckerhoff has agreed to continue to employ the CICS staff until CIRTAs is prepared to hire into the positions. The agreement with PB is not to exceed 180 days and will likely last for about two months. On June 1, CIRTAs will assume authority over all non-staffing components of the CICS budget. *J. Bridges moved to accept the staffing agreement with Parsons Brinckerhoff. B. Kirchoff seconded. The motion was approved unanimously.*

E. Bingaman reported that a contract for June 1 to December 31, 2011 has been made with VPSI, Inc. to continue to provide CICS vanpool services. The term of this contract is six months and the fee is based on the number of miles traveled by the vans in service. E. Bingaman stated that staff will evaluate VPSI over the six months and examine other vanpool providers. *S. Ritz moved to accept the contract with VPSI. Ron Deer seconded. The motion was approved unanimously.*

E. Bingaman reported that a contract for June 1 to December 31, 2011 has been made with Trapeze, provider of the Ride Pro data management and rideshare matching software used by CICS. Under the contract Trapeze will provide maintenance, data backup and support at a cost of \$3300 per month. J. Bridges asked if Trapeze maintains a server for CICS. M. Terry said that IndyGo owns the data stored in Ride Pro will receive a download of the data prior to the end of PB's contract with Trapeze. R. Thoman asked what the Ride Pro software does. E. Bingaman said that it stores CICS participant data, matches participants with similar commutes and generates reports. S. Ritz stated that she would like to be on a committee that reviews alternatives to the Ride Pro software. J. Bridges stated that he would also volunteer for this committee. *B. Kirchoff moved to enter into the contract with Trapeze. D. George seconded. The motion was approved unanimously.*

E. Bingaman reported that an agreement has been made with Yellow Cab to continue to provide Emergency Ride Home services to CICS participants. *S. George moved to approve the agreement with Yellow Cab. B. Kirchoff seconded. The motion was approved unanimously.*

E. Bingaman reported that an agreement has been made with the Stutz Business Center to rent the office space occupied by CICS. This agreement will expire on December 31, 2011, when E. Bingaman, C. Campoll and the CICS staff move into a new office space that is yet to be determined. The monthly rent for the Stutz office space is \$950. J. Bridges recommended finding a space convenient to downtown Indianapolis for 2012 because much of CIRTAs's business is conducted at downtown locations. *J. Bridges moved to approve the new rental agreement with the Stutz Business Center. R. Deer seconded. The motion was approved unanimously.*

E. Bingaman reported that work began on the web-based petition for the transit funding resolution campaign after the board approved the expense of \$6,650 via e-mail. E. Bingaman requested that the board authorize payment to TBH Creative for development of the web-based petition, which will be due in installments on the 30th of May and 15th of June. *S. Ritz moved to approve the payments to TBH Creative. R. Thoman seconded. The motion was approved unanimously.*

Under New Business, E. Bingaman asked R. Cockrum to describe transit-related developments in the 2011 session of the Indiana General Assembly. R. Cockrum reported that his objectives are to educate legislators about the value of referenda for transit funding, listen and respond to legislators' concerns about enabling legislation for transit funding referenda and identify potential champions of such legislation, with particular attention to Central Indiana legislators and those who serve on relevant committees. 2012 will be a short session and it is important for a coalition of supporters to be ready with an argument for transit referendum legislation at the session's beginning. The Public Mass Transportation Fund issue brought many transit supporters together from a range of industries. The interim study committee on transportation financing could cause the Assembly to delay action until the committee concludes in 2013. J. Bridges stated that we need to do our due diligence in monitoring and

analyzing the activity of the study committee and educating the participating legislators. E. Bingaman stated that members have not yet been assigned to the study committee. J. Bridges requested that staff pass committee information on to board members as it becomes available.

Claims Docket #110525 was presented for payment. E. Bingaman noted that the Claims Docket lists incorrect months for the invoices from Capitol Assets and Ice Miller but that the amounts are correct. The Capitol Assets invoice for \$2500 is for May and the Ice Miller invoice for \$2500 is for April. M. Terry said that it should be confirmed whether CIRTAs needs to pay a deposit for the Stutz office rental or if any deposit funds paid previously by IndyGo could be applied to the CIRTAs deposit. *R. Thoman moved to pay Claims Docket #110525, B. Kirchoff seconded. The motion was approved unanimously.*

E. Bingaman presented the Executive Director's report. The transit funding resolution group met on Friday, May 20, and is growing. 14 resolutions have been collected to date. The group will aim to get media coverage of the resolution during the first couple of weeks of June and will partner with the Greater Indianapolis Chamber of Commerce on an event for legislators on August 11. R. Cockrum stated that it is important for mayors and town, city and county councils to pass resolutions, and recommended that groups notify their local media sources when they pass resolutions. E. Bingaman informed the board that the group he attending the Center for Transportation Excellence Transit Initiatives and Communities Conference in St. Louis in June includes himself, Christine Altman, Ron Gifford of the Central Indiana Corporate Partnership, Mike Biberstine of the Greater Indianapolis Chamber of Commerce, a representative of JTPR Inc., Sean White of Caldwell Van Riper, Lori Miser of the Metropolitan Planning Organizations, and possibly Ted Grain from the Local Initiatives Support Corporation and Kim Irwin of Health by Design. E. Bingaman reported that the RFQ is open for the CMAQ grant funded Indy Express Bus marketing campaign and will close on May 31, and that the JARC grant proposals will be reviewed on June 2. E. Bingaman shared information about INDOT's rail plan public forum, which will take place on June 2 at the INDOT Traffic Management Center at 8620 East 21st Street in Indianapolis. K. Irwin reported that the time for the forum changed from noon to 5:00 PM to 4:00 PM to 8:00 PM. E. Bingaman reported that INDOT received a high amount of public input on the Long Range Transportation Plan.

E. Bingaman stated that he and C. Altman will return from the conference on June 22 which is the date of the next CIRTAs board meeting. The board agreed to move the June board meeting to Wednesday, June 29 from 9:00 AM to 11:00 AM. R. Brown confirmed that the IndyGo meeting room is available.

E. Bingaman informed the board that Linda Sanders is absent because she is undergoing knee surgery. E. Bingaman recognized Irene Wegner of AARP, who is retiring after providing many years of advocacy for transit and Complete Streets.

Becky Allen, transportation director for Gateway Services, provided information about Access Johnson County. Public transit service began in 1999. The first flexible fixed route was implemented in 2000. Demand-response hours of operation are 5:30 AM to 10:00 PM on weekdays and 9:00 AM to 5:00 PM on Saturdays. There are six flexible fixed routes called Connectors: two in Greenwood, one on US 31, one express route to the Greenwood Park Mall and one in Franklin. Access Johnson County connects with IndyGo Routes 22, 31 and 16 at four locations including Greenwood Park Mall, which acts as a transit hub with a parking capacity of 50. Over 100 transfers occur per day between Access and IndyGo. Demand-response fares are \$3.50 for in-county trips and \$4.50 for trips into Marion County south of Stop 11 Road. Connector fares are \$1.50 per trip, \$3 for a day pass and \$15 for an 11-trip pass. Funding sources are the federal government, three cities/towns, Johnson County, disability funding, the United Way of Johnson County, grants and third party contracts. Funds for transit in Shelby and Brown Counties are passed through Gateway Services. Federal New Freedom funds are used to fund same-day demand-response service and extended Connector service for people with disabilities. Federal economic stimulus funds were used to purchase 21 new vehicles, which replaced vehicles with over 200,000 miles. Access also provides van transportation to the VA for veterans with disabilities. In 2010 Access provided 97,000 trips. In 1996, 13,000 trips were provided.

E. Bingaman reported that the Indiana Transportation Association is working with the Ball State University Center for Business and Economic Research to initiate a study on the economic impact of transit in Indiana. ITA members will be approached to contribute funding to the study.

L. Hesson moved to adjourn, the motion carried by consent.