

Central Indiana Regional Transportation Authority (CIRTA)

December 08, 2020 9:00 AM – 11:00 AM

Held virtually via zoom and uploaded to Facebook

**Board Members Present:**

Don Adams

Christine Altman

Jerry Bridges

Andy Cook

Bill Ehret

Mark Richards

Linda Sanders

Robert Waggoner

Dan Woo

Larry Hesson

Greg Henneke

**Board Members Absent:**

Cam Starnes

Andy Klineman

Marta Moody

**CIRTA Staff Present:**

John Seber

Jennifer Gebhard

Molly Oliver

Desiree Sanks

Sarah Troutman

The meeting was called to order by B. Ehret at 9:09 AM with a quorum.

**Introductions**

Introductions were made by the Board members, CIRTA/Commuter Connect staff and the public.

Consent Agenda Items presented for consideration:

Consideration of Memorandum of Regular Board Meeting of October 28th and November 19th, 2020

 Accounts Payable Voucher Register

Financial Report

**Consideration of Resolution #2020-12-08-01 – Adoption of Consent Agenda**

*J. Bridges made a motion to accept the consent agenda items. L. Sanders seconded. The motion was approved by all in attendance*

**Resolution #2020-12-08-02 – Resolution of Altman Pointdexter & Wyatt Invoices**

*R. Waggoner made a motion to approve the resolution, L. Sanders seconded.*

*C. Altman abstained*

**Resolution #2020-12-08-03 – Resolution to Approve Extension of Affirm Contract**

B. Ehret requested Jen G to comment further.

J. Gebhard explained it was last renewable and within the CMAQ grant funding. It would be used for media bites and help with the website. This is the last allowable extension she stated.

*J. Bridges made a motion to approve the resolution, C. Altman seconded. The motion was approved by all in attendance.*

**Resolution # 2020-12-08-04 Resolution to Approve Contract Extension for Vanpool Services**

B. Ehret requested further comment from Jen G.

J. Gebhard explained that CIRTA operates a vanpool program and Enterprise leases the vans that are used. Commuter Connect only provides a subsidy for them. This is the last extension allowable and in the past Enterprise has been the only one to participate in bids.

*G. Henneke made a motion to approve the resolution, M. Richards seconded. The motion was approved by all in attendance.*

**Resolution # 2020-12-08-05 Resolution to Approve Service Agreement with Affirm for Website Support**

B. Ehret requested background information on this resolution.

J. Gebhard explained KSM was providing our website support however in the best interest of needs Affirm will provide best support as well as being within budget at lowest cost of $95 per hour.

*J. Bridges made a motion to approve the resolution, L. Sanders seconded. The motion was approved by all in attendance.*

**Resolution # 2020-12-08-06 Resolution to Approve Contract for Ridesharing Software and Service**

B. Ehret requested background information on this resolution.

J. Gebhard stated we currently use TripSpark and with quotes would like to stay for a 3 yr term.

*M. Richards made a motion to approve the resolution, J. Bridges seconded. The motion was approved by all in attendance.*

**Resolution # 2020-12-08-07 Annual Budget Adoption Procedure and Approval of 2021 Budget**

B. Ehret turned over conversation to J. Seber

J. Seber stated that M. Henderson and CIRTA went over the budget and applied funds accordingly. Due to COVID -19 some of the budget will differ due to cuts. Partner contributions will hopefully help offset where funds are not allowable. They did not add additional fees for administration in the future with the grant applied for, but this would bring in an additional 75k as the service grows.

M. Henderson stated that the budget was consistent in the categories with total revenue, staffing needs, partner contributions, CMAQ funding, 2020 5307 funds, and Connector Services. A fine-toothed comb was used in determining the budget.

G. Henneke asked if the CARES ACT was included in the budget?

M. Henderson stated that it was 356k.

G. Henneke asked why the 5307 funds were so much bigger than the budget.

M. Henderson stated that there were funds used to pay for the cost of bus shelters. It was about 48k and this makes it look a little low. She stated to consider bottom-up approach: mobility management cost and freedom voucher cost.

G. Henneke thanked M. Henderson for her explanation.

B. Ehret asked if the CARES ACT that they applied for earlier in the year would be on the 2021 budget.

M. Henderson replied that the funds are not in the 2020 or 2021 budget and plans on how to spend the money has not been achieved yet due to criteria.

G. Henneke asked if we should include the funds in the revenue line since we would be using them.

M. Henderson said that we would be using them but have not this year.

J. Seber explained that the funds are to be used for lost revenue and sick or off work employees, lost revenue with bus services all due to COVID-19. There are conditions he stated, and that staff are aware of how it can be used.

M. Henderson agreed that there are special conditions on use.

B. Ehret stated that those were good questions and how we could apply it.

J. Seber stated that CIRTA was going to use 120k fir dispatch software but is waiting on details.

*R. Waggoner made a motion to approve the resolution, J. Bridges seconded the motion. All in attendance approved the resolution.*

**Updates:**

**Legislative**

R. Cockrum stated that everything is on track with early January. There will be specific rules and guidelines due to COVID-19 that could slow down but this is a budget year with the continued funding of the PMTF of 42million. He stated there would be a conference held with stakeholders for the transportation council. Stated that there should be a budget by April.

**Public Relations**

J. Thomas stated that a video on Commuter Connects services has been completed and that it would be shared after meeting. They worked on the newsletter with employee part and ran promotions on social media.

B. Ehret stated that the newsletter is fantastic, and he really enjoyed the employee profiles.

**Commuter Connect**

J. Gebhard requested that the board members look over the list of dates for 2021 board meetings included in packet and let her know if any issues exist. She explained the Vanpool promotion and survey results that were included in the packet. Currently, the vanpool program is still growing with 3 new vanpools started. Commuter Connect was able to table at Integrity Staffing to help register newly hired people and Commuter Connect hired Sarah Troutman as the newest Outreach Representative.

B. Ehret welcomed Sarah to the team.

**Mobility Management**

J. Seber stated that there has been an increase in ridership for South and North Plainfield Connectors and a dip in Whitestown service. The Plainfield Connectors have increased service on weekends now through January 10th.

J. Gebhard stated that the Whitestown may be having a decrease as no hiring orientations are taking place at Whitestown currently.

B. Ehret thanked board and staff for all the hard work this year. He said he had predicted that we would all be together in May but missed that by about a year. He thanked Jen G. for her hard work and efforts prior to J. Seber coming on board and wished everyone a happy holiday.

**Adjournment**

*Motion to adjourn meeting by L. Sanders and seconded by J. Bridges at 9:55am.*

*All in attendance were in agreement.*

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