

Central Indiana Regional Transportation Authority (CIRTA)

August 17, 2021, 9:00 AM – 10:30 AM

Held at the Hamilton County Government Center,

1 N. 8th Street Noblesville, IN 46060. All interested parties are encouraged

to attend.

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| **Board Members Present:**  Christine Altman Cam Starnes  Andrew Klineman Bill Ehret  Robert Waggoner Larry Hesson  Andy Cook Jerry Bridges Mark Richards Ron Deer  Linda Sanders Marta Moody  Nathan Messer Don Adams  Greg Henneke | **Board Members Not Present**  Dan Woo  Greg Henneke | **CIRTA Staff Members Present**  John Seber  Jennifer Gebhard  Mohammed Khan  Molly Oliver  Sarah Troutman  Rodney Bussell  Shelly King |

Board meeting was called to order at 9:05am by B. Ehret.

**Introductions**

B. Ehret began introductions around the room and ensured a quorum was present.

B. Ehret introduced new board member Ron Deer.

**Resolution #2021-08-17-01 – Adoption of consent agenda**

L. Hesson made a motion to approve this resolution. R. Waggoner seconded. No oppositions, the motion is carried.

**Resolution #2021-08-17-02 – to approve payment to Altman, Poindexter and Wyatt, LLC for legal services performed for June and July 2021**.

L. Hesson made a motion to approve this resolution. L. Sanders seconded. C. Altman abstained. No opposition, the motion is carried.

**Resolution #2021-08-17-03 – to approve the Award of IFB 2021-1 Combined Plainfield North and South Reverse Commute Transit and IFB 2021-2 Whitestown Reverse Commute Transit to Miller Transportation allowing CIRTA to enter a contract for first year operation of said services.**

J. Seber had 2 bids for service from Miller Transportation and Royal Transportation. Miller Transportation submitted the lowest bid for 2 years with option to extend for 3 years. J. Seber mentioned that combining Plainfield South and Plainfield North routes into single route and hours of operation will change to include 2nd and 3rd shifts. New contract will begin September 6, 2021.

L. Hesson made a motion to approve this resolution. J. Bridges seconded. No opposition, the motion is carried.

**Resolution #2021-08-17-04-to approve new two-year office lease of existing space.**

J. Seber, stated the current lease comes at to an end at the end of the month. Lease has gone up although the price of $19 sq ft. is a good rate for the area.

B. Ehret explained that the lease is full service which means all utilities, janitorial services and taxes are included except for IT services.

C. Altman made a motion to approve this resolution R. Wagonner seconded. No opposition, the motion is carried.

**Guest Presentation**

Patrick Cockrum CEO of Sycamore Services attended the meeting and gave a small presentation of their services. Sycamore Services is a provider of people with intellectual deficiencies. Company has over 60 years of experience providing employment services and transportation. Started in Hendricks County. Now provides services in 29 counties. Operate programs in their own facilities as well as the client’s homes and schools. Looked into barriers into employment and found transportation as a challenge for employment for their clients. The company was also next door to Hendricks County senior services. Combined services with Hendricks County senior services twenty years ago. Got a grant from Lilly to start the transportation collaboration and started the Lake Hendricks County for transportation. Was then contracted with Morgan County and absorb their senior transportation into their operation. Past 18 months have been tough due to the pandemic. As of late most transportation is for medical rides. Census change has changed their funding from 5311 rural funding to 5307 urban funding. Will be 5311 for Morgan County and Hendricks County will be 5307.

C. Altman is looking into resources for Hamilton County. C. Altman wanted to know if Sycamore has investigated a collaboration with INDY Go. P. Cockrum replied not a feasible plan and that demand was low.

**Staff/Contractor Updates**

Julie Crossley and Denise Wiles from Resultant provided a short video of a new program Bill.com. Julie and Denise demonstrated how the program will streamline CIRTA’s accounts payable process while making information easily accessible. Bill payments will be paid through bill.com not bank which will allow a quicker turn around time. The board members that sign the checks can be set up to be users on the account as approvers. Keeps things paperless, and all in one place. Security is another reason because the bills will be paid through Bills.com it will eliminate fraud since the payment system is not tied directly to the bank account. If there is a situation where an emergency check needs to be written approval can be sent out and once approved payment will be paid.

C. Altman asked what the volume of checks is written per month. 18 to 30 checks per month. C. Altmam also asked Julie and Denise are they familiar with the company, the response was yes due to their company using this software. The question of cost was then raised. The cost was then explained as $38 a month and then each check that is sent to the vendors are $.99 for each ACH payment, and mailing a physical check is $1.49 for each transaction. Also, if a company is a client of Bill.com the transaction will ne free. There is also a $10 per user fee.

B. Ehret raised the question that at a dollar a check around $30 plus $38 Bill.com fee plus $30 user fee for 3 people is that correct. Normally billed mileage, time, postage, and printing.

C. Altman proposed that a vote be carried out while in this session.

B. Ehret granted approval for motion.

C. Altman called for a vote. D. Adams seconded. No oppositions, the motion is carried.

**Executive Update *–* J. Seber**

J. Seber welcomed Ron Deer welcomed. R. Deer provided a brief introduction about his involvement in transportation. J. Seber stated that the board is fully staffed as of August 2021.

J. Seber stated that the Plainfield commuter will now operate for 3rd shift and weekends. QR codes have been added to stops and will allow passengers to pull up the schedule. Numbers have been added to stops to make it easier for passengers to know exactly where they are located. New GPS tracking will be added to bus that will give real time notice of location will be added soon. CIRTA will be holding their first hiring event, which has been set up by R. Bussell. Lot of businesses are signed up. EID supports this event have been helping to get the word out. Working with other counties for more workforce connectors, there is a push for more EID support structure. There is a study that needs to go with this, since there is a cost to this those counties usually draw back from full support. Met with ARP for grant J. Seber recently applied for with an 80/20 match to get these studies completed.

J. Seber stated that he was working on budget a little late this year. J. Seber stated he has not been happy with the forms this year, so have been working this issue. J. Seber happy that the forms are looking better. Grants have been broken down and how items are being deducted. Group call tomorrow to get more feedback of on how items are deducted. Working with IT to use dispatch software.

J Seber mentioned he is excited for growth in the next 5 years, especially in Johnson and Hendricks County.

Very happy with outreach team especially the vanpool. Will let J. Gebhard give statistics.

**Legislative Update**

S. Cseresznyes gave update. The Roads and Transportation grant distribution program method is causing concern due to the money push for rural areas. Community process grant is a grant that pays out 80/20. The program is a state program that feed local programs with areas filing for grants. Concern is that the election committee has held their forum on redistricting and will make places like Danville and such urban instead of rural. They have already held their 6 public hearings on the subject. Should have an announcement by the end of September. Although the new fiscal year has started in July, these changes of rural and urban areas will take affect on January 1, 2022, if passed.

**Commuter Connect Update**

J Gebhard.is excited to report that there are 15 new van pools, 15 are brand new van pools that have never been in our vanpool program before. Pre- pandemic we had 38 vanpools, post pandemic 7 vanpools. J. Gebhard stated this is a promising trend. There is also a new trend of commuters accessing the website. From July 1, 2021, to August 8, 2021, there was 4838 visitors, the five weeks prior there was 2726 visitors to the website. Car Free day is September 22, 2021, it is an international event shared around the world. This event will be in person again this year. There will be tables set up on Monument Circle in downtown Indianapolis as well as downtown Carmel. J. Gebhard mentioned she is working with health department to make sure all is safe as possible. This will be second year for to the corporate challenge. Companies that have the highest percentage of participating employees will win bragging rights as well will win bragging right and attention on social media. J. Gebhard asked the board to help get the word out. Since June 15th there has been a goal of 100 new commuters each month, was pleased to say that there have been 256 new users added to the database.

C. Altman suggested that after things have settled down to have the people who use our website tell us how they feel it works and how user friendly the website and QR codes can be.

**Mobility Management Update**

M. Khan is working on making the reports a little less boring. Did not see any increase or decrease in ridership on any three-workforce connector. M. Khan is looking at implementing a way be able to see where and when the bus will get there in real time on the website. The QR code that will be on each bus stop will show where and when the bus is at any given time. 20 seconds for each spot will be the standard time. Worked on routes and times with EID. Putting numbers on stops so people can tell which stop there are currently standing on.

C. Altman stated that was very cool and that she couldn’t tell you how many times she was on a subway and had no idea exactly where she was.

**Adjournment**

*Motion to adjourn meeting by J. Bridges and seconded by L. Hesson at 10:12am. All in attendance agrees.*