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Central Indiana Regional Transportation Authority (CIRTA)

August 9, 2022, at 9 a.m.

Taft

211 N. Pennsylvania Street

Indianapolis, IN 46204

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| --- | --- | --- |
| **Board Members Present:** | **Board Members Not Present** | **CIRTA Staff Present** |
| Ann Sheidler | Jerry Bridges |  Andy Cook | Jennifer Gebhard |
| Larry Hesson | Greg Henneke  |  Nathan Messer | Amanda Meyer |
| Ron Deer (V)Don Adams | Andrew Klineman |  | Sarah TroutmanSarah Kendall |
| Bill Ehret | Marta Moody (V) |  |  |
| Christine Altman (V) | Cam Starnes  |  |  |
| Robert Waggoner  | Linda Sanders (V) |  |  |
|  |  |  |  |

Board meeting was called to order at 9:09am by B. Ehret

Bill asked Cam to introduce Taft and the space.

**Introductions**

J. Gebhard began introductions around the room and ensured a quorum was present.

**Resolution #2022-08-09-01– Adoption of Consent Agenda**

*J. Bridges made a motion to accept the consent agenda items. C. Starnes seconded. No oppositions, the motion was carried.*

**Resolution #2022-08-09-02 – Resolution to approve payment to Altman, Pointdexter and Wyatt invoice**

*J. Bridges made a motion to approve, G. Henneke seconded. No oppositions* C. *Altman abstained; the motion was carried.*

**Resolution #2022-08-09-03 – Resolution to approve Revision to the Associate Handbook**

J. Gebhard explained that the Associate Handbook was lasted updated in 2018 and the telework policy and Juneteenth Holiday were added to the new version.

*G. Henneke made a motion to approve, R. Waggoner seconded. No oppositions, the motion was carried.*

**Resolution # 2022-08-09-04 Resolution to approve Executive Coaching**

B. Ehret gave a little background on this. When the Executive Committee hired Jen in her new role, this executive coaching program was one of the things that we asked her to do. Jen has solicited proposals. Many companies do this.

J. Gebhard stated she reached out to TransPro Consulting who provides executive coaching as well as a local firm the local firm was cheaper but did not have the transit background. After speaking with them it sounded like she needed more of a mentor than a coach. If CIRTA goes with TransPro Jen will not be working with Ehren Bingaman but another Executive Director who has worked for a transit agency similar in size to this one. It is Jen’s recommendation to choose TransPro Consulting for Executive Coaching, not to exceed $14,000. To start, they will reach out to the stakeholders and staff for feedback and then put together a plan that is mutual agreeable to benefit Jen and CIRTA as we move forward.

G. Henneke mentioned the local firm was brought to the table by him and Greg thought she was very thoughtful with the guidance she provided.

*G. Henneke made a motion to approve, J. Bridges seconded. No oppositions, motion was carried.*

**Resolution # 2022-08-09-05 Resolution to approve Five Percent Administrator Charge**

J. Gebhard explained John Seber applied for an ARP grant to help establish Economic Improvement Districts (EID) across the region. Ideally would use funding 80/20 split (80 federal/20 local) and we would push out to municipalities and counties that are looking to establish EIDs with the end goal of building more Workforce Connectors. FTA brought to our attention that grant needs to be 100% funded grant. IndyGo, the MPO, and CIRTA agreed the municipalities and counties need some skin in the game. We worked closely with our attorney and came up with the 5% administration charge to help cover some additional items the grant did not cover such as route identification, signage development, scheduling and planning, coordination, and legal fees. The recommendation would be if a municipality or county is interested, instead of paying 20% they have everything funded but would pay CIRTA a 5% admin fee.

G. Henneke asked if this was a match

J. Gebhard stated no, not a match an admin fee

M. Moody asked 5% of what amount?

J. Gebhard of the total. If one county received $30,000 it would be 5% of that amount.

M. Moody stated it is not uncommon for an administrative fee to be attached.

J. Bridges stated that is fairly reasonable

*D. Adams made a motion to approve, L. Hesson seconded. No oppositions, motion was carried.*

**Resolution # 2022-08-09-06 Resolution to approve Plainfield Connector Extension**

J. Gebhard started September 6, 2022, the Plainfield and Whitestown Connectors were up for renewal. Less than 30 days I received notice that Miller did not want to extend the agreement under the current terms. The way it happened was not the most professional or appreciated way to say the least. There has been a lot of back and forth between me, Miller, and the Plainfield EID and the EID is not very happy. Cinda and I are working through those obstacles. Miller has agreed to extend the current contract for three months and not charging Liquidated Damages.

At this point this leads to another resolution we have after this discussing the plans. Both Plainfield and Whitestown routes will need reevaluated, and I plan to work with a consultant, that I will be recommending here shortly, to do the redesigns and put both routes out for bid. Whitestown is in agreement with this as well as the Plainfield EID. The EID in Plainfield is committed to working with CIRTA. This resolution is to extend with Miller for at least three months, so we don’t have to stop service. Moving forward, my recommendation is that with any contracts we have clauses in place for 4 months written notice that they don’t want to extend the contract under the current terms. Hopefully with the rebid, we will be able to have wrapped branding, ADA accessible vehicles, and bike racks and become a better service.

C. Kelly added this scenario has created a lot of discussion with the EID Board members and landowners. We thought we were losing services at one point and there was a panic. There are people getting back and forth to work and at the end of the day it is about those people and our employers that are in desperate need of labor. This has caused a lot of conversation around how else can we do this were people can get from point A to point B in the most effective and efficient timing. This is an opportunity to look at transportation and trying to attract labor talent to our area and an opportunity to do things a little bit differently. What other means and methods do we need to have in place to help people get and stay in a job. We are all on the same page and having multiple conversations about how we do this. It’s a much deeper conversation happening now then ever before. We didn’t appreciate how Miller approached this.

G. Henneke stated it is a great opportunity to take another step.

J. Bridges stated we did an RFP after the emergency meeting for our Royal service and it’s over the threshold that we’re allowed and INDOT recommended we do it that way. I’m not going to say you should but that might be an option. They can tell you if you can or can’t. They gave us a proposal for service and then an additional for price. We allowed them to have incremental price increases based on some factors which might be good here. Such as fuel prices. It may give you more flexibility or you bid it that way. RFP might give us a little more freedom and still have options to extend.

G. Henneke talked about price considerations

J. Bridges stated you know what you pay

B. Ehret stated that fuel was probably a factor. What their fixed cost was and actual cost to run the line. Unfortunate they did not handle it right.

G. Henneke asked how long ago did this service contract start?

B. Ehret stated a year ago with options to renew which created some flexibility, but I think it’s not the way to go.

J. Gebhard stated historically this might have been the first time CIRTA had renewal options in that contract.

B. Ehret stated they were three-year deals, correct?

C. Kelly stated I don’t think so. The Plainfield EID has had the option every year. Miller lost it for three years and then they won it back this year and then decided they didn’t want to provide service anymore.

J. Gebhard stated historically there have been three providers that bid on the work: Royal Transportation, Miller Transportation and Go Express Travel

G. Henneke asked if it’s the lowest bid?

J. Gebhard stated was always an IFB

C. Kelly stated yes it was always a lowest bid. Royal lost by pennies. They also put in incremental increases and that made their bid high enough that they lost that route, and it went back to Miller. A question asked by my board member was since we no longer utilized federal funds do we have to do it in that same process?

L. Hesson stated that since it’s private funds federal rules don’t apply.

J. Gebhard added the only recommendation is that you have ADA accessible busses.

D. Adams recommended doubling back and making sure because of the service you offer meets federal standards.

B. Ehret stated that this conversation included the Whitestown rout extension as well so we will vote separately but no further discussion is needed.

*G. Henneke made a motion approve, J. Bridges seconded. No oppositions, motion was carried.*

**Resolution # 2022-08-09-07 Resolution to approve Whitestown Connector Extension**

*L. Hesson made a motion approve, J. Bridges seconded. No oppositions, motion was carried.*

**Resolution # 2022-08-09-08 Resolution to approve Contract Signing for Mobility Management Staff Support**

J. Gebhard started as you should all be aware; Mohammad Khan is no longer with the agency and CIRTA has a lot of technical needs right now. I reached out to three different consulting companies, TransPro Consulting, Kristy Campbell with RLS and Associates, and Phillip Roth with American Structurepoint Inc. (ASI) All three are extremely qualified and it came down to three of us of the team reviewed the qualifications. TransPro’s hours came in at the highest amount per hour, RLS came in at the lowest and ASI came in the middle. With RLS there were some concerns about the timing, and they are not local. They are not able to jump in immediately after the board meeting and start working with CIRTA. Philip Roth used to be Mobility Manager for CIRTA, and he and ASI have agreed to provide that service, so my recommendation is going with ASI based on Phillip’s qualifications and that he is ready right away and local so no travel costs.

J. Bridges asked if they want to go over the conversation in regard to the conflict-of-interest disclosure?

J. Gebhard answered Greg works for ASI and is on our Board so the process would be Greg would sustain from a vote today and moving forward, would have a separate resolution for payment like we do for Altman Poindexter because Christine is on the board. It is a 6-month initial contract, not to exceed $5000 a month and that number is based on the salary for our Mobility Manager. Greg will also submit a document, Conflict of Interest Statement Form

L. Hesson stated we used to have a general form for this

J. Gebhard stated she would look in the shared drive for it.

J. Bridges stated he supports this decision

C. Altman asked since we are going to lose a person in person voting, I think I see Greg, so you have a sufficient quorm that you don’t need to be doing roll-call votes in person?

J. Gebhard can you please explain the question?

C. Altman we have a virtual meeting and could do roll-call votes but if you have enough in person it becomes immaterial how we vote online.

j. Gebhard stated we do have a quorum in person.

*A Klineman made a motion to approve, J. Bridges seconded. G. Henneke abstained No oppositions, motion was carried.*

**Executive Update from Jen Gebhard**

J. Gebhard explained when we met last, we were wrapping up the State Board of Accounts Audit and starting the Triennial Review Audit. It is now wrapped up and have congratulated me with being in compliance. There are a couple of things we need to work on. First, we need to create an action plan for the finance team and senior members of our team to have a better understanding of indirect costs and our Echos to be clearer. We will work on that with region 5 for their guidance. We need to maintain a property record for the Plainfield bus shelter. CIRTA needs a DBE program. We had a DBE program but with all the transition that took place it wasn’t updated. Philip and the consultant will help with updating that and creating goals. We have until the end of the year to do that. Lastly there were a few procurements that were over $250,000 that did not have an independent cost analysis with them. Glad to that wrapped up.

It is August, so we will begin to work with the finance team on budget. We will hopefully submit a draft in October.

We are really working on efficiencies. Amanda has done a great job. Minus the Mobility Manager, we have a full team. They’re awesome and she can brag more on them.

I am excited to work with Philip and the consultant to work through these major things we need to look at as we move forward.

**Commuter Connect Update from Amanda Meyer**

- **Staff Updates**

* + We have a fully staffed Outreach team!
	+ Sarah Troutman, Admin Assistant – managing School Pool and Bike Buddy Program.
	+ Sarah Kendall, Outreach Representation – promoted to Vanpool Coordinator.
	+ Berrie Rupert, Outreach Representative – promoted to “Captain Connector”, managing the outreach for both Plainfield and Whitestown Workforce Connectors.
	+ Allison Steinke, Outreach Representative – new hire who is very passionate about what we offer, but especially biking as a form of transportation.

**Vanpool Program**

 Our vanpool program continues to be a focus and will only continue to improve as we have Sarah Kendall take over as the coordinator. Sarah has proved to be extremely organized and on top of things and will be an asset in working with employers to manage current vanpools and add additional. Though one of our major employers had layoffs, resulting in needing to end a few vanpools – we continue to heavily promote this option. State of Indiana is a great example of a major employer that has expressed interest in promoting vanpools more. We are currently working with them and have been heavily present at their weekly Statehouse Market, which features food trucks and vendors, and we get to talk with employees on their lunch break. We also have a table set up in their café regularly to engage with employees. The biggest win is our relationship with one of their benefits team members who will be featuring our vanpool program in their employee newsletter and is helping us to expand our presence at the various State of Indiana office locations around Indy. We will be conducting a Zip Code analysis for their locations and continuing to create excitement at State of Indiana and other organizations across Indy.

**Web Traffic/ Social Traffic/Digital Report:**

* Our spring digital campaign ran from April through mid-June and included online ads and Total Traffic and Weather news that helped to combat the high gas prices.
* As of May 8th, close to 2 million impressions have been delivered driving 3,220 clicks to the website.
* In July, 595 new users visited the website.
* 301 new users visited the Register Now page in July, with 56 completing sign up.

**Overall stats and goals, as of August 4h, 2022**

* + 8,029 commuters in the database
	+ 163 new commuters registered since June 14th (pre-Covid we had a goal of 100 per a month).
* 82% of commuters are active for matching, which is up 2 % from our previous meeting (goal is 65%)
* 24 vanpools (added 1 since the June board meeting)
* All Bike Guides are paired with a Bike Buddy, and we continue to promote the program to add more participants.

**Car Free Day Indy**

* + September 22nd at City Market 7am-9am and 11am-1pm
	+ Live music by The Doo band
	+ A chance to win a $250 gift card by registering at our website or by liking our Commuter Connect Facebook page.
	+ Outreach team will be handing out flyers around their territories
	+ All-Hands on deck

**Public Relations with Hirons**

Bailee Renfro explained besides ongoing social and newsletter initiatives, Hirons has been working alongside CIRTA and Affirm to secure the City Market and assisting in any needs for Car Free Day. Hirons is beginning in engagement with the mayor’s office to try and get Mayor Hogsett in attendance as well as a certificate declaration for Car Free Day.

Bailee went on to ask the Board and those in attendance that if they have any business contacts, please pass them along to Hirons or Jen so that we can get those conversations started.

J. Gebhard also added that Hirons helped set up an interview with the Southside Times and from that interview an employer reached out to us and set up a meeting and now our outreach team will be spending serval days there. It just goes to show that it is working.

Bailee went on to say we were all excited about the Southside Times because it has such a broad reach.

**Legislative Update**

It has been a rocky road over the abortion issue, and it has sucked all the oxygen out of the room for other topics. There are a number of interim committees scheduled for the summer, none of them related to transportation that affects us. In the tax relief bill passed in the special session they capped the gas use tax at 29.5 cents which is indexed to the price of gasoline. With prices coming down, it looks like it will be a moot issue. The legislator did back fill funding to local government if there was loss, but it looks like it will have virtually no impact.

We are moving into the November General Election; all House seats are up and half of the Senate seats are up for election. They will come in right after Thanksgiving and organize and select leadership and we go into a long budget session.

**Adjournment**

*Motion to adjourn meeting by J. Bridges and seconded by G. Henneke at 10:20 am.*

*All in attendance agreed.*