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Central Indiana Regional Transportation Authority (CIRTA)

December 6, 2022, 9:00am

CIRTA 9th Floor Conference Room

320 N. Meridian Street

Indianapolis, IN 46204

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| **Board Members Present:** | **Board Members Not Present** | **CIRTA Staff Present** |
| Ann Sheidler | Jerry Bridges (V) |  Christine Altman | Amanda Meyer |
| Larry Hesson | Greg Henneke  |  Linda Sanders | Jennifer Gebhard |
| Ron DeerMayor Cook | Nathan MesserAndrew Klineman |  Marta Moody Ron Deer  | David KriegAllison Steinke (V) |
| Don Adams |  |  Bill Ehret | Sarah Kendall |
| Robert Waggoner |  |  | Sarah TroutmanBerrie Rupert (V) |
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Board meeting was called to order at 9:03am by G. Henneke

**Introductions**

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

**Resolution #2022-12-06-01– Adoption of Consent Agenda**

*L. Hesson made a motion to accept the consent agenda items. N. Messer seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-.06-02 – Resolution to Approve Extension of Contract with Legal Counsel**

*L. Hesson made a motion to approve extension of contract with legal counsel, Mayor Cook seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-03 – Resolution to Approve Extension of Capital Assets, LLC Contract**

*R. Waggoner made a motion to approve the extension of Capital Assets, LLC contract, A. Klineman seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-04 – Resolution to Approve CIRTA 2023 Budget**

* Adding additional costs for Workforce Connectors reimbursed by the EIDs and grants was the only change since the October board meeting.

*N. Messer made a motion to approve the CIRTA 2023 budget, A. Klineman seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-05 – Resolution to Approve Extension of Affirm Contract**

*L. Hesson made a motion to approve contract extension for Affirm, A. Klineman seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-06 – Resolution to Approve Service Agreement with Affirm for Website Support**

*N. Messer made a motion to approve the service agreement with Affirm for website support, D. Adams seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-07 – Resolution to Approve Updated Policy and Procedure Manual**

*L. Hesson made a motion to approve to update the policy and procedure manual, D. Adams seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-08 – Resolution to Approve Service Agreement with Managepoint**

*D. Adams made a motion to approve the service agreement with Managepoint, C. Starnes seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-09 – Resolution to Approve Contract Negotiations for Plainfield and Whitestown Connector Service**

* Discussion ensued due to increase cost of running both Workforce Connectors. The cost went from $59/service hour to $111/service hour. P. Roth gave explanation on cost increase. D. Krieg was introduced as CIRTA’s new Mobility Manager. It was noted that the new contract with Royal has a 90- day termination clause for them and a 30-day termination clause for CIRTA. There was discussion regarding how to pay for the increase and what CIRTA and the EID’s will investigate changing to bring the cost down further.

*L. Hesson made a motion to approve the contracts for Plainfield and Whitestown connector services, N. Messer seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-10 – Resolution to Approve Payment to American Structurepoint for Mobility Management Services Performed for December 2022**

*A. Klineman made a motion to approve the American Structurepoint invoice, R. Waggoner seconded. G. Henneke sustained. No oppositions, the motion was carried.*

**Resolution #2022-12-06-11 – Resolution to Approve CIRTA Disadvantaged Business Enterprise Policy**

*L. Hesson made a motion to approve to update the CIRTA DBE policy, N. Messer seconded. No oppositions, the motion was carried.*

**Resolution #2022-12-06-12 – Resolution to Approve Edits to the CIRTA Procurement Policy Manual**

*N. Messer made a motion to approve edits to the procurement policy manual, A. Klineman seconded. No oppositions, the motion was carried.*

**Presentation-SRF Consulting**

J. Kapper started by stating this is likely the last update he will have on this technology initiative as they finish up their final deliverables and provide guidance to CIRTA. He provided a brief study overview consisting of four key phases of the project: Inventory of existing technology systems, summarize needs, goals and interests, research and review available technologies and technology alternatives analysis. SRF did this by conducting phone interviews and providing surveys to CIRTA and the providers as well as looking at national data on the amount and type of transit service being operated in an eight-county region, and investments being made in technology. This helped understand the strengths and weaknesses of existing inventory. From there, SRF’s goal was to research and review available technologies, industry best practices, and see how those would be most applicable to the providers in this region and most importantly how they can leverage CIRTA’s role as a funding partner and an organization with a regional mission to help implement some of these technology applications. SRF is finalizing their deliverables and reaching the conclusions of their alternatives analysis.

SRF found key themes around needs, whether improving existing services or making new investments in technology related to trip reservation handling, dispatch management, payment management, service coordination, and how technology can help with long range planning and data and financial reporting.

SRF recommendations will focus around three key questions:

1**.How can technology help overcome the constraints of dispatching trips that cross jurisdictional boundaries?** Having a partner agency like CIRTA gives an opportunity to look at how to address this at a regional level.

2. **How can current providers modernize and replace their existing technology?** SRF will provide a set of deliverables that will position CIRTA and any other agencies that would like to partner the information needed for an RFP with guidance on how to take it all the way through the process from procurement to systems testing.

3. **How can CIRTA service as a technical assistance resource for the region?** CIRTA’s regional mission and their leverage state and federal grants.

SRF’s recommendations focus on establishing a pilot program that focuses on five coordination technologies, customized to this region:

**Centralized call management, Online reservation services, Automatic Vehicle Location (AVL), On-vehicle technology, and Payment systems**

These can be done in piece meal or together via a technology procurement. SRF’s recommended would be to combine as many as possible with the provided RFP and system requirements document.

Additionally, there are three additional technologies for recommendation. These additional technologies were not at the top of the list, but SRF did not want to discount them. **Dashboarding and transit analysis-** tools for monitoring service, track trends over time and report data**, Data storage and management systems, and Security and safety systems.** These three are also included in the system requirements and policy documents.

SRF will be summarizing everything into technical reports, providing the set of system requirements that can be used long term to develop a specification for technology, and an RFP document for agencies when funding becomes available. The next steps are to work with CIRTA to finalize the deliverables and get the final reports completed.

It was asked if we will get to see the RFP before it is sent, and it was answered yes. SRF will deliver it to J. Gebhard. Once CIRTA has the final deliverables they will be sent out to the County Connect team and those who are interested can get together as a group to identify future funding sources and keep the conversation going. J. Kapper added that SRF will highlight very specifically which system requirements are associated with what type of technology package so it will be able to be copy and pasted into the RFP.

* There was a short discussion regarding providers willing to work together and share resources. There are some questions to be answered still but most are looking forward to cross-county trips, updating technology, and centralized dispatch.

**Legislative Update**

* Abby Raven is new to the team. She is an attorney, most recently the legislative liaison for the BMV providing constituent services for members of the general assembly and has worked with the respective transportation committees.
* There are several new legislators due to retirement or replacement.
* 1/9/2023 starts the long session and is also a budget year.
* We are watching the Poly Mass Transit Fund. Many conversations to start a coalition to protect and hopefully increase this funding.
* Most significant change is the Ways and Means chair is now Jeff Thompson.
* The issue in the discrepancy of Urban vs. Rural funding has been floating around and Central Indiana Mayors urban counties have been discussing the formula.

**Mobility Management Update**

* Plan was to introduce David Krieg (was done during the Resolution to Approve Contract Negotiations for Plainfield and Whitestown Connector Services discussion).
* Busy with the Connector Contracts and addressing the Triannual Review findings

**Executive Update**

* Vanpool -mapping analysis for several companies. 26 vanpools currently.
* 245 new commuters since last board meeting.
* Implementation of carpool parking at an employer. First since COVID.
* Provided board members with potential 2023 board meeting dates.
* Asked board members to possibly host meetings again in 2023.

L. Hesson wanted to give his appreciation to Jen, Phil, and the others involved for the effort to get us through a very difficult time when Miller cancelled the contract.

**Adjournment**

*Motion to adjourn meeting by N. Messer and seconded by R. Waggoner at 10:37 am.*

*All in attendance agreed.*