Central Indiana Regional Transportation Authority (CIRTA)

August 15, 2023, 9:00am

American Structurepoint

9025 River Road Ste. 200

Indianapolis, IN 46240

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| **Board Members Present:** | **Board Members Not Present** | **CIRTA Staff Present** |
| Cam Starnes (v)\* | Jerry Bridges  |   | Amanda Meyer (v) |
| Larry Hesson | Greg Henneke  | Christine Altman | Jennifer Gebhard  |
| Ron Deer Andrew Klineman | Nathan MesserLinda Sanders (v) | Mayor Andy CookDr. Gabe Bosslet | David Krieg (v)Sarah Troutman |
| Don Adams |  |  | Sarah Kendall (v) |
| Robert WaggonerAnn Sheidler |  |  | Lore Hernandez (v) |
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|  |  |  |  |

\*Cam Starnes arrived online at 9:05 am

Board meeting was called to order at 9:00 am by J. Bridges.

J. Gebhard took roll call and ensured a quorum was present.

**Resolution #2023-08-15-01– Adoption of Consent Agenda**

*G. Henneke made a motion to accept the consent agenda items. N. Messer seconded. Roll call was taken.*

*Larry Hesson- yea*

*Ron Deer- yea*

*Andrew Klineman-yea*

*Don Adam-yea*

*Robert Waggoner-yea*

*Jerry Bridges-yea*

*Greg Henneke-yea*

*Nathan Messer-yea*

*Linda Sanders-yea*

*Ann Sheidler-yea*

*No opposition, the motion was carried.*

**Resolution #2023-08-15-02 – Resolution to Approve American Structurepoint Invoice**

*L. Hesson made a motion to approve American Structurepoint invoice, A. Klineman seconded. Roll call was taken.*

*Larry Hesson- yea*

*Ron Deer- yea*

*Andrew Klineman-yea*

*Don Adam-yea*

*Robert Waggoner-yea*

*Jerry Bridges-yea*

*Greg Henneke- abstain*

*Nathan Messer-yea*

*Linda Sanders-yea*

*Ann Sheidler-yea*

*No opposition, the motion was carried.*

**Resolution #2023-08-15-03 – Resolution to Approve Technology Study for County Connect**

* SRF performed previous study. They presented to the Board on three separate occasions. Their scope of work was to produce proposals. It was missing a feasibility study.
* TransPro Consulting will complete this technology study that includes a feasibility study.
* Funded 100% by CARES Act funds.
* CIRTA reached out to SRF to bid but they did not respond.
* This technology study will save county providers money in the long term.
* CIRTA is aware of multiple initiatives across the region. CIRTA is looking for ways to integrate these components to regionalize them.

*A Klineman made a motion to approve technology study for County Connect, R. Waggoner seconded. Roll call was taken.*

*Larry Hesson- yea*

*Ron Deer- yea*

*Andrew Klineman-yea*

*Don Adam-yea*

*Robert Waggoner-yea*

*Ann Sheidler-yea*

*Jerry Bridges-yea*

*Greg Henneke- yea*

*Nathan Messer-yea*

*Linda Sanders-yea*

*Cam Starnes-yea*

*No opposition, the motion was carried.*

**Resolution #2023-08-15-04 – Resolution to Approve Contract for Ridesharing Software and Service**

* This is what Commuter Connect uses for the carpool database,
* Received a quote from TripSpark/RidePro and Agile Mile.
* Argile Miles does not have a School Pool feature or CRM (marketing tool).
* Recommending TripSpark/RidePro for a 1-year contract.
* 100% CMAQ funded.

*N. Messer made a motion to approve contract for ridesharing software and service; G. Henneke seconded. Roll call was taken.*

*Larry Hesson- yea*

*Ron Deer- yea*

*Andrew Klineman-yea*

*Don Adam-yea*

*Robert Waggoner-yea*

*Ann Sheidler-yea*

*Jerry Bridges-yea*

*Greg Henneke- yea*

*Nathan Messer-yea*

*Linda Sanders-yea*

*Cam Starnes-yea*

*No opposition, the motion was carried.*

**Resolution #2023-08-15-05 – Resolution to Approve Agreement with Contractor to Refresh CIRTA’s Strategic Plan**

* CIRTA has a grant expiring in March that will cover this cost.
* The Strategic Plan was refreshed a few years ago but there are current changes that warrant a refresh.
* CIRTA is recommending TransPro Consulting to head this project.
* $37,500 total. $30,000 from Federal grant money and $7,500 from CIRTA’s general fund.
* TransPro will refresh the current document due to changes in leadership and initiatives.
* This will include engaging with the CIRTA Board, identifying goals, and develop and workplan that will set CIRTA up for success.
* TransPro will also work with the PR team to add a Communication Plan that will help clarify CIRTA’s role in the region, specifically with mobility options.
* Project will be completed in the first part of 2024, before March.
* The last Strategic Plan was not rolled out correctly; CIRTA will hold a public meeting at the conclusion of the refresh.

*A Klineman made a motion to approve agreement with contractor to refresh CIRTA’s strategic plan, L. Hessen seconded. Roll call was taken.*

*Larry Hesson- yea*

*Ron Deer- yea*

*Andrew Klineman-yea*

*Don Adam-yea*

*Robert Waggoner-yea*

*Ann Sheidler-yea*

*Jerry Bridges-yea*

*Greg Henneke- yea*

*Nathan Messer-yea*

*Linda Sanders-yea*

*Cam Starnes-yea*

*No opposition, the motion was carried.*

**Resolution #2023-08-15-06 – Resolution to Amend CIRTA Procurement Policies**

* **NO FORMAL ACTION WAS TAKEN AT THIS MEETING. Instead, there was a discussion.**
* There have been discussions regarding CIRTA's implementation of pilot programs in relation to the current Workforce Connector Study.
* Plainfield EID has agreed to pay for a pilot program and Royal Transportation has agreed to run the program.
* Pilot program would not use any federal dollars.
* The question is, “can CIRTA change the current procurement policy to allow this pilot program to occur under these circumstances?”
* CIRTA is working with Ann Pointdexter to add the ability to implement pilot programs that meet Indiana regulations.
* Other agencies across the country have implemented similar policies as they try new technologies.
* FTA has acknowledged and set up some of their innovative pilot programs that are using federal dollars with special rules that agencies can use to make better procurements, in that you must try something before you buy.
* Pilot programs are a practical way for public agencies to be more innovative with technology that is constantly evolving.

**Presentation: TransPro Consulting-Service Recommendations for the Workforce Connectors**

TransPro was hired by CIRTA in April 2023 to assess two fixed-route commuter services (branded “Workforce Connectors”) funded primarily by Economic Improvement Districts (EIDs) in Plainfield and Whitestown, Indiana. The goal of each service is to connect workers throughout the Central Indiana region with jobs in each community via connections to the IndyGo bus network.

This presentation provides CIRTA Board and staff with background on the current service, a proposed definition

of success for the service, and new recommendations.

Proposed definition of success: “Plainfield and Whitestown Workforce Connectors should demonstrate value to EID employers by helping attract and retain workers with affordable transportation to jobs, that provides a positive customer experience.”

Stakeholder Outreach-EID Study

TransPro distributed a survey in July 2023 to better understand EID stakeholder priorities for service and identified the following goals.

* Improve Travel Time
* Increase Job Access
* Increase Ridership

Current Service-Key Takeaways

* Service areas are low-density warehouse districts with large setbacks and wide roads. There are some sidewalks, but some bus stops are in grass or drainage ditches.
* Ridership has declined since peaking in 2019. Service was reduced in early 2023.
* Provider costs increased by 90% in December 2022 due to increases in labor and maintenance costs.
* Customer travel times are long, including multiple transfers and long wait times between IndyGo routes and the Workforce Connectors.
* Plainfield and Whitestown EID revenue has increased since their formation in2020 and is projected to continue increasing in coming years.

Existing Service

* Fixed route on a fixed schedule
* Stops at all bus stops with 10 seconds of dwell time.
* One morning express run from Downtown Transit Center (DTC)
* Hourly service from IndyGo connection points-5-10am and 1-7pm Monday-Saturday.
* One vehicle for each route (24-passanger)
* $1 one-way fare (no free transfers with IndyGo)

**Service Recommendations**

Service Model

* Demand response service within each EID (curb to curb).
* More express trips from DTC to increase direct IndyGo connections.
* Will not duplicate IndyGo service. No pickup between the DTC and existing transfer points.

Customer Experience

* Request trips via mobile app, website, or phone. CIRTA can decide what policies are put in place for trip requests such as subscriptions and trip request timeframes.
* CIRTA will support trip requests by phone during business hours; the contractor will accept trip requests after hours.
* No printed schedule.
* People can indicate preferred arrival time since jobs are shift driven.

Operations

* Two smaller vehicles (15 Passengers or fewer) per route. Reduces travel time and allows people to be dropped off at existing bus stops and businesses in the EID but not on the route.
* Non-CDL drivers.
* Dispatching technology platform determines route and customer pick-up/drop-off.

David Johnson paused to answer questions.

* This type of service model is widely used throughout the US. It’s not necessarily more cost-effective but addresses mobility in a better way.
* The cost difference between CDL drivers and non-CDL drivers is subject to the industry and will have a higher cost due to 2 drivers on each route.
* Demand response means the bus doesn’t have to stop at each stop if the 5 passengers are going to the same stop and saves time.
* There is no need to coordinate with IndyGo as there is already a bus stop at the DTC and the changes will be outside of the IndyGo service area. CIRTA will not be picking up along the Route, only at the DTC and the edge of their network.
* It would be less expensive for a local unit of government to own and maintain a fleet for this service. This would reduce the overall cost of labor. TransPro will be exploring risk assessment of transition of service and other funding options.
* The EID Boards are critical to the decision-making process. TransPro will be presenting to the Plainfield EID Board in December and will be presenting to Whitestown as well.
* EID funds are increasing particularly in Whitestown as AG land was purchased inside their district. As the communities in both EIDs continues to grow so will the revenue.
* After the Covid money and one additional year for Whitestown, there will be no more government subsidy money left to use so EID’s will have to be self-sufficient.
* Fare revenue is $10,499 or 2.11% recovery. TransPro is recommending free fare for all trips. This will increase ridership and in turn increase value for the tenants of these areas.
* Trip Pools bring down the cost. This could bring down the customer experience by being on the bus longer but if they get to work on time and do not walk as far it will be a win for them.

Service Area

* Looks like current routes but once inside the EID’s there wouldn’t be a true route, it would be the whole area.
* Plainfield riders can request a stop at the DTC, Bridgeport Road and/or within the EID.
* Whitestown customers can request a stop at the DTC, Lafayette Road & 30th Street and/or with the EID.
	+ 38th Street is a more convenient connection between DTC and Whitestown EID and provides access to more potential riders.
* Demand response service throughout each EID can serve employers that are not currently served by bus stops.

Service Options-Span, Days, Vehicles

* TransPro is recommending restoring Sunday service.
	+ 5-10 am; 1-7 pm Monday-Sunday. Trips to/from downtown with 2 vehicles/EID
	+ 9-11 pm Monday-Sunday. Trips to/from Bridgeport Rd/38th Street.

Cost

* 2023 projected cost $864,151.
* Recommended service projected cost $1,881,000 2.2x current cost.
* Initial Technology Start-up Cost and recurring annual cost estimates $50,000-$100,000.
	+ CITA’s admin fee is expected to cover this cost.
* Of the $864,151 CIRTA is currently contributing roughly half the amount.
	+ CARES ACT funding was designed to help offset inflation and is currently being used to pay for the Workforce Connector service. It made sense to use it for this purpose and put the funds back into the region. It is a one-time grant.
	+ Section 5307 plus ARP funding is a one-time grant and is also currently being used to pay for the Workforce Connector service.
	+ Purchasing buses would reduce the cost of service and can be purchased with an 80% federal match, however, lead time for new buses is more than 1 year. Whitestown offering to house and maintain the buses brings the cost down even more.
	+ Part of this study is to also look at additional funding opportunities.

Next Steps

* Draft implementation Plan – August 2023
	+ One-year pilot
	+ Operations procurement
	+ Technology platform
* Identify Funding Opportunities-September 2023
	+ Local
	+ State
	+ Federal
* Risk Assessment-October 2023
	+ Procurement
	+ Funding
	+ Staff capacity
	+ Regional coordination

**Legislative Update**

* Interim Study Committees currently meeting.
* There is a study of transportation costs being driven by the imbalance of the formula between liner and lane miles, population shift and growth of EV.
* Discussion with stakeholders on how to expand EIDs by changing the law to allow property owners to petition to join an EID.

**Executive Update**

* International Car Free day is Friday September 22, 2023, on Monument Circle.
* Commuter Connect added 274 new users since the last board meeting.
* School Pool is in full swing. Started a direct mail campaign to all area schools.
* FTA grant season is over. David did a great job!
* PMTF season is starting and will begin working on the 2024 budget.
* CIRTA has their first FTA Drug and Alcohol audit in October.
* Thank you to Greg and American Structurepoint for hosting today’s meeting and creating the Benefits of CIRTA marketing piece.
* 2024 Board Dates-is the board happy with the second Tuesday of the month at 9am? A survey will be sent to the board before the end of the year.
* As a reminder, the next meeting will be held at the CIRTA conference room on October 17th.
* Mark your calendars now for the December 12th Board Meeting as it will require in-person attendance.

**Adjournment**

*The motion was made to adjourn the meeting by N. Messer and seconded by A. Klineman at 10:42 am.*

*All in attendance agreed.*