



# January Board of Directors & Annual Board of Finance

## Minutes

IndyGo

Jan 28, 2021 at 5:00 PM EST

@ Virtual & 1501 W. Washington St - IndyGo HQ

### **ACTION ITEM A – 1**

#### **Attendance**

##### **Members Present:**

Brian Atkinson, Jeff Brown, Marcus Burnside, Charlie Carlino, Inez Evans, Greg Hahn, Chelci Hunter, Jennifer Pyrz, Jill Russell, Aaron Vogel, LaTeeka Washington, Richard Wilson

##### **Members Present (Remote):**

Bart Brown, Mark Fisher, Adairius Gardner, Lise Pace

#### **1. Call to Order and Roll Call** (Presenters: Greg Hahn, Jill Russell)

 [board cover 2021 jan28.docx](#)

 [A AGENDA for January 28, 2021 Board Meeting.docx](#)

Chairman Greg Hahn called the meeting to order at 5:00pm. General Counsel Jill Russell called the roll. Three (3) members present remotely via Zoom and two (2) members present in person. There was a quorum.

#### **2. Awards and Commendation** (Presenters: Inez Evans)

 [A1 Awards & Commendation January.docx](#)

 [Excellence Awards.docx](#)

 [Excellence Awards Script 2021a.docx](#)

 [A1 Nov 2020 Safe Drivers BR.docx](#)

 [A1 Dec 2020 Safe Drivers BR.docx](#)

President/CEO Inez Evans gave an update on the Awards and Commendations for November and December 2020. Recognized were safe drivers for December 2020, November & December Operations Employee of the month, 11 Excellence Award winners, one (1) employee retirement after 44 years of service, and one (1) employee retirement after 21 years of service.

#### **3. Committee Chairperson Reports** (Presenters: Richard Wilson, Adairius Gardner, Greg Hahn)

Finance Committee - Richard Wilson

Service Committee - Adairius Gardner

Governance & Audit Committee - Greg Hahn

 [A Finance Committee Chair Report January.docx](#)

 [A Service Committee Chair Report January.docx](#)

 [A G&A Committee Chair Report January.docx](#)

The reports were presented and entered into the record.

#### 4. Consent Agenda (Presenters: Greg Hahn)

##### Motion:

Approval of Consent Agenda

Motion moved by Richard Wilson and motion seconded by Adairius Gardner. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

1. A-9: Consideration and Approval of Governance & Audit Risk Universe/Heat Map (Presenters: Brian Atkinson)  
 [A-9- Jan GA 2021 Heat Map.docx](#)  
 [A-9 2020-8 Risk Refresh & Proposed Audit Plan 30DEC2020.docx](#)
2. A-10: Consideration and Approval of Procurement Review (Presenters: Brian Atkinson)  
 [A-10- Jan GA 2021 Procurement Review.docx](#)  
 [A-10 2020-9 Procurement Process Review G&A Report 06JAN2021.docx](#)
3. A-11: Consideration and Approval of Grants Review (Presenters: Brian Atkinson)  
 [A-11- Jan GA 2021 Grants Review.docx](#)  
 [A-11 2020-10 Grants-Assessment-Report-FINAL-01-07-21.docx](#)
4. A-12: Consideration and Approval of Compliance Environment Assessment (Presenters: Brian Atkinson)  
 [A-12- Jan GA 2021 Compliance Assessment.docx](#)  
 [A-12 2020-11 Compliance Assessment Report.docx](#)

#### 5. Regular Agenda (Presenters: Greg Hahn)

1. A-1: Consideration and Approval of Minutes from Board Meeting held on December 3, 2020 & January 19, 2021  
 [A-1 December Board Meeting Minutes.docx](#)  
 [A-1 Special Board of Director's Meeting Minutes.docx](#)

##### Motion:

Approval of Minutes from Board Meeting held on December 3, 2020 & January 19, 2021

Motion moved by Richard Wilson and motion seconded by Lise Pace. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

2. A-2: Consideration and Approval of Ft Wayne Conversion Design & Construction Services - Lochmueller Group (Presenters: LaTeeka Washington)  
 [A-2 Board Action Item Ft Wayne Conversion -Lochmueller Group 1-2021.docx](#)

Senior Director of Capital Assets and Facility Management LaTeeka Washington presented Action Item A-2 to the Board of Directors to approve the Ft. Wayne Conversion Design and Construction Services. The Indianapolis Department of Public Works (DPW), in partnership with IPTC, will be re-constructing Delaware Street, constructing Super-Stops (Delaware Street only), and converting Fort Wayne Avenue to two-way operation between Delaware Street and Alabama Street. For the sake of lane continuity and consistency, Indianapolis DPW found it beneficial to additionally resurface and convert Fort Wayne Avenue from Delaware Street to its terminus at Pennsylvania Street. DPW has asked IPTC to engage in the design of the project, with DPW reimbursing IPTC for the design costs. DPW will own the Project after the design stage and will procure, fund, and manage its construction.

**Motion:**

Approval of Ft Wayne Conversion Design & Construction Services - Lochmueller Group

Motion moved by Richard Wilson and motion seconded by Lise Pace. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

3. A-3: Consideration and Approval of IndyGo East Campus (former Celadon Property) Design – Woolpert (Presenters: LaTeeka Washington)

 [A-3 Board Action Item 9503 IndyGo East Complex design construction services 1-2021.docx](#)

 [A-3 Properties Developments Options Phases.pdf](#)

Senior Director of Capital Assets and Facility Management LaTeeka Washington presented Action Item A-3 to the Board of Directors to approve the IndyGo East Campus Design - Woolpert. Ms. Washington presented a PowerPoint to the Board to show a visual of the different scenarios and phases of this design. With the purchase of the property at 9503 E. 33rd Street, IPTC requires architectural and engineering support to prepare the buildings to meet IPTC's needs. The work to be conducted includes adding an elevator and bus garage, designing traffic flow, demolishing existing structures that are not needed, and making interior modifications to the buildings.

**Motion:**

Approval of IndyGo East Campus (former Celadon Property) Design – Woolpert

Motion moved by Richard Wilson and motion seconded by Adairius Gardner. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

4. A-4: Consideration and Approval of Mobility Solutions and Customer Service Center Design – The Etica Group (Presenters: LaTeeka Washington)

 [A-4 2425 Michigan design construction services 1-2021.docx](#)

 [A-4 Properties Developments Options Phases.pdf](#)

Senior Director of Capital Assets and Facility Management LaTeeka Washington presented Action Item A-4 to the Board of Directors to approve the Mobility Solutions and Customer Care Center Design - The Etica Group. Ms. Washington presented a PowerPoint to the Board to show a visual of the different scenarios and phases of this design. With the purchase of the property at 2425 West Michigan Street, IPTC requires architectural and engineering support to prepare the buildings to meet IPTC's needs. The work to be conducted includes adding a lift and fire sprinkler system, upgrading the water line, adding bus storage, designing traffic flow, creating an assessment center and maintenance area, and making minor interior modifications to the buildings. The property is being prepared to accommodate IPTC Mobility Solutions and Customer Care Center, including space for vendors supporting Mobility Services operations and vehicle storage. The total property area is 104,160 square feet with 41 parking spaces. The building is 8,556 square feet.

**Motion:**

Approval of Mobility Solutions and Customer Care Center Design – The Etica Group

Motion moved by Richard Wilson and motion seconded by Lise Pace. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

5. A-5: Consideration and Approval of Contract with Corey Saunders, CPA PLLC (Presenters: Brian Atkinson)

 [A-5 Governance & Audit Consultant.docx](#)

Deputy Director of Governance & Audit Brian Atkinson presented Action Item A-5 to the Board of Directors to approve a Contract with Corey Saunders, CPA PLLC. The objective of this project is to provide IndyGo with on call consulting services supporting the ongoing establishment of IPTC's "Governance & Audit" (G&A) function. Utilizing Consulting services familiar with the G&A function provide immediate work product needed while IndyGo hires and trains staff over the next few years.

**Motion:**

Approval of Contract with Corey Saunders, CPA PLLC

Motion moved by Richard Wilson and motion seconded by Mark Fisher. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

6. A-6: Consideration and Approval of In Plant Pre-Build Bus (Fixed Route and Paratransit) Inspections (Presenters: Aaron Vogel)

 [A-6 Bus Inspections.docx](#)

Vice President of Operations and Chief Operating Officer Aaron Vogel presented Action Item A-6 to the Board of Directors to approve In Plant Pre-Build Bus (Fixed Route and Paratransit) Inspections. This electronic quote (EQ) is to obtain high quality and professional bus line inspection/resident engineering services so as to ensure that the buses for both Fixed Route and Paratransit (BOC) obtained by IPTC, when built, are top quality equipment which are capable of delivering maximum performance with high reliability.

**Motion:**

Approval of In Plant Pre-Build Bus (Fixed Route and Paratransit) Inspections

Motion moved by Mark Fisher and motion seconded by Adairius Gardner. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

7. A-7: Consideration and Approval of Microsoft Licensing Renewal (Presenters: Marcus Burnside)

 [A-7 Consideration and Approval of Microsoft Licensing Renewal.docx](#)

Chief Information Officer Marcus Burnside presented Action Item A-7 to the Board of Directors to approve Microsoft Licensing Renewal. The purpose of entering into a Microsoft Enterprise Agreement (EA) for licensing is to lock in the cost of subscription licenses over a 3-year period without inflation. The benefits are 1) IPTC would not pay for any license listed in the EA for more than the stated price, and 2) IPTC would benefit from decreases in subscription licenses during the term (if the costs decrease, so will our annual renewal).

**Motion:**

Approval of Microsoft Licensing Renewal

Motion moved by Richard Wilson and motion seconded by Mark Fisher. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

8. A-8: Consideration and Approval of an Amendment to WSP's Task Order to Provide Purple Line Final Design Services (Presenters: Jennifer Pyrz)

 [A-8 Board Action Item WSP amendment for PL design services 1-2021.docx](#)

Vice President of Infrastructure, Strategy, and Innovation Jennifer Pyrz presented Action Item A-8 to the Board of Directors to approve an Amendment to WSP's Task Order to Provide Purple Line Final Design Services. IPTC Board of Directors awarded a task-order based contract to WSP in 2017. To date, funding has been awarded for nine task orders for the Purple Line design and National Environmental Policy Act (NEPA) work. The current Task Order 9 was executed for the purposes of completing all design activities and preparing the project for bidding. This is a task-order based contract with specific scope and fee for each new task order negotiated individually.

**Motion:**

Approval of an Amendment to WSP's Task Order to Provide Purple Line Final Design Services

Motion moved by Mark Fisher and motion seconded by Adairius Gardner. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

9. A-13: Consideration and Approval of Resolution to Sell and Transfer Real Property Located at 9050 E. 33rd Street, Indianapolis, Indiana to the City of Indianapolis on Behalf of the Indianapolis Fire Department (Presenters: Jill Russell)

 [A-13 Sale to City January 2021.docx](#)

 [A-13 Resolution.pdf](#)

General Counsel Jill Russell presented Action Item A-13 to the Board of Directors to approve Resolution to Sell and Transfer Real Property Located at 9050 E. 33rd Street, Indianapolis, Indiana to the City of Indianapolis on Behalf of the Indianapolis Fire Department. IPTC's intent was to construct a facility that accommodate the increased number of coached required implementation of the Marion County Transit Plan as well as provide the additional space needed for social distancing for the health and safety of staff. Management later identified a more suitable site for that purpose. The City of Indianapolis, on behalf of the Indianapolis Fire Department, and knowing that IPTC had performed the required statutory provisions for the purchase of real property by a governmental entity, approached IPTC to complete the transaction for the purpose of selling and transferring the real estate to the City.

**Motion:**

Approval of Resolution to Sell and Transfer Real Property Located at 9050 E. 33rd Street, Indianapolis, Indiana to the City of Indianapolis on Behalf of the Indianapolis Fire Department

Motion moved by Mark Fisher and motion seconded by Richard Wilson. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

**6. Information Items** (Presenters: Greg Hahn)

1. DBE Department Update (Presenters: Chelci Hunter)  
 [I-1 Supplier Diversity Board Update - January 2021..pptx](#)
2. Second Chance Hiring Initiative (Presenters: Jeff Brown)  
 [I-2 Information Item - Second Chance Hiring Initiative \(January 2021\).docx](#)
3. CEO Report (Presenters: Inez Evans)  
 [I-3 CEO Report.docx](#)
4. Section 5307/5311 Update (Presenters: Ryan Wilhite)  
 [I-4 BoardUpdate 5307 5311.docx](#)
5. Governance & Audit Workplan Status Update (Presenters: Brian Atkinson)  
 [I-5 Information Item - Jan 2021 GA - Workplan Status.docx](#)

6. Ethics Hotline Summary Report (Presenters: Brian Atkinson)  
 [I-6 Information Item - Jan 2021 Ethics Summary.docx](#)
7. Capital Projects Updates for January 2021 (Presenters: Jennifer Pyrz)  
 [I-7 Information item - Capital Projects Task Order Update.docx](#)
8. Department Reports (Presenters: Brian Clem, Jennifer Pyrz, Lesley Gordon, Aaron Vogel, Jeff Brown, D & I and Workforce Development)  
 [I-8a Risk & Safety Board Report Nov - 2020.docx](#)  
 [I-8a Risk & Safety December Board Report 2020.docx](#)  
 [I-8b PLANNING AND CAPITAL PROJECTS REPORT for January - final.docx](#)  
 [I-8c Public Affairs Division Board Report January 2021.pdf](#)  
 [I-8d Jan 2021 Operations Board Report.docx](#)  
 [I-8e Human Resources Report \(January 2021\).docx](#)  
 [I-8f Diversity Inclusion Workforce Development Division Report January 2021.doc](#)

7. **Adjourn** (Presenters: Greg Hahn)

On order of Chairman Greg Hahn and there being no objection, the meeting was adjourned at 6:18pm.

8. **Call to Order and Roll Call - Board of Finance Meeting** (Presenters: Greg Hahn, Jill Russell)

Chairman Greg Hahn called the meeting to order at 6:20pm. General Counsel Jill Russell called the roll. Three (3) members present remotely via Zoom and two (2) members present in person. There was a quorum.

9. **Regular Agenda** (Presenters: Greg Hahn)

1. Board of Finance - Recommendation (Presenters: Bart Brown)

 [IPTC Investment Policy Final - Approved by BoD on May 23, 2019.pdf](#)  
 [InvestIntEarn2020.xlsx](#)

Vice President of Finance & Chief Financial Officer Bart Brown presented Action Item A-1 to the Board of Directors to approve and accept IPTC staff Board of Finance Recommendation. Indiana statute requires that all Political Sub-Divisions hold a Board of Finance meeting to go over the investments and investment policy. There are no suggested amendments to the investment policy. Any board member may make a recommendation to amend the investment policy. Hearing no recommendations, Mr. Brown asked the board for a motion to accept the Board of Finance recommendations.

**Motion:**

Motion to Accept Board of Finance Recommendation

Motion moved by Richard Wilson and motion seconded by Adairius Gardner. Adairius Gardner - AYE, Mark Fisher - AYE, Richard Wilson - AYE, Lise Pace - AYE; Motion passed 4-0

10. **Adjourn** (Presenters: Greg Hahn)

On order of Chairman Greg Hahn and there being no objection, the meeting was adjourned at 6:25pm.

---

Jill D. Russell  
General Counsel