



May Board of Directors Minutes

IndyGo

May 26, 2022 at 5:00 PM EDT

@ Virtual & 1501 W. Washington St - IndyGo HQ

ACTION ITEM A – 1

Attendance

Members Present:

Hydre Abdullah, Bart Brown, Charlie Carlino, Matt Duffy, Inez Evans, Mary Ann Fagan, Adairius Gardner, Greg Hahn, Lise Pace, Jennifer Pyrz, Jill Russell

Members Present (Remote):

Brian Atkinson, Mark Emmons, Paul Williams

Members Absent:

Richard Wilson, Jr.

Staff Present (Remote):

Jeff Brown, Chauncyia Coleman, Lesley Gordon, Latosha Higgins, Denise Jenkins-Agurs, Stacey Metz, Mike Roth, Aaron Vogel

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

 [board cover 2022 May26.docx](#)

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 [A AGENDA for May 26, 2022 Board Meeting.docx](#)

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Chairman Greg Hahn called the meeting to order at 5:00pm. General Counsel Jill Russell called the roll. 5 members present in person. There was a quorum. Absent - Richard Wilson

2. Awards and Commendation (Presenters: Inez Evans)

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

 [A1 Risk and Safety Safe Drivers Board Report May 2022.docx](#)

President/CEO Inez Evans gave an update on the Awards and Commendations for April 2022. Recognized were safe drivers for April 2022, one Employee with 17 years of safe driving, April Operations Employee of the month, one Employee board appointment, IndyGo Safety Team for Certificate of Merit - Bus Safety Program Excellence 2022, one Employee for becoming Certified Corporate Wellness Coach & Certified Fitness & Nutrition, and the IndyGo Apprenticeship Program for being Nationally recognized Apprenticeship Program through the US Department of Labor.

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

Governance & Audit - Greg Hahn

Finance Committee - Richard Wilson

Service Committee - Adairius Gardner

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

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











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

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The reports were read and entered into the record.

4. Consent Agenda (Presenters: Greg Hahn)


1. A-1: Consideration and approval of minutes from Board meeting held on April 28, 2022
 [A-1 April Board of Directors Minutes.docx](#)
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2. A-2: Consideration and approval of Training Review (Presenters: Brian Atkinson)
 [A-2 May GA 2022 Training Review.docx](#)
 [A-2 May GA 2022 Training Review Report.docx](#)
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3. A-3: Consideration and approval of RFP 22-02-436 industrial soap (Presenters: Paul Williams)
 [A-3 Industrial Soap 05.16.2022.docx](#)
4. A-6: Consideration and approval of Microsoft Dynamics Support contract (Presenters: Marcus Burnside)
 [A-6 Consideration and Approval of Microsoft Dynamics Support Contract v2.docx](#)
5. A-7: Consideration and approval of Non-Revenue vehicle purchase (Presenters: Cheryl Purefoy)
 [A-7 Non-Revenue Vehicles Action Item 5.2022.docx](#)
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6. A-8: Consideration and approval of exterior cameras – East Campus facility (Presenters: Mark Emmons)
 [A-8 Exterior Cameras at the EC 5.2022 \(v2Clean\).docx](#)

Motion:

Approval of Consent Agenda

Motion moved by Lise Pace and motion seconded by Adairius Gardner. Adairius Gardner - AYE, Mary Ann Fagan - AYE, Hyde Abdullah - AYE, Lise Pace - AYE; Motion passed 4-0; Absent - Richard Wilson

5. Regular Agenda (Presenters: Greg Hahn)

1. A-4: Consideration and approval of a contract extension and a task order for Super Stops design services for Shrewsberry & Associates (Presenters: Matt Duffy)
 [A-4-Super Stops Design Services for Shrewsberry & Associates.docx](#)
The Marion County Transit Plan includes multiple local routes coming from the north and eastern parts of the city and converging at the Julia M. Carson Transit Center, many along Alabama and Delaware Streets. To speed and enhance local service through the Downtown area, IPTC be constructing eight total “Super Stops” near downtown Indianapolis, IN. The Super Stops consist of 9” raised platforms (for near level boarding) that are long enough to accommodate two 40’ buses at a time. They will have shelters (same shelters at other local bus stops – not Red Line shelters), real time arrival screens, and ticket vending machines. They will have railings along the backside to delineate the platform from the sidewalk. Two Super Stops are planned on each of the following roads: Alabama St, Delaware St, Fort Wayne Ave, and Vermont St. Shrewsberry & Associates was selected for On-Call Architectural & Engineering Services for Street Design in September 2017. This task order would be executed under that On-Call contract (RFQ 17-02-250). In addition to extending the overall master contract to May 31, 2024 (current expiration date is May 31, 2022), this task order will include utility coordination, finalizing design (including electrical and pavement design), construction procurement services, and construction services during construction for the remaining six Super Stops (two on Alabama St, two on Fort Wayne Ave, and two on Vermont St). It is anticipated that these design services will be completed by July 31, 2022, in preparation for a Fall construction bid. Construction is anticipated to occur in 2023, with substantial completion anticipated for Fall 2023.

Motion:

Approval of a contract extension and a task order for Super Stops design services for Shrewsberry & Associates

Motion moved by Lise Pace and motion seconded by Mary Ann Fagan. Adairius Gardner - AYE, Mary Ann Fagan - AYE, Hyde Abdullah - AYE, Lise Pace - AYE; Motion passed 4-0; Absent - Richard Wilson

2. A-5: Consideration and approval of Task Order #8 for 90% design of the Blue Line Bus Rapid Transit Project (Presenters: Jennifer Pyrz)

 [A-5 Blue Line Task Order 8 for WSP - Draft1.docx](#)

The Blue Line Bus Rapid Transit (BRT) project will be the third of three rapid transit lines in the City of Indianapolis/Marion County. It will connect the Indianapolis International Airport to the Town of Cumberland via downtown Indianapolis along Washington Street. IPTC Board of Directors awarded a task-order based contract to WSP in 2018. To date, funding has been awarded for seven task orders for the Blue Line design and NEPA work, for a total of \$10,189,915. This is a task-order based contract with specific scope and fee for each new task order negotiated individually. WSP's current task orders cover their work through 60% design. This task order will progress the design to 90% on Segments 2 through 5 of the project (east of Holt Road to Cumberland). A future task order will be necessary to address design progression at each terminus. 90% design is expected to be complete in May 2023. This task order will cover services from the design team required to progress plans from 60% to 90% completion, including any supporting survey, geotechnical engineering, utility coordination and right-of-way engineering associated with this level of design. Right-of-way acquisition activities will also be covered by this task order, as will preparation of an updated estimate of probable construction cost, to be delivered with 90% design plans. The WSP team will additionally support IPTC in preparation of the updated Small Starts Grant Application to Federal Transit Administration, which will be submitted Fall 2022.

Motion:

Approval of Task Order #8 for 90% design of the Blue Line Bus Rapid Transit Project

Motion moved by Mary Ann Fagan and motion seconded by Adairius Gardner. Adairius Gardner - AYE, Mary Ann Fagan - AYE, Hyde Abdullah - AYE, Lise Pace - AYE; Motion passed 4-0; Absent - Richard Wilson

3. A-9: Consideration and approval of HR and Payroll System - ADP contract (Presenters: Bart Brown)

 [A-9 Consideration and Approval of HR and Payroll System- ADP.docx](#)

IPTC currently uses ADP Workforce Now, ADP Selection, Payroll and E-Time. In 2017, according to procurement policy and procedure, IPTC sought competitive proposals for the service. Paycom was the awarded vendor and IPTC entered into a contract with this firm. Quickly, IPTC realized that there were significant gaps in the features and service that could be provided, and this contract was terminated. IPTC seeks to continue to employ up-to-date technology, that provides support for progressive business practices and provides greater flexibility in reporting. ADP continues to be a solution that proves right for IPTC. Additionally, ADP has not raised their rates with IPTC in the last three years. For this agreement, ADP offered 0% increase in their rates for FY2023, 2% increase in FY2024, and 2% increase in FY2025.

Motion:

Approval of HR and Payroll System - ADP Contract

Motion moved by Hyde Abdullah and motion seconded by Adairius Gardner. Adairius Gardner - AYE, Mary Ann Fagan - AYE, Hyde Abdullah - AYE, Lise Pace - AYE; Motion passed 4-0; Absent - Richard Wilson


6. Information Items (Presenters: Greg Hahn)

1. I-1: Receipt of the Finance Report for April 2022 (Presenters: Bart Brown)

 [I-1 April 2022 Financials Summary Final 05.17.docx](#)

 [I-1 Capital Project Spending April 2022 - Final.pdf](#)

 [I-1 05-09-2022 Holdings.pdf](#)

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 [I-1 Procurement Activity Report May 2022.pdf](#)

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The Board heard a financial update for April 2022 from Vice President of Finance/CFO Bart Brown.

2. I-2: Task order updates

 [I-2 WSP electrical and CDM Red Line.docx](#)

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The Board received an update on additional task orders.

3. I-3: Review of Annual Refresh and proposed FY 2022 Audit Workplan (Presenters: Brian Atkinson)

 [I-3 May 2022 Governance and Audit Risk Universe Heat Map.docx](#)

The Board received the Review of Annual Refresh and proposed FY 2022 Audit Workplan update.

4. I-4: Microsoft Dynamics 365 upgrade

 [I-4 May 2022 D365 Upgrade.docx](#)

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 [I-4 May 2022 D365 Upgrade Report.docx](#)

The Board received an update on Microsoft Dynamics 365 upgrade.

5. I-5: Governance & Audit workplan status update

 [I-5 May 2022 GA - Workplan Status.docx](#)

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The Board received a Governance & Audit workplan status update.

6. I-6: Ethics Hotline summary report

 [I-6 May 2022 Ethics Hotline Summary.docx](#)

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The Board received an Ethics Hotline summary report.

7. I-7: Department Reports

 [I-7a Risk and Safety Board Report May 2022.docx](#)

 [I-7b Infrastructure Strategy and Innovation Report for May 2022.docx](#)

 [I-7c May 2022 Board Report Public Affairs FINAL.pdf](#)

 [I-7d APR OPERATIONS DIV BOARD REPORT - May 2022.docx](#)

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 [I-7e HR Board Report \(May 2022\).docx](#)

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 [I-7f May 2022 Diversity & Inclusion and Workforce Development Board Report.docx](#)

 [I-7g Supplier Diversity - May 2022..docx](#)

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The Board received Department Reports for Risk & Safety, Capital Projects, Public Affairs, Operations, Human Resources, Diversity/Inclusion & Workforce Development, and Supplier Diversity.

7. Adjourn (Presenters: Greg Hahn)

On order of Chairman Greg Hahn and there being no objection, the meeting was adjourned at 5:37pm.