

Minutes
Central Indiana Regional Transportation Authority (CIRTA)
October 19, 2011 9:00 AM to 11:00 AM
Commissioners Room of the Hancock County Courthouse
111 American Legion Place
Greenfield, IN 46140

Members Present:

Jerry Bridges
Christine Altman
Tim Cox
Mike Terry
Chuck Fewell
Bill Kirchoff
Rob Thoman
Don Adams
Larry Hesson

Members Absent:

Gil Holmes
Sue Ritz
Ron Deer
Bob Sterrett
Ben Ledo
David George
Linda Sanders
Marta Moody

Staff Present:

Ehren T. Bingaman
Christy Campoll
Andrew McGee
Dora Thrasher-
Stover
Mary Ann Njuguna
Lori Kaplan

**Public Present &
Signed In:**

John Myers
Roscoe Brown
Jen Thomas
K. Irwin

A quorum was recognized and the meeting was called to order by C. Altman at 9:15 AM. The members of the board introduced themselves to the public that was present.

E. Bingaman reported that D. Thrasher-Stover and B. Kirchoff have evaluated financial management software options and have expressed a preference for Sage because it is auditable, approved by the Board of Accounts, and can analyze vendor prices. C. Altman recommended speaking with different vendors of the software about support service. M. Terry asked whether Sage can be used for grant tracking to which D. Thrasher-Stover responded affirmatively. E. Bingaman stated that a final recommendation will be presented at the December board meeting.

E. Bingaman presented a draft resolution authorizing CIRTA to file applications with the Federal Transit Administration for federal transportation assistance, which is required for designation as an FTA funding recipient. E. Bingaman reported that to become a recipient, the resolution must assign certain roles in the federal assistance process to individuals. C. Altman stated that the resolution needs to be altered to assign designated actions to the board. M. Terry recommended review of certifications and assurances. *J. Bridges moved to adopt the resolution as amended to reflect that the President of the Board or designee be authorized to execute grant agreements, R. Thoman seconded. The motion was approved unanimously.*

The minutes of the August 24, 2011 meeting of the CIRTA board were presented for consideration by J. Bridges. *B. Kirchoff moved to accept the minutes, J. Bridges seconded. The motion was approved unanimously. (L. Hesson abstained.)*

B. Kirchoff presented the draft 2012 CIRTA budget. Adjustments made since the August 24 board meeting include line 300.005 under Expenses to "Public Affairs", the removal of the \$213,950 CMAQ grant for Express Bus marketing because the MPO is the actual recipient and spender of the funds, and the addition of a \$39,308 JARC grant for salaries. E. Bingaman reported that the INDOT transit planning office approved this JARC grant because they have leftover funds from the last grant application cycle. The grant will cover 80% of C. Campoll's salary, which will reduce the amount of MPO federal highway funding needed and will slightly reduce partner contributions. C. Altman asked whether the budget was submitted to the City-County Council. E. Bingaman responded that that is not required. M. Terry asked whether the Marion County contribution was in the City-County 2012 budget. E. Bingaman responded that conversations with the city controller continue, but that the revenue will be budgeted. *R. Thoman moved to adopt the 2012 budget, L. Hesson seconded. The motion was approved unanimously. C. Altman asked whether the state needs to approve the budget and reminded that we will have to encumber unspent funds from 2011 for expenditure in 2012.*

Claims Docket #111019 was presented for payment. *R. Thoman moved to pay Claims Docket #111019, J. Bridges seconded. The motion was approved unanimously. M. Terry abstained and requested that payments to IndyGo be separated from future claims docket so that he does not need to abstain from voting.*

A resolution to participate in the State of Indiana Public Employee Deferred Compensation Plan was presented. B. Kirchoff asked whether all staff are paid bi-weekly to which E. Bingaman responded affirmatively. J. Bridges suggested that the board authorize D. Thrasher-Stover to investigate PERF options. R. Thoman asked about encumbrance of 2011 funds to be expended in 2012 for PERF earned in 2011. *L. Hesson moved to approve the resolution authorizing CIRTA participation in the State of Indiana Hoosier Start Deferred Compensation program, C. Fewell seconded. The motion was approved unanimously.*

E. Bingaman recommended that CIRTA establish goals for procurement with Disadvantaged Business Enterprises. C. Altman asked how such a policy would be established. M. Terry stated that CIRTA would have to investigate the demographics of its service area. E. Bingaman reported that the federal government classifies businesses into one Disadvantaged Business Enterprise, or DBE, category, while the state uses the categories of Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE). C. Altman directed D. Thrasher-Stover to put together a recommendation and bring it to the next board meeting. J. Bridges suggested that the board establish a threshold for staff decisions on spending without the requirement of board approval.

C. Altman asked the staff present at the meeting to introduce themselves. M. Njuguna, A. McGee, L. Kaplan, C. Campoll and D. Thrasher-Stover introduced themselves to those in attendance.

Under Old Business, E. Bingaman presented an agreement with Mark's Friendly Cab to deliver Emergency Ride Home service in Kokomo. C. Altman asked how taxi companies are certified and whether Mark's Friendly Cab has a clean record. C. Altman also asked whether this is the business's legal name. *B. Kirchoff moved to approve the agreement with Mark's Friendly Cab for Emergency Ride Home service pending CIRTA staff resolving the issues raised by C. Altman. C. Fewell seconded. The motion was approved unanimously with M. Terry abstaining.*

Under New Business, E. Bingaman informed the board that he and D. Thrasher-Stover recommend that CIRTA lease office space at the Chamber of Commerce Building, 320 North Meridian Street. A fourth floor suite has been offered at \$16.25 per square foot. C. Altman asked about the space's lease termination rules. E. Bingaman stated that he was given a rule of 60 days' notice verbally and will request this in writing. E. Bingaman stated that the building offers conference space that is adequate for board meetings. M. Terry asked whether the building has parking for board meeting attendees. E. Bingaman responded affirmatively. J. Bridges asked about internet connection speed and recommended that we find out whether there is a fiber connection. J. Bridges requested that the Chamber of Commerce Building allow CIRTA to pay in advance for space given the use of federal funds. *R. Thoman moved to approve the agreement for CIRTA to lease office space at 320 N. Meridian St. subject to the final review and approval of Executive Committee, L. Hesson seconded. Motion was approved unanimously.*

E. Bingaman presented the Executive Director's report, referring board members to the printed copy of the report in the interest of time. E. Bingaman reported that the advocacy campaign has gathered fifty signed resolutions of support for referendum-enabling legislation and over 4,000 petition signatures. E. Bingaman reported that the hearings for the General Assembly Committee on Transportation and Infrastructure Assessment and Solutions have concluded and that the Commission on State Tax and Financing Policy will discuss transit funding at its meeting on October 20, which will be attended by Rick Cockrum. E. Bingaman reported that A. McGee and L. Yeager have moved forward with the Franklin Township SchoolPool initiative, and that parents of students would soon be receiving carpool matches. E. Bingaman reported that M. Ashby will start in the Commuter Services Manager position during the following week.

C. Altman recommended that CIRTA retain the legal counsel used by the Hoosier Heritage Port Authority.

E. Bingaman reported that on October 27, Health by Design and MIBOR will sponsor a seminar on the Housing and Transportation Affordability Index. K. Irwin provided handouts with details about the event.

The next board meeting will take place on Wednesday, December 14, 2011 at 9:00 AM, tentatively in the Chamber of Commerce Building conference space.

R Thoman moved to adjourn the meeting, L. Hesson seconded. The motion carried by consent.