

Minutes
Central Indiana Regional Transportation Authority (CIRTA)
December 14, 2011 9:00 AM to 11:00 AM
Metropolitan Indianapolis Board of Realtors
1912 N. Meridian St. Indianapolis, IN

Members Present:

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

Larry Hesson
Linda Sanders
Marta Moody
Ron Deer

Members Absent:

Gil Holmes
Bob Sterrett
Ben Ledo
David George

Staff Present:

Ehren T. Bingaman
Christy Campoll
Andrew McGee
Dora Thrasher-Stover
Lori Kaplan
Lisa Yeager

A quorum was recognized and the meeting was called to order by C. Altman at 9:05 AM. The members of the board introduced themselves to the public that was present.

The minutes of the October 19, 2011 meeting of the CIRTA board were presented for consideration by J. Bridges. *R. Thoman moved to accept the minutes, B. Kirchoff seconded. The motion was approved unanimously.*

Claims Docket #111214 was presented for payment. *R. Thoman moved to pay Claims Docket #11214, S. Ritz seconded. M. Terry abstained. The motion was approved unanimously. M. Terry requested that requests to IndyGo be separated from future claims docket so that he does not need to abstain from voting.*

D. Stover presented a summary statement of submitted reimbursements for grants in November and reported that she and B. Kirchoff are examining options for cash flow for future grant funded programs and will present more information at a future board meeting. J. Bridges stated that CMAQ can be invoiced prior to the grantee spending the funds and suggested contacting Federal Highway Staff for additional discussion. *J. Bridges moved to accept the grant income statement, C. Fewell seconded. The motion was approved unanimously.*

Encumbrances for the 2011 budget were presented by D. Stover. *J. Bridges moved to approve the encumbrances, B. Kirchoff seconded. The motion was approved unanimously.*

Under Old Business, C. Altman reported that the contract with Capitol Assets for public affairs would expire at the end of the year and proposed a 12-month contract for \$36,000. *R. Thoman moved to adopt a contract with Capitol Assets, L. Sanders seconded. The motion was approved unanimously.*

E. Bignaman introduced a proposal from Jen Thomas of JTPR, Inc. for public relations strategy for CIRTA and CICS in 2012 at a cost of \$72,000 over 12 months, with \$24,000 designated for CIRTA work and \$48,000 for CICS. L. Hesson suggested that the contract be separated into two contracts for the different scopes of work. B. Kirchoff and R. Thoman asked about specific features of the scope regarding social media. C. Altman requested monthly reports tied to the benchmarks in the scope. *L. Hesson moved that CIRTA enter into two agreements with JTPR, Inc. for professional services for marketing and public relations. One agreement for services related to CIRTA goals and objective with a value not to exceed \$24,000; the other an agreement with JTPR Inc. for services related to CICS goals and objectives with a value not to exceed \$48,000 for calendar year 2012, J. Bridges seconded. The motion was approved unanimously.*

E. Bingaman informed board members of a protest against the Invitation for Bid for reverse commute transportation service to Carmel and Fishers, reporting that two bids were received in response to the IFB, with one significantly higher than the other, resulting in the high bidder's protest. C. Altman inquired about the length of the bid hold period. D. Thrasher-Stover reported that it is 60 days. E. Bingaman presented the protesting firm's protests. The board considered each protest, by protest. *L. Sanders moved to deny the protest, C. Fewell seconded. The motion was approved with a nay vote from R. Deer.* E. Bingaman will notify the bidder and be prepared to bring action to the board in January on the award of the JARC grant for reverse commute and circulator service in Marion and Hamilton Counties.

E. Bingaman proposed the purchase of SAGE accounting software for \$5,388 with \$10,240 for implementation and training and an annual support fee of \$898. *C. Fewell moved to approve the contract with SAGE, R. Thoman seconded. The motion was approved unanimously.*

E. Bingaman proposed that CIRT A enter into agreement with Prometheus for information technology services for 12 months for \$12,672 and additional onetime fee of \$650. J. Bridges inquired about file share protocol and offered to advise staff on any future tech needs. *J. Bridges moved to approve, R. Thoman seconded. The motion was approved unanimously.*

E. Bingaman proposed the purchase of land lines and internet for \$4,392 for 12 months and mobile phones with insurance for \$633.94 per month from AT&T, as well as phone equipment for \$6,806 and 24 months of software support for \$2,395.68 from Luminet. *J. Bridges moved to approve agreements with AT&T and Luminet to provide phone and internet equipment and services, R. Thoman seconded. The motion was approved unanimously.* S. Ritz stated the importance of having an 800 number.

E. Bingaman proposed the purchase of RidePro rideshare software from Trapeze for a one-time fee of \$4,800, the first year subscription at \$26,930, the second year subscription at \$28,277 and the third year subscription including an opt-out clause at \$29,690. *L. Hesson moved to approve the agreement with Trapeze, J. Bridges seconded. The motion was approved unanimously.*

E. Bingaman requested authorization from the board to accept pre-qualifications from vanpool services vendors. Staff was seeking authorization to qualify firms and bring forward contracts to the board for final authorization. E. Bingaman reported that CICS has used VPSI for vanpool services, but would like to be able to use other qualified vendors when they could be a better value than VPSI. M. Moody asked how vanpool works. L. Kaplan, CICS/CIRT A Vanpool Coordinator, briefly described the program and its merits. *R. Thoman moved to authorize staff to pre-qualify vanpool providers, J. Bridges second. The motion was approved unanimously.*

Under New Business, E. Bingaman proposed that CIRT A engage Hancock County Transportation and Taxi Service for CICS Emergency Ride Home services in Hancock County. *L. Hesson moved to engage Hancock County Transportation and Taxi Service for Emergency Ride Home services, C. Fewell seconded. The motion was approved unanimously.*

E. Bingaman presented the Executive Director's report, stating that the December 13th media event concerning the Central Indiana Transit Task Force updated mass transit proposal was effective in demonstrating the private sector Transit Task Force plan. B. Krichoff expressed concern that the proposal was limited to 2 counties and would like to see the proposed legislation be applicable to all CIRT A counties for initial membership. E. Bingaman invited the full board to stay for the Indianapolis Regional Transportation Council meeting where the proposal would be introduced in full detail.

M. Terry inquired about the status of the Executive Director contract and recommended a personnel committee be appointed to look into that.

The next board meeting will take place on Wednesday, January 25, 2011 at 9:00 AM, in the Chamber of Commerce Building 9th floor conference room.

T. Thoman moved to adjourn the meeting at 10:25 AM, S. Ritz seconded. The motion carried by consent.