

Minutes  
Central Indiana Regional Transportation Authority (CIRTA)  
March 28, 2012  
CIRTA – 300 N. Meridian St., Indianapolis Room 911, 9<sup>th</sup> floor

**Members Present:**

Jerry Bridges  
Christine Altman  
Tim Cox  
Mike Terry  
Chuck Fewell  
Larry Hesson  
Linda Sanders  
Ron Deer  
Rob Thoman

Bill Kirchoff  
Sue Ritz  
Hugh Smith proxy for Marta  
Moody  
Gil Holmes  
Don Adams

**Members Absent:**

Bob Sterrett  
Ben Ledo

David George

**Staff Present:**

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

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 February 22, 2012 meeting of the CIRTA board were presented for consideration by J. Bridges. The minutes were amended to change the date of the next meeting to March 28, 2012. *R. Thoman moved to accept the minutes as amended, L. Hesson seconded. The motion was approved unanimously.*

B. Kirchoff introduced Claims Docket #120328 for payment of claims. C. Altman asked that staff evaluate and prioritize Chamber of Commerce membership citing expense of joining too many. It was recommended that staff look for combined rates for Chambers in individual counties. C. Altman suggested that claims be paid as submitted less the Fishers Chamber of Commerce fee. *L. Sanders moved to pay Claims Docket #120328 less the Fishers Chamber fee, R. Thoman seconded. The motion was approved unanimously, M. Terry abstained.* B. Kirchoff presented the grant reimbursement report #120328 for the period. B. Kirchoff presented a draft financial statement for 2011. Staff was still waiting on data from the City of Indianapolis to validate and complete the cash balance and highlighted amounts outstanding for reimbursement from grant sources. B. Kirchoff mentioned that staff was looking into possible cash flow scenarios and that staff will be watching this closely.

E. Bingaman presented a request to amend the budget and transfer \$10,000 from legal services to advertising for express bus marketing and local match for rural transit mobility programs. *R. Thoman moved to amend the budget, S. Ritz seconded. The motion was approved unanimously.*

D. Thrasher-Stover introduced a recommendation for an asset recording and disposal policy for unused, agency-owned equipment. C. Altman proposed \$500. D. Thrasher-Stover confirmed that the state's limit was at \$500. C. Altman asked for a motion to table the discussion and give Anne Poindexter, CIRTA Counsel, time to look into the law. *G. Holmes moved to table the proposal, C. Fewell seconded. The motion was approved unanimously.*

Under Old Business, L. Kaplan overviewed the proposed agreements with VPSI Inc. & Enterprise for vanpool services. The term of the agreements are from the date of execution with CIRTA's option to renew. G. Holmes asked if there were escalators in the second year of the agreement. C. Altman said that if they come back in a year with requests for rate adjustments we can consider them at that time. L. Kaplan added that we don't have to renew if rate adjustments seem out of line. R. Deer asked about liability for vehicles involved in "acts of God," and "major accidents." L. Kaplan stated that CIRTA does not carry liability because the agreement to lease the vehicle occurs between the vanpooler and either VPSI or Enterprise. *R. Thoman moved to execute the agreement with VPSI Inc. and execute the agreement with Enterprise for vanpool service, R. Deer seconded. The motion was approved unanimously.*

E. Bingaman introduced two amendments to JTPR Inc. agreements for additional services to upgrade the CIRTA website for \$3,947.50 and the Central Indiana Commuter Services website for \$16,797.50. Both were identified as additional work to be covered by the scope, but were presented to board as additional items. JTPR Inc. will not add any additional fees to sub this work. *L. Hesson moved to approve both amendments, L. Sanders seconded. The motion was approved unanimously.*

E. Bingaman presented a service portfolio update to the board and provided information about public education, advocacy, express bus, reverse commute, the Plainfield employment connector, Central Indiana Commuter Services and the transition to the Commuter Connect brand, and rural mobility connectivity. R. Deer suggested that staff take care in introducing the Plainfield connector project and not position it as an express, because it will be a connector to IndyGo Route 8. B. Kirchoff followed and asked if the Plainfield service was really an express. L. Hesson pointed out that it could set the table for express, and other board members added that staff should give this branding a thorough evaluation. R. Deer also encouraged staff to keep the momentum in talking about the great services in the region that are already working. As CIRTA continues to promote the new, it should forget to highlight the services and excellence of others in the region already working. C. Altman inquired about the plan for the Commuter Connect brand launch and reminded staff to keep CIRTA connected to all of these services. R. Thoman encouraged staff to keep building CIRTA as the place for people to access all modes and opportunities for transit in the region. G. Holmes added that everything CIRTA does and offers should include the "CIRTA Service" stamp.

E. Bingaman presented the required form resolution for the Indiana Public Employees Retirement Fund mandatory contribution and participation. *R. Thoman moved to sign the resolution, G. Holmes seconded. The motion carried unanimously.*

E. Bingaman presented the Executive Director's report and highlighted an upcoming planning session for grassroots organizations on mapping an advocacy strategy for the remainder of 2012 that would be facilitated by Kim Irwin. CIRTA will be involved, but should maintain an agency directed strategy as well. E. Bingaman requested the formation of a Human Resources committee to review and recommend the HR manual for board consideration. L. Hesson, B. Kirchoff, and A. Poindexter volunteered. D. Thrasher-Stover was named staff lead.

E. Bingaman will be out of the country at the time of the next scheduled board meeting. C. Altman asked to cancel the April meeting and for a motion to authorize staff to pay claims consistent with regular occurring expenses from the prior 2 months, *R. Thoman so moved, G. Holmes seconded. The motion was approved unanimously.*

The next board meeting will take place on Wednesday, May 23, 2012 at 9:00 AM, in the Chamber of Commerce Building 9<sup>th</sup> floor conference room.

*B. Kirchoff moved to adjourn the meeting at 10:34 AM. The motion carried by consent.*