

Minutes  
Central Indiana Regional Transportation Authority (CIRTA)  
June 27, 2012  
CIRTA - 320 N. Meridian St., Indianapolis Room 911, 9<sup>th</sup> floor

**Members Present:**

Jerry Bridges  
Marta Moody  
Tim Cox  
Mike Terry  
Chuck Fewell  
Larry Hesson  
Ron Deer  
Rob Thoman  
Bill Kirchoff

Sue Ritz

Cassie Stockamp

**Members Absent:**

Don Adams  
Gil Holmes  
Christine Altman  
Bob Sterrett  
David George  
Linda Sanders

**Staff Present:**

Ehren T. Bingaman  
Dora Fields  
Christy Campoli  
Andrew McGee  
Lori Kaplan  
Mary Ann Njuguna  
Lisa Yeager  
Austin Gobble

A quorum was recognized and the meeting was called to order by C. Fewell at 9:00 AM. The members of the board introduced themselves to the public that was present.

The minutes of the May 23, 2012 meeting of the CIRTA board were presented for consideration by J. Bridges. *R. Thoman moved to accept the minutes as amended, S. Ritz seconded. The motion was approved unanimously.*

D. Fields introduced Claims Docket #120627. *R. Thoman moved to approve Claims Docket #120627 for non IndyGo related items, J. Bridges seconded. The motion was approved unanimously. R. Thoman moved to approve Claims Docket #120627 for IndyGo related items, J. Bridges seconded. The motion was approved unanimously. M. Terry abstained.* D. Fields presented the grant reimbursement report #120627 for the period. D. Fields presented financial statements for board consideration. E. Bingaman reported that Marion County has not yet contributed to the 2012 budget and that he recently presented to the Shelby County Council, which is likely to contribute. E. Bingaman reported that some counties have already contacted CIRTA about contribution amounts for 2013 for budgeting purposes. M. Terry asked about the timing revenues and payments as it related to the CMAQ grant, and asked that the balances remaining on the grant be verified. D. Fields responded that she had just recently confirmed the balances with IndyGo. D. Fields added that all grant accounts involve CIRTA receiving reimbursements from grants after the payments are made by CIRTA. C. Stockamp asked why the marketing line item had \$0 budgeted. E. Bingaman responded that marketing expenses are contained within the program line items. C. Stockamp asked what brackets mean...

D. Fields presented a first draft of the 2013 CIRTA budget. E. Bingaman reported that CIRTA will receive no federal highway funding from the MPO during 2013 as was planned when CIRTA began to receive highway funding in 2007. E. Bingaman reported that the lack of highway funding will be made up by increased county contributions and potential surplus funding contained in other line items. B. Kirchoff asked about breaking out budgets between Commuter Connect expenses and CIRTA expenses not to present as a budget but for the board to see the breakdown. J. Bridges suggested that the budget be formatted to show percentage change per line item year to year. C. Stockamp asked whether \$75,000 will be necessary to perform an audit. E. Bingaman responded that CIRTA has met with three different accounting firms and all three indicated that that is the approximate cost of an audit. M. Terry stated that IndyGo, and possibly other CIRTA grantors, require annual audits.

D. Fields presented an updated asset disposal policy. A. Poindexter, counsel to CIRTA, stated that the language is that compliant with regulations. M. Terry stated that the policy should conform to federal regulations for property purchased with federal funds and include grant number and funding source. C. Stockamp asked whether the policy could recommend reuse and recycling of property. J. Bridges suggested removing the word worthless. A. Poindexter suggested the language will be attempted to be recycled or may be destroyed or junked. *R. Thoman moved to approve the asset disposal policy, L. Hesson seconded. The motion was approved unanimously.* D. Fields presented a petty cash policy. M.



Terry asked whether CIRTa has a purchasing card. E. Bingaman reported that cards are held by himself and D. Fields. *M. Terry moved to approve the petty cash policy, M. Moody seconded. The motion was approved unanimously.*

Under Old Business, E. Bingaman stated that CIRTa should plan to form a human resources discrimination policy in the event that a staff member makes a complaint of discrimination against the Executive Director. J. Bridges recommended that a human resources subcommittee of the Board be formed to address complaints. L. Hesson stated that he felt the Board president was the proper initial contact for discrimination complaints, and that a committee could be formed in the event that the Board president is unable to adequately address a complaint. R. Deer stated that he preferred a committee approach so that that President of the board didn't carry the full burden of responsibility. R. Thoman recommended that the Executive Committee of the Board receive complaints. B. Kirchoff also made the point that the policy follow anti-nepotism language and utilize a standing HR Committee. No action was taken on this item.

C. Fewell stated that there were no items of New Business to discuss.

Under Program and Staff Reports, A. McGee stated that CIRTa received strong media coverage during the Commuter Connect brand launch event and Dump the Pump Day, and thanked IndyGo for including CIRTa in their Dump the Pump event. A. McGee reported that the new Commuter Connect and CIRTa "sister" websites are up; new collateral materials have been ordered; vans have been rebranded; new Facebook and Twitter sites launched; and a Commuter Connect marketing campaign involving billboards and print, radio and internet ads is underway. A. McGee presented a data report and noted that 11 vanpools are now operating. A. McGee reported that he is submitting a CMAQ grant application to fund the program for another three years. R. Deer commended the program for establishing vanpools in a range of Central Indiana communities. A McGee reported that Outreach Representative Mary Ann Njuguna will leave her position in August. D. Fields presented M. Njuguna with a gift. J. Bridges thanked M. Njuguna for her successful efforts to promote alternative commuting modes in Madison County. E. Bingaman reported that the Invitation for Bid for reverse commute service to Plainfield has been issued with a July 9<sup>th</sup> deadline, anticipating the adoption of a contract at the August CIRTa Board meeting. E. Bingaman reported that the Carmel/Fishers reverse commute service is gradually building ridership.

Jeremy Moore of the Metropolitan Planning Organization reported on the Central Corridors Alternatives Analysis project. The MPO has released two Requests for Qualifications, available on the MPO website, for firms to conduct alternatives analyses on two major corridors in the Indy Connect plan. One analysis will examine the north-south corridor extending from Carmel through Indianapolis to Greenwood and the other will analyze the U.S. 40 Plainfield-Indianapolis-Cumberland corridor. Anna Tyszkiewicz, Executive Director of the MPO, reported that the Alternative Analysis process will take 12 to 18 months, after which the Indianapolis Regional Transportation Council will choose a preferred alternative for each corridor.

M. Terry reported that IndyGo ridership has increased and that Open Door on-time performance has reached 98%. M. Terry reported the IndyGo is purchasing used buses from the Columbus, Ohio transit agency to replace its oldest buses. R. Deer asked Becky Allen, manager of Access Johnson County, to report on the theft of the catalytic converters from the agency's vehicles. B. Allen reported that after the thefts, IndyGo lent replacement vehicles to prevent interruption to service while the converters were replaced.

E. Bingaman reported that the Board will not meet in July. The next board meeting will take place on Wednesday, August 22, 2012 at 9:00 AM, in the Chamber of Commerce Building 9<sup>th</sup> floor conference room.

*C. Fewell moved to adjourn the meeting at 10:15 AM. The motion carried by consent.*