

Minutes
Central Indiana Regional Transportation Authority (CIRTA)
June 26, 2013
320 N. Meridian St., Indianapolis – Room 911

Members Present:

Christine Altman
Chuck Fewell
Larry Hesson
Larry Tunget
Jerry Bridges
Michael Colby
Gil Holmes

Ron Deer
Marta Moody
Cassie Stockcamp
Sue Ritz
Don Adams
Bill Kirchoff
Tim Cox

Members Absent:

Mark Fisher
Bob Sterrett
Linda Sanders

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

The minutes of the May 22, 2013 meeting of the CIRTA Board were presented for consideration. J. Bridges moved to accept the minutes; C. Fewell seconded. The motion was approved unanimously.

Dora Fields and B. Kirchoff co presented the Revenue & Expense report. D. Fields stated that future R & E reports would be from reconciled statements from the prior month, rather than “to date.” C. Altman complimented D. Fields and the finance committee for the progress and quality of the financial statements. D. Fields presented the grant reimbursement docket and discussed changes to the Job Access Reverse Commute service to Fishers and that those reimbursements would be declining as service has been decreased. D. Fields introduced the claims docket. D. Adams complimented the format. *B. Kirchoff moved to accept the revenue and expense report, the grant reimbursement docket, and the claims docket referencing 130522; J. Bridges seconded. The motion was accepted unanimously.*

D. Fields and E. Bingaman introduced a draft budget for 2014. Staff presented 2 budget scenarios. Staff has prepared a conservative estimate for expenses, with little room for savings. The scenarios offered a higher expectation of local contributions from individual counties, or a scenario with unidentified grants for revenues in an effort to maintain local contribution amounts to 2013 levels. Staff explained that 9 of 10 counties continue to contribute, but the lack of full participation has caused staff to spend down excess cash reserves for match and salaries. Staff accepted the challenge of pursuing additional grant resources, but wanted to present the board with options. R. Deer presented a challenge facing Johnson County because of the balance of rural and city issues. C. Altman, S. Ritz, and L. Hesson talked about where and how CIRTA is expending resources and providing service. Discussion about financial participation included a “pay to play” scenario where CIRTA may have to limit activities in counties not contributing to the CIRTA budget, much the like the Indianapolis Regional Transportation Council already does.

B. Kirchoff pointed out that cash flow on local contributions is also a concern and one that staff and the finance committee continue to monitor. Because cash comes in at the first year, staff spends down cash for match and expenses through the year, making the end of the year and first couple months of a new year a challenge. B. Kirchoff asked staff to develop a month cash flow forecast to budget through the end of the year. C. Altman suggested that perhaps counties receiving a specific type of service, like Indy Express Bus, should pay more highlighting that Hamilton County is receiving exceptional levels of transit service via CIRTA compared to other counties in the region.

G. Holmes sought a clarification on the where and how money comes to CIRTA. D. Adams highlighted that it may add value for staff to develop information about CIRTA services that provides local county elected officials with information that incents their willingness to contribute the full, budgeted amount, highlighting an understanding of “what’s good for the region,” and “what’s good for my county.” The board discussed revisiting the local partners funding formula to account for “premium” service, like Indy Express Bus.

C. Altman suggested that CIRTAs use the higher local service numbers and then evaluate the base year plus a premium for additional service. J. Bridges added that staff could develop a conceptual perspective for long term service opportunities to help counties understand how they may benefit from additional service, thus adding to a justification for increasing local amounts down the road. S. Ritz advised that staff seek grants like they do at Boone Area Transit Service. B. Kirchoff clarified that the budget discussion was about revenue goals. E. Bingaman, C. Altman, and J. Bridges clarified items in the budget on the expense side and that CIRTAs should evaluate options of "pay to play" in appeals to counties not contributing or paying the full budgeted amount. For the time being, the board was leaning towards adopting the budget amount with the higher local contributions and challenging staff to find alternate funding sources of revenue to offset gaps. This budget was labeled Budget #1.

J. Bridges moved that the board adopt Budget #1, using the higher anticipated local contributions; G. Holmes seconded. The motion was approved unanimously. E. Bingaman discussed that he was having meetings in the coming weeks with Luke Mastin from the Johnson County Highway Department and a representative from the Central Indiana Community Foundation. E. Bingaman also discussed the potential of CIRTAs to pursue Public Mass Transit Funds from the State of Indiana Department of Transportation, based on service levels in Central Indiana.

C. Altman moved for staff to pursue PMTF with executive approval of alternative funding sources; M. Moody seconded. There was no vote and motion to pursue was accepted by consent.

The Board asked staff to move up the budget introduction in 2014 to the May meeting.

D. Fields has completed a draft of a procurement manual and asked for a committee to review and comment on its development. M. Colby, J. Bridges, D. Adams and Anne Poindexter (counsel) volunteered to review and comment on the procurement manual draft.

Christy Campoll and Andrew McGee presented the outcomes of a customer service of the Indy Express Bus, Plainfield Connector and Commuter Connect programs.

E. Bingaman asked the board to consider extension of the agreement with Managepoint LLC for payroll and employee benefits management. S. Ritz made the motion; C. Stockamp seconded. The motion was approved unanimously.

E. Bingaman asked M. Moody to discuss the status of Lifestream in Delaware County. Lifestream has ended its service in Delaware County and currently there is no rural transit in Delaware County for people with disabilities or the aging. Lifestream also ended service in Grant County. The service decision is related to local funding necessary to sustain the service.

G. Holmes moved to adjourn, J. Bridges seconded; the motion carried by consent.