

Minutes
Central Indiana Regional Transportation Authority (CIRTA)
October 23, 2013
320 N. Meridian St., Indianapolis – Room 911

Members Present:

Chuck Fewell
Larry Tunget
Jerry Bridges
Michael Colby
Mark Fisher
Marta Moody
Cassie Stockamp
Bill Kirchoff

Tim Cox
Sue Ritz
Christine Altman

Members Absent:

Gil Holmes
Ron Deer
Don Adams
Larry Hesson

Mark Fisher
Linda Sanders

Staff Present:

Dora Fields
Renee Walker
Lori Kaplan
Patricia Castañeda

A quorum was recognized and the meeting was called to order by C. Altman at 9:10 am. The members of the board introduced themselves to the public that was present.

The minutes of the August 29, 2013 meeting of the CIRTA board were presented for consideration. S. Ritz moved to accept the minutes, J. Bridges seconded. The motion was approved unanimously.

A statement of Revenues and Expenditures was provided for January 1, 2013 through September 30, 2013 by D. Fields who noted that the information was being presented in simplified format. D. Fields presented Grant Reimbursement Docket #131023 and Claims Docket # 131023. C. Fewell moved to accept the Statement of Revenues and Expenditures for January 1, 2013 through September 30, 2013, Grant Reimbursement Docket #131023 and Claims Docket #131023. L. Tunget seconded. The motion was approved unanimously. C. Stockamp inquired if any payments were delayed due to the recent shutdown of the U.S Government. B. Kirchoff stated that he and D. Fields met with the Landlord of the CIRTA office to explain that payment would be delayed due to the U.S Government shutdown. D. Fields advised that all Accounts Payables were being monitored and reviewed on a case by case basis.

D. Fields stated that the Procurement Manual was complete. Ann Poindexter advised that the Procurement Manual was very lengthy. Ann stated that at this time she recommends that the Board not approve this version of the Procurement Manual due to the complexity of the document. Ann suggested that she fears that the Procurement Manual will not be followed in its current format. It was advised that D. Fields delete several topics and to resubmit this document at a later date. C. Altman asked if it were possible to adopt a streamlined Manual. M. Colby volunteered to assist D. Fields with the revisions to the Manual. It was unanimously decided to revisit this subject again at the next Board Meeting. C. Fewell motioned not to adopt this version of the Procurement Manual. Sue Ritz seconded. Motion was approved.

D. Fields advised that there is an update to the Employee Manual stating that the day of payday has been moved from Friday to Wednesday. M. Moody moved to approve the motion of changing the day of payday. Seconded by J. Bridges. B. Kirchoff advised that there are three (3) positions open, the Vanpool Manager, the Mobility Manager and the Executive Director position. B. Kirchoff stated that the Executive Search Committee had one candidate in mind for the Executive Director position. The other positions will remain vacant until further notice. It was noted that R. Walker is the only non-exempt employee and has been allowed to use Flex-time for any extra hours worked versus being paid overtime. C. Altman stated that due to having a tight budget that there is no allowance for overtime.

B. Kirchoff went over the Cash Flow Analysis Report, which includes projected contributions for 2014 and that revenue comes from various sources. D. Fields advised that the grants are typically paid between 30-45 days, other than the CMAQ grant which can be paid out within 24 hours. C. Stockamp advised that it is obvious that cash is tight and that expenses may need to be cut. C. Altman mentioned that she has concerns about the budget for next year and that in order to have "breathing room" for next year she also feels that expenses will need to be cut back. C. Altman suggested that each county make it known what

their contributions are for 2014. It was agreed that this be made known by November 1, 2013. Also it needs to be made known if there are any other revenue streams available. C. Stockamp inquired as to what is the process of applying for PMT Grant is, including if we qualify for it. D. Fields will research this information and have available for the next meeting.

Under New Business, D. Fields advised that the contract for Prometheus-IT Services continuation had been given to A. Poindexter for review. A. Poindexter suggested that several changes be made to the contract before renewal. M. Moody asked when the current contract ended. The expiration date of the current contract is December 1, 2013. C. Altman suggested that we look at the rates and services of different IT vendors. *J. Bridges motioned to accept this decision. C. Stockamp seconded. Motion was approved.* The Go Express Travel contract was approved. Authorization to add Cassie Stockamp as a check signer was approved. *M. Moody motioned to accept, S. Ritz seconded. The motion was approved unanimously.* As of October 1, 2013 Commuter Connect is funded 100%. CMAQ call for projects-the Board approved the submittal of CMAQ grant requests. M. Moody advised that a conversation with the MPO to see how to continue to needs be had. It agreed that L. Kaplan would talk with the MPO. *J. Bridges made the motion to move forward with the CMAQ application which will be executed by B. Kirchoff and D. Fields. This was seconded by S. Ritz. Motion was approved.*

The Mobility Management Reports are that the Plainfield Connector continues to increase. With so many companies hiring for the holidays we may need to look into bigger vehicles. The West Carmel Connector was rolled out on September 9 and that currently ridership is low. If this doesn't increase it may need to be canceled at the end of the year. P. Castaneda suggested that this service be given more time to grow. C. Altman asked J. Thomas to get the word out by contacting the merchants and vendors along this route. C. Altman stated that this would be reevaluated at the end of the year and if ridership is still low that these monies would be shifted elsewhere. C. Stockamp advised that it may be a good idea to hire a part time person who would be 1099'd, yet properly trained to go door to door in informing the merchants about this route. L. Kaplan reported that the Commuter Connect staff has been extremely busy with event/benefit fairs and the October Commuter Challenge. L. Kaplan stated that Amazon has sought the help of Commuter Connect in setting up carpools for their seasonal employees. The newest videos were shown of actual commuters who use alternative forms of transportation on a regular basis.

B. Kirchoff reminded that he is currently working on negotiations with the candidate for the Executive Director position. He reviewed the qualifications of the candidate. The Executive Search Committee asked for authority from the Board to finalize the negotiations with their preferred candidate. M. Moody made such a motion, seconded by S. Ritz. Motion was approved.

The meeting was adjourned.

The next Board meeting is scheduled for Tuesday, November 26, 2013.