

Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
December 10, 2014
320 N. Meridian Street, Indianapolis, IN – Room 911

Members Present:

Christine Altman
Larry Tunget
Cassie Stockamp
Larry Hesson
Don Adams
Bill Kirchoff
Jerry Bridges
Michael Colby

Members Absent:

Ron Deer
Dax Norton
Marta Moody
~~Michael Colby~~
Linda Sanders
Dan Woo
Calvin Cargile

Staff Present:

Andrew Gast-Bray
Dora Fields
Renee Walker
Philip Cleveland
Andrew McGee
Lori Kaplan

C. Altman brought the meeting to order at 9:11a.m.

The board had desired to have an Executive Session; however, it was rescheduled due to not being adequately publicly posted. The executive session was scheduled for December 16, 2014 from 1:00pm to 3:00pm at The Athenaeum, 407 East Michigan Street, Indianapolis, IN 46204. There will be a public meeting to follow.

The minutes of the September 17, 2014 meeting of the CIRTA board were presented for consideration. *M. Colby moved to accept the minutes, Jerry Bridges seconded the motion. The motion was approved unanimously.*

The minutes of the October 22, 2014 meeting of the CIRTA board were presented for consideration. *M. Colby moved to accept the minutes, J. Bridges seconded the motion. The motion was approved unanimously.*

The financial report was given by D. Fields. Claims Docket #141022 and #141210 showing claims paid. *Michael Colby motioned to accept Claims Docket #141022 and #141210. B. Kirchoff seconded the motion. The motion was unanimously accepted. Grants Docket #141210 was presented. M. Colby motioned to accept Grants Docket #141210. B. Kirchoff seconded the motion. The motion was unanimously accepted.*

D. Fields presented the R&E month ending October 31, 2014 for consideration. Concerning the Statement of Revenues and Expenditures, J. Bridges suggested D. Fields note the \$30,000.00 In-Kind Revenue in the "General" column with a breakdown. D. Fields explained the \$30,000.00 In Kind Contribution includes the cost of the Park and Ride lot in Carmel, IN and for operating cost for the Plainfield Connector. *M. Colby motioned to accept R&E month ending October 31, 2014. B. Kirchoff seconded the motion. The motion was unanimously accepted.*

D. Fields presented the updates to the Employee Handbook concerning holidays for consideration. D. Fields explained that the update offers six (6) observed holidays and seven (7) floating holidays. C. Altman expressed concern with offering specific floating holidays: Veterans Day, Columbus Day, Election days. *C. Altman motioned to defer approval until the Executive Session on December 16, 2014. L. Hesson seconded the motion. The motion was unanimously accepted.*

D. Fields presented the 2015 CIRTA budget for approval. D. Fields presented several funding scenarios in light of budgetary shortfalls. One of the budget versions wrote out D. Field's position in order to eliminate that salary expense. C. Altman advised that D. Fields is essential to the operations of CIRTA and, as such, she is to be considered in the budget. *C. Altman motioned to defer approval until the Executive Session on December 16, 2014. J. Bridges seconded the motion. The motion was unanimously accepted.*

Staff reported that D. Fields and L. Kaplan are scheduled to attend a meeting at IndyGo on December 11, 2014 to discuss the allocation of 5307 funds for 2014 and 2015. A. Gast-Bray will phone in for the meeting. Various representatives of the Federal Transportation regional office will be in attendance, including Reggie Arkel. D. Fields explained that Commuter Connect is 100% funded through 2018.

D. Fields presented asset disposal for consideration. D. Fields advised there is surplus property (old computers and monitors) needing to be recycled to create much needed storage space. D. Fields advised that Prometheus will wipe the hard drives clean at no extra charge. Then, the surplus property will be sent to RecycleForce. D. Fields advised the Board must approve such disposal. *C. Stockamp motioned to approve asset disposal. L. Hesson seconded the motion. The motion was unanimously accepted.*

D. Fields presented the Prometheus Consulting contract for renewal. D. Fields advised that counsel reviewed the contract with no adjustments. *L. Hesson motioned to approve the Prometheus Consulting contract. D. Adams seconded the motion. The motion was unanimously accepted.*

D. Fields presented the JTPR contract for CIRT for renewal. *C. Altman motioned to defer to Executive Session on December 16, 2014. C. Stockamp seconded the motion. The motion was unanimously accepted.*

D. Fields presented the JTPR contract for Commuter Connect for renewal. *C. Altman motioned to defer to Executive Session on December 16, 2014. C. Stockamp seconded the motion. The motion was unanimously accepted.*

D. Fields presented the Capitol Assets contract for renewal. *C. Altman motioned to defer to Executive Session on December 16, 2014. C. Stockamp seconded the motion. The motion was unanimously accepted.*

D. Fields presented the Campbell, Kyle, Proffitt contract for renewal. D. Fields advised the contract dates are January 2015 through December 2015. *B. Kirchoff motioned to renew the contract. L. Hesson seconded the motion. The motion was unanimously accepted.*

L. Kaplan presented an amendment to the Trapeze service agreement to continue the original license for three more years. L. Kaplan advised she negotiated a lower quote for the renewed agreement which would run 2015 through 2017. *J. Bridges motioned to renew contract. L. Hesson seconded the motion. The motion was unanimously accepted.*

D. Fields presented Title VI (non-discrimination policy) for approval. She advised it is FTA approved. However, she was made aware at the last quarterly meeting with IndyGo that it also must be approved by the board. *C. Stockamp motioned to approve funding. L. Hesson seconded the motion. The motion was unanimously accepted.*

Commuter Connect Report: L Kaplan reported that staff is in the process of developing their work plans for 2015. L. Kaplan also advised that The Star is doing an article on Commuter Connect and the vanpool group that developed as a result of the reduction in service of the Carmel Express Bus.

Executive Director Report: A. Gast-Bray reported he is encouraged by the discussions he has had with community leaders. A. Gast-Bray advised that support from townships and businesses is essential to favorable legislation.

C. Altman brought the meeting to a close. *L. Hesson motioned to accept adjournment. C. Stockamp seconded the motion. The motion was unanimously accepted.*

Board President
Central Indiana Regional Transportation Authority

Date of approval