

Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
January 14, 2015
320 N. Meridian Street, Indianapolis, IN – Room 911

Members Present:

Christine Altman
Cassie Stockamp
Larry Hesson
Dan Woo
Don Adams
Linda Sanders
Calvin Cargile
Michael Colby
Ron Deer
Mark Richards
Andy Cook
Michael Biberstine

Members Absent:

Jerry Bridges
Dax Norton
Marta Moody
Larry Tunget

Staff Present:

Lori Kaplan
Dora Fields
Renee Walker
Heather White
Patricia Castañeda
Andrew McGee
Philip Cleveland

A quorum was recognized and the meeting was called to order by C. Altman at 9:10am.

Introductions were made by the Board Members, CIRTA/Commuter Connect staff, and the gallery.

Election of Officers

- C. Altman explained the roles and responsibilities of each position.
- C. Altman presented the proposed slate for 2015, C. Stockamp for President, C. Altman for Vice President, L. Hesson for Treasurer, and J. Bridges for Secretary.
- C. Altman opened the table for any additional nominations. None were named.
- *D. Adams moved to elect the slated nominees. M. Colby seconded the motion. The motion was approved unanimously by the board. The virtual gavel was passed to C. Stockamp immediately following this vote and she took over leading the meeting.*

Consideration of Memorandum of Meeting 12/10/2014

- M. Colby advised a revision should be made showing him present for the meeting.
- *C. Stockamp moved to accept the minutes with requested revision, M. Colby seconded the motion. The motion was approved unanimously by the board.*

Consideration of Memorandum of Meeting of Executive Session 12/16/2014

- Memorandum was reviewed.
- *C. Stockamp moved to accept the minutes, M. Colby seconded the motion. The motion was approved unanimously by the board.*

Consideration of Memorandum of Meeting 12/16/2014

- Memorandum was reviewed.
- *C. Stockamp moved to accept the minutes, M. Colby seconded the motion. The motion was approved unanimously by the board.*

Consideration of Financials

Claims Docket 150114

- D. Fields advised that in the future monthly payments will be made to Campbell Kyle Proffitt LLC, rather than one lump payment at the end of the year. Monthly payments will help with cash flow.
- D. Fields advised that she has not received a 2014-15 contract for Baker Donaldson. C. Altman advised that she signed off on the contract when also signing off on the Hamilton County contract.
- *M. Coby moved to accept Claims Docket 150114, L. Sanders seconded the motion. The motion was approved unanimously by the board.*

Grants Docket

- D. Fields advised a request for an extension for the JARC One-Call One –Click grant, set to end December 31, 2014, has been submitted and is pending.
- How's this: 5307 Grant Funds. A discussion ensued regarding the fact that CIRTA may be in a position to finalize a "split letter" with IndyGo prior to the next board meeting regarding allocation of 2015-5307 funds. *D. Adams moved to give the board president authority to sign the split letter after consultation with the Executive Committee., L. Hesson seconded the motion. The motion was unanimously approved by the board.*
- D. Fields advised that there are two different entries on the Grant Docket for Commuter Connect CMAQ grants. "CMAQ Grant Commuter Connect" reports on the balance of funds for the grant period that ends 10.31.15. "CMAQ Commuter Connect" references the grant period that will follow the first listed, which ends 12.31.18.
- D. Fields advised Plainfield Connector is set to run thru September 30, 2015. An extension will be requested as the funds will run longer.

Old Business

- Executive Committee recommends 2015 budget for approval
- C. Altman stated a function and cost allocation shift in budget for CIRTA was established.
- R. Deer suggested looking at locations for CIRTA offices outside of high rent district such as community centers.
- *C. Altman moved to accept 2015 budget, L. Sanders seconded the motion. The motion was approved unanimously by the board.*

Capitol Assets Contract

- R. Cockrum gave a brief description of the services Capitol Assets provides CIRTA.
- C. Altman explained the importance of having R. Cockrum and his firm, Capital Assets, lobbying on behalf of CIRTA.
- *L. Sanders moved to approve the contract, M. Biberstine seconded the motion. The motion was approved unanimously by the board.*

JTPR Contract

- J. Thomas explained what she is doing for CIRTA from a Public Relations stand point. She advised that she is presently working on media and direct relations as well as, looking at CIRTA's role and how to apply its message to the region.
- C. Altman explained the importance of having J. Thomas marketing on behalf of CIRTA.
- *D. Adams moved to approve the contract, R. Deer seconded the motion. The motion was approved unanimously by the board.*

New Employee Holidays Guideline

- P. Castañeda advised CIRTA follows the same holiday schedule as Marion County and IndyGo.
- P. Castañeda advised the number of holidays would not change; rather, there would be six (6) observed holidays and seven (7) floating holidays to be used during the calendar year.
- R. Deer questioned whether floating holidays would be considered PTO and therefore subject to hour and wage laws.
- C. Altman asked A. Poindexter to research the legality of the proposed holiday schedule and report back to the board.
- C. Altman suggested tabling approval to next board meeting.

PMTF update

- R. Cockrum advised Governor Pence proposed a 3% decrease in funding
- R. Cockrum suggested that on a local level we should be introducing towns within the region to CIRTA.
- R. Cockrum advised there is a bill submitted increasing the PMTF fund to \$60M of which CIRTA is partners in.

New Business

- D. Fields asked the board to declare surplus asset disposal of the 2006 Saturn intended for the Executive Director
- *C. Altman moved to declare surplus asset disposal for the 2006 Saturn, M. Colby seconded the motion. The motion was approved unanimously by the board.*

Check Signing Authority

- D. Fields advised additional signatory authority is required for checks issued by CIRTA.
- *C. Altman moved that the Board President and Treasurer stand as signers with the Secretary as a backup signer. L. Sanders seconded the motion. The motion was approved unanimously by the board.*

Form Finance Committee

- D. Fields advised the formation of a Finance Committee would be beneficial.
- An appointed committee member would be responsible for presenting all financials at monthly board meetings.
- C. Stockamp, L. Hesson, M. Richards, and D. Fields volunteered to be on the committee.
- *C. Altman moved to approve the formation of a finance committee, L. Sanders seconded the motion. The motion was approved unanimously by the board.*

Other Units of Government Participation

- There was general discussion about inviting other units of government, municipalities and townships, to join CIRTA, as a way to broaden involvement in CIRTA, as well as to increase membership and membership dues.
- R. Cockrum reported that a change in statute will be required to allow the CIRTA board to vote to add new members, rather than have each county that comprises CIRTA be required to pass an ordinance, as the law is currently written.
- It was also discussed whether members from municipalities and townships would be voting or non-voting members of the CIRTA board.
- R. Cockrum reported that change in statute would be required to allow municipalities and townships to be voting members. He was pessimistic that such an amendment would pass the Indiana legislature as such a change would dilute the votes of current board members.

- C. Altman suggested the Executive Committee confer with counsel and R. Cockrum to decide on the wording of the proposed amendment, with the goal of increasing membership on the CIRTA board and the pros and cons of adding voting members.
- *D. Adams moved to authorize the Executive Committee to work with counsel and R. Cockrum on a legislative amendment, L. Hesson seconded the motion. The motion was approved unanimously by the board.*

Resolution to thank Bill Kirchoff for 10 years of service

- C. Altman presented adopting a resolution to honor B. Kirchoff for his ten years of service as a board member, Board Treasurer, and interim director.
- *L. Hesson moved to accept the resolution, D. Adams seconded the motion. The motion was unanimously approved by the board.*

Commuter Connect Report

- L. Kaplan gave an overview of Commuter Connect’s services for the new board members
- L. Kaplan advised that December was a slow month when staff had the opportunity to finalize reports and scout for possible recruits. January is already busy for staff and the upcoming Spring season will also be very busy.

Mobility Manager Report

- P. Castañeda advised that the Indy Express ridership was down for December 2014 due to the holidays and snow days.
- P. Castañeda advised that the Carmel Express ended service on December 19, 2014.
- P. Castañeda advised the first Carmel to Indianapolis vanpool was formed by several of the displaced Carmel Express riders. As well, seventeen (17) other Carmel Express riders are on a waiting list for a second vanpool.
- P. Castañeda advised the City of Fishers will decide on continuing funding by the end of January 2015. One of Fishers’ concerns is the cost of snow removal at the park and ride location and allowed community advertising on the express bus. Miller Transportation, the transportation provider, has given an okay for the advertising.
- P. Castañeda advised the North Plainfield Connector and the Whitestown Connector are on line to be in service late March/early April.
- P. Castañeda advised that the County Connect website is live. She explained it is a one stop shop transportation resource service connecting counties within the region.

At 11:00am, C. Stockamp moved to adjourn the meeting, D. Adams seconded the motion. The motion was unanimously approved by the board.

Board Secretary

Date