

Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
February 24, 2015
320 N. Meridian St., Indianapolis – Room 911

Members Present:

Christine Altman
Andy Cook
Mark Richards
Dan Woo
Cassie Stockamp
Marta Moody
Michael Colby
Don Adams
Ron Deer
Linda Sanders

Larry Hesson
Calvin Cargile

Members Absent:

Dax Norton
Larry Tungent

Staff Present:

Heather White
Renee Walker
Lori Kaplan
Patricia Castañeda
Austin Gibble
Andrew McGee

A quorum was recognized and the meeting was called to order by C. Stockamp at 9:01 a. m.

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

The minutes of the January 14, 2015 meeting of the CIRTA board were presented for consideration. *M. Richards moved to accept the minutes, L. Sanders seconded. The motion was approved unanimously.*

Consideration of Financials

AP Voucher #2015001

- L. Kaplan advised that per the State Board of Accounts, the docket needs to be signed by members of the CIRTA Board. The Voucher Register was passed to each Board member for their signature.
- *D. Adams moved to accept Resolution #2015001 approving the AP Voucher Register as presented, L. Sanders seconded. The motion was approved unanimously by the board.*

Grants Docket #150224

- L. Kaplan advised that this Docket shows the remaining balance of grants. The Commuter Connect program has two entries for CMAQ grants; one has a grant period ending 10.31.2015 and the other grant period ending 12.31.18.
- Patricia Castañeda advised that the CMAQ grant which covers the Plainfield Connector is projected to extend through the end of 2015 instead of the original projected date of 9.30.15.

Old Business

Employee Holidays

- Resolution # 2015002, A. Poindexter (CIRTA Legal Counsel) reported that the request to grant employees seven (7) floating holidays to be used during the calendar year was acceptable. A. Poindexter stated that the floating holidays must be taken in whole days and not considered PTO time.
- *M. Colby moved to accept Resolution #2015002, L. Hesson seconded. The motion was approved unanimously by the board.*

Letter to four largest Municipalities

- L. Kaplan advised that during the last Executive Committee meeting it was determined that a letter should be sent to the four largest municipalities within the CIRTA region, outside of Marion County, requesting that they advise of their joint appointment to the CIRTA Board, as allowed by CIRTA's enabling statute. The four largest municipalities are Anderson, Carmel, Fishers and Muncie, per the 2010 Census data.
- C. Altman also requested that a letter be sent to each county within the CIRTA region requesting official confirmation of their designated appointment to the CIRTA Board. This should be done on an annual basis, or at the time that each representative's four year term is set to expire.
- It was agreed by the Board that a resolution was not required on these matters

PMTF Update

- A. Gremling advised that there will be a fixed percent given to transit providers and there has not been a raise given in seven years.
- Jen Thomas clarified that there is a bill to increase PMTF funding from \$42M to \$60M, and it is still moving through the legislative process. There is optimism that the amount will be increased from \$42M, but it is unlikely it will be as high as requested.

New Business

Time Sheet Approval - Resolution #2015003

- C. Stockamp advised that C. Altman, L. Hesson or herself has begun approving the timesheets of the CIRTA managers due to the vacancy of the Executive Director position.
- L. Kaplan will continue to sign off on the timesheets of the Commuter Connect employees.
- *D. Adams moved to accept Resolution #2015003, seconded by L. Sanders.* The motion was unanimously approved.

Salary Schedule Approval - Resolution #2015004

- C. Stockamp advised that, the Audit that was completed by the State Board of Accounts, determined that CIRTA/Commuter Connect is required to have a salary schedule in place. The salary schedule presented to the board includes a range for each job classification.
- Discussion ensued as to whether this salary schedule would have an impact on the budget. It was discussed that the schedule merely provides a range salary for each position; however, changes to current salaries would have to be approved by the board since the 2015 board approved budget does not currently allow for any salary increases.
- A. Poindexter stated that when a new Executive Director is hired, an updated salary schedule will need to be implemented.
- L. Kaplan suggested increasing the top of the salary ranges for the Customer Service Position to \$40,000 and the Mobility Manager's salary to \$65,000.
- *C. Altman moved to accept the Salary Schedule in Resolution #2015004, seconded by Andy Cook.* The motion was unanimously approved

Salary Adjustments – Resolution #2015005

- C. Altman stated that the goal is to eventually hire an Executive Director but in the interim managers L. Kaplan and P. Castañeda have been given more responsibilities and will be compensated for the additional responsibilities.
- Motion to adjust L. Kaplan's salary to create parity with historic salary, and for a temporary 5% increase in salary for L. Kaplan and P. Castañeda, retroactive to January 1, 2015, and until such time as a new Executive Director is hired was *moved by C. Altman and seconded by M. Colby.* The motion was unanimously approved.

Commuter Connect Report

- L. Kaplan advised that Philip Cleveland had resigned. The Customer Service/Office Assistant position is open and has been posted.
- The Commuter Connect staff is planning ahead for the busy spring season with Earth Day events and staffing tables in the counties they serve.
- Austin Gible is working with Commuter Connect on a temporary basis until the Customer Service Position is filled.
- The Commuter Connect staff is continuing to look for opportunities to work with large Employers.

Mobility Manager Report

- P. Castañeda advised that the County Connect meetings will begin this month and there will be a rotation between onsite meetings and webinars for training on the One Call One Click Website.
- Ridership on the Fishers Express bus is up 16%. This service will end on 5.1.2015, hoping to get a few Vanpools established from the Commuters that rely on this route to work.
- The Plainfield Connector had 2,016 rides in February 2015; this is up 68% since February 2014. P. Castañeda will be meeting with the Town of Plainfield in the upcoming weeks regarding the continuation of this service past its projected end date at the end of 2015.

- P. Castañeda reported on the meeting held with IndyGo and the MPO to discuss the Split-letter agreement for the use of 5307 funds. CIRTAs is advised to look deeper as to the consequences of becoming direct recipients of these funds because of the additional reporting responsibilities, which could result in additional cost to the organization. The board asked for a financial report on the added costs associated to be presented at the next board meeting.
- A. Gremlin, Executive Director of the MPO presented her concerns to the board and suggested CIRTAs look at becoming a sub recipient to IndyGo to access 5307 funds, which may shelter CIRTAs from additional reporting. Another suggestion was to look at CMAQ funding for the Mobility Manager position.

IndyGo Report

- L. Boehmer, IndyGo, gave an update on the Downtown Transit Center that is programmed to be completed by the end of 2015.
- The board requested an update on IndyGo and the Red Line project at the next board meeting.

At 10:32 a.m., C. Stockamp moved to adjourn the meeting, L. Hesson seconded the motion. The motion was unanimously approved by the board.

Board Secretary

Date
