

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

Board Members Present:

Don Adams
Christine Altman
Michael Biberstine
Jerry Bridges
Bill Ehret
Calvin Cargile
Larry Hesson
Marta Moody
Mark Richards

Linda Sanders
Cassie Stockamp
Larry Tungent

Board Members Absent:

Michael Colby
Andy Cook
Ron Deer
Dax Norton
Dan Woo

CIRTA Staff Present:

Patricia Castañeda
Austin Gibble
Andrew Jackson
Lori Kaplan
Andrew McGee
Heather White

A quorum was recognized and the meeting was called to order by C. Stockamp at 9:02 a. m.

Introductions

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

Consideration of Memorandum of Meeting 2/24/2015

The minutes of the February 24, 2015 meeting of the CIRTA board were presented for consideration. *M. Moody moved to accept the minutes, D. Adams seconded. The motion was approved unanimously.*

Consideration of Financials

AP Voucher Register – Resolution #2015005

- A. Jackson presented the AP Voucher Register. A. Jackson reminded the board that most of these are bills paid each month. L. Kaplan reminded the board that all board members present need to sign off on this.
- *M. Richards moved to accept Resolution #2015005 approving the AP Voucher Register as presented, J. Bridges seconded. The motion was unanimously approved.*

Grants Docket #150324

- A. Jackson 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. The Commuter Connect funds will continue beyond 10.31.2015 date.
 - The CMAQ Plainfield Connector is now projected to last into early 2016
 - The JARC One-Call One-Click is winding down and will be depleted in late April/May.
 - P. Castaneda noted that the remaining money is being used on marketing and outreach efforts.
 - The JARC Mobility Management funds are coming to an end.
 - The CMAQ North Plainfield Connector and Whitestown Connector funds have been transferred from the FHWA to the FTA. CIRTA is waiting on confirmation of when funds can be drawn down.
 - M. Moody asked what entity awards the CMAQ grants. P. Castaneda stated that the Indianapolis MPO awards the grants and P. Castaneda advised when CIRTA applied for the grants.
- C. Stockamp asked that A. Jackson give the whole board a brief overview of his work experience before coming to CIRTA.
- A. Jackson advised that financial statements will be provided for future board meetings.

Old Business

Letters to Counties to confirm appointments

- L. Kaplan reported that letters were sent to all counties, as requested by the board at the last board meeting, requesting confirmation of existing board appointments, or reappointment where necessary. The letters

were sent on March 20, 2015. L. Kaplan stated that, to date, the only response that has been received is from Shelby County. L. Kaplan advised that per statute, if a board member's appointment has expired but there has not been a new appointment made, the board member can continue to serve on CIRTA's board until a new appointment is made.

Letter to four largest Municipalities (Outside of Marion County)

- L. Kaplan stated that the letter requesting appointment for this seat was sent on March 11, 2015. These four municipalities are: Anderson, Carmel, Fishers and Muncie (in alphabetical order). To date, no response has been received. L. Kaplan stated that M. Colby had been in this seat and opted not to attend today's meeting pending a new appointment from the four municipalities.

Division of Responsibility of CIRTA Managers

- L. Kaplan stated that the division of responsibilities of CIRTA Managers was listed for board members. P. Castaneda noted that this document was the same that they had seen, and only changes that had been made were highlighted. P. Castaneda noted that duties previously of the Finance Manager position were now divided between A. Jackson, L. Kaplan and P. Castaneda, such as HR duties, board communication, and office management duties.

New Business

Ratification of professional services contract with Andrew Jackson for financial management services - Resolution #2015006

- C. Stockamp stated that Anne Poindexter has reviewed Andrew Jackson's contract.
- *L. Hesson moved to accept Resolution #2015006 as presented, seconded by L. Sanders.* The motion was unanimously approved.

PERF (Public Employees Retirement Fund) Authorized Agent - Resolution #2015007

- P. Castaneda explained that the Finance Manager was the previous authorized agent with CIRTA for PERF. Since the position is currently vacant, CIRTA must assign an authorized agent for the interim. P. Castaneda was recommended to be the agent per division of responsibilities.
- *J. Bridges moved to accept Resolution #2015007 as presented, seconded by M. Moody.* The motion was unanimously approved.

Addition of Mark Richards (Finance Committee Representative) as signatory on banking transactions, with checks to be signed by two approved board members in descending order: Board President, Board Treasurer, Board Vice President, Board Secretary, Finance Committee Representative – Resolution #2015008

- P. Castaneda explained that all checks need two signatures. By adding the Finance Committee Representative as signatory for banking transactions, this will add efficiency in signing of checks.
- *M. Biberstine moved to accept Resolution #2015008 as presented, seconded by J. Bridges.* The motion was unanimously approved.

Time Sheet Approval – Managers to approve each other's time sheets, Manager of Commuter Connect to approve time sheets of all Commuter Connect staff, Bi-monthly payroll report to be approved by Executive Committee members in descending order: Board President, Board Treasurer, Board Vice President, Board Secretary – Resolution #2015003A

- P. Castaneda explained that this process will also create efficiency in approval of timesheets.
- *L. Sanders moved to accept Resolution #2015003A as presented, seconded by D. Adams.* The motion was unanimously approved.

Indy Connect Update

- Before the Indy Connect update began, L. Kaplan stated that IndyGo should be able to provide an update during the April CIRTA board meeting.
- Sean Northup (Assistant Executive Director, Indianapolis MPO) provided a brief history of Indy Connect.
- S. Northup then provided an update of where Indy Connect currently stands today.
- D. Adams asked if this presentation could be placed on the CIRTA website. S. Northup and L. Kaplan stated that it could be placed on the CIRTA website.

Reports

Commuter Connect Report – L. Kaplan

- L. Kaplan reported that H. White and the program have had increased interest in vanpools and are expecting to report on more vanpools
- The Commuter Connect staff is planning ahead for the busy spring season with Earth Day events and staffing tables in the counties they serve.
- C. Stockamp asked about the turnout at Transit Day at the Statehouse. L. Kaplan and Addison Pollock (ICAT) stated that the legislative member turnout was one of the best that has been seen.
- L. Kaplan asked Lance Boehmer (Marketing Specialist, IndyGo) to provide a quick overview of Stand Up for Transportation Day. L. Boehmer explained that this event is in regards to federal transportation funding. The event is April 9, 2015 at 11:00 AM in the south plaza of the Indianapolis City-County Building.
- L. Kaplan reported that A. Gibble is working to combine all CIRTAs resolutions into one packet. L. Kaplan requested that if any board members have meeting minutes from 2007 and prior years to please provide those to us as it would help complete this project.

Mobility Manager Report – P. Castaneda

- P. Castañeda explained that CIRTAs is continuing discussions of how CIRTAs could access 5307 funds.
 - P. Castaneda distributed a spreadsheet that she and A. Jackson worked on to provide some estimates of costs associated with requirements of accessing 5307 funds.
 - C. Stockamp asked if other scenarios of 5307 funding have been explored. P. Castaneda replied that other 5307 funding scenarios have been explored.
 - C. Stockamp asked if CIRTAs currently has the local match in the CIRTAs budget for this. A Jackson stated that the local match for 5307 funds is not currently in the CIRTAs budget. Discussion then proceeded on potential ways to find ways to budget for the local match.
 - P. Castaneda stated that the application for 5307 funding for 2016, needs to be submitted in 2015.
 - C. Altman asked if can we apply for the funding, and withdraw the application if we are not able to come up with the local match. A. Jackson stated he would research the answer to this question and update. J. Bridges asked if this scenario would affect IndyGo's ability to access the funds that CIRTAs would not be able to use. A. Jackson stated it would not as the funding is coming to the region as a result of CIRTAs services (vanpooling and connector services).
 - Discussion resumed on potential ways to find funding in the budget for the local match.
 - P. Castaneda asked for confirmation to continue exploring the possibility of CIRTAs accessing 5307 funds. C. Stockamp confirmed this and asked that a plan be presented to the board that would explain what projects this funding would pay for, a timeline, allocations to projects and required local match for each project.
- P. Castaneda reported that she is continuing work on the County Connect website.
 - P. Castaneda reported that a press release was sent out last week. In addition, press releases that can be personalized for each county to use for their local media.
 - P. Castaneda stated that a list of major, development changes is being kept for Phase 3 of the County Connect website.
- P. Castaneda reported that CIRTAs has been continuing to organize Marion County TAC meetings. Currently the Marion County TAC is accepting applications for 5310 funding and presentations of applicants will be in April.
- P. Castaneda reported on ridership for the Plainfield Connector and Fishers Express Bus. The ridership report was distributed with the board packet.

Legislative Report – R. Cockrum

- R. Cockrum was not present.

Public Relations Report – J. Thomas

- J. Thomas reported that there has been a conversation with one mayoral candidate for the City of Indianapolis regarding funding for CIRTAs, and efforts are underway to schedule a meeting with the other leading candidate.

- J. Thomas also reported that she is working on a plan to reach out to the Plainfield community (elected leaders and businesses) regarding the continuation of the Plainfield Connector beyond the grant funding.
 - C. Altman asked if the riders could be surveyed to find out more specifically where the riders are going and what companies they work for.

Adjournment

Before adjournment, J. Bridges discussed the current federal transportation bill. C. Altman stated that CIRTA's federal lobbyist would be in town on April 10th meeting with Hamilton County, and that it could be a good time to provide CIRTA's federal lobbyist with CIRTA's objectives for the federal transportation bill.

At 11:06 a.m., L. Hesson moved to adjourn the meeting, L. Sanders seconded the motion. The motion was unanimously approved.

Board Secretary

Date
