

Memorandum of Meeting  
Central Indiana Regional Transportation Authority (CIRTA)  
April 28, 2015  
320 N. Meridian St., Indianapolis – Room 911

**Board Members Present:**

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

Mark Richards  
Linda Sanders  
Cassie Stockamp  
Larry Tunget  
Dan Woo

**Board Members Absent:**

Michael Colby  
Ron Deer  
Dax Norton

**CIRTA Staff Present:**

Patricia Castañeda  
Austin Gibble  
Andrew Jackson  
Lori Kaplan  
Andrew McGee  
Renee Walker

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 (introduction of CIRTA/Commuter Connect staff and others in attendance occurred later in the meeting).

**Consideration of Memorandum of Meeting 3/24/2015**

The minutes of the February 24, 2015 meeting of the CIRTA board were presented for consideration. *L. Hesson moved to accept the minutes, L. Sanders seconded. The motion was approved unanimously.*

**Consideration of Financials**

AP Voucher Register – Resolution #2015009

- A. Jackson presented the AP Voucher Register. A. Jackson stated that the expenditures for April were standard invoices and on budget. He added that adjustments to payroll to reflect actual employee benefits charged to each grant will be made for the Connector grants by the end of the year.
- C. Altman asked if adjustments could be done monthly. A. Jackson stated that they could.
- *M. Richards moved to accept Resolution #2015009 approving the AP Voucher Register as presented, J. Bridges seconded. The motion was unanimously approved.*

Grants Docket #150324

- A. Jackson stated that the IFB for the North Plainfield Connector and Whitestown Connector have gone out, and therefore those grants will begin to be drawn down soon.

Financial Report – Statement of Revenues and Expenses

- A. Jackson stated that in regards to CIRTA revenues, partner contributions have been received from all but two counties. All counties submitted their contributions in the amount they were billed, with the exception of two that contributed more than that requested – those being Hancock and Morgan Counties.

**Old Business**

Letters to Counties to confirm appointments

- L. Kaplan reported that all counties have responded with their appointments, with the exception of Boone and Johnson counties. All other counties' appointments to CIRTA's board remain the same.

Letter to four largest Municipalities (Outside of Marion County)

- L. Kaplan reported that there had been no response on this appointment.

Plainfield Connector Continuation Plan

- P. Castaneda and Jen Thomas distributed and presented the Plainfield Connector Continuation Plan. P. Castaneda noted one edit to the Plainfield Connector Continuation Plan document.

- P. Castaneda reported an item to highlight is that ridership has continuously gone up, when comparing monthly ridership year-to-year.
- J. Thomas added that based on the ridership survey, almost all riders are from Marion County and many of the riders have been using the service for over a year.
- J. Thomas stated that the goal of the continuation plan is to determine by October 2015 if service will continue in 2016.
- \$200,000 per year is needed to continue the service. This budget includes administrative overhead and a marketing budget.
- P. Castaneda also stated the Town of Plainfield is researching potential grants to assist in funding of the Plainfield Connector
  - C. Altman stated that the Town of Plainfield could look into TIF funding as an additional option to help fund the Plainfield Connector.
- Discussion continued regarding how to end services and the use of subsidy/infrastructure language.

#### 5307 Funding

- P. Castaneda stated that CIRTAs is still researching how to access these funds and what projects should the funds be allocated to (such as expansion of Plainfield Connector services).
  - C. Altman asked if CIRTAs has met with the federal agencies regarding what types of projects the funds can be used for. L. Kaplan stated that CIRTAs had met with FTA Region 5 along with IndyGo, but that CIRTAs would clarify with FTA on this question.
- B. Ehret asked if the conversation of funding the Plainfield Connector has occurred with the developers in Plainfield. P. Castaneda stated that developers do use the Plainfield Connector as a feature to sell property in that area, and that CIRTAs is beginning to have conversations with the developers regarding funding of the Plainfield Connector.
  - C. Altman stated that a fee to assist with funding of the Plainfield Connector could be added to the landowners association.

#### 2016 CIRTAs Budget Update

- A. Jackson stated that a draft budget was being developed. A. Jackson noted a few items such as a 10% increase in health care costs would be included in the draft. A. Jackson also noted that the 2016 budget will likely be balanced if the financial manager position remains a contractual position.
  - C. Altman asked if there is a target date for the budget to be ready.
    - L. Hesson stated that the goal was by the end of June. Discussion ensued and it was determined that a draft budget would be ready by the May board meeting

#### **New Business**

##### Interim Executive Director and interim realignment of responsibility - Resolution #2015010

- C. Stockamp introduced the plan to reorganize staff, and stated that the plan had been discussed by the Executive Committee. L. Kaplan explained that the new structure presented will allow for one point of contact for CIRTAs in the community and allow CIRTAs/Commuter Connect to more efficiently distribute responsibilities/tasks.
- *L. Hesson moved to accept Resolution #2015010 as presented, seconded by M. Moody. The motion was unanimously approved.*

##### Resolution required to replace Christine Altman with Cassie Stockamp as primary contact for all bank transactions - Resolution #2015011

- C. Stockamp stated that this was only an administrative item to reflect the change of the President of the CIRTAs Board
- *D. Adams moved to accept Resolution #2015011 as presented, seconded by C. Altman. The motion was unanimously approved.*

#### **IndyGo Update**

- Justin Stuehrenberg, IndyGo Director of Special Projects gave an update on IndyGo
- J. Stuehrenberg gave a very brief update on the Downtown Transit Center and IndyGo Forward and there were no questions on these two items.

- J. Stuehrenberg gave an update on IndyGo’s electric buses that will soon be in their fleet.
  - J. Stuehrenberg stated that the electric buses will be remanufactured buses as it considerably decreases the cost of the buses. He also noted that it is hard to distinguish between a remanufactured bus and a new bus.
  - In response to an inquiry J. Stuehrenberg state that there are still not full calculations on return of investment yet as there are not many all-electric buses in fleets yet.
- J. Stuehrenberg gave an update on the Red Line and responded to various inquiries as follows:
  - In most cities where a new BRT line starts, the local service continues as well. In many cities, the local service is reviewed and sometimes adjusted after the BRT has been in operation for a given amount of time.
  - The consultant for the next phase of the project is CDM Smith.
  - Construction will potentially begin in 2017 for Phase 1 (Broad Ripple to University of Indianapolis)with service possibly starting in 2018.
  - Routing of the Red Line is complete with the exception of sections in the downtown Indianapolis area.

**MPO Update**

- Anna Gremling, Indy MPO Executive Director, gave an update of the Hamilton County Transit Forum, LadderStep and the Green Line.
  - A. Gremling noted that the public hearing for the Green Line will probably occur in late fall of this year, and that it was moved back due to unforeseen circumstances in the federal DOT office.

**Reports**

**Commuter Connect Report – L. Kaplan**

- L. Kaplan recognized Austin Gible being accepted into the Center for Urban and Transportation Research at the University of South Florida.
- L. Kaplan reported on Earth Day Events and upcoming Bike to Work Day Events. In addition, L. Kaplan reported that CIRT/Commuter Connect staff are working on the annual NTD report, which is what causes us to be eligible for 5307 funding.

**Mobility Manager Report – P. Castaneda**

- P. Castaneda gave an update on ridership for the Plainfield Connector and the Fishers Express Bus.
  - P. Castaneda noted that talking points for the Fishers Express Bus were provided at the end of the board packet.
- P. Castaneda gave an update on County Connect.
- P. Castaneda reported that the Plainfield Connector service will be an option for transit in Google Maps this week. A. Gible also helped to explain the work and how directions will be given for the Plainfield Connector service.

**Legislative Report – R. Cockrum**

- R. Cockrum gave a legislative update. He noted that in the ridesharing bill, CIRT/ and other transit authorities would be exempt from this legislation. R. Cockrum also gave a status update of the PMTF funding.

**Public Relations Report – J. Thomas**

- J. Thomas reported that work on the Plainfield Connector Continuation Plan is continuing, and that she is monitoring any coverage of the Fishers Express Bus.

**Adjournment**

*At 10:29 a.m., L. Sanders moved to adjourn the meeting, M. Biberstine seconded the motion. The motion was unanimously approved.*

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Board Secretary

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Date