

Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
October 27, 2015
320 N. Meridian St., Indianapolis – Room 911

Board Members Present:

Christine Altman
Michael Biberstine
Calvin Cargile
Bill Ehret
Tim Haak
Larry Hesson
Joe McGuinness
Mark Richards
Linda Sanders
Cassie Stockamp

Board Members Absent:

Don Adams
Jerry Bridges
Michael Colby
Andy Cook
Marta Moody
Larry Tunget
Dan Woo

CIRTA Staff Present:

Lori Kaplan
John Kennie
Andrew McGee
Philip Roth
Jeff Seidenstein
Renee Walker
Heather White

An executive session was held at 9:00 AM prior to the start of the regular board meeting. Notice was given that the CIRTA Board would meet in executive session at 9:00 AM on Oct. 27th, 2015 to discuss personnel issues as allowed by IC 5-14-1.5-6.1(b)(5) and (9). The executive session concluded at 9:30 a.m.

A quorum was recognized and the regular board meeting was called to order by C. Stockamp at 9:41 a.m.

Introductions

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

Consideration of Memorandum of Meeting 6/23/2015

The minutes of the September 15, 2015 meeting of the CIRTA board were presented for consideration. *L. Sanders moved to accept the minutes, M. Richards seconded. The motion was approved unanimously.*

Consideration of Financials

AP Voucher Register – Resolution #2015028

- J. Seidenstein presented the AP Voucher Register. L. Kaplan added that the AP voucher had more expenses than normal due to the schedule change of the September board meeting. B. Ehret asked about the Clear Channel Outdoor expenses, and A. McGee stated that these billboards were advertising for the Commuter Connect program.
- *C. Altman moved to accept Resolution #2015028 approving the AP Voucher Register as presented, J. McGuinness seconded. The motion was unanimously approved.*

Grants Docket #151027

- J. Seidenstein presented the grants docket.

Financial Report

- Statement of Revenues and Expenses, January 2015 through September 2015
 - J. Seidenstein presented the statement of revenues and expenses for CIRTA and the differing grants.

2016 Budget Draft

- J. Seidenstein stated that the 2016 Budget Draft would be presented at the next Finance Committee meeting, and then presented to the full board at the December board meeting.
- C. Stockamp stated CIRTA should look to develop a cash reserve, and asked J. Seidenstein what is typical. J. Seidenstein suggested to the board that CIRTA strive to accumulate one month's worth of operating costs in reserves to assist with cash flow issues that have historically occurred near the end of a calendar year.
- C. Altman asked about the interlocal agreement with the City of Indianapolis regarding their contribution. L. Kaplan explained this interlocal agreement and also other new, anticipated

revenues – PMTF and 5307. The interlocal agreement was also discussed later as a separate item of business (below).

- C. Altman offered a line of credit to CIRT A, from her personal assets, for \$50,000 at a rate of 3%. *L. Hesson made a motion for CIRT A to negotiate with C. Altman for this offer of a line of credit, seconded by M. Richards. The motion was unanimously approved.*

New Business

Resolution #2015029 – PMTF Agreement-approval of agreement between INDOT and CIRT A for 2016 funding

- L. Kaplan explained that CIRT A has to enter into an agreement with INDOT in order to receive PMTF funding. L. Kaplan also explained the proposed PMTF funding schedule over the next three years.
- *M. Biberstine moved to accept Resolution #2015029 as presented, seconded by C. Altman. The motion was unanimously approved.*

Resolution #2015030 – Contract for Plainfield Connector-approval for Board President to approve and sign contract, subject to ratification at December 8 board meeting

- L. Kaplan stated that CIRT A is required to hold an IFB to extend the Plainfield Connector service for an additional year, and that the IFB is publicized. CIRT A will review all bids that are received. L. Kaplan also stated that the service was being rebranded as the “South Plainfield Connector” in order to differentiate it from the North Plainfield service.
- *B. Ehret moved to accept Resolution #2015030 as presented, seconded by M. Biberstine. The motion was unanimously approved.*

Resolution #2015031 – Extension of Legislative Services Agreement with Baker, Donelson, Bearman, Caldwell & Berkowitz for 2015-2016

- L. Kaplan presented the resolution and explained that this agreement is for CIRT A’s lobbyist in Washington, D.C. and that this is a joint agreement with Hamilton County and the City of Noblesville.
- *L. Sanders moved to accept Resolution #2015031 as presented, seconded by M. Biberstine. The motion was unanimously approved.*

Resolution #2015032 – Interlocal Agreement between CIRT A and City of Indianapolis, DPW

- L. Kaplan stated that this is the first agreement of this type between CIRT A and any of the regional partners for the partner contribution. This agreement is for 4-years and provides increases in the partner contribution each year.
- M. Richards asked if there was a breach of agreement penalty. L. Kaplan stated there was not, and said that there is typically not in these agreements. C. Altman stated that this does set precedent for partner contributions going forward.
- *M. Richards moved to accept Resolution #2015032 as presented, seconded by M. Biberstine. The motion was unanimously approved.*

Discussion regarding 2016 board meeting schedule

- L. Kaplan asked the board if there were any preferences regarding a meeting day for the board meeting. Discussion ensued but it was determined that an email or Doodle poll will go out to board members asking for the preference of a day in the month to schedule board meetings. The 2016 board meeting schedule will then be presented at the December 8 board meeting.

Partner Report

- Justin Stuerhenberg, IndyGo, gave an update on the Red Line and the IndyGo Transit Center.

Reports

Interim Executive Director and Commuter Connect Report – L. Kaplan

- L. Kaplan reported that Commuter Connect has had a busy month with the Commuter Challenge and benefits/health fairs at Commuter Connect participating employers.
- L. Kaplan shared that CIRT A was given a 1-year reprieve for the FTA Triennial Review. L. Kaplan and J. Seidenstein will be attending FTA Triennial Review training in December.

- L. Kaplan informed the board that Cindy Benedict will now be working full-time on the Hamilton County Transit Forum. C. Benedict was hired by the MPO for this task and will potentially have office space in the CIRTA office.
- L. Kaplan gave an update on 5307 funding to CIRTA. L. Kaplan stated that in order for CIRTA to receive these funds, CIRTA will be required to have local match for the proposed projects and enter into a split letter agreement with the primary 5307 recipient for the region (IndyGo). CIRTA has proposed that CIRTA receives \$260,000 for specific projects – including the following:
 - South Plainfield Connector (discussed earlier)
 - Mobility Management activities, including the One-Call, One-Click website
 - Strategic Plan for CIRTA
 - Outreach and educational activities pertinent to Indy Connect.
- L. Kaplan reminded the board that there is not a November board meeting, and that the next board meeting will be December 8.

Mobility Manager Report – P. Roth

- P. Roth reported that CIRTA is working to finalize the 5307 split letter with IndyGo.
- P. Roth gave an update on the ridership of the Connectors. P. Roth noted that the South Plainfield Connector is projecting another record month for October, and that he is working to correct potential capacity issues with the early morning trips. P. Roth also reported that the Whitestown Connector ridership continues to increase. Finally, the North Plainfield Connector has remained stagnant potentially due to less than anticipated hiring by employers in this area.
- P. Roth reported that CIRTA is continuing discussion with the Hendricks County Economic Development Partnership regarding a potential Economic Improvement District to fund the South Plainfield Connector beyond 2016.

Legislative Report – R. Cockrum

- Judy Ripley gave a legislative update for R. Cockrum (Capitol Assets).

Public Relations Report – J. Thomas

- No update given

Adjournment

At 11:03 a.m., L. Hesson moved to adjourn the meeting, L. Sanders seconded the motion. The motion was unanimously approved.

Board Secretary

Date
