



Memorandum of Meeting  
Central Indiana Regional Transportation Authority (CIRTA)  
December 8, 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  
Tim Haak  
Larry Hesson

Joe McGuinness  
Marta Moody  
Cassie Stockamp  
Larry Tunget

**Board Members Absent:**

Michael Colby  
Mark Richards  
Linda Sanders  
Dan Woo

**CIRTA Staff Present:**

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

A quorum was recognized and the regular board 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 Executive Meeting 10/27/2015**

The memorandum of the October 27, 2015 executive session of the CIRTA board was presented for consideration. *M. Biberstine moved to accept the minutes, M. Moody seconded. The motion was approved unanimously.*

**Consideration of Memorandum of Meeting 10/27/2015**

The minutes of the October 27, 2015 meeting of the CIRTA board were presented for consideration. *M. Biberstine moved to accept the minutes, L. Hesson seconded. The motion was approved unanimously.*

**Consideration of Financials**

AP Voucher Register – Resolution #2015033

- J. Seidenstein presented the AP Voucher Register. He reported that the AP Voucher Register consisted of typical expenses for this month.
- *C. Altman moved to accept Resolution #2015033 approving the AP Voucher Register as presented, L. Hesson seconded. The motion was unanimously approved.*

Grants Docket #151202

- J. Seidenstein presented the grants docket and reported that all grants were on track. He also added that the Plainfield Connector CMAQ grant is projected to be exhausted in February.

2016 Salary Schedule – Resolution #2015034

- L. Kaplan stated that this change for 2016 was to include the position of Executive Director, which was not included for 2015, and to provide more flexibility in staff salaries.
- *C. Altman moved to accept Resolution #2015034 approving the resolution as presented, J. Bridges seconded. The motion was unanimously approved.*

2016 Budget for Final Approval – Resolution #2015035

- L. Kaplan noted before the budget was presented, that this budget was presented and discussed with both the Executive Committee and the Finance Committee. L. Kaplan also stated that this budget is being presented as two parts that the board would approve, personnel expenses and non-personnel expenses, and that only changes to these totals would require further approval from the board.
- J. Seidenstein presented the 2016 Budget. He noted that in this budget, CIRTA is projecting about a \$37,000 reserve. He recommended that CIRTA work to build a larger reserve for future budgets.
- *M. Biberstine moved to accept Resolution #2015035 as presented, B. Ehret seconded. The motion was unanimously approved.*

### **New Business**

#### Resolution #20150036 – 2016 CIRTA Staffing

- C. Stockamp explained that the Executive Committee decided to remove the interim titles from both employees' positions (Interim Executive Director and Interim Assistant Director – Commuter Connect) and offer salary adjustments in making these positions permanent.
- *M. Moody moved to accept Resolution #2015036 as presented, seconded by C. Altman. The motion was approved with a vote of 12-1. L. Hesson requested that the minutes reflect that he voted 'no' to the resolution not because of the employee performance, but because the salary for the Executive Director was not discussed with the whole CIRTA Board. He believed the whole CIRTA Board should discuss and consent to the Executive Director's salary and not the CIRTA Executive Committee alone.*

#### Resolution #2015037 – Contract for legal services with Campbell, Kyle & Proffitt (Anne Poindexter) for 2016

- L. Kaplan stated that this contact was the same as the previous year.
- *J. Bridges moved to accept Resolution #2015037 as presented, seconded by M. Moody. The motion was unanimously approved.*

#### Resolution #2015038 – Contract for public affairs services with Capitol Assets LLC (Rick Cockrum) for 2016

- L. Kaplan stated that this contract was also the same as the previous year.
- *J. McGuinness moved to accept Resolution #2015038 as presented, seconded by L. Hesson. The motion was unanimously approved.*

#### Resolution #2015039 – Contracts for public relations services for CIRTA and Commuter Connect with JTPR (Jen Thomas) for 2016

- J. Thomas presented her contracts to explain the scope of services for each of the two contracts. J. Thomas noted that for the Commuter Connect contract, the hours for each month were slightly reduced to reflect the current needs.
- *M. Biberstine moved to accept Resolution #2015039 as presented, seconded by J. Bridges. The motion was unanimously approved.*

#### Resolution #2015040 – Contract with Miller Transportation for continuation of Plainfield Connector

- P. Roth presented the results of the IFB for the continuation of the Plainfield Connector. He reported that Miller Transportation proposed the lowest cost and satisfied the requirements of the IFB.
- L. Kaplan further explained that even though this will be a change of contractors for this service, Miller Transportation does have previous experience operating public transportation for CIRTA.
- *B. Ehret moved to accept Resolution #2015040 as presented, seconded by L. Hesson. The motion was unanimously approved.*

#### 2016 Board Meeting Schedule

- L. Kaplan stated that after polling board members for their preference of board meeting dates, that for 2016 the board meetings would remain on the 4<sup>th</sup> Tuesday of each month (with 2 exceptions). The 2016 board meeting schedule was distributed.

### **Old Business**

#### Resolution #2015041 – Ratification of PMTF Agreement

- L. Kaplan stated that at the last board meeting, the board president was authorized to execute the contract with INDOT, subject to full board ratification. The contract is now before the board to ratify execution by C. Stockamp. The agreement is pending final signatures with INDOT and the State of Indiana.
- *C. Altman moved to accept Resolution #2015041 as presented, seconded by J. Bridges. The motion was unanimously approved.*

#### **Partner Report**

- Cindy Benedict, Project Manager – Indy Connect Engagement, gave an update on the Hamilton County Transit Forum and plans for replication.
- C. Benedict and P. Roth presented an initial process for a CIRTAs Strategic Plan. P. Roth explained that staff would work on the Strategic Plan in-house until about May, with some possible follow-up work later in the year that could be conducted by consultants. Significant Board input would be required at many points of the process, including but not limited to a Board retreat in March.

#### **Staff/Contractor Reports**

##### **Executive Director and Commuter Connect Report – L. Kaplan**

- L. Kaplan reported that the split letter for 5307 funding has been signed by all parties. C. Altman requested that a copy of the signed split letter be sent to all CIRTAs board members.
- L. Kaplan stated that invoices for partner contributions have been sent. L. Kaplan thanked Hamilton County for paying their 2016 invoice already, and asked other board members to help remind their counties of the invoices.

##### **Mobility Manager Report – P. Roth**

- P. Roth reported that the Plainfield Connector ridership dropped slightly from October to November, but that overall the Connector exhibits significant ridership growth from 2014 to 2015. Additionally, some of the decrease in ridership was due to a shift of passengers over to the Whitestown Connector.

##### **Legislative Report – R. Cockrum**

- Keith Johnson gave a legislative update for R. Cockrum (Capitol Assets).

##### **Public Relations Report – J. Thomas**

- Nothing additional to report from previous discussion of contracts

#### **Adjournment**

*At 10:57 a.m., D. Adams moved to adjourn the meeting, J. Bridges seconded the motion. The motion was unanimously approved.*

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Board Secretary

February 23, 2016

Date

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