



Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
February 23, 2016
320 N. Meridian St., Indianapolis – Room 911

Board Members Present:

Don Adams
Christine Altman
Jerry Bridges
Bill Ehret
Tim Haak
Joe McGuinness
Marta Moody
Cassie Stockamp
Mark Richards
Larry Tunget

Board Members Absent:

Michael Biberstine
Calvin Cargile
Michael Colby
Andy Cook
Larry Hesson
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 9:06 a.m.

Introductions

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

Consideration of Memorandum of Regular Board Meeting 12/08/2015

The memorandum of the December 08, 2015 meeting of the CIRTA board was presented for consideration. *D. Adams moved to accept the minutes, J. Bridges seconded. The motion was unanimously approved.*

Consideration of Financials

AP Voucher Register – Resolution #2016-02-01

- J. Seidenstein presented the AP Voucher Register. He reported that all of Partner Contributions have been submitted except one, but was assured it is on the way. He also reported that the AP Voucher Register consisted of three pages instead of the typical one page since there was not a board meeting in January; otherwise all of the typical expenses are included in the Register for this month.
- *J. Bridges moved to accept Resolution #2016-02-01 approving the AP Voucher Register as presented, M. Richards seconded. The motion was unanimously approved.*

2016 Budget Review

- J. Seidenstein presented the 2015 and 2016 budgets and reported in 2015 we spent just under \$1.3 million dollars and the revenue was about \$1.4 million dollars, so we had a surplus of \$112,000 dollars; but this was only due to prepayment by a few of our partners, with their contribution checks arriving before the end of the year. This year we are budgeted to have a surplus of \$37,000 dollars.

Grants Docket #2016-February

- J. Seidenstein presented the grants docket and reported that all grants were on track. He also added that the Plainfield Connector CMAQ grant is coming to an end, and will begin to be paid with other funding sources.

New Business

Resolution #2016-02-02 – Election of Officers

- L. Kaplan informed the Board that at the start of every year, the Board must elect officers.
- *C. Altman moved to elect C. Stockamp as Board President, seconded by M. Moody. The motion was unanimously approved.*
- *M. Moody moved to elect C. Altman as Board Vice President, seconded by M. Richards. The motion was unanimously approved.*
- *M. Moody moved to elect J. Bridges as Board Secretary, seconded by B. Ehret. The motion was unanimously approved.*
- *D. Adams moved to elect L. Hesson as Board Treasurer, seconded by T. Haak. The motion was unanimously approved.*

Resolution #2016-02-03 – Delegation to ED to approve routine expense payments

- L. Kaplan presented this resolution that would authorize payment of routine bills as they are received instead of waiting for Board or Committee approval, which will allow bills to be paid prior to due dates and not incur late fees. This would only apply to routine bills and contracts previously approved by the Board.
- A. Poindexter, CIRTA counsel, recommended that the language of the resolution be modified to only allow for bill payment with the CIRTA credit card without previous Board approval, and that check payments still need to have Board or Committee approval before being issued.
- *Resolution 2016-02-03 was tabled to the next board meeting to allow for revisions, per counsel's recommendation.*

Resolution #2016-02-04 – Approval of Staff Timesheets and Payroll

- L. Kaplan stated that a change to the timesheet approval process was necessary now that CIRTA is back to a full time executive director.
- *M. Richards moved to accept Resolution #2016-02-04 as presented, seconded by J. Bridges. The motion was unanimously approved.*

Resolution #2016-02-05 – Ratification of Service Agreement for IT services with Prometheus

- L. Kaplan explained that we are on an annual service agreement with Prometheus, and the terms are identical to last year. Prometheus owns our computers, and we lease them with IT support included.
- *B. Ehret moved to accept Resolution #2016-02-05 as presented, seconded by J. Bridges. The motion was unanimously approved.*

Resolution #2016-02-06 – Approval of vRide contract extension

- L. Kaplan explained to the board that the vRide contract for vanpool services is coming to an end. Terms of the agreement allowed for a 2-year extension. The extension continues the agreement and terms are the same as last year.
- *C. Altman moved to accept Resolution #2016-02-06 as presented, seconded by J. Bridges. The motion was unanimously approved.*

Resolution #2016-02-07 – Approval of the Enterprise contract extension

- L. Kaplan explained to the board that the Enterprise contract for vanpool services is coming to an end. Terms of the agreement allowed for a 2-year extension and price modification. The extension continues the agreement and pricing has changed slightly. Enterprise states that the prices are “ceiling” prices, and they may offer lower prices but will not exceed the stated prices.
- *C. Altman moved to accept Resolution #2016-02-07 as presented, seconded by J. Bridges. The motion was unanimously approved.*

Old Business

Strategic Plan Discussion

- P. Roth updated Board members on the Strategic Plan process, including such items as Economic Improvement Districts and Transportation Management Associations, a review of CIRTAs mission statement, and the status of one-on-one meetings with Board members. P. Roth & C. Benedict asked the board to participate in an interactive exercise to help define the agency's mission. It was decided that a Board Retreat to develop strategies would coincide with the regular April 26 CIRTAs Board meeting.

Updated Board Meeting Schedule

- L. Kaplan passed out an updated board meeting schedule that only contained a change of location for two meetings that will now be held at MIBOR.
- J. Kennie will send the updated meeting schedule to the board in Outlook once a location is found for the April Board Meeting/Retreat.

Partner Report

IndyGo Update regarding Marion County Transit Plan (previously known as IndyGo Forward) and Red Line

- J. Stuehrenberg updated the board that the Red Line had been recommended for funding by the FTA. He also provided an update on the estimated timeline for the Red Line project.

Staff/Contractor Reports

Legislative Report – R. Cockrum

- R. Cockrum and staff were not present, so L. Kaplan provided a legislative update. She reported that there is an amendment to the current Central Indiana transit bill that would allow townships to hold a referendum at the same time as Marion County.

Executive Director Report – L. Kaplan

- L. Kaplan informed the Board that a copy of frequently asked questions regarding the Red Line was at each board member's place, in response to the board's request for more information
- L. Kaplan reported on progress being made towards a transit referendum being placed on the ballot for Marion County. She also reported that MIBOR and the Indianapolis Chamber of Commerce have indicated that they will be very involved in the referendum effort. The Indianapolis City-County Council will need to decide before the end of May whether the question will appear on the November ballot.

Public Relations Report – J. Thomas

- J. Thomas presented the new promotional video showcasing the Plainfield Connector service.

Assistant Director – Commuter Connect – A. McGee

- A. McGee reported that three new vanpools started since the last board meeting. These vanpools are traveling from Marion, IN to Moorehead Communications in Carmel.
- A. McGee also added a RFP will be going out soon for a media buy to establish an advertising campaign for Commuter Connect that will last through November/early December.

Mobility Manager Report – P. Roth

- P. Roth reported on County Connect. In addition he stated that he and the rural transit providers will be revisiting the County Connect transfer points to evaluate their locations and any potential need for additional transfer points.

Adjournment

At 11:03 a.m., C. Altman moved to adjourn the meeting, J. Bridges seconded the motion. The motion was unanimously approved.

Board Secretary

February 23, 2016
Date