



Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
April 26, 2016
Indy Parks' World Sports Park - 1313 S. Post Rd., Indianapolis, IN 46239

Board Members Present:

Don Adams
Christine Altman
Jerry Bridges
Calvin Cargile
Andy Cook
Bill Ehret
Tim Haak
Larry Hesson
Andrew Klineman

Joe McGuinness
Marta Moody
Mark Richards
Linda Sanders
Cam Starnes
Cassie Stockamp
Dan Woo

Board Members Absent:

Michael Colby

CIRTA Staff Present:

Lori Kaplan
Andrew McGee
Philip Roth
Jeff Seidenstein

A quorum was recognized and the regular board meeting was called to order by C. Stockamp at 9:08 a.m.

Introductions

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

Consideration of Memorandum of Regular Board Meeting 2/23/2016

The memorandum of the March 22, 2016 meeting of the CIRTA board was presented for consideration. *L. Sanders moved to accept the minutes, J. Bridges seconded. The motion was unanimously approved.*

Consideration of Financials

AP Voucher Register – Resolution #2016-04-01

- J. Seidenstein presented the AP Voucher Register. He reported that expenses included in the Register for this month are considered routine.
- *C. Altman moved to accept Resolution #2016-04-01 approving the AP Voucher Register as presented, L. Hesson seconded. The motion was unanimously approved.*

Financial Report

- J. Seidenstein presented two new reports, one providing a streamlined view of the Statement of Revenues and Expenditures and the other a cash flow report. He stated that based on our budget, our spending is under what was originally projected. He also reported that CIRTA's cash flow is in a better position than it has been as compared year-to-year.

Grants Docket #2016-April

- J. Seidenstein presented the grants docket and reported that all grants were on track. He noted that the CMAQ Plainfield Connector grant, serving south Plainfield, is now fully expended, and will begin to be paid through a combination of the 5307 grant, PMTF funds, and match dollars from the Town of Plainfield.

New Business

Resolution #2016-04-02 – Delegation of Authority to Executive Director to sign off as attorney on FTA Certifications and Assurances

- L. Kaplan explained that FTA requires each agency’s attorney to sign off on Certifications and Assurances each year. It also allows for a delegation of authority to the agency official to sign off electronically. This resolution will allow the CIRTAs executive director to sign off electronically, and submit a hard copy into the FTA system with CIRTAs attorney’s signature.
- *C. Altman moved to accept Resolution #2016-04-02 as presented, M. Richards seconded. The motion was unanimously approved*

Resolution #2016-04-03 – Review of quotes to update web page, approval to proceed with contract negotiations, and authorization for board president to execute contract

- L. Kaplan explained that after further research and discussion, that staff is withdrawing this request. Staff decided that a quick fix was not the best approach. An RFP will be issued later with the plan of a new website launch by the start of the new year.

Staff/Contractor Reports

Legislative Report – R. Cockrum

- No report

Public Relations Report – J. Thomas

- J. Thomas discussed some of the recent PR work – including the recent editorial with C. Stockamp in the IBJ. J. Thomas also discussed the work with the Indy Connect initiative.

Assistant Director – Commuter Connect – A. McGee

- A. McGee reported that the RFP for the Commuter Connect media campaign development and media buy was advertised. The deadline for proposals is May 16th. He reported that he, L. Kaplan and J. Thomas will be reviewing the proposals to select a vendor. L. Kaplan asked if one board member would be willing to volunteer to be a part of the proposal review.
- A. McGee also reported that Commuter Connect is participating in many community outreach events for Earth Month and Bike-to-Work Month. If any board members have events in their areas, that may be a good fit for the Commuter Connect program, they were asked to send those suggestions to A. McGee.

Mobility Manager Report – P. Roth

- P. Roth reported that he is gathering information to determine if and what role CIRTAs would play in writing a grant application that would help fund a program similar to the previous “New Freedoms” voucher program offered by CICOA.

Executive Director Report – L. Kaplan

- L. Kaplan provided an update on the movement of the Marion County Transit Plan and the associated referendum question being considered by the City of Indianapolis City-County Council. The remaining timeline is as follows:
 - April 26 – Rules & Public Policy Committee hearing
 - May 9 – Full council final vote
- She also reported that IndyGo and the IndyMPO will begin sending “street teams” to multiple events/festivals to educate attendees on the Marion County Transit Plan and the Central Indiana Transportation Plan.

Adjournment

At 10:13 a.m., L. Sanders moved to adjourn the regular board meeting, D. Adams seconded the motion. The motion was unanimously approved

Board Secretary

May 24, 2016
Date