



Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
August 23, 2016
Julia M. Carson Transit Center
201 E Washington Street

Board Members Present:

Christine Altman
Jerry Bridges
Calvin Cargile
Andy Cook
Bill Ehret
Larry Hesson
Andrew Klineman
Marta Moody
Cam Starnes

Mark Richards
Cassie Stockamp
Jerry Bridges
Dan Woo

Board Members Absent:

Tim Haak
Joe McGuinness
Linda Sanders
Don Adams

CIRTA Staff Present:

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

A quorum was recognized and the regular board meeting was called to order by C. Stockamp at 9:13 a.m.

Introductions

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

Consideration of Memorandum of Regular Board Meeting 6/28/2016

The memorandum of the June 28, 2016 meeting of the CIRTA board was presented for consideration. *A. Klineman moved to accept the minutes, C. Starnes seconded. The motion was unanimously approved.*

Consideration of Financials

AP Voucher Register – Resolution #2016-08-01

- J. Seidenstein presented the AP Voucher Register. The total amount requested for approval is \$258,753 of which approximately \$215,000 has already been approved by the finance committee. He also reported that we had only two non-typical invoices made payable to Affirm Agency, which is our new advertising agency. Otherwise all of the typical expenses included in the register for this month are considered routine.
- *J. Bridges moved to accept Resolution #2016-08-01 approving the AP Voucher Register as presented, L. Hesson seconded. The motion was unanimously approved.*

Financial Report

- J. Seidenstein reported that he sees no budgetary concerns at this time. Through July 31 YTD there is a deficit of approximately \$60,000 of revenue versus expenses, which he feels is of little concern due to the August receipt of grant dollars, so YTD we are ok.
- L. Kaplan added that we are now able to draw down from our state PMTF grant and federal 5307 grant.

Cash Flow Report

- J. Seidenstein presented the cash flow report. He reported that our current cash balance as of August 23rd was approximately \$111,000 after we received our first PMTF payment and draw down of federal 5307 funds.

- J. Seidenstein also followed up last months Executive Committee meeting request to continue to pursue a line of credit. He stated that he's confident that we can get through the year without a line of credit, but we are currently inquiring with our bank.

Grants Docket Report # 2016 - July - August

- J. Seidenstein presented to the board that the Grants Docket report is standard at this point, but the federal reimbursement hasn't been included on the report which is the 5307 funds we just received, which will be reported at the next meeting.

New Business

Resolution #2016-08-02 – Resolution to approve contract with Cambridge Systems for strategic planning

- L. Kaplan requested the board to approve the contract with Cambridge Systems, at a cost of \$30,000 dollars.
- *L. Hesson moved to accept Resolution #2016-08-02 approving the contract with Cambridge Systems for strategic planning as presented, J. Bridges seconded. The motion was unanimously approved*

Resolution #2016-08-03 – Resolution to ratify the contract amendment for Commuter Connect with AFFIRM

- L. Kaplan requested the board to ratify the contract to include market research at the not to exceed amount of \$20,000 dollars, which was approved at the last executive committee meeting. The total amount of the contract is \$275,000 Dollars.
- *L. Hesson moved to accept Resolution #2016-08-03 approving the Resolution to ratify the contract amendment for Commuter Connect with AFFIRM as presented, M. Moody seconded. The motion was unanimously approved*

Market Research Results for the Marion County Transit Plan – S. Northup

- S. Northup presented to the board the Market Research Results for the Marion County Transit Plan. Their Education Engagement team compiled data to ensure that as many Marion County residents as possible know what's on the ballot when they vote in November.
- S. Northup stated to accomplish the task of educating over 1 Million residents they used Market segmentation to break down the audience, and design the most efficient ways to reach that audience.

2017 Legislative Priorities, L. Kaplan and R. Cockrum

- L. Kaplan introduced R. Cockrum to give perspective prior to the 2017 Legislative Session as it pertains to transportation.
- R. Cockrum stated the Summer Study Committee hasn't been as active due to the House, half the Senate and the Governor being up for election.
- The Roads for a Stronger and Safer Indiana committee is looking for financing for roads and bridges, not transportation. They have met two times and received reports from local government agencies. They will have a report of recommendations out by the fall.
- Org day is the 3rd week in November following the elections.
- C Altman asked if the Republican National platform is attempting to defund transit? Answer: Yes, said the gas tax should be limited to roads and highways.
- L. Kaplan stated to the board that Hendricks and Boone counties are excluded from the transit bill.

- L. Kaplan welcomed the board to the future home of CIRT.A. L. Kaplan also stated that M. Terry is drafting a 2 year lease with 2 –2 year renewals.

Staff / Contractor Reports

Assistant Director – Commuter Connect – A. McGee

- A. McGee reported to the board the RFP for our website proposals will be due Wednesday, August 24th for the Commuter Connect and CIRT.A websites, with an option for the County Connect website.
- The RFP Review team will consist of: L. Kaplan, P. Roth, A. McGee and A. Klineman.
- Car Free Day Indy is coming up, encouraging the public to go car free or car lite.
- Car Free Day Indy is September 22nd, which is World Car Free Day.
- Events include: Morning Rush hour event at Angie's List, Lunch hour event will be on Monument Circle and Afternoon rush at the Walmart in Greenwood.
- Carfreedayindy.com is the microsite address.

Mobility Manager Report – Phillip Roth

- P. Roth reported that the Connector Services are on track for a ridership record month, which means the holiday surge is happening earlier than the past few years.
- P. Roth stated we will be monitoring the South Plainfield connector closely to make sure we aren't over capacity. We may have to invest in a second vehicle for some of the time periods.
- The Town of Plainfield secured a new consultant team to go out and do relationship building pertinent to a proposed Economic Improvement District for continuing the service. The Town secured the consultant contract in July.

Adjournment

At 11:04 a.m., L. Hesson moved to adjourn the meeting, M. Richards seconded the motion. The motion was unanimously approved

Board Secretary

September 20, 2016
Date