



Memorandum of Meeting  
Central Indiana Regional Transportation Authority (CIRTA)  
September 20, 2016, 9:00 AM – 11:00 AM  
CIRTA – 320 N. Meridian St. Room 911 – 9<sup>th</sup> Floor  
Indianapolis, Indiana 46204

**Board Members Present:**

Don Adams  
Christine Altman  
Calvin Cargile  
Andy Cook  
Bill Ehret  
Tim Haak  
Andrew Klineman  
Mark Richards  
Linda Sanders

Cam Starnes  
Cassie Stockamp  
Dan Woo

**Board Members Absent:**

Jerry Bridges  
Larry Hesson  
Joe McGuinness  
Marta Moody

**CIRTA Staff Present:**

Lori Kaplan  
John Kennie  
Andrew McGee  
Philip Roth  
Jeff Seidenstein

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 8/23/2016**

The memorandum of the August 23, 2016 meeting of the CIRTA board was presented for consideration. C. Altman moved to accept the minutes, C. Starnes seconded. The motion was unanimously approved.

**Consideration of Financials**

**AP Voucher Register – Resolution #2016-09-01**

- J. Seidenstein presented the AP Voucher Register. The total amount requested for approval is \$150,610 of which approximately \$84,000 has already been approved by the finance committee. He also reported that we had a large invoice made payable to Affirm Agency for \$53,000 pursuant to the marketing and advertising contract with Commuter Connect. Otherwise all of the typical expenses included in the register for this month are considered routine.
- M. Richards moved to accept Resolution #2016-09-01 approving the AP Voucher Register as presented, L. Sanders seconded. The motion was unanimously approved.

**Statement of Revenue and Expenses: January 1<sup>st</sup> – August 31<sup>st</sup>**

- J. Seidenstein answered questions raised at the Executive and Finance committee meeting. Q) Why was the prior year contributions revenue actual \$183,109 & this year is only a \$158,000? A) There had been some accounting errors made in the beginning of last year that were fixed in November and December of 2015. A few invoices had been posted to contribution revenue that should have been in another category. This years actuals are nearly identical for 2015 and 2016 other than the \$100,000 paid by the City of Indianapolis.
- J. Seidenstein also addressed the question of consulting fees. Q) Why did the consulting fees increase from \$26,000 to \$37,000? A) Andy Jackson was retained in March of last year to handle the financials after Dora Fields resigned, so his invoices didn't begin to appear until March 2015. J. Seidenstein has been here through the first of the year which would account for three more months of consulting fees.

- J. Seidenstein addressed the question of other contracted services. Q) What were the Other Contracted services? The \$45,000 paid through August of last year compared to \$5,200 this year? A) In early 2015, we were still paying for the express busses for Carmel and Fishers.

### **Financial Report**

- J. Seidenstein reported that he sees no budgetary concerns at this time. Net revenue over expenses last month was a negative number, but we received a lot of revenue draw downs from grants in August, so we are \$55,000 to the good.
- L. Kaplan also added that spending is well below what was budgeted.

### **Cash Flow Report**

J. Seidenstein presented the cash flow report. He reported that the cash balance as of the end of August was approximately \$119,000 in the bank, which was considerably up from July. He is confident we will make it through the year without any problems based on his projections on how much we are currently spending each month.

- **Grants Docket Report # 2016 - September**
- J. Seidenstein presented the Grants Docket report to the board. He reported that the Commuter Connect CMAQ grant has been drawn down to \$837,000 and it will probably last less than a year, but when we run out of the old grant we will begin to use the new grant.

### **New Business**

#### **Resolution #2016-09-02 – Resolution to approve contract for website design and development with Connect Think**

A. McGee requested the board to approve the resolution to authorize staff to enter into contract negotiations with Connect Think. We received 6 proposals, and out of those received, the decision was narrowed down to two vendors that were then interviewed. Connect Think was selected based on its presentation and references. A. McGee stated that the pricing was comparable to the other vendor interviewed and Connect Think still has a development agreement with IndyGo.

- C. Altman proposed a motion to approve the resolution subject to satisfactory contract negotiations, with a not to exceed amount equal to the proposed amount.
- *C. Altman moved to accept Resolution #2016-09-02 approving the resolution to authorize staff to enter into contract negotiations with Connect Think as presented, A. Klineman seconded. The motion was unanimously approved*

#### **Resolution #2016-09-03 – Resolution to approve office space lease with Indianapolis Public Transportation Corporation**

L. Kaplan requested the board to approve the draft contract from IndyGo for the terms of:

- The first term is: Jan 1<sup>st</sup>, 2017 - Dec 2018 with 2 periods of renewal with the second being 2 year and the third being 1 year.
- 1<sup>st</sup> & 2<sup>nd</sup> year rent is \$1500 per month / \$18,000 per year
- 3<sup>rd</sup> year rent is \$1600 per month /
- 4<sup>th</sup> year rent is \$1750 per month /
- J. Seidenstein added that we have budgeted \$70 per month, per employee for parking at the La Rosa Ramp Parking lot. But if the employee would like other parking accommodations, we are considering reimbursing them up to \$70 dollars with the balance paid by the employee.
- *C. Altman moved to accept Resolution #2016-09-03 approving the motion for the executive director to finalize the terms of the lease in conjunction with council, and allow the executive director to sign the lease on behalf of Cirta as presented, M. Richards seconded. The motion was unanimously approved*

## **Public Relations 2016 Media Exposure - J. Thomas**

L. Kaplan shared with the board that Cirta has had a lot of media coverage regarding: Indy Connect, Marion Co. Transit Plan as well as Commuter Connect. There have been a number of articles published, letters to the editor which is great to see exposure coming from all directions.

- The IBJs Greg Morris showed strong support & endorsement of the referendum.
- C. Stockamp shared that the referendum for Marion County will be on page 1 of the ballot. Acceptance is currently at 66% in favor, so she feels we are trending in the right direction.

## **Staff / Contractor Reports**

### **Legislative Report - L. Kaplan**

- L. Kaplan presented to the board that R. Cockrum said there is nothing pressing for this legislative session.

### **Executive Director – L. Kaplan**

- L. Kaplan shared with the board that Indy Connect presentations are being made regularly, including in the excluded cities of Marion County.
- There was a blitz of Marion County libraries, over 4 days there were presentations at 16 branches which had various levels of attendance, including both supporters and opponents – mostly those in opposition to the Redline.
- Going forward the Indy Connect team plans on responding to invitations, as well as having representatives on panels at conferences.
- Next week is the annual meeting of ITA & INCOST. If you are interested, the website is: [www.Indianatransportationassociation.com](http://www.Indianatransportationassociation.com)

### **Assistant Director – Commuter Connect – A. McGee**

- A. McGee reported to the board that this week is Car Free Day Indy on Thursday.
- Fox 59 will be there in the morning at Angie's List.
- IndyCog is sponsoring a bike ride in the morning from Broad Ripple into Downtown, with a stop at Angie's list.
- During the lunch hours Commuter Connect will be at the circle, displaying the BRT bus, Commuter connect van, CICOA should have a vehicle, and we will also have our partners staffing tables & handing out information.
- There will be refreshments and a band at the morning and lunch events.
- The evening event will be in Greenwood where some of the vanpools meet.
- Mayor Meyers & Mark Richards are scheduled to bike to the evening event.
- There has been a lot of advertising for Commuter Connect on traditional media and Pandora. Also billboards and online advertising which are paid media.

### **Mobility Manager Report – Philip Roth**

- P. Roth reported that the consultants hired by the Town of Plainfield are continuing to pursue the Economic Improvement District. He is in the process of scheduling a status meeting with the consultants and town representatives. He also suggested having the consultant make a presentation at the December CIRTA board meeting, which was favorably received by the board.

## **Adjournment**

*At 11:00 a.m., L. Sanders moved to adjourn the meeting, T. Haak seconded the motion. The motion was unanimously approved*

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Board Secretary

September 20, 2016  
Date