



Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
December 6, 2016
Julia M. Carson Transit Center, 201 E. Washington St., Indianapolis, IN 46204

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
Cassie Stockamp

Board Members Absent:

Mark Richards
Linda Sanders
Cam Starnes
Dan Woo

CIRTA Staff Present:

Lori Kaplan
Andrew McGee
Philip Roth
Jennifer Gebhard
Jeff Seidenstein

A quorum was recognized and the regular board meeting was called to order by C. Stockamp at 9:07 a.m.

Introductions

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

Consideration of Memorandum of Regular Board Meeting 10/25/2016

The memorandum of the October 25, 2016 meeting of the CIRTA board was presented for consideration. *D. Adams moved to accept the minutes, J. Bridges seconded. The motion was unanimously approved.*

C. Stockamp suggested that the Board allow item 6.a. on the agenda to be moved up and presented as the next item, due to time commitments of the presenter. The Board members consented.

Partner Report

Marion County Transit Referendum Update – M. Impink

- Matt Impink, Manager of Policy and Civic Engagement, from the Indy Chamber provided an update on the Marion County Transit Referendum.
- He noted that the referendum passed with 59.36% of voters. He also reported that it passed in 19 of 25 City-County Council districts and passed in 79% of Marion County precincts.
- M. Impink reminded the Board that the transit tax still has to be passed by the Marion County City-County Council. He estimates that the transit tax ordinance could be introduced and possibly passed in January.

Consideration of Financials

AP Voucher Register – Resolution #2016-12-01

- J. Seidenstein presented the AP Voucher Register. He reported that most of the expenses included in the Register for this month are considered routine.
- He highlighted a few of the larger (non-routine) expenses, specifically payment to: The State Board of Accounts to pay off the last CIRTA audit, Indianapolis Star advertising for education on the transit referendum, payment to Connect Think for website design, payment to AFFIRM for remaining advertising in 2016-Commuter Challenge and general brand awareness of Commuter Connect, and payment to Altman Poindexter & Wyatt for CIRTA general counsel.

- *J. Bridges moved to accept Resolution #2016-12-01 approving the AP Voucher Register as presented, B. Ehret seconded. C. Altman abstained from voting. The motion was approved with 11 votes for, 0 votes against and 1 vote of abstention.*

Financial Report

- J. Seidenstein presented the budget and reported that the budget continues to remain in good shape.
- Next, he presented the CIRTA Cash Flow report. He projected that CIRTA will have \$75,000 - \$100,000 in hand at the end of the year which keeps CIRTA in a good cash flow position.
 - C. Stockamp asked if any partners had raised issues with payments to CIRTA for 2017. L. Kaplan reported that, as per previous years, Johnson County will not pay its allotted contribution amount, but that the City of Greenwood and the City of Franklin have both agreed to contribute to CIRTA at \$10,000 and \$5,000, respectively.

Grants Docket #2016-October-November

- J. Seidenstein presented the grants docket. He noted that the One-Call, One-Click grant has now been exhausted on the website design/development and will be closed.

New Business

Resolution #2016-12-02 – Resolution to approve extension of South Plainfield Connector contract with Miller

- L. Kaplan explained the South Plainfield Connector contract extension and noted that CIRTA can terminate the agreement at any time (with 30 days' notice) if needed.
- *C. Altman moved to accept Resolution #2016-12-02 as presented, J. Bridges seconded. The motion was unanimously approved.*

Resolution #2016-12-03 – Resolution to approve 2017 contract with Capitol Assets for public affairs services

- L. Kaplan presented the contract and noted that the terms are the same as last year.
- *L. Hesson moved to accept Resolution #2016-12-03 as presented, T. Haak seconded. The motion was unanimously approved.*

Resolution #2016-12-04 – Resolution to approve 2017 contracts with JTPR for public relations services with CIRTA and Commuter Connect

- L. Kaplan presented the contract and noted that the terms are the same as last year.
- *B. Ehret moved to accept Resolution #2016-12-04 as presented, D. Adams seconded. The motion was unanimously approved.*

Resolution #2016-12-05 – Resolution to approve 2017 contract with Anne H. Poindexter, Altman, Poindexter & Wyatt, for legal services

- L. Kaplan presented the contract and noted that the terms are the same as last year. L. Kaplan and A. Poindexter both pointed out to the Board that C. Altman will not receive any fees from the contract and C. Altman will not vote on any matters regarding the contract.
- *M. Moody moved to accept Resolution #2016-12-05 as presented, J. Bridges seconded. A. Klineman voted against the motion. C. Altman abstained from voting. The motion was approved with 10 votes for, 1 vote against and 1 vote of abstention.*

Resolution #2016-12-06 – Resolution to approve 2017 Salary Schedule for CIRTA employees

- L. Kaplan presented the resolution and noted that the salary schedule did not change, but that CIRTA is required to have an approved salary schedule each year. L. Hesson requested that the asterisk next to the Executive Director position be removed. L. Kaplan noted that she would make that change.
- *J. Bridges moved to accept Resolution #2016-12-06 with suggested change, L. Hesson seconded. The motion was unanimously approved.*

Resolution #2016-12-07 – Resolution to approve 2017 Service Agreement with Prometheus

- L. Kaplan presented the service agreement and that the terms are the same as last year.
- *M. Moody moved to accept Resolution #2016-12-07 as presented, J. Bridges seconded. The motion was unanimously approved.*

Resolution #2016-12-08 – Resolution to approve contract extension with Affirm

- L. Kaplan presented the contract extension and noted that the terms are the same as last year. A. McGee added that the contract will be spread over the whole year, as last year the contract started later in the year.
- *B. Ehret moved to accept Resolution #2016-12-08 as presented, M. Moody seconded. The motion was unanimously approved.*

Resolution #2016-12-09 – Resolution to approve 2017 PMTF operating grant

- L. Kaplan presented the operating grant and noted that the amount for 2017 is \$50,450.
- *C. Altman moved to accept Resolution #2016-12-09 as presented, J. Bridges seconded. The motion was unanimously approved.*

Resolution #2016-12-10 – Resolution to approve contract modification with J. Seidenstein

- L. Kaplan presented the contract modification and noted that the terms are the same as last year, with the exception that the termination date has been modified from December 31, 2016 to December 31, 2018.
- *C. Altman moved to accept Resolution #2016-12-10 as presented, A. Klineman seconded. The motion was unanimously approved.*

2017 Meeting Schedule

- L. Kaplan noted that the Board needed to establish a meeting schedule for 2017. L. Kaplan reported that the Executive Committee suggested six (6) Board meetings for 2017. Board members present all agreed. L. Kaplan stated that MIBOR has graciously agreed to host all of our meetings in 2017, which comes with free parking.

Strategic Planning Update – Erik Cempel, Cambridge Systematics

- P. Roth and E. Cempel presented an update on strategic planning for CIRTA. P. Roth noted that the consultant's scope was to outline alternative organizational structures in the near time. E. Cempel (participating by phone) walked through the options under study, noting examples of each. A general discussion ensued.

Staff/Contractor Reports

Legislative Report – R. Cockrum

- R. Cockrum reminded the Board that the 2017 State Legislative session is a budget year and a long session.
- Some efforts R. Cockrum noted pursuing in 2017 was to increase the PMTF funding, as it now directly affects CIRTA

Public Relations Report – J. Thomas

- Due to time, J. Thomas remained brief but noted that she is working with the Indy Chamber and the other transit referendum partners to develop communication strategies regarding the Marion County Transit Referendum.

Executive Director Report – L. Kaplan

- L. Kaplan reported that half-day stakeholder transit planning workshops are being planned for the first quarter of 2017 in Hamilton and Johnson Counties. These workshops will be run by Jarrett Walker & Associates.
- Planning for the Plainfield Economic Improvement District are on schedule.
- Meeting attendees were invited to walk through CIRTA's new office space in the Julia M. Carson Transit Center immediately following the board meeting.

Assistant Director – Commuter Connect – A. McGee

- Due to time, A. McGee remained brief. He noted that Commuter Connect had two great months of commuter signups in October and November. He noted the advertising and the outreach efforts of staff (Jennifer Gebhard, Renee Walker and Heather White) for strong months while gas prices have remained low.

- A. McGee also reported that the website design is progressing and the new website is estimated to be ready in February.

Mobility Manager Report – P. Roth

- P. Roth highlighted upon his report on the Board packet, noting that the Plainfield Economic Improvement District was projected to meet the threshold requirements, and that it was slated to be heard by the Plainfield Town Council on December 12. Some discussion on this topic ensued.

Adjournment

At 11:10 a.m., the CIRTA Board meeting was adjourned by consent.

Board Secretary

January 24, 2017
Date