



Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
January 24, 2017

MIBOR Realtor Association, 1912 N. Meridian St., Indianapolis, IN 46202

Board Members Present:

Don Adams
Christine Altman
Jerry Bridges
Calvin Cargile
Andy Cook
Bill Ehret
Tim Haak
Larry Hesson
Linda Sanders
Cam Starnes

Cassie Stockamp
Dan Woo

Board Members Absent:

Andrew Klineman
Joe McGuinness
Marta Moody
Mark Richards

CIRTA Staff Present:

Lori Kaplan
Lisa Bailey
Andrew McGee
Philip Roth
Jeff Seidenstein
Renee Walker
Heather White

A quorum was recognized and the regular board meeting was called to order by C. Stockamp at 9:05 a.m.

Introductions

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

Consideration of Memorandum of Regular Board Meeting 12.6.16

The memorandum of the December 6, 2016 meeting of the CIRTA board was presented for consideration. *J. Bridges moved to accept the minutes, T. Haak seconded. The motion was unanimously approved.*

Consideration of Financials

AP Voucher Register – Resolution #2017-01-01

- 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 expenses, specifically payment to: ACB Insurance for liability insurance, including Directors and Officers, first payments to IndyGo for the CIRTA office space in the IndyGo Downtown Transit Center, payment to the Speedway Chamber of Commerce for Commuter Connect's membership, and payment to CTAA for CIRTA's membership.
- *C. Altman moved to accept Resolution #2017-01-01 approving the AP Voucher Register as presented, A. Cook seconded. The motion was unanimously approved.*

Financial Report

- J. Seidenstein noted that the budget document, typically in the Board packet, is being updated and will be in the next Board meeting packet for March.
- He then explained that the audit of 2014 and 2015 has begun by the State Board of Accounts. C. Altman asked if the State Auditors time is being tracked. J. Seidenstein confirmed that the auditors' time is being tracked and will be monitored.
- Next, he presented the CIRTA Cash Flow report. He noted that CIRTA's cash flow at the end of 2016 was in better shape than at the end of 2015, but that had Hamilton County's contribution not come in early cash flow would have been positive but low.

- He noted that Hamilton County, Hancock County and Morgan County partner contributions had already been received, in addition to a contribution from the City of Greenwood.

Grants Docket #2017-January

- 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 is being closed. It will be removed from the next report. He also noted that while there is still money remaining in the current Commuter Connect grant, CIRTA had to draw down on the new Commuter Connect grant in order to prevent it from being reallocated. The FTA has a new rule that grants with no activity for 6 months will be reallocated.

New Business

Resolution #2017-01-02 – Election of Officers

- *L. Sanders moved to nominate C. Stockamp as President, C. Altman as Vice President, J. Bridges as Secretary and L. Hesson as Treasurer for 2017. T. Haak seconded. The motion was unanimously approved.*

Resolution #2017-01-03 – Resolution to amend CIRTA Associate Handbook regarding emergency weather conditions

- L. Kaplan explained that this policy amendment was timely for the winter season, and that other personnel handbook amendments will be forthcoming later in the year. The resolution presented to the board was based on weather warnings issued by the Indiana Department of Homeland Security.
- C. Altman suggested that the resolution be revised as the warnings issued by the Indiana DHS only happen in extreme situations. She made a motion to revise the policy so that the Executive Director has authority to determine when employee work locations should be considered their homes when inclement weather conditions so dictate, and should the Executive Director not be available to make such a determination, then that decision is to be made by the Assistant Director – Commuter Connect. This motion was seconded by J. Bridges, and passed unanimously. It was agreed that a written form of the resolution would be submitted at the next board meeting for ratification.

Coordinated Regional Plan Update

- Laura Brown, with RLS Associates, presented the progress of the Regional Coordinated Public Transit-Human Services Transportation Plan funded by INDOT. After presentation, there were comments and questions from the Board members.

Staff/Contractor/Partner Reports

Marion County Transit Referendum Update – A. Pollock

- Addison Pollock from Health By Design provide the update
- Some efforts R. Cockrum noted pursuing in 2017 was to increase the PMTF funding, as it now directly affects CIRTA

Legislative Report – R. Cockrum

- R. Cockrum presented the legislative report. He discussed multiple transportation bills. Additionally he noted that PMTF is currently presented in the Governor's budget with a slight increase. He also noted that there are efforts to increase the amount in the PMTF budget. In 2016 the amount was about \$44,000,000.00.

Public Relations Report – J. Thomas

- J. Thomas presented the PR report. She also explained CIRTA's efforts and assistance with the Marion County Transit Referendum.

Executive Director Report – L. Kaplan

- L. Kaplan gave the news that the Economic Improvement District for the South Plainfield Connector passed. This will continue the funding of the South Plainfield Connector for at least 3 years.

Mobility Manager Report – P. Roth

- P. Roth provided highlights from his report in the Board packet, including the status of FY 2017 5307 funding with regards to the continuing resolution at the Federal level, and progress in CIRTA's Strategic Planning process.
- P. Roth also gave a presentation of Workforce Connector ridership for 2016.

Assistant Director–Commuter Connect – A. McGee

- A. McGee reported that work for Commuter Connect's 2017 advertising plan has begun.
- He also reported that the Commuter Connect/CIRTA/County Connect website design and development is continuing. The web developer has provided an estimated date of February 20th for when the website should be ready to go live.
- A. McGee also welcomed Lisa Bailey to CIRTA and Commuter Connect. L. Bailey is the Customer Service Administrator and began on Jan. 17.

Adjournment

At 11:02 a.m., D. Adams moved to adjourn the meeting, L. Hesson seconded the motion. The motion was unanimously approved.

Board Secretary

March 28, 2017

Date