



Central Indiana Regional Transportation Authority (CIRTA)  
March 28, 2017, 9:00 AM – 11:00 AM  
MIBOR REALTOR® ASSOCIATION  
1912 N. Meridian Street  
Indianapolis, IN 46202

**Board Members Present:**

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

Mark Richards  
Linda Sanders  
Cassie Stockamp

**Board Members Absent:**

Don Adams  
Joe McGuinness  
Cam Starnes  
Dan Woo

**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 9:04 a.m.

**Introductions**

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

**Consideration of Memorandum of Regular Board Meeting 1/24/2017**

The memorandum of the January 24, 2017 meeting of the CIRTA board was presented for consideration. *L. Hesson moved to accept the minutes, M. Moody seconded. The motion was unanimously approved.*

**Consideration of Financials**

**AP Voucher Register – Resolution #2017-3-01 -Action Required**

- J. Seidenstein presented the revised AP Voucher Register. He explained that the expenditures are mostly routine and there were no unusual items on the register. *J. Bridges moved to accept Resolution #2017-3-01 approving the AP Voucher Register as presented, M. Richards seconded. The motion was unanimously approved.*

**Financial Report**

- J. Seidenstein explained that he had to revise the 2013, 2014 & 2015 annual financial reports, based on feedback from the State Board of Accounts auditors that just finished their fieldwork on our 2014 and 2015 audits. He explained that there are slight corrections to be done, and he is in the process of doing the needed corrections. J. Seidenstein reported that the cost of the audit is expected to be under \$20,000. J. Seidenstein stated that the fare box revenue had to be removed from the accounting system; he assured the board that we are still tracking fares, but we cannot show it in our financial report since the cash for the fare revenue does not hit CIRTA’s bank account.

**Budget Report**

- J. Seidenstein stated that the budget report for 2016 is not final. There are adjustments to be made due to the auditor’s findings; however, the bottom line will not change. The first two months of 2017 show that the 5307 funds that we have received are 56% of what we ultimately expect to receive due to a continuing

resolution passed by the government. We expect the remainder to be included in the next continuing resolution expected at the end of April. Overall, the 2017 budget is in good shape with no outstanding concerns.

### **Cash Flow Report**

- J. Seidenstein stated that the cash flow is good, and all city and county partners have made their payments for 2017, with the understanding that the Madison County contribution is being made in installments.

### **Grants Docket Report # 2017 - March**

- J. Seidenstein presented the Grants Docket report to the board. The South Plainfield Connector CMAQ grant has zero funds left for this year. It continues to be funded through CIRTA general funding, 5307 funding and funds from the Town of Plainfield. The economic development district will assume responsibility beginning July 1<sup>st</sup>, and CIRTA will continue to expend some 5307 funds for administrative support

### **New Business**

#### **Resolution #2017-3-02 – Resolution to Ratify Amendment to CIRTA Associate Handbook regarding Emergency Weather Conditions-Action Required**

- L. Kaplan explained that this resolution came about from the winter season, and if approved would prepare staff for the next winter season.
- L. Kaplan read the **Emergency Weather Conditions ratified amendment:**  
In the event of inclement weather, such that travel by motor vehicle could be dangerous to the safety and well being of CIRTA employees, the Executive Director is authorized to approve employees' work location to be their homes for the remainder of each work day that such determination has been made, subject to CIRTA guidelines for working from home. In the event that the CIRTA Executive Director is not available to make such a determination, the CIRTA Assistant Director for Commuter Connect is authorized to make this determination. The Executive Director and/or the Assistant Director shall notify all employees when such a determination has been made, per the contact chain in Attachment A to this resolution.

*C. Altman made a motion to approve the ratified amendment, J. Bridges seconded. The motion was unanimously approved.*

#### **Resolution #2017-3-03 – Resolution to approve second amendment to AFFIRM Contract--Action Required**

- L. Kaplan stated that Commuter Connect wishes to enter into a second amendment to the contract with AFFIRM and increase the amount to be spent on media buys by \$50,000 and reminded the board that there was surplus funds from the current Commuter Connect CMAQ grant. *J. Bridges* made a motion to approve the second amendment to AFFIRM, *L. Sanders* seconded. *The motion was unanimously approved.*

#### **Resolution #2017-3-04 – Resolution to approve MOU with CICOA for implementing of voucher program—Action Required**

- L. Kaplan asked that authority be given to CIRTA to finalize terms with CICOA with review by CIRTA counsel, and for Lori Kaplan to sign the agreement. *C. Altman* made a motion to approve. *C. Stockamp* seconded. *The motion was unanimously approved.*

### **Economic Improvement District Report Cinda Kelley – Kelley & Associates**

C. Kelley gave an overview of the recent EID formation in Plainfield. She discussed the timeline, the multiple discussions with the land owners, and the difficulty of setting up meetings with everyone present; as the majority of the land owners live out of state. Cinda was happy to report that the required paperwork was finally able to be signed. The EID is set for 3 years regardless of land ownership changing. Cinda pointed out the following three things to help be successful in an EID:

- Bring the right people to the table

- Give yourself plenty of time
- Leverage your relationships

#### **Strategic Plan Update — P. Roth**

P. Roth gave a quick overview due to time; he will go into greater detail at the next meeting and will send out the plan overview to the board in the next week.

#### **Van Pool Presentation — A. McGee**

A. McGee gave an overview of vanpooling and the Commuter Connect vanpool program. He also discussed how the fares are subsidized by some companies and if a company does not subsidize vanpooling then Commuter Connect offers a subsidy. He discussed that the fares paid by each rider include insurance, and maintenance on the vehicles. He stated that Enterprise has purchased vRide, and that merger is scheduled to be completed by 8/1. Finally, he reviewed the total number of Commuter Connect vanpools since 2004, why vanpools cease to operate and current efforts by Commuter Connect to increase total vanpools operating in our area.

#### **Staff/Contractor/Partner Reports**

##### **Red Line Update—Lauren Day — IndyGo**

Lauren Day gave a quick update on the Red Line, mentioning that the Red Line and the Marion County Transit Plan will both be implemented regardless if the Federal Small Starts Grant funding will be available once a Federal budget is approved. If the Small Starts Grant funding is not available, then implementation will take 2 to 3 years longer. Lauren showed the map and renderings of what the new boarding stations would look like.

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

L. Kaplan proposed that CIRTA send letters to our congressional delegates asking for their support in maintaining transit infrastructure grants in the federal budget. The Small Starts grant program is important to keeping the Marion County Transit Plan build-out on schedule. J. Bridges suggested a statement be added that says we support transit. It was also mentioned that Don Adams is no longer serving on the Board of Morgan County Commissioners, and therefore his title on the letter needs to be changed. It was also suggested that we address the delegates as “The Honorable”. *C. Altman made a motion to approve, J. Bridges seconded the motion. The motion was unanimously approved.*

L. Kaplan told the board that Joe McGuinness is interested in staying on the CIRTA Board.

L. Kaplan thanked the Board for attending.

#### **Adjournment**

*At 11:15 a.m., J. Bridges moved to adjourn the meeting, L. Hesson seconded the motion. The motion was unanimously approved*

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Board Secretary

May 23, 2017

Date