



Central Indiana Regional Transportation Authority (CIRTA)
August 22, 2017, 9:00 AM – 11:00 AM
MIBOR REALTOR® ASSOCIATION
1912 N. Meridian Street
Indianapolis, IN 46202

Board Members Present:

Don Adams
Christine Altman
Jerry Bridges
Calvin Cargile
Andy Cook
Bill Ehret
Larry Hesson
Andrew Klineman
Mark Richards
Linda Sanders

Cam Starnes
Cassie Stockamp
Dan Woo

Board Members Absent:

Tim Haak
Marta Moody
Joe McGuinness

CIRTA Staff Present:

Lori Kaplan
Lisa Bailey
Jen Gebhard
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 9:02 a.m.

Introductions

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

Consideration of Memorandum of Regular Board Meeting 5/23/2017

The memorandum of the March, 2017 meeting of the CIRTA board was presented for consideration.

A. Klineman moved to accept the minutes, J. Bridges seconded. The motion was unanimously approved.

Consideration of Financials

AP Voucher Register – Resolution #2017-8-01 -Action Required

- J. Seidenstein presented the AP Voucher Register. The final invoice for the Strategic Planning Consultant has been received. The payment to the State Board of accounts has been made for the 2014 audit, and the 2015 audit payment is now due and is ready to be approved today. *C. Altman moved to accept Resolution #2017-8-01 approving the AP Voucher Register as presented, J. Bridges seconded. The motion was unanimously approved.*

Financial Report

- J. Seidenstein gave explanation of the budget report. He stated that this year’s budget is doing well, and he hopes to show a six figure cash flow balance by the end of the year.

Grants Docket Report # 2017 - August

- J. Seidenstein presented the Grants Docket report to the board. No concerns at this time.

2018 Draft Budget Report

- J. Seidenstein presented the first draft of the 2018 budget. He asked for feedback, and stated that the budget needs to be refined, and that it will look considerably different when presented in October. Discussion centered on the tentative budgeted amount for health insurance – a 5% increase was budgeted

for 2018; however, there was concern that the increase could be even higher. J. Seidenstein will continue to refine and edit the 2018 budget and will present it at the October Board meeting.

New Business

Resolution #2017-8-02 – Resolution to ratify MOA with Plainfield for Connectors – Action Required

- L. Kaplan presented and explained that the Town of Plainfield had already signed the MOA, and CIRTA had not. C. Stockamp signed the MOA prior to this meeting, which now requires ratification. *J. Bridges made a motion to approve the MOA with Plainfield, C. Starnes seconded. The motion was unanimously approved.*

Resolution #2017-8-03 – Resolution to ratify contract for billboard advertising for Plainfield Connector-- Action Required

- L. Kaplan presented and explained that this is for Workforce Connector billboard advertising which is paid for with Plainfield EID funds. As the billboards needed to be up before the peak hiring season began in Plainfield, C. Stockamp signed the agreement to proceed on schedule, which agreement is now in need of ratification. *C. Altman made a motion to approve the billboard advertising for the Plainfield Connectors, L. Sanders seconded. The motion was unanimously approved.*

Resolution #2017-8-04 – Resolution to amend Miller contract for vehicle branding --Action Required

- L. Kaplan explained that CIRTA would be having branding graphics installed on the South Plainfield Connector, which is a Miller vehicle, to identify it as a Connector. C. Altman asked how long we were under contract with Miller and what the approximate cost of the side wrap would be. L. Kaplan explained that the contract expires at the end of 2017 and can be renewed for another year, we are awaiting the cost estimate, that it is expected to be very reasonable, and that the cost would be reimbursed through the Plainfield EID. *L. Sanders made a motion to amend the Miller contract for vehicle branding, C. Altman seconded. The motion was unanimously approved.*

Resolution #2017-8-05 –Resolution to ratify agreement with IUPUI for training—Action Required

- L. Kaplan explained that the training was for Professional Development for the CIRTA staff. Due to time constraints, C. Stockamp signed the agreement, which now is need of ratification. The cost is \$2750.00. *L. Sanders made a motion to approve. J. Bridges seconded. The motion was unanimously approved.*

Resolution #2017-8-06 –Resolution to amend ConnectThink contract—Action Required

- L. Kaplan gave explanation that ConnectThink manages our website and that there were additional expenses involved in the recent website update, including substantial work to the County Connect portion of the site. This amendment adds 120 hours at \$100/hour (\$12,000) through the rest of 2017. *J. Bridges made a motion to approve. A. Cook seconded. The motion was unanimously approved.*

Resolution #2017-8-07 –Resolution to amend Enterprise contract—Action Required

L. Kaplan reminded the board that Enterprise purchased Ride and some of aspects of the contracts with the two entities were not the same. The purpose of this amendment is to add to the Enterprise contract those provisions that were favorable to CIRTA in the vRide contract. These two provisions include costs associated with making vehicles ADA accessible, and the other pertains to the demonstration van previously provided to Commuter Connect by vRide. Because an issue regarding insuring the demo van has been discovered, L. Kaplan decided it would be best to table this until the October meeting. *L. Hesson made a motion to table this resolution until the October meeting. B. Ehret seconded. The motion was unanimously approved.*

It was then discussed that C. Stockamp, as board president, be authorized to sign an amendment subject to legal counsel's, A. Poindexter's, legal review and approval, and then subject to board ratification, should the matter of vehicle insurance be resolved prior to the next full board meeting. *L. Hesson made a motion to*

approve C Stockamp signing the amendment contingent on A. Poindexter's approval, D. Adams seconded. The motion was unanimously approved.

Resolution #2017-8-08 –Resolution to approve Title VI policy—Action Required

L. Kaplan explanation that the Title VI policy details how CIRTAs meet the requirements of the Civil Rights Act of 1964, and that the policy must be renewed every three years in order to receive 5307 money.

C. Altman made a motion to approve. C. Starnes seconded. The motion was unanimously approved.

Resolution #2017-8-09 –Resolution for Letter of Support to FTA for Purple Line—Action Required

Austin Gible gave a short presentation concerning the Purple Line.

C. Altman made a motion to approve providing a letter of support to the FTA for the Purple Line.

J. Bridges seconded. The motion was unanimously approved.

Discussion continued and it was suggested that a Letter of Support to the FTA for the Red Line be sent as well. *A. Cook made a motion to approve providing a letter of support to the FTA for the Red Line.*

C. Altman seconded. The motion was unanimously approved.

Staff/Contractor/Partner Reports

• **Purple Line Update— Austin Gible—IndyGo**

A. Gible gave a presentation on the Marion County Transit Plan. He emphasized that the transit plan would be more than a transit project; as it would be upgrading existing sidewalks, drains, and pavement, and would also add signals at certain stops, and road resurfacing would be taking place as well.

• **MPO Strategic Plan Update— Fourth Economy**

Rich Overmoyer with Fourth Economy gave a presentation concerning how the MPO is meeting the needs of the region. He further discussed how we could work better with our partner agencies. He invited the board to participate in one-on-one interviews, as well as offered to set up a meeting with the board to focus on needs within the region.

• **Legislative Update—Rick Cockrum—Capitol Assets LLC**

R. Cockrum gave a quick legislative report. He stated that it has been a quiet summer so far. Interim committees have started meeting.

• **Public Relations Report—Jen Thomas**

J. Thomas gave a report on the advertising efforts that are underway for the South Plainfield Connector. The current advertising budget for the South Plainfield Workforce Connector is \$30,000. CIRTAs will be reimbursed for these costs by the South Plainfield Economic Improvement District (EID). Work is continuing to find ways to get job information out, in an effort to advertise the Connectors. Currently there are billboards up, advertisements on the back of IndyGo buses and radio ads running. J. Thomas and P. Roth gave a presentation about a recent on-board survey conducted on both Plainfield Connectors, courtesy of the Indy MPO. The survey was conducted 2 times on each of the Plainfield Connectors, and had 67 respondents; the results are guiding the outreach and advertising efforts.

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

L. Kaplan discussed the board meeting schedule for 2018. She offered two different meeting options in an effort to help get through the agenda each month.

○ Option 1--Board meetings be held once a month instead of bi-monthly

○ Option 2--Additional time be added. Suggested time frame 9:00AM —11:30AM

C. Altman stated that she feels the board meeting attendance will be greater if the meetings remain scheduled bi-monthly and stay on the 2 hour time frame for 2018. She suggested that the agenda be cut down if possible, and that routine items, such as approval of meeting memoranda, and financial reports, be handled by “Consent Agenda”.

After discussion, it was agreed that board meetings will be scheduled bi-monthly and remain on a 2 hour time frame for 2018, with some items being “Consent Agenda” items.

- **Assistant Director Report – Commuter Connect--A. McGee**
 - A. McGee shared that Car Free Day Indy is coming up on September 22nd. This is a big event for us, we will be set up on Cummins Plaza during the morning, and on Monument Circle during lunch. We have donated prizes to give away for this event.
 - A. McGee reminded the board that we would be at the Indians game this Friday evening, and that Board President Cassie Stockamp would be throwing the first pitch. Tickets were offered to the board members.

Adjournment

At 11:25 a.m., L. Hesson moved to adjourn the meeting, C. Altman seconded the motion. The motion was unanimously approved

Board Secretary

October 31, 2017
Date