



Central Indiana Regional Transportation Authority (CIRTA)
October 31, 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
Bill Ehret
Tim Haak
Larry Hesson
Marta Moody
Mark Richards
Linda Sanders
Cassie Stockamp

Dan Woo

Board Members Absent:

Don Adams
Andy Cook
Andrew Klineman
Joe McGuinness
Cam Starnes

CIRTA Staff Present:

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

A quorum was recognized and the regular board meeting was called to order by C. Stockamp at 9:03 a.m.

Introductions

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

Consideration of Resolution #2017-10-01- Adoption of consent agenda

Consent Agenda Items presented for consideration:

- Memorandum of Regular Board Meeting of August 22, 2017
- AP Voucher Register
- Financial Report
- Grants Docket #2017-October 30, 2017
- Commuter Connect Updates
- Mobility Management Updates

M. Richards made a motion to accept the consent agenda items, J. Bridges seconded. The motion was unanimously approved.

New Business

Resolution #2017-10-02 – 2018 Budget – Final Adoption

- J. Seidenstein presented the final draft of the 2018 budget and opened the floor for questions. C. Altman asked if J. Seidenstein anticipated any cash flow problems, he stated he did not anticipate any cash flow problems. B. Ehret asked for explanation on the Reimbursement EID payments. Explanation was given. *C. Altman made a motion to approve the 2018 Budget, L. Sanders seconded. The motion was unanimously approved.*

Resolution #2017-10-03 – Resolution to delegate authority to Executive Director to enter into contracts up to \$30,000

- L. Kaplan explained that this is normal practice by other organizations, and gave examples of this practice. She also stated that the Executive Committee would be aware, and the board would be made aware through the Board Packet, if and when the Executive Director exercises this authority. Reports will be provided by the Executive Director at each board meeting. B. Ehret raised the issue of the reasonableness of the \$30,000.00 amount; L. Kaplan provided examples of other organizations, which demonstrated that this amount was in keeping with most other organizations. C. Altman made a motion to delegate authority to ED to enter into contracts up to \$30,000, L. Sanders seconded. The motion was unanimously approved.

Resolution #2017-10-04 – Resolution to amend employee handbook regarding insurance benefits for family members

- L. Kaplan explained that this new change would go into effect January 1, 2018, and that CIRTA would no longer offer insurance to spouses if the spouse had insurance through their employer. In the event of a life situation change that left a spouse without health insurance, then the employee would be able to add their spouse. T. Haak made a motion to amend the employee handbook regarding health insurance benefits for family members, M. Moody seconded. The motion was unanimously approved.

Resolution #2017-10-05 –Resolution to amend Miller Contract for the South Plainfield Connector regarding CIRTA equipment and contract term extension ---Action Required

Resolution #2017-10-06 –Resolution to amend Bloomington Shuttle Contract for the North Plainfield Connector regarding CIRTA equipment ---Action Required

Resolution #2017-10-07 –Resolution to amend Bloomington Shuttle Contract for the Whitestown Connector regarding CIRTA equipment –Action Required

- P. Roth addressed all three resolutions simultaneously, explaining that they pertained to GPS equipment that the Workforce Connector vendors would deploy on their buses, and used by CIRTA staff to answer consumer service questions and verify service quality. In addition, the resolution pertaining to the Miller contract (2017-10-05) includes a one-year contract extension added on the current term, which expires December 31, 2017; this extension will be the last possible one before the South Plainfield service would require re-bidding. C. Altman asked if the drivers would be responsible to take the tracking device with them each day, P. Roth stated that the supervisors would be responsible for placing the device in the vehicle each day at the beginning of the schedule and removing it each day at the end of the schedule. Supervisors are also responsible for charging the device each evening. M. Moody asked if the drivers would have knowledge that the tracking devices were in the vehicles; P. Roth stated that the drivers would know the devices were in the vehicles. C. Altman made a motion to approve all three resolutions, J. Bridges seconded. The motions were unanimously approved.

Old Business

Resolution #2017-10-08 –Resolution commemorating verbal resolution to submit letter of support for further Red Line Funding

- L. Kaplan explained that the Red Line Letter has been sent to the FTA, as requested by the board at the last meeting. J. Bridges made a motion to approve. M. Richards seconded. The motion was unanimously approved.

Resolution #2017-10-09 –Resolution to amend Commuter Connect contract with Enterprise—Action Required

- L. Kaplan explained that Enterprise purchased vRide and there was a slight variation in the contracts with the two entities. The purpose of this contract amendment with Enterprise is to incorporate the ADA term

from the vRide contract into the Enterprise contract. According to this term, Enterprise will now absorb the cost of making vans ADA compliant, when necessary. *C. Altman made a motion to approve, J. Bridges seconded. The motions were unanimously approved.*

Staff/Contractor/Partner Reports

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

R. Cockrum gave a quick legislative report. Discussion centered on a possible legislative amendment which would give municipalities the ability to have a transit referendum, in addition to counties and townships. The general consensus was that it could be worth pursuing, and L. Kaplan and R. Cockrum were instructed to explore the interest in pursuing this with locally elected officials.

- **Public Relations Report—Jen Thomas—Andrew McGee—Car Free Day Indy Report**

J. Thomas and A. McGee reported on Car Free Day Indy. A. McGee stated that the pledges were up this year, and that there were 783 people that took the pledge to be Car Free or Car Lite on 9/22. J. Thomas stated that the focus this year was on getting the Corporate Community involved. She showed a video, as well as still shots of large corporations participating in Car Free Day Indy. J. Thomas helped to get us on social media and to get corporations involved. Next year the focus may be on getting communities involved. Discussion then centered on the possibility of getting smaller communities involved next year and the naming of the campaign.

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

L. Kaplan stated that the Commuter Connect team has been working very hard over the past few months with outreach, adding new participating employers, and new employees in our database. Everyone on the team has been working very, very hard She also asked for volunteers from the Board to sit on a committee to review and make changes/updates to the CIRTAs employee manual. C. Stockamp agreed to assist. Additionally she presented the 2018 Board Meeting calendar and asked Board members to provide any comments on the schedule.

Professional Services Contracts

Resolution #2017-10-10 –Resolution to approve recommendation for Professional Service Contract for Government Relations, and direction to proceed to contract negotiations

- L. Kaplan discussed the RFP. 7 responses came in; a review committee made up of a few board members and L. Kaplan reviewed the responses. Capitol Assets scored the highest, and is recommended. J. Bridges stated that Rick Cockrum is passionate, qualified, and also wants to do this for CIRTAs. *C. Altman made a motion to approve, B. Ehret seconded. The motion was unanimously approved.*

Resolution #2017-10-11 –Resolution to approve recommendation for Professional Service Contract for Public Relations & Marketing, and direction to proceed to contract negotiations

- L. Kaplan discussed the RFP. 7 responses came in; a review committee made up of a few board members, a couple of CIRTAs staff and L. Kaplan reviewed the responses. JTPR scored the highest and Herd Strategies scored the second highest. JTPR and Herd Strategies decided to partner on the contract with JTPR as prime and Herd Strategies as sub. *C. Altman made a motion to approve, J. Bridges seconded. The motion was unanimously approved.*

Resolution #2017-10-12 –Resolution to approve recommendation for Professional Service Contract for Legal Services, and direction to proceed to contract negotiations

- L. Kaplan discussed the RFQ. 2 responses came in; a review committee made up of a few board members, and L. Kaplan reviewed the responses. The law firm of Altman, Poindexter & Wyatt, where Anne Poindexter is a partner, scored the highest and is recommended. *B. Ehret made a motion to approve, L.*

Sanders seconded. The motion passed with 10 votes for, 0 votes against, and 1 board member abstaining from the discussion and vote (C. Altman).

County Connect program overview —P. Roth—Mobility Manager

- P. Roth stated that the South Plainfield Connector may offer Saturday service through the holidays, ending the first Saturday in January, which will be made possible through funding by the South Plainfield EID. He also stated that a petition for the formation of a North Plainfield EID has submitted to the Plainfield Town Council, and it is on schedule for final adoption by the end of 2017.
- P. Roth gave a power point presentation that explained mobility management, and CIRTA’s activities and programs in light of mobility management. The County Connect program addresses coordination, advocacy, and funding gaps in regional public transit and human services transportation. Key components of CIRTA’s planning documents, including the Strategic Plan and the Coordinated Plan, envision the County Connect program potentially serving as a basis for centralization of funding, reporting, scheduling, and dispatching of regional public transportation services. A key emerging issue is Medicaid funding, which funds transportation services at a level comparable to all of the State’s public transit agencies combined. A general discussion ensued.

Next meeting date

December 5, 2017.

At 11:00 a.m., the meeting ended by general consensus.

Board Secretary

December 5, 2017
Date