



Central Indiana Regional Transportation Authority (CIRTA)
December 5, 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
Andrew Klineman
Cam Starnes
Cassie Stockamp

Board Members Absent:

Don Adams
Larry Hesson
Joe McGuinness
Marta Moody
Mark Richards
Linda Sanders
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 9:08 a.m.

Introductions

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

Consideration of Resolution #2017-12-01- Adoption of consent agenda

Consent Agenda Items presented for consideration:

- Memorandum of Regular Board Meeting of October 31, 2017
- AP Voucher Register
- Financial Report
- Grants Docket #2017-October 30, 2017
- Commuter Connect Updates
- Mobility Management Updates

****AP Voucher Register had one additional invoice that needed to be approved (from Miller Transportation) that was not in the original board packet. J. Seidenstein explained that the invoice was just received and needed to be approved. Because of this, the voucher register was pulled from the consent agenda and voted on separately.**

C. Altman made a motion to accept the revised consent agenda items, J. Bridges seconded. The motion was unanimously approved. A. Cook then made a motion to accept the revised AP Voucher T.Haak seconded. The motion was approved with 8 votes for and 1 vote to abstain (C. Altman).

New Business

Resolution #2017-12-02 – Resolution to approve contract for legal services with Altman, Poindexter, & Wyatt LLC.

L. Kaplan explained the process of contract negotiations went smoothly, and shared that we have a contract ready for final execution by signature by our board president. *B. Ehret made a motion to approve the contract with Altman, Poindexter, & Wyatt LLC., J. Bridges seconded. The motion was approved with 8 votes for and 1 vote to abstain (C. Altman)*

Resolution #2017-12-03 – Resolution to approve contract for marketing and public relations with JTPR, Inc.

- L. Kaplan explained the process of contract negotiations went smoothly, and shared that we have a contract ready for final execution by signature by our board president. L. Kaplan also explained that Hurd would be teaming with Jen Thomas. *C. Starnes made a motion to approve the contract with JTPR. A. Klineman seconded. The motion was unanimously approved.*

Resolution #2017-12-04 – Resolution to approve contract for government relations with Capitol Assets

- L. Kaplan explained the process of contract negotiations went smoothly, and shared that we have a contract ready for final execution by signature by our board president. *J. Bridges made a motion to approve the contract with Capitol Assets. B. Ehret seconded. The motion was unanimously approved.*

Resolution #2017-12-05 — Resolution to approve contract for ridesharing software and service with Tripspark

- A. McGee explained this approves an extension with Tripspark. He also shared that RideAmigos and RideShark were considered. But due to pricing, and not having the software options that we currently have, A. McGee recommends that we stay with Tripspark another two years. *B. Ehret made a motion approve the contract for ridesharing software and service with Tripspark. J. Bridges seconded. The motion was unanimously approved.*

Resolution #2017-12-06 –Resolution for preliminary approval of procurement procedures

- L. Kaplan explained that CIRTAs is going through a triennial review with FTA, and working on the procurement policy. For the interim, CIRTAs intends to follow Transpo's procurement policy (South Bend), as they have a policy that has been approved by FTA and have staff and a budget that is closer in size to CIRTAs, than IndyGo, whose policy we previously were following. Staff are in the process of tailoring the policy to better fit CIRTAs's needs, and will come back to the board with that updated procurement policy at a later date. *A. Klineman made a motion adopt the Transpo procurement policy as an interim measure until a CIRTAs tailored policy is brought to the board. C. Starnes seconded. The motion was unanimously approved.*

Resolution #2017-12-07 –Resolution to approve revisions to Associate Handbook

- L. Kaplan explained that additional policies have been added, as well as existing policies updated. In some cases edits have been made to be compliant with FTA guidelines. *A. Cook made a motion to approve revisions to the Associate Handbook, J. Bridges seconded. The motions were unanimously approved.*

Resolution #2017-12-08 –Resolution to adopt the Indiana State Board of Accounts (SBOA) Uniform Standards on Internal Controls

- J. Seidenstein explained all board members and personnel must be provided with the Uniform Standards of Internal Control and stated staff will be trained on internal control. He asked that the board review the video and slides, which he will send electronically following the board meeting. In addition to passing the proposal, board members were also asked to sign and return a certification form to confirm that they received and reviewed the training material. *C. Altman made a motion to approve adoption of the SBOA Uniform Standards of Internal Control, J. Bridges seconded. The motion was unanimously approved.*

Staff/Contractor/Partner Reports

- **Federal Legislative Updated—J. Powell**

J. Powell stated that Washington DC is a very interesting place these days. Congress is working on passing the budget before a government shutdown. The transit part of the budget is \$12 million annually, 80% formula, and 20% discretionary. She thinks the transit budget numbers will be what they need to be.

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

R. Cockrum gave a quick legislative report. Restructuring of committees took place, but with very little changes to the committees. Since this is a non-budget year, we should look at expanding the territory where transit referendum are allowed on the budget He also will be monitoring attempts to adjust the formula for distribution of state transit funds through PMTF.

- **Public Relations Report—Jen Thomas**

J. Thomas stated that there would be new marketing/PR planning for 2018/2019. She plans to revisit how we are communicating as an organization. She would like to be more intentional about what CIRTAs is, and what CIRTAs includes.

- **Executive Director Updates and Report of Purchases by ED – L. Kaplan**

L. Kaplan gave an update on the North Plainfield EID. She stated that next Monday evening (12/11) the Plainfield Town Council is scheduled to finally adopt the ordinance creating this new EID.). L. Kaplan also explained that the funding for the Whitestown Connector ends the first quarter of 2019. L. Kaplan shared that MPO received an award from the national MPO association and CIRTAs was named as a partner in the award. L. Kaplan stated she has not signed off on any contracts or checks.

Next meeting date

February 6, 2018.

At 10:32 a.m., the meeting ended by general consensus.