



Central Indiana Regional Transportation Authority (CIRTA)  
February 6, 2018, 9:00 AM – 11:00 AM  
Zionsville Town Hall  
St. Vincent Community Room  
1100 W. Oak Street  
Zionsville, IN 46077

**Board Members Present:**

Don Adams  
Christine Altman  
Jerry Bridges  
Calvin Cargile  
Andy Cook  
Bill Ehret  
Tim Haak  
Marta Moody  
Mark Richards

Linda Sanders  
Cam Starnes  
Cassie Stockamp

**Board Members Absent:**

Larry Hesson  
Andrew Klineman  
Joe McGuinness  
Dan Woo

**CIRTA Staff Present:**

Lori Kaplan  
Andrew McGee  
Philip Roth  
Jeff Seidenstein  
Jennifer Gebhard

A quorum was recognized and the regular board meeting was called to order by C. Stockamp at 9:11 a.m.

**Introductions**

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

**Focus on Boone County**

P. Roth and A. McGee presented CIRTA programs and activities in Boone County.

**CIRTA Updates**

Executive Director Updates – L. Kaplan

- Indy Connect Update – L. Kaplan reminded the Board that the Marion County transit referendum passed in Nov. 2016, and that the Indy Connect team (consisting of CIRTA, the Indy MPO and IndyGo) is now planning Engagement and Education in Hamilton, Hendricks and Johnson counties in the event any of the communities in those counties opt for pursuing a referendum in 2020.
- Plainfield EIDs – It was reported that the EID for the North Plainfield is now officially formed. Funding through the EID will start being available later in the year in 2018; and until then, CIRTA and the Town of Plainfield will fund the North Connector. As reported at the last board meeting, Plainfield won the Innovation Award for the EIDs from Accelerate Indiana Municipalities. Plainfield, in appreciation for the assistance from CIRTA, included it in the recognition and presented CIRTA with a duplicate plaque, which was on display at this board meeting.
- Whitestown – CIRTA is currently working with Whitestown to potentially start an EID for the Whitestown Connector. Progress is being made, and the Town of Whitestown has verbally stated they will hire a consultant to begin the work.
- Columbus – The City of Columbus is still moving along with contracting with CIRTA for Commuter Connect services in their region. CIRTA hopes to have a contract with the City of Columbus by the next board meeting, as Columbus has verbally stated they want to move forward and have begun drafting an interlocal agreement.

- Contracts under \$30,000 Signed by Executive Director – L. Kaplan reported that she signed a one-year extension with Prometheus Consulting for IT services in the amount of \$16,500 and an extension with Connect Think LLC for website hosting, enhancements and support in the amount of \$26,400.
- FTA Triennial Update – L. Kaplan informed the Board that CIRTAs staff had successfully completed the first step of the FTA Triennial Review by submitting required documents on January 31, 2018.
- County Partner Contributions – L. Kaplan thanked those Board members whose counties/cities have already paid their CIRTAs partner contribution. She also asked those that have not paid to try to work with their counties on payment.

Legislative Update – R. Cockrum

- R. Cockrum reminded the CIRTAs Board that as of today, Feb. 7, the state legislative session for this year is half over, and that any bill that does not make it out of their respective chamber by the end of the day will die.
- He informed the board that the bill regarding autonomous vehicles is moving forward, and will create a task force that will look at how autonomous vehicles will affect all aspects of the transportation system (laws, policy, infrastructure, etc.).
- R. Cockrum also informed the Board that a bill regarding EIDs is also moving forward. This bill will put restrictions on how EIDs are formed, and how they can expand.

Public Relations Update – J. Thomas

- J. Thomas let the board know that CIRTAs is going to start producing more “thought leadership” letters to demonstrate CIRTAs knowledge in transportation. These letters will be distributed to local media, and will be similar in style to the recent letter regarding transportation and the Amazon HQ2 search. The next letter will be regarding the recent federal tax reform eliminating the tax deduction for employers in the commuter tax benefit.

**Consideration of Resolution #2018-02-01- Adoption of consent agenda**

Consent Agenda Items presented for consideration:

- Memorandum of Regular Board Meeting of December 5, 2017
- AP Voucher Register
- Financial Report
- Grants Docket #2018-January 31, 2018
- Commuter Connect Updates
- Mobility Management Updates

**\*\*J. Seidenstein explained that AP voucher had been revised since the Board received the Board packet in their email. This was due to the Board meeting falling early in the month, so additional invoices that came in needed to be included after the Board packet was sent.**

*J. Bridges made a motion to accept the revised consent agenda items, L. Sanders seconded. The motion was unanimously approved.*

**New Business**

**Resolution #2018-02-02 – Resolution to approve Altman, Poindexter, & Wyatt Invoice**

L. Kaplan explained that this invoice would be pulled from the AP voucher on the consent agenda each month going forward since one board member, Christine Altman, is required to abstain from voting to approve this one invoice due to a conflict of interest. *B. Ehret made a motion to approve, J. Bridges seconded. The motion was approved with 11 votes for and 1 vote to abstain (C. Altman)*

**Resolution #2017-02-03 – Resolution to confirm Election of Board Officers**

- L. Kaplan explained that C. Altman has decided to step down as Vice President of the CIRTAs Board, but will remain on the full Board. *C. Altman made a motion to nominate B. Ehret as Vice President of CIRTAs*

*Board and the remaining Executive Committee members to their current positions, close the nominations, and cast a unanimous ballot. L. Sanders seconded. The motion was unanimously approved.*

**Resolution #2017-02-04 – Resolution to approve contract negotiations for Marketing and Media Services for Commuter Connect**

- A. McGee explained that Commuter Connect currently uses a media buyer for radio, online and billboard advertising purchases. The current contract came to an end, so a RFP was issued in December and CIRTA received five proposals by the deadline in January. A review committee comprised of B. Ehret, L. Kaplan, A. McGee and J. Thomas reviewed and scored all five proposals. The review committee unanimously scored Affirm Agency as the top proposal, and decided in-person interviews were not necessary as this was the current vendor. *L. Sanders made a motion to approve, J. Bridges seconded. The motion was unanimously approved.*

**Resolution #2017-02-05 – Resolution to approve Policy and Procedure Manual**

- L. Kaplan explained that CIRTA currently had many of the policies in this manual in place, but they were not contained within one manual. The Policy & Procedure Manual now contains all of CIRTA's policies, other than what is in the Procurement Manual and Associate Handbook. *C. Altman made a motion to approve, M. Moody seconded. The motion was unanimously approved.*

**Resolution #2017-02-06 – Resolution to approve Procurement Policy Manual**

- L. Kaplan explained that at the last Board meeting the Board adopted a temporary policy to follow South Bend Transit's procurement policy manual. CIRTA staff went through and modified policies to better suit CIRTA's needs and still be within compliance of FTA procurement policies. This is now a CIRTA procurement policy of its own. *L. Sanders made a motion to approve, J. Bridges seconded. The motion was unanimously approved.*

**Resolution #2017-02-07 – Resolution to approve Disadvantaged Business Enterprise (DBE) Policy**

- L. Kaplan informed the Board that CIRTA staff analyzed FTA requirements for DBE as they relate to CIRTA contracts. A target of 7.75% was noted, but CIRTA staff is recommending a stretch goal of 9% for CIRTA contracts. *C. Starnes made a motion to approve, C. Altman seconded. The motions were unanimously approved.*

**Resolution #2017-02-08 – Resolution to authorize signatories for CIRTA**

- L. Kaplan explained that every year CIRTA must have a resolution to authorize signatories for CIRTA checks. L. Kaplan listed the resolution will authorize: C. Stockamp, B. Ehret, J. Bridges, L. Hesson, M. Richards (as part of the Finance Committee) and L. Kaplan (only as a secondary signatory). *C. Altman made a motion to approve, C. Starnes seconded. The motion was unanimously approved.*

**Resolution #2017-02-09 – Resolution to approve 2018 Salary Schedule**

- L. Kaplan stated that every year CIRTA must have a resolution to approve the salary schedule for the year. There are no changes to the salary range in the schedule for 2018. *C. Altman made a motion to approve, M. Moody seconded. The motion was unanimously approved.*

**Staff/Contractor Reports**

- J. Seidenstein reminded the Board that he needed all Board members to complete the Internal Controls training that is required for the State Board of Accounts. He asked Board members that have not already done so to please complete the training and then sign and return the forms that he provided.

**Adjournment**

The next CIRTA Board Meeting is scheduled for April 24, 2018 and will be back at MIBOR.

*At 10:32 a.m., L. Sanders made a motion to adjourn, B. Ehret seconded. The motion was unanimously approved.*