



Memorandum of Meeting
Central Indiana Regional Transportation Authority (CIRTA)
June 23, 2015
320 N. Meridian St., Indianapolis – Room 911

Board Members Present:

Don Adams
Christine Altman
Michael Biberstine
Jerry Bridges
Andy Cook
Bill Ehret
Larry Hesson
Marta Moody
Mark Richards
Linda Sanders

Cassie Stockamp
Larry Tunget
Dan Woo

Board Members Absent:

Michael Colby
Ron Deer
Calvin Cargile
Dax Norton

CIRTA Staff Present:

Patricia Castañeda
Austin Gibble
Andrew Jackson
Lori Kaplan
Andrew McGee
Philip Roth
Renee Walker
Heather White

A quorum was recognized and the 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. Recognition of Patricia Castaneda's last day was given and recognition for her service to CIRTA.

Consideration of Memorandum of Meeting 5/26/2015

The minutes of the May 26, 2015 meeting of the CIRTA board were presented for consideration. *M. Biberstine moved to accept the minutes, D. Adams seconded. The motion was approved unanimously.*

Consideration of Financials

AP Voucher Register – Resolution #2015016

- A. Jackson presented the AP Voucher Register.
- *C. Altman moved to accept Resolution #2015016 approving the AP Voucher Register as presented, L. Sanders seconded. The motion was unanimously approved.*

Grants Docket #150623

- A. Jackson noted that the Commuter Connect grant has an end date of October 2015, but that CIRTA still has 3 years beyond that date to spend down the grant.

Financial Report

- Statement of Revenues and Expenses
 - A. Jackson stated that the statements were included in the packet, and reported that all budget items are progressing as planned.
- 2016 CIRTA Budget Draft
 - A. Jackson presented two draft versions of the 2016 CIRTA Budget, one with salaries remaining the same as 2015, and the other including a 2% increase in salaries. A. Jackson pointed out that a 2% cost of living increase in salaries would have minimal impact on the CIRTA portion of the budget as most would be absorbed by grant funds.

- There was general discussion about hiring a financial manager with more time to devote to CIRTA than available by A. Jackson. It was agreed that it would be optimal to be able to hire someone with both a financial and human resources background.

New Business

Resolution #2015017 – Conflict of Interest Disclaimer Forms

- L. Kaplan presented the resolution. A. Poindexter confirmed that this is only a financial conflict of interest statement.
- *L. Hesson moved to accept Resolution #2015017 as presented, seconded by J. Bridges. The motion was unanimously approved. Board members were provided with Conflict of Interest forms to sign and return to staff.*

Resolution #2015018 & #201519 – Go Express Contract for Whitestown Connector and North Plainfield Connector

- P. Castaneda presented the motion. A. Poindexter gave technical clarification that the resolution will allow the Executive Director to sign contracts once reviewed by CIRTA legal.
- *C. Altman moved to accept Resolution #2015018 & #2015019 as presented, seconded by L. Tunget. The motion was unanimously approved.*

Resolution #2015020 – Revision of Associate Handbook

- P. Castaneda stated that this revision was only to change the wording to accurately reflect how PTO has been accrued and awarded for CIRTA employees.
- *C. Altman moved to accept Resolution #2015020 as presented, seconded by M. Biberstine. The motion was unanimously approved.*

Formation of a Human Resources Committee of the Board

- L. Kaplan stated that the Executive Committee would like to form a Human Resources committee to review the Associate Handbook. A. Poindexter stated that no resolution was needed to form a committee.
- C. Stockamp, L. Hesson and J. Bridges volunteered to be part of the Human Resources committee.

Partner Updates

- Jeremy Moore, Indianapolis MPO, gave an update on the Regional Bike Plan.
 - See handout distributed by J. Moore.
- Cindy Benedict, City of Noblesville, gave an update on the Hamilton County Transit Forum (HCTF)
 - See presentation provided by C. Benedict. C. Benedict that the next update could be provided in December.

Reports

Interim Executive Director and Commuter Connect Report – L. Kaplan

- L. Kaplan reported that Johnson County had appointed a new board member, Mayor Joe McGuinness.
- L. Kaplan stated that she is still setting up individual meetings with board members. This includes meeting with Johnson County to discuss contributions to CIRTA.
- L. Kaplan also reported that CIRTA was switching financial institutions to the National Bank of Indianapolis (NBI).
- L. Kaplan will be setting up one-on-one meetings with board members in the near future.
- Commuter Connect has been out to multiple employers during the month of May.

Mobility Manager Report – P. Castaneda

- P. Castaneda stated that the operator for the Whitestown and North Plainfield Connectors are ready to begin service for both connectors.
- P. Castaneda gave an update on the Plainfield Connector ridership. P. Castaneda also stated that beginning July 1, the fare structure for the Plainfield Connector will change to \$1 one-way regardless if a person has an IndyGo pass or not. 99% of riders show an IndyGo pass and only pay \$1 one-way currently, so this change will provide easier communication of the fares. This fare structure will be used for the Whitestown and North Plainfield Connectors as well.

Legislative Report – R. Cockrum

- R. Cockrum gave a legislative update. He stated that he will be attending the local government meetings with L. Kaplan. R. Cockrum also gave an update on the RDA progress.

Public Relations Report – J. Thomas

- J. Thomas gave a PR update. J. Thomas met with the Indy Chamber and will be working on more transportation stories in the near future.

Employee Appreciation

- L. Hesson made a motion that the minutes reflect the board’s appreciation for P. Castaneda’s work with CIRTA.

Adjournment

At 11:03 a.m., L. Hesson moved to adjourn the meeting, C. Altman seconded the motion. The motion was unanimously approved.

Board Secretary

Date
