

**Indianapolis Regional Transportation Council
Administrative Committee Meeting Minutes
January 25, 2019
9:00 a.m. – 11:00 a.m.
IndyGo Board Room
1501 West Washington Street, Indianapolis, IN 46222**

Committee Members Present

Dennis Buckley – City of Beech Grove	Dan Parker – City of Indianapolis
Melody Park – City of Indianapolis*	Jeff Hill – City of Fishers
Craig Parks – Boone County	Andy Cook – City of Westfield
Mike Terry – IndyGo	

* = Proxy

Others Present

Anna Gremling – MPO	Jen Higginbotham – MPO
Sean Northup – MPO	Steve Cunningham – MPO
Taylor Firestine – MPO	Nick Badman – MPO
Mohammad Khan – MPO	

1. WELCOME & INTRODUCTIONS

Craig Parks, Vice Chair of the Administrative Committee, called the meeting to order at 9:03 a.m. and welcomed Administrative Committee members. Introductions were made around the room.

ITEMS FOR APPROVAL

2. APPROVAL OF MINUTES (SEEKING APPROVAL)

Dan Parker moved to approve the November 30, 2018 minutes as presented.
Mayor Dennis Buckley seconded the motion.
The minutes of the November 30, 2018 IRTC Administrative Committee Meeting were approved.

3. PUBLIC INVOLVEMENT PLAN RESOLUTION # 19-IMPO-003

Jen Higginbotham reviewed a memo from **Rose Scovel** regarding revisions to the MPO’s Public Involvement Plan. Most of the changes made addressed recommendations from the MPO’s quadrennial certification report by Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) officials, including the need for conducting a 4-Factor Analysis and developing a Language Access Plan for Limited English Proficiency households/populations. **Higginbotham** mentioned that the amended changes are open to public review and comment until February 1, 2019.

Mike Terry moved to recommend approving Resolution Number 19-IMPO-003.
Jeff Hill seconded the motion.
The IRTC Administrative Committee recommended approving Resolution Number 19-IMPO-003.

4. 2045 LONG RANGE TRANSPORTATION PLAN AMENDMENT #2 RESOLUTION # 19-IMPO-002

Jen Higginbotham briefly discussed changes in how the MPO will be handling amendments moving forward. The Environmental Protection Agency (EPA) provided guidance in late-November regarding emissions reporting. **Higginbotham** explained that the MPO will not have to report emissions, but will still have to demonstrate transportation conformity by meeting with the ICG, demonstrating fiscal constraint, and receiving amendment approvals from FHWA and FTA.

Higginbotham then presented a list of projects from INDOT requesting amendment into the 2045 Long Range Transportation Plan (LRTP). She noted that all projects meet fiscal constraint and are currently out for public review and comment until Feb 4, 2019.

Anna Gremling mentioned that she is having conversations with INDOT regarding is project amendment process. She noted that the MPO needs a more solid list from INDOT for planning purposes, instead of consistently amending large-scale projects into the 2045 LRTP.

Mike Terry asked about the time horizon for planned INDOT projects. **Jen Higginbotham** noted that INDOT oversees an internal five-year plan to select projects as submitted by each of its district office. Some discussion ensued on transparency around project scoring methodology with INDOT.

Mayor Dennis Buckley moved to recommend approving Resolution Number 19-IMPO-002.
Mike Terry seconded the motion.
The IRTC Administrative Committee recommended approving Resolution Number 19-IMPO-002.

STATUS REPORTS

5. 2024 PROJECT RECOMMENDATIONS

Steve Cunningham discussed the SFY 2024 Illustrative Projects Recommendations. He mentioned that the call for projects opened a month earlier than usual on September 4, 2018. Overall, 69 project applications were submitted from 18 LPAs, totaling about \$180M in federal funds. He noted this was down slightly from last year.

Cunningham noted general trends in this year’s call: Preservation projects increased about 9%; expansion was down; bicycle/pedestrian projects was up slightly; and transit increased significantly. MPO staff recommended 29 different projects from 11 LPAs, totaling about \$55.7M. As standard, this sits at about 15% overprogrammed. All recommendations were found compatible with the Complete Streets Policy and will be presented before the full IRTC for two-week review and public comment period.

Mayor Dennis Buckley asked for an update on the status of the Central Indiana Regional Transportation Authority (CIRTA). **Cunningham** noted that CIRTA continued to score well in applications under the CMAQ funding program. **Anna Gremling** summarized CIRTA’s current operations—a strategic plan was created last year the agency is currently under an acting director. **Mike Terry** confirmed that IndyGo will need the space CIRTA is currently renting in the Downtown Transit Center by August 2019. Speaking as a CIRTA board member, **Mayor Andy Cook** said no action has been taken on advisement to dissolve. **Cunningham** noted that in the event it’s necessary, an amendment to the program can shift CIRTA’s CMAQ funding for projects to IndyGo.

Cunningham and committee members discussed reevaluating new scoring criteria. **Mayor Cook** asked for clarification on score adjustments (as noted with asterisks). **Cunningham** answered that all scores were reviewed by MPO staff, resulting in some scores to be recalculated on the backend.

Mike Terry requested a walkthrough of five-year spending scenarios. **Cunningham** noted that maintaining 15% overprogrammed, the Indianapolis Regional Transportation Improvement Program (IRTIP) should be in good shape.

Gremling noted that if all five February project lettings move forward as planned, extra funds will pay on debt to the 96th St. and Keystone interchange project. She noted that there is \$22M yet to be obligated, but the MPO is awaiting November purchase orders.

6. EXECUTIVE DIRECTOR UPDATE

- Functional Classification System Update Process
 - **Anna Gremling** stated that **Jennifer Dunn** will be presenting her memo on the Functional Classification System (FCS) Update Process at the February 6, 2019 Technical Committee meeting. May 24, 2019 will be the deadline for annual FCS update.

- Safety Studies
 - **Anna Gremling** mentioned that the MPO is undertaking 2019 Safety Studies, including revisiting the top 50 most dangerous intersections scores. The Corradino Group will be analyzing intersections in the region. **Craig Parks** noted that Indiana State Police is revamping their ARIES crash documentation for improved accuracy.
- Transition Team
 - **Anna Gremling** mentioned that requests for qualifications (RFQs) for five Transition items would hit their deadline by 3:00 p.m., Friday, January 25. Evaluation teams are set and will have one week to review responses on such items as Human Resources, Real Estate Brokering, and Legal Services. KSM Consultants have been working with the MPO on financials.
- Ford Smart Cities Challenge
 - **Sean Northup** discussed the Ford Smart Cities Challenge. The Central Indiana Community Foundation (CICF) and others have convened a so-called Personal Mobility Network. The group recently visited Ford in Dearborn, Michigan. Ford Smart Cities invited Indianapolis to take part in the initiative's second year. CICF is forming a review committee and will host a workshop in the coming months to create the case that will go out to the tech community. Ford will accept bids from companies wanting to pilot an innovative transportation project. A public announcement is forthcoming March 12, 2019.
- Administrative Committee Elections
 - **Anna Gremling** reminded members that Administrative Committee elections will be held at the February 20th IRTC Policy Committee meeting. She also noted that members in good standing with the MPO must have their membership dues by the first meeting of the year. Proper documentation from highest elected officials, per bylaws, is also needed to confirm IRTC representative appointments.

OTHER BUSINESS

7. ANNOUNCEMENTS

- **Anna Gremling** announced that she will be meeting with INDOT Commissioner **Joe McGuinness** after the February 6th Technical Committee meeting to continue conversation requesting more flexibility in the State's funding formula.
- **Mike Terry** announced that a transit-oriented development (TOD) affordable housing project sponsored by IndyGo will be unveiled for a property at W. 21st St. and N. Illinois St. soon. **Terry** also announced his intention to leave his position at IndyGo by the end of 2019.
- **Steve Cunningham** provided a heads-up that one large amendment will move forward in the next agenda packet in anticipation of the February 6th IRTC Technical Committee meeting.

8. ADJOURNMENT

Mike Terry moved to adjourn the meeting.

Jeff Hill seconded the motion.

The Administrative Committee voted in favor of adjournment at 10:01 a.m.