

**Indianapolis Regional Transportation Council
Administrative Committee Meeting Minutes
November 30, 2018
9:00 a.m. – 11:00 a.m.
IndyGo Board Room
1501 West Washington Street, Indianapolis, IN 46222**

Committee Members Present

Mark Myers – City of Greenwood	Mike Terry – IndyGo
Dennis Buckley – City of Beech Grove	Tom Klein – Town of Avon
Jeremy Lollar – City of Westfield*	Dan Parker – City of Indianapolis
Jeff Hill – City of Fishers	Melody Park – City of Indianapolis*
Craig Parks – Boone County	Luke Mastin – Johnson County

* = Proxy

Others Present

Anna Gremling – MPO	Jen Higginbotham – MPO
Sean Northup – MPO	Steve Cunningham – MPO
Taylor Firestine – MPO	

1. WELCOME & INTRODUCTIONS

Mayor Mark Myers, Chair of the Administrative Committee, called the meeting to order at 9:02 a.m. and welcomed Administrative Committee members. Introductions were made around the room.

ITEMS FOR APPROVAL

2. APPROVAL OF MINUTES (SEEKING APPROVAL)

Mayor Dennis Buckley moved to approve the September 28, 2018 minutes as presented.
Dan Parker seconded the motion.
The minutes of the September 28, 2018 IRTC Administrative Committee Meeting were approved.

3. UNIFIED PLANNING WORK PROGRAM AMENDMENT #3

Sean Northup presented a third amendment to the MPO’s 2018 Unified Planning Work Program (UPWP). He described this as a “clean-up” amendment which allows the UPWP to accurately reflect how funds were allocated for tasks undertaken over the year. He noted that INDOT financial staff recognized this as a best practice for all statewide MPOs to improve transparency on how annual transportation funds are spent.

Northup confirmed to **Craig Parks** that the original contract amounts for revised task items were listed in parenthesis in the far-right column, under “Notes on Changes” (Item 3a of the agenda packet).

Mike Terry moved to recommend approving Resolution Number 18-IMPO-023.
Tom Klein seconded the motion.
The IRTC Administrative Committee recommended approving Resolution Number 18-IMPO-023.

4. VISION ZERO RESOLUTION

Jen Higginbotham presented Resolution Number 18-IMPO-022 for committee approval. She described the background on Vision Zero and mentioned that this resolution is just for committee support and includes no mandate, unlike previously adopted safety performance measures. Due to changes in the agency’s priorities over the last year, a

proposed Vision Zero Toolkit for LPAs did not move forward in 2018. **Anna Gremling** stated that this will be a priority for the MPO moving forward into 2019.

Craig Parks mentioned a Vision Zero pilot project he learned about while attending the National Association of County Engineers Conference and agreed to share materials with the MPO.

Sean Northup asked committee members if there had been any conversation in their communities regarding Vision Zero. None were noted by those in attendance. **Jen Higginbotham** said that the MPO's Vision Zero Toolkit will provide resources to LPAs in starting to examine how the practice can be best utilized in their communities.

Parks asked if it would be helpful to pass similar resolutions locally. **Gremling** affirmed this and welcomed support of individual jurisdictions in considering Vision Zero guidance. She also mentioned this would be a topic in conversation with INDOT Deputy Commissioner **Travis Underhill**.

Jeremy Lollar moved to recommend approving Resolution Number 18-IMPO-022.

Craig Parks seconded the motion.

The IRTC Administrative Committee recommended approving Resolution Number 18-IMPO-022.

STATUS REPORTS

5. DIRECTOR'S UPDATE

- Indianapolis Regional Transportation Improvement Program (IRTIP) Amendments & Fiscal Year Update
 - **Steve Cunningham** provided a brief fiscal year update for the IRTIP. He mentioned that \$27 million has been spent (43% of allocation). Ten projects will be going to letting in December and six projects each in January and February. He noted that February is overprogrammed and could mean projects get pushed to the next fiscal year.

Jeff Hill asked if the current reality mirrored projections. **Cunningham** answered that bids are running 15% over estimates, which is somewhat typical earlier in the fiscal year. A couple of amendments are expected to be presented for approval at the upcoming Joint Policy and Technical Committee meeting scheduled for December 12th.

Cunningham said a memo will be included in the next agenda packet outlining guidelines for dealing with larger amendment requests. Some discussion ensued on dollar and percentage thresholds that might require additional detail with an amendment request.

Overall, 69 project applications from 17 LPAs totaling \$180 million were submitted by the November 21st deadline for the MPO's Annual Call for Projects. **Cunningham** mentioned recommendations are forthcoming in January. Some discussion ensued on the effectiveness of opening the Annual Call for Projects earlier in September.

- Transition Update
 - **Gremling** provided a brief update on the MPO's transition to an independent agency from the City of Indianapolis. A re-designation letter was received from Governor Holcomb's office in October. A series of RFQs will be issued on December 21st for experts in human resources, healthcare benefits, retirement benefits, office space consulting, etc. to help facilitate the transition.

Internal teams have been identified to lead each of these areas. **Gremling** stated that the MPO will be seeking external help from IRTC members and mentioned that an email would be forthcoming. She also noted that the Administrative Committee's time commitment may increase as the finances sub-committee comes to fruition.

Mike Terry suggested that there might be a possibility for the MPO to piggyback on IndyGo's current contracts for administrative related tasks. **Gremling** was interested in leveraging any tools available

through our membership. Overall, she emphasized that the organization's transition will be the focus of 2019 and will be a standing topic until June 1, 2020.

- Public Involvement Plan Update
 - **Anna Gremling** presented a memo from **Rose Scovel** outlining updates to the MPO's Public Involvement Plan (PIP). She mentioned that this is not yet out for public review and comment. These updates include documenting environmental justice strategies and a language translation plan (known as a 4-Factor Analysis) to the PIP.

Jen Higginbotham mentioned that an RFQ has already been issued to hire a consultant who will be charged with translation services, which may include an option to create a Spanish landing page on the MPO website for main plans and products translated into Spanish. The PIP comment period will open for 45 days in mid-December. These revisions resulted from recommendations contained in the USDOT's certification report for the Indianapolis MPO.
- Pedestrian Plan and Bike Plan Update
 - **Gremling** noted that the Regional Pedestrian Plan's public survey will close on December 8th. More information will be forthcoming in the spring with data gathering. The organization is currently in the contracting process with Toole Design Group on the Regional Bike Plan Update.
- 2019 IRTC Meeting Schedule
 - **Gremling** distributed the 2019 IRTC meeting schedule and reminded members of upcoming committee elections in February. The schedule also now includes LRTP amendment deadlines, which are necessary now that MPO staff must once again model and report on air quality.

OTHER BUSINESS

6. ANNOUNCEMENTS

Gremling told members to expect a follow-up email from her regarding INDOT's proposed urban and rural transit funding policy change. A letter was sent to INDOT Commissioner **Joe McGuinness** following the October 24th Policy Committee meeting. In response, INDOT has agreed to hold on any funding formula changes until new National Transit Database (NTD) data is made available in 2021. The MPO has been tasked with determining a new distribution funding formula and is currently discussing with partner agencies like CIRT A and IndyGo.

There was lengthy discussion regarding the Central Indiana Regional Transportation Authority (CIRT A)'s role in the regional governance conversation. **Gremling** mentioned that the agency has been struggling with their role within the region. They hired Ron Gifford to assist with potential options for the organization moving forward. **Gremling** explained that if CIRT A is awarded Congestion Mitigation and Air Quality (CMAQ) funding for 2024—should something happen to the organization—those funds could be reallocated to IndyGo (CIRT A and IndyGo are both eligible to receive 5307 funds).

Gremling noted that INDOT officials will be presenting an update on the 65/70 North Split project at December's Joint Policy and Technical Committee meeting.

Gremling stated that beginning in 2019, the MPO will only provide 25 printed copies of the meeting agenda, unless new items have been added to the full packet after its distribution to members. This will save MPO staff time and printing costs.

7. ADJOURNMENT

Luke Mastin moved to adjourn the meeting.
Tom Klein seconded the motion.
The Administrative Committee voted in favor of adjournment at 9:57 a.m.