

Indianapolis Regional Transportation Council
Administrative Committee Meeting Minutes
January 24, 2020
 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	Andy Cook – City of Westfield
Dan Parker – City of Indianapolis	Andrew Klinger – Town of Plainfield
Inez Evans – IndyGo	Gary Pool – Hancock County

* = Proxy

Committee Members Absent

Mark Myers – City of Greenwood	Craig Parks – Boone County
Tom Klein – Town of Avon	

* = Proxy

Others Present

Anna Gremling – MPO	Sean Northup – MPO
Nick Badman – MPO	Kristyn Sanchez – MPO
Steve Cunningham – MPO	Jason Taylor – City of Fishers
Andy Swenson – MPO	Denise Barkdull – Frost Brown Todd
Annie Dixon – MPO	Dean Munn – Convergence Planning
Jen Higginbotham - MPO	Cameron Radford – IndyGo
Ryan Wilhite – IndyGo	

1. WELCOME & INTRODUCTIONS

Anna Gremling called the Administrative Committee meeting to order at 9:00 a.m. and welcomed the members. Introductions were made around the room.

2. SINGLE MEETING CHAIR ELECTION

Anna Gremling explained that, due to the absence of the committee’s chair and vice chair, the committee needed to elect a single meeting chair.

Mayor Dennis Buckley moved to elect Andy Cook as Single Meeting Chair.
Gary Pool seconded the motion.
 The election of Andy Cook for Single Meeting Chair was approved. MOTION PASSES.

ITEMS FOR APPROVAL

3. APPROVAL OF MINUTES (SEEKING APPROVAL)

Mayor Dennis Buckley moved to approve the December 6th, 2019 minutes as presented.
Dan Parker seconded the motion.
 The minutes of the December 6th, 2019 IRTC Administrative Committee Meeting were approved. MOTION PASSES.

4. 2045 LONG RANGE TRANSPORTATION PLAN AMENDMENT #4 (RES. #20-IMPO-003)

Jen Higginbotham announced that four projects will be amended into the plan, including US-36 Widening in Avon, US-31 Intersection Improvements in Franklin, SR-135 Widening in Johnson County, and CR-100S Widening in Avon. There will also be a description correction in the document for the County Line Road Widening in Indianapolis. In addition to project amendments, recently approved Resolution 10-IMPO-017 (Federal Safety Targets) and Resolution 19-IMPO-021 (Transit Targets) will be added to 2045 LRTP's *Appendix S: Targets*.

Gary Pool moved to recommend approval of 2045 Long Range Transportation Plan Amendment #4 (Res. #20-IMPO-003).

Mayor Dennis Buckley seconded the motion.

The IRTC Administrative Committee recommended approval of 2045 Long Range Transportation Plan Amendment #4 (Res. #20-IMPO-003). MOTION PASSES.

5. **REGIONAL PEDESTRIAN PLAN (RES. #20-IMPO-001)**

Jen Higginbotham discussed the history of the Regional Pedestrian Plan. Work started in late 2018. There were three rounds of public input and the public comment period ended on January 22nd, 2020. Exposure of the plan was boosted by an interview with **Higginbotham** by the Indianapolis Star and WISH-TV. The MPO has received public comments mostly relative to where residents want to see sidewalks in their communities. These comments are being compiled by staff and will be sent to the LPAs. Comments on the plan include critiques of methodology, especially in relation to the weight of equity in the gap analysis, and a desire to see implementation methods.

Andy Cook asked for more information on the equity measure. **Higginbotham** gave a brief overview of the plan's methodology for the gap analysis and how the equity measures fits in the process. **Cook** asked how it will affect LPAs. **Higginbotham** said the plan is meant to be used as a tool and trainings for LPAs will be held to show them how to use it. **Cook** asked if there were any comparisons available between Central Indiana and other regions in terms of pedestrian infrastructure coverage. **Higginbotham** said gap network mapping for regions is something that is not widely done among MPOs. **Inez Evans** said IndyGo will provide biometrics data to the MPO that can be incorporated into pedestrian data.

Inez Evans moved to recommend approval of the Regional Pedestrian Plan (Res. #20-IMPO-001).

Mayor Dennis Buckley seconded the motion.

The IRTC Administrative Committee recommended approval of the Regional Pedestrian Plan (Res. #20-IMPO-001). MOTION PASSES.

6. **HOUSEHOLD TRAVEL SURVEY (RES. #19-IMPO-12)**

Gary Pool moved to remove the Household Travel Survey (Res. #19-IMPO-12) from the table.

Inez Evans seconded the motion.

The IRTC Administrative Committee removed the Household Travel Survey (Res. #19-IMPO-12) from the table.

Gary Pool requested that staff give an overview of the cost of conducting the survey. **Anna Gremling** said the MPO is requesting \$1.25 million out of the 2025 Call for Projects. **Andy Swenson** said that he led the 2009 survey effort and explained more in-depth what the survey is and what data it provides. The MPO expects to get information that relates how households in the region actually travel. It is the only tool that can provide statistically-significant information on how and why people are travelling and is very important to ensure the regional travel model is accurate. This survey is based on the National Household Travel Survey. In the 2017 national survey, INDOT did not ask for regional data from the federal government. The MPO's current understanding of travel is based in 2009 data.

The MPO's primary justification for the survey is that travel has changed since 2009. Changes in retail patterns are one example. There is a higher level of need from a practical standpoint to understand transportation trends in the region. Household survey data is also used to compare to other data sources, such as the Census Bureau's American Community Survey, but does not give us as much detailed information as the MPO needs. **Pool** asked if this was taking \$1.5 million out of projects. **Gremling** said it would. **Pool** questioned the importance of the long-range transportation plan (LRTP) and the modeling and data that supported the LRTP, including the household survey, were important in selecting MPO projects. **Pool** stated that he did not believe that the long-range transportation plan (LRTP) and the modeling and data that

supported the LRTP, including the household survey, were important in selecting MPO projects. Pool stated that he would not vote for the resolution.

Gremling asked **Dean Munn** how this data affects funding for large projects such as the North Split. **Munn** said this data is important for setting federal performance measures and the travel model is important for how it happens in the MPO. For his own personal experience, the model is used on other projects such as US-31 and local thoroughfare plans. He said that at the TIP-level, this model is used heavily to influence every project that uses the MPO's transportation model. He also reiterated the changes in transportation since 2009, such as trends in work and shopping. **Munn** observed that other metro areas have also been updating their models and the MPO's request is a modest amount compared to others. **Andy Cook** asked who would use this survey information. **Munn** highlighted projects like the North Split and US-31. **Cook** has issue with those projects because they are state projects and not local projects

Cook stated that he did not use the LRTP or model results to select projects for his community. Swenson responded saying that consultants hired by LPA's often make requests for model results, particularly travel growth rates, when preparing applications for LPA projects. Swenson responded saying that consultants hired by LPA's often made requests for model results, particularly travel growth rates, when preparing applications for LPA projects. **Pool** asked for examples of those requests.

Dan Parker moved to table discussion on the Household Travel Survey (Res. #19-IMPO-12) for more information. **Gary Pool** seconded the motion. The IRTC Administrative Committee tabled discussion on the Household Travel Survey (Res. #19-IMPO-12) for more information.

STATUS REPORTS

7. **BYLAWS**

Anna Gremling provided an overview of new organization structure and bylaws for the new organization. The MPO is currently exploring the idea of having a joint meeting between the Regional Development Authority (RDA) and the IRTC Administrative Committee. **Andrew Klinger** asked who are the current representatives on the RDA. **Gremling** responded that Chris Pryor (Representative for the City of Carmel), Mitch Frazier (Representative for the City of Westfield), Keith Lauter (Representative for the City of Greenwood), Frank Esposito (Representative for the City of Indianapolis), and Dr. Roderick Perry (Representative for the City of Indianapolis) are the current members of the Central Indiana RDA.

Denise Barkdull said current thoughts are that the future Administrative Committee would be an advisory committee made up of members of lower committees that would report back to the RDA what those committees are doing. **Gremling** asked if everyone is ok with the concept of a joint meeting. **Andrew Klinger** has some concerns on how that impacts the nature of the conversation, but he does not really know what they will be until it is attempted. **Barkdull** said this structure is hopefully bridging the gap between elected officials and the RDA, which cannot be made up of any elected officials. **Andy Cook** asked how RDA members would be elected. **Barkdull** said the Administrative Committee would take nominations, interview candidates, and make recommendations for the member communities to consider. **Sean Northup** added that neither the Administrative Committee nor RDA has the power to change the TIP process, which the Policy Committee controls.

Klinger asked when the current RDA members would be changed over. **Gremling** said there will be draft guidelines on how to join the RDA in the Technical and Policy Committee packets for their next meetings. **Klinger** asked, for example, if **Andy Cook's** chosen RDA representative decides to leave, is it his responsibility to pick the next representative. **Barkdull** said that the Policy Committee would take applications and vote on a recommendation on who the next representative would be. She recommended waiting until at least January 1st, 2021 to look at changing RDA members and staggering member terms. **Gremling** requested that members keep in mind that RDA members will be responsible for authorizing operations of the organization, which is currently controlled by the Indianapolis Metropolitan Development Commission. **Barkdull** said, in trying to come up for a plan for June 1, MPO staff and their consultants are trying to keep the elected officials involved in the operations of the organization. **Klinger** said he understands the importance of this temporary structure, and his only concern is that elected policy members have control over the organization.

Gremling brought up the topic of membership dues. She said all LPAs commit funds to MPO operations, and asked if

the members would like to take this as an opportunity to examine requiring IndyGo and CIRT A to pay into dues since they are recipients of federal funds. **Gary Pool** said they should. **Barkdull** said as the MPO expands beyond transportation into other funding sources and representatives, the way the MPO's overhead should be covered will have to change. **Dan Parker** asked how the dues for IndyGo and CIRT A would be assessed. **Gremling** said she has contacted other MPOs on this topic. Some use flat fees, others use revenue hours or ridership. The MPO will continue to look at the subject. **Gremling** said we need to take a closer look at the dues payment process to ensure timing of payment works for the organization. She also said that the MPO will be bumping down bylaw update notices from 45 days to 30 days, barring any federal requirements. **Barkdull** had one more point on RDA elections and appointments: Executive Director appointment is made by a recommendation of the IRTC membership.

8. TRANSITION UPDATE

A. Indianapolis – Separating Local Funds

- a. **Anna Gremling** announced the MPO is currently working on a memorandum of understanding with the City of Indianapolis on remaining funds that amount to approximately \$1 million dollars that the MPO can use for operations. The MPO may get 50% of the funds in 2020 and the remainder in 2021.

B. Human Resources Information System

- a. **Anna Gremling** said a vendor has been selected and the effort is being led by **Rose Scovel** (Indianapolis MPO).

C. Human Resources Benefits

- a. **Anna Gremling** said the MPO has received pricing from insurers. Staff will explore partnering with the City of Indianapolis to remain on their insurance. **Dennis Buckley** asked if the MPO plans on staying in PERF; **Gremling** said they are. **Buckley** also asked if the MPO would remain in the Indianapolis City-County Building; **Gremling** said that the MPO would for now.

D. Financial System

- a. **Anna Gremling** said the MPO is in negotiations with a new vendor that can provide grant management software and training.

E. Federal Exchange Update

- a. **Anna Gremling** said the MPO has received a contract from INDOT that is similar to an LPA contract. The MPO wants to move that contract to a grant template instead. **Travis Underhill** (INDOT) has given the MPO a June 2020 deadline. **Gremling** said IRTC approval of the agreement will be done at the Summer IRTC Joint Meeting. The MPO will also have conversations with **Underhill** on changing the exchange rate to a more favorable split. After moving to the exchange funding model, the MPO will explore procedure details such as bids, letting dates, etc.

9. DIRECTOR'S UPDATE

F. Legislative Update and Memorandum

- a. **Sean Northup** said MPO leadership had met with State Senator Travis Holdman, and he was open to considering regional governance in Senate Bill 350. There have been some changes in bill language and the MPO is waiting to see where it will go in the Statehouse. The language the MPO wants to insert only relates to structure and has nothing to do with Regional Cities or regional taxation. **Andy Cook** asked that members request that their constituents communicate support for Indiana House Bill 1070, which is a measure to reduce distracted driving.

Inez Evans moved to recommend approval of a resolution supporting House Bill 1070.
Gary Pool seconded the motion.
The IRTC Administrative Committee moved to recommend the creation and approval of a resolution supporting House Bill 1070.

G. TIP Amendment: Keystone over White River

- a. **Anna Gremling** said the project amendment is no longer moving forward and may be seen at a later date.

H. FY 2020 Update

- a. **Kristyn Sanchez** said the MPO has obligated about two-thirds of the \$72 million allocation. The December letting had six projects bid, three of which were unawardable and moved to the March letting. The MPO may go slightly over in their March letting, but there is a \$5 million to \$6 million project on the February letting. **Dennis Buckley** asked why three projects were unawardable in December. **Sanchez** said one did not receive any bids and the other two had higher bids than anticipated.

OTHER BUSINESS

10. OTHER ITEMS OF BUSINESS

Anna Gremling announced that **Jen Higginbotham** and **Kristyn Sanchez** are two finalists for the Junior Achievement’s Best and Brightest award.

11. ADJOURNMENT

Dan Parker moved to adjourn the meeting.
Mayor Dennis Buckley seconded the motion.
The Administrative Committee voted in favor of adjournment at 10:38 a.m.