

Indianapolis MPO
Executive Committee Meeting Minutes
July 24, 2020
 9:00 a.m.
 Online via Zoom

Committee Members Present

| | |
|--------------------------------------|-------------------------------------|
| Dennis Buckley – City of Beech Grove | Dan Parker – City of Indianapolis |
| Ryan Wilhite* – IndyGo | Jason Taylor – City of Fishers |
| Eric Wathen – Hendricks County | Andrew Klinger – Town of Plainfield |
| Mark Heirbrandt – Hamilton County | |

* = Proxy

Committee Members Absent

| | |
|-------------------------------|-----------------------------------|
| Andy Cook – City of Westfield | Town Representative (Vacant Seat) |
|-------------------------------|-----------------------------------|

* = Proxy

Others Present

| | |
|------------------------|------------------------|
| Anna Gremling – MPO | Sean Northup – MPO |
| Nick Badman – MPO | Steve Cunningham – MPO |
| Jen Higginbotham – MPO | Danielle Gerlach – MPO |
| Annie Dixon – MPO | Kristyn Sanchez – MPO |
| Rose Scovel – MPO | Robert Dirks – FHWA |

1. WELCOME & INTRODUCTIONS

Andrew Klinger called the Executive Committee meeting to order at 9:05 a.m. and welcomed the members.

ITEMS FOR APPROVAL

2. APPROVAL OF MINUTES (SEEKING APPROVAL)

Anna Gremling asked if any members had corrections for the June 26th Executive Committee Draft Minutes. **Ryan Wilhite** said there were references of the defunct “IRTC Administrative Committee”, and some errors in meeting location and the meeting attendance list.

| Member | Result | Member | Result |
|-----------------|---------|------------------|---------|
| IndyGo | Approve | Beech Grove | Approve |
| Indianapolis | Approve | Hendricks County | Approve |
| Fishers | Approve | Plainfield | Abstain |
| Westfield | - | Town (vacant) | - |
| Hamilton County | Approve | | |

Dennis Buckley moved to approve the June 26th, 2020 Executive Committee Meeting Minutes as amended. **Ryan Wilhite** seconded the motion. The amended June 26th, 2020 Executive Committee Meeting Minutes were approved. MOTION PASSES.

3. LEASE AGREEMENT AND FROST BROWN TODD CONTRACT (RES. 2020-EXEC-002)

Anna Gremling said the lease agreement with the City of Indianapolis did not have quorum to approve the contract at the June 26th, 2020 meeting and was tabled, and so needs to be removed from the table and voted on.

| Member | Result | Member | Result |
|-----------------|---------|------------------|---------|
| IndyGo | Approve | Beech Grove | Approve |
| Indianapolis | Abstain | Hendricks County | Approve |
| Fishers | Approve | Plainfield | Approve |
| Westfield | - | Town (vacant) | - |
| Hamilton County | Approve | | |

Jason Taylor moved to remove the lease agreement from the table.
Dennis Buckley seconded the motion.
 The lease agreement was removed from the table. MOTION PASSES.

Anna Gremling said the resolution includes a contract with Frost Brown Todd to provide legal services. They have served in legal review capacity for the MPO, examining the new organization’s bylaws and federal exchange agreement among other tasks, such as general contracting, and the future LPA contract agreements. The other item in this resolution includes a lease agreement with the City of Indianapolis to remain in the City County Building through the rest of 2020 and the entirety of 2021.

Jason Taylor asked **Gremling** if she thought there could be some unforeseen costs with Frost Brown Todd due to the stay at home orders. **Gremling** said that there have been many one-time costs that have come up and the MPO will reevaluate its legal needs when those projects are complete.

| Member | Result | Member | Result |
|-----------------|---------|------------------|---------|
| IndyGo | Approve | Beech Grove | Approve |
| Indianapolis | Approve | Hendricks County | Approve |
| Fishers | Approve | Plainfield | Approve |
| Westfield | - | Town (vacant) | - |
| Hamilton County | Approve | | |

Dan Parker moved to split the resolution into two separate items for approval.
Dennis Buckley seconded the motion.
 The resolution was split into two separate items for approval. MOTION PASSES.

| Member | Result |
|-----------------|---------|
| IndyGo | Approve |
| Indianapolis | Approve |
| Fishers | Approve |
| Westfield | - |
| Hamilton County | Approve |

| Member | Result |
|------------------|---------|
| Beech Grove | Approve |
| Hendricks County | Approve |
| Plainfield | Approve |
| Town (vacant) | - |
| | |

Dennis Buckley moved to approve the Frost Brown Todd contract.
Ryan Wilhite seconded the motion.
The Frost Brown Todd contract was approved. MOTION PASSES.

| Member | Result |
|-----------------|---------|
| IndyGo | Approve |
| Indianapolis | Abstain |
| Fishers | Approve |
| Westfield | - |
| Hamilton County | Approve |

| Member | Result |
|------------------|---------|
| Beech Grove | Approve |
| Hendricks County | Approve |
| Plainfield | Approve |
| Town (vacant) | - |
| | |

Eric Wathen moved to approve the MPO Lease Agreement with the City of Indianapolis.
Ryan Wilhite seconded the motion.
The MPO Lease Agreement with the City of Indianapolis was approved. MOTION PASSES.

4. **CEDS (RES. #2020-EXEC-003)**

Rose Scovel said the MPO submitted a grant request for a Comprehensive Economic Development Strategy (CEDS) to the Economic Development Agency (EDA). The EDA followed up the application with a list of requests, which included a resolution by the MPO’s board that allows **Scovel** to submit the application and for **Anna Gremling** the power to execute any grant agreements. **Gremling** clarified that the application does include letters of support from all counties.

| Member | Result |
|--------|--------|
|--------|--------|

| Member | Result |
|--------|--------|
|--------|--------|

| | | | |
|-----------------|---------|------------------|---------|
| IndyGo | Approve | Beech Grove | Approve |
| Indianapolis | Approve | Hendricks County | Approve |
| Fishers | Approve | Plainfield | Approve |
| Westfield | - | Town (vacant) | - |
| Hamilton County | Approve | | |

Marc Heirbrandt moved to approve Resolution 2020-EXEC-003.
Ryan Wilhite seconded the motion.
The Executive Committee approved Resolution 2020-EXEC-003. MOTION PASSES.

STATUS REPORTS

5. UNIFIED PLANNING WORK PROGRAM (UPWP)

Sean Northup said the work program is similar to the MPO’s budget. It is federally required so that there is increased transparency showing what the MPO is spending federal dollars on. The MPO will be back with a standard budget in September. The work program will be approved by Transportation Policy Committee and Executive Committee will approve the budget. He referenced the different sources of revenue that will be coming into the MPO, and described anticipated costs as shown in the Activities Table included in the packet. The Activities Table included new sections for economic development, housing/land use, and water/environment activities. These will be the future planning areas of the new MPO. **Ryan Wilhite** asked for a clarification on the amounts. **Northup** said that the numbers have not yet been finalized so it is fluid and the final version will balance costs and revenue ahead of the August Policy meeting. The Transportation Policy Committee is the final approver of the UPWP.

6. MONTHLY FINANCIAL SUPPORT - END OF JUNE 2020

Krystin Sanchez gave an overview of the MPO’s monthly balance sheet and income statement. Accounts receivable includes the 2021 dues for local match. The report includes existing assets which will be revised to reflect depreciation. Current liabilities include mostly insurance, parking, and storage rental. **Andrew Klinger** asked about how they receive money in the summer before budget decisions are typically made in January. **Sanchez** said that some checks typically come in during the initial call, but the majority are received in or after January each year.

7. BYLAWS

Anna Gremling said this item will provide an overview of MPO staff’s review of possible membership representation in the Executive Committee and transit membership dues. **Annie Dixon** said staff examined a couple scenarios for population-based and standing committee structures. The MPO’s proposed methods are district-based, with a Central, North, West, and East District. It also includes one at-large seat. Staff updated the model to redistribute the excluded cities to different districts outside of their original Central District.

Mark Heirbrandt expressed concern that the excluded cities would most likely not get elected in their districts. **Dan Parker** instead suggested that the Central District could go from three members to two, and dedicate an extra at-large member that can only be from an excluded city. But the excluded cities would still have an opportunity to run for a seat in their own district as well, with all communities limited to one seat on the Executive Committee. The MPO said they will consider the idea. **Jason Taylor** wanted to include a process for assigning an at-large member from all members if none of the excluded cities want to serve on the committee. **Ryan Wilhite** said that we should also be conscious that the 2020 Census currently under way, and asked if MPO should reevaluate these numbers once the census results are released. **Gremling** said the MPO will have to reevaluate when those results are released in the next couple of years. **Rose Scovel** also said that the MPO will need to consider the new members that would be added when the MPA boundary is adjusted. **Wilhite** asked what data source was being used for the current population analysis. **Dixon** said it

was 2018 American Community Survey-5 year population data. **Wilhite** requested that the MPO rerun the numbers with 2010 population data since that is how current dues are calculated.

Dixon said MPO staff also examined how other transit providers commit dues to their MPOs. Staff recommendation is a flat rate of \$5,000 per year per transit provider. The MPO examined a couple different scenarios, including dues based on ridership, revenue vehicle miles, and UPWP expenditures, but all were either too costly or unfair to the providers. **Wilhite** asked how this would affect everyone else's dues. **Gremling** said that this would just be a flat rate that would be paid in addition to the existing dues, so other LPAs' membership dues will remain the same.

8. **DIRECTOR'S UPDATE**

Anna Gremling said in December 2018, INDOT realized that suburban transit providers were using rural transit funds (5311 dollars) for trips that took place in urbanized areas. The MPO requested that INDOT delay shifting funding away from the providers until the new census numbers are released. INDOT agreed, but asked the MPO to come up with new funding recommendations. **Jen Higginbotham** said the MPO now has a list of tentative recommendations. Hamilton, Hancock, and Johnson Counties will act as single-county reporters and report 100% of their trips to the National Transit Database (NTD) as urban trips. Hendricks and Morgan Counties will act as a joint reporter. The next recommendation is to distribute 5307 funding in 2022 based on proportional loss. Staff also recommend that providers should research additional funding opportunities, and some resources will be listed in the final report. The Section 5339 program will have a small increase to this program, which funds capital expenses such as new vehicles. The MPO is still trying to understand the best method of reporting for Hendricks and Morgan Counties, and this may require an annual trip analysis that can be done by the MPO. Not-for-profits cannot receive 5307 money directly, so different administrative structures are being considered, which were presented. The MPO is still looking into what the administrative costs would be and CIRTAs has an upcoming study to consider consolidating scheduling between organizations. **Higginbotham** also presented different procurement scenarios that would be used to fund not for profit operators. There will be another provider meeting in the next week and presentations to the MPO, CIRTAs, and IndyGo boards will occur in August. The project team is planning to request board resolutions supporting the study's recommendations in October.

Gremling provided a series of director updates to the Committee. She stated that there is a resolution for the 2045 LRTP Amendment #5 heading to the Transportation Technical and Policy Committees. There are three projects being amended. **Gremling** notified the committee that the Federal Exchange Agreement is very close to being signed, there are just a few points of clarification the MPO is waiting on. Staff also needs to understand what the new MPO-LPA process will be under the funding scenario. **Gremling** provided an update on the CIRTAs directive from the previous Executive Committee meeting. CIRTAs said they are open to the idea, but are not slowing down the process of looking for someone to fill the role. Conversations are ongoing. **Gremling** stated that the Regional Activities Center work is substantially complete. This work resulted in a map of activity centers that will replace the employment clusters that were used in project scoring in the last LRTP update. That map will be updated before every LRTP update. **Gremling** said that staff is still working through the Vision Zero toolkit. **Gremling** notified the committee that the 2045 Long-Range Transportation Plan Performance Measure Update will be presented at the Transportation and Policy Committee meetings. **Gremling** stated that Scenario Planning will also be presented; this is another important piece for completing the upcoming LRTP update. The project's consultant will be creating land use scenario maps. Due to timing, the MPO will notify the Technical and Policy Committees about these maps via email when they are assembled, and they will be released for public comment before the October Technical and Policy Committee meetings. The MPO's regional land use advisory panel has been very helpful with the project. **Gremling** said she is working on finding a representative to fill **Tom Klein's** previous seat as a Town representative.

OTHER BUSINESS

9. **OTHER ITEMS OF BUSINESS**

Anna Gremling asked if there were any other items of business. There were not.

10. **ADJOURNMENT**

Jason Taylor moved to adjourn the meeting.
Dennis Buckley seconded the motion.
The Executive Committee voted in favor of adjournment at 10:37 a.m.