



January 22, 2021  
9:00 am – 11:00 am

Online via Zoom  
Meeting ID: 814 9558 0596  
Password: Exec\_2021  
By phone: (312) 626-6799  
Password: 846213609  
Viewing only on [YouTube](#)

## MEETING AGENDA

1. Welcome & Introductions	Mayor Cook, City of Westfield	5 min.
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## ITEMS FOR APPROVAL

2. Minutes from December 18, 2020 Executive Committee Meeting	Mayor Cook, City of Westfield	5 min.
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## STATUS REPORTS

3. 5307 Project Update	Jen Higginbotham, IMPO	10 min.
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4. Financial Report	Sean Northup, IMPO	5 min.
a. Cash Flow Statement		
b. Balance Sheet		

5. Executive Director Update	Anna Gremling, IMPO	5 min.
a. Bylaws		
b. Executive Committee Elections		
c. Conflict of Interest		
d. Membership Dues		

## OTHER BUSINESS

6. Other Items of Business	Anna Gremling, IMPO	5 min.
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7. Adjournment	Mayor Cook, City of Westfield	1 min.
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**Indianapolis Metropolitan Planning Organization**  
**Executive Committee Meeting Minutes**  
**December 18<sup>th</sup>, 2020**  
 9:00 a.m.  
 Online / Phone

**Committee Members Present**

Andy Cook – City of Westfield	Dan Parker – City of Indianapolis
Ryan Wilhite* - IndyGo	Dennis Buckley – City of Beech Grove
Jason Taylor – City of Fishers	Andrew Klinger – Town of Plainfield
Eric Wathen – Hendricks County	Brian Jessen – Town of Brownsburg

\* = *Proxy***Committee Members Present**

Mark Heirbrandt – Hamilton County	
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\* = *Proxy***Others Present**

Anna Gremling – Indianapolis MPO	Sean Northup – Indianapolis MPO
Nick Badman – Indianapolis MPO	Danielle Gerlach – Indianapolis MPO
Jen Higginbotham – Indianapolis MPO	Rose Scovel – Indianapolis MPO
Annie Dixon – Indianapolis MPO	Steve Cunningham – Indianapolis MPO

1. **WELCOME**

**Andy Cook** called the meeting to order at 9:12 a.m. He then turned the meeting over to **Anna Gremling**. She took roll call attendance.

**ITEMS FOR APPROVAL**

2. **MINUTES FOR NOVEMBER 20<sup>TH</sup>, 2020 EXECUTIVE COMMITTEE MEETING**

**Anna Gremling** asked if there were any changes to the proposed minutes. There were none.

Member	Result	Member	Result
Beech Grove	-	Fishers	Approve
Indianapolis	Approve	IndyGo	Approve
Westfield	Approve	Plainfield	Approve
Brownsburg	Approve	Hendricks County	Approve

**Dan Parker** moved to approve the November 20<sup>th</sup> Executive Committee Minutes.  
**Brian Jessen** seconded the motion. A roll call vote was conducted.  
 The November 20<sup>th</sup> Executive Committee Minutes were approved.  
 MOTION PASSES.

3. **FINANCIAL RESOLUTIONS (RES. #20-EXEC-014)**

**Anna Gremling** provided a brief overview of new contracts and renewals that the IMPO is requesting for NeoGov (Human Resources), ProphetOne Solutions (IMPO Invoice Portal), American Structurepoint (Federal Exchange), Shrewsberry and Associates (Brownsburg Transportation Plan), RLS and Associates (5307/5311), and Data Axel (Data Provider).

**Ryan Wilhite** asked about the contracting process for the federal exchange contract. **Gremling** said the IMPO received two responses, both from qualified vendors. There were multiple people on the selection committee, including members of the Executive Committee. She said the selection team felt that American Structurepoint’s project team seemed more aware of the political implications of the exchange agreement. **Jason Taylor** agreed, and said American Structurepoint’s team was aware of the impacts that COVID could have on infrastructure and had a lot of ideas on engaging stakeholders on the issue. **Steve Cunningham** added that the Structurepoint team had a deeper bench with extensive local public agency project delivery experience.

Member	Result	Member	Result
Beech Grove	-	Fishers	Approve
Indianapolis	Approve	IndyGo	Approve
Westfield	Approve	Plainfield	Approve
Brownsburg	Approve	Hendricks County	Approve

**Andrew Klinger** moved to approve Resolution 20-EXEC-014.  
**Ryan Wilhite** seconded the motion. A roll call vote was conducted.  
 Resolution 20-EXEC-014 was approved.  
 MOTION PASSES.

## STATUS REPORTS

### 4. BYLAWS

**Annie Dixon** said IMPO staff is considering structurally changing the bylaws to separate Executive Committee bylaws from Transportation Policy Committee bylaws. The body of the proposed bylaws will be for the Executive Committee, with an addendum for the Transportation Policy Committee, and future addendums for any new policy boards that the IMPO convenes. The proposal would restrict the Executive Committee's ability to amend their own bylaws, instead requiring votes of approval from all policy committees. Each policy committee would amend their own addendums independently.

**Andy Cook** asked if there was significant opposition to the bylaws within the Transportation Policy Committee, or if it was just a few members. **Anna Gremling** said one person did take issue with the proposed bylaws, and one or two other people also echoed their sentiment. She also reminded the Executive Committee this process would make it more difficult for them to amend their processes. **Cook** said he did not think it was worth going through all this trouble if only a few members of the TPC take issue. **Ryan Wilhite** agreed. There was further discussion on the limitations these bylaws would have on the Executive Committee's ability to conduct the administrative operations of the IMPO. The Executive Committee requested that staff examine a bylaw structure that allows them to amend their own bylaws, with no power to amend other policy committee addendums.

### 5. DECEMBER FINANCIAL REPORT

**Sean Northup** provided overview of the IMPO's cash flow statement, balance sheet, and accounts receivable aging summary. **Ryan Wilhite** asked about the values present in the aging summary; **Northup** said it included local dues and local matches for projects.

## OTHER BUSINESS

### 6. OTHER ITEMS OF BUSINESS

There were no other items of business.

### 7. ADJOURNMENT

**Anna Gremling** asked for a motion to adjourn the meeting.

**Dennis Buckely** moved to adjourn the December 18<sup>th</sup> Executive Committee meeting.

**Andy Cook** seconded the motion.

The December 18<sup>th</sup> Executive Committee meeting was adjourned at 9:47 a.m.

MOTION PASSES.



# Memo

**To:** IMPO Exec Committee  
**From:** Jen Higginbotham  
**Date:** January 15, 2022  
**Re:** Section 5307 funding transition

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In response to necessary changes in regional transit funding in near-future years, the IMPO has been working on recommendations to assist providers in planning and preparing for this transition. The IMPO worked with RLS & Associates to create the “Sections 5307/5311 Allocation Analysis” report, which includes the following recommendations for this transition:

- Hamilton, Hancock, and Johnson counties should be single-county reporters to the National Transit Database (NTD)
  - Report 100% urban service
- Hendricks and Morgan should be joint NTD reporters
  - Report service based on annual GIS analysis of trip data
- For subrecipient scenarios, Section 5307 funding suballocation will first be determined, and administrative costs (if applied) will be taken out of subrecipient allocation before determining final suballocation of funds
- 5307 funding awarded for specific types of service, like fixed-guideway, will go to the agency contributing that service
- The remaining 5307 funding will be suballocated to all recipients based on actual 2020 funding received from 5307 or 5311 sources (this is a “minimize the loss” scenario, since there will be a net loss to regional transit funding)
  - Hendricks/Morgan would require additional estimation because they will also continue to apply to INDOT for 5311 funding for rural service
- The small increase in 5339 funding should be awarded based on need (as opposed to equally divided) – recommend a system similar to how 5310 is distributed
- The administrative structure of a direct recipient and several subrecipients is preferred by the smaller providers, but a final recommendation is still being formed

A final recommendation, regarding who (IndyGo or CIRTAs) will be the direct recipient of Section 5307 funding for the subrecipients, is still under consideration as the IMPO works to build consensus on the recommendation. This will be discussed during the February 17 Transportation Policy Committee meeting.

If you have questions on any of these items, please feel free to contact me at 317.327.7587 or [Jen.Higginbotham@IndyMPO.org](mailto:Jen.Higginbotham@IndyMPO.org).

**Indianapolis Metropolitan Planning Organization**  
**Indy MPO (Consolidated)**  
**Income Statement**  
**From Jun 2020 to Dec 2020**

Financial Row	Amount
Ordinary Income/Expense	
Income	
4000 - Revenue from government grants	
4010 - Federal grants	\$700,207.70
4030 - Local government grants	\$60,000.00
Total - 4000 - Revenue from government grants	\$760,207.70
5000 - Revenue local match	\$263,383.69
5100 - Revenue from membership dues	\$785,245.49
Total - Income	\$1,808,836.88
Gross Profit	\$1,808,836.88
Expense	
7200 - Salaries & related expenses	
7210 - Regular Salaries & wages	\$403,556.43
7214 - Benefit leave pay	\$42,365.51
7218 - Disability insurance	\$5,224.53
7220 - PERF hybrid	\$48,879.59
7221 - My Choice	\$6,972.93
7230 - Health insurance	\$88,537.34
7234 - Life insurance	\$960.00
7240 - Workmen's Compensation and other benefits	\$844.62
7242 - HSA contribution	\$4,000.00
7250 - Social security	\$25,884.72
7252 - Medicare ER	\$6,053.71
7254 - FUTA	\$5,880.00
7256 - SUTA	\$2,200.45
Total - 7200 - Salaries & related expenses	\$641,359.83
7500 - Contract service expenses	
7580 - Legal ads	\$1,161.66
Total - 7500 - Contract service expenses	\$1,161.66
8000 - Contractual consulting services	\$526,952.76
8100 - Nonpersonnel expenses	
8110 - Supplies	\$1.48
8115 - Miscellaneous Expense	\$100.00
8120 - Contractual data services	\$239,253.17
8130 - Telephone & cell phone	\$9,600.00
8170 - Printing & copying	\$901.88
8180 - Books, subscriptions, references	\$276.38
Total - 8100 - Nonpersonnel expenses	\$250,132.91
8200 - Facility & equipment expenses	
8210 - Rent and other occupancy expense	\$33,242.20
8220 - Parking garage expense	\$6,800.00
8270 - Depreciation expense	\$4,591.41
Total - 8200 - Facility & equipment expenses	\$44,633.61
8300 - Travel expenses (lodging transportation and per diem)	
8310 - Mileage	\$190.33
8320 - Registration fees	\$534.00
8399 - Travel expenses - other	\$250.00
Total - 8300 - Travel expenses (lodging transportation and per diem)	\$974.33
Total - Expense	\$1,465,215.10
Net Ordinary Income	\$343,621.78
Other Income and Expenses	
Other Expense	
8500 - Other expenses	
8520 - Insurance - non-employee related	(\$95,329.88)

<b>Financial Row</b>	<b>Amount</b>
8530 - Membership dues - organization	\$5,639.00
8540 - Bank Fees	\$2,374.75
8550 - Penalty & Interest	\$8.69
8590 - Software licenses	\$30,131.20
Total - 8500 - Other expenses	(\$57,176.24)
Total - Other Expense	(\$57,176.24)
Net Other Income	\$57,176.24
Net Income	\$400,798.02

**Indianapolis Metropolitan Planning Organization**  
**Indy MPO (Consolidated)**  
**Balance Sheet**  
**End of Dec 2020**

Financial Row	Amount
<b>ASSETS</b>	
Current Assets	
Bank	\$224,035.52
Accounts Receivable	\$1,125,560.18
Other Current Asset	\$4,042.71
<b>Total Current Assets</b>	<b>\$1,353,638.41</b>
Fixed Assets	
1600 - Fixed operating assets	\$77,135.12
1700 - Accum deprec - fixed operating assets	(\$33,057.94)
<b>Total Fixed Assets</b>	<b>\$44,077.18</b>
<b>Total ASSETS</b>	<b>\$1,397,715.59</b>
<b>LIABILITIES &amp; EQUITY</b>	
Current Liabilities	
Accounts Payable	\$850.00
Other Current Liability	(\$55,542.85)
<b>Total Current Liabilities</b>	<b>(\$54,692.85)</b>
Equity	
Retained Earnings	\$1,051,760.42
Net Income	\$400,648.02
<b>Total Equity</b>	<b>\$1,452,408.44</b>
<b>Total LIABILITIES &amp; EQUITY</b>	<b>\$1,397,715.59</b>