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NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

11:30 a.m., Wednesday, June 12, 2013
Des Moines Area MPO Mead Conference Room

TENTATIVE AGENDA

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**.....Page 2
 - Approve the May 16, 2013, meeting minutes.
4. **REPORT and VOTE: Calendar Year 2014 Meeting Dates**Page 6
 - Report on Calendar Year 2014 meeting dates; consider approval.
5. **REPORT and VOTE: Federal Fiscal Year 2014-2017 Transportation Improvement Program Draft**Page 8
 - Report on the draft *Federal Fiscal Year 2014-2017 Transportation Improvement Program*; consider approval.
6. **REPORT: Self-Certification**Page 9
 - Report on the MPO’s required self-certification of compliance with federal requirements.
7. **REPORT: Public Participation Plan Update**Page 10
 - Discussion regarding updates to how the MPO will provide opportunities for the public and other stakeholders to participate in the planning process.
8. **REPORT: The Tomorrow Plan Update**Page 11
 - Update on The Tomorrow Plan.
9. **REPORT: Long-Range Transportation Plan Development**Page 12
 - Report on the *2050 Long-Range Transportation Plan*’s development.
10. **REPORT: MPO Role in Watershed Management**Page 13
 - Discussion regarding the MPO’s role in facilitating regional watershed management planning.
11. **INFORMATION: Trees Forever Workshop**Page 14
12. **INFORMATION: MPO 30th Anniversary**Page 16
13. **Other Non-Action Items of Interest to the Committee**
14. **VOTE: Approval of the June 20, 2013, MPO Agenda**
15. **Next Meeting Date**
 - 11:30 a.m., Wednesday, July 17, 2013, Des Moines Area MPO Office.
16. **Adjournment**

Altoona, Ankeny, Bondurant, Carlisle, Clive, Dallas County, Des Moines, DART, Grimes, Johnston, Mitchellville, Norwalk, Pleasant Hill, Polk City, Polk County, Urbandale, Warren County, Waukee, West Des Moines, Windsor Heights.

Agenda Report

MPO Executive Committee

June 2013
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the May 16, 2013, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the May 16, 2013, MPO Executive Committee meeting are enclosed on the following pages.

RECOMMENDATION:

Approve the minutes of the May 16, 2013, MPO Executive Committee meeting.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@dmampo.org;
(515) 334-0075.

MEETING MINUTES

**Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 a.m., Thursday, May 16, 2013
Des Moines Area MPO Meeting Mead Conference Room
Des Moines, Iowa**

The MPO Executive Committee held a meeting at 11:30 a.m., on May 16, 2013, in the MPO Meeting Mead Conference Room. Before the meeting, the MPO staff sent agenda packets to the MPO Executive Committee's representatives and posted the amended agenda at the MPO office at 2:00 p.m., on May 10, 2013. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$1238.51. In addition to these published tentative minutes, there also may be additional meeting notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

Members Present:

Paula Dierenfeld, City of Johnston
Angela Connolly, Polk County
Robert Mahaffey, City of Des Moines
Tom Hockensmith, Polk County
Tom Armstrong, City of Grimes
Ted Ohmart, City of West Des Moines

Members Absent:

Chris Coleman, City of Des Moines

Others Present:

Mike Clayton, Iowa Department of
Transportation*

Staff Present:

Jonathan Wilson, MPO General Counsel
Todd Ashby, Executive Director
Stephanie Muller, Executive Administrator
Dylan Mullenix, Principal Transportation
Planner
Zach Young, Senior Transportation Planner

* Non-voting Representative

1. Call to Order

MPO Vice-Chair Hockensmith called the May 16, 2013, meeting to order at 11:33 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the May 16, 2013, Des Moines Area Metropolitan Planning Organization Executive Committee meeting.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made to approve the April 10, 2013, Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Fiscal Year 2014 Unified Planning Work Program and Budget

MOTION: A motion was made to approve the final *Fiscal Year 2014 Unified Planning Work Program* and budget document.

MOTION CARRIED UNANIMOUSLY

5. Federal Fiscal Year 2013-2016 Transportation Improvement Program Amendment

MOTION: A motion was made to approve the City of Bondurant's request to amend a project in the *Federal Fiscal Year 2013-2016 Transportation Improvement Program*

MOTION CARRIED UNANIMOUSLY

6. Polk County Conservation Board Request to Consolidate Transportation Alternative Program Funds

MOTION: A motion was made to approve the Polk County Conservation Board to consolidate Transportation Alternative Program funds awarded to Polk County and the City of Des Moines for the Easter Lake Trail.

MOTION CARRIED UNANIMOUSLY

7. Federal Fiscal Year 2017 Surface Transportation Program and Transportation Alternatives Program Funding Recommendation

MOTION: A motion was made to approve the Surface Transportation Program Funding Subcommittee's funding recommendation for *Federal Fiscal Year 2017 Surface Transportation Program* projects and *Federal Fiscal Year 2017 Transportation Alternatives Program* projects.

MOTION CARRIED UNANIMOUSLY

8. City of Clive Surface Transportation Program Funding Request

MOTION: A motion was made to approve the City of Clive request to shift Surface Transportation Program funds between projects.

MOTION CARRIED UNANIMOUSLY

9. MPO Certification Review

MPO staff presented; discussion only on item 9.

10. MPO Role in Watershed Management

MPO staff presented; discussion only on item 10.

11. Federal Fiscal Year 2013 TIGER Discretionary Grant Program

MPO staff presented; discussion only on item 11.

(Ted Ohmart arrives at 12:00 p.m.)

12. The Tomorrow Plan Update

MPO staff presented; discussion only on item 12.

13. Other Non-Action Items of Interest to the Committee

14. Approval of the May 23, 2012, MPO Agenda

15. Next Meeting Date

11:30 a.m. Wednesday, June 12, 2013, in the MPO Mead Conference Room.

16. Adjournment

Vice-Chair Hockensmith adjourned the meeting at 12:21 p.m.

Agenda Report

MPO Executive Committee

June 2013
Item No. 4

ISSUE: Calendar Year 2014 Meeting Dates

REPORT and VOTE: Consider approval of proposed meeting dates in Calendar Year 2014 for the MPO Executive Committee.

BACKGROUND:

The MPO staff annually publishes its meeting schedule to comply with the State of Iowa's Open Meetings Law. MPO staff asks for feedback on any known conflicts with the proposed schedule.

Included, immediately following, is the proposed Calendar Year 2014 MPO meeting schedule.

RECOMMENDATION:

Approve the proposed schedule of Calendar Year 2014 meeting dates.

STAFF CONTACT:

Stephanie Muller, smuller@dmampo.org;
(515) 334-0075.

TTC, Executive, & Policy Committee 2014 Meeting Dates

TTC Committee		Executive Committee		Policy Committee	
* Thursday	January 9, 2014	* Wednesday	January 15, 2014	* Thursday	January 23, 2014
Thursday	February 6, 2014	Wednesday	February 12, 2014	Thursday	February 20, 2014
Thursday	March 6, 2014	Wednesday	March 12, 2014	**Thursday	March 27, 2014
Thursday	April 3, 2014	Wednesday	April 9, 2014	Thursday	April 17, 2014
Thursday	May 1, 2014	***Wednesday	May, 14 2014	***Thursday	May 22, 2014
Thursday	June 5, 2014	Wednesday	June 11, 2014	Thursday	June 19, 2014
Thursday	July 3, 2014	Wednesday	July 9, 2014	Thursday	July 17, 2014
Thursday	August 7, 2014	Wednesday	August 13, 2014	Thursday	August 21, 2014
Thursday	September 4, 2014	Wednesday	September 10, 2014	Thursday	September 18, 2014
Thursday	October 2, 2014	Wednesday	October 8, 2014	Thursday	October 16, 2014
Thursday	November 6, 2014	Wednesday	November 12, 2014	Thursday	November 20, 2014
Thursday	December 4, 2014	Wednesday	December 10, 2014	Thursday	December 18, 2014

* Moved back one week due to New Years Holiday

**Policy meeting moved back one week due to Spring Break

*** Executive and Policy Committee moved back one week due to Washington DC trip

Agenda Report

MPO Executive Committee

June 2013
Item No. 5

ISSUE: *Federal Fiscal Year 2014-2017 Transportation Improvement Program Draft*

REPORT and VOTE: Consider approval of the draft *Federal Fiscal Year 2014-2017 Transportation Improvement Program*.

BACKGROUND:

The MPO staff is required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO. The purpose of the TIP is to list all projects in the MPO planning area proposed to receive federal funding and scheduled to begin within the next four federal fiscal years.

The MPO staff requested that MPO member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2013, 2014, 2015, 2016, and/or 2017. Staff developed the project listing for the FFY 2014-2017 TIP with the information provided by the member governments.

The MPO staff will submit the FFY 2014-2017 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2013. Staff will incorporate any comments received into the final draft. The final FFY 2014-2017 TIP is due to the Iowa DOT by July 15, 2013.

The draft FFY 2014-2017 TIP is included as a supplemental item to this agenda packet.

RECOMMENDATION:

Recommend approval of draft FFY 2014-2017 TIP.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2013
Item No. 6

ISSUE: Self-Certification

REPORT: Report on the MPO's required self-certification of compliance with federal requirements.

BACKGROUND:

The MPO is required to annual self-certify its planning process to ensure it complies with federal requirements. The MPO traditionally includes a signed self-certification statement in the annual Transportation Improvement Program. One recommendation from the MPO's federal certification review was to put more emphasis on the annual self-certification to provide the MPO committees a better understanding of the various federal requirements with which the MPO must comply.

At the June 12, 2013, meeting, the MPO staff will review the federal requirements and discuss how the MPO's planning process complies with each. A formal self-certification statement will be included in the *Federal Fiscal Years 2014-2017 Transportation Improvement Program*, which is anticipated to be approved by the MPO in July 2013.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2013
Item No. 7

ISSUE: *Public Participation Plan Update*

REPORT: Discussion regarding updates to the *Public Participation Plan* and potential revisions to the MPO's public input procedures for revisions to the Transportation Improvement Plan.

BACKGROUND:

During the MPO's quadrennial review, Federal Highway Administration and Federal Transit Administration officials recommended the MPO update its *Public Participation Plan* (PPP) to reflect current practices. Over the next few months, staff will be updating the PPP to show current practices as well as those to be implemented during the development of the next long-range transportation plan.

As part of this process, staff is reviewing the MPO's public input procedures for revisions to the Transportation Improvement Program (TIP). Staff is looking to streamline the revision process for all involved. The current PPP identifies specific criteria for holding public meetings, and, at times, these criteria place constraints on the MPO's ability to process minor amendments to the TIP. Staff will review best practices in public participation for TIP revisions and will seek to develop a tiered process for conducting public input regarding TIP revisions.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2013
Item No. 8

ISSUE: The Tomorrow Plan Update

REPORT: Update on The Tomorrow Plan's development.

BACKGROUND:

MPO staff has incorporated comments received to date into the third draft of The Tomorrow Plan. Staff met with communities to go over this draft and to discuss any remaining issues. The Steering Committee will meet on Thursday, June 13, 2013, to discuss the draft plan and implementation. Once the content is finalized, the consultant team will need four to six weeks to complete the formatted version.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2013
Item No. 9

ISSUE: Long-Range Transportation Plan Development

REPORT: Discussion regarding the activities underway for the *2050 Long-Range Transportation Plan's* development.

BACKGROUND:

The *2050 Long-Range Transportation Plan* (LRTP) is to be completed by September 2014. The LRTP will serve as the transportation implementation component of The Tomorrow Plan and will expand upon the many transportation-related elements of The Tomorrow Plan. The LRTP also will address MAP-21 and other federal requirements. The following information provides an update on activities related to the LRTP development.

Public Participation

The LRTP will use public comments gathered throughout The Tomorrow Plan's development. MPO staff also will solicit input on more transportation-specific topics throughout the plan's development. MPO staff is working to develop a public participation strategy for the LRTP and will review that strategy at a future meeting.

Performance Measures

MAP-21 requires LRTPs include performance measures and targets. The MPO was awarded free technical assistance from Smart Growth America that will be used to develop transportation performance measures. These measures will help ensure the LRTP implements The Tomorrow Plan's goals, strategies, and initiatives. The Smart Growth America technical assistance workshop will take place on July 9-10, 2013. Additional information about the workshop will be provided when available.

Financial Plan

The LRTP is required to include an analysis of the fiscal capacity to implement the plan. To accomplish this, a financial plan must be developed that forecasts both federal and non-federal revenues through the LRTP's horizon year. The financial plan also must address transportation revenue that is devoted to operations and maintenance (O&M). The MPO staff will work with member governments to forecast local revenues and anticipated O&M costs for the LRTP.

Growth Forecast

The Tomorrow Plan process forecasted population and employment for each of the planning area's seven subareas. The MPO staff met with the TTC Planning Subcommittee in early 2013 to review the forecasting methodology, and the Planning Subcommittee agreed to use The Tomorrow Plan methodology. MPO staff has been working to establish base year socioeconomic data based on new information not available during The Tomorrow Plan process. The MPO staff also is working to determine how to incorporate growth-related strategies from The Tomorrow Plan, such as the nodes and corridors concept, into the LRTP growth scenario.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2013
Item No. 10

ISSUE: MPO Role in Watershed Management

REPORT: Discussion regarding the MPO's role in facilitating regional watershed management planning.

BACKGROUND:

Both The Tomorrow Plan and Capital Crossroads have prioritized the need for a regional approach to watershed management. The Iowa Legislature approved the formation of Watershed Management Authorities (WMAs) that would allow two or more political subdivisions to assess flood risk and water quality, to monitor federal flood risk planning, to educate residents, and to allocate moneys available for water quality and flood mitigation. The MPO staff has been involved with discussions over the last several months with representatives from Polk County, Capital Crossroads, Des Moines Water Works, and other watershed management stakeholders. These stakeholders feel the MPO may be best suited to facilitate regional watershed management planning due to The Tomorrow Plan and its existing relationships with cities, counties, and other partners in the region.

The MPO has invited city and county representatives to an informational meeting concerning watershed management planning for central Iowa. This meeting will take place at 11:00 a.m. on June 20, 2013, at the MPO office.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

June 2013
Item No. 11

ISSUE: Trees Forever Workshop

INFORMATION: Information regarding the Spreading the Canopy Symposium, presented by Trees Forever.

BACKGROUND:

On June 14, 2013, Trees Forever will host the Spreading the Canopy Symposium at Hotel Fort Des Moines. This symposium aims to educate planners, engineers, elected officials, and other stakeholders about the benefits that trees and open spaces provide and how to incorporate trees and open spaces in the community. [A flyer for the event is included on the following page.](#)

RECOMMENDATION:

None. Information only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075.



Spreading the Canopy Symposium

How Trees and Green Space Improve Our Health

June 14, 2013 • Hotel Fort Des Moines • Des Moines, Iowa

Research is increasingly pointing to the positive benefits trees and green space have on the health and well-being of people for both their physical and mental health.

Join Trees Forever for a day-long symposium that addresses the individual and the community benefits of trees and natural areas, and why it is imperative we begin to be much more intentional about designing and retrofitting our communities with more trees and living green.

Learn about:

- Mental and physical health benefits that trees and green spaces provide
- Concrete ideas and plans for how you can incorporate trees and green spaces in your community
- Conducting a walkability assessment in your community, through a downtown Des Moines tour
- Networking opportunities with other professionals

Outstanding National Experts:

Dr. Mary Northridge, Editor, American Journal of Public Health
The Grey, the Green, and the Human

Dr. Kathy Wolf, Research Social Scientist, University of Washington
Green Cities for Good Health: From Evidence to Change

Who should attend:

Health Professionals
City Planners & Engineers
Architects & Developers

Elected Officials
Urban Foresters
Business Leaders

Community Leaders
Trees Forever's Members
Landscape Architects

**For more information or to register for the symposium
visit www.treesforever.org or call 800-369-1269.**



Agenda Report

MPO Executive Committee

June 2013
Item No. 12

ISSUE: MPO 30th Anniversary

INFORMATION: Announcement regarding the MPO's 30 year anniversary.

BACKGROUND:

On July 1, 1983, the Des Moines Area Transportation Planning Committee officially became the MPO for the Des Moines metropolitan area, transitioning transportation planning duties away from the Central Iowa Regional Association of Local Governments. To commemorate its 30th anniversary, the MPO staff will take time at the June 20, 2013, MPO meeting to acknowledge the occasion and to show a presentation highlighting how the MPO, the area's transportation system, and the region have changed over the last 30 years.

RECOMMENDATION:

None. Information only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075.