

**NOTICE OF MEETING**

**Des Moines Area Metropolitan Planning Organization (MPO)  
Executive Committee**

—  
**11:30 a.m., Wednesday, January 13, 2016**  
**Des Moines Area MPO Mead Conference Room**  
—

**TENTATIVE AGENDA**

- 1. Call To Order**
- 2. VOTE: Approval of Agenda**
- 3. VOTE: Approval of Meeting Minutes** ..... Page 2
  - Approve the December 9, 2015, meeting minutes.
- 4. REPORT: Calendar Year 2016 Nominating Committee Update** ..... Page 5
  - Update on the Nominating Committee’s recommendations for the 2016 Executive Committee members.
- 5. REPORT: Federal Fiscal Years 2016-2019 Transportation Improvement Program Amendment Request** ..... Page 6
  - Discussion on a request to transfer funds awarded to the Southeast Connector project to the Pleasant Hill phase of the project.
- 6. REPORT: Federal Fiscal Year 2020 Surface Transportation Program and Transportation Alternatives Program Application Scores** ..... Page 7
  - Summary of the Surface Transportation Program and Transportation Alternatives Program applications submitted for FFY 2020.
- 7. REPORT: Fiscal Year 2017 Unified Planning Work Program and Budget Development** ..... Page 8
  - Report on the process for developing the next work program and budget.
- 8. REPORT: FAST Act Summary** ..... Page 9
  - Review of the new transportation reauthorization bill, the FAST Act.
- 9. REPORT: Transit Performance Data**..... Page 10
  - Report on updated transit performance metrics.
- 10. REPORT: Water Trails and Greenways Plan Update** ..... Page 11
  - Report on the plan’s draft existing conditions report and request for review.
- 11. INFORMATION: Walnut Creek Watershed Management Plan**..... Page 12
  - Status update on the Walnut Creek Watershed Management Authority’s planning efforts.
- 12. VOTE: Approval of MPO Agenda**
- 13. Other Non-Action Items of Interest to the Committee**
- 14. Next Meeting Date – February 10, 2016, at 11:30 a.m.**
- 15. Adjournment**

*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.*

*The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit [www.dmampo.org/title-vi/](http://www.dmampo.org/title-vi/) or call 515-334-0075.*

January 2016  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the December 9, 2015, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the December 9, 2015, MPO Executive Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the December 9, 2015, MPO Executive Committee meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org)  
(515) 334-0075

**MEETING MINUTES**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**Executive Committee**  
**11:30 p.m., Wednesday, December 9, 2015**  
**Des Moines Area MPO | Mead Conference Room**

The MPO Executive Committee held a meeting at 11:30 a.m. on December 9, 2015, in the MPO Meeting Mead Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive December 4, 2015. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$205.07. 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.**

**Executive Members Present:**

*Tom Hockensmith | Polk County*  
*Chris Coleman | City of Des Moines (via phone)*  
*Robert Mahaffey | City of Des Moines*  
*Tom Armstrong | City of Grimes*  
*Paula Dierenfeld | City of Johnston*  
*Angela Connolly | Polk County*

**Staff Present:**

*Jonathan Wilson |MPO General Counsel/via phone*  
*Todd Ashby | Executive Director*  
*Zach Young | Principal Planner*  
*Andrew Collings| Associate Planner*  
*Tracey Deckard |Office Manager*  
*Gunnar Olson | Communications Manager*

**Executive Members Absent:**

*Steven Gaer | City of West Des Moines*

**Others Present:**

*Clifford Leonard | Public*  
*Mike Clayton | IDOT*  
\*\* Non-voting Representative

**1. Call to Order**

MPO Chair Tom Hockensmith called the December 9, 2015, meeting to order at 11:34 a.m.

**2. Approval of Agenda**

**MOTION:** A motion was made to approve the December 9, 2015, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

**MOTION CARRIED**

**3. Approval of Meeting Minutes**

**MOTION:** A motion was made to approve the November 18, 2015 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

**MOTION CARRIED.**

**4. Federal Functional Classification System Changes**

Staff presented. Report and discussion only.

**5. Executive Committee Authority**

Staff presented. Report and discussion only.

*[ Paula Dierenfeld arrives 11:41 a.m.]*

6. **Federal Fiscal Year 2020 Surface Transportation Program Applications**  
Staff presented. Report and discussion only.
7. **Federal Fiscal Year 2020 Transportation Alternative Program Applications**  
Staff presented. Report and discussion only.
8. **Best Practice Series- Parking Management and Design**  
Staff presented. Report and discussion only.
9. **Vehicle Miles Traveled Performance Data**  
Staff presented. Report and discussion only.  
*[ Chris Coleman disconnected at 11:46 reconnected at 11:53]*
10. **Transportation Day on the Hill**  
Information only. Executive Director, Todd Ashby will be attending.
11. **2016 Nominating Committee**  
Information only.
12. **Other Non-Action Items of Interest to the Committee**  
Robert Mahaffey was thanked for his service on the Executive Committee.
13. **Next Meeting Date- January 13, 2015**
14. **Adjournment**  
Hearing no objection to the contrary, Chair Tom Hockensmith adjourned the meeting at 12:12 p.m.

January 2016  
Item No. 4

**ISSUE: Calendar Year 2016 Nominating Committee Update**

REPORT: Update on the Calendar Year 2016 Nominating Committee's recommendations for the 2016 Executive Committee members

**BACKGROUND:**

The MPO Chair annually appoints a nominating committee to recommend a slate of candidates to serve on the Executive Committee. At the December 18, 2014, MPO meeting, Chair Hockensmith appointed the following to serve on the committee:

- Kyle Mertz, City of Altoona – committee chair
- Steve Gaer, City of West Des Moines
- Gary Mahannah, City of Polk City

The committee recommended the following slate of candidates for the 2016 Executive Committee:

- Tom Hockensmith, Polk County – Chair
- Tom Armstrong, City of Grimes – Vice Chair
- Steve Gaer, City of West Des Moines – Secretary/Treasurer
- Angela Connolly, Polk County – At Large
- Joe Gatto, City of Des Moines – At Large
- Gary Lorenz, City of Ankeny – At Large
- Chris Coleman, City of Des Moines – Ex Officio

The committee also expressed the desire to continue discussions about changes the committee has proposed to the Executive Committee's structure over the last year.

Kyle Mertz will attend the January 13, 2016, meeting to provide additional information.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org)  
(515) 334-0075

January 2016  
Item No. 5

**ISSUE:** *Federal Fiscal Years 2016-2019 Transportation Improvement Program Amendment*

REPORT: Discussion on a request to transfer funds awarded to the Southeast Connector project to the Pleasant Hill phase of the project.

**BACKGROUND:**

The City of Pleasant Hill, with the support of the City of Des Moines, has requested the following revision to the *Federal Fiscal Year 2016-2019 Transportation Improvement Program* (FFY 2016-2019 TIP).

Sponsor: Pleasant Hill

Project: In the City of Pleasant Hill, SE Connector: At Pleasant Hill Blvd and Vandalia Road intersection

Federal Aid Amount: \$3,378,400

Total Cost: \$4,223,000

Type of Funding: STP

Change: Add project to the TIP for FFY 2016 by subtracting the corresponding STP funding amount from the City of Des Moines' "SE Connector: From SE 30<sup>th</sup> to US 65" project.

[A Map showing the location of this project is available on the MPO website \(click to access\).](#)

The MPO staff notes that amendments to the TIP are subject to the approval of the MPO and a public comment period. The STP Funding Subcommittee will meet prior to the February 18, 2016, Policy Committee meeting to develop a recommendation. The public will have a chance to comment at the February 18, 2016, MPO Policy meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org)  
(515) 334-0075.

January 2016  
Item No. 6

**ISSUE: Federal Fiscal Year 2020 Surface Transportation Program and Transportation Alternatives Program Summary**

REPORT: Discussion regarding applications and scores for FFY 2020 Surface Transportation Program and Transportation Alternatives Program funding.

**BACKGROUND:**

The deadline for submission of Federal Fiscal Year (FFY) 2020 Surface Transportation Program (STP) and Transportation Alternatives Program (TAP) applications was December 1, 2015. The MPO staff received 19 STP applications, including 16 roadway projects, two (2) bridge projects, and one (1) transit project.

MPO staff has developed preliminary scores for the FFY 2020 STP projects based on the goals and performance measures outlined in Mobilizing Tomorrow. The STP scoring system uses a 100-point scale and the scores ranged from 72 to 18 points with an average score of 43 points.

[The list of submitted STP projects and scores is available on the MPO website \(click to access\).](#)

The MPO staff received eight TAP applications including five (5) trails projects, one (1) streetscape project, one (1) on-street bicycle facility project, and one (1) Safe Routes to School project. These projects went through an initial scoring process on December 7, 2015. All eight TAP applications scored the required points to move on to the STP Funding Subcommittee.

[A list of the submitted TAP projects and scores can be found on the MPO website \(click here to access\).](#)

The MPO staff will host a public input meeting to receive feedback on the projects on January 26, 2016, from 4:00-6:00 pm at the MPO office. The STP Funding Subcommittee will meet on February 10, 2016, to hear presentations from sponsors with eligible projects. This workshop provides project sponsors with the opportunity to discuss their projects and to answer specific questions from the STP Funding Subcommittee. The STP Funding Subcommittee will meet on February 23, 2016, to develop a funding recommendation for consideration by the MPO Executive Committee and the MPO Policy Committee.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

January 2016  
Item No. 7

**ISSUE:** *Fiscal Year 2017 Unified Planning Work Program and Budget Development*

REPORT: Discussion of the process to develop the next work program and budget.

**BACKGROUND:**

MPO staff is beginning to develop the *Fiscal Year 2017 Unified Planning Work Program* (FY 2017 UPWP) and budget, which will document all planning activities the MPO will perform from July 1, 2016, through June 30, 2017. The Iowa Department of Transportation (DOT) requires the UPWP to describe the MPO's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the MPO to submit a draft UPWP by April 1, 2016, and a final UPWP by June 1, 2016.

The MPO staff asks for input from member governments and participating agencies on planning tasks for FY 2017 throughout the development of the UPWP. In particular, MPO staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

In addition, the MPO staff is developing a membership survey to gauge the strategic priorities of its members and partner organizations. The results of this survey will inform the FY 2017 UPWP and budget. MPO staff anticipates administering the survey in January.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075



January 2016  
Item No. 8

**ISSUE: FAST Act Summary**

REPORT: Review of the new transportation reauthorization bill, the FAST Act.

**BACKGROUND:**

In December 2015, Congress passed the Fixing America's Surface Transportation (FAST) Act. The five-year, \$305 billion bill maintains or slightly increases funding for nearly all programs, totaling approximately \$4 billion/year more than funding under MAP-21. Of interest to the MPO and its members are the following changes:

- The Surface Transportation Program (STP):
  - Has been renamed the Surface Transportation Block Grant Program, though this change should not affect how the program operates.
  - FAST Act increases suballocation by population; however, at this time it is unknown how the Iowa Department of Transportation will administer this change.
  - STP funding levels will begin at levels similar to MAP-21 and increase by \$1 billion over five years. Specific increases to the MPO are unknown at this time.
- Transportation Alternatives Program (TAP): Program has been renamed the STP Set-Aside.
- Changes to MPO Requirements:
  - MPO plans and Transportation Improvement Programs must now consider intercity bus and bus facilities.
  - Tourism and natural disaster risk reduction are now on the list of issues that MPOs are encouraged to consult.
  - "Enhance travel and tourism" and "improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation" to the list of planning factors the MPOs must consider in the planning process.
- Complete Streets and Design Standards
  - Amends U.S. Code to say that designs for new construction, reconstruction, resurfacing (except maintenance resurfacing), restoration, or rehabilitation of a highway on the National Highway System shall consider complete street elements.
  - Adds two more design publications to the list of resources to consider.
  - Provides flexibility to local jurisdictions in choosing a design standard different from that used by the state DOT.
- Freight: FAST creates a national Multimodal Freight Network and a National Highway Freight Program and the FHWA will apportion funds to states based on a formula. FAST also created a Nationally Significant Freight and Highway Projects grant program funded at \$4.5 billion over five years for major highway and freight projects.

MPO staff will provide additional information at the January 13, 2016, meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

January 2016  
Item No. 9

**ISSUE: Transit Performance Report**

REPORT: Discuss data included in the Transit Performance Measure Report.

**BACKGROUND:**

The MPO staff is continuing to report on data related to the performance measures included in Mobilizing Tomorrow. The next report features data related to various aspects of the transit system.

[The report is available to view on the MPO's website \(click here to access\).](#)

Mobilizing Tomorrow established performance measures for transit ridership, average fleet age, and percent of commuters to downtown Des Moines using transit. This report includes updated information about transit ridership and average fleet age. Currently there is no data available for commuting rates. The National Household Travel Survey will provide this data following the survey's completion in 2016.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Mike Armstrong, [marmstrong@dmampo.org](mailto:marmstrong@dmampo.org)  
(515) 334-0075

January 2016  
Item No. 10

**ISSUE:** *Water Trails and Greenways Plan Update*

REPORT: Report on the plan's draft existing conditions report.

**BACKGROUND:**

The MPO is in the final stages of completing the existing conditions report for the *Water Trails and Greenways Plan*. The draft report, titled *State of the Rivers*, will be completed and available for review and comment in mid-January 2016. Members of the committee may submit comments to the MPO. Staff will update the *State of the Rivers* report with these comments and present the final report as part of the *Water Trails and Greenways Regional Plan*.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Mike Armstrong, [marmstrong@dmampo.org](mailto:marmstrong@dmampo.org)  
(515) 334-0075

January 2016  
Item No. 11

**ISSUE: Walnut Creek Watershed Management Plan**

INFORMATION: Update on the development of the Walnut Creek Watershed Management Plan.

**BACKGROUND:**

The Walnut Creek Watershed Management Authority (WMA) has recently developed a draft watershed management plan that has been released for review and comment. The project's consultant, RDG Planning & Design, is in the process of making presentations to the WMA members' governing bodies.

The watershed plan, which remains a work in progress, is available at [www.dmampo.org/walnut-creek-wma/](http://www.dmampo.org/walnut-creek-wma/), along with a comment box for people to make public comments. Please be advised that the public has been invited to attend the meetings of member governments at which the watershed plan will be presented by RDG.

**RECOMMENDATION:**

None. Informational only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075