

**AMENDED AND SUBSTITUTED
NOTICE OF MEETING**

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

—
11:30 a.m., Wednesday, July 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 June 8, 2016, meeting minutes.
4. **CONSENT and VOTE: Approval of Financial Statements**..... Page 6
5. **REPORT and VOTE: Strategic Plan Committee Appointments**..... Page 11
 - Report regarding development and appointments made to the Strategic Plan Committee; consider approval.
6. **REPORT and VOTE: Final *Federal Fiscal Year 2017-2020 Transportation Improvement Program*** Page 12
 - Report regarding the *Final Federal Fiscal Years 2017-2020 Transportation Improvement Program*; consider approval.
7. **REPORT and OPTIONAL VOTE: *Federal Fiscal Year 2016-2019 Transportation Improvement Program Amendment Request***..... Page 13
 - Report regarding the Iowa DOT’s request on behalf of Polk County to amend the *Federal Fiscal Year 2016-2019 Transportation Improvement Program*; consider approval.
8. **REPORT and OPTIONAL VOTE: MPO Appointment to SUDAS Board of Directors**..... Page 14
 - Report on the need for the MPO to appoint a representative to the Statewide Urban Design and Specifications Board of Directors; consider approval.
9. **REPORT: *Mobilizing Tomorrow Amendments*** Page 15
 - Report and discussion regarding amendments to *Mobilizing Tomorrow* including updated transload facility language and the addition of the Travel Demand Model Validation and Analysis appendix.
10. **REPORT: Commuting and Congestion Analysis Report** Page 16
 - Report on commuting and congestion in Greater Des Moines in 2015.
11. **REPORT: MPO Fiscal Policies** Page 17
 - Report and discussion regarding the fiscal policies that govern the MPO;
12. **Other Non-Action Items of Interest to the Committee**
13. **Next Meeting Date – August 10, 2016, at 11:30 a.m.**
14. **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/ or call 515-334-0075.

July 2016
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the June 8, 2016, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the June 8, 2016, MPO Executive Committee meeting are included in the following pages.

RECOMMENDATION:

Approve the minutes of the June 8, 2016, MPO Executive Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 p.m., Wednesday, June 8, 2016
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on June 8, 2016, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive June 7, 2016. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$573.17. 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
Ruth Randleman | City of Carlisle
Joe Gatto | City of Des Moines

Executive Members Absent:

Tom Armstrong | City of Grimes
Angela Connolly | Polk County
Steven Gaer | City of West Des Moines

Staff Present:

Jonathan Wilson |MPO General Counsel via phone
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Tracey Deckard |Office Manager
Mike Armstrong | Associate Planner
Gunnar Olson | Communications Manager
Marcus Coenen | Associate Planner
Allison Riley | MPO Intern

Others Present:

Mike Clayton | IDOT
Clifford Leonard | public
** Non-voting Representative

1. Call to Order

MPO Chair Tom Hockensmith called the June 8, 2016, meeting to order at 11:34 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the June 8, 2016, 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 May 25, 2016 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED

4. Fiscal Year 2017 Investment Policy

Staff presented. Discussion ensued.

MOTION: A motion was made to approve the current Investment Policy.

MOTION CARRIED

5. Executive Director Review

MOTION: A motion was made to go into closed session at 11:42 a.m. Legal Counsel articulated the purpose for the closed session as follows: *The*

decision to go into closed session was to evaluate a personnel matter on subject matters that could be an embarrassment or of a sensitive nature and pursuant to the Iowa Code the committee can go into closed session. Only the evaluation can be discussed during the closed session and no action can be taken.

MOTION CARRIED

Staff and guests were asked to leave the room.

MOTION: A motion was made to go out of closed session at 11:51 a.m.

MOTION CARRIED

Staff / guests rejoined the meeting at 11:52 a.m.

MOTION: A motion was made to document the recommendations of the evaluation committee with regard to the review of the Executive Director. Legal Counsel articulated into the record the following:

The recommendations of the committee included creating a more formalized evaluation process for the Executive Director, exploring the use of a written contract for the Executive Director, moving the Executive Director's evaluation to the month of June to coincide with the staff and the MPO's fiscal year, a salary increase 3.5% retroactive from January and continuing for eighteen (18) months until the beginning of the next fiscal year which commences on July 1, 2017. This compensation as well as those of the other staff is within the existing budget. The committee further recommends to proceed with the development of goals driven by the strategic plan going forward and that these goals will be implemented in future evaluations. The committee contemplated the creation of a contract for the Executive Director and that the deferred compensation or other benefits will also be considered in any future evaluations.

MOTION CARRIED

6. Strategic Plan Committee Appointments

Item removed from the agenda by the Chair for additional time to consider the appointments. This matter may be considered at the next meeting.

7. Draft Federal Fiscal Year 2017-2020 Transportation Improvement Program

Staff presented. Discussion ensued.

MOTION: A motion was made to approve the draft Federal Fiscal Year 2017-2020 Transportation Improvement Program (TIP) which will be forwarded to the DOT for their review.

MOTION CARRIED

8. **Federal Fiscal Year 2016-2019 Transportation Improvement Program Amendment Request by the City of Des Moines**

Staff presented. Discussion ensued. Executive Committee member, Chris Coleman and Joe Gatto requested additional information before approving it. They requested that this item be moved to be considered at the upcoming MPO Policy Meeting.

MOTION: A motion was made move this item to the MPO Policy Meeting scheduled for June 16, 2016 in order for the committee members to obtain additional information about this requested amendment.

MOTION CARRIED

9. **Draft Greater Des Moines Water Trails and Greenways Plan**

Staff presented. Discussion ensued.

10. **MPO Appointment to SUDAS Board of Directors**

Staff presented. No nominations were made during the meeting.

11. **Transportation Funding Analysis**

Staff presented. Discussion ensued.

12. **Step It Up Action Plan**

Staff presented. Discussion ensued.

13. **Crash Analysis Report**

Staff presented. Report only.

14. **Iowa Freight Plan and Rail Plan**

Staff presented. Report only.

15. **Upcoming Events**

Staff presented. Report only.

16. **MPO Draft Policy Agenda**

MOTION: A motion was made to approve the MPO Policy Agenda.

MOTION CARRIED

17. **Other Non-Action Items**

Legal counsel discussed a ruling from a current case.

18. **Adjournment**

Hearing no objection to the contrary, Chair Tom Hockensmith adjourned the meeting at 12:34 p.m.

July 2016
Item No. 4

ISSUE: Approval of Consent Items

VOTE: Consider approval of the June 2016 Financial Statement.

BACKGROUND:

The June 2016 Financial Statement is included on the following pages.

RECOMMENDATION:

Approve the Financial Statement.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

Des Moines Area Metropolitan Planning Organization

Transaction Summary for Month Ended June 2016

Interest Income		
Interest Income - Checking (June 2016)	0.75	
Interest Income - IPAIT (June 2016)	26.45	
Deposits		
June 2016	314,768.80	
	314,796.00	
TOTAL INCOME/DEPOSITS - JUNE 2016		\$314,796.00
Expenses		
Per Vendor Payment Report for June 2016	112,526.41	
	112,526.41	
TOTAL EXPENSES - JUNE 2016		\$112,526.41
NET INCOME - JUNE 2016		\$202,269.59

Accufund Reconciliation Summary for Month Ended June 2016

BEGINNING ACCUFUND CHECKING BALANCE (as of June 1, 2016)		\$144,280.76
Cleared Checks & Payments	-113,535.26	
Cleared Deposits & Credits	314,769.55	
Total Cleared Transactions	201,234.29	
CLEARED ACCUFUND CHECKING BALANCE (as of June, 2016)		\$345,515.05
Uncleared Checks & Payments	-94,768.88	
Uncleared Deposits & Credits	331.52	
Total Uncleared Transactions	-94,437.36	
ACCUFUND CHECK REGISTER BALANCE (as of June 30, 2016)		\$251,077.69
Checking Account Balance (as of June 30, 2016)	345,515.05	
IPAIT Account Balance (as of June 30, 2016)	843,202.13	
Total Account Balance	1,188,717.18	
TOTAL CASH BALANCE (as of June 30, 2016)		\$1,188,717.18

Invoice	Description	Amount
Access Technologies, Inc.		
	IT Service/ Server Lease	1,808.44
	Lease/IT Services July	1,808.44
		3,616.88
Allegra Marketing		
	Survey Cards	107.30
		107.30
Alliance Technologies		
	Phone Service/ Long Distance and ISP	758.05
		758.05
Armstrong, Michael		
	May Mileage	38.88
	July Stipend	25.00
		63.88
ART RTE- Des Moines Arts Festival		
	Art Route Sponsorship	1,000.00
		1,000.00
Ashby, R. Todd		
	July Stipend	100.00
		100.00
Avesis		
	June Premium	174.97
	July Premium	174.97
		349.94
Bankers Leasing Company		
	July Lease	1,792.32
		1,792.32
Business Publications Corp., Inc.		
	Publication/ insert of Tomorrow Plan Today into Business Record	1,347.00
		1,347.00
Chartwell Americas, LLC		
	Speaker Fee for Gabe Klein/ October 5, 2016 - part of speaker series	10,500.00
		10,500.00
Collings, Andrew		
	Mileage May	82.23
	Re-issue May/June Stipend- previous checks lost	50.00
	July Stipend	25.00
		157.23
Competitive Edge		
	DNR Promotional Items	1,889.80
		1,889.80
Davis, Brown, Koehn, Shors & Roberts, P.C		
	April General Legal Services	1,750.00
	Special Legal Services- April	42.00
		1,792.00
Deckard, Tracey		
	Travel Reimbursement- SHRM Conference	144.48

Des Moines MPO

Expense by Vendor

Invoice	Description	Amount
	July Stipend	25.00
		169.48
Delta Dental Plan of Iowa		
	Dental Premium -July	965.88
		965.88
Des Moines Register		
	February/March publications	413.95
		413.95
First Choice Coffee Services		
	June Coffee Service	90.09
		90.09
Great West		
	Deferred Comp Contribution PPE 6/5/16	2,463.88
	Deferred Comp Contribution PPE 6/19/16	2,463.88
		4,927.76
Gunnar Olson		
	Reimbursement for DNR event supplies	19.06
	July Stipend	25.00
		44.06
IPERS (Iowa Public Employees' Retirement System)		
	Monthly IPERS Contribution - April 2016	6,759.51
		6,759.51
KC Real Estate, L.C.		
	July Rent	9,967.83
	Parking- May 2016	332.50
		10,300.33
Lincoln Financial Group		
	Life, AD&D, LTD & STD	516.00
		516.00
M & M Sales Company		
	Copier Usage	73.39
		73.39
Marcus Coenen		
	July Stipend	25.00
		25.00
Mullenix, Dylan		
	July Stipend	50.00
		50.00
NASCO		
	Annual Membership	3,500.00
		3,500.00
Page 1 Printers		
	The Tomorrow Plan Today 2016 Edition printing	1,717.25
		1,717.25
Paychex, Inc.		
	PPE 06/05/16 - Invoice	174.24
	PPE 06/05/16 - Taxes	6,209.85
	PPE 06/05/16- Net Pay	15,733.54

Des Moines MPO

Expense by Vendor

Invoice	Description	Amount
	PPE 06/19/16- Invoice	169.22
	PPE 06/19/16- Taxes	6,558.20
	PPE 06/19/16- Net Pay	16,484.99
	Flex Reimbursement	317.12
	Flex Reimbursement	15.00
	Flex Reimbursement	101.78
	Flex Reimbursement	75.00
	Flex Reimbursement	15.00
	Flex Reimbursement	234.58
	Flex Reimbursement	63.35
	Flex Reimbursement	15.00
	Flex Reimbursement	713.07
	Flex Admin Fee	83.00
	Flex Reimbursement	454.00
		47,416.94
Pitney Bowes - Global Financial Services		
	Postage Meter Lease	381.00
		381.00
Riley, Allison		
	Reimbursement for meeting supplies for DNR event	27.70
		27.70
Shred-It		
	Shredding Service June	86.97
		86.97
Storey Kenworthy		
	Office Supplies	45.31
		45.31
Teva Dawson		
	July Stipend	25.00
		25.00
Wellmark Blue Cross and Blue Shield of Iowa		
	July Premium	11,192.49
		11,192.49
Young, Zachary		
	Travel Per Diem/ Congress for the New Urbanism; ZYoung June 7-11, 2016	228.00
	May Mileage	45.90
	July Stipend	50.00
		323.90
Report Total		112,526.41

July 2016
Item No. 5

ISSUE: Strategic Plan Committee Appointments

REPORT and OPTIONAL VOTE: Consider approval of appointments made to the Strategic Plan Committee.

BACKGROUND:

At its May meeting, the MPO voted to undertake the development of a strategic plan for the organization led by a steering committee appointed by the MPO Chair and confirmed by the Executive Committee. A recommendation for steering committee appointments will be shared at the July 13, 2016, Executive Committee meeting.

RECOMMENDATION:

Approve the appointments made to the Strategic Plan Committee.

STAFF CONTACT:

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

July 2016
Item No. 6

ISSUE: Draft *Federal Fiscal Year 2017-2020 Transportation Improvement Program*

REPORT and VOTE: Consider approval of the final *Federal Fiscal Year 2017-2020 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) 2016, 2017, 2018, 2019, and/or 2020. Staff developed the project listing for the FFY 2017-2020 TIP with the information provided by the member governments.

The MPO staff submitted the FFY 2017-2020 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2016. Staff incorporated the comments received into the final draft. The final FFY 2017-2020 TIP is due to the Iowa DOT by July 15, 2016.

The MPO’s Public Participation Plan requires the FFY 2017-2020 TIP to undergo a 45-day comment period and have a stand only public input meeting. Staff held a public input meeting at 5:00 p.m. on Tuesday, June 21, 2016, at the MPO office.

[The final FFY 2017-2020 Transportation Improvement Program is available on the MPO website \(click to access\)](#)

RECOMMENDATION:

Approve the final *Federal Fiscal Year 2017-2020 Transportation Improvement Program* and forward to the Iowa DOT for their approval.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075

July 2016
Item No. 7

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

REPORT and OPTIONAL VOTE: Consider approval of the Iowa Department of Transportation's request on behalf of Polk County to amend the *Federal Fiscal Year 2016-2019 Transportation Improvement Program*.

BACKGROUND:

The Iowa Department of Transportation, on behalf of Polk County, has requested the following revision to the *Federal Fiscal Year 2016-2019 Transportation Improvement Program* (FFY 2016-2019 TIP):

Sponsor: Polk County

Project: Bridge Replacement Project on NE 102 Ave, Over Four Mile Creek

Federal Aid Amount: \$400,000

Total Cost: \$861,000

Type of Funding: STBG-HBP Bridge Funding

Change: Increase federal aid amount to \$581,000 to accurately reflect the amount necessary after the project was bid.

[A map showing the location of the projects 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 public will have a chance to comment at the July 13, 2016, Executive Committee meeting.

RECOMMENDATION:

Recommend approval of the requested revisions to the FFY 2016-2019 TIP.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075

July 2016
Item No. 8

ISSUE: MPO Appointment to SUDAS Board of Directors

REPORT and OPTIONAL VOTE: Consider approval of a technical representative to the Statewide Urban Designs and Specifications Board of Directors.

BACKGROUND:

The MPO periodically appoints a technical representative to serve as the MPO's representative to the Statewide Urban Designs and Standards (SUDAS) Board of Directors. The SUDAS representative is required to be a licensed professional engineer (P.E.). John Peterson, formerly with the City of Ankeny, has been the MPO's representative since January 2015. Mr. Peterson notified MPO staff that his term is soon expiring and the MPO will need to appoint a new representative.

The MPO Transportation Technical Committee received the following nominations:

- Mark Mueller, Public Works Director, City of Ankeny;
- Jeff May, Public Works Director, City of Clive; and,
- Brian Hemesath, Principal Engineer, West Des Moines.

Final approval of the new SUDAS representative will occur at the August 18, 2016, Policy Committee meeting.

RECOMMENDATION:

Recommend approval of the new SUDAS representative.

STAFF CONTACT:

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

July 2016
Item No. 9

ISSUE: *Mobilizing Tomorrow* Amendments

REPORT: Discussion regarding amendments to *Mobilizing Tomorrow* including updated Des Moines Rail Port facility language and the addition of the Travel Demand Model Validation and Analysis appendix.

BACKGROUND:

The MPO staff is proposing the following amendments to *Mobilizing Tomorrow*:

Des Moines Rail Port Facility

Since 2014, the MPO has worked with the City of Des Moines to develop a rail port on the east side of the city. The project has progressed since the completion of *Mobilizing Tomorrow* and staff is proposing to add some additional language to the rail section of the plan that includes project details and estimated costs. This additional detail may ease the ability for the project to apply for and receive federal funding in the future.

Travel Demand Model Validation and Analysis appendix

At the request of the FHWA, staff developed an additional appendix to *Mobilizing Tomorrow* to provide an overview of the travel demand modeling process used by the MPO in the development and evaluation of fiscally constrained projects included in *Mobilizing Tomorrow*.

The appendix describes the four-step modeling process used to forecast future traffic volumes utilizing socio-economic forecasts developed for the Tomorrow Plan and modified for *Mobilizing Tomorrow*.

In addition to the overview of the modeling process, the document analyzes the fiscally constrained projects included in *Mobilizing Tomorrow* to determine the roadway level-of-service and vehicle miles traveled for the MPO planning area based on no-build and build scenarios in each of the three project timeframes.

[The Travel Demand Model Validation and Analysis Appendix is available on the MPO website \(click to access\).](#)

The MPO will host a public meeting on July 27, 2016 at 5:00 p.m. to receive input and comments on the amendment. The public meeting will be held at the MPO office, 420 Watson Powell, Suite 200, Des Moines.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
Marcus Coenen, mcoenen@dmampo.org
(515) 334-0075

July 2016
Item No. 10

ISSUE: Commuting and Congestion Analysis Report

REPORT: Report on commuting and congestion in Greater Des Moines in 2015.

BACKGROUND:

Mobilizing Tomorrow set goals to reduce the commute share of single-occupancy vehicles, increase the commute share of alternative modes, and maintain roadway congestion above 90 percent. MPO staff reviewed American Community Survey data for Greater Des Moines to determine the estimated mode share based on the 2010-2014 5-year averages.

Utilizing the methodology established in the Congestion Management Process, MPO staff has analyzed the travel time and planning time of major roadways to identify congestion based on data collected in 2015. As with the Congestion Management Process, staff examined INRIX data throughout Greater Des Moines, primarily along collectors, arterials, and the Interstate System. INRIX collects real-time traffic speed data using cellular technology and provides various tools to analyze corridor specific traffic.

[The 2016 Commuting and Congestion Analysis Report is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Marcus Coenen, mcoenen@dmampo.org
(515) 334-0075

July 2016
Item No. 11

ISSUE: MPO Fiscal Policies

REPORT: Report and discussion on the fiscal policies that govern the MPO.

BACKGROUND:

The purpose of this item is to discuss the accountability and transparency of the fiscal policies that govern major expenses by the MPO and to ensure that the board is comfortable with the existing protocols.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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