

## NOTICE OF MEETING

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

—  
11:30 a.m., Wednesday, February 10, 2016  
Des Moines Area MPO Burnham Conference Room  
—

### TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes** ..... Page 2
  - Approve the January 13, 2016, meeting minutes.
4. **PRESENTATION: Membership Survey Update** ..... Page 5
  - Presentation from Diana Deibler concerning the MPO Membership Survey.
5. **REPORT and VOTE: Executive Committee Authority**..... Page 6
  - Resolution authorizing Executive Committee to exercise certain powers on behalf of the Des Moines Area Metropolitan Planning Organization.
6. **REPORT and VOTE: Federal Fiscal Years 2016-2019 Transportation Improvement Program Amendment Request Regarding the Southeast Connector Project**..... Page 7
  - Report regarding a request to transfer funds awarded to the City of Des Moines for the Southeast Connector project to a City of Pleasant Hill phase of the project; consider approval.
7. **REPORT and OPTIONAL VOTE: Federal Fiscal Years 2016-2019 Transportation Improvement Program Amendment Request** ..... Page 8
  - Report on the requests from the City of West Des Moines to amend the *Federal Fiscal Years 2016-2019 Transportation Improvement Program*; consider approval.
8. **REPORT: Federal Fiscal Year 2020 Surface Transportation Program and Transportation Alternatives Program Application Public Comment Overview** ..... Page 9
  - Summary of the public comments received for the FFY 2020 Surface Transportation Program and Transportation Alternatives Program applications.
9. **REPORT: FY 2017 Unified Planning Work Program and Budget Development Update** ..... Page 10
  - Report on the process for developing the next work program and budget.
10. **REPORT: Water Trails and Greenways Existing Conditions Report**..... Page 11
  - Report on the plan’s draft existing conditions report and request for review.
11. **REPORT: Bridge Condition Report**..... Page 12
  - Discussion regarding a draft report on bridge conditions in the MPO planning area.
12. **Other Non-Action Items of Interest to the Committee**
13. **Next Meeting Date – March 9, 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/](http://www.dmampo.org/title-vi/) or call 515-334-0075.*

February 2016  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the January 7, 2016, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the January 7, 2016, MPO Executive Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the January 7, 2016, 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, January 13, 2015**  
**Des Moines Area MPO | Mead Conference Room**

The MPO Executive Committee held a meeting at 11:30 a.m. on January 13, 2015, in the MPO Meeting Mead Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive January 7, 2016. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$293.87. 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*  
*Tom Armstrong | City of Grimes*  
*Angela Connolly | Polk County*

**Executive Members Absent:**

*Steven Gaer | City of West Des Moines*  
*Joe Gatto | City of Des Moines*  
*Paula Dierenfeld | City of Johnston*

**Others Present:**

*Clifford Leonard | Public*  
*Mike Clayton | IDOT*

\*\* Non-voting Representative

**Staff Present:**

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

**1. Call to Order**

MPO Chair Tom Hockensmith called the January 13, 2016, meeting to order at 11:36 a.m.

**2. Approval of Agenda**

**MOTION:** A motion was made to approve the January 13, 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 December 9, 2015 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

**MOTION CARRIED**

**4. Calendar Year 2016 Nominating Committee Update**

Executive Director, Todd Ashby reported that the Nominating Committee had made its recommendation for the 2016 Executive Committee. Discussion ensued.

**MOTION:** A motion was made by Angela Connolly that she would like another slate to be presented to the MPO Policy Committee and would replace Gary Lorenz with Ruth Randleman.  
Chair Tom Hockensmith abstained.

**MOTION CARRIED.**

5. **Federal Fiscal Years 2016-2019 Transportation Improvement Program Amendment**  
Staff presented. Report and discussion only.
6. **Federal Fiscal Year 2020 Surface Transportation Program and Transportation Alternatives**  
Staff presented. Report and discussion only.
7. **Fiscal Year 2017 Unified Planning Work Program and Budget Development**  
Staff presented. Report and discussion only.
8. **FAST Act Summary**  
Staff presented. Report and discussion only.
9. **Transit Performance Report**  
Staff presented. Report and discussion only.
10. **Water Trails and Greenways Plan Update**  
Staff presented. Report and discussion only.
11. **Walnut Creek Watershed Management Plan**  
Staff presented. Report and discussion only.
12. **Approval of the MPO Agenda**  
This matter was discussed in item #4 above.
13. **Other Non-Action Items of Interest to the Committee**  
Executive Director Todd Ashby introduced Marcus Coenen who replaced Aaron Bartling as an Associate Planner.
14. **Next Meeting Date- February 10, 2016**
15. **Adjournment**  
Hearing no objection to the contrary, Chair Tom Hockensmith adjourned the meeting at 12:32 p.m.

February 2016  
Item No. 4

**ISSUE: Membership Survey Update**

PRESENTATION: Presentation from Diana Deibler concerning the MPO Membership Survey.

**BACKGROUND:**

Diana Deibler of Deibler & Company will provide an update on the MPO Performance Survey. The survey was conducted as part of the MPO's effort to begin tracking and improving its performance as measured by the perceptions of its member governments. The results of the survey will help inform the development of the work program and budget for the coming fiscal year.

**RECOMMENDATION:**

None. Presentation and discussion only.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075

February 2016  
Item No. 5

**ISSUE: Executive Committee Authority**

REPORT: Resolution authorizing Executive Committee to exercise certain powers on behalf of the Des Moines Area Metropolitan Planning Organization.

**BACKGROUND:**

At the November 19, 2015, MPO meeting, the Policy Committee approve the 2016 meeting calendar that included the elimination of the March, July, and December meetings. However, the Executive Committee will still meet during these months and has discussed retaining the ability to take action on items on behalf of the full MPO if needed. The MPO's by laws currently state "all decisions made by the Executive Committee are subject to review by the MPO."

At the December 9, 2015, the Executive Committee began discussing whether the MPO should adopt a policy to clarify how the approval process should work in months that the full MPO does not meet. The Executive Committee requested staff develop a resolution outlining the powers delegated to the Executive Committee in months where the Policy Committee does not meet.

[The draft resolution authorizing Executive Committee to Exercise Certain Powers is available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

Recommend approval of the resolution authorizing Executive Committee to exercise certain powers on behalf of the Des Moines Area Metropolitan Planning Organization.

**STAFF CONTACT:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org)  
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February 2016  
Item No. 6

**ISSUE: *Federal Fiscal Years 2016-2019 Transportation Improvement Program Amendment Request Regarding the Southeast Connector Project.***

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: 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 STP Funding Subcommittee met on January 21, 2016, and recommended approval of the request to transfer funds awarded to the City of Des Moines for the Southeast Connector project to a City of Pleasant Hill supporting phase of the project.

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 February 18, 2016, MPO Policy meeting.

**RECOMMENDATION:**

Recommend approval of the of the request to transfer funds awarded to the City of Des Moines for the Southeast Connector project to a City of Pleasant Hill supporting phase of the project.

**STAFF CONTACT:**

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

February 2016  
Item No. 7

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

REPORT and OPTIONAL VOTE: Report on the requests from the City of West Des Moines to amend the *Federal Fiscal Years 2016-2019 Transportation Improvement Program*; consider approval.

**BACKGROUND:**

The City of West Des Moines has requested the following revisions to the *Federal Fiscal Year 2016-2019 Transportation Improvement Program* (FFY 2016-2019 TIP).

Sponsor: City of West Des Moines

Project: #33875, In the City of West Des Moines, On S 50<sup>th</sup> St, from EP True Parkway to Mills Civic Parkway

Federal Aid Amount: \$850,000

Total Cost: \$5,000,000

Type of Funding: STP

Change: Move project forward from FFY 2019 to FFY 2016 in anticipation of a spring letting.

Sponsor: City of West Des Moines

Project: #25440, Southwest Connector Phase 4 – Trail Project, from IA Hwy 5 to Iowa Hwy 28

Federal Aid Amount: \$280,000

Total Cost: \$350,000

Type of Funding: STP

Change: Change project description to "In the City of West Des Moines, Veterans Parkway Phase 4 – Trail Project, Along Pine Avenue from Veterans Parkway to Great Western Trail" in order to accurately reflect project activities.

[Maps showing the location of these 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 February 18, 2016, MPO Policy meeting.

**RECOMMENDATION:**

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

**STAFF CONTACT:**

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(515) 334-0075.



February 2016  
Item No. 8

**ISSUE: Federal Fiscal Year 2020 Surface Transportation Program and Transportation Alternatives Program Public Comment Overview**

REPORT: Summary of the public comments received for the FFY 2020 Surface Transportation Program and Transportation Alternatives Program applications.

**BACKGROUND:**

The MPO staff hosted 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 comments received at the meeting as well as comments submitted online have been compiled into two documents:

[Surface Transportation Program Public Comments \(click to access\).](#)

[Transportation Alternatives Program Public Comments \(click to access\).](#)

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.

[STP and TAP Presentation Schedule \(click to access\).](#)

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:**

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February 2016  
Item No. 9

**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. MPO staff will share additional information about proposals received so far and will focus on budget development at the February 10, 2016 meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075

February 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*, is now available for review and comment. This report is presented as a series of online story maps. Each river segment has its own story map, and there also is a story map for the executive summary, a regional context section, and a concluding piece on issues, opportunities, and recommendations. Links to these maps can be found below, and they are also included in the executive summary map. 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*.

Story Map Links (click to open in web browser)

1. [Executive Summary](#)
2. [Regional Context](#)
3. [Des Moines River – Northern Section](#)
4. [Des Moines River – Downtown Section](#)
5. [Des Moines River – Southern Section](#)
6. [Raccoon River](#)
7. [South Skunk River](#)
8. [North and Middle Rivers](#)
9. [Beaver Creek](#)
10. [Fourmile, Mud, and Walnut Creeks](#)
11. [Issues, Opportunities, and Recommendations](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075

February 2016  
Item No. 11

**ISSUE: Bridge Condition Report**

REPORT: Discussion regarding a draft report on bridge conditions in the MPO planning area.

**BACKGROUND:**

MPO staff has developed a report outlining the condition of bridges in the MPO planning area. The report is a follow up to regional performance measures set forth in *Mobilizing Tomorrow*. Staff used 2015 data from the National Bridge Inventory to identify locations of deficient bridges in the region, as well as the amount of deck area considered to be in both good and poor condition. The report also outlines bridge quality for each member government. The report ends with an Environmental Justice (EJ) review comparing bridge conditions in EJ areas versus non-EJ areas.

[The draft report is available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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