NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

11:30 a.m., Wednesday, March 7, 2018
Des Moines Area MPO Burnham Conference Room

TENTATIVE AGENDA

1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
   - Approve the February 7, 2018, meeting minutes.
4. CONSENT and VOTE: Approval of the Financial Statements
5. CONSENT and VOTE: Contracts and Expenses
6. REPORT and OPTIONAL VOTE: Fiscal Year 2019 Unified Planning Work Program and Budget Draft
   - Review of the draft Fiscal Year 2019 Unified Planning Work Program and Budget; consider approval.
7. REPORT and OPTIONAL VOTE: Priority Project List for Greater Des Moines Partnerships Trip to D.C.
   - Report on the Funding Subcommittee’s recommendation regarding the priority project list for the annual Washington D.C. trip; consider approval.
8. REPORT and OPTIONAL VOTE: Executive Committee Restructuring
   - Discussion regarding options to potentially expand representation on the Executive Committee; consider approval.
9. REPORT: Federal Fiscal Year 2022 Surface Transportation Block Grant Program
   - Report on the Funding Subcommittee’s award recommendation for Federal Fiscal Year 2022 Surface Transportation Block Grant Program funding.
10. REPORT: Upcoming Events
11. Other Non-Action Items of Interest to the Committee
12. Next Meeting Date – April 11, 2018, at 11:30 a.m.
13. 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 yea 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.
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the February 7, 2018, Executive Committee meeting minutes.

BACKGROUND:

The minutes of the February 7, 2018, Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the February 7, 2018, 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 a.m., Wednesday, February 7, 2018
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on February 7, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on February 2, 2018. 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:
Steven Gaer | City of West Des Moines
Tom Armstrong | City of Grimes
Gary Lorenz | City of Ankeny
Ted Weaver | City of Clive
Stephanie Riva | City of Norwalk
Angela Connolly | Polk County
Andy Loonan | IDOT

Executive Members Absent:
Joe Gatto | City of Des Moines

Others Present:
Jonathan Wilson | MPO General Counsel
Clifford Leonard

Staff Present:
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Principal Planner
Mike Armstrong | Senior Planner
Andrew Collings | Senior Planner
Marcus Coenen | Senior Transportation Planner

Gunnar Olson | Communications Manager
Allison Riley | Associate Planner
Victoria Halloran | Intern

1. Call to Order
MPO Chair Steve Gaer called the February 7, 2018, meeting to order at 11:31 a.m.

2. Approval of Agenda
MOTION: A motion was made to approve the February 7, 2018, 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 January 4, 2018 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.
MOTION CARRIED

4. Contracts and Expenses
Executive Director presented. The following were presented for approval:

Contracts for approval:
- Melcher-Dallas Community Development Block Grant - $12,000
- Polk County Emergency Management Hazard Mitigation Plan Phase 1 - $30,000
  (Contract pending)

Expense for Approval:
- ESRI, Inc. – License and software maintenance renewal - $5,700

MOTION: A motion was made to approve the contracts for Melcher-Dallas and Polk County Emergency Management Hazard Mitigation Plan- Phase 1 (if awarded) as well as the ESRI software license and maintenance renewal.
MOTION CARRIED.
5. **Fiscal Year 2017 Audit**
   Executive Director presented. Discussion ensued. Recommend approval of the Fiscal Year 2017 Audit.

   **MOTION:** A motion was made to allow the Finance Committee a chance to review the audit and make recommendations and to bring the matter to the Policy Committee for approval.

   **MOTION CARRIED**

6. **Federal Fiscal Year 2018-2021 Transportation Improvement Program (TIP) Amendment Request**
   Staff presented. Recommend approval of the City of Ankeny’s request to amend the FFY 2018-2021 TIP.

   **MOTION:** A motion was made to approve the City of Ankeny’s request to amend the FFY 2018-2021 TIP.

   **MOTION CARRIED**

7. **Railroad Revolving Loan and Grant Sub-Agreement with Des Moines Transloading LLC.**
   Executive Director, Todd Ashby presented. MPO General Counsel provided update on status of the contract negotiations. Discussion ensued. Further information will be provided at future meeting as negotiations proceed.

8. **Executive Committee Restructuring**
   Executive Director presented. Discussion ensued. Restructuring proposal options will be provided to Executive Committee members for review and will be brought back at next month’s meeting.

9. **Water Trails Engineering Study Update**
   Assistant Director presented. Discussion ensued. Report only.

10. **The Tomorrow Plan Speaker Series**
    Staff presented. Report only.

11. **Mid-Year Financial Report**
    Assistant Director presented. Report only.

12. **Fiscal Year 2019 Unified Planning Work Program and Budget Development**
    Assistant Director presented. Discussion ensued. Report only.

13. **Leasing Additional Space from Knapp Properties**
    Executive Director presented. Report only.

14. **Smart City Roundtable**
    Assistant Director presented. Report only.

15. **Federal Aid Swap Update**
    Executive Director presented. Report only.

16. **Upcoming Events**
    Staff presented. Information only.

17. **Approval of the MPO Agenda**
    **MOTION:** A motion was made to approve the MPO Policy Agenda as amended.

    **MOTION CARRIED**

18. **Other Non-Action Items**
    None.

19. **Next Meeting Date**
    March 7, 2018 at 11:30 a.m.

20. **Adjournment**
    Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:56 p.m.
ISSUE: Approval of Financial Statements

VOTE: Consider approval of the February 2018 Financial Statements.

BACKGROUND:

The Financial Statements will be provided prior to the meeting.

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075
ISSUE: Contracts and Expenses

Consent and VOTE: Consider approval of the following expenses in accordance with the MPO’s proposed policies and procedures regarding contracts and expenses.

BACKGROUND:

Included on the following page is a list of expenses that exceed the limits set by the MPO’s policy and procedures regarding expenditures.

RECOMMENDATION:

Recommend approval of the contracts and expenses.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
## Contracts for Approval
### Mar-18

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>NOTES/INFORMATION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merrick &amp; Company</td>
<td>Downtown Water Trails Engineering Study</td>
<td>This study is being funding by other local funds. No Federal dollars or MPO local assessment dollars are being spent on this study.</td>
<td>$56,812.81</td>
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<tr>
<td>ISG</td>
<td>Regional Water Trails Study</td>
<td>This study is being funding by other local funds. No Federal dollars or MPO local assessment dollars are being spent on this study.</td>
<td>$9,439</td>
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ISSUE: Draft Fiscal Year 2019 Unified Planning Work Program and Budget

REPORT and VOTE: Consider approval of the draft Fiscal Year 2019 Unified Planning Work Program and Budget.

BACKGROUND:

MPO staff has developed the draft Fiscal Year 2019 Unified Planning Work Program (FY 2019 UPWP) and budget, which documents all planning activities the MPO will perform from July 1, 2018, through June 30, 2019. 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, 2018, and a final UPWP by June 1, 2018.

The Draft Fiscal Year 2019 Unified Planning Work Program and Budget is available on the MPO website (click to access).

RECOMMENDATION:

Approve the draft Fiscal Year 2019 Unified Planning Work Program and Budget for submission to the Iowa Department of Transportation for review and comment.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Priority Project List for Greater Des Moines Partnerships Trip to D.C.

REPORT and OPTIONAL VOTE: Report on the priority projects and policies submitted for the Greater Des Moines Partnership’s annual trip to Washington D.C; consider approval.

BACKGROUND:

The MPO staff annually works with MPO member governments and participating agencies to develop a list of priority transportation projects to discuss with congressional members during the Greater Des Moines Partnership’s (GDMP) annual trip to Washington, D.C. Staff requested that updates to the projects and policies to include be submitted by December 8, 2017.

Key dates in the process are as follows:

- January – Draft project listing provided to MPO committees for discussion;
- February – Surface Transportation Program (STP) Funding Subcommittee meets to identify priority projects from the assembled listing;
- March – MPO committees take action to approve the project listing and priority projects;
- March/April – GDMP publishes the Policy Book; and,

The updated project and policy priority list is available on the MPO website (click to access).

The Funding subcommittee met on February 27, 2018. Staff will present their recommendation regarding the priority projects list at the March meeting.

RECOMMENDATION:

Approve the Funding Subcommittee’s recommendation regarding the Priority Project List for Greater Des Moines Partnerships Trip to D.C.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Executive Committee Restructuring

REPORT and OPTIONAL VOTE: Consider approval of the Preferred Option to expand representation on the Executive Committee.

BACKGROUND:

The recent 2018 MPO Executive Committee election has once again raised the prospect of restructuring the Executive Committee. The concept was previously discussed by the Executive Committee in 2015 and 2016. At that time there was general consensus among the Executive Committee to expand membership the proposal that communities over 50,000 (Ankeny, Des Moines, and West Des Moines) as well as Polk County would receive automatic representation on the Executive Committee and communities under 50,000 collectively would receive representation.

MPO staff has reviewed and updated options for restructuring the Executive Committee. These options were reviewed at the February 7, 2018, meeting.

A summary of the Preferred Option is located on the following page.

Any changes to the structure of the Executive Committee will require an amendment to the MPO’s Bylaws and 28E agreement.

RECOMMENDATION:

Recommend approval of expanding Executive Committee representation.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
Preferred Option – East/Northwest/Southwest Including Officers

<table>
<thead>
<tr>
<th>Northwest (2 Rep)</th>
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<tbody>
<tr>
<td>Dallas Co.</td>
<td>2,172</td>
<td></td>
</tr>
<tr>
<td>Grimes</td>
<td>11,909</td>
<td></td>
</tr>
<tr>
<td>Johnston</td>
<td>21,114</td>
<td></td>
</tr>
<tr>
<td>Polk City</td>
<td>4,428</td>
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</tr>
<tr>
<td>Urbandale</td>
<td>43,018</td>
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<table>
<thead>
<tr>
<th>Southwest (2 Rep)</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clive</td>
<td>17,546</td>
<td></td>
</tr>
<tr>
<td>Norwalk</td>
<td>10,590</td>
<td></td>
</tr>
<tr>
<td>Warren County</td>
<td>4,137</td>
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<tr>
<td>Waukee</td>
<td>19,284</td>
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</tr>
<tr>
<td>Windsor Heights</td>
<td>4,983</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>56,540</td>
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<table>
<thead>
<tr>
<th>East (2 Rep)</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Altoona</td>
<td>17,938</td>
<td></td>
</tr>
<tr>
<td>Bondurant</td>
<td>5,796</td>
<td></td>
</tr>
<tr>
<td>Carlisle</td>
<td>4,249</td>
<td></td>
</tr>
<tr>
<td>Mitchellville</td>
<td>2,405</td>
<td></td>
</tr>
<tr>
<td>Pleasant Hill</td>
<td>9,750</td>
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<tr>
<td><strong>Total</strong></td>
<td>40,138</td>
<td></td>
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</table>

Committee Size = 11

- Over 50,000 representatives: 4 (Des Moines x 2; Ankeny x 1, West Des Moines x 1)
- Polk County representative x 1
- Northwest community under 50,000 x 2
- Southwest community under 50,000 x 2
- East community under 50,000 x 2
- Officers chosen from among the geographic representatives

The Preferred Option is set up to be implemented quickly with existing members on the Executive Committee:

- Chair Steve Gaer, West Des Moines (West Des Moines representative)
- Vice-Chair Joe Gatto, Des Moines (Des Moines representative 1)
- Secretary/Treasurer Gary Lorenz, Ankeny (Ankeny representative)
- Angela Connolly, Polk County (Polk County representative)
- Ted Weaver, Clive (Southwest community representative 1)
- Stephanie Riva, Norwalk (Southwest community representative 2)
- Tom Armstrong, Grimes (Northwest community representative 1)

All existing Executive Committee representatives would meet the requirements of this proposal. An additional Des Moines, Northwest community, and two East communities would be needed.
ISSUE: Federal Fiscal Year 2022 Surface Transportation Program Block Grant Program Funding Recommendation

REPORT: Report and discussion on the award recommendation for Federal Fiscal Year 2022 Surface Transportation Program Block Grant Program funds; consider approval.

BACKGROUND:

The Funding Subcommittee annually determines a funding recommendation for Surface Transportation Block Grant Program project applications. The Funding Subcommittee heard presentations from eligible project sponsors on January 23, 2018.

The packet of submitted applications is available on the MPO website (click to access).

A list of the Surface Transportation Program projects and corresponding scores is located on the MPO website (click to access).

Staff hosted a public input meeting on January 30, 2018, to collected feedback on the submitted projects. Comments were also collected through an online format that available through February 9, 2018.

A summary of the submitted public comments is available on the MPO website (click to access).

The FFY 2022 target for STBG funding is $13,243,000. The target for Set-Aside funding is $1,883,000. The Funding subcommittee met on February 27, 2018, to develop a funding recommendation for FFY 2022 STBG and Set-Aside funding.

The Funding Subcommittee’s recommendation is available on the MPO website (click to access).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075.
ISSUE: Upcoming Events

REPORT: Report on upcoming events of regional interest.

BACKGROUND:

Staff will highlight upcoming events, trainings and other opportunities of interest to representatives of MPO member governments.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075