

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

—
11:30 a.m., Wednesday, April 11, 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**..... Page 2
 - Approve the March 7, 2018, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** Page 5
5. **REPORT and VOTE: Passenger Transportation Plan**..... Page 7
 - Report regarding the FFY 2019-2023 Passenger Transportation Plan final draft; consider approval.
6. **REPORT and VOTE: Federal Fiscal Year 2022 Surface Transportation Block Grant Program**..... Page 8
 - Report on the Funding Subcommittee’s award recommendation for Federal Fiscal Year 2022 Surface Transportation Block Grant Program funding; consider approval.
7. **REPORT and OPTIONAL VOTE: Railroad Revolving Loan and Grant Sub-Agreement** Page 9
 - Discussion regarding approval of a sub-agreement between the MPO and Des Moines Transloading, LLC, for the \$1.7 million in Railroad Revolving Loan and Grant Funds from the Iowa DOT; consider approval.
8. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2018-2021 Transportation Improvement Program Amendment Request** Page 10
 - Report regarding the City of Des Moines’ request to amend the *Federal Fiscal Year 2018-2021 Transportation Improvement Program*; consider approval.
9. **REPORT: Goal 1 – Performance Measure Report** Page 11
 - Report on the status of performance measure for Goal 1 of *Mobilizing Tomorrow*.
10. **REPORT: Federal Spending Bill** Page 12
 - Report on the \$1.3 trillion federal spending bill and its impact on transportation funding.
11. **REPORT: Upcoming Events** Page 13
12. **VOTE: Approval of the MPO Agenda**
13. **Other Non-Action Items of Interest to the Committee**
14. **Next Meeting Date – May 16, 2018, 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/ or call 515-334-0075.

April 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

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

BACKGROUND:

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

RECOMMENDATION:

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

The MPO Executive Committee held a meeting at 11:30 a.m. on March 7, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on March 1, 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
Joe Gatto | City of Des Moines
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:

none

Others Present:

Jonathan Wilson | MPO General Counsel
Scott Brennan | MPO General Counsel

Staff Present:

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

1. Call to Order

MPO Chair Steve Gaer called the March 7, 2018, meeting to order at 11:31 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the March 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 February 7, 2018 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED

4. Approval of Financial Statements

MOTION: A motion was made to approve the February 7, 2018 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED

5. Contracts and Expenses

Staff presented. The following were presented for approval:

Expenses for approval:

- Merrick & Company- Phase 1 Engineering Study - \$56,812.81
- ISG- Regional Water Trails Study - \$9,439.00

MOTION: A motion was made to approve the expenses for Merrick & Company and ISG.

MOTION CARRIED.

6. **Draft Fiscal Year 2019 Unified Planning Work Program and Budget**

Staff presented. Discussion ensued. Recommend approval of the Draft Fiscal Year 2019 Unified Planning and Work Program and Budget.

MOTION: A motion was made to approve the draft Fiscal Year 2019 Unified Planning Work Program and Budget for submission to the Iowa Department of Transportation for review and comment.

MOTION CARRIED

7. **Priority Project List for Greater Des Moines Partnerships Trip to D.C.**

Staff presented. Recommend approval of the Funding Subcommittee's recommendation regarding the Priority Project List for Greater Des Moines Partnerships Trip to D.C.

MOTION: A motion was made to approve the Funding Subcommittee's recommendation.

MOTION CARRIED

8. **Executive Committee Restructuring**

Chair presented. Discussion ensued.

MOTION: A motion was made to move forward the restructuring proposal to the policy committee

MOTION CARRIED

9. **Federal Fiscal Year 20200 Surface Transportation Program Block Grant Program Funding Recommendation**

Staff presented. Report only.

10. **Upcoming Events**

Staff presented. Information only.

11. **Approval of the MPO Agenda**

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

MOTION CARRIED

12. **Other Non-Action Items**

The committee was advised that the MPO was awarded the Polk County Hazard Mitigation contract. Discussion ensued regarding the status of the Executive Director's employment contract.

13. **Next Meeting Date**

April 11, 2018 at 11:30 a.m.

14. **Adjournment**

Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:40 p.m.

April 2017
Item No. 4

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 - Expenses
Mar-18

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT
Merrick & Company	Downtown Water Trails Engineering Study	This study is being funding by a other local funds. No Federal dollars or MPO local assessment dollars are being spent on this study.	\$73,784.93
Shull, Schrum, McClafin & Co	FY 2017 Audit		\$8,500.00

Expenses for Approval
Mar-18

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT
Des Moines Bicycle Collective	2018 Bike Month & B-Cycle Partnership		\$15,000.00

Contracts for Approval - Receipts
Mar-18

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT
Polk County Emergency Management	Hazard Mitigation Plan	The Polk County Emergency Management Agency may contract with the MPO to provide planning services to complete a partial update of the existing Hazard Mitigation Plan. Phase 1 will focus on the community profiles and hazard analysis risk assessment sections The Executive Committee approved the contract a their February 7, 2018, meeting.	\$30,000.00

April 2018
Item No. 5

ISSUE: Passenger Transportation Plan – Final Draft

REPORT and VOTE: Consider approval of the FFY 2019-2023 Passenger Transportation Plan final draft.

BACKGROUND:

The Passenger Transportation Plan (PTP) process for Iowa's 9 Metropolitan Planning Organizations (MPOs) and 18 Regional Planning Affiliations (RPAs) is designed to promote joint, coordinated passenger transportation planning programs that further the development of the local and regional public transportation systems. Public transportation systems in Iowa include the 35 public transit systems PLUS a wide array of human service and private transportation providers. The goals of the plan are as follows:

1. Improve transportation services to Iowans;
2. Increase passenger transportation coordination;
3. Create Awareness of unmet needs;
4. Develop new working partnerships;
5. Assist decision-makers, advocates, and consumers in understanding the range of transportation options;
6. Develop justification for future passenger transportation investments; and,
7. Save dollars and eliminate overlapping of services.

The PTPs are an Iowa creation, providing needs-based justification for passenger transportation projects and as well as incorporating federal requirements for coordinated planning.

This final draft contains all updates and corrections suggested by the Iowa DOT during draft review.

[The Passenger Transportation Plan final draft is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

Recommend approval of the FFY 2019-2023 Passenger Transportation Plan final draft.

STAFF CONTACT:

Allison Riley, ariley@dmampo.org
(515) 334-0075

April 2018
Item No. 6

ISSUE: Federal Fiscal Year 2022 Surface Transportation Program Block Grant Program Funding Recommendation

REPORT: Consider approval of the award recommendation for Federal Fiscal Year 2022 Surface Transportation Program Block Grant Program funds.

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 FFY 2022 target for STBG funding is \$13,243,000. The target for Set-Aside funding is and \$1,883,000. Mobilizing Tomorrow identified funding percentages for roadway, maintenance, bridge, and transit categories for STBG funding. This year's award recommendation falls within the targets for each of the categories.

[The Funding Subcommittee's recommendation is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

Recommend approval of the of the award recommendation for Federal Fiscal Year 2022 Surface Transportation Program Block Grant Program funds.

STAFF CONTACT:

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

April 2018
Item No. 7

ISSUE: Railroad Revolving Loan and Grant Sub-Agreement with Des Moines Transloading, LLC.

REPORT: Consider approval of the sub-agreement between the MPO and Des Moines Transloading, LLC. regarding the \$1.7 million in Railroad Revolving Loan and Grant funds for the Des Moines Transload Facility.

BACKGROUND:

The MPO has executed a Railroad Revolving Loan and Grant Program Agreement with the Iowa DOT for a loan of \$1.7 million to be used in the development of a transload facility in Des Moines. The MPO will be the borrower and act as a pass-through entity for the selected transload facility Operator, Des Moines Transload Services, LLC. The loan is to be repaid in ten years at zero interest. The MPO will receive compensation for its participation and monitoring loan advances.

Negotiations have been on-going to finalize a Transload Development and Operations Agreement with the Operator that will avoid exposing the MPO to potential liability for the loan repayment. The Operator is purchasing the site on contract from the City of Des Moines, subject to a variety of performance monitoring covenants and conditions. More recently, the City of Des Moines has been involved in the negotiations.

An agreement in principle appears to have been accomplished, subject to proper documentation and concurrence by the MPO, the Operator, and the City of Des Moines. The agreement in principle is as follows:

1. Steve Braithwaite, the owner of the Operator, will personally guarantee the performance of the Operator and the repayment of the Iowa DOT loan.
2. The Operator will pledge the facility and improvements as collateral security.
3. If the Operator were to default, The MPO would assign its position to the City of Des Moines and the City of Des Moines would be responsible for loan repayment and for pursuing all available remedies against the Operator and Steve Braithwaite.
4. Any loss incurred by the City of Des Moines would be reimbursed using "excess" STP funds.

RECOMMENDATION:

In order to expedite finalization of the Transload Development and Operations Agreement and commencement of construction, it is proposed that the MPO approve the agreement in principle outlined above and authorize the Executive Director and MPO General Counsel to work with the Operator and City of Des Moines to generate final documentation.

STAFF CONTACT:

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

April 2018
Item No. 8

ISSUE: *Federal Fiscal Year 2018-2021 Transportation Improvement Program Amendment Request*

REPORT and OPTIONAL VOTE: Consider approval of the City of Des Moines' request to amend the *Federal Fiscal Year 2018-2021 Transportation Improvement Program*.

BACKGROUND:

The City of Des Moines has requested the following revisions to the *Federal Fiscal Year 2018-2021 Transportation Improvement Program* (FFY 2018-2021 TIP):

Sponsor: City of Des Moines

Project: Downtown Bridges Rehabilitation "Bridges to Opportunity" (Court Ave, SW 1st, and Scott Ave)

Federal Aid Amount: \$9,500,000

Total Cost: \$14,000,000

Type of Funding: STBG (\$1,500,000), TIGER (\$8,000,000)

TIP Projects Modifications: Reduce TIGER and STBG funding for Locust Street Bridge project (below)

Change: Reduce STBG and TIGER funding in the amount of \$1,500,000 and \$800,000 (respectively) and add to the Locust Street Bridge project.

Sponsor: City of Des Moines

Project: In the City of Des Moines, Locust Street Bridge, Over Des Moines River

Federal Aid Amount: \$1,000,000

Total Cost: \$8,000,000

Type of Funding: STBG

TIP Projects Modifications: Reduction in TIGER and STBG funding from Downtown Bridges Project (above).

Change: Add \$1,500,000 in STBG and \$800,000 in TIGER grant funding to the project.

[Maps showing the locations 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 April 19, 2018, Policy Committee meeting.

RECOMMENDATION:

Recommend approval of the requested revisions to the FFY 2018-2021 TIP.

STAFF CONTACT:

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(515) 334-0075.

April 2018
Item No. 9

ISSUE: Goal 1 – Performance Measure Report

REPORT: Report on the status of performance measure for Goal 1 of *Mobilizing Tomorrow*

BACKGROUND:

In 2014, the Des Moines Area MPO set targets for the transportation network for the year 2050 in *Mobilizing Tomorrow*. Goal 1 of *Mobilizing Tomorrow* outlined performance measure that focused on enhancing multimodal transportation options. These goals sought to create a robust on-street bicycle network, decrease the single-occupancy vehicle rate, and increase transit ridership within the Greater Des Moines Area.

The Goal 1 report will look at the status of on-street bicycle facilities within the planning area, the mode share for the planning area, and transit ridership of the DART system.

[The Goal 1 report is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

April 2018
Item No. 10

ISSUE: Federal Spending Bill

REPORT: Report on the \$1.3 trillion federal spending bill and its impact on transportation funding.

BACKGROUND:

On March 22, 2018, Congress passed a \$1.3 trillion spending bill. The bill included \$27.3 billion in discretionary appropriations for the Department of Transportation for fiscal year 2018. This is an \$8.7 billion increase over fiscal year 2017. In total budgetary resources, including offsetting collections, the bill provides \$86.2 billion to improve and maintain our nation's transportation infrastructure.

Key aspects of the bill include:

- \$18 billion in total budgetary resources for the Federal Aviation Administration;
- \$45 billion from the Highway Trust Fund to on the Federal-aid Highway Program, which is \$1 billion higher than fiscal year 2017;
- \$1.5 billion for the TIGER program, which is a \$1 billion increase over fiscal year 2017;
- \$3.1 billion for rail infrastructure and safety programs;
- \$13.5 billion in total budgetary resources for the Federal Transit Administration; and,
- \$947 million in total budgetary resources for the National Highway Traffic Safety Administration.

[A summary of the Fiscal Year 2018 Transportation, Housing and Urban Development Funding Bill is available on the MPO website \(click to access\).](#)

Staff will provide an overview at the April meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

April 2018
Item No. 11

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:

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