

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, May 16, 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 April 11, 2018, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** Page 5
5. **PRESENTATION: Des Moines Transload Facility Update**..... Page 7
 - Representatives from Des Moines Transloading will provide an update on the Des Moines Transload Facility.
6. **REPORT and VOTE: FY 2019 Unified Planning Work Program and Budget**..... Page 8
 - Report and discussion regarding the Final Draft of the *FY 2019 Unified Planning Work Program* and Budget; consider approval.
7. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2018-2021 Transportation Improvement Program Amendment Request** Page 9
 - Report regarding the Iowa DOT’s request to amend the *Federal Fiscal Year 2018-2021 Transportation Improvement Program*; consider approval.
8. **REPORT and OPTIONAL VOTE: Executive Committee Restructuring** Page 10
 - Discussion regarding options to potentially expand representation on the Executive Committee; consider approval.
9. **REPORT: Strategic Plan Implementation Steps**..... Page 12
 - Review tactics to implement the MPO Strategic Plan.
10. **REPORT: Iowa Department of Transportation Commission Meeting** Page 13
 - Report and discussion on items to present to the Iowa Department of Transportation’s June 12, 2018, Commission meeting.
11. **REPORT: Data Bike Report**..... Page 14
 - Report on the results of the data collection during the summer of 2017.
12. **REPORT: Better Utilizing Investments to Leverage Development (BUILD) Grant Program**..... Page 15
 - Report regarding the \$1.5 billion grant program replacing the TIGER grant program.
13. **REPORT: Upcoming Events** Page 16
14. **VOTE: Approval of the MPO Agenda**
15. **Other Non-Action Items of Interest to the Committee**
16. **Next Meeting Date – June 13, 2018, at 11:30 a.m.**
17. **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.dmamp.org/title-vi/ or call 515-334-0075.

May 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the April 11, 2018, Executive Committee meeting minutes.

BACKGROUND:

The minutes of the April 11, 2018, Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the April 11, 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, April 11, 2018
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on April 11, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on April 5, 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
Joe Gatto | City of Des Moines
Gary Lorenz | City of Ankeny
Ted Weaver | City of Clive
Stephanie Riva | City of Norwalk
Andy Loonan | IDOT

Executive Members Absent:

Tom Armstrong | City of Grimes
Angela Connolly | Polk County

Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Principal Planner
Tracey Deckard | Office Manager
Andrew Collings | Senior Planner
Marcus Coenen | Senior Transportation Planner
Gunnar Olson | Communications Manager
Allison Riley | Associate Planner

Others Present:

Jonathan Wilson | MPO General Counsel
Clifford Leonard | Public

1. Call to Order

MPO Chair Steve Gaer called the April 11, 2018, meeting to order at 11:30 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the April 11, 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 revised March 7, 2018 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED

4. Contracts and Expenses

Staff presented. The following were presented for approval:

Expenses for approval:

- Merrick & Company- Phase 1 Engineering Study - \$73,784.93
- Shull, Schrum, McClafin & Co- FY 2017 Audit - \$8,500.00
- Des Moines Bicycle Collective- 2018 Bike Month Partnership - \$15,000

Contracts Approved- Receipts:

- Polk County Emergency Management- Hazard Mitigation Plan- MPO Awarded contract \$30,000

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

MOTION CARRIED.

5. Passenger Transportation Plan- Final Draft

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

MOTION: A motion was made to approve the FFY 2019-2023 Passenger Transportation Plan final draft.
MOTION CARRIED

6. **FFY 2022 Surface Transportation Program Block Grant Program Funding Recommendation**

Staff presented. Recommend approval of the award recommendation for FFY 2022 Surface Transportation Program Block Grant Program funds.

MOTION: A motion was made to approve the FFY 2022 Surface Transportation Program Block Grant Program Funding Recommendation.

MOTION CARRIED

7. **Railroad Revolving Loan and Grant Sub-Agreement with Des Moines Transloading, LLC**

Executive Director presented. Discussion ensued.

MOTION: A motion was made to authorize the Executive Director and MPO General Counsel to work with the Operator and the City of Des Moines to generate final documentation in order to expedite finalization of the Transload Development and Operations Agreement and commencement of construction.

MOTION CARRIED

8. **Federal Fiscal Year 2018-2021 Transportation Improvement Program Amendment Request**

Staff presented. Discussion ensued.

MOTION: A motion was made to approve the FFY 2018-2021 Transportation Improvement Program Amendment Request from the City of Des Moines.

MOTION CARRIED

9. **Goal 1- Performance Measure Report**

Staff presented. Report and discussion only.

10. **Federal Spending Bill**

Staff presented. Report and discussion only.

11. **Upcoming Events**

Staff presented. Information only.

12. **Approval of the MPO Agenda**

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

MOTION CARRIED

13. **Other Non-Action Items**

None.

14. **Next Meeting Date**

May 16, 2018 at 11:30 a.m.

15. **Adjournment**

Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:10 p.m.

May 2018
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) 334-00

Contracts for Approval - Expenses
Mar-18

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT
Merrik & Company	Downtown Water Trails Engineering Study	This study is being funding by other local funds. No Federal dollars or MPO local assessment dollars are being spent on this study.	\$18,497.62

May 2018
Item No. 5

ISSUE: Des Moines Transload Facility Update

PRESENTATION: Representatives from Des Moines Transloading will provide an update on the Des Moines Transload Facility.

BACKGROUND:

At the April 19, 2018, Policy Committee meeting, the committee approved an agreement in principle that would allow staff and legal counsel to work with Des Moines Transloading and the City of Des Moines to finalize an agreement between the MPO and Des Moines Transloading. The principles of the agreement include:

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; and,
4. Any loss incurred by the City of Des Moines would be reimbursed using “excess” STBG funds.

The details of the agreement currently are being worked through. Once the agreement is finalized, Des Moines Transloading will close on the property and begin work on the site. Staff has invited representatives from Des Moines Transloading to provide an update at the May meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

May 2018
Item No. 7

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

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

BACKGROUND:

The Iowa DOT has requested the following revisions to the *Federal Fiscal Year 2018-2021 Transportation Improvement Program* (FFY 2018-2021 TIP):

Sponsor: Iowa DOT

Project: I-80: NB I-35/80 TO WB IA 141 RAMP IN URBANDALE

Federal Aid Amount: \$22,412,000 (FFY 19), \$21,375,000 (FFY 20)

Total Cost: \$49,742,000

Type of Funding: NHPP

TIP Projects Modifications: None necessary, Iowa DOT will handle as necessary

Change: Change project description to "I-80: Douglas Ave to E of 100th St, including IA141 Interchange" in order to clarify the extent of the project as it is currently. Also proposed is shifting federal funding from FFY 2019 to 2018.

[A Map showing the location of the 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 public will have a chance to comment at the May 17, 2018, Policy Committee meeting.

RECOMMENDATION:

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

STAFF CONTACT:

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

May 2018
Item No. 8

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.

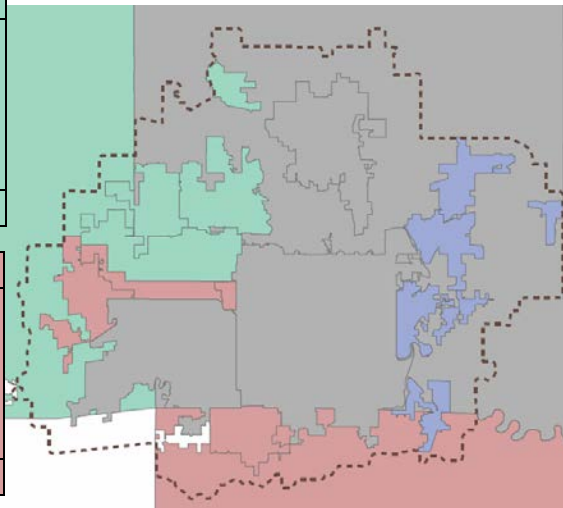
STAFF CONTACT:

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

Preferred Option – East/Northwest/Southwest Including Officers

Northwest (2 Rep)	
Dallas Co.	2,172
Grimes	11,909
Johnston	21,114
Polk City	4,428
Urbandale	43,018
Total	82,641

Southwest (2 Rep)	
Clive	17,546
Norwalk	10,590
Warren County	4,137
Waukee	19,284
Windsor Heights	4,983
Total	56,540



East (2 Rep)	
Altoona	17,938
Bondurant	5,796
Carlisle	4,249
Mitchellville	2,405
Pleasant Hill	9,750
Total	40,138

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 need to be added.

May 2018
Item No. 9

ISSUE: Strategic Plan Implementation Steps

REPORT: Review tactics to implement the MPO Strategic Plan.

BACKGROUND:

In January 2018 the MPO approved its first strategic plan. The plan outlined the MPO's vision, mission, goals, and strategies, yet did not include an implementation plan. Since the plan's approval, MPO staff has worked to identify implementation tactics for each goal. The intent was to identify tactics that could help achieve all of the strategies included under each goal, with many addressing multiple strategies.

[A document showing proposed implantation tactics is available on the MPO website \(click to access\).](#)

These tactics also were included throughout the MPO *Fiscal Year 2019 Unified Planning Work Program* (UPWP). MPO staff's intent is that the UPWP will be the document in which the strategic plan's implementation steps are stated in the future.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

May 2018
Item No. 10

ISSUE: Iowa Department of Transportation Commission Meeting

REPORT: Discussion on items to present to the Iowa Department of Transportation's June 12, 2018, Commission meeting.

BACKGROUND:

The Iowa Department of Transportation Commission meeting will be held at the Hilton Hotel on 435 Park Street, in downtown Des Moines on June 12, 2018. This meeting provides an opportunity for the MPO to address the Commission by highlighting regional needs, priorities, and challenges. This also provides an opportunity to thank the Commission for their support on past and future projects in the region.

Staff has included this item to discuss the topics that the Executive Committee would like to see presented to the DOT Commission.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

May 2018
Item No. 11

ISSUE: Data Bike Report

REPORT: Report on the results of the data collection during the summer of 2017.

BACKGROUND:

During the summer of 2017, MPO staff, along with assistance from the Iowa Natural Heritage Foundation, collected data on the paved trail network throughout Central Iowa. MPO Staff will provide an overview of the data available and how City staff can access the data.

[The draft Data Bike 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

May 2018
Item No. 12

ISSUE: Better Utilizing Investments to Leverage Development (BUILD) Grant Program

REPORT: Report regarding the \$1.5 billion replacement of the TIGER grant program.

BACKGROUND:

The U.S. Department of Transportation (DOT) has published a Notice of Funding Opportunity (NOFO) to apply for \$1.5 billion in discretionary grant funding through the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program. The BUILD program replaces the TIGER program.

The selection criteria for the BUILD program largely mirrors the criteria from past rounds of National Infrastructure Investments discretionary grants. However, the BUILD program requires that rural areas receive 30 percent of the available funding. The BUILD grants also have a maximum award amount of \$25 million.

[The Notice of Funding Opportunity for the BUILD program is located on the MPO website \(click to access\).](#)

Applications for the BUILD program are due by **8:00 PM E.D.T. on July 19, 2018**. Grant applications must be submitted through Grants.gov.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

May 2018
Item No. 13

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