

NOTICE OF MEETING
Des Moines Area Metropolitan Planning Organization (MPO)
Policy Committee

4:00 p.m., Thursday, May 17, 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 19, 2018, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statements** Page 6
5. **CONSENT and VOTE: Contracts and Expenses**Page 9
6. **PUBLIC COMMENT on MPO Actions:**Page 10
7. **PRESENTATION: Transportation for America Workshop Recap**..... Page 11
 - Representatives from Transportation for America will provide a recap of the performance measures and project selection workshops that were held over the last seven months.
8. **PRESENTATION: Des Moines Transload Facility Update**..... Page 12
 - Representatives from Des Moines Transloading will provide an update on the Des Moines Transload Facility.
9. **REPORT and VOTE: FY 2019 Unified Planning Work Program and Budget**..... Page 13
 - Report and discussion regarding the Final Draft of the *FY 2019 Unified Planning Work Program* and Budget; consider approval.
10. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2018-2021 Transportation Improvement Program Amendment Request** Page 14
 - Report regarding the Iowa DOT’s request to amend the *Federal Fiscal Year 2018-2021 Transportation Improvement Program*; consider approval.
11. **REPORT and OPTIONAL VOTE: Executive Committee Restructuring** Page 15
 - Discussion regarding options to potentially expand representation on the Executive Committee; consider approval.
12. **REPORT: Strategic Plan Implementation Steps** Page 17
 - Review tactics to implement the MPO Strategic Plan.
13. **REPORT: Iowa Department of Transportation Commission Meeting** Page 18
 - Report and discussion on items to present to the Iowa Department of Transportation’s June 12, 2018, Commission meeting.
14. **REPORT: Data Bike Report**..... Page 19
 - Report on the results of the data collection during the summer of 2017.
15. **REPORT: Better Utilizing Investments to Leverage Development (BUILD) Grant Program**..... Page 20
 - Report regarding the \$1.5 billion grant program replacing the TIGER grant program.
16. **REPORT: Upcoming Events** Page 21
17. **Other Non-Action Items of Interest to the Committee**
18. **Next Meeting Date – June 21, 2018, at 4:00 p.m.**
19. **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 19, 2018, Policy Committee meeting minutes.

BACKGROUND:

The minutes of the April 19, 2018, Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the April 19, 2018, Policy Committee meeting.

STAFF CONTACT:

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

Meeting Minutes

Des Moines Area Metropolitan Planning Organization (MPO)

4:00 p.m., Thursday, April 19, 2018

Des Moines Area MPO Burnham Conference Room

The MPO held a meeting at 4:00 p.m. on April 19, 2018, in the Des Moines Area MPO Burnham Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on April 13, 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.**

MPO Representatives Present:

Vern Willey | City of Altoona
Kyle Mertz | City of Altoona
David Jones | City of Ankeny
Gary Lorenz | City of Ankeny
Marketa Oliver | City of Bondurant
Ruth Randleman | City of Carlisle
John Edwards | City of Clive
Michael McCoy | City of Clive
Mark Hanson | Dallas County
Elizabeth Presutti | DART
Chris Coleman | City of Des Moines
Connie Boeson | City of Des Moines
Frank Cownie | City of Des Moines
Scott Sanders | City of Des Moines
Phil Delafield | City of Des Moines
Bill Gray | City of Des Moines
Chris Johansen | City of Des Moines
Joe Gatto | City of Des Moines
Josh Mandelbaum | City of Des Moines
John Gade | City of Grimes
Jill Altringer | City of Grimes
Tom Cope | City of Johnston
Paula Dierenfeld | City of Johnston
Tom Leners | Madison County**
Tammi Dillavou | City of Mitchellville
Stephanie Riva | City of Norwalk
Luke Nelson | City of Norwalk
Mark Konrad | City of Pleasant Hill
Angela Connolly | Polk County
Tom Hockensmith | Polk County
A.J. Johnson | City of Urbandale
Robert Andeweg | City of Urbandale
Mike Carver | City of Urbandale
Allan Adams | Van Meter**
Tim Moerman | City of Waukee
Tom Hadden | City of West Des Moines
Jamie Letzring | City of West Des Moines

Dave Burgess | City of Windsor Heights
Andy Loonan | IDOT *

MPO Representatives Absent:

Bobbi Bentz | City of Ankeny
Dave Chelsvig | City of Cumming
Carl Metzger | City of Des Moines
Ryan Waller | City of Indianola
Gary Mahannah | City of Polk City
Dean Yordi | Warren County
Bill Peard | City of Waukee
Steve Gaer | City of West Des Moines
Kevin Trevillyan | City of West Des Moines
Julia Castillo | HIRTA
Darla Hugaboom | FHWA
Kevin Foley | Des Moines Airport *
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representatives

Others Present:

Scott Brennan | MPO General Counsel
Clifford Leonard, Public
Michael Morain | IA Dept. of Cultural Affairs
Peri Montufas | IA Depart. of Cultural Affairs

MPO Staff Present:

Todd Ashby | Executive Director
Zach Young | Principal Planner
Mike Armstrong | Senior Planner
Marcus Coenen | Senior Transportation Planner
Gunnar Olson | Communications Manager
Tracey Deckard | Office Manager
Allison Riley | Associate Planner

1. **Call to Order**
MPO Chair Vice Chair Joe Gatto recognized a quorum and called the April 19, 2018, meeting to order at 4:00 p.m.
2. **Approval of Agenda**
MOTION: A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization April 19, 2018 meeting agenda.
MOTION CARRIED UNANIMOUSLY
3. **Approval of the Meeting Minutes**
MOTION: A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization's January minutes.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Financial Statements**
MOTION: A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization's Financial Statements.
MOTION CARRIED UNANIMOUSLY
5. **Contracts and Expenses**
Executive Director presented. Recommend approval of payment to Merrick & Company for the Water Trails Phase 1 Engineering Study and to Shull & Company for the FY 2017 Audit. Further recommend acceptance of the contract that was awarded to the MPO from Polk County Emergency Management for the completion of a Hazard Mitigation Plan.
MOTION: A motion was made and seconded to approve the requested disbursements and contracts.
MOTION CARRIED UNANIMOUSLY
6. **Public Comment**
None
7. **Residential Cost-Share Programs- Community Engagement to Manage Stormwater**
Presentation by John Swanson, Polk Soil & Water Conservation District.
8. **Passenger Transportation Plan- Final Draft**
Staff presented. Recommend approval of the FFY 2019-2023 Passenger Transportation Plan final draft.
MOTION: A motion was made and seconded to approve FFY 2019-2023 Passenger Transportation Plan.
MOTION CARRIED UNANIMOUSLY
9. **FFY 2022 Surface Transportation Program Block Grant Program Funding**
Staff presented. Recommend approval of the FFY 2022 Surface Transportation Program Block Grant Program funds.
MOTION: A motion was made and seconded to approve FFY 2022 Surface Transportation Program Block Grant Program Funding
MOTION CARRIED UNANIMOUSLY
10. **Railroad Revolving Loan & Grant Sub-Agreement with Des Moines Transloading LLC**
Executive Director Presented. Discussion ensued. Recommend approval for the Executive Director and General Counsel to work with the Operator and the City of Des Moines to generate final documentation.
MOTION: A motion was made and seconded to approve authorize the Executive Director and MPO General Counsel to work with the Operator and the City of Des Moines to generate final documentation.
MOTION CARRIED UNANIMOUSLY

11. **FFY 2018-2021 Transportation Improvement Program Amendment Request**
Staff presented. Recommend approval of the Transportation Improvement Program Amendment Request.
MOTION: A motion was made and seconded to approve FFY 2018-2021 Transportation Improvement Program Amendment Request by the City of Des Moines.
MOTION CARRIED UNANIMOUSLY
12. **Goal 1- Performance Measure Report**
Staff presented. Report and discussion only.
13. **Federal Spending Bill**
Staff presented. Report and discussion only.
14. **Upcoming Events**
Staff presented. Report only.
15. **Other Non-Action Items of interest to the Committee**
Executive Director announced that Rick Tollakson received a National Award at the APA Conference; A short video regarding the container locator was shown and it was announced that the MPO won the Prometheus Award for Technology. The Executive Director gave special thanks to Senior Planner Andrew Collings and IT Intern Darryl McCabe.
The Executive Director further congratulated Senior Transportation Planner, Marcus Coenen on receipt of a fellowship in Germany.
16. **Information: Items Approved at the March 7, 2018 Executive Committee Meeting**
Executive Director presented. Information only.
17. **Next Meeting Date- May 17, 2018 at 4:00 p.m.**
18. **Adjournment**
Hearing no objection to the contrary Vice Chair Joe Gatto adjourned the meeting at 4:42 p.m.

May 2018
Item No. 4

ISSUE: Approval of Financial Statements

VOTE: Consider approval of the April 2018 Financial Statements.

BACKGROUND:

The Financial Statements are included on the following pages.

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

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

Des Moines Area Metropolitan Planning Organization

Transaction Summary for Month Ended April 2018

| | | | |
|---|--|------------|-----------------------------------|
| Interest Income | | | |
| Interest Income - Checking (April 2018) | | 2.65 | |
| Interest Income - IPAIT (April 2018) | | 1,481.36 | |
| Deposits | | | |
| March 2018 | | 88,963.00 | |
| | | 90,447.01 | |
| TOTAL INCOME/DEPOSITS - April 2018 | | | \$90,447.01 |
| Expenses | | | |
| Per Vendor Payment Report for April 2018 | | 148,013.49 | |
| | | 148,013.49 | |
| TOTAL EXPENSES - April 2018 | | | \$148,013.49 |
| NET INCOME - April 2018 | | | <u><u>-\$57,566.48</u></u> |

Accufund Reconciliation Summary for Month Ended April 2018

| | | | |
|--|--|--------------|-------------------------------------|
| BEGINNING ACCUFUND CHECKING BALANCE (as of April 1, 2018) | | | <u><u>\$383,145.94</u></u> |
| Cleared Checks & Payments | | -148,013.49 | |
| Cleared Deposits & Credits | | 88,965.65 | |
| | | -59,047.84 | |
| Total Cleared Transactions | | -59,047.84 | |
| CLEARED ACCUFUND CHECKING BALANCE (as of April, 2018) | | | \$324,098.10 |
| Uncleared Checks & Payments | | -71,480.13 | |
| Uncleared Deposits & Credits | | 0.00 | |
| | | -71,480.13 | |
| Total Uncleared Transactions | | -71,480.13 | |
| ACCUFUND CHECK REGISTER BALANCE (as of April 30, 2018) | | | |
| Checking Account Balance (as of April 30, 2018) | | 324,098.10 | |
| IPAIT Account Balance (as of April 30, 2018) | | 1,354,087.18 | |
| MPO Reserve Account (as of April 30, 2018) | | 300,000.00 | |
| | | 1,978,185.28 | |
| Total Account Balance | | 1,978,185.28 | |
| TOTAL CASH BALANCE (as of April 30, 2018) | | | <u><u>\$1,978,185.28</u></u> |

Des Moines MPO Expense by Vendor

| | |
|---|------------------|
| Access Technologies, Inc. | |
| Server Lease/ IT Services | 2,073.44 |
| Sonic Firewall | <u>1,479.05</u> |
| Total | 3,552.49 |
| Accufund, Inc. | |
| Software upgrade/installation assistance | 450.00 |
| Total | 450.00 |
| Adobe Systems Inc. | |
| Software Subscription | 49.99 |
| Total | 49.99 |
| AFLAC | |
| Monthly Employee Voluntary Benefit | 577.80 |
| Total | 577.80 |
| Amazon | |
| Office Supplies/Equipment | 213.15 |
| Computer cord/adapter | 54.56 |
| Total | 267.71 |
| American Airlines | |
| TAshby- NARC Conference | 558.30 |
| Airfare Conference- ZYoung | 834.61 |
| Total | 1,392.91 |
| Applied Art & Technology | |
| Explainer Animation / Video | 3,200.00 |
| Total | 3,200.00 |
| Aureon Technology | |
| Long Distance, Phone Service, ISP | 751.08 |
| Total | 751.08 |
| Avesis | |
| May Premium | 181.45 |
| Total | 181.45 |
| Big City Burgers | |
| Board Member luncheon | 14.19 |
| Total | 14.19 |
| Bob Sass Flowers | |
| Staff member family funeral | 84.47 |
| Total | 84.47 |
| cplTelecom | |
| Vendor Management for Century Link | 159.00 |
| Total | 159.00 |
| DeLage Landen Financial Services, Inc. | |
| Copier Lease | 962.12 |
| Total | 962.12 |
| Des Moines Bicycle Collective | |
| 2018 Bike Month & BCycle Partnership | 15,000.00 |
| Total | 15,000.00 |
| Des Moines Register | |
| Publication- Meeting Minutes- January Policy | 253.92 |
| Subscription | 61.01 |
| Total | 314.93 |
| Dominos | |
| Staff Training Luncheon | 31.39 |
| Total | 31.39 |

| | |
|---|------------------|
| Dropbox | |
| Software subscription | 9.99 |
| Total | 9.99 |
| Embassy Club | |
| Monthly dues | 83.00 |
| Total | 83.00 |
| First Choice Coffee Services | |
| Coffee Service | 153.70 |
| Total | 153.70 |
| Great West | |
| Deferred Compensation Contribution PPE | 2,793.21 |
| Total | 2,793.21 |
| Heartland Payroll Solutions | |
| PPE 4/8/18 Payroll Processing Fee | 139.00 |
| PPE 4/8/18 Payroll Taxes | 6,467.67 |
| PPE 4/8/18- Net Pay | 16,625.71 |
| PPE 4/22/18- Payroll Processing Invoice | 179.00 |
| PPE 4/22/18 Payroll Taxes | 6,782.82 |
| PPE 4/22/18 - Net Pay | 17,705.95 |
| Total | 47,900.15 |
| Hy-Vee | |
| In house meeting supplies | 17.97 |
| Total | 17.97 |
| IPERS (Iowa Public Employees' Retirement System) | |
| Monthly IPERS Contribution | 7,180.06 |
| Total | 7,180.06 |
| KC Real Estate, L.C. | |
| May Rent | 10,154.29 |
| Total | 10,154.29 |
| Laser Resources | |
| Copier Usage | 77.37 |
| Total | 77.37 |
| Lincoln Financial Group | |
| Life Insurance, STD, LTD | 507.13 |
| Total | 507.13 |
| LinkedIn | |
| Software Subscription | 29.99 |
| Total | 29.99 |
| Living Social | |
| Staff Training Event- ICubs | 275.00 |
| Total | 275.00 |
| Microsoft Store | |
| Software upgrade | 99.99 |
| Total | 99.99 |
| Mid America Trails | |
| Conference Registration- DMullenix | 250.00 |
| Total | 250.00 |
| Mullenix, Dylan | |
| Travel Reimbursement- Smart Cities Connect | 177.00 |
| Travel Reimbursement- Mid America Trails & | 738.65 |
| Total | 915.65 |
| Palmer's Deli | |
| Executive Committee Luncheon | 75.93 |
| Total | 75.93 |

| | |
|--|-------------------|
| Paychex, Inc. | |
| Flex Reimbursement | 54.97 |
| Flex Reimbursement | 40.00 |
| Flex Reimbursement | 30.00 |
| Flex Reimbursement | 15.00 |
| Flex Reimbursement | 15.00 |
| Flex Reimbursement | 15.00 |
| Flex Reimbursement | 149.86 |
| Flex Reimbursement | 51.00 |
| Flex Reimbursement | 30.00 |
| Flex Reimbursement | 48.24 |
| Flex Reimbursement | 25.00 |
| Flex Reimbursement | 48.71 |
| Flex Reimbursement | 21.74 |
| Flex Reimbursement | 30.00 |
| Flex Reimbursement | 15.00 |
| Flex Administrative Fee | 78.50 |
| Total | 668.02 |
| Pitney Bowes - Global Financial Services | |
| Purchase Power- Postage | 228.90 |
| Total | 228.90 |
| Pryor Career Track Seminars | |
| Seminar package- TDeckard | 199.00 |
| Total | 199.00 |
| Ramada Inn NW | |
| Lunch- Seminar | 22.56 |
| Total | 22.56 |
| Shull & Co., P.C. | |
| FY 2017 Audit | 8,500.00 |
| Total | 8,500.00 |
| Target | |
| Office Supplies | 23.63 |
| Total | 23.63 |
| United Airlines | |
| AMPO Board Meeting / TAshby- return trip/change ticket | 761.90 |
| Total | 761.90 |
| Walmart | |
| Beverages/Supplies for in house meetings | 51.39 |
| Office Supplies/ In house meeting supplies and beverages | 105.44 |
| Total | 156.83 |
| Wellmark Blue Cross and Blue Shield of Iowa | |
| May Premium | 15,200.68 |
| Total | 15,200.68 |
| West Bend | |
| Commercial General Liability- Facility Rental/Damage | 369.00 |
| Total | 369.00 |
| Report Total | 123,643.48 |

May 2018
Item No. 5

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:

No expenses exceed the limits set by the MPO's policy and procedures regarding expenditures.

RECOMMENDATION:

None.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-00

May 2018
Item No. 6

ISSUE: Public Comment of MPO Actions

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO board.

BACKGROUND:

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

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

May 2018
Item No. 7

ISSUE: Transportation for America Workshop Recap

PRESENTATION: Representatives from Transportation for America will provide a recap of the performance measures and project selection workshops that were held over the last seven months.

BACKGROUND:

In 2017, the MPO applied for and received free technical assistance from Transportation for American. This technical assistance focused on performance measures and projects selection. The technical assistance took the form of three workshop which took place between November 2017 and May 2018.

Representatives from Transportation for American will present a recap of the workshop at the May 17, 2018, Policy Committee meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2018
Item No. 8

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. 9

ISSUE: *Fiscal Year 2019 Unified Planning Work Program and Budget*

REPORT and VOTE: Discussion regarding Final Draft of the *Fiscal Year 2019 Unified Planning Work Program and Budget*; consider approval.

BACKGROUND:

MPO staff has developed the *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* was approved at the March 7, 2018, Executive Committee meeting. Following the March approval, staff provided the document to the Iowa DOT, the Federal Transit Administration, and the Federal Highway Administration for review and comment. MPO staff has updated the UPWP based on those comments, which were minor.

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

RECOMMENDATION:

Approve the *Fiscal Year 2019 Unified Planning Work Program and Budget*.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2018
Item No. 10

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. 11

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:

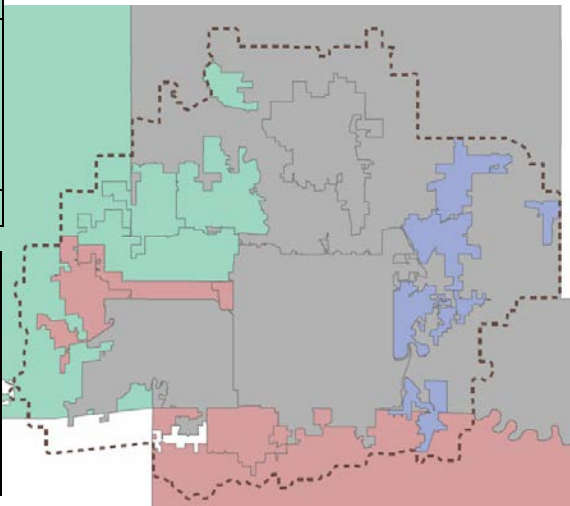
Recommend approval of expanding Executive Committee representation.

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 |



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

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

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. 12

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. 13

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:

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May 2018
Item No. 14

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.

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May 2018
Item No. 15

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:

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May 2018
Item No. 16

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.

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