

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, July 18, 2018

Des Moines Area MPO Burnham Conference Room

AMENDED

TENTATIVE AGENDA

1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes..... Page 2
 - Approve the June 13, 2018, meeting minutes.
4. CONSENT and VOTE: Contracts and Expenses Page 5
5. REPORT and VOTE: Final *Federal Fiscal Year 2019-2022 Transportation Improvement Program* Page 7
 - Report on the final Federal Fiscal Years 2019-2022 Transportation Improvement Program; consider approval.
6. REPORT and VOTE: FFY 2018-2021 *Transportation Improvement Program Amendment* Page 8
 - Report on incorporating the final 2014-2018 Safety Target language into the FFY 2018-2021 TIP; 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: Executive Director Contact Page 10
 - Review and discussion of the proposed contract with the MPO Executive Director.
9. REPORT: Bylaws and 28E Agreement Update Page 11
 - Discussion of status of the MPO’s Bylaws and 28E Agreement changes stemming from the Executive Committee restructure.
10. REPORT: Policy Committee Restructure..... Page 12
 - Report and discussion regarding several options for restructuring the Policy Committee.
11. REPORT: Planning Area Boundary Update Page 14
 - Report and discussion regarding a proposed update to the MPO’s Planning Area Boundary.
12. REPORT: Upcoming Events Page 15
13. VOTE: Approval of the MPO Agenda
14. Other Non-Action Items of Interest to the Committee
15. Next Meeting Date – August 8, 2018, at 11:30 a.m.
16. 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.

July 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the June 13, 2018, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the June 13, 2018, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the June 13, 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, June 13, 2018
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on June 13, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on June 8, 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
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:

Others Present:

Clifford Leonard | Public

Staff Present:

Jonathan Wilson |MPO General Counsel
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Principal Planner
Tracey Deckard| Office Manager
Marcus Coenen | Senior Transportation Planner
Mike Armstrong | Senior Planner
Allison Riley | Associate Planner
Gunnar Olson | Communications Manager
Maria Socha | Intern
Grace Yi | Intern

1. Call to Order

MPO Chair Steve Gaer called the June 13, 2018, meeting to order at 11:31 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the June 13, 2018, Des Moines Area Metropolitan Planning Organization Executive Committee amended meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

MOTION: A motion was made to approve the May 17, 2018 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED

4. Contracts and Expenses

MOTION: A motion was made to approve payment of the annual office insurance premium in the amount of \$9,474.00 to Jester Insurance.

MOTION CARRIED

5. Federal Fiscal Year 2019-2022 Transportation Improvement Program Draft

Staff presented. Recommend approval of the FFY 2019-2022 Transportation Improvement Program Draft and forward to the Iowa DOT for their review.

MOTION: A motion was made to approve the FFY 2019-2022 Transportation Improvement Program Draft.

MOTION CARRIED

6. Des Moines Transload Facility Agreement

Executive Director presented. Report and update only.

7. **Greater Des Moines Water Trails**
Executive Director presented. Report and discussion only.
8. **United Way Better Block Pilot**
Staff presented. Report and discussion only.
9. **MPO Performance Survey**
Staff presented. Report and discussion only.
10. **Leasing Additional Space from Knapp Properties**
Executive Director 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.
MOTION CARRIED
13. **Other Non-Action Items**
Executive Director introduced the new MPO interns.
President Gaer discussed the meeting with the DOT; discussion was also held regarding the revisions of the MPO Bylaws
14. **Next Meeting Date**
July 18, 2018 at 11:30 a.m.
15. **Adjournment**
Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:05 p.m.

July 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
July-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.	\$11,408.07

July 2018
Item No. 5

ISSUE: Final FFY 2019-2022 Transportation Improvement Program Draft

REPORT and VOTE: Report regarding the final *Federal Fiscal Years 2019-2022 Transportation Improvement Program*; consider approval.

BACKGROUND:

The MPO is required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO. The purpose of the TIP is to list all projects in the MPO planning area proposed to receive federal funding and scheduled to begin within the next four federal fiscal years.

The MPO staff requested that MPO member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2018, 2019, 2020, 2021, and/or 2022. Staff developed the project listing for the FFY 2019-2022 TIP with the information provided by the member governments.

The MPO staff will submit the FFY 2019-2022 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2018. Staff will incorporate any comments received into the final draft. The final FFY 2019-2022 TIP is due to the Iowa DOT by July 15, 2018.

The MPO’s Public Participation Plan requires the FFY 2019-2022 TIP to undergo a 45-day comment period and have a stand only public input meeting. Staff held a public input meeting at 5:00 p.m. on Tuesday, June 19, 2018, at the MPO office.

[The FFY 2019-2022 Transportation Improvement Program is available on the MPO website \(click to access\)](#)

RECOMMENDATION:

Approve the *Federal Fiscal Year 2019-2022 Transportation Improvement Program* and forward to the Iowa DOT.

STAFF CONTACT:

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

July 2018
Item No. 6

ISSUE: *FFY 2018-2021 Transportation Improvement Program Amendment*

REPORT and VOTE: Report on incorporating the final 2014-2018 Safety Target language into the FFY 2018-2021 TIP, consider approval.

BACKGROUND:

The MPO's official 2014-2018 Safety Targets were presented and approved at the January 2018 Policy Committee meeting. Beginning on May 27, if the MPO wishes to make changes to the current FFY 2018-2021 TIP, safety target language must be adopted. This same language also must be included in the new FFY 2019-2022 TIP.

In order to facilitate the approval of needed TIP amendments, the same safety performance language that is approved in the FFY 2019-2022 TIP should be incorporated into the FFY 2018-2021 TIP.

RECOMMENDATION:

Approve the proposed *Federal Fiscal Year 2018-2021 Transportation Improvement Program Amendment* to incorporate the same safety performance language included on pages 19–21 of the FFY 2019-2022 TIP into the FFY 2018-2021 TIP.

STAFF CONTACT:

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

July 2018
Item No. 7

ISSUE: FFY 2018-2021 Transportation Improvement Program Amendment Request

REPORT and 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: CO RD P53/F60 TO 60TH ST IN WEST DES MOINES (EB)

Federal Aid Amount: \$1,911,000

Total Cost: \$2,123,000

Type of Funding: NHPP

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

Change: Move project forward to FFY 2018 and increase federal funding to \$2,511,000

[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 July 18, 2018, Executive Committee meeting.

RECOMMENDATION:

Approve the requested revisions to the FFY 2018-2021 TIP.

STAFF CONTACT:

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

July 2018
Item No. 8

ISSUE: Executive Director Contract

REPORT: Review and discussion of the proposed contract with the MPO Executive Director.

BACKGROUND:

In September 2017, as part of the Executive Director's annual review process, a recommendation was made to develop an employment contract for the position as one did not exist. Then-chair Tom Armstrong appointed a Contract Committee, which consisted of Steve Gaer, Ruth Randleman, Angela Connolly, Gary Lorenz, and MPO General Council Jonathan Wilson.

The Contract Committee and Todd Ashby have worked to develop an employment contract over the last several months. A copy of the draft contract will be provided to the Executive Committee prior to the July 18, 2018, meeting. The contract will be included on the August Executive Committee and Policy Committee agendas as a voting item.

A copy of the Executive Director Contract will be provided prior to the July meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

July 2018
Item No. 9

ISSUE: Bylaws and 28E Agreement Update

REPORT: Discussion of status of the MPO's Bylaws and 28E Agreement changes stemming from the Executive Committee restructure.

BACKGROUND:

At its May 2018 meeting, the MPO agreed to restructure the Executive Committee. While agreed to in concept, the MPO's Bylaws and 28E Agreement also must be amended to reflect the changes. MPO staff and the MPO's legal counsel have reviewed these documents and have identified updates necessary to incorporate the Executive Committee restructure.

Amendments to the MPO's Bylaws must be approved by the MPO Policy Committee at two consecutive meetings. Amendments to the MPO's 28E Agreement must be approved by the MPO Policy Committee and by resolution of the governing bodies of three-fourths of the member governments.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

July 2018
Item No. 10

ISSUE: Policy Committee Restructure

REPORT: Discussion regarding several options for restructuring the Policy Committee.

BACKGROUND:

The recently adopted Strategic Plan calls for a review of the MPO's governance structure. This process has started with the expansion of the Executive Committee which was approved at the May 17, 2018, Policy Committee meeting. At its June meeting, the Executive Committee also discussed the restructuring of the Policy Committee and requested that staff develop some options for consideration.

A summary of potential options is located on the following page.

Like the Executive Committee restructuring, any changes to the structure of the Policy Committee will require an amendment to the MPO's Bylaws and 28E agreement. Amendments to the MPO's Bylaws must be approved by the MPO Policy Committee at two consecutive meetings. Amendments to the MPO's 28E Agreement must be approved by the MPO Policy Committee and by resolution of the governing bodies of three-fourths of the member governments.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

Potential Options for Policy Board Restructure:

Option #1:

- Each member government gets one representative;
- One additional representative for each 100,000 population, as shown by the most recent census or official census estimate; and,
- This would create a 22-member board (including only voting members).
 - Each member has one rep;
 - Des Moines has three reps; and,
 - Weighted vote applied when necessary;

Option #2:

- Each member government gets one representative;
- One additional representative for each 50,000 population, as shown by the most recent census or official census estimate; and,
- This would create a 26-member board (including only voting members).
 - Each member has one rep;
 - Ankeny and West Des Moines has two reps;
 - Des Moines has five reps; and,
 - Weighted vote applied when necessary;

July 2018
Item No. 11

ISSUE: Planning Area Boundary Update

REPORT: Discussion regarding a proposed update to the MPO's Planning Area Boundary.

BACKGROUND:

The MPO reviews its Planning Area Boundary when updating the long-range transportation plan as well as when updating the Census Bureau's Urban Area Boundary. The MPO last approved a new Urban Area Boundary in August 2012. The MPO's current Planning Area Boundary was approved in January 2013.

At a minimum, the Planning Area Boundary must include the Urban Area Boundary. At a maximum, the Planning Area Boundary can be no larger than the Metropolitan Statistical Area. In practice, the MPO's Planning Area Boundary incorporates all land that is anticipated to be urbanized in the next twenty years as well the boundaries of all member cities. The boundary also follows US Census geography, where possible, for data collection purposes. Any changes to the Planning Area Boundary must be approved by the Central Iowa Regional Transportation Planning Alliance (CIRTPA).

There are several circumstances that have arisen that will require and update to the Planning Area Boundary, including annexation by the City of Waukee outside the current Planning Area Boundary and communities outside the boundary expressing interest in joining the MPO.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

July 2018
Item No. 12

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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