

**MEETING MINUTES**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**Executive Committee**  
**11:30 a.m., Wednesday, July 18, 2018**  
**Des Moines Area MPO | Mead Conference Room**

The MPO Executive Committee held a meeting at 11:30 a.m. on July 18, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on July 12, 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 (via phone)*  
*Joe Gatto | City of Des Moines*  
*Tom Armstrong | City of Grimes*  
*Stephanie Riva | City of Norwalk*  
*Angela Connolly | Polk County*  
*Andy Loonan | IDOT*

**Executive Members Absent:**

*Gary Lorenz | City of Ankeny*  
*Ted Weaver | City of Clive*

**Staff Present:**

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

**1. Call to Order**

MPO Vice-Chair Joe Gatto called the July 18, 2018, meeting to order at 11:31 a.m. A quorum was not present. General Counsel indicated that the meeting could proceed, and a motion could be made upon presence of a quorum to approve and ratify any items discussed and/or voted on.

**2. Approval of Agenda**

**MOTION:** A motion was made to approve the July 18, 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 June 13, 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 invoice from Merrick in the amount of \$11,408.07.

**MOTION CARRIED**

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

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

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

**MOTION CARRIED**

[Tom Armstrong arrives 11:34 a.m.] A quorum is now present.

**MOTION:** A motion was made to ratify items 1-4.

**MOTION CARRIED**

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

Staff presented. Recommend approval of the FFY 2018-2021 Transportation Improvement Program Amendment to incorporate safety performance language.

**MOTION:** A motion was made to approve the FFY 2018-2021 Transportation Improvement Program Amendment.

**MOTION CARRIED**

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

Staff presented. Recommend approval of the FFY 2018-2021 Transportation Improvement Program Amendment by the Iowa DOT

**MOTION:** A motion was made to approve the FFY 2018-2021 Transportation Improvement Program Amendment.

**MOTION CARRIED**

*[Stephanie Riva arrives 11:39]*

8. **Executive Director Contract**

Executive Director / Chair presented. Discussion ensued. Report and discussion only.

9. **Bylaws and 28E Agreement Update**

Executive Director and Scott Brennan presented. Discussion ensued. Report and discussion only.

10. **Policy Committee Restructure**

Staff presented. Discussion ensued. Report and discussion only.

11. **Planning Area Boundary Update**

Staff presented. Discussion ensued. Report and discussion only.

12. **Upcoming Events**

Staff presented. Information only. Communications Manager explained inquiry received from the Des Moines Business Record regarding the Transload facility. Discussion ensued.

13. **Approval of the MPO Agenda**

**N.A. NO JULY POLICY MEETING**

14. **Other Non-Action Items**

Executive Director announced the potential ground-breaking ceremony for the Transload Facility on August 1, 2018.

Discussion about the MPO BUILD Grant Application and request for Letter of Support from Polk County who is also submitting a BUILD grant.

General Counsel, Jonathan Wilson provided an update regarding the Transload funding.

Chair, Steve Gaer advised that Mayor Andewig would be serving on the Executive Committee and Mark Wandro would be taking over as Chair of the STBG Committee.

15. **Next Meeting Date**

August 8, 2018 at 11:30 a.m.

16. **Adjournment**

Hearing no objection to the contrary, Vice-Chair Joe Gatto adjourned the meeting at 12:31 p.m.