

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

–

11:30 a.m., Wednesday, August 8, 2018
Des Moines Area MPO Burnham Conference Room

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TENTATIVE AGENDA

1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes..... Page 2
 - Approve the July 18, 2018, meeting minutes.
4. CONSENT and VOTE: Contracts and Expenses Page 5
5. REPORT and VOTE: Executive Director Contract Page 7
 - Report regarding the proposed contract with the MPO Executive Director; consider approval.
6. REPORT and OPTIONAL VOTE: City of Elkhart Associate Membership Page 8
 - Report regarding the City of Elkhart’s request to join the MPO as an associate, non-voting member; consider approval.
7. REPORT and OPTIONAL VOTE: Policy Committee Restructure..... Page 9
 - Report regarding several options for restructuring the Policy Committee; consider approval.
8. REPORT and OPTIONAL VOTE: *Fiscal Year 2019-2022 Transportation Capital Improvement Program*. Page 11
 - Report on the *Federal Fiscal Years 2019-2022 Transportation Capital Improvement Program*; consider approval.
9. REPORT: End-of-Year Financial Report..... Page 12
 - Update on expenditures for Fiscal Year 2018.
10. REPORT: Bylaws and 28E Agreement Update Page 13
 - Review and discussion of proposed changes to the MPO’s Bylaws and 28E Agreement stemming from the Executive Committee restructure.
11. REPORT: Iowa Clean Air Attainment Program Pre-Applications Page 14
 - Report on Federal Fiscal Year 2019 Iowa Clean Air Attainment Program applications.
12. REPORT: Highway Trust Fund Page 15
 - Report on Congressman Bill Shuster’s proposed plan to fix the Highway Trust Fund.
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 – September 12, 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.

August 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the July 18, 2018, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the July 18, 2018, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the July 18, 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, 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.

August 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
August-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.	\$15,087.86
HDR	Modeling Services		\$51,367.75

August 2018
Item No. 5

ISSUE: Executive Director Contract

REPORT and VOTE: Consider approval 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 was provided to the Executive Committee at the July 18, 2018, meeting and will be provided again to committee members prior to the meeting. The contract will be included on the August Executive Committee and Policy Committee agendas as a voting item.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

August 2018
Item No. 6

ISSUE: City of Elkhart Associate Membership

REPORT and OPTIONAL VOTE: Consider approving the City of Elkhart's request to join the MPO as an associate, non-voting member.

BACKGROUND:

The City of Elkhart has requested to join the MPO as an associate, non-voting member.

[The City of Elkhart's request letter is available on the MPO website \(click to access\).](#)

The MPO's bylaws state that any county or city government not located wholly or partially within the MPO, yet within Polk County or any counties contiguous to Polk County, shall be eligible for an associate, non-voting membership in the MPO after an affirmative vote of three-fourths of current MPO members. The City of Van Meter was the last community to join as an associate, non-voting member in July 2013.

RECOMMENDATION:

Recommend accepting the City of Elkhart as an associate, non-voting member of the MPO.

STAFF CONTACT:

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

August 2018
Item No. 7

ISSUE: Policy Committee Restructure

REPORT and OPTIONAL VOTE: 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. These options were presented at the July Executive Committee meeting.

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

The Executive Committee discussed the options presented at the July meeting and suggested brining the item back in August in order for the committee to make a formal recommendation to the MPO Policy Committee.

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:

Identify a preferred option for restructuring the Policy Committee to recommend at the Policy Committee's August 16, 2018, meeting.

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;

August 2018
Item No. 8

ISSUE: *Fiscal Years 2019-2022 Transportation Capital Improvement Program Development*

REPORT and OPTIONAL VOTE: Consider approval of the *Fiscal Years 2019-2022 Transportation Capital Improvement Program*.

BACKGROUND:

The MPO annually develops a four-year Transportation Capital Improvement Program (TCIP). The TCIP lists all transportation projects in the MPO planning area scheduled to take place during the course of the next four fiscal years.

To develop the *Fiscal Years 2019-2022 Transportation Capital Improvement Program*, the MPO staff requested member governments and participating agencies submit a document containing any transportation projects planned to occur in the next four years. Staff sent a request to the primary and alternate members of the Transportation Technical Committee May 2018 with a response deadline in early July. In addition to updates to the document, staff requested that committee members share any shapefiles with the MPO for analysis and updating purposes.

[The *Fiscal Years 2019-2022 Transportation Capital Improvement Program* is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

Staff recommends approval of the *Fiscal Years 2019-2022 Transportation Capital Improvement Program*.

STAFF CONTACTS:

Grace Yi, gyi@dmampo.org
(515) 334-0075

August 2018
Item No. 9

ISSUE: End-of-Year Financial Report

REPORT: Update on the MPO Fiscal Year 2018 budget.

BACKGROUND:

The MPO staff has developed a status report for the current Fiscal Year 2018 budget. The report compares expenditures as compared to budgeted amounts as well as the status of the MPO's federal planning funds.

The End-of-Year report will be provided prior to the August meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

August 2018
Item No. 10

ISSUE: Bylaws and 28E Agreement Update

REPORT: Review and discussion of proposed changes to the MPO's Bylaws and 28E Agreement 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.

Marked-up copies that illustrate the recommended changes will be provided prior to the August 8, 2018, Executive Committee meeting.

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

August 2018
Item No. 11

ISSUE: Iowa's Clean Air Attainment Program Applications

REPORT: Report on Federal Fiscal Year 2020 Iowa Clean Air Attainment Program applications.

BACKGROUND:

Pre-applications for Federal Fiscal Year 2020 Iowa Clean Air Attainment Program applications were due on July 24, 2018. Member governments submitted pre-applications for the following Iowa Clean Air Attainment Program projects:

- Ankeny – West 1st Street Widening and Improvements – Phase 1;
- DART – Euclid/Douglas Crosstown – Year 2;
- Waukee – Traffic Signal Operational Enhancement Project; and,
- West Des Moines – Adaptive Traffic Control System Expansion.

The ICAAP Schedule moving forward is as follows:

- **August 2018** – Pre-Application presented to the Transportation Technical, Executive, and Policy Committee's for review.
- **September 21, 2017** – Pre-Applications are presented to Technical, Executive, and Policy Committee's for approval and ICAAP resolutions are forwarded to project sponsor to include in the final application to the Iowa Department of Transportation.
- **October 1, 2017** – Project sponsors submit their application to the Iowa Department of Transportation (sponsors are required to send an electronic copy of final application to the MPO staff).

[The ICAAP pre-applications are available for review on the MPO website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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

August 2018
Item No. 12

ISSUE: Highway Trust Fund

REPORT: Report on Congressman Bill Shuster's proposed plan to fix the Highway Trust Fund.

BACKGROUND:

House Transportation and Infrastructure Chairman Bill Shuster has developed a proposal that provides short- and long-term solvency to the Highway Trust Fund (HTF). Highlights of the proposal include:

Short-term fixes:

- Increase fuel taxes (15 cents on gasoline and 20 cents on diesel) and indexing for inflations. This would be phased in over a three-year period;
- These fuel taxes would zero out in 2028, based on the notion that fuel taxes aren't a long-term fix for the HTF;
- Proposes new taxes on transit fuel, bicycle tires, and electric vehicle batteries;

Long-term fixes:

- Pilot program to study the concept of a per-mile user fee;
- Create a blue-ribbon commission to study the long-term HTF solvency; and,
- A 1-year extension of the FAST Act to allow the commission to complete its work.

Additionally, the proposal increases the BUILD program to \$3 billion annually and a package of project delivery reforms like what the administration itself has proposed.

[The draft proposal is located on the MPO website \(click to access\).](#)

The National Association of Regional Councils has developed a section-by-section analysis located [here](#).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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

August 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