

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Policy Committee

-

4:00 p.m., Thursday, August 16, 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 21, 2018, meeting minutes.
4. CONSENT and VOTE: Approval of the Financial Statements Page 5
5. CONSENT and VOTE: Contracts and Expenses Page 6
6. PUBLIC COMMENT on MPO Actions: Page 8
7. **PRESENTATION: Polk County Emergency Management Recap** Page 9
 - AJ Mumm, Polk County Emergency Management will present about the recent disaster events and their recovery in Polk County.
8. **PRESENTATION: Iowa Department of Transportation Update on District 1 Changes** Page 10
 - Representatives from the Iowa Department of Transportation will provide an update on District 1 changes.
9. **REPORT and VOTE: Executive Director Contact** Page 11
 - Report regarding the proposed contract with the MPO Executive Director; consider approval.
10. **REPORT and OPTIONAL VOTE: City of Elkhart Associate Membership** Page 12
 - Report regarding the City of Elkhart’s request to join the MPO as an associate, non-voting member; consider approval.
11. **REPORT and OPTIONAL VOTE: Policy Committee Restructure**..... Page 13
 - Report regarding several options for restructuring the Policy Committee; consider approval.
12. **REPORT and OPTIONAL VOTE: Fiscal Year 2019-2022 Transportation Capital Improvement Program.** Page 15
 - Report on the *Federal Fiscal Years 2019-2022 Transportation Capital Improvement Program*; consider approval.
13. **REPORT: End-of-Year Financial Report**..... Page 16
 - Update on expenditures for Fiscal Year 2018.
14. **REPORT: Iowa Clean Air Attainment Program Pre-Applications** Page 17
 - Report on Federal Fiscal Year 2019 Iowa Clean Air Attainment Program applications.
15. **REPORT: Highway Trust Fund** Page 18
 - Report on Congressman Bill Shuster’s proposed plan to fix the Highway Trust Fund.
16. **REPORT: Upcoming Events** Page 19
17. Other Non-Action Items of Interest to the Committee
18. Next Meeting Date – September 20, 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.

August 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the June 21, 2018, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the June 21, 2018, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the June 21, 2018, MPO 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, June 21, 2018

Des Moines Area MPO Burnham Conference Room

The MPO held a meeting at 4:00 p.m. on June 21, 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 June 14, 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
Gary Lorenz | City of Ankeny
Paul Moritz | City of Ankeny
Brian Lohse | City of Bondurant
Ruth Randleman | City of Carlisle
John Edwards | City of Clive
Ted Weaver | City of Clive
Dave Chelsvig | City of Cumming
Mark Hanson | Dallas County
Elizabeth Presutti | DART
Terrance Vorbrich | City of Des Moines
Scott Sanders | City of Des Moines
Matt Anderson | City of Des Moines
Phil Delafield | City of Des Moines
Kandi Reindl-Sullivan | City of Des Moines
Joe Gatto | City of Des Moines
Laura Graham | City of Des Moines
Jill Altringer | City of Grimes
Tom Cope | City of Johnston
Stephanie Riva | City of Norwalk
Luke Nelson | City of Norwalk
Sara Kurovski | City of Pleasant Hill
Robert Andeweg | City of Urbandale
Creighton Cox | City of Urbandale
Mike Carver | City of Urbandale
Dean Yordi | Warren County
Tom Hadden | City of West Des Moines
Steve Gaer | City of West Des Moines
Mike Jones | City of Windsor Heights
Andy Loonan | IDOT *
Sarah Constable-Runkel | HIRTA

MPO Representatives Absent:

Kyle Mertz | City of Altoona
David Jones | City of Ankeny
Connie Boesen | City of Des Moines
Josh Mandelbaum | City of Des Moines
Carl Metzger | City of Des Moines
Tom Armstrong | City of Grimes
Ryan Waller | City of Indianola
Paula Dierenfeld | City of Johnston
Tom Leners | Madison County**
Tammi Dillavou | City of Mitchellville
Angela Connolly | Polk County
Gary Mahannah | City of Polk City
Tom Hockensmith | Polk County
Allan Adams | Van Meter**
Bill Peard | City of Waukee
Tim Moerman | City of Waukee
Kevin Trevillyan | City of West Des Moines
Russ Trimble | City of West Des Moines
Darla Hugaboom | FHWA
Kevin Foley | Des Moines Airport *
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representatives

Others Present:

Clifford Leonard, Public
Jim Charlier | SGA/T4 America

MPO Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Mike Armstrong | Senior Planner
Marcus Coenen | Senior Transportation Planner
Tracey Deckard | Office Manager
Allison Riley | Associate Planner

1. **Call to Order**
MPO Chair Steve Gaer recognized a quorum and called the June 21, 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 June 21, 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. **Public Comment**
None
6. **Presentation: United Way Better Block Pilot**
Seth Johnson from United Way presented.
7. **FFY 2019-2022 Transportation Improvement Program Draft**
Staff presented. Recommend approval of the draft Federal Fiscal Year 2019-2022 Transportation Improvement Program and forward to DOT for their review.
MOTION: A motion was made and seconded to approve the FFY 2019-2022 Transportation Improvement Program Draft.
MOTION CARRIED UNANIMOUSLY
8. **Des Moines Transload Facility Agreement**
Staff presented. Report and update only.
9. **Greater Des Moines Water Trails**
Staff presented. Report and discussion only.
10. **MPO Performance Survey**
Staff presented. Report and discussion only.
11. **Leasing Additional Space from Knapp Properties**
Staff presented. Report only and discussion only.
12. **Upcoming Events**
Staff presented. Report only.
13. **Other Non-Action Items of interest to the Committee**
Executive Director introduced summer interns.
14. **Next Meeting Date- August 9, 2018 at 4:00 p.m.**
15. **Adjournment**
Hearing no objection to the contrary Chair Steve Gaer adjourned the meeting at 4:35 p.m.

August 2018
Item No. 4

ISSUE: Approval of Financial Statements

VOTE: Consider approval of the June and July 2018 Financial Statements.

BACKGROUND:

The Financial Statements will be provided prior to the meeting.

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

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

August 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:

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
HDR	Modeling Services	Included in FY 2019 UPWP/Budget	\$51,367.75.

August 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.

August 2018
Item No. 7

ISSUE: Polk County Emergency Management Recap

PRESENTATION: AJ Mumm, Polk County Emergency Management, will be presenting about recent disaster events and their recovery in Polk County.

BACKGROUND:

A.J. Mumm, Emergency Management Director, was appointed by the Polk County Emergency Management Commission in 2004 to lead the countywide agency responsible for preparing for, responding to, and recovering from natural and man-made disasters.

Prior to joining Polk County, he was the Chief Planner for the Iowa Homeland Security and Emergency Management Department.

A graduate of Drake University and Iowa State University, he has taught as an Adjunct Instructor at Drake University and currently teaches Emergency Operations Center Management and Operations for Texas A&M University's Engineering Extension Service (TEEX).

Mumm is a member of the Iowa Incident Management Team, Past-President of the Iowa Emergency Management Association and currently serves on the Board of Directors for both the Iowa State Association of Counties and the Safeguard Iowa Partnership.

He is a Certified Emergency Manager through the International Association of Emergency Managers as well as a past Firefighter/EMT with the Ankeny (Iowa) Fire Department.

He and his wife Sabetha live in Ankeny, Iowa with their two children (Drew, 16 and Miranda, 12) and their yellow lab named Steeler.

RECOMMENDATION:

None. Presentation and discussion only.

STAFF CONTACT:

Allison Riley, ariley@dmampo.org
(515) 334-0075

August 2018
Item No. 8

ISSUE: Iowa Department of Transportation Update on District 1 Changes

PRESENTATION: Representatives from the Iowa Department of Transportation will provide an update on District 1 changes.

BACKGROUND:

Iowa DOT District 1 would like to discuss the proposed change in departmental representation for portions of Dallas County. Specifically, the communities inside Dallas County and the MPO boundary would work with District 1 on department related work in the future. District 1 would handle planning, design, construction, and maintenance of primary highways and interstates in those areas.

The change is being pursued to simplify and improve coordination between those local jurisdictions and the department.

RECOMMENDATION:

None. Presentation only.

STAFF CONTACT:

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

August 2018
Item No. 9

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. 10

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. 11

ISSUE: Policy Committee Restructure

REPORT and OPTIONAL VOTE: Discussion regarding option 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 and approve option for restructuring the Policy Committee.

STAFF CONTACT:

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

Potential Option for Policy Board Restructure:

- 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. 12

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. 13

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 is included on the following page.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

August 2018
Item No. 14

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.

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. 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.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075