

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

–

11:30 a.m., Wednesday, September 12, 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 August 8, 2018, meeting minutes.
4. REPORT and VOTE: Fiscal Year 2019 Investment Policy Page 6
 - Review the MPO’s existing investment policy for Fiscal Year 2019; consider approval.
5. REPORT and VOTE: Iowa Clean Air Attainment Program Applications Page 7
 - Report on Federal Fiscal Year 2020 Iowa Clean Air Attainment Program applications; consider approval.
6. REPORT and OPTIONAL VOTE: MPO 28E Agreement and Bylaws Amendments Page 8
 - Report on possible changes to the MPO’s 28E Agreement and Bylaws; consider approval.
7. REPORT and OPTIONAL VOTE: Transload Facility Project Request for Proposals..... Page 9
 - Report on the issuance of a Request for Proposals to solicit a new operator for the transload facility project; consider approval.
8. REPORT and OPTIONAL VOTE: Funding Categories and Target Percentages..... Page 10
 - Report on the Long-Range Transportation Plan Steering Committee’s recommendation for funding categories and target percentages; consider approval.
9. REPORT: Performance Survey Results on Strategic Plan Page 11
 - Report on MPO Performance Survey results concerning Strategic Plan.
10. REPORT: Upcoming Events Page 12
11. VOTE: Approval of the MPO Agenda
12. Other Non-Action Items of Interest to the Committee
13. Next Meeting Date – October 12, 2018, at 11:30 a.m.
14. 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.

September 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the August 8 and August 31, 2018, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the August 8 and August 31, 2018, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the August 8 and August 31, 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, August 8, 2018
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on August 8, 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
Gary Lorenz | City of Ankeny
Ted Weaver | City of Clive
Angela Connolly | Polk County
Andy Loonan | IDOT

Non-Voting:

Sara Kurvoski | City of Pleasant Hill
Chris Coleman | City of Des Moines

Executive Members Absent:

Others

Clifford Leonard

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 Chair Steve Gaer called the August 8, 2018, meeting to order at 11:31 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made to approve the August 8, 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 July 18, 2018 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED

4. Contracts and Expenses

Executive Director presented. Recommend approval of payment to the invoices from Merrick regarding Water Trails and HDR for Modeling Services.

MOTION: A motion was made to approve payment of the invoice from Merrick in the amount of \$15,087.86 and HDR in the amount of \$51,367.75.

MOTION CARRIED

5. Executive Director Contract

Executive Director presented. Recommend approval of the Executive Director Contract.

MOTION: A motion was made to approve the Executive Director's Contract.

MOTION CARRIED

6. **City of Elkhart Associate Membership**
 Staff presented. Recommend accepting the City of Elkhart as an associate, non-voting member of the MPO.
MOTION: A motion was made to approve the City of Elkhart as an associate, non-voting member of the MPO.
MOTION CARRIED

7. **Policy Committee Restructure**
 Staff presented. Discussion ensued. Recommend approval of one of the options presented with regard to restructuring the Policy Committee.
MOTION: A motion was made to approve “Option #2” as the preferred method of potential restricting of the Policy Committee.
MOTION CARRIED

8. **Fiscal Years 2019-2022 Transportation Capital Improvement Program Development**
 Staff presented. Recommend approval of the FY 2019-2022 Transportation Capital Improvement Program.
MOTION: A motion was made to approve the FY 2019-2022 Transportation Capital Improvement Program.
MOTION CARRIED

9. **End-of-Year Financial Report**
 Executive Director presented. Report and discussion only.

10. **Bylaws and 28E Agreement Update**
 Executive Director presented. Discussion ensued. Report and discussion only.
 [Angela Connolly leaves meeting 12:40 a.m.]
 [Andy Loonan leaves meeting 12:44]

11. **Iowa’s Clean Air Attainment Program Applications**
 Staff presented. Report and discussion only.

12. **Highway Trust Fund**
 Staff presented. Report and discussion only.

13. **Upcoming Events**
 Staff presented. Information only.

14. **Approval of the MPO Agenda**
 Items 13 & 14 will be removed.

15. **Other Non-Action Items**
 Executive Director announced that all relevant documents have been signed for the Transload project.
 Review Committee Chair, Sara Kurovski, discussed the status of the Executive Director’s review.
 Andy Loonan of the IDOT discussed the restructure of District 1.
 Chair, Steve Gaer, advised that he and the Executive Director would be meeting with Mark Lowe of the IDOT.

16. **Next Meeting Date**
 September 12, 2018 at 11:30 a.m.

17. **Adjournment**
 Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 1:06 p.m.

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
3:00 p.m., Friday, August 31, 2018
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a special meeting at 3:00 p.m. on August 31, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on August 30, 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 (via phone)
Ted Weaver | City of Clive (via phone)
Angela Connolly | Polk County (via phone)

Staff Present:

Jonathan Wilson | MPO General Counsel (via phone)
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Gunnar Olson | Communications Manager

Executive Members Absent:

Stephanie Riva | City of Norwalk

1. Call to Order

MPO Chair Steve Gaer called the August 31, 2018, special meeting to order at 3:03 p.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made to approve the August 31, 2018, Des Moines Area Metropolitan Planning Organization Executive Committee special meeting agenda.

MOTION CARRIED

3. Transload Facility Contract

Chair Gaer reviewed recent events related to the owner of Des Moines Transload Services LLC, the MPO's desire to terminate its contract with Des Moines Transload Services LLC, and related efforts to continue pursuing the transload project.

MOTION: A motion was made to authorize and direct the MPO General Counsel to send a notice of termination, pursuant to the provisions of its contract, to Des Moines Transload Services LLC.

MOTION CARRIED

4. Other Non-Action Items

None.

5. Next Meeting Date

September 12, 2018 at 11:30 a.m.

6. Adjournment

Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 3:30 p.m.

September 2018
Item No. 4

ISSUE: Fiscal Year 2019 Banking and Public Funds Investment Policy

REPORT and VOTE: Consider reaffirming the MPO's existing investment policy for Fiscal Year 2019.

BACKGROUND:

The MPO's Banking and Public Funds Investment Policy outlines the procedures and safeguards for the investment of public funds owned by the MPO. The policy states that the MPO will review the policy annually. The MPO currently holds a checking account at US Bank and an investment account at the Iowa Public Agency Trust, as administered through Wells Fargo. The MPO maintains a majority of its funds in the investment account and electronically transfers money between accounts, as needed.

[The Fiscal Year 2019 Investment Policy is available to download from the MPO website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

September 2018
Item No. 5

ISSUE: Iowa's Clean Air Attainment Program Applications

REPORT: Consider approval of the 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:

Recommend approval of the FFY 2020 ICAAP applications.

STAFF CONTACTS:

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

September 2018
Item No. 6

ISSUE: MPO 28E Agreement and Bylaws Amendments

REPORT and OPTIONAL VOTE: Consider approval on potential changes to the MPO's 28E Agreement and Bylaws.

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 in May. 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 discussed with the Executive and Policy Committees in July and August. At its August meeting, the MPO Policy Committee asked for additional time for member governments to consider the proposed changes. The amendments will be considered again at that committee's September meeting.

MPO staff and the MPO's legal counsel have continued to review and revise the MPO's 28E Agreement and Bylaws to incorporate the expanded Executive Committee and possible changes to the Policy Committee. Revised drafts of the documents will be shared at the 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:

Recommend approval of the amendment 28E Agreement and Bylaws.

STAFF CONTACTS:

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

September 2018
Item No. 7

ISSUE: Transload Facility Project Request for Proposals

REPORT and OPTIONAL VOTE: Consider issuing a Request for Proposals to solicit a new operator for the transload facility project.

BACKGROUND:

At its August 31, 2018, special meeting, the Executive Committee voted to terminate its contract with Des Moines Transload Services LLC. The MPO, the City of Des Moines, and the Greater Des Moines Partnership have discussed continuing efforts to develop a transload facility on the property with a new operator. As such, the group recommends issuing a new Request for Proposals to seek an owner/operator for the transload facility.

RECOMMENDATION:

Recommend issuing a new RFP for the transload facility project.

STAFF CONTACTS:

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

September 2018
Item No. 8

ISSUE: Funding Categories and Target Percentages

REPORT and OPTIONAL VOTE: Consider approval on the Long-Range Transportation Plan Steering Committee’s recommendation for funding categories and target percentages; consider approval.

BACKGROUND:

The Long-Range Transportation Plan (LRTP) Steering Committee met on August 22, 2018. At their meeting, they discussed funding categories and several alternatives for target percentages. The alternatives considered are included in the table below:

Funding Category	Alternative 1	Alternative 2
System Capacity	30%	40%
Bridge	20%	15%
Major Reconstruction/Replacement	25%	20%
System Optimization	15%	15%
Transit	10%	10%

The LRTP Steering Committee and the MPO Technical Committee both recommended approval of Alternative 1. Staff will provide an overview of the funding categories and target percentages at the September meeting.

RECOMMENDATION:

Recommend agreeing with the LRTP Steering Committee and MPO Technical Committee recommendations to use Alternative 1 in the development of the Long-Range Transportation Plan.

STAFF CONTACTS:

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

September 2018
Item No. 9

ISSUE: Performance Survey Results on Strategic Plan

REPORT: Staff will provide a brief preview of the MPO Performance Survey (FY2019) results, focusing on the questions concerning the MPO Strategic Plan.

BACKGROUND:

The MPO Performance Survey (FY2019) included questions about the importance of each of the strategies in the MPO Strategic Plan. The responses to these questions will help staff prioritize the implementation of the Strategic Plan. Additionally, the Executive Director Review Committee plans to use these results to set priority focus areas for the Executive Director.

Full results of the MPO Performance Survey will be shared at the October Executive and Policy Committee meetings, as well as the November Technical Transportation Committee meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

September 2018
Item No. 10

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