

NOTICE OF MEETING
Des Moines Area Metropolitan Planning Organization (MPO)
Policy Committee

—
4:00 p.m., Thursday, September 20, 2018
Des Moines Area MPO Burnham Conference Room

—
TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
 - Approve the August 16, 2018, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statements** Page 6
5. **PUBLIC COMMENT on MPO Actions** Page 7
6. **REPORT: Transload Facility- Executive Committee Special Meeting**..... Page 8
 - Update on recent, material developments relating to the contemplated Des Moines Transload and actions of the Executive Committee.
7. **PRESENTATION: Green Stormwater Infrastructure** Page 9
 - Pat Sauer, the Executive Director of the Iowa Stormwater Education Partnership (ISWEP), will provided a presentation on how green infrastructure can help benefit central Iowa communities.
8. **REPORT and VOTE: Fiscal Year 2019 Investment Policy** Page 10
 - Review the MPO’s existing investment policy for Fiscal Year 2019; consider approval.
9. **REPORT and VOTE: Iowa Clean Air Attainment Program Applications**..... Page 11
 - Report on Federal Fiscal Year 2020 Iowa Clean Air Attainment Program applications; consider approval.
10. **REPORT and OPTIONAL VOTE: MPO 28E Agreement and Bylaws Amendments** Page 12
 - Report on possible changes to the MPO’s 28E Agreement and Bylaws, including a revised Policy Committee structure; consider approval.
11. **REPORT and OPTIONAL VOTE: Transload Facility Project Request for Proposals**..... Page 13
 - Report on the issuance of a Request for Proposals to solicit a new operator for the transload facility project; consider approval.
12. **REPORT and OPTIONAL VOTE: Funding Categories and Target Percentages**..... Page 14
 - Report on recommendations for funding categories and target percentages; consider approval.
13. **REPORT: Pavement Condition Analysis** Page 15
 - Discussion regarding the draft pavement condition report.
14. **REPORT: Trail Condition Report** Page 16
 - Report on trail conditions from Data Bike initiative.
15. **REPORT: Performance Survey Results on Strategic Plan** Page 17
 - Report on MPO Performance Survey results concerning the Strategic Plan and the Executive Director’s performance review.
16. **REPORT: Upcoming Events** Page 18
17. **Other Non-Action Items of Interest to the Committee**
18. **Next Meeting Date – October 18, 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.

September 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the August 16, 2018, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the August 16, 2018, MPO Policy Committee meeting are provided on the following pages.

RECOMMENDATION:

Approve the minutes of the August 16, 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, August 16, 2018
Des Moines Area MPO Burnham Conference Room

The MPO held a meeting at 4:00 p.m. on August 16, 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 August 15, 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
Kyle Mertz | City of Altoona
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
Mark Hanson | Dallas County
Chris Coleman | City of Des Moines
Laura Graham | City of Des Moines
Frank Cownie | City of Des Moines
Scott Sanders | City of Des Moines
Matt Anderson | City of Des Moines
Terry Vorbrich | City of Des Moines
Kandi Reindl-Sullivan | City of Des Moines
Joe Gatto | City of Des Moines
Mike Ludwig | City of Des Moines
Tom Armstrong | City of Grimes
Tom Leners | Madison County
Stephanie Riva | City of Norwalk
Mark Konrad | City of Pleasant Hill
Angela Connolly | Polk County
Robert Andeweg | City of Urbandale
Creighton Cox | City of Urbandale
Mike Carver | City of Urbandale
Allan Adams | Van Meter**
Dean Yordi | Warren County
Tim Moerman | City of Waukee
Laura Reveles | City of West Des Moines
Russ Trimble | City of West Des Moines
Jamie Letzring | City of West Des Moines
Joseph Jones | City of Windsor Heights
Andy Loonan | IDOT *
Sarah Constable-Runkel | HIRTA

MPO Representatives Absent:

David Jones | City of Ankeny
Gary Lorenz | City of Ankeny
Dave Chelsvig | City of Cumming
Elizabeth Presutti | DART
Jill Altringer | City of Grimes
Ryan Waller | City of Indianola
Tom Cope | City of Johnston
Paula Dierenfeld | City of Johnston
Tammi Dillavou | City of Mitchellville
Luke Nelson | City of Norwalk
Gary Mahannah | City of Polk City
Tom Hockensmith | Polk County
Bill Peard | City of Waukee
Steve Gaer | 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
A.J. Mumm, Polk County EMA

MPO Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Principal Planner
Mike Armstrong | Senior Planner
Allison Riley | Associate Planner
Tracey Deckard | Office Manager
Maria Socha | Intern

1. Call to Order

MPO Vice Chair Joe Gatto recognized a quorum and called the August 16, 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 August 16, 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 June minutes as amended.

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. Contracts and Expenses

Executive Director presented. Recommend approval of contract for modeling Services by HDR in the amount of \$51,367.75.

MOTION: A motion was made and seconded to approve the contract for modeling Services by HDR in the amount of \$51,367.75

MOTION CARRIED UNANIMOUSLY

6. Public Comment

None

7. Presentation: Polk County Emergency Management Recap

A.J. Mumm from Polk County Emergency Management presents about recent disaster events and their recovery in Polk County.

8. Presentation: Iowa Department of Transportation Update on District 1 Changes

Andy Loonan from the IDOT presents.

9. Executive Director Contract

Executive Director presented. Recommend approval of Executive Director Contract.

MOTION: A motion was made and seconded to approve the Executive Director’s Contract.

MOTION CARRIED UNANIMOUSLY

10. 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 and seconded to approve accepting the City of Elkhart as an associate, non-voting member of the MPO.

MOTION CARRIED UNANIMOUSLY

11. Policy Committee Restructure

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

12. Fiscal Years 2019-2022 Transportation Capital Improvement Program Development

Staff presented. Report and discussion only.

MOTION: A motion was made and seconded to approve the Fiscal Years 2019-2022 Transportation Capital Improvement Program.

MOTION CARRIED UNANIMOUSLY

13. End-of-Year Financial Report

Staff presented. Report only and discussion only.

14. **Iowa's Clean Air Attainment Program Applications**
Staff presented. Report and discussion only.
15. **Highway Trust Fund**
Staff presented Report only.
16. **Upcoming Events**
Staff presented. Report only.
17. **Other Non-Action Items of interest to the Committee**
None.
18. **Next Meeting Date- September 20, 2018 at 4:00 p.m.**
19. **Adjournment**
Hearing no objection to the contrary Vice Chair Joe Gatto adjourned the meeting at 5:13 p.m.

September 2018
Item No. 4

ISSUE: Approval of Financial Statements

VOTE: Consider approval of the August 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

September 2018
Item No. 5

ISSUE: Transload Facility- Executive Committee Special Meeting

- **REPORT:** Update on recent, material developments relating to the contemplated Des Moines Transload and actions of the Executive Committee.

BACKGROUND:

The Des Moines Area MPO entered into a contract with the Des Moines Transload Services LLC guaranteed by its majority owner, Steve Braithwaite. Since the execution of this Contract, material developments have occurred which affect the terms and conditions of the Contract. An RFP will be issued to engage a new operator.

The Executive Committee determined that action to terminate the Contract was time sensitive, and the interests of the MPO would be advanced by the exercise of authority delegated to the Executive Committee by the Policy Committee. The MPO General Counsel was authorized and directed to send a Notice of Termination pursuant to the provisions of the Contract.

RECOMMENDATION:

None. Report and update only.

STAFF CONTACTS:

Todd Ashby,
(515) 334-0075.

September 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,
(515) 334-0075.

September 2018
Item No. 7

ISSUE: Green Stormwater Infrastructure

PRESENTATION: Pat Sauer, the Executive Director of the Iowa Stormwater Education Partnership (ISWEP), will provide a presentation on how green infrastructure can help benefit central Iowa communities.

BACKGROUND:

Nationally, more and more municipalities are incorporating green stormwater infrastructure into their landscapes and transportation corridors. The benefits don't just include stormwater management and improvement of local water quality. But also include aesthetics, softening the urban landscape, recreational amenities, ecological habitat, heat island cooling, and carbon sequestration.

There is much momentum across Iowa in this realm as numerous eastern Iowa cities are incorporating green infrastructure into their transportation corridors, downtown areas, new subdivision developments, commercial properties and even residential lots. Currently, the Des Moines Metro communities have been incorporating these efforts more, and with conversations and workshops through Capital Crossroads Local governance collaborative, this could be the time to change local policies to include the implementation of green infrastructure in municipal and private new and redevelopment projects.

ISWEP is the host for the Green Infrastructure Conference on October 2, 2018, at the FFA Enrichment Center in Ankeny. To find out more about this conference and to register please visit www.iowastormwater.org.

RECOMMENDATION:

None. Presentation only.

STAFF CONTACT:

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

September 2018
Item No. 8

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 \(click to access\).](#)

The MPO's Budget and Finance Subcommittee reviewed the proposed policy and did not recommend any changes.

RECOMMENDATION:

Approve the Fiscal Year 2019 Investment Policy.

STAFF CONTACT:

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

September 2018
Item No. 9

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 2018** – 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, 2018** – 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:

Approve of the FFY 2020 ICAAP applications.

STAFF CONTACTS:

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

September 2018
Item No. 10

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. Note that proposed changes to the Policy Committee have been included in the amended 28E and Bylaws for continued consideration at the 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 prior to 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:

Approve of the amendment 28E Agreement and Bylaws.

STAFF CONTACTS:

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

September 2018
Item No. 11

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 (RFP) to seek an owner/operator for the transload facility. The MPO and the City of Des Moines are continuing to develop the RFP. A final draft of the RFP will be available prior to the meeting.

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. 12

ISSUE: Funding Categories and Target Percentages

REPORT and OPTIONAL VOTE: Consider approval of long-range transportation plan funding categories and target percentages.

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, the MPO Technical Committee, and the Executive Committee have all recommended approval of Alternative 1. Staff will provide an overview of the funding categories and target percentages at the September meeting.

RECOMMENDATION:

Approve the use of 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. 13

ISSUE: Pavement Condition Analysis

REPORT: Discussion regarding the draft pavement Condition report.

BACKGROUND:

MPO staff has developed a report on pavement conditions for the MPO planning area. The report is a follow-up to performance goal setting for *Mobilizing Tomorrow*. MPO staff examined 2017 pavement condition information and will report on pavement condition information for locally owned roads. Additionally, in 2017 there was a change in how the pavement condition index for cities was calculated. More information on these changes will be available in the report.

[The pavement condition report is available to view on the MPO website \(click here to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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

September 2018
Item No. 14

ISSUE: Trail Condition Report

REPORT: Report on trail conditions from Data Bike initiative.

BACKGROUND:

Last year, the MPO tested a new initiative, the Iowa Data Bike. This electric bicycle was equipped with tools to measure pavement roughness, take georeferenced photos of trail conditions, and take 360* images to be uploaded to Google StreetView. This report outlines the results of this data collection.

[The trail conditions report is available to view on the MPO website \(click here to access\)](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Mike Armstrong, marmstrong@dmampo.org;
(515) 334-0075.

September 2018
Item No. 15

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 and the Executive Director's performance survey.

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.

Priority areas have been included in the Executive Director Performance Survey. [Click here to access the Executive Director Performance Survey.](#) **The survey deadline is September 21, 2018.**

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. 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