

## NOTICE OF MEETING

### Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, October 10, 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 September 12, 2018, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** ..... Page 5
5. **PRESENTATION: MPO Performance Survey Results** ..... Page 7
  - Diana Deibler of Deibler & Company will provide an overview of the FY 2019 MPO Performance Survey results.
6. **REPORT and VOTE: Executive Director Annual Review** ..... Page 8
  - Report on the Executive Director’s Review Committee; consider approval.
7. **REPORT and VOTE: MPO Bylaws Amendment Second Reading**..... Page 9
  - Second reading of the MPO Bylaws update; consider approval
8. **REPORT and OPTIONAL VOTE: Water Trails Update** ..... Page 10
  - Report on the coalition of partners working to implement water trails.
9. **REPORT and OPTIONAL VOTE: FFY 2019-2022 TIP Amendment Request** ..... Page 11
  - Report regarding the City of Grimes’ request to amend the *Federal Fiscal Year 2018-2021 Transportation Improvement Program*; consider approval.
10. **REPORT and OPTIONAL VOTE: Title VI Documents**..... Page 12
  - Report on updated Title VI documentation; consider approval.
11. **REPORT and OPTIONAL VOTE: Planning Area Boundary Update** ..... Page 13
  - Report on updated Title VI documentation; consider approval.
12. **REPORT: Surface Transportation Block Grant (STBG) Program Schedule** ..... Page 14
  - Report on the Federal Fiscal Year 2023 Surface Transportation Block Grant (STBG) Program Schedule.
13. **REPORT: STBG Set-Aside Program Schedule** ..... Page 15
  - Report on the Federal Fiscal Year 2023 Surface Transportation Block Grant Set-Aside Program Schedule.
14. **REPORT: Federal Legislative Agenda for Annual D.C. Trip** ..... Page 16
  - Report and discussion on the process to identify priority projects and policies for the Greater Des Moines Partnership’s annual trip to Washington D.C.
15. **REPORT: Mobilizing Tomorrow Update** ..... Page 17
  - Report on the update to Mobilizing Tomorrow, the MPO Long-Range Transportation Plan.
16. **REPORT: Upcoming Events** ..... Page 18
17. **VOTE: Approval of the MPO Agenda**
18. **Other Non-Action Items of Interest to the Committee**
19. **Next Meeting Date – November 7, 2018, at 11:30 a.m.**
20. **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/](http://www.dmamp.org/title-vi/) or call 515-334-0075.*

October 2018  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the September 12, 2018, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the September 12, 2018, MPO Executive Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the September 12, 2018, MPO Executive Committee meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org)  
(515) 334-0075

**MEETING MINUTES**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**Executive Committee**  
**11:30 a.m., Wednesday, September 12, 2018**  
**Des Moines Area MPO | Mead Conference Room**

The MPO Executive Committee held a meeting at 11:30 a.m. on September 12, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on September 7, 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*

*Bob Andeweg | City of Urbandale*

**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*

*Gunnar Olson | Communications Manager*

*Maria Socha | Intern*

**Executive Members Absent:**

**1. Call to Order**

MPO Chair Steve Gaer called the September 12, 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 September 12, 2018, Des Moines Area Metropolitan Planning Organization Executive Committee amended meeting agenda.

**MOTION CARRIED**

**3. Approval of Meeting Minutes/ Special Meeting Minutes**

**MOTION:** A motion was made to approve the August 8, 2018 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes as amended. A motion was also made to approve the minutes of the Special Executive Committee Meeting which was held on August 31, 2018.

**MOTION CARRIED**

**4. Fiscal Year 2019 Banking and Public Funds Investment Policy**

Executive Director presented. Recommend reaffirming the MPO's existing investment policy for Fiscal Year 2019.

**MOTION:** A motion was made to reaffirm the MPO's existing investment policy.

**MOTION CARRIED**

**5. Iowa's Clean Air Attainment Program Applications.**

Staff presented. Recommend approval of the FFY 2020 ICAAP Applications.

**MOTION:** A motion was made to approve the Applications.

**MOTION CARRIED**

6. **MPO 28E Agreement and Bylaws Amendments (item discussed out of order- as last item)**

Scott Brennan presented. Lengthy discussion ensued. Recommend moving the amendment 28E Agreement and Bylaws to Policy.

**MOTION:** A motion was made to take the Amendment 28E Agreement and Bylaws to the Policy Committee for consideration.

**MOTION CARRIED**

*[Gary Lorenz leave meeting at 12:36 p.m.]*

*[ Kyle Mertz leaves meeting at 12:45 p.m.]*

*[ Angela Connolly leaves meeting at 12:50 p.m.]*

*[ Stephanie Riva leaves meeting at 1:05 p.m.]*

7. **Transload Facility Project Request for Proposals**

Executive Director presented. Discussion ensued. Recommend issuing a new RFP for the transload facility project.

**MOTION:** A motion was made to approve issuing a new RFP for the transload facility.

**MOTION CARRIED**

8. **Funding Categories and Target Percentages**

Staff presented. Recommend approval of LRTP Steering Committee and MPO Technical committee recommendations to use Alternative 1 in the development of the Long-Range Transportation Plan.

**MOTION:** A motion was made to approve LRTP Steering Committee and MPO Technical Committee recommendation to use Alternative 1 in the development of the Long-Range Transportation Plan.

**MOTION CARRIED**

9. **Performance Survey Results on Strategic Plan**

Staff presented. Report and discussion only.

10. **Upcoming Events**

Staff presented. Information only.

11. **Approval of the MPO Agenda**

**MOTION:** A motion was made to approve the MPO September Agenda.

**MOTION CARRIED**

12. **Other Non-Action Items**

Executive Director discussed current bill in congress regarding sharing DOT data and Resources.

13. **Next Meeting Date**

October 10, 2018 at 1:06 p.m.

14. **Adjournment**

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

October 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](mailto:tashby@dmampo.org)  
(515) 334-00

**Contracts for Approval - Expenses  
October-18**

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT
Walsh: Door & Security	Automatic Door Openers	Installation, hardware, systems training/programming, and one-year warranty on parts and labor.	\$7,795.00

October 2018  
Item No. 5

**ISSUE: MPO Performance Survey Results**

REPORT: Diana Deibler of Deibler & Company will provide an overview of the FY 2019 MPO Performance Survey results.

**BACKGROUND:**

The FY 2019 MPO Performance Survey was conducted this year by Deibler & Company to measure the effectiveness of the MPO at serving its member governments. This is a follow-up to the FY2016 Performance Survey which established a baseline for the MPO's performance.

Results relating to questions concerning the MPO Strategic Plan were presented at the September meeting of the Executive Committee.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075

October 2018  
Item No. 6

**ISSUE: Executive Director Review**

REPORT and VOTE: Report from the Executive Director Review Committee and consideration of compensation adjustment.

**BACKGROUND:**

The MPO Chair annually appoints an Executive Director Review Committee (Review Committee) to complete an evaluation of the Executive Director's performance over the past year. The MPO Chair appointed the following individuals to 2018 Review Committee:

- Sara Kurovski, City of Pleasant Hill
- Angela Connolly, Polk County
- Chris Coleman, City of Des Moines
- Tom Hadden, City of West Des Moines
- Kyle Mertz, City of Altoona

The Review Committee has met to discuss the Executive Director's performance and will report their findings to the Executive Committee and make a recommendation for a compensation rate adjustment at the October 2018 meeting.

Included, as supplemental items, are the survey results and correspondence from the Review Committee Chair Sara Kurovski.

**RECOMMENDATION:**

Recommend approval of the Executive Director Review Committee's recommended compensation rate adjustment.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075.



October 2018  
Item No. 7

**ISSUE: MPO Bylaws Amendment Second Reading**

REPORT and OPTIONAL VOTE: Consider approval of the second reading of the MPO's Bylaw amendments.

**BACKGROUND:**

At the September meeting the MPO voted to amend its 28E Agreement and Bylaws. The amendments are primarily to restructure representation on its committees yet also included minor updates to ensure the documents are consistent with the MPO's actual practices.

Amendments to the MPO's Bylaws must be approved by the MPO Policy Committee at two consecutive meetings. The second vote for the Bylaws will occur at the October 18 Policy Committee meeting. 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. Staff is working with member communities to place the item on member governments' agendas.

**RECOMMENDATION:**

Recommend approval of second reading of the MPO's Bylaw amendments.

**STAFF CONTACTS:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075.

October 2018  
Item No. 8

**ISSUE: Water Trails Update**

REPORT AND OPTIONAL VOTE: Report and discussion regarding the coalition of partners working to implement water trails. Consider approval of a request from partners for MPO to hold contract for Water Trails Business Plan.

**BACKGROUND:**

As the MPO's Water Trails Engineering Study was winding down and a Funding Feasibility Study was getting underway by the Great Outdoors Foundation, a Water Trails Leadership Team was formed to provide leadership on a few key questions for donors and stakeholders. Among those questions: What does the coordination of water trails look like going forward? A governance committee of the Water Trails Leadership Team has been working toward an answer and has recommended a Water Trails Incubator as a solution for near-term needs, while setting the stage to address longer-term needs.

Due to strong interest from donors, the partners are moving swiftly to answer key questions relating to operations and maintenance cost projections, the potential for revenue generation, and economic impact. To arrive at these answers, the partners solicited a proposal for a Water Trails Business Plan from a consulting team including McLaughlin Group, RDG Planning and Design, and Brian Trusty.

The partners have requested that the MPO hold and oversee the contract, due to the MPO having an existing relationship with the consultants and thereby being in a position in position to execute the contract quickly. The \$73,653 contract is being paid for through private fundraising; there is a possibility that the MPO would need to temporarily fill a cashflow gap not to exceed \$25,000 until private funds become available to reimburse the MPO in January.

**RECOMMENDATION:**

Approve the MPO holding and overseeing contract for Water Trails Business Plan, as well as authorize MPO to fill potential cashflow gap not to exceed \$25,000 until private funds become available to reimburse the MPO in January.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075

October 2018  
Item No. 9

**ISSUE: *Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Request***

REPORT: Consider approval of the City of Grimes' request to amend the *Federal Fiscal Year 2019-2022 Transportation Improvement Program*

**BACKGROUND:**

The City of Grimes has requested the following revisions to the *Federal Fiscal Year 2019-2022 Transportation Improvement Program* (FFY 2019-2022 TIP):

Sponsor: City of Grimes

Project: SE 37<sup>th</sup> Street

Federal Aid Amount: \$1,800,000

Total Cost: \$8,700,000

Type of Funding: STBG-SWAP

TIP Projects Modifications: None

Change: Update project description to, "In the city of Grimes, On SE 37th Street, from approx. 1,600 ft west of Iowa 141 to approx. 2,200ft east of Iowa 141."

[A map showing the location of the project is available on the MPO website \(click to access\).](#)

The MPO staff notes that amendments to the TIP are subject to the approval of the MPO and a public comment period. The public will have a chance to comment at the October 18, 2018, Policy Committee meeting.

**RECOMMENDATION:**

Approve the requested revisions to the FFY 2019-2022 TIP.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

October 2018  
Item No. 10

**ISSUE: Title VI Documents**

REPORT and OPTIONAL VOTE: Report on updated Title VI documentation; consider approval.

**BACKGROUND:**

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination based on their race, color and national origin in programs and activities that receive federal financial assistance. However, the Federal Highway Administration's (FHWA) reference to Title VI includes other civil rights provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance.

The MPO is required to comply with both the FHWA and the Federal Transit Administration's (FTA) Title VI requirements. This includes having an updated Title VI Program for the FTA and a Title VI Plan for the FHWA. Updates to these documents and other required documentation is due every three years. Staff has developed the following documentation for approval:

- Updated FTA Title VI Program;
- Updated FHWA Title VI Plan; and,
- Title VI Assurances.

[The updated Title VI documents are located on the MPO website \(click to access\).](#)

Staff will provide an overview of the Title VI documents and process at the October meeting.

**RECOMMENDATIONS:**

Recommend approval of the MPO's updated Title VI documents.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075.

October 2018  
Item No. 11

**ISSUE: Planning Area Boundary Update**

REPORT: Discussion regarding a proposed update to the MPO's Planning Area Boundary.

**BACKGROUND:**

The MPO reviews its Planning Area Boundary when updating the long-range transportation plan as well as when updating the Census Bureau's Urban Area Boundary. The MPO last approved a new Urban Area Boundary in August 2012. The MPO's current Planning Area Boundary was approved in January 2013.

At a minimum, the Planning Area Boundary must include the Urban Area Boundary. At a maximum, the Planning Area Boundary can be no larger than the Metropolitan Statistical Area. In practice, the MPO's Planning Area Boundary incorporates all land that is anticipated to be urbanized in the next twenty years as well the boundaries of all member cities. The boundary also follows US Census geography, where possible, for data collection purposes. Any changes to the Planning Area Boundary must be approved by the Central Iowa Regional Transportation Planning Alliance (CIRTPA).

There are several circumstances that have arisen that will require and update to the Planning Area Boundary, including annexation by the City of Waukee outside the current Planning Area Boundary and communities outside the boundary expressing interest in joining the MPO.

[A map of the proposed Planning Area Boundary update is located on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

October 2018  
Item No. 12

**ISSUE: Surface Transportation Block Grant (STBG) Program Schedule**

REPORT: Report on the Federal Fiscal Year 2023 Surface Transportation Block Grant (STBG) Program Schedule.

**BACKGROUND:**

The MPO will award Surface Transportation Block Grant (STBG) Program funds to critical projects throughout the region. The MPO will begin the process for selecting and awarding Federal Fiscal Year (FFY) 2023 STBG funds in October 2018.

MPO staff will post applications on the MPO website by October 5, 2018. Completed applications are due to the MPO office by **December 7, 2018**.

[Applications, guidelines, schedule and scoring criteria are located on the MPO website \(click to access\).](#)

The MPO staff will hold a workshop on **November 1, 2018**, following the Transportation Technical Committee meeting, to provide a brief overview of the funding programs, discuss scoring, funding applications, and to answer any questions.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.

October 2018  
Item No. 13

**ISSUE: STBG Set-Aside Program Schedule**

REPORT: Report on the Federal Fiscal Year 2023 Surface Transportation Block Grant Set-Aside Program Schedule.

**BACKGROUND:**

The MPO will award Set-Aside Program funds to transportation alternatives projects throughout the region. The MPO will begin the process for selecting and awarding Federal Fiscal Year 2023 funds in October 2018.

MPO staff will post applications on the MPO website by October 5, 2018. Completed applications are due to the MPO office by **December 7, 2018**.

[Applications, guidelines, schedule and scoring criteria are located on the MPO website \(click to access\).](#)

The MPO staff will hold a workshop on **November 1, 2018**, following the Transportation Technical Committee meeting, to provide a brief overview of the funding programs, discuss scoring, funding applications, and to answer any questions.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Mike Armstrong, [marmstrong@dmampo.org](mailto:marmstrong@dmampo.org);  
(515) 334-0075.

October 2018  
Item No. 14

**ISSUE: Federal Legislative Agenda for Annual D.C. Trip**

REPORT: Report and discussion on the process to identify priority projects and policies for the Greater Des Moines Partnership's annual trip to Washington D.C.

**BACKGROUND:**

The MPO staff annually works with MPO member governments and participating agencies to develop a list of priority transportation projects to discuss with congressional members during the Greater Des Moines Partnership's (GDMP) annual trip to Washington, D.C.

In the past, there has been some discussion regarding the purpose of developing the priority projects list in light of the elimination of earmarks. At their September 7, 2016, meeting, the Executive Committee discussed how to approach the development of the Priority Project List for the May 2017 Greater Des Moines Partnership trip to Washington D.C. The Executive Committee agreed that continuing the process used the past few years is important and should continue. They also determined that in addition to providing a list of priority projects the list should include policy priorities.

In light of this discussion, staff will begin the project and policy solicitation process being in October. Key dates in the process are as follows:

- October – Solicit changes to the existing project list from member governments. Changes are due by November 16, 2018;
- December/January – Draft project listing provided to MPO committees for discussion;
- January – Surface Transportation Program (STP) Funding Subcommittee meets to identify priority projects from the assembled listing;
- February – MPO committees take action to approve the project listing and priority projects;
- March/April – GDMP publishes the Policy Book; and,
- May – GDMP Trip to Washington D.C. – May 2019.

Staff requests that member governments submit their projects and policies by November 16, 2018.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075



October 2018  
Item No. 15

**ISSUE: *Mobilizing Tomorrow* Update**

REPORT: Report on the update to *Mobilizing Tomorrow*, the MPO's Long-Range Transportation Plan.

**BACKGROUND:**

The MPO continues to work on developing the *Mobilizing Tomorrow*, the 2050 long-range transportation plan. On October 5, 2018, the MPO staff began soliciting projects to include in the plan. The deadline to submit project requests is December 7, 2018.

MPO staff will provide additional details at the October meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.

October 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](mailto:golson@dmampo.org)  
(515) 334-0075