NOTICE OF MEETING
Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
–
11:30 a.m., Wednesday, November 7, 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 October 10, 2018, meeting minutes.
4. CONSENT and VOTE: Contracts and Expenses .................................................................................. Page 5
5. REPORT and VOTE: FFY 2019-2022 TIP Amendment Request .......................................................... Page 7
   • Report regarding the City of Ankeny’s request to amend the Federal Fiscal Year 2019-2022
     Transportation Improvement Program; consider approval.
6. REPORT and VOTE: Calendar Year 2019 Meeting Dates....................................................................... Page 8
   • Report regarding the proposed meeting dates in Calendar Year 2019 for the MPO’s Executive
     Committee; consider approval.
7. REPORT and VOTE: Performance Measures Target Setting .................................................................... Page 10
   • Report and discussion regarding the Iowa DOT performance targets for pavement, bridge, system
     performance, and freight measures; consider approval.
8. REPORT: Quarterly Budget Report ....................................................................................................... Page 11
   • Update on expenditures through the end of the 1st Quarter of FY 2019.
9. REPORT: MPO Performance Survey Results ....................................................................................... Page 12
   • Overview of the FY 2019 MPO Performance Survey results.
10. REPORT: Water Trail Update ............................................................................................................... Page 13
    • Report and discussion regarding progress of implementation of water trails, including a process getting
      underway to develop a regional water trails signage plan.
11. REPORT: Des Moines Transload Facility Update ................................................................................ Page 14
    • Update on the Des Moines Transload Facility RFP process and timeline.
12. REPORT: Upcoming Events ................................................................................................................. Page 15
13. VOTE: Approval of the MPO Agenda
14. Other Non-Action Items of Interest to the Committee
15. Next Meeting Date – December 12, 2018, at 11:30 a.m.
16. 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.
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the October 10, 2018, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the October 10, 2018, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the October 10, 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, October 10, 2018
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on October 10, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on October 5, 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
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
Bob Andeweg | City of Urbandale

Executive Members Absent:
Stephanie Riva | City of Norwalk
Chris Coleman | City of Des Moines

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

1. Call to Order
MPO Chair Steve Gaer called the October 10, 2018, meeting to order at 11:32 a.m. A quorum was present.

2. Approval of Agenda
MOTION: A motion was made to approve the October 10, 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 September 2018 Executive Committee meeting minutes.
MOTION CARRIED

4. Contracts and Expenses
Executive Director presented. Recommend approval of payment to the invoices from Capital Crossroads for the speaker series and Walsh Door & Security for installation of automatic door openers for the MPO office.
MOTION: A motion was made to approve payment of the invoice from Capital Crossroads and Walsh Door & Security.
MOTION CARRIED
[ Tom Armstrong arrives 11:36 a.m.]

5. MPO Performance Survey Results.
This item was tabled until the next meeting.

6. Executive Director Review.
Co-chair of the Executive Director Review Committee Sara Kurovski presented. Recommend approval of the Executive Director Review Committee’s recommended compensation rate adjustment of 4%.
MOTION: A motion was made to approve the recommended compensation rate adjustment of 4%.
MOTION CARRIED

7. MPO Bylaws Amendment Second Reading
Executive Director and Attorney Scott Brennan presented. Discussion ensued. Recommend approval of second reading of the MPO’s Bylaw amendments.
MOTION: A motion was made to approve the second reading of the MPO Bylaw amendments.
MOTION CARRIED

8. Water Trails Update
Staff presented. Recommend approval of the MPO holding and overseeing contract for Water Trails Business Plan, and to fill potential cashflow gap not to exceed $25,000 until private funds become available to reimburse the MPO in January.
MOTION: A motion was made to approve the MPO filling the potential cashflow gap as described and for the MPO holding and overseeing the contract for the Water Trails Business Plan with the understanding that a clarification of responsibilities of MPO and potential time commitment be provided.
MOTION CARRIED

Staff presented. Recommend approval of the revisions to the FFY 2019-2022 made by the City of Grimes.
MOTION: A motion was made to approve the requested revisions to the FFY 2019-2022.
MOTION CARRIED

10. Title VI Documents
Staff presented. Recommend approval of the MPO’s updated Title VI documents.
MOTION: A motion was made to approve the updated Title VI documents.
MOTION CARRIED

11. Planning Area Boundary Update
Staff presented. Report and discussion only.

12. Surface Transportation Block Grant (STBG) Program Schedule
Staff presented. Report and discussion only.

13. STBG Set-Aside Program Schedule
Staff presented. Report and discussion only.

14. Federal Legislative Agenda for Annual D.C. Trip
Staff presented. Report and discussion only.

15. Mobilizing Tomorrow Update
Staff presented. Report and discussion only.

16. Upcoming Events
Staff presented. Information only.

17. Approval of the MPO Agenda
MOTION: A motion was made to approve the MPO Agenda.
MOTION CARRIED

18. Other Non-Action Items
Executive Director announced that he would be out of the office for medical issues in November.

19. Next Meeting Date
December 12, 2018 at 11:30 a.m.

20. Adjournment
Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:27 p.m.
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:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-00
### Contracts for Approval - Expenses
**November-18**

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>NOTES/INFORMATION</th>
<th>AMOUNT REQUESTED</th>
<th>AMOUNT BUDGETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polk County Emergency Management</td>
<td>Hazard Mitigation Plan - Phase 2 Contract</td>
<td>The Polk County Emergency Management Agency may contract with the MPO to provide planning services in order to complete a partial update of the existing Hazard Mitigation Plan.</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Polk Soil &amp; Water Conservation District</td>
<td>Assist PSWCD with watershed coordination per MOU</td>
<td>Continue partnership established under MOU in 2017.</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

### Expenses for Approval
**November-18**

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>NOTES/INFORMATION</th>
<th>AMOUNT REQUESTED</th>
<th>AMOUNT BUDGETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rival Solutions</td>
<td>Annual software subscription for the data bike</td>
<td>This cost was included in the Computers/Software line item of the MPO budget.</td>
<td>$9,125</td>
<td>$51,000</td>
</tr>
<tr>
<td>Merrick</td>
<td>Downtown Water Trails Engineering Study</td>
<td>This study is being funded by other local funds. No Federal dollars or MPO local assessment dollars are being spent on this study.</td>
<td>$10,782.36</td>
<td>$377,752</td>
</tr>
</tbody>
</table>
ISSUE: **Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Request**

REPORT and VOTE: Consider approval of the City of Ankeny’s request to amend the *Federal Fiscal Year 2019-2022 Transportation Improvement Program*

BACKGROUND:

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

- **Sponsor:** City of Ankeny
- **Project:** NE 54th Street
- **Federal Swap Aid Amount:** $400,000
- **Total Cost:** $1,925,000
- **Type of Funding:** SWAP-STBG
- **TIP Projects Modifications:** None
- **Change:** Update project description to, “In the City of Ankeny, NE 54th Street over Branch of Fourmile Cr, approx. 400 feet west of NE Briarwood Dr” and add $1,000,000 in SWAP-HBP funding.

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 November 9, 2018, Policy Committee meeting.

RECOMMENDATION:

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

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org; (515) 334-0075.
ISSUE: Calendar Year 2019 Meeting Dates

REPORT and VOTE: Report on the proposed meeting dates in Calendar Year 2019 for the MPO’s Executive Committee; consider approval.

BACKGROUND:

The MPO staff annually issues a proposed MPO meeting schedule for the upcoming calendar year. The MPO is required to issue its upcoming meeting dates to comply with the State of Iowa’s Open Meetings Law. MPO staff asks for feedback on any known conflicts with the proposed schedule.

Included, immediately following, is the proposed Calendar Year 2019 MPO meeting schedule.

RECOMMENDATIONS:

Approve the meeting dates for Calendar Year 2019.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org; (515) 334-0075.
# MPO COMMITTEE 2019 MEETING DATES

<table>
<thead>
<tr>
<th>TTC COMMITTEE</th>
<th>EXECUTIVE COMMITTEE</th>
<th>POLICY COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 3</td>
<td>Wednesday, January 9</td>
<td>Thursday, January 17</td>
</tr>
<tr>
<td>Thursday, February 7</td>
<td>Wednesday, February 13</td>
<td>Thursday, February 21</td>
</tr>
<tr>
<td>Thursday, March 7</td>
<td>Wednesday, March 13</td>
<td><strong>No Meeting</strong></td>
</tr>
<tr>
<td>Thursday, April 4</td>
<td>Wednesday, April 10</td>
<td>Thursday, April 18</td>
</tr>
<tr>
<td>Thursday, May 2</td>
<td>*Wednesday, May 15</td>
<td>Thursday, May 23</td>
</tr>
<tr>
<td>Thursday, June 6</td>
<td>Wednesday, June 12</td>
<td>Thursday, June 20</td>
</tr>
<tr>
<td>*Thursday, July 11</td>
<td>*Wednesday, July 17</td>
<td><strong>No Meeting</strong></td>
</tr>
<tr>
<td>Thursday, August 1</td>
<td>Wednesday, August 7</td>
<td>Thursday, August 15</td>
</tr>
<tr>
<td>Thursday, September 5</td>
<td>Wednesday, September 11</td>
<td>Thursday, September 19</td>
</tr>
<tr>
<td>Thursday, October 3</td>
<td>Wednesday, October 9</td>
<td>Thursday, October 17</td>
</tr>
<tr>
<td>Thursday, November 7</td>
<td>Wednesday, November 13</td>
<td>Thursday, November 21</td>
</tr>
<tr>
<td>Thursday, December 5</td>
<td>Wednesday, December 11</td>
<td><strong>No Meeting</strong></td>
</tr>
</tbody>
</table>

*Meeting date change- different from normal schedule

**MPO Executive and Policy Committee approved the elimination of Policy meetings in March, July and December
ISSUE: Performance Measures Target Setting

REPORT and VOTE: Consider approval of performance targets for pavement, bridge, system performance, and freight measures.

BACKGROUND:

The Iowa Department of Transportation (DOT) has set its targets for pavement, bridge, system performance, and freight measures. The Iowa DOT targets for the 2018-2021 performance period are outlined in the table below:

<table>
<thead>
<tr>
<th>Performance measure</th>
<th>2-year target</th>
<th>4-year target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of pavements of the Interstate System in Good condition*</td>
<td>N/A</td>
<td>49.4%</td>
</tr>
<tr>
<td>Percentage of pavements of the Interstate System in Poor condition*</td>
<td>N/A</td>
<td>2.7%</td>
</tr>
<tr>
<td>Percentage of pavements of the non-Interstate NHS in Good condition</td>
<td>48.8%</td>
<td>46.9%</td>
</tr>
<tr>
<td>Percentage of pavements of the non-Interstate NHS in Poor condition</td>
<td>13.2%</td>
<td>14.5%</td>
</tr>
<tr>
<td>Percentage of NHS bridges classified as in Good condition</td>
<td>45.7%</td>
<td>44.6%</td>
</tr>
<tr>
<td>Percentage of NHS bridges classified as in Poor condition</td>
<td>3.7%</td>
<td>3.2%</td>
</tr>
<tr>
<td>Percent of the person-miles traveled on the Interstate that are reliable</td>
<td>99.5%</td>
<td>99.5%</td>
</tr>
<tr>
<td>Percent of the person-miles traveled on the non-Interstate NHS that are reliable*</td>
<td>N/A</td>
<td>95.0%</td>
</tr>
<tr>
<td>Truck Travel Time Reliability (TTTR) Index</td>
<td>1.14</td>
<td>1.14</td>
</tr>
</tbody>
</table>

The methodology that the Iowa DOT used to develop are available on the MPO website and can be accessed using the link below:

The MPO is required to act on these performance measures by November 16, 2018. The MPO has the option to accept the Iowa DOT’s targets or to develop its own.

A report outlining the proposed methodology for PM2 targets is available on the MPO website (click to access).

RECOMMENDATION:

Approve the PM2 (pavement and bridge) targets outlined in the above report and accept the Iowa DOT’s targets for PM3 (reliability).

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org; (515) 334-0075.
ISSUE: Quarterly Budget Report

REPORT: Update on the MPO budget through the end of the 1st Quarter of FY 2019.

BACKGROUND:

The MPO staff has developed a budget report for the 1st Quarter of Fiscal Year 2019. The report compares expenditures to date as compared to budgeted amounts as well as the status of the MPO’s federal planning funds. MPO staff will provide this report at the November 7, 2018, meeting.

The 1st Quarter Budget Report is available on the MPO website (click to access).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: MPO Performance Survey Results

REPORT: 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 FY 2016 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
(515) 334-0075
ISSUE: Water Trails Update

REPORT: Report and discussion regarding progress of implementation of water trails, including a process getting underway to develop a regional water trails signage plan.

BACKGROUND:

A coalition of community organizations has come together to implement the Greater Des Moines Water Trails and Greenways Plan, as the process has transitioned from the Water Trails Engineering Study into the Funding Feasibility Study, a Water Trails Business Plan, and in the not too distant future, Preliminary Design. One of the key elements of the implementation will be a Water Trails Signage Plan.

Staff will provide updates on the current and future implementation activities. John Wenck of the Iowa Department of Natural Resources will join the presentation to discuss the process of developing a Water Trails Signage Plan.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075
ISSUE: Des Moines Transload Facility Update

REPORT: Update on the Des Moines Transload Facility RFP process and timeline.

BACKGROUND:

The MPO issued Request for Proposals (RFP) seeking an operator to develop a rail transload facility in Des Moines with a respondent that has knowledge of, and prior successful experience with, developing and operating rail transload facilities. The deadline for submitting proposals was set for November 6, 2018. Staff will update the Executive Committee on the submitted proposals and the review process timeline at the November 7, 2018, meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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