

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Policy Committee

–

4:00 p.m., Thursday, November 8, 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 October 18, 2018, meeting minutes.
4. CONSENT and VOTE: Approval of the Financial Statements Page 2
5. CONSENT and VOTE: Contracts and Expenses Page 2
6. PUBLIC COMMENT on MPO Actions Page 2
7. REPORT and VOTE: FFY 2019-2022 TIP Amendment Request Page 2
 - Report regarding the City of Ankeny’s request to amend the *Federal Fiscal Year 2019-2022 Transportation Improvement Program*; consider approval.
8. REPORT and VOTE: Calendar Year 2019 Meeting Dates Page 12
 - Report regarding the proposed meeting dates in Calendar Year 2019 for the MPO’s Executive Committee; consider approval.
9. REPORT and VOTE: Performance Measures Target Setting Page 12
 - Report and discussion regarding the Iowa DOT performance targets for pavement, bridge, system performance, and freight measures; consider approval.
10. REPORT: Quarterly Budget Report Page 12
 - Update on expenditures through the end of the 1st Quarter of FY 2019.
11. REPORT: MPO Performance Survey Results Page 12
 - Overview of the FY 2019 MPO Performance Survey results.
12. REPORT: Water Trail Update Page 12
 - Report and discussion regarding progress of implementation of water trails, including a process getting underway to develop a regional water trails signage plan.
13. REPORT: Des Moines Transload Facility Update Page 12
 - Update on the Des Moines Transload Facility RFP process and timeline.
14. REPORT: Upcoming Events Page 17
15. Other Non-Action Items of Interest to the Committee
16. Next Meeting Date – January 17, 2019, at 4:00 p.m.
17. 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.

November 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the October 18, 2018, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the October 18, 2018, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the October 18, 2018, MPO Executive Committee meeting.

STAFF CONTACT:

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

November 2018
Item No. 4

ISSUE: Approval of Financial Statements

VOTE: Consider approval of the October 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

November 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:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-00

**Contracts for Approval - Expenses
November-18**

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED	AMOUNT BUDGETED
Polk County Emergency Management	Hazard Mitigation Plan - Phase 2 Contract	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.	\$30,000	\$30,000

November 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.

November 2018
Item No. 7

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.

November 2018
Item No. 8

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.

November 2018
Item No. 9

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:

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

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.

November 2018
Item No. 10

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 8, 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

November 2018
Item No. 11

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

November 2018
Item No. 12

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

November 2018
Item No. 13

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 8, 2018, meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

November 2018
Item No. 14

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