

**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**

9. **Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Request**

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.