NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

11:30 a.m., Wednesday, December 12, 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 November 7, 2018, meeting minutes.
4. CONSENT and VOTE: Approval of the Financial Statements ......................... Page 5
5. CONSENT and VOTE: Contracts and Expenses ............................................. Page 6
6. REPORT: MPO 28E Agreement and Bylaws Amendments ............................... Page 8
   • Report on the status of MPO member governments’ approval of the 28E agreement and discussion regarding the implementation of changes.
7. REPORT: Federal Fiscal Year 2023 Surface Transportation Block Grant Program Applications ........ Page 9
   • Report on the applications submitted for Federal Fiscal Year 2023 Surface Transportation Block Grant (STBG) Program funding.
8. REPORT: Priority Project List for Annual D.C. Trip ........................................ Page 10
   • Report the priority projects and policies submitted for the Greater Des Moines Partnership’s annual trip to Washington D.C.
9. REPORT: Mobilizing Tomorrow Update ......................................................... Page 11
   • Report on the update to Mobilizing Tomorrow, the MPO Long-Range Transportation Plan.
10. REPORT: Des Moines Transload Facility Update ........................................... Page 12
    • Update on the Des Moines Transload Facility RFP process and timeline.
11. REPORT: Water Trails Update ........................................................................ Page 13
    • Report and discussion regarding findings from the Economic Impact Study and Business plan.
12. REPORT: Upcoming Events .......................................................................... Page 14
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date – January 9, 2019, at 11:30 a.m.
15. 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 November 7, 2018, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the November 7, 2018, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the November 7, 2018, MPO Executive Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075
The MPO Executive Committee held a meeting at 11:30 a.m. on November 7, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on November 1, 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.**

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**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
Stephanie Riva | City of Norwalk
Andy Loonan | IDOT

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**Executive Members Absent:**

Chris Coleman | City of Des Moines

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**Others**

Clifford Leonard

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**Staff Present:**

Jonathan Wilson | MPO General Counsel
Dylan Mullenix | Assistant Director
Zach Young | Principal Planner
Andrew Collings | Senior Planner
Tracey Deckard | Office Manager

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**Non-Voting:**

Kyle Mertz | City of Altoona
Sara Kurvoski | City of Pleasant Hill
Bob Andeweg | City of Urbandale

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1. **Call to Order**

   MPO Chair Steve Gaer called the November 7, 2018, meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**

   **MOTION:** A motion was made to approve the November 7, 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 October 2018 Executive Committee meeting minutes.

   **MOTION CARRIED**

4. **Contracts and Expenses**

   Assistant Director presented. Recommend approval of payment to the invoices from Rival Solutions and Merrick. Also recommend approval of contracts from Polk County Emergency Management for the Hazard Mitigation Phase 2 contract as well as Polk Soil & Water Conservation Board to continue to provide assistance with watershed coordination per MOU.

   **MOTION:** A motion was made to approve payment of the invoices from Rival Solutions and Merrick as well as to approve the contracts with Polk County Emergency Management and Polk Soil & Water Conservation Board.

   **MOTION CARRIED**

5. **FFY 2019-2022 Transportation Improvement Program Amendment Request**

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

6. Calendar Year 2019 Meeting Dates.
Assistant Director presented. Recommend approval of the meeting dates for Calendar Year 2019.

MOTION: A motion was made to approve the CY 2019 meeting dates.
MOTION CARRIED
[Angela Connolly arrives 11:35 a.m.]

7. Performance Measures Target Setting
Staff presented. Discussion ensued. Recommend approval of the PM2 targets outlined and accept the Iowa DOT’s targets for PM3 Reliability.

MOTION: A motion was made to approve the PM2 and PM3 targets.
MOTION CARRIED

8. Quarterly Budget Report
Assistant Director presented. Report only.

9. MPO Performance Survey Results.
Staff presented. Report only.

10. Water Trails Update
Staff presented. Report only.

11. Des Moines Transload Facility Update
Staff presented. Report only.

12. Upcoming Events
Staff presented. Information only.

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

14. Other Non-Action Items
The Chair congratulated Angela Connolly on being re-elected. The Assistant Director reported that out of 8 communities that had voted on the changes to the MPO 28E 7 had approved the plan.

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

16. Adjournment
Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:13 p.m.
ISSUE: Approval of Financial Statements

VOTE: Consider approval of the November 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
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 - Contracts
**December-18**

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>NOTES/INFORMATION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDR</td>
<td>Modeling</td>
<td>Contract for on-call modeling services</td>
<td>$13,170</td>
</tr>
<tr>
<td>Melcher-Dallas</td>
<td>Community Development Block Grant</td>
<td>Administration of a $500,000 CBGD Grant</td>
<td>$15,000</td>
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</tbody>
</table>
 ISSUE: MPO 28E Agreement and Bylaws Amendments

REPORT: Updated on MPO member governments’ approval of the 28E agreement and discussion regarding the implementation of changes.

BACKGROUND:

At its September 2018 MPO meeting, the MPO approved the seventh amendment to the 28E Agreement. Per the agreement’s amendment procedures, amendments must be approved by resolution of the governing bodies of 75 percent of the member governments. The MPO also approved amendments to its Bylaws at two consecutive meetings – September and October – per its amendment procedures.

As of this agenda packet’s mailing, the 28E agreement has been voted on by 18 of the MPO’s 20 voting member governments, with the last two communities scheduled to vote on December 10th. Of those that have voted, 16, or 80 percent of the MPO’s member governments, have voted in favor of the amendment.

At the December 12th meeting, MPO staff will discuss with the Executive Committee next steps for implementing the approved changes, particularly as they relate to committee structure.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org; (515) 334-0075.
ISSUE: Federal Fiscal Year 2023 Surface Transportation Block Grant Program Applications

REPORT: Update regarding applications submitted for FFY 2023 Surface Transportation Block Grant Program.

BACKGROUND:

The deadline for submission of Federal Fiscal Year (FFY) 2023 Surface Transportation Block Grant (STBG) Program applications was December 7, 2018. The MPO staff will update the Executive Committee regarding the submitted project applications at the December 12, 2018, meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Priority Project List for Annual D.C. Trip

REPORT: Report on the priority projects and policies submitted 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. Staff requested that updates to the projects and policies to include be submitted by December 7, 2018.

Key dates in the process are as follows:

- January – Draft project listing provided to MPO committees for discussion;
- February – Surface Transportation Program (STP) Funding Subcommittee meets to identify priority projects from the assembled listing;
- March – MPO committees take action to approve the project listing and priority projects;
- March/April – GDMP publishes the Policy Book; and,

Staff will provide a list of the submitted projects at the December 12, 2018, meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@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 has scheduled interviews with potential operators and will update the committee at the December 12, 2018, meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Water Trails Update

REPORT: Report and discussion regarding findings from the Greater Des Moines Economic Impact Study and Water Trails Business 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, Economic Impact Study, a Water Trails Business Plan, and in the not too distant future, Preliminary Design.

Staff will provide updated results from the Economic Impact Study and Water Trails Business Plan.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@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