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 December 12, 2018, MPO Executive Committee meeting minutes.

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the December 12, 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, December 11, 2018
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on December 11, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on December 6, 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)
- Tom Armstrong | City of Grimes
- Gary Lorenz | City of Ankeny
- Ted Weaver | City of Clive
- Stephanie Riva | City of Norwalk
- Andy Loonan | IDOT

**Non-Voting:**
- Sara Kurvoski | City of Pleasant Hill
- Bob Andeweg | City of Urbandale

**Executive Members Absent:**
- Chris Coleman | City of Des Moines
- Angela Connolly | Polk County
- Kyle Mertz | City of Altoona
- Joe Gatto | City of Des Moines

**Others**
- Clifford Leonard

**Staff Present:**
- Jonathan Wilson | MPO General Counsel
- Todd Ashby | Executive Director
- Dylan Mullenix | Assistant Director
- Zach Young | Principal Planner
- Andrew Collings | Senior Planner
- Tracey Deckard | Office Manager
- Mike Armstrong | Senior Planner
- Allison Riley | Associate Planner
- Gunnar Olson | Communications
- Manager Grace Yi | Intern

1. **Call to Order**
MPO Chair Steve Gaer called the December 11, 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 December 11, 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 November 2018 Executive Committee meeting minutes.
MOTION CARRIED

4. **Approval of Financial Statements**
MOTION: A motion was made to approve the November Financial Statements.
MOTION CARRIED

5. **Contracts and Expenses**
Assistant Director presented. Recommend approval of payment to the invoice from HDR for modeling services. Also recommend approval of contract from Melcher-Dallas for administration of a $500,000 Community Development Block Grant.
MOTION: A motion was made to approve payment of the invoice from HDR as well as to approve the contract with Melcher-Dallas.
MOTION CARRIED
6. **MPO 28E Agreement and Bylaws Amendments**  
   Staff presented. Report and discussion only.

7. **FFY 2023 Surface Transportation Block Grant Program Applications**  
   Staff presented. Report and discussion only.

8. **Priority Project List for Annual D.C. Trip**  
   Staff presented. Report and discussion only.

9. **Mobilizing Tomorrow Update**  
   Staff presented. Report and discussion only.

10. **Des Moines Transload Facility Update**  
    Staff presented. Report and discussion only.

11. **Water Trails Update**  
    Staff presented. Report and discussion only.

12. **Upcoming Events**  
    None.

13. **Other Non-Action Items**  
    Executive Director thanked the MPO Staff for all their assistance while he was out of the office; he also announced that Mike Armstrong would be leaving the MPO to take a position with the Bike Collective.

14. **Next Meeting Date**  
    January 9, 2019 at 11:30 a.m.

15. **Adjournment**  
    Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:02 p.m.
ISSUE: Fiscal Year 2020 Unified Planning Work Program and Budget Development

REPORT: Discussion of the process to develop the next work program and budget.

BACKGROUND:

MPO staff is beginning to develop the Fiscal Year 2020 Unified Planning Work Program (FY 2020 UPWP) and budget, which will document all planning activities the MPO will perform from July 1, 2019, through June 30, 2020. The Iowa Department of Transportation (DOT) requires the UPWP to describe the MPO’s proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the MPO to submit a draft UPWP by April 1, 2019, and a final UPWP by June 1, 2019.

The MPO staff asks for input from member governments and participating agencies on planning tasks for FY 2020 throughout the development of the UPWP. In particular, MPO staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

REPORT: Discussion regarding applications and scores for FFY 2023 Surface Transportation Block Grant Program (STBG).

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 received 20 STBG applications, including nine (9) roadway projects, three (3) Maintenance/System Optimization, three (3) bridge projects, one (1) transit project, one (1) planning study, and three (3) bicycle/pedestrian projects.

The list of submitted STBG projects is available on the MPO website (click to access).

MPO staff is working to develop scores and will provided the project scores in early January 2019. The MPO staff will collect public input on the projects through January 31, 2019. The Funding Subcommittee will meet in February to hear presentations from sponsors with eligible projects. This workshop provides project sponsors with the opportunity to discuss their projects and to answer specific questions from the Funding Subcommittee. The Funding Subcommittee will meet later in February to develop a funding recommendation for consideration by the MPO Executive Committee and the MPO Policy Committee. These dates are in the process of being scheduled.

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,

The complete list of priority projects is available on the MPO website (click to access).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Environmental Justice Report

REPORT: Report summarizing the location of Environmental Justice (EJ) in the MPO planning area.

BACKGROUND:

The MPO works to ensure the fair treatment and meaningful involvement of all residents in the region. To ensure fair treatment, the MPO identifies Environmental Justice (EJ) areas or areas with large populations of traditionally underserved individuals.

The Draft Environmental Justice Report is available on the MPO website (click to access).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Allison van Pelt, avanpelt@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