NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

–
11:30 a.m., Wednesday, February 13, 2019
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 January 9, 2019, meeting minutes.
4. CONSENT and VOTE: Contract and Expenses .................................................. Page 5
5. REPORT and VOTE: Election of 2019 Officers .................................................. Page 7
   • Receive the Calendar Year 2019 Nominating Committee’s recommendation for the Executive Committee officer positions; consider approval.
6. REPORT and VOTE: Lobbyist Registration .......................................................... Page 8
   • Report regarding official lobbyists to represent the MPO; consider approval.
7. REPORT and VOTE: Banking Services Request for Proposals ............................. Page 9
   • Report on the draft Request for Proposals for banking services; consider approval.
8. REPORT and VOTE: Safety Targets .................................................................... Page 10
   • Report on the 2015-2019 safety targets for the Des Moines Area Planning Area; consider approval.
9. REPORT and VOTE: DART and MPO Memorandum of Understanding ............... Page 11
   • Review an updated Memorandum of Understanding for transit planning activities to be carried out by the MPO and DART; consider approval.
10. REPORT and VOTE: Legislative Update .............................................................. Page 12
    • Report regarding transportation-related bills introduced in the Iowa Legislature; consider approval.
    • Update on expenditures through the end of the 2nd Quarter of FY 2019.
12. REPORT: Fiscal Year 2020 Unified Planning Work Program and Budget .............. Page 14
    • Report on the process for developing the Fiscal Year 2020 work program and budget.
13. REPORT: Federal Fiscal Year 2020-2023 Transportation Improvement Program Development .......................................................... Page 15
    • Report on the process to develop the Federal Fiscal Years 2020-2023 Transportation Improvement Program.
14. REPORT: Upcoming Events ............................................................................. Page 16
15. VOTE: Approval of MPO Agenda
16. Other Non-Action Items of Interest to the Committee
17. Next Meeting Date – March 13, 2019, at 11:30 a.m.
18. 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 January 9, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the January 9, 2019, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the January 9, 2019, 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 January 9, 2019, 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:**
- Joe Gatto | City of Des Moines
- Tom Armstrong | City of Grimes
- Gary Lorenz | City of Ankeny
- Ted Weaver | City of Clive
- Stephanie Riva | City of Norwalk
- Matt McCoy | Polk County
- Andy Loonan | IDOT
- Sara Kurvoski | City of Pleasant Hill
- Bob Andeweg | City of Urbandale
- Chris Coleman | City of Des Moines

**Executive Members Absent:**
- Steven Gaer | City of West Des Moines
- Kyle Mertz | City of Altoona

**Others**
- Clifford Leonard

**Staff Present:**
- Jonathan Wilson | MPO General Counsel
- 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

1. **Call to Order**
   MPO Vice Chair Joe Gatto called the January 9, 2019, meeting to order at 11:33 a.m. A quorum was present.

2. **Approval of Agenda**
   **MOTION:** A motion was made to approve the January 9, 2019, 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 December 12, 2018 Executive Committee meeting minutes.
   **MOTION CARRIED**

4. **Contracts and Expenses**
   Executive Director presented. Recommend approval of payment to the invoice from ESRI for annual software subscription.
   **MOTION:** A motion was made to approve payment of the invoice from ESRI.
   **MOTION CARRIED**

5. **Des Moines Transload Facility Operator**
   Staff presented. Recommend approval of the Transload Operator Review Committee’s recommendation for preferred operator.
   **MOTION:** A motion was made to approve the Transload Facility Operator.
   **MOTION CARRIED**
6. **Fiscal Year 2020 Unified Planning Work Program and Budget Development**
   Staff presented. Report and discussion only.

7. **Federal Fiscal Year 2023 Surface Transportation Block Grant Program Application Summary**
   Staff presented. Report and discussion only.

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

9. **Environmental Justice Report**
   Staff presented. Report and discussion only.

10. **Upcoming Events**
    None.

11. **Other Non-Action Items**
    Executive Director advised that the MPO hired a new planner to replace Mike Armstrong; Sara Kurovski discussed the IDOT online service.

12. **Next Meeting Date**
    February 13, 2019 at 11:30 a.m.

13. **Adjournment**
    Hearing no objection to the contrary, Vice Chair Joe Gatto adjourned the meeting at 12:07 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:

Todd Ashby, tashby@dmampo.org
(515) 334-00
Expenses for Approval
February - 19

<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>Greater Des Moines Partnership</td>
<td>Financial support for Capital Crossroads</td>
<td>Partnership between GDMP, United Way, The Community Foundation and Polk County. DMAMPO financial support was provided in FY 2015 and 2016 with funds remaining from the HUD Sustainable Communities Grant. Funding for FY 2019 would come from TMA Funds – See page 40 of FY 2019 UPWP.</td>
<td>$30,000</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
ISSUE: Calendar Year 2019 Election of Officers

REPORT: Consider approval of the Nominating Committee’s recommendations for 2019 Executive Committee officers.

BACKGROUND:

The MPO Chair annually appoints a nominating committee to recommend a slate of candidates to serve on the Executive Committee. Chair Steve Gaer appointed the following to serve on the committee:

- Kyle Mertz, City of Altoona
- Chris Coleman, City of Des Moines
- Tom Hadden, City of West Des Moines

The Nominating Committee recommended the following slate of candidates:

- Steve Gaer, City of West Des Moines – Chair
- Joe Gatto, City of Des Moines – Vice Chair
- Gary Lorenz, City of Ankeny – Secretary/Treasurer

A representative from the Nominating Committee will attended the February 13, 2019, Executive Committee meeting to report on the Nominating Committee’s recommendation.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: Lobbyists to Represent the MPO

REPORT and OPTIONAL VOTE: Consider approval of official lobbyists for the MPO.

BACKGROUND:

State law requires that government officials representing an agency must be registered to represent the official position of their agency when addressing members of the General Assembly, Executive Branch agencies, and the Governor’s Office.

Staff proposed that the following individuals register as lobbyists for the MPO:

- Steve Gaer, Chair;
- Todd Ashby, Executive Director;
- Dylan Mullenix, Assistant Director; and,
- MPO General Counsel.

RECOMMENDATION:

Recommend approval of Steve Gaer, Todd Ashby, Dylan Mullenix, and General Counsel as lobbyists for the MPO.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: Banking Services Request for Proposals

REPORT and VOTE: Consider draft Request for Proposals for banking services.

BACKGROUND:

Staff has developed a draft Request for Proposals (RFP) regarding backing services. The MPO currently does business with U.S. Bank. However, staff believes that there are better options available and would like to use the RFP process to explore potential alternatives.

The draft RFP for Banking Services is provided as a supplemental item.

If approved, staff will issue the RFP to a list of banks. Staff will review the submitted proposals with the Budget and Finance Subcommittee and develop a recommendation to present to the Executive Committee.

RECOMMENDATION:

 Approve staff to issues the RFP for banking services.

STAFF CONTACT:

 Todd Ashby, tashby@dmampo.org
 (515) 334-0075
ISSUE: Safety Targets

REPORT and VOTE: Consider approval of the 2015-2019 safety performance targets.

BACKGROUND:

In April 2016, the Federal Highway Administration (FHWA) released the final rulemaking for safety performance measures for the Highway Safety Improvement Program (HSIP). Included in the rulemaking are definitions of key terms, the applicability of the rule, and guidance on how to establish performance targets, determine if progress is achieved, and reporting targets for the HSIP. The rulemaking established two options for MPO targets: 1) support the Statewide targets or 2) establish targets for the planning area.

In August 2018, the Iowa DOT set safety performance targets for the 2015-2019 time-period. These targets take into consideration crashes throughout the entire state and are reported in the HSIP. The Des Moines Area MPO had 180 days to make a determination to support or set its own targets. Direction was given to staff during the 2017 reporting period to establish targets for the planning area. This new report provides updated information and targets which must be adopted prior to February 27, 2019.

Staff recommends the following targets for the Des Moines Area Planning Area for the 2015-2019 time-period. A full report documenting the safety target setting process is available on the MPO website (click to access).

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Five Year Rolling Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Fatalities</td>
<td>26.0</td>
</tr>
<tr>
<td>Fatality Rate*</td>
<td>0.56</td>
</tr>
<tr>
<td>Number of Serious Injuries</td>
<td>185.0</td>
</tr>
<tr>
<td>Serious Injury Rate*</td>
<td>3.97</td>
</tr>
<tr>
<td>Non-Motorized Fatalities and Serious Injuries</td>
<td>23.8</td>
</tr>
</tbody>
</table>

*Rates are per 100 million vehicle miles traveled (VMT)

RECOMMENDATION:

Recommend approval of the 2015-2019 safety performance targets.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075
ISSUE: DART and MPO Memorandum of Understanding

REPORT and VOTE: Consider approval of an update to the memorandum of understanding between the MPO and DART regarding transit planning activities.

BACKGROUND:

The MPO and DART maintain a memorandum of understanding (MOU) regarding transit planning activities in the region. The most recent version of the MOU was signed in November 2017. An update to this MOU was recommended by the Iowa Department of Transportation to clarify responsibilities related to new performance measure requirements and other changes to federal transportation planning requirements instituted with the passage of the latest federal transportation authorization bill, the FAST Act.

A draft of the updated agreement is included on the MPO website (click to access).

RECOMMENDATIONS:

Recommend that the MPO approve the updated MPO-DART MOU.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075.
ISSUE: Legislative Update – House File 41

REPORT and VOTE: Consider action regarding transportation-related bills in the Iowa Legislature.

BACKGROUND:

Legislation has been introduced in recent weeks that would prohibit the Iowa Department of Transportation (DOT) from proposing or constructing certain types of transportation projects. Both bills would amend Iowa Code Chapter 306 which relates to the establishment, alteration, or vacation of highways.

House File (HF) 41 would prevent the Iowa DOT from discussing the option of road diets with a community. It would amend Iowa Code section 306.4, subsection 4, paragraph a, as follows (addition in bold).

“Jurisdiction and control over the municipal street system shall be vested in the governing bodies of each municipality; except that the [Iowa DOT] and the municipal governing body shall exercise concurrent jurisdiction over the municipal extensions of primary roads in all municipalities. When concurrent jurisdiction is exercised, the department shall consult with the municipal governing body as to the kind and type of construction, reconstruction, repair, and maintenance and the two parties shall enter into agreements with each other as to the division of costs thereof. When the department consults with a municipal governing body as required by this paragraph, the department shall not present to the municipal governing body, or encourage the municipal governing body to adopt, a plan to alter a municipal extension having four or more lanes designated for moving traffic in such a way that the extension would have only one lane designated for traffic moving in one direction, one lane designated for traffic moving in the opposite direction, and a middle lane designated for left turns from either directions, with other portions of the extension designated for parking spaces or bicycle lanes.”

Senate Study Bill 1087, on the other hand, would prevent the Iowa DOT from constructing roundabouts by adding section 306.48, as follows:

“The [Iowa DOT] shall not design or construct a roundabout on the primary road system, including any road over which the department exercises concurrent jurisdiction pursuant to section 306.4. For the purposes of this section, "roundabout" means a circular intersection at which two or more roads meet where motor vehicles travel counterclockwise around a center island.”

Road diets and roundabouts are becoming increasingly common techniques to improve safety and traffic flow, and in the case of road diets, to provide space for other modes of transportation. MPO staff feels these bills are counter to the vision and goals of Mobilizing Tomorrow and would undermine Complete Street efforts.

RECOMMENDATION:

Register against HF 41 and SSB 1087 and contact legislators to share the MPO’s position.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Quarterly Budget Report

REPORT: Update on the MPO budget through the end of the 2nd Quarter of FY 2019.

BACKGROUND:

The MPO staff has developed a budget report for the 2nd 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 February 13, 2019, meeting.

The 2nd 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: 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 2019-2022 Transportation Improvement Program Development

REPORT: Report on the process to develop the Federal Fiscal Years 2019-2022 Transportation Improvement Program.

BACKGROUND:

The Federal Highway Administration (FHWA) requires that the MPO annually develop a four-year Transportation Improvement Program (TIP) that details the use of federal funds for transportation projects in the Metropolitan Planning Area.

The MPO staff begins work on the Federal Fiscal Years 2019-2022 Transportation Improvement Program (FFY 2019-2022 TIP) by providing each MPO member government and participating agency a listing of their current TIP projects and associated information from the Iowa Department of Transportation’s Transportation Program Management System for review and update.

The TIP Development Schedule is available on the MPO website [Click to Access].

The MPO staff requests that member governments and agencies determine if projects currently programmed for FFY 2018 will receive FHWA authorization to proceed with development before October 1, 2018. If a project does not receive FHWA authorization before October 1, 2017, then the project will need to “roll-over” to a future year in the TIP.

The MPO staff distributes status reports to member governments that currently have projects programmed in the TIP. Over the coming months, staff will contact each of these member governments to discuss the details of their respected projects.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@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