NOTICE OF MEETING
Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

11:30 a.m., Wednesday, March 13, 2019
Des Moines Area MPO Burnham Conference Room

AMENDED AGENDA

1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes ................................................................. Page 2
   • Approve the February 13, 2019, meeting minutes.
4. CONSENT and VOTE: Contracts and Expenses ............................................... Page 5
5. REPORT and VOTE: Fiscal Year 2018 Audit Draft ........................................ Page 7
   • Review of the draft Fiscal Year 2018 Audit; consider approval.
6. REPORT and VOTE: Salary and Benefits Analysis ........................................ Page 8
   • Report and discussion regarding initiating and conducting a salary and benefits analysis for MPO staff; consider approval.
7. REPORT and VOTE: Draft Fiscal Year 2020 Unified Planning Work Program and Budget .......................... Page 9
   • Review of the draft Fiscal Year 2020 Unified Planning Work Program and Budget; consider approval.
8. REPORT: Housing Trust Funds ........................................................................ Page 10
   • Report on request for assistance with newly created Housing Trust Fund in central Iowa.
9. REPORT: 2019 Polk County Multi-Jurisdictional Hazard Mitigation Plan ................ Page 11
   • Report on 2019 Polk County Multi-Jurisdictional Hazard Mitigation Plan public comment period is now open.
10. REPORT: Des Moines Transload Facility Update ........................................ Page 12
    • Report and discussion regarding the Des Moines Transload Facility.
11. REPORT: Mobilizing Tomorrow Update .................................................. Page 13
    • Report on the update to Mobilizing Tomorrow, the MPO Long-Range Transportation Plan.
12. REPORT: Upcoming Events ........................................................................ Page 14
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date – April 10, 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/titlevi/ or call 515-334-0075.
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the February 13, 2019, MPO Technical Committee meeting minutes.

BACKGROUND:

The minutes of the February 13, 2019, MPO Technical Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the February 13, 2019, MPO Technical 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, February 13, 2019  
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on February 13, 2019, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on February 8, 2019. 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  
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  
Bob Andeweg | City of Urbandale  
Chris Coleman | City of Des Moines

Executive Members Absent:  
Kyle Mertz | City of Altoona  
Sara Kurvoski | City of Pleasant Hill

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  
Gunnar Olson | Communications Manager  
Allison van Pelt | Associate Planner  
Sreyoshi Chakraborty | Senior Planner

1. Call to Order  
MPO Chair Steve Gaer called the February 13, 2019, meeting to order at 11:32 a.m. A quorum was not present.

2. Approval of Agenda  
MOTION: A motion was made to approve the February 13, 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 January 9, 2019 Executive Committee meeting minutes.  
MOTION CARRIED  
[Matt McCoy/ Gary Lorenz arrived 11:34 a.m. - quorum now present] [Chris Coleman arrived 11:36 a.m.]  
[Matt McCoy, Gary Lorenz and Chris Coleman approve prior motions made prior to their arrival]

4. Contracts and Expenses  
Executive Director presented. Capital Crossroads has requested that the MPO continue with their financial support of the program in partnership with GDMP, United Way and the Community Foundation. Capital Crossroads requested $30,000 this year and $25,000 was budgeted for this item. Discussion ensued.  
MOTION: A motion was made to approve payment to Capital Crossroads in the amount of $25,000.  
MOTION CARRIED WITH CHRIS COLEMAN VOTING NO.

5. Calendar Year 2019 Election of Officers  
Executive Director presented. Recommend approval of the 2019 Executive Committee officers.  
MOTION: A motion was made to approve the 2019 Executive Committee officers.  
MOTION CARRIED
6. **Lobbyists to Represent the MPO**
   Executive Director presented. Recommend approval of Steve Gaer, Todd Ashby, Dylan Mullenix and General Counsel register as lobbyists for the MPO. Discussion ensued. It was determined that since Steve Gaer is an elected officer he did not need to register.
   **MOTION:** A motion was made to approve registering Todd Ashby, Dylan Mullenix and General Counsel and the alternates as lobbyists for the MPO.
   **MOTION CARRIED**

7. **Banking Services Request for Services**
   Executive Director presented. Recommend approval of draft Request for Proposals for banking services.
   **MOTION:** A motion was made to approve the RFP for banking services.
   **MOTION CARRIED**

8. **Safety Targets**
   Staff presented. Recommend approval of the 2015-2019 safety performance targets. Discussion ensued. Chris Coleman was not comfortable with the wording of the study and requested that additional language be included to indicate that this report is made to meet federal guidelines and that the MPO prefers to call these Safety Projections rather than Safety Targets.
   **MOTION:** A motion was made to approve pursuant to inserting the requested language and explanations.
   **MOTION CARRIED**

9. **DART and MPO Memorandum of Understanding**
   Staff presented. Recommend that the MPO approve the updated MPO-DART MOU.
   **MOTION:** A motion was made to approve the MPO-DART MOU.
   **MOTION CARRIED**

10. **Legislative Update**
    Staff presented. Recommend that the MPO register against HF 41 and SSB 1087.
    **MOTION:** A motion was made to approve registering against HF 41 and SSB 1087.
    **MOTION CARRIED**

11. **Quarterly Budget Report**
    Staff presented. Report and discussion only.

12. **Fiscal Year 2020 Unified Planning Work Program and Budget Development**
    Staff presented. Report and discussion only.

13. **Federal Fiscal Year 2019-2022 Transportation Improvement Program Development**
    Staff presented. Report only.

14. **Upcoming Events**
    Staff presented. Report only.

15. **Approval of MPO Agenda**
    **MOTION:** A motion was made to approve the MPO Policy Agenda.
    **MOTION CARRIED**

16. **Other Non-Action Items**
    Executive Director asked the board members to return the audit letters to the auditor if they have not already done so. Andy Loonan thanked the MPO for attending the DOT meeting at the Capital.

17. **Next Meeting Date**
    March 13, 2019 at 11:30 a.m.

18. **Adjournment**
    Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:31 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
February - 19

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>NOTES/INFORMATION</th>
<th>AMOUNT REQUESTED</th>
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</thead>
<tbody>
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<td>HDR</td>
<td>Modeling</td>
<td>Contract for on-call modeling services</td>
<td>$11,303.30</td>
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</tbody>
</table>
ISSUE: Fiscal Year 2018 Audit

REPORT and VOTE: Consider approval of the draft Fiscal Year 2018 Audit.

BACKGROUND:

Shull & Company, P.C. is in the process of completing the final draft of the Fiscal Year (FY) 2018 Audit of the MPO’s Finances. The MPO Staff reviewed the initial findings of the report and found no instances of noncompliance with federal requirements.

The Draft FY 2018 Audit Report is available on the MPO website (click to access).

Hard copies of the FY 2018 Audit Report will be provided at the March 13, 2019, Executive Committee meeting.

RECOMMENDATION:

Recommend approval of the Fiscal Year 2018 Audit.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: Salary and Benefits Analysis

REPORT and Vote: Consider approval of Initiating and conducting a salary and benefits analysis of MPO staff.

BACKGROUND:

The MPO Executive Committee had requested staff to contract for a salary and benefits review/study after the development of the Executive Directors contract. Staff developed a general scope and then contacted several firms about their ability and availability to perform such a study.

With approximately nine full-time staff, DMAMPO would like to maintain a formal compensation approach, appropriate pay levels along with market competitive ranges. This will allow the organization to pay competitive amounts in order to attract, motivate and retain top talent. DMAMPO has also requested a proposal to analyze the benefit offerings for the organization. This study will assist DMAMPO leaders in determining appropriate levels of compensation and benefits while implementing a competitive compensation philosophy for the organization.

The Newport Group’s Proposal for Compensation Consulting Services is available on the MPO website (click to access).

RECOMMENDATION:

Recommend approval to initiate contract with the Newport Group and proceed with study. Contract amount not to exceed $10,000.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: Draft Fiscal Year 2020 Unified Planning Work Program and Budget

REPORT and VOTE: Consider approval of the draft Fiscal Year 2020 Unified Planning Work Program and Budget.

BACKGROUND:

MPO staff has developed the draft Fiscal Year 2020 Unified Planning Work Program (FY 2020 UPWP) and budget, which documents 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 draft Fiscal Year 2020 Unified Planning Work Program and Budget is available on the MPO website (click here to access).

RECOMMENDATION:

Approve the draft Fiscal Year 2020 Unified Planning Work Program and Budget for submission to the Iowa Department of Transportation for review and comment.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Housing Trust Fund

REPORT: Report on request for assistance with the newly created Housing Trust Fund in central Iowa.

BACKGROUND:

The counties of Boone, Jasper, Marion, and Warren have adopted resolutions authorizing the creation of a regional Housing Trust Fund to serve the four-county area. This Housing Trust Fund will seek certification from the Iowa Finance Authority (IFA) in order to apply for funding available under the statewide Housing Trust Fund program. The new Housing Trust Fund would be eligible to receive up to $328,000 to advance affordable housing in that area.

In order to award funding, the Housing Trust Fund must hire a local administrator whose responsibilities are to ensure the proper distribution of funding and that all awards meet IFA's rules and regulations. To pay for the administration a percentage of the funding would be used to pay for services. $82,000 would be available for the first two years of administration, and then $32,800 thereafter.

Members in the Housing Trust Fund area have approached MPO staff about availability of providing administration services given the connection to the area through the Central Iowa Regional Transportation Planning Alliance that the MPO already staffs.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075
ISSUE: 2019 Polk County Multi-Jurisdictional Hazard Mitigation Plan

REPORT: Report on 2019 Polk County Multi-Jurisdictional Hazard Mitigation Plan public comment period is now open.

BACKGROUND:

The purpose of hazard mitigation is to reduce or eliminate long-term risk to people and property from hazards. Polk County and participating jurisdictions developed this multi-jurisdictional local hazard mitigation plan update to reduce future losses to the County and its communities resulting from hazard events. The plan was prepared pursuant to the requirements of the Disaster Mitigation Act of 2000 and to achieve eligibility for the Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance Grant Programs.

The Des Moines Area MPO, on behalf of Polk County, is seeking public comment now through Monday, March 25, on the Polk County Hazard Mitigation Plan. You can review the chapters and leave comments on the MPO website.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Allison van Pelt, avanpelt@dmampo.org
(515) 334-0075
ISSUE: Des Moines Transload Facility Update

REPORT: Update and discussion regarding the Des Moines Transload Facility.

BACKGROUND:

On February 14, 2019, OmniTRAX contacted MPO staff to inform them that they would not be pursuing the preferred operator offer for the Des Moines Transload Facility. OmniTRAX’s decision to decline the offer was based on two main factors:

- They modeled the project based on landing an anchor tenant on the site; this was completely different than their original proposal. Unfortunately, they were unable find an anchor tenant that satisfied their model; and,
- They had concerns about the groundwork that needed to be completed on the site.

OmniTRAX headquarters believed, due to these issues, that the project did not align with their business model. However, this in no way speaks to the viability of the project. OmniTRAX staff that was in Des Moines believed the project was worth pursuing. The feasibility of this project was never based on the need for an anchor tenant and the site groundwork has always been a factor.

There continues to be interest in the project. Since mid-February, staff has been contacted by an investor out of Texas and has followed-up with a company out of Colorado who expressed interest in mid-December. Staff has also reached back out to the companies that decided not to respond to the RFP to inquire if the $11.2 BUILD grant would have impacted their decision to submit.

The MPO’s and the Greater Des Moines Partnership’ objective has always been to construct a facility. We have a unique site with an unprecedented level of access, and we have $12.9 million in federal and state money to construct this facility. Through this process, we have continued to identify a high level of need for this facility in our region and will continue to explore options to make this facility a reality.

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. Staff has completed the growth scenario and has compiled the list of submitted projects.

MPO staff will provide additional details at the March meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@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