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 March 13, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the March 13, 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 March 13, 2019, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on March 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
- Stephanie Riva | City of Norwalk (via phone)
- Matt McCoy | Polk County
- Andy Loonan | IDOT
- Bob Andeweg | City of Urbandale

**Executive Members Absent:**
- Kyle Mertz | City of Altoona
- Ted Weaver | City of Clive
- Chris Coleman | City of Des Moines
- Sara Kurvoski | City of Pleasant Hill

**Others**
- Clifford Leonard
- Joseph Gardyesz | Business Record

**Staff Present:**
- Scott Brennan | MPO General Counsel
- Todd Ashby | Executive Director
- Dylan Mullenix | Assistant Director
- Zach Young | Principal Planner
- Andrew Collings | Senior Planner
- Gunnar Olson | Communications Manager
- Alison van Pelt | Associate Planner
- Sreyoshi Chakraborty | Senior Planner

1. **Call to Order**
   MPO Chair Steve Gaer called the March 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 March 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 February 13, 2019 Executive Committee meeting minutes.
   **MOTION CARRIED**

4. **Contracts and Expenses**
   Executive Director presented. HDR sent a bill to the MPO for on-call modeling services in the amount of $11,303.30. This amount has been included in the FY 2019 budget. Discussion ensued.
   **MOTION:** A motion was made to approve payment to HDR in the amount of $11,303.30
   **MOTION CARRIED**

5. **Fiscal Year 2018 Audit draft**
   Executive Director presented. Discussion ensued. Recommend approval of the FY 2018 Audit draft subject to review and approval of the Finance Committee and approval of the full Policy Committee. Further recommend that staff prepare an RFP for next year’s audit with a due date of February 1.
   **MOTION:** A motion was made to approve the FY 2018 audit subject to review and approval of the Finance Committee and approval of the full Policy Committee and that the staff issue an RFP for next year’s annual audit with a due date of February 1.
MOTION CARRIED

6. **Salary and Benefits Analysis**
   Executive Director presented. Recommend approval to initiate contract with the Newport Group and proceed with study.
   
   **MOTION:** A motion was made to approve initiating a contract with Newport Group.
   
   **MOTION CARRIED**

7. **Draft Fiscal Year 2020 Unified Planning Work Program and Budget**
   Staff presented. Recommend approval of draft FY 2020 Unified Planning Work Program and Budget.
   
   **MOTION:** A motion was made to approve the draft FY 2020 Unified Planning Work Program and Budget for submission to the Iowa Department of Transportation for review and comment.
   
   **MOTION CARRIED**

8. **Housing Trust Fund**
   Staff presented. Report and discussion only.

9. **Polk County Multi-Jurisdictional Hazard Mitigation Plan**
   Staff presented. Report and discussion only.

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

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

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

13. **Other Non-Action Items**
    Discussion was held on the status of the legislative items discussed at last month’s meeting. The Executive Director indicated that he would be gone for the April Executive Committee meeting.

14. **Next Meeting Date**
    April 10, 2019 at 11:30 a.m.

15. **Adjournment**
    Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:23 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
### VENDOR PURPOSE NOTES/INFORMATION AMOUNT REQUESTED

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>NOTES/INFORMATION</th>
<th>AMOUNT REQUESTED</th>
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<td>Audit</td>
<td>Completion of annual audit.</td>
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ISSUE: Des Moines Transload Facility Operator

REPORT and VOTE: Consider approval of an operator for the Des Moines Transload Facility.

BACKGROUND:

Since the March 13, 2019, Executive Committee meeting, staff has been in discussions with two teams that are interested in pursuing the development and operation of the Des Moines Transload Facility. The two teams are:

Team #1
- Investor/Developer: Paul Cownie
- Operator: Gabe Claypool

Team #2
- Investor: Alliance Construction Specialties
- Operator: Jeff Gillman

Both teams have the financial capacity and experience to develop and operate the Des Moines Transload Facility. Staff will provide an overview of the two teams and the staff recommendation at the April meeting.

RECOMMENDATION:

Recommend approval for staff to begin working with Paul Cownie on the Des Moines Transload Facility and if Paul Cownie decides to not move forward, recommend approval for staff to begin working with the Alliance Construction Specialties team out of Texas.

STAFF CONTACT:

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

REPORT and VOTE: Consider approval of a consultant to complete the Environmental Assessment required to use the Better Utilizing Infrastructure to Leverage Development (BUILD) grant.

BACKGROUND:

The Federal Rail Administration is requiring that the MPO complete an Environmental Assessment on the Des Moines Transload Facility site prior to finalization the agreement and beginning construction on the facility. Staff has requested quotes from the following consultants:

- HDR;
- Terracon; and,
- JEO.

Staff will present these quotes at the April meeting for discussion. Staff requests that the Executive Committee allow staff to enter into contact negotiations with one of these firms.

RECOMMENDATION:

Recommend approval for staff to begin working with a preferred consultant to complete the required environmental documentation for the transload facility with the understanding that the selected operator will reimburse the MPO for any costs associated with the completion of this work.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Federal Fiscal Year 2023 Surface Transportation Program Block Grant Program Funding Recommendation

REPORT and VOTE: Consider approval of the award recommendation for Federal Fiscal Year 2023 Surface Transportation Program Block Grant Program funds.

BACKGROUND:

The Funding Subcommittee annually determines a funding recommendation for Surface Transportation Block Grant Program project applications. The Funding Subcommittee heard presentations from eligible project sponsors on February 5, 2019.

The FFY 2023 target for STBG funding is $12,953,000. The target for Set-Aside funding is and $1,179,000. Mobilizing Tomorrow identified funding percentages for roadway, maintenance, bridge, and transit categories for STBG funding. This year’s award recommendation falls within the targets for each of the categories.

The Funding Subcommittee’s recommendation is available on the MPO website (click to access).

RECOMMENDATION:

Recommend approval of the award recommendation for Federal Fiscal Year 2023 Surface Transportation Program Block Grant Program funds.

STAFF CONTACT:

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

REPORT and VOTE: Consider approval of 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 Funding subcommittee reviewed the list of projects at their March 12, 2019, meeting and recommended approval of the proposed projects.

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

RECOMMENDATION:

Recommend approval of the priority project list for the Greater Des Moines Partnership’s annual trip to Washington D.C.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Growth Scenario Methodology Appendix

REPORT and VOTE: Consider approval of the Growth Scenario Methodology Appendix for the Mobilizing Tomorrow update.

BACKGROUND:

The MPO staff completed the growth scenario process in early February 2019. Following the completion of the growth scenario, staff drafted the Growth Scenario Methodology appendix. The appendix outlines the process that was used to complete the growth scenario. Staff presented the draft document to the Long-Range Plan Steering Committee at their February 27, 2019, meeting.

The Growth Scenario Methodology Appendix is available on the MPO website (click to access).

The draft document was presented to the Technical Committee at their March 7, 2019, meeting. Approving this appendix is part of the Long-Range Transportation Plan development process designed to review the plan in sections to streamline the approval process.

RECOMMENDATION:

Recommend approval of the Growth Scenario Methodology Appendix.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: MPO Appointment to SUDAS Board of Directors

REPORT and VOTE: Consider approval of a technical representative to the Statewide Urban Designs and Specifications Board of Directors.

BACKGROUND:

The MPO periodically appoints a technical representative to serve as the MPO’s representative to the Statewide Urban Designs and Standards (SUDAS) Board of Directors. The SUDAS representative is required to be a licensed professional engineer (P.E.). Mark Mueller, with the City of Ankeny, has been the MPO’s representative since August 2016.

It is time again for the MPO to appoint a representative and staff recommends that the Mark Mueller continue to serve as the MPO representative on the SUDAS board.

Final approval of Mark Mueller’s reappointment as the SUDAS representative will occur at the April 18, 2019, Policy Committee meeting.

RECOMMENDATION:

Recommend approval of Mark Mueller as the SUDAS representative and institute a two-term policy for SUDAS representative. This would be Mark Mueller’s 2nd term.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: FAST Act Reauthorization Priorities

REPORT and VOTE: Consider approval of the MPO FAST Act reauthorization priorities to present to the Congressional Delegation.

BACKGROUND:

The MPO staff has been working with the Association of Metropolitan Planning Organization’s to develop priorities to include in the FAST Act reauthorization. Staff has developed a draft of priorities to share with the Congressional Delegation on the Greater Des Moines Partnership’s annual trip to D.C. in May.

The FAST Act Reauthorization Priorities document is available on the MPO website (click to access).

RECOMMENDATION:

Recommend approval of the FAST Act Reauthorization Priorities to share with the Congressional Delegation.

STAFF CONTACT:

Todd Ashby, tashby@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.

Tomorrow Plan Speaker Series
11:30 a.m. – 1:30 p.m. Monday, April 22
State Historical Building
600 E. Locust St., Des Moines

KEYNOTE: “Transit as a key to the future of cities” with Adie Tomer, Fellow, Brookings Institution Metropolitan Policy Program

Register at http://tomorrowplanspeakerseries.org/adie-tomer/. Lunch is available for purchase. The event is free and open to the public.

2019 Iowa Passenger Transportation Summit
9:30 a.m. – 3 p.m. Thursday, May 23
FFA Enrichment Center, DMACC Campus
1055 SW Prairie Trail Parkway, Ankeny

KEYNOTE: “Measuring the Benefits of Transit Services” with Jeremy Mattson, PhD, with North Dakota State University

Register at https://app.tikly.co/events/3426. Lunch is included. Registration is free and closes May 3.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075