

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 a.m., Wednesday, March 13, 2019
Des Moines Area MPO | Mead Conference Room

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 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
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
Allison 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.