NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

11:30 a.m., Wednesday, May 15, 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
   • Approve the April 10, 2019, meeting minutes.
4. CONSENT and VOTE: Contracts and Expenses
5. REPORT and VOTE: Fiscal Year 2020 Unified Planning Work Program and Budget
   • Report and discussion regarding the FY 2020 Unified Planning Work Program and Budget; consider approval.
   • Report regarding an amendment to the Federal Fiscal Year 2019-2022 Transportation Improvement Program to incorporate performance measures; consider approval.
7. REPORT and VOTE: FFY 2019-2022 TIP Amendment Request for HIRTA Project
   • Report regarding an amendment to the Federal Fiscal Year 2019-2022 Transportation Improvement Program to Norwalk JobLink Project
8. REPORT and VOTE: FFY 2019-2023 Passenger Transportation Plan Amendment Request
   • Report regarding an amendment to the Federal Fiscal Year 2019-2023 Passenger Transportation Plan to incorporate HIRTA’s new STA & JARC funding; consider approval.
9. REPORT: Greater Des Moines Partnership 2019 D.C. Trip Recap
   • Report regarding the 2019 Greater Des Moines Partnership’s 2019 trip to Washington D.C.
10. REPORT: Central Plains Heartland Freight Technology Plan
   • Report regarding the MPO’s involvement in the development of the Central Plains Heartland Freight Plan
11. REPORT: Upcoming Events
12. VOTE: Approval of the MPO Agenda
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date – June 12, 2019, at 11:30 a.m.
15. Adjournment
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the April 10, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the April 10, 2019, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the April 10, 2019, 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, April 10, 2019
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on April 10, 2019, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on April 10, 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
Kyle Mertz | City of Altoona
Ted Weaver | City of Clive
Chris Coleman | City of Des Moines
Sara Kurvoski | City of Pleasant Hill
Matt McCoy | Polk County
Bob Andeweg | City of Urbandale
Andy Loonan | IDOT

Executive Members Absent:
Stephanie Riva | City of Norwalk

Others
Clifford Leonard

Staff Present:
Jonathan Wilson | MPO General Counsel
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 April 10, 2019, meeting to order at 11:30 a.m. A quorum was present.

2. Approval of Agenda
MOTION: A motion was made to approve the April 10, 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 March 13, 2019 Executive Committee meeting minutes.
MOTION CARRIED

4. Contracts and Expenses
Assistant 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. Des Moines Transload Facility Operator
Staff presented. Discussion ensued. 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.
MOTION: A motion was made to approve the MPO Staff to proceed working with Paul Cownie or Alliance Construction should Paul Cownie decide to not move forward with the project.
MOTION CARRIED
6. **Environmental Assessment Consultant**  
Staff presented. Recommend approval for staff to begin working with a preferred consultant to complete the required environmental documentation for the transload facility.  
**MOTION:** A motion was made to approve the staff to begin working with a preferred consultant regarding the required environmental documentation needed for the transload facility with the understanding that the selected operator reimburse MPO for any costs associated with the completion of this work.  
**MOTION CARRIED**

7. **Federal Fiscal Year 2023 Surface Transportation Program Block Grant Program Funding Recommendation.**  
Staff presented. Recommend approval of the award recommendation for the Federal Fiscal Year 2023 Surface transportation Program Block Grant Program Funds.  
**MOTION:** A motion was made to approve the Federal Fiscal Year 2023 Surface transportation Program Block Grant Program Funds  
**MOTION CARRIED**

8. **Priority Project List for Annual D.C. Trip**  
Staff presented. Recommend approval of the Priority Project List.  
**MOTION:** A motion was made to approve the Priority Project List for the Annual D.C. Trip.  
**MOTION CARRIED**

9. **Growth Scenario Methodology Appendix.**  
Staff presented. Recommend approval of the Growth Scenario Methodology Appendix for the Mobilizing Tomorrow update.  
**MOTION:** A motion was made to approve the Growth Scenario Methodology Appendix.  
**MOTION CARRIED**

10. **MPO Appointment to SUDAS Board of Directors**  
Staff presented. Recommend approval of Mark Mueller as the SUDAS representative and initiate a two-term policy for SUDAS representatives. This will be Mark Mueller’s 2nd term.  
**MOTION:** A motion was made to approve the Federal Fiscal Year 2023 Surface transportation Program Block Grant Program Funds  
**MOTION CARRIED**

11. **FAST Act Reauthorization Priorities**  
Staff presented. Recommend approval of the MPO FAST Act reauthorization priorities to present to the Congressional Delegation.  
**MOTION:** A motion was made to the MPO Fast Act reauthorization priorities.  
**MOTION CARRIED**

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

13. **Other Non-Action Items**  
Staff provided information regarding the public comment from the Hazard Mitigation Plan. Assistant Director also discussed the trestle bridge that collapsed this past winter and potentially using unallocated STBG funds (unrestricted) to assist with the replacement. This trail/bridge was to be a replacement for the Neal Smith Trail that will be closed for the next three years and therefore they would like to get this trail usable as soon as possible. No one has contacted the MPO about using these funds, but the staff wanted the board to be aware of this issue. Chris Coleman also discussed his concerns regarding NW 26th north of I-80 connection and the increased traffic load.

14. **Next Meeting Date**  
May 15, 2019 at 11:30 a.m.

15. **Adjournment**  
Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:22 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
<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>NOTES/INFORMATION</th>
<th>AMOUNT REQUESTED</th>
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<tbody>
<tr>
<td>HDR Engineering</td>
<td>Travel Model Update</td>
<td>March services</td>
<td>$6,363.26</td>
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<tr>
<td>Street Collective</td>
<td>Annual Partnership</td>
<td>Bike Month/BCycle- Des Moines Bike Share/ Street Lab</td>
<td>$20,000.00</td>
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ISSUE: Fiscal Year 2020 Unified Planning Work Program and Budget

REPORT and VOTE: Discussion regarding Final Draft of the Fiscal Year 2020 Unified Planning Work Program and Budget; consider approval.

BACKGROUND:

MPO staff has developed the 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 was approved at the March 13, 2019, Executive Committee meeting. Following the March approval, staff provided the document to the Iowa DOT, the Federal Transit Administration, and the Federal Highway Administration for review and comment. MPO staff has updated the UPWP based on those comments, which were minor.

The Fiscal Year 2020 Unified Planning Work Program and Budget is available on the MPO website (click to access).

RECOMMENDATION:

Approve the Fiscal Year 2020 Unified Planning Work Program and Budget.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: FFY 2019-2022 TIP Amendment Request

REPORT and VOTE: Report regarding an amendment to the Federal Fiscal Year 2019-2022 Transportation Improvement Program to incorporate performance measures; consider approval.

BACKGROUND:

With the passing of the Moving Ahead for Progress in the 21st Century (MAP-21) transportation bill, and continuing in the FAST-Act, states and MPOs are required to use performance based transportation planning practices. MPO TIPs will be required to document compliance with each of the performance based planning categories. Those categories include:

- Safety Performance Targets (PM I)
- Pavement and Bridge Condition Performance Targets (PM II)
- System and Freight Reliability Performance Targets (PM III)
- Transit Performance Targets

The approved FFY 2019-2022 TIP includes Safety and Transit Performance Targets. This amendment seeks to add performance targets for Pavement and Bridge Condition (PM II) and System and Freight Reliability (PM III). MPOs can either set their own performance targets or choose to support the State’s (Iowa DOT) targets.

Des Moines Area MPO developed Pavement and Bridge Targets (PM II) based on the Mobilizing Tomorrow Plan. In addition to setting baseline values for tracking the performance in the long-range plan, a target was set for the year 2050 to be used to evaluate the on-going performance of the transportation system. In Mobilizing Tomorrow those measures have a 2050 target of maintaining the system at the baseline level set when the plan was adopted. The PM II targets from Mobilizing Tomorrow will be incorporated into the amended TIP.

The MPO supports Iowa DOT’s targets for System and Freight Reliability (PM III). The DOT’s proposed language for PM III to be incorporated into the MPO’s TIP includes:

“Rather than setting its own system and freight reliability targets, the Des Moines Area MPO has chosen to support the Iowa DOT’s system and freight reliability targets as submitted in the most recent baseline period performance report. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the DOT’s Transportation Improvement Program.

The Iowa DOT conferred with numerous stakeholder groups, including the Des Moines Area MPO, as part of its target setting process. Variability within the existing travel time dataset was used to forecast future condition. Projects focused on improving pavement and bridge condition also often help improve system reliability and freight movement. Additional projects focused specifically on improving these areas of system performance are developed in alignment with the target-setting process for related performance measures, and the freight improvement strategies and freight investment plan included in the State Freight Plan. This plan includes a detailed analysis and prioritization of freight bottlenecks, which are locations that should be considered for further study and possibly for future improvements. The process also involved extensive input from State, MPO, RPA, and industry representatives. State projects identified in the freight investment plan and programmed in the STIP were highly-ranked freight bottlenecks.”
To view a copy of the TIP amendment notice click [here](#). Additionally, a copy of the fully amended FFY 2019-2022 TIP text is available [here](#).

**RECOMMENDATION:**

Approve the *Federal Fiscal Year 2019-2022 Transportation Improvement Program* Amendment Request

**STAFF CONTACT:**

Sreyoshi Chakraborty, schakraborty@dmampo.org  
(515) 334-0075
ISSUE: FFY 2019-2022 TIP Amendment Request for HIRTA Project

REPORT and VOTE: Report regarding an amendment to add Norwalk JobLink Project to FFY 2019 of the FFY-2022 Transportation Improvement Program; consider approval.

BACKGROUND:

This project will connect employees living in Des Moines with Workforce in Norwalk. HIRTA JobLink will have a commuter shuttle running 7 times per day, from 5AM to 12 AM. The stop times will correspond with the shift times and DART route times, eliminating barriers to needed employment for individuals and assisting employers in their staffing needs.

Federal aid amount includes $66,711 JARC and $91,369 STA funds. A copy of the TIP Amendment notice is available [here](#).

RECOMMENDATION:

Approve the Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Request

STAFF CONTACT:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org)
(515) 334-0075
ISSUE: FFY 2019-2023 Passenger Transportation Plan Amendment Request

REPORT and VOTE: Report regarding an amendment to the Federal Fiscal Year 2019-2023 Passenger Transportation Plan to incorporate HIRTA special project funding; consider approval.

BACKGROUND:

The Iowa DOT has a pending application regarding HIRTA’s request for State Transit Assistance (STA) special project funding and Job Access Reverse Commute (JARC) funding (FTA 5316). Their project request $158,080 with $91,369 of STA funding and $66,711 of JARC funding. The special project is a HIRTA JobLink program which aims to connect employees living in Des Moines with workforce in Norwalk.

In order for this contract to be finalized and this funding to be released, the FFY 2019-2023 Passenger Transportation Plan must be amended.

The amended plan can be found here.

RECOMMENDATION:

Approve FFY 2019-2023 Passenger Transportation Plan amendment request.

STAFF CONTACT:

Allison van Pelt, avanpelt@dmampo.org
(515) 334-0075
ISSUE: Greater Des Moines Partnership 2019 D.C. Trip Recap

REPORT: Report regarding the 2019 Greater Des Moines Partnership’s trip to Washington D.C.

BACKGROUND:

The MPO staff will provide an overview of the 2019 Greater Des Moines Partnership’s trip to Washington D.C.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: Central Plains Heartland Freight Technology Plan

REPORT: Report regarding the MPO’s involvement in the development of the Central Plains Heartland Freight Plan

BACKGROUND:

The Central Plains Heartland Freight Technology Plan will examine freight connections between metropolitan areas and states, assess potential impacts, and develop recommendation to harmonize the implementation of emerging freight technologies.

This Mid-American Regional Council (MARC) out of Kansas City is the lead agency on this project. The MPO will be serving as one of nine partner agencies. Staff will provide an overview of the MPO’s involvement at the May meeting.

RECOMMENDATION:

None. Report and discussion only.

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.

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:

Gunnar Olson, golson@dmampo.org
(515) 334-0075