

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
 Executive Committee
 11:30 a.m., Wednesday, June 12, 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 May 15, 2019, meeting minutes.
4. **REPORT and VOTE: Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Request**..... Page 5
 - Report regarding an amendment to the *Federal Fiscal Year 2019-2022 Transportation Improvement Program* to adjust funding for Transit programs; consider approval.
5. **REPORT and VOTE: Draft Federal Fiscal Year 2020-2023 Transportation Improvement Program**..... Page 6
 - Report regarding the draft *Federal Fiscal Years 2020-2023 Transportation Improvement Program*; consider approval.
6. **REPORT and VOTE: Banking Services Request for Proposals** Page 7
 - Report regarding transferring the MPO’s banking services to First National Bank; consider approval.
7. **REPORT and VOTE: Fiscal Year 2020 Investment Policy** Page 8
 - Review the MPO’s existing investment policy for Fiscal Year 2020; consider approval.
8. **REPORT and VOTE: Surface Transportation Block Grant Allocation for Water Trails**..... Page 9
 - Discuss the use of unallocated STBG funds to support ongoing engineering work for the downtown water trails efforts; consider approval.
9. **REPORT: BUILD Grant Application for Water Trails** Page 10
 - Discuss applying for a 2019 BUILD grant to help implement the water trails vision; consider approval.
10. **REPORT: Federal-Aid Swap Program** Page 11
 - Report and discussion regarding the MPO’s participation in the Federal-Aid Swap program.
11. **REPORT: Mobilizing Tomorrow Fiscally Constrained Project List** Page 12
 - Report on the draft fiscally constrained project list for the long-range transportation plan update.
12. **REPORT: Mobilizing Tomorrow Draft Chapter Review** Page 13
 - Report on the draft of Chapter 2: Goals, Measures, and Targets for the long-range transportation plan update.
13. **REPORT: Trails Map Celebration** Page 14
 - Report on 10th Anniversary of Greater Des Moines Trails Map
14. **REPORT: Upcoming Events** Page 15
15. **EXECUTIVE SESSION** Page 16
16. **VOTE: Approval of the MPO Agenda**
17. **Other Non-Action Items of Interest to the Committee**
18. **Next Meeting Date – July 17, 2019, at 11:30 a.m.**
19. **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.

June 2019
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the May 15, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the May 15, 2019, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the May 15, 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, May 15, 2019
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on May 15, 2019, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on May 9, 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
Tom Armstrong | City of Grimes
Gary Lorenz | City of Ankeny
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:

Joe Gatto | City of Des Moines
Kyle Mertz | City of Altoona
Stephanie Riva | City of Norwalk

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

1. Call to Order

MPO Chair Steve Gaer called the May 15, 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 May 15, 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 April 10, 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 \$6,363.26. The MPO was also contacted by the Street Collective for the annual partnership of \$20,000. Both amounts have been included in the FY 2019 budget. Discussion ensued.

MOTION: A motion was made to approve payment to HDR and the Street Collective.

MOTION CARRIED

5. Fiscal Year 2020 Unified planning Work Program and Budget

Staff presented. Discussion ensued. Recommend approval of the Fiscal Year 2020 Unified Planning Work Program and Budget.

MOTION: A motion was made to approve the FY 2020 UPWP.

MOTION CARRIED

6. **FFY 2019-2022 TIP Amendment Request**

Staff presented. Recommend approval of the FY 2019-2022 TIP Amendment to include performance measures.

MOTION: A motion was made to approve the FY 2019-2022 TIP Amendment.

MOTION CARRIED

7. **FFY 2019-2022 TIP Amendment Request for HIRTPA Project**

Staff presented. Recommend approval of the amendment to add Norwalk JobLink Project to FFY 2019 of the FFY 2022 TIP.

MOTION: A motion was made to approve the Federal Fiscal Year 2019-2022 TIP Amendment request.

MOTION CARRIED

8. **FFY 2019-2023 Passenger Transportation Plan Amendment Request**

Staff presented. Recommend approval of the amendment to the FFY 2019-2023 Passenger Transportation Plan to incorporate HIRTA special project funding.

MOTION: A motion was made to approve the FFY 2019-2023 Passenger Transportation Plan to incorporate HIRTA special project funding.

MOTION CARRIED

9. **Greater Des Moines Partnership 2019 D.C. Trip Recap**

Staff presented. Report and discussion only.

10. **Central Plains Heartland Freight Technology Plan**

Staff presented. Report and discussion only.

11. **Upcoming Events**

Staff presented. Report only.

12. **Other Non-Action Items**

Discussion of various issues and concerns regarding the Transload project and holding an executive session during the June Executive Committee. The Executive Director also discussed the media reports on potential I-235 expansions.

13. **Next Meeting Date**

July 17, 2019 at 11:30 a.m.

14. **Adjournment**

Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:46 p.m.

June 2019
Item No. 4

ISSUE: *Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Request*

REPORT and VOTE: Report regarding an amendment to the *Federal Fiscal Year 2019-2022 Transportation Improvement Program* to adjust funding for Transit programs; consider approval.

BACKGROUND:

The Des Moines Area Regional Transit (DART) is seeking an amendment to the *Fiscal Years 2019-2022 Transportation Improvement Program (TIP)* to adjust funding for the following projects:

- 1026 (Facility Renovations) - Currently \$288,000 federal/\$360,000 total – decreased by \$240,000 federal/\$60,000 local and moved funds to 1024. Over 20% change.
- 1024 (A&E) - Currently \$80,000 federal/\$100,000 total – Increased by \$240,000 federal/\$60,000 local. Over 20% change.
- 2480 (Lease Buses) - Currently \$712,000 federal/\$890,000 total – decreased by \$90,000 federal/\$22,500 local and moved funds to 1032. Less than 20% change.
- 1032 (Transit Improvements) - Currently \$76,000 federal/\$861,000 total – increase by \$90,000 federal/\$22,500 local. Over 20% change for federal, but under for total.
- 3506 (Buses) - Title Changes – Increased from nine to ten buses, sizes 29' & 40', and increased 5339 funding by \$85,000 federal/\$15,000 local. Less than 20% change.

RECOMMENDATION:

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

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075

June 2019
Item No. 5

ISSUE: *Draft Federal Fiscal Years 2020-2023 Transportation Improvement Program*

REPORT and VOTE: Report regarding the draft *Federal Fiscal Years 2020-2023 Transportation Improvement Program*; consider approval.

BACKGROUND:

The MPO staff is required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO. The purpose of the TIP is to list all projects in the MPO planning area proposed to receive federal funding and scheduled to begin within the next four federal fiscal years.

The MPO staff requested that MPO member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2019, 2020, 2021, 2022, and/or 2023. Staff developed the project listing for the FFY 2020-2023 TIP with the information provided by the member governments.

The MPO staff will submit the FFY 2020-2023 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2019. Staff will incorporate any comments received into the final draft. The final FFY 2020-2023 TIP is due to the Iowa DOT by July 15, 2019.

The MPO’s Public Participation Plan requires the FFY 2020-2023 TIP to undergo a 45-day comment period and have a public input meeting. Staff has scheduled a public input meeting at 5:00 p.m. on Tuesday, June 25, 2019, at the MPO office.

The draft FFY 2020-2023 TIP is available on the MPO website
([Click here to access](#))

RECOMMENDATION:

Approve the draft *Federal Fiscal Years 2020-2023 Transportation Improvement Program* and forward to the Iowa DOT for their review.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075

June 2019
Item No. 6

ISSUE: Banking Services Request for Proposals

REPORT and VOTE: Consider approval of First National Bank's proposal for banking services.

BACKGROUND:

Staff developed a draft Request for Proposals (RFP) regarding banking services and presented it to the Executive Committee in February. The MPO currently does business with U.S. Bank. However, staff believes that there are better options available and requested approval to use the RFP process to explore potential alternatives. The Executive Committee approved this request at the February 13, 2019, meeting.

Staff received responses from the following banks:

- MidWestOne Bank;
- First National Bank;
- Bank Iowa; and,
- Community State Bank.

Gary Lorenz, Chair of the Finance Subcommittee, requested that staff review the proposals and provided a recommendation to the Executive Committee.

RECOMMENDATION:

Recommend approval to transfer banking services to First National Bank.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

June 2019
Item No. 7

ISSUE: Fiscal Year 2019 Banking and Public Funds Investment Policy

REPORT and VOTE: Consider reaffirming the MPO's existing investment policy for Fiscal Year 2020.

BACKGROUND:

The MPO's Banking and Public Funds Investment Policy outlines the procedures and safeguards for the investment of public funds owned by the MPO. The policy states that the MPO will review the policy annually.

The MPO currently holds a checking account at US Bank (subject to change by previous item) and an investment account at the Iowa Public Agency Trust, as administered through Wells Fargo. The MPO maintains a majority of its funds in the investment account and electronically transfers money between accounts, as needed.

[The Fiscal Year 2020 Investment Policy is available to download from the MPO website \(click to access\).](#)

The MPO's Budget and Finance Subcommittee reviewed the proposed policy and did not recommend any changes.

RECOMMENDATION:

Approve the Fiscal Year 2020 Investment Policy.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

June 2019
Item No. 8

ISSUE: Surface Transportation Block Grant Allocation for Water Trails

REPORT and OPTIONAL VOTE: Discuss the use of unallocated Surface Transportation Block Grant funds to support ongoing engineering work for the downtown water trails efforts; consider approval.

BACKGROUND:

The Water Trails Incubator is currently fundraising to implement the vision outlined in the *Water Trails and Greenways Plan* and subsequent feasibility studies. Among the first priorities is to raise \$5 million to begin preliminary engineering and pre-permitting for the downtown dam mitigation projects. The opportunity exists for the MPO to support this effort by contributing unobligated, reserve Surface Transportation Block Grant (STBG) funding to the project.

MPO staff will provide additional information about the status of the water trails fundraising and STBG reserve funds at the June meeting.

RECOMMENDATION:

Consider approving the use of STBG funds for the water trails preliminary engineering and pre-permitting efforts.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

June 2019
Item No. 9

ISSUE: BUILD Grant Application for Water Trails

REPORT and OPTIONAL VOTE: Discuss applying for a 2019 BUILD grant to help implement the water trails vision; consider approval.

BACKGROUND:

The Water Trails Incubator is currently fundraising to implement the vision outlined in the *Water Trails and Greenways Plan* and subsequent feasibility studies. A potential federal funding source is the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants Program through the US Department of Transportation (DOT). The FY 2019 BUILD application is now open, with \$900 million available. The grants are for capital infrastructure investments and are to be awarded on a competitive basis for projects that will have a significant local or regional impact. Grants may not be less than \$5 million and not greater than \$25 million. The grant application deadline is July 15, 2019. Additional information can be found at www.transportation.gov/BUILDgrants.

MPO staff has confirmed that water trails projects would qualify as an eligible use of funding. Furthermore, the water trails project likely could perform well against the criteria on which BUILD grants will be judged – safety, state of good repair, economic competitiveness, environmental sustainability, and quality of life.

RECOMMENDATION:

Consider authorizing the MPO staff to work with the Water Trails Incubator to develop a BUILD grant application for the water trails project.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

June 2019
Item No. 10

ISSUE: Federal-Aid Swap Program

REPORT: Discussion regarding the MPO's participation in the Federal-Aid Swap program.

BACKGROUND:

Legislation passed in 2017 allows for the Iowa Transportation Commission to swap federal funds received by local communities for primary highway funds received by the Iowa Department of Transportation (DOT). The intent was to alleviate the additional burden that federal funding requires from local communities and place those requirements on the Iowa DOT, to which those requirements are more familiar. However, some opponents of the bill argued that the bill would result in lower wages for construction workers, the use of foreign-made materials, and diminished environmental protection.

Upon drafting the federal-aid swap policy, the Iowa DOT assumed each MPO and regional planning affiliation in the state would participate unless their policy board votes otherwise. The MPO of Johnson County is the only MPO to have opted out of the swap program, although the MPO in the Quad Cities was set to vote on opting out in May [as noted in this Quad City Times article](#).

At the request of a board member, the MPO staff has included this item on the agenda to allow the board to discuss the MPO's continued involvement in the federal-aid swap program.

[The Iowa DOT federal-aid swap policy is available on the DOT's website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

June 2019
Item No. 11

ISSUE: Mobilizing Tomorrow Fiscally Constrained Project List

REPORT: Discussion regarding the draft fiscally constrained project list for the long-range transportation plan update

BACKGROUND:

The draft fiscally constrained project list has been developed based on the amount of funding that is reasonable expected to be available over the life of the plan. The projects were scored based on the evaluation criteria approved by the Long-Range Plan Steering Committee at their November 2018 meeting. The project scores were converted to a benefit-cost score and projects were ranked.

[The fiscally constrained project list is available on the MPO website \(click to access\).](#)

Staff will provide a detailed overview of the draft project list at the June meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

June 2019
Item No. 12

ISSUE: Mobilizing Tomorrow Draft Chapter Review

REPORT: Discussion regarding the draft of Chapter 2: Goals, Measures, and Targets for the long-range transportation plan update.

BACKGROUND:

The draft of Chapter 2: Goals, Measures, and Targets for the long-range plan has been developed. This chapter outlines the performance measures and targets that MPO staff will use to track progress towards meeting the goals for the plan over the next five years.

[The Chapter 2: Goals, Measures, and Targets draft is available on the MPO website \(click to access\).](#)

Staff will provide an overview of the chapter at the June meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

June 2019
Item No. 13

ISSUE: Trails Map Celebration

REPORT: Report on 10th Anniversary of Greater Des Moines Trails Map.

BACKGROUND:

The MPO staff, in collaboration with the Street Collective, has been highlighting the growth and enhancement of the regional trail system in the Des Moines Area. This effort is to mark the 10th anniversary of the Greater Des Moines Trails map. Staff will provide an update on how the trail system has evolved over the years and share copies of the most recently published Trails Map.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075

June 2019
Item No. 14

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: Speaker Olivia Gude

“Transforming communities through public art”

FRIDAY, JUNE 21, 2019

11:30 a.m. — LUNCH

11:45 a.m. — HISTORICAL PREVIEW

12 p.m. — KEYNOTE

1 p.m. — Q&A

STATE HISTORICAL MUSEUM

600 E. LOCUST ST. DES MOINES

RSVP and purchase optional lunch at:

<http://tomorrowplanspeakerseries.org/olivia-gude/>

Soil Quality and Restoration Training and Marketing

9:30 a.m. – 2:30 p.m. Wednesday, July 24

Ankeny Lakeside Lab

400 NW Lakeshore Dr., Ankeny

Free event and lunch

To sign up, please visit: https://iowastormwater.org/event/sqr-des-moines-metro-city-staff/?event_date=2019-07-24

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

June 2019
Item No. 15

ISSUE: Executive Session

REPORT: Closed session to discuss matters that are presently in litigation.

BACKGROUND:

Closed Session under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed session; sub paragraph 1.c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

RECOMMENDATION:

None. Executive session discussion only.

STAFF CONTACT:

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(515) 334-0075