NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 a.m., Wednesday, July 17, 2019
R&R Realty Group - Westfield Campus
1080 Jordan Creek Parkway, Suite 200 North
West Des Moines, IA 50266

TENTATIVE AGENDA

1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
   - Approve the June 6, 2019, meeting minutes.
4. CONSENT and VOTE: Contracts and Expenses
5. REPORT and VOTE: Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Request
   - Report regarding an amendment to the Federal Fiscal Year 2019-2022 Transportation Improvement Program to add an ICAAP funded transit project to the 2019 STIP; consider approval.
6. REPORT and VOTE: Final Federal Fiscal Year 2020-2023 Transportation Improvement Program
7. REPORT and VOTE: Mobilizing Tomorrow Fiscally Constrained Project List
   - Report on the draft fiscally constrained project list for the long-range transportation plan update.
8. REPORT and VOTE: Polk Soil and Water Conservation District Memorandum of Understanding
   - Report on an updated Memorandum of Understanding for Fiscal Year 2020 between the MPO and the Polk County Soil and Water Conservation District for watershed planning assistance; consider approval.
9. REPORT and VOTE: MPO and CIRTPA Service Agreement
   - Report on an updated service agreement for Fiscal Year 2020 between the MPO and the Central Iowa Transportation Planning Alliance for regional planning assistance; consider approval.
10. REPORT and VOTE: Fiscal Year 2020 Investment Policy
    - Review the MPO’s existing investment policy for Fiscal Year 2020; consider approval.
    - Report and discussion on the expenditures for Fiscal Year 2019.
12. REPORT: Benefits and Salary Survey
    - Report and discussion on the results of the Benefits and Salary Survey.
13. REPORT: Local Pavement Data Collection
    - Discussion of current and future local pavement data collection efforts by the Iowa DOT.
14. REPORT: Upcoming Events
15. Other Non-Action Items of Interest to the Committee
16. Next Meeting Date – August 1, 2019, at 9:30 a.m.
17. 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.
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the June 12, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the June 12, 2019, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the June 12, 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, June 12, 2019  
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on June 12, 2019, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on June 7, 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:**  
Joe Gatto | City of Des Moines  
Tom Armstrong | City of Grimes  
Gary Lorenz | City of Ankeny  
Ted Weaver | City of Clive  
Chris Coleman | City of Des Moines  
Stephanie Riva | City of Norwalk (via phone)  
Sara Kurovski | City of Pleasant Hill  
Matt McCoy | Polk County  
Bob Andeweg | City of Urbandale  
Andy Loonan | IDOT

**Executive Members Absent:**  
Steven Gaer | City of West Des Moines  
Kyle Mertz | City of Altoona

**Others**  
Clifford Leonard

**Staff Present:**  
Jonathan Wilson | MPO General Counsel  
Todd Ashby | Executive Director  
Dylan Mullenix | Assistant Director  
Zach Young | Principal Planner  
Tracey Deckard | Office Manager  
Andrew Collins | Senior Planner  
Gunnar Olson | Communications Manager  
Sreyoshi Chakraborty | Senior Planner  
Aspen Pflanz | Intern

1. **Call to Order**  
MPO Vice Chair Joe Gatto called the June 12, 2019, meeting to order at 11:31 a.m. A quorum was present.

2. **Approval of Agenda**  
**MOTION:** A motion was made to approve the June 12, 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 May 15, 2019 Executive Committee meeting minutes.  
**MOTION CARRIED**

4. **Federal Fiscal Year 2019-2022 Transportation Improvement Program (TIP) Amendment Request**  
Staff presented. Recommend approval of the FFY 2019-2022 TIP Amendment made by DART.  
**MOTION:** A motion was made to approve the FFY 2019-2022 TIP Amendment made by DART.  
**MOTION CARRIED**  
[Chris Coleman arrives 11:32]

5. **Federal Fiscal Year 2020-2023 Transportation Improvement Program (TIP)**  
Staff presented. Recommend approval of the FFY 2020-2023 TIP for forwarding to the IDOT for review.  
**MOTION:** A motion was made to approve the FFY 2020-2023 TIP for forwarding to the IDOT for review.  
**MOTION CARRIED**

6. **Banking Services Request for Proposals**  
Executive Director presented. Recommend approval to transfer banking services to First National Bank.  
**MOTION:** A motion was made to approve the transfer of banking services to First National Bank.  
**MOTION CARRIED** with Gary Lorenz abstaining from the vote.
7. **Fiscal Year 2020 Banking and Public Funds Investment Policy**
   Executive Director presented. Recommend approval of the FY 2020 Banking and Public Funds Investment Policy.
   
   **MOTION:** A motion was made to approve the FY 2020 Banking and Public Funds Investment Policy.
   **MOTION CARRIED**

8. **Surface Transportation Block Grant Allocation for Water Trails**
   Staff presented. Report and discussion only.

9. **BUILD Grant Application for Water Trails**
   Executive Director presented. Report and discussion only.

10. **Federal Aid- Swap Program**
    Staff presented. Report and discussion only.

11. **Mobilizing Tomorrow Fiscally Constrained Project List**
    Staff presented. Report and discussion only.

12. **Mobilizing Tomorrow Draft Chapter Review**
    Staff presented. Report and discussion only.

13. **Trails Map Celebration**
    Staff presented. Report and discussion only.

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

15. **Executive Session**
    General Counsel advised of the proper procedure for the Executive Session.
    
    **MOTION:** A motion was made to go into Executive Session following the adjournment of the regular Executive Committee meeting.
    **MOTION CARRIED**

16. **Other Non-Action Items**
    Sara Kurovski reminded the committee that it was time for the Executive Director’s Annual review and asked for re-appointment of the review committee. Members of the Review Committee include Sara Kurovski, Chris Coleman (co-chairs), Steve Gaer, Kyle Mertz and Matt McCoy.
    The next Executive Committee meeting will be held at the Westfield Building in West Des Moines.

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

18. **Adjournment**
    Hearing no objection to the contrary, Vice Chair Joe Gatto adjourned the public portion of the Executive Committee meeting at 12:29 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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<td>HDR Engineering</td>
<td>Travel Model Update</td>
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<td>Salary and benefits analysis</td>
<td>Completion of salary and benefits analysis report</td>
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</tbody>
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**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 include the Route 50 Year 2 service, an ICAAP funded transit project to the 2019 STIP; consider approval.

**BACKGROUND:**

DART was awarded an Iowa Clean Air Attainment Program (ICAAP) grant for Federal Fiscal Year (FFY) 2020 for the second year of their Route 50 service. This route provides an all-day crosstown transit service that travels along Euclid/Douglas Avenue from E 42nd Street to Merle Hay Road. The grant amount of $314,995 is currently programmed in FFY 2020. The Iowa Department of Transportation is requesting that the MPO amend the FFY 2019-2022 TIP to program the project immediately so that they can process a transfer to the Federal Transit Administration for authorization of funding for this project.

**RECOMMENDATION:**

Approve the Federal Fiscal Year 2019-2022 Transportation Improvement Program Amendment Request to include the Route 50 Year 2 service project to the 2019 STIP.

**STAFF CONTACT:**

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075
ISSUE: **Final Federal Fiscal Years 2020-2023 Transportation Improvement Program**

REPORT and VOTE: Report regarding the final *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 submitted 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 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 held a public input meeting at 5:00 p.m. on Tuesday, June 25, 2019, at the MPO office.

**The 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.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075
ISSUE: Mobilizing Tomorrow Fiscally Constrained Project List

REPORT and VOTE: Discussion regarding the draft fiscally constrained project list for the long-range transportation plan update; consider approval.

BACKGROUND:

The draft fiscally constrained project list for Mobilizing Tomorrow, the MPO’s long-range transportation plan, has been developed based on the amount of funding that is reasonable expected to be available over the life of the plan. Staff presented the draft list at the June committee meetings. Based on concerns expressed at the June meeting and the Planning and Engineering Subcommittee meetings, staff has reevaluated the project list.

The updated fiscally constrained project list is available on the MPO website (click to access).

Staff will provide a detailed overview of the updated project list at the July meeting.

RECOMMENDATION:

Approve the Mobilizing Tomorrow fiscally constrained project list.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Polk Soil and Water Conservation District Memorandum of Understanding

REPORT and VOTE: Consider approval of an updated Memorandum of Understanding for Fiscal Year 2020 between the MPO and the Polk County Soil and Water Conservation District for watershed planning assistance.

BACKGROUND:

Since 2017 the Polk Soil and Water Conservation District has contracted with the MPO for assistance in watershed planning. The MPO’s role in this agreement includes policy development, community convening, data and mapping support, plan coordination, and media relations and communication. Staff time for this effort and revenue from the contract were anticipated and included in the Fiscal Year 2020 Unified Planning Work Program.

The Fiscal Year 2020 Memorandum of Understanding is available on the MPO website for review (click to access).

RECOMMENDATION:

Approve the Fiscal Year 2020 Memorandum of Understanding between the MPO and Polk Soil and Water Conservation District for watershed planning assistance.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: MPO and CIRTPA Service Agreement

REPORT: Consider approval of an updated service agreement for Fiscal Year 2020 between the MPO and the Central Iowa Regional Transportation Planning Alliance for regional planning assistance.

BACKGROUND:

The MPO has provided staffing assistance to the Central Iowa Regional Transportation Planning Alliance (CIRTPA) by contract since the early 1990’s. Upon reviewing the agreement, MPO staff identified several minor items that are outdated, such as references to US Code sections and transportation reauthorization bills. MPO staff has updated the service agreement accordingly and is asking for both the MPO and CIRTPA boards for their approval.

The updated MPO and CIRTPA Service Agreement is available on the MPO website (click to access).

RECOMMENDATION:

Approve the Fiscal Year 2020 service agreement between the MPO and CIRTPA for regional planning services.

STAFF CONTACT:

Dylan Mullenix, dmulenix@dmampo.org
(515) 334-0075
ISSUE: Fiscal Year 2020 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

REPORT: Update on the expenditures for Fiscal Year 2019

BACKGROUND:

The MPO staff has developed a status report for the Fiscal Year 2019 budget. The report compares expenditures as compared to budgeted amounts as well as the status of the MPO’s federal planning funds.

The End-of-Year report will be provided prior to the July meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Benefits and Salary Survey

REPORT: Discussion regarding the results of the Benefits and Salary Survey.

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 Executive Committee approved The Newport Group’s proposal for Compensation Consulting Services at their March 13, 2019, meeting. Staff will provide an overview of The Newport Group’s findings at the July meeting. The salary survey report will be provided prior to the July meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: Local Pavement Condition Data Collection

REPORT: Report on current and future local pavement data collection efforts by the Iowa DOT.

BACKGROUND:

Starting in 2013, the Iowa DOT elected to use primary road fund dollars to hire a vendor to collect pavement condition data statewide, including all local paved streets and roads. Data has been collected on a two-year cycle since. This data source is what the MPO uses for road condition reporting and forecasting.

Prior to 2013, the Iowa DOT only collected the Primary system. Through the Iowa Pavement Management Program (IPMP) at Iowa State University, the MPO and local agencies were able to access the same vendor used by the DOT to have data collected on the local system. While some chose to opt-in, many local agencies found the cost to be prohibitive.

The Iowa DOT is looking to reduce, or cost share, a portion of the costs associated with this process. The most likely scenario is that the Iowa DOT will continue to collect local data but on a four-year basis rather than two. MPOs/RPAs and local jurisdictions would then have the option to opt in and pay for an interim collection.

The DOT has put together a working group to review this process and is currently calculating potential costs for MPOs/RPAs. Data is currently being collected for the MPO area and will be the last data collection to be funded completely by the Iowa DOT.

More information can be found in the Iowa DOT report found here.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@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.

July 19 – Exchange for Ag and City Leadership: The Challenges, Opportunities & Progress Upstream and Downstream – Click here for more information.

July 24 – Soil Quality Restoration Training for City Staff – Click here for more information.

August 1 – What’s Next for Stormwater Utilities? – Click here for more information.

August 12 – Tomorrow Plan Speaker Series featuring Katharine Burgess, “Harvesting the Value of Water” – Click here for more information.

September 20 – Central Iowa Green Infrastructure Conference – more information will be posted soon at www.iowastormwater.org

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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