NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

11:30 a.m., Wednesday, August 7, 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 July 17, 2019, meeting minutes.
4. REPORT and VOTE: Fiscal Year 2020-2023 Transportation Capital Improvement Program .................. Page 5
   • Report on the Fiscal Years 2020-2023 Transportation Capital Improvement Program; consider approval.
5. REPORT: Iowa Clean Air Attainment Program Pre-Applications .......................................................... Page 6
   • Report regarding Federal Fiscal Year 2020 Iowa Clean Air Attainment Program applications.
6. REPORT: National Household Travel Survey Add-On Summary .................................................. Page 7
   • Report regarding a summary report of the 2017 National Household Travel Survey data.
7. REPORT: The Great American Rail Trail .................................................................................................. Page 8
   • Report regarding the Great American Rail Trail route that passes through Iowa
8. REPORT: Electric Scooter Update ........................................................................................................ Page 9
   • Report regarding ongoing discussions to implement an e-scooter pilot project
9. REPORT: Model Bicycle Ordinance ........................................................................................................ Page 10
   • Report and discussion regarding a regional Model Bicycle Ordinance developed by the Street Collective of Greater Des Moines.
10. REPORT: Rain Campaign Update ........................................................................................................ Page 11
    • Report on the Rain Campaign and its activation.
11. REPORT: Executive Director Annual Review Update ........................................................................ Page 12
    • Report regarding the Executive Director’s annual review.
12. REPORT: Upcoming Events .................................................................................................................. Page 13
13. VOTE: Approval of the MPO Agenda
14. Other Non-Action Items of Interest to the Committee
15. Next Meeting Date – September 11, 2019, at 11:30 a.m.
16. 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 July 17, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the July 17, 2019, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the July 17, 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, July 17, 2019  
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on July 17, 2019 at R&R Realty Group/ Westfield Campus in West Des Moines Iowa. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on July 12, 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  
Gary Lorenz | City of Ankeny  
Kyle Mertz | City of Altoona  
Chris Coleman | City of Des Moines  
Stephanie Riva | City of Norwalk  
Sara Kurovski | City of Pleasant Hill  
Matt McCoy | Polk County  
Bob Andeweg | City of Urbandale  
Andy Loonan | IDOT

**Others**

**Executive Members Absent:**  
Tom Armstrong | City of Grimes  
Ted Weaver | City of Clive

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

1. **Call to Order**  
MPO Chair Steve Gaer called the July 17, 2019, meeting to order at 11:32 a.m. A quorum was present.

2. **Approval of Agenda**  
**MOTION:** A motion was made to approve the July 17, 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 June 6, 2019 Executive Committee meeting minutes.  
**MOTION CARRIED**

4. **Contracts and Expenses**  
Executive Director presented. Recommend approval of payments to HDR, Jester Insurance and Newport Group, Inc.  
**MOTION:** A motion was made to approve payments to HDR for Travel Model Updates, Jester Insurance for the annual office insurance renewal and to Newport Group, Inc. for the salary and benefit analysis.  
**MOTION CARRIED**  
[Joe Gatto arrives 11:34]

5. **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**
6. **Federal Fiscal Year 2020-2023 Transportation Improvement Program (TIP)**
   Staff presented. Recommend approval of the Final FFY 2020-2023 TIP.
   **MOTION:** A motion was made to approve the FY 2020-2023 TIP.
   **MOTION CARRIED**
   [Chris Coleman arrives 11:39]

7. **Mobilizing Tomorrow Fiscally Constrained Project List**
   Staff presented. Recommend approval of the Mobilizing Tomorrow fiscally constrained project list.
   **MOTION:** A motion was made to approve the Mobilizing Tomorrow fiscally constrained project list.
   **MOTION CARRIED**
   [Kyle Mertz arrives 11:44]

8. **Polk Soil and Water Conservation District Memorandum of Understanding**
   Staff presented. Recommend approval of the Polk Soil and Water Conservation District Memorandum of Understanding.
   **MOTION:** A motion was made to approve the Polk Soil and Water Conservation District Memorandum of Understanding.
   **MOTION CARRIED**

9. **MPO and CIRTPA Service Agreement**
   Staff presented. Recommend approval of the MPO and CIRTPA Service Agreement.
   **MOTION:** A motion was made to approve the MPO and CIRTPA Service Agreement.
   **MOTION CARRIED**

10. **FFY 2020 Banking and Public Funds Investment Policy**
    Executive Director presented. Recommend approval of the FFY 2020 Investment Policy.
    **MOTION:** A motion was made to approve the FFY 2020 Investment Policy.
    **MOTION CARRIED**

    Staff presented. Report and discussion only.

12. **Benefits and Salary Survey**
    Kevin Paulsen of Newport Group presented. Discussion ensued. Additional information was requested to be provided. Report and discussion only.

13. **Local Pavement Condition Data Collection**
    Staff presented. Report and discussion only.
    [Chris Coleman leaves the meeting 12:22 p.m.]

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

15. **Other Non-Action Items**
    An update of the status of the Transload was discussed. Environmental in progress and BUILD Grant submitted. General Counsel provided an update on the pending litigation. Sara Kurovski inquired about the status of setting policy for use of leftover STBG funding. Executive Director indicated that a rough draft was in progress. The Assistant Director advised the board of an Iowa State Fair event where the MPO Data Bike would be displayed and discussed.

16. **Next Meeting Date**
    August 15, 2019 at 11:30 a.m. at the MPO offices.

17. **Adjournment**
    Hearing no objection to the contrary, Chair Steve Gaer adjourned the Executive Committee meeting at 12:38 p.m..
ISSUE: Fiscal Years 2020-2023 Transportation Capital Improvement Program Development

REPORT and VOTE: Consider approval of the Fiscal Years 2020-2023 Transportation Capital Improvement Program.

BACKGROUND:

The MPO annually develops a four-year Transportation Capital Improvement Program (TCIP). The TCIP lists all transportation projects in the MPO planning area scheduled to take place during the course of the next four fiscal years.

To develop the Fiscal Years 2020-2023 Transportation Capital Improvement Program, the MPO staff requested member governments and participating agencies submit a document containing any transportation projects planned to occur in the next four years. Staff sent a request to the primary and alternate members of the Technical Committee in May 2019 with a response deadline in early July. In addition to updates to the document, staff requested that committee members share any shapefiles with the MPO for analysis and updating purposes.

The Fiscal Years 2020-2023 Transportation Capital Improvement Program is available on the MPO website (click to access).

RECOMMENDATION:

Staff recommends approval of the Fiscal Years 2020-2023 Transportation Capital Improvement Program.

STAFF CONTACTS:

Aspen Pflanz, apflanz@dmampo.org
(515) 334-0075
ISSUE: Iowa’s Clean Air Attainment Program Applications

REPORT: Report on Federal Fiscal Year 2021 Iowa Clean Air Attainment Program applications.

BACKGROUND:

Pre-applications for Federal Fiscal Year 2021 Iowa Clean Air Attainment Program applications were due on July 26, 2019. The following applications were received:

- Bondurant – 2nd Avenue and Grant Turn Lanes;
- DART – Route 50: Euclid/Douglas Avenue Crosstown Route – Year 3; and,
- Windsor Heights – University Avenue Improvements Project.

The ICAAP Schedule moving forward is as follows:

- **August 2019** – Pre-Application presented to the Transportation Technical, Executive, and Policy Committee’s for review.
- **September 2019** – Pre-Applications are presented to Technical, Executive, and Policy Committee’s for approval and ICAAP resolutions are forwarded to project sponsor to include in the final application to the Iowa Department of Transportation.
- **October 1, 2019** – Project sponsors submit their application to the Iowa Department of Transportation (sponsors are required to send an electronic copy of final application to the MPO staff).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org; (515) 334-0075.
ISSUE: National Household Travel Survey Add-On Summary

REPORT: Discussion of summary report of data collected during the 2017 National Household Travel Survey Add-On program.

BACKGROUND:

From March 2016-April 2017, approximately 12,000 Des Moines households were invited to participate in the National Household Travel Survey (NHTS) Add-On program. The Federal Highway Administration conducts the NHTS every six to eight years, with the most recent survey in 2009. Regions can elect to participate in an add-on program, which provides a more detailed sample in that region. The MPO last participated in an add-on survey in 2001.

Macro Systems, a consultant to the 2017 NHTS program, has prepared a summary report of findings for the MPO area. The report summarizes basic statistics for the Des Moines Area including general information, safety-related data, household vehicle fleet, and travel characteristics. MPO staff have been working to incorporate survey findings into the regional travel demand model and will be bringing additional findings to its committees over the next several months.

The summary report is available on the MPO website (click to access).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
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ISSUE: The Great American Rail Trail

REPORT: Report on the Great American Rail Trail route that spans the country from Washington DC to Washington State passing through Iowa.

BACKGROUND:

The Rails to Trails Conservancy recently unveiled the route for the Great American Rail Trail which will pass through 12 states and cover over 3,700 miles from Washington DC to Washington State. The vision for this trail is to be able to pedal across the entire country on safe, seamless and scenic pathways while celebrating America’s heritage and natural beauty. The route is expected to travel through Iowa, and right through the MPO area.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
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ISSUE: Electric Scooter Update

REPORT: Report regarding ongoing discussions to implement an e-scooter pilot project

BACKGROUND:

There is growing interest amongst various community stakeholders to implement an e-scooter pilot project in the Des Moines metro area. Discussions have been ongoing with members of various agencies and peer communities to research, identify partners, and work out details necessary to roll out a successful program in the future. MPO staff will provide additional updates at the August meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: Model Bicycle Ordinance

REPORT: Presentation and discussion of a regional Model Bicycle Ordinance, developed by the Street Collective of Greater Des Moines.

BACKGROUND:

The Street Collective has prepared a model bicycle ordinance proposing improvements intended to enhance the safety and usability of city streets that have proven successful in other states and cities. To do this, the Street Collective’s Advocacy and Education Committee started from the existing language from the Des Moines Code of Ordinances. The changes are mainly based on work done by the Iowa Bicycle Coalition and dedicated outreach to the MPO’s Bicycle and Pedestrian Roundtable, local law enforcement, and other key stakeholders.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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ISSUE: Rain Campaign


BACKGROUND:

In the June of 2018 Des Moines metro cities were hit with unprecedented rains that impacted public and private property, some of which is miles away from the nearest Special Flood Hazard Area.

In response to this event and future rainfall projections, and in accordance with area watershed management authorities, Polk Soil and Water Conservation District applied for and was awarded a grant from the US Environmental Protection Agency, administered by the Iowa DNR, to empower private property owners to manage stormwater on their own land. Through collaboration with Iowa Stormwater Education Partnership, the Des Moines Area Metropolitan Planning Organization, and local jurisdictions, it was decided to increase the awareness and utilization of local cost-share programs across the metro, and to focus on promoting one simple stormwater best management practice, soil quality restoration.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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ISSUE: Executive Director Annual Review Update

REPORT: Discussion regarding the status of the Executive Director’s annual review.

BACKGROUND:

The MPO Chair appointed an Executive Director Review Committee (Review Committee) to complete an evaluation of the Executive Director’s performance over the past year. The 2019 Review Committee include the following members:

- Matt McCoy, Polk County
- Kyle Mertz, City of Altoona
- Sara Kurovski, City of Pleasant Hill
- Chris Coleman, City of Des Moines
- Tom Hadden, City of West Des Moines

The Review Committee will be meeting on August 15, 2019 at 3:00 p.m. at the MPO offices.

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.

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

**August 13** – NASCO Presents: An Update on North American Relations and Trade – [Click here for more information.](#)

**September 20** – Central Iowa Green Infrastructure Conference – more information will be posted soon at [www.iowastormwater.org](http://www.iowastormwater.org)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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