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 August 7, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the August 7, 2019, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the August 7, 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, August 7, 2019
Des Moines Area MPO | Burnham Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on August 7, 2019 at the Des Moines Area MPO offices. 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.

<table>
<thead>
<tr>
<th>Executive Members Present:</th>
<th>Staff Present:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Gaer</td>
<td>City of West Des Moines</td>
</tr>
<tr>
<td>Joe Gatto</td>
<td>City of Des Moines</td>
</tr>
<tr>
<td>Chris Coleman</td>
<td>City of Des Moines</td>
</tr>
<tr>
<td>Tom Armstrong</td>
<td>City of Grimes</td>
</tr>
<tr>
<td>Ted Weaver</td>
<td>City of Clive</td>
</tr>
<tr>
<td>Stephanie Riva</td>
<td>City of Norwalk</td>
</tr>
<tr>
<td>Matt McCoy</td>
<td>Polk County</td>
</tr>
<tr>
<td>Bob Andeweg</td>
<td>City of Urbandale</td>
</tr>
<tr>
<td>Andy Loonan</td>
<td>IDOT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Members Absent</th>
<th>Others Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Lorenz</td>
<td>City of Ankeny</td>
</tr>
<tr>
<td>Kyle Mertz</td>
<td>City of Altoona</td>
</tr>
<tr>
<td>Sara Kurovski</td>
<td>City of Pleasant Hill</td>
</tr>
</tbody>
</table>

1. **Call to Order**
   MPO Chair Steve Gaer called the August 7, 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 August 7, 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. **Fiscal Year 2020-2023 Transportation Capital Improvement Program**
   Staff presented. Recommend approval of the FFY 2020-2023 Transportation Capital Improvement Program. Discussion ensued.
   
   **MOTION:** A motion was made to approve the FFY 2020-2023 Transportation Capital Improvement Program as modified regarding the Environmental Justice areas.
   
   **MOTION CARRIED**

5. **Iowa’s Clean Air Attainment Program Applications**
   Staff presented. Report only.
6. National Household Travel Survey Add-On Summary  
Staff presented. Report only.

7. The Great American Rail Trail  
Staff presented. Report only.

8. Electric Scooter Update  
Executive Director presented. Report only.

9. Model Bicycle Ordinance  
Staff presented. Report only.

10. Rain Campaign  
Staff presented. Report only.

11. Executive Director Annual Review Update  
Executive Director presented. Report only.

12. Upcoming Events  
Staff presented. Report only.

13. Other Non-Action Items  
The Executive Director introduced the MPO new intern, Tanvi Halde.  
The Executive Director further reported that he was deposed earlier in the week regarding the Des Moines Transload v. City of Des Moines case and reported that the current transload project is moving forward.  
Tom Armstrong asked for a report from the IDOT on the closing on an intersection outside of Grimes on Highway 141.

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

15. Adjournment  
Hearing no objection to the contrary, Chair Steve Gaer adjourned the Executive Committee meeting at 12:46 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:

Below are expenses that exceed the limits set by the MPO’s policy and procedures regarding expenditures and require the Executive Committee’s approval.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PURPOSE</th>
<th>NOTES/INFORMATION</th>
<th>AMOUNT REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDR Engineering</td>
<td>Travel Model Update</td>
<td>March services</td>
<td>$8,461.32</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

Recommend approval of the contracts and expenses.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-00
ISSUE: Executive Director Annual Review and Compensation Adjustment

REPORT and VOTE: Discussion regarding the Executive Director’s annual review and consideration of compensation adjustment.

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

A memo from the review committee to the Executive Committee summarizing the Executive Director’s review is included on the following pages.

RECOMMENDATION:

The Review Committee recommends the Executive Director’s salary be increased by 3.4%.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org; (515) 334-0075
MEMORANDUM

TO: MPO Executive Committee

FROM: Members of the Executive Director Review Committee: Supervisor McCoy, Councilman Coleman, Councilman Mertz, Mayor Kurovski, and City Manager Tom Hadden

DATE: September 3, 2019

SUBJECT: MPO Executive Director Review

The committee reviewed the following documents as it relates to the MPO Executive Director’s annual review:

1) 2018 Annual Review & the goals from that review
2) 2019 Salary Survey
3) MPO Director’s contract

The committee recounted the steps taken into place during the last review, to ensure that reviews occur annually for the director, have measurable goals that are in line with the strategic plan, and can help maintain expectations from the board with the director.

The director was found to have strong performance and follow through, not only on the goals listed from 2018, but on the many activities that occur within the MPO each year. Upon reviewing the 2018 goals and the strategic plan, the director recommended the attached goals moving forward for the next year.

The review committee made recommendations for a salary increase, based on the 2019 salary survey and strong performance. It is a recommendation to the board that they consider a 3.4% increase for the Executive Director.
2019 CEO/Executive Director Goals

1.1.1.1
The Executive Director will prepare and pass the Quadrennial Certification Review done by Federal Highway Administration and the Federal Transit Administration, last certified in 2017; the next certification review will take place in 2021. Additionally, the MPO will maintain a clean fiscal audit each year, as well as an annually approved Unified Planning Work Program with the Iowa Department of Transportation.

1.1.1.2
Maintain the Surface Transportation Block Grant and the Surface Transportation Block Grant Set-Aside programs in an exceptional manner. Work with member government to educate on the grant programs processes along with the Surface Transportation Block Grant Funding Sub-Committee.

1.1.2.1
Evaluate the Mobilizing Tomorrow Growth Scenario to determine the impacts anticipated growth will have on things such as: affordable housing, stormwater runoff, and so forth and how those will in turn impact transportation.

2.2.4.1
Executive Director will meet/present an update at each member government at least on an annual basis or as the situation warrants.

2.2.4.4
The Executive Director will meet with each board member at least once each year to discuss MPO business and update on policy matters as situation warrants.

4.4.3.1
The MPO will assist member government in seeking and applying for alternate revenue sources, as requested. Additionally, the MPO will manage the grant, for a fee, if the member government requests assistance.

4.4.3.2
Update and approve 28-E agreement between DMAMPO and CIRTPA before the end of the year.
ISSUE: Des Moines Transload Facility Sub-Agreement

REPORT and VOTE: Consider approval of the sub-agreement between Des Moines Industrial, LLC and the MPO regarding the Railroad Revolving Loan and Grant

BACKGROUND:

The MPO has executed a Railroad Revolving Loan and Grant Program Agreement with the Iowa Department of Transportation for a loan of $1.7 million to be used in the development of a transload facility in Des Moines. The MPO will be the borrower and act as a pass-through entity for the selected transload facility Operator, Des Moines Industrial, LLC. The loan is to be repaid in ten years at zero interest by Des Moines Industrial, LLC.

Negotiations have been on-going to finalize a Transload Development and Operations Agreement with Des Moines Industrial, LLC that will avoid exposing the MPO to potential liability for the loan repayment. Des Moines Industrial, LLC is purchasing the site from the City of Des Moines, subject to a variety of performance monitoring covenants and conditions. The City of Des Moines has been involved in the negotiations.

The agreement includes the following protections from the MPO:

- If the Operator were to default, the MPO would assign its position to the City of Des Moines and the City of Des Moines would be responsible for loan repayment and for pursuing all available remedies against the Operator.
- Any loss incurred by the City of Des Moines would be reimbursed using “excess” Surface Transportation Block Grant funds.

RECOMMENDATION:

Recommend approval of the sub-agreement between Des Moines Industrial, LLC and the MPO regarding the Railroad Revolving Loan and Grant

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075
ISSUE: Iowa’s Clean Air Attainment Program Applications

REPORT and VOTE: Consider approval 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. Staff will provide an overview of the pre-applications at the August meeting. The MPO received the following applications:

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

The ICAAP Schedule moving forward is as follows:

- **August 2019** – Pre-Application presented to the 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:

Recommend approval of the Fiscal Year 2021 Iowa Clean Air Attainment Program applications.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.
ISSUE: Travel Demand Model

REPORT and VOTE: Consider approval of the updated Transportation Demand Model.

BACKGROUND:

Title 23 CFR Part 450, Subpart C requires that MPOs shall “at a minimum…include the current projected transportation demand of persons and goods in the metropolitan planning area over the period of (a) transportation plan”. To meet this requirement, it has become industry standard to utilize a 4-Step Travel Demand Model (TDM). The main purpose of the TDM is to forecast traffic flows based on local land use, demographic data, and regional trip characteristics. General inputs include population, employment, building size, dwelling units, trip rates, transit fares, etc.

To meet this requirement the MPO hired HDR to complete a TDM built off from the Iowa Standardized Model Structure (TDM). Through coordinated efforts between the MPO, HDR, Iowa DOT, and DART, a draft TDM and manual has been created.

The draft Transportation Demand Model Documentation is available on the MPO website (click to access).

RECOMMENDATION:

Recommend approval of the updated Travel Demand Model.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075
ISSUE: Surface Transportation Block Grant Swap with Polk County

REPORT and VOTE: Consider approval of the swapping of excess Surface Transportation Block Grant funds with Polk County for water trails preliminary engineering and pre-permitting.

BACKGROUND:

At its June 20, 2019, meeting, the MPO approved the use of $500,000 in excess Surface Transportation Block Grant (STBG) funds for water trails preliminary engineering and pre-permitting.

Following the June meeting, staff reached out to the Iowa Department of Transportation to discuss the process of converting the STBG funds to planning funds. Staff learned that, based on the scope of work for the water trails, using the STBG funds would trigger a number of requirements and many of the elements of the scope would not be eligible for planning funds.

Staff reached out to Polk County to discuss a swap of $500,000 in local funds for the STBG funds. Polk County was agreeable with this solution and requested that the MPO provide them with a resolution agreeing to the swap of funds.

RECOMMENDATION:

Recommend approval of swapping $500,000 in excess STBG funds for the local funds with Polk County.

STAFF CONTACT:

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

REPORT: Update on the development 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.

A redlined copy of the model bicycle ordinance is available on the MPO website (click to access).

At their September 5, 2019, meeting, the Technical Committee recommended that the Model Bicycle Ordinance be delayed allowing more time to develop an implementation plan to ensure adequate communications to member communities and the public and to encourage consistency in members adopting the same version of the ordinance.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org;
(515) 334-0075
ISSUE: Environmental Justice Report

REPORT: Discussion regarding the MPO's Environmental Justice report and methodology.

BACKGROUND:

The MPO works to ensure the fair treatment and meaningful involvement of all residents in the region. To ensure fair treatment, the MPO identifies Environmental Justice (EJ) areas as areas with large populations of traditionally underserved individuals and performs analysis comparing EJ and non-EJ areas to determine any discrepancies between the two. Underserved populations include seven population groups, or Degree of Disadvantage; a degree is identified for a population group if the census tract exceeds the regional average.

The most recent Environmental Justice Report was developed in late 2018 and presented to the Executive Committee and Policy Committee in January 2019. This report notes that for a census tract to be declared an EJ area, it had to exceed the regional average in at least four of the seven degrees. Previous iterations required at least six degrees. This change was made following consultation with the United Way, the City of Des Moines' Human and Civil Rights Department, and the Transportation Advisory Group's social service organizations to better reflect presence of traditionally disadvantaged populations throughout the region and was shared with the Executive Committee at its January 9, 2019, meeting with no objections raised.

The 2018 Environmental Justice Report is available on the MPO website (click to access). An interactive map of the EJ areas also is available on the MPO website (click to access).

During the discussion of the Fiscal Years 2020-2023 Transportation Capital Improvement Program (TCIP) at its August 7, 2019, meeting, the Executive Committee discussed the EJ analysis included in the TCIP and questioned the inclusion of some areas identified as EJ and the methodology that resulted in those areas being included. The Executive Committee voted to change the threshold of the number of disadvantaged populations present in a census tract to be declared an EJ area back to six for the TCIP analysis and asked for further discussion regarding the EJ methodology and the use of the EJ analysis by the MPO.

This item is included in the agenda to review the MPO's analysis and methodology in order to continue the conversation from the August 7th meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Allison van Pelt, avanpelt@dmampo.org
(515) 334-0075
ISSUE: Long-Range Transportation Plan Update

REPORT: Report regarding update to Mobilizing Tomorrow, the MPO’s long-range Transportation Plan.

BACKGROUND:

Staff is in the process of completing the draft update to Mobilizing Tomorrow, the MPO’s long-range transportation plan. The Federal Highway Administration requires MPO’s to update their long-range transportation plan every five years. The update is due in November 2019. The remaining timeline for the plan update is listed below:

- September 13, 2019 – Complete Draft of Plan;
- Mid-September 2019 – Release Draft Plan for committee and public comment;
- October 2019 – Review and incorporate comments and present draft to Tech, Executive, and Policy; and,
- November 21, 2019 – Present Final draft for approval to Policy Committee.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org; (515) 334-0075.
ISSUE: Excess Surface Transportation Block Grant Program Policy

REPORT: Report regarding the development of a policy for distributing excess Surface Transportation Block Grant funding.

BACKGROUND:

Each year the MPO receives Surface Transportation Block Grant (STBG) Program funding through the Iowa Department of Transportation (DOT). In February/March, the Iowa DOT provides the MPO with the final apportionment from the previous fiscal year and estimated apportionments for the next four fiscal years. Since STBG funding is awarded four years in advance, the final apportionment is usually different than the amount that was awarded four years previously. This often results in excess STBG funding that is available to be awarded to projects.

The Executive Committee requested that staff develop a formal policy on how to distribute excess STBG funding. The draft policy is available on the MPO website (click to access).

Staff will also provide an overview on the process to update the project scoring and timeline for STBG applications.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@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.

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