

## NOTICE OF MEETING

### Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, October 9, 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 September 11, 2019 and September 19, 2019, meeting minutes.
4. **REPORT and VOTE: Des Moines Transload Facility Sub-Agreement** ..... Page 6
  - Report regarding the updated sub-agreement between Des Moines Industrial, LLC and the MPO regarding the Railroad Revolving Loan and Grant.
5. **REPORT and VOTE: Federal Fiscal Year 2020-2023 Transportation Improvement Program Amendment Request** ..... Page 7
  - Report regarding an amendment to FFY 2020-2023 Transportation Improvement Program to add an ICAAP funded project currently programmed in FFY 2019; consider approval.
6. **REPORT and VOTE: Surface Transportation Block Grant Funding Swap with Polk County** ..... Page 8
  - Report regarding the swapping of excess Surface Transportation Block Grant funds with Polk County for water trails preliminary engineering and pre-permitting; consider approval.
7. **REPORT: Surface Transportation Block Grant Project Scoring**..... Page 9
  - Report regarding the updated scoring process for the Surface Transportation Block Grant (STBG) program applications.
8. **REPORT: Federal Legislative Agenda for Annual D.C. Trip** ..... Page 10
  - Report and discussion on the process to identify priority projects and policies for the Greater Des Moines Partnership’s annual trip to Washington D.C.
9. **REPORT: Mobilizing Tomorrow Draft**..... Page 11
  - Report and discussion regarding the draft of Mobilizing Tomorrow, the MPO’s long-range transportation plan update.
10. **REPORT: Pavement Condition Data Collection**..... Page 12
  - Report and discussion regarding changes to Pavement Condition Collection Process.
11. **REPORT: Upcoming Events** ..... Page 13
12. **VOTE: Approval of the MPO Policy Agenda**
13. **Other Non-Action Items of Interest to the Committee**
14. **Next Meeting Date – November 13, 2019, at 11:30 a.m.**
15. **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.dmamp.org/title-vi/](http://www.dmamp.org/title-vi/) or call 515-334-0075.*

October 2019  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the September 11, 2019, MPO Executive Committee meeting minutes and the September 19, 2019 MPO Special Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the September Executive Committee meetings are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the September 11, 2019, MPO Executive Committee meeting and the September 19, 2019 PO Special Executive Committee meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org)  
(515) 334-0075

MEETING MINUTES  
Des Moines Area Metropolitan Planning Organization (MPO)  
EXECUTIVE COMMITTEE  
11:30 a.m., Wednesday, September 11, 2019  
Des Moines Area MPO | Burnham Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on September 11, 2019 at the Des Moines Area MPO offices. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on September 6, 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:**

Steve Gaer | City of West Des Moines  
Joe Gatto | City of Des Moines  
Gary Lorenz | City of Ankeny  
Tom Armstrong | City of Grimes  
Ted Weaver | City of Clive  
Stephanie Riva | City of Norwalk  
Matt McCoy | Polk County  
Bob Andeweg | City of Urbandale  
Andy Loonan | IDOT

**Staff Present:**

Todd Ashby | Executive Director  
Dylan Mullenix | Assistant Director  
Zach Young | Planning Manager  
Gunnar Olson | Communications & Strategy Manager  
Sreyoshi Chakraborty | Senior Planner  
Allison van Pelt | Associate Planner  
Zhi Chen | Associate Planner  
Tracey Deckard | Office Manager  
Aspen Pflanz | Intern

**Executive Members Absent**

Chris Coleman | City of Des Moines  
Kyle Mertz | City of Altoona  
Sara Kurovski | City of Pleasant Hill

**Others Present**

Jonathan Wilson | MPO General Counsel  
Clifford Leonard | Public

**1. Call to Order**

MPO Chair Steve Gaer called the September 11, 2019, meeting to order at 11:29 a.m. A quorum was present.

**2. Approval of Agenda**

**MOTION:** A motion was made to approve the September 11, 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 August 7, 2019 Executive Committee meeting minutes.

**MOTION CARRIED**

**4. Contracts and Expenses**

Executive Director presented. Recommend approval of payment of HDR Travel Model Update March Services invoice in the amount of \$8,461.32.

**MOTION:** A motion was made to approve the payment of the HDR invoice.

**MOTION CARRIED**

**5. Executive Director Annual Review and Compensation Adjustment**

Matt McCoy presented. Based on the 9/3/19 Memorandum from the members of the Executive Director Review Committee a salary increase of 3.4% was recommended.

**MOTION:** A motion was made to approve the 3.4% salary increase.

**MOTION CARRIED**

*[TED WEAVER JOINS THE MEETING AT 11:35 A.M.]*

6. **Des Moines Transload Facility Sub-Agreement**

Executive Director presented. Advised that another meeting was scheduled for later in the day with Des Moines Industrial, LLC. Recommend approval of the sub-agreement between Des Moines Industrial, LLC and the MPO regarding the Railroad Revolving Loan and Grant. Discussion ensued.

**MOTION:** A motion was made to approve the sub-agreement between Des Moines Industrial, LLC and the MPO regarding the Railroad Revolving Loan and Grant.

**MOTION CARRIED**

7. **Iowa's Clean Air Attainment Program Applications**

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

**MOTION:** A motion was made to approve the Fiscal Year 2021 Iowa Clean Air Attainment Program applications.

**MOTION CARRIED**

8. **Travel Demand Model**

Staff presented. Recommend approval of the updated Travel Demand Model.

**MOTION:** A motion was made to approve the updated Travel Demand Model.

**MOTION CARRIED**

9. **Surface Transportation Block Grant Swap with Polk County**

Executive Director presented. Discussion ensued.

**MOTION:** A motion was made to postpone this matter until additional information could be obtained.

**MOTION CARRIED**

10. **Model Bicycle Ordinance**

Staff presented. Discussion ensued. Report only.

11. **Environmental Justice Report**

Staff presented. Discussion ensued. Report only.

12. **Long-Range Transportation Plan Update**

Staff presented. Report only.

13. **Excess Surface Transportation Block Grant Program Policy**

Staff presented. Discussion ensued. Report only.

14. **Upcoming Events**

Staff presented. Report only.

15. **Other Non-Action Items**

Andy Loonan of the IDOT reported that the new exit ramp in Ames would open later this week.

16. **Next Meeting Date**

October 9, 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 12:52 p.m.

MEETING MINUTES  
Des Moines Area Metropolitan Planning Organization (MPO)  
SPECIAL EXECUTIVE COMMITTEE  
3:30 P.m., Thursday, September 19, 2019  
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a special meeting at 3:30 p.m. on September 19, 2019 at the Des Moines Area MPO offices. Before the meeting, the MPO staff emailed agenda packets on September 18, 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:**

Steve Gaer | City of West Des Moines  
Joe Gatto | City of Des Moines  
Gary Lorenz | City of Ankeny- via phone  
Tom Armstrong | City of Grimes  
Ted Weaver | City of Clive  
Stephanie Riva | City of Norwalk  
Matt McCoy | Polk County  
Bob Andeweg | City of Urbandale  
Andy Loonan | IDOT  
Kyle Mertz | City of Altoona- via phone  
Sara Kurovski | City of Pleasant Hill  
Chris Coleman | City of Des Moines

**Staff Present:**

Todd Ashby | Executive Director  
Dylan Mullenix | Assistant Director  
Zach Young | Planning Manager  
Gunnar Olson | Communications & Strategy Manager  
Tracey Deckard | Office Manager

**Others Present**

Jonathan Wilson | MPO General Counsel  
Scott Brennan | MPO General Counsel (alt)  
Gabe Claypool  
Chris Sackett  
Matt Hinch

1. **Call to Order**

MPO Chair Steve Gaer called the September 19, 2019, meeting to order at 3:34 p.m. A quorum was present.

2. **Approval of Agenda**

**MOTION:** A motion was made to approve the September 19, 2019, Des Moines Area Metropolitan Planning Organization Special Executive Committee meeting agenda.

**MOTION CARRIED**

3. **Des Moines Transload Facility Sub-Agreement**

Consider approval of the sub-agreement between Des Moines Industrial, LLC and the MPO regarding the Railroad Revolving Loan and Grant. Lengthy discussion ensued. Negotiations and various options were discussed.

**MOTION:** A motion was made to approve the sub-agreement between the Des Moines Industrial LLC and the MPO regarding the Revolving Loan and Grant as further outlined by a resolution to be prepared by general counsel and approved by the Policy Committee.

**MOTION CARRIED WITH GARY LORENZ ABSTAINING.**

4. **Approval of the MPO Policy Agenda**

**MOTION:** A motion was made to approve the amended September MPO Policy Agenda.

**MOTION CARRIED**

5. **Other Non-Action Items**

None.

6. **Adjournment**

Hearing no objection to the contrary, Chair Steve Gaer adjourned the Executive Committee meeting at 4:18 p.m.

October 2019  
Item No. 4

**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.

The updated sub-agreement will be provided prior to the October meeting.

**RECOMMENDATION:**

Staff would recommend approving 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](mailto:tashby@dmampo.org);  
(515) 334-0075

October 2019  
Item No. 5

**ISSUE: Federal Fiscal Year 2020-2023 Transportation Improvement Program Amendment Requests**

REPORT and VOTE: Report regarding an amendment to FFY 2020-2023 Transportation Improvement Program to add an Iowa Clear Air Attainment Program (ICAAP) funded project, in the City of Pleasant Hill, which is currently programmed in FFY 2019

**BACKGROUND:**

In FFY 2018, the City of Pleasant Hill was awarded an ICAAP grant of \$576,800 to implement an Adaptive Traffic Signal Control System on Iowa 163. Currently, it is programmed in FFY 2019 within the FFY 2019-2022 TIP. The amount authorized to date is \$81,268.80. The installation of the adaptive signals will occur throughout 2019. The City of Pleasant Hill has requested that the remaining project amount of \$495,531.20 be rolled over to FFY 2020 within the new FY 2020 TIP.

**RECOMMENDATION:**

Approve the *Federal Fiscal Years 2020-2023 Transportation Improvement Program Amendment Request*.

**STAFF CONTACT:**

Sreyoshi Chakraborty, [schakraborty@dmampo.org](mailto:schakraborty@dmampo.org)  
(515) 334-0075

October 2019  
Item No. 6

**ISSUE: Surface Transportation Block Grant Swap with Polk County**

REPORT and VOTE: Consider approval of locally swapping 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 \$550,000 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 (DOT) to discuss the process of programming the STBG funds for the project. Staff learned that while an eligible use of STBG funds, using STBG funds for engineering work carries a number of requirements that may slow the project.

An alternative approach may be to locally swap the STBG funds for another project that would be more agreeable to the federal requirements. In this scenario the MPO would instead award excess STBG funds to a project already in the MPO's Transportation Improvement Program, after which that project sponsor would provide an equal amount of local funds to the water trails project. Staff reached out to Polk County to discuss a swap of \$550,000 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.

This proposal was discussed at the September 2019 Executive Committee meeting and action was tabled until more information could be provided. The following information has been prepared following that meeting:

- [An opinion from the MPO's legal counsel regarding the legality of the proposed local swap \(click to access\)](#)
- [Guidance from the Iowa DOT regarding the proposal.](#)
- [A discussion guide prepared by staff addressing key issues concerning the options available \(click to access\)](#)

**RECOMMENDATION:**

Recommend approval of swapping \$550,000 in excess STBG funds for the local funds with Polk County.

**STAFF CONTACT:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org);  
(515) 334-0075



October 2019  
Item No. 7

**ISSUE: Surface Transportation Block Grant Project Scoring**

REPORT: Discussion regarding the updated scoring process for the Surface Transportation Block Grant (STBG) program applications.

**BACKGROUND:**

In light of the long-range transportation plan update, staff is reviewing and updating the scoring process for Surface Transportation Block Grant (STBG) program applications. Staff has prepared a draft of the updated scoring criteria.

[The draft scoring criteria is available on the MPO website \(click to access\).](#)

The Funding Subcommittee will meet later in October to review the draft scoring process and provide a recommendation to the Executive and Policy Committee for their November meetings. Staff has requested that the Technical Committee and other subcommittees review and provide feedback for staff to share with the Funding Subcommittee.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.

October 2019  
Item No. 8

**ISSUE: Federal Legislative Agenda for Annual D.C. Trip**

REPORT: Report and discussion on the process to identify priority projects and policies for the Greater Des Moines Partnership's annual trip to Washington D.C.

**BACKGROUND:**

The MPO staff annually works with MPO member governments and participating agencies to develop a list of priority transportation projects to discuss with congressional members during the Greater Des Moines Partnership's (GDMP) annual trip to Washington, D.C.

Staff will begin the project and policy solicitation process in October. Key dates in the process are as follows:

- October – Solicit changes to the existing project list from member governments. Changes are due by November 15, 2019;
- December/January – Draft project listing provided to MPO committees for discussion;
- January – Surface Transportation Program (STP) Funding Subcommittee meets to identify priority projects from the assembled listing;
- February – MPO committees take action to approve the project listing and priority projects;
- March/April – GDMP publishes the Policy Book; and,
- May 2020 – GDMP Trip to Washington D.C.

Staff requests that member governments submit their projects and policies by November 15, 2019.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

October 2019  
Item No. 9

**ISSUE: Mobilizing Tomorrow Draft**

REPORT: Discussion regarding the draft of Mobilizing Tomorrow, the MPO's long-range transportation plan update.

**BACKGROUND:**

The draft of Mobilizing Tomorrow, the MPO's long-range transportation plan, has been posted on the MPO website. The long-range transportation plan requires a 45-day public comment period which opened on September 24, 2019. Staff will collect public comment through November 10, 2019.

[The draft chapters and online comment forms are available on the MPO website \(click to access\).](#)

An open house public meeting will be held on October 22, 2019, from 4:00 p.m. to 6:00 p.m. at the MPO office. Staff will review and incorporate comments into the final draft of the plan which will be approved by the Policy Committee at their November 21, 2019, meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075

October 2019  
Item No. 10

**ISSUE: Pavement Condition Data Collection**

REPORT: Report and discussion regarding changes to Pavement Condition Collection Process.

**BACKGROUND:**

Since 2013 the Iowa Department of Transportation (DOT) has collected pavement condition data for all paved roads every two years. They have paid for the collection effort solely with Iowa DOT funding. Due to budgetary constraints the Iowa DOT has been exploring ways to reduce the pavement collection cost by about \$750,000 each year.

Two stakeholder meetings were held which were attended by MPO staff. Several options were presented that would make the necessary budget cuts, but one option was selected. The current plan is for the Iowa DOT to pay for a data collection cycle that allows all pavement data in the state to be collected on a 4-year cycle, with the option for locals to opt in and purchase data in the 2<sup>nd</sup> year.

The MPO area is finalizing a collection cycle this calendar year, with the next scheduled collection year being calendar year 2023. Any opt in by the MPO would occur in calendar year 2021 and require programming in the FFY 2021-2024 TIP. The estimated amount is \$250k.

[A presentation made by DOT staff at the MPO/RPA quarterly meeting is available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075.

October 2019  
Item No. 11

**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.

**October 16** – James S. Gordon, MD, is the next speaker in the Tomorrow Plan Speaker Series. His talk will be on how communities can navigate population-wide trauma caused by such events as weather-related disasters. For more information and to RSVP, please visit <http://tomorrowplanspeakerseries.org/james-s-gordon/>.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075