NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Policy Committee

4:00 p.m., Thursday, November 21, 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 October 17, 2019, meeting minutes.
4. CONSENT and VOTE: Financial Statements ................................................................................... Page 6
   • Approve the October Financial Statements.
5. PUBLIC COMMENT on MPO Action.................................................................................................. Page 7
6. PRESENTATION: Des Moines International Airport Parking Garage Navigation System ............. Page 8
   • Kevin Foley will discuss the airport’s new parking garage navigation system
7. REPORT and VOTE: Calendar Year 2020 Meeting Dates ................................................................ Page 9
   • Report on the proposed meeting dates in Calendar Year 2020; consider approval.
8. REPORT and VOTE: Mobilizing Tomorrow Final Draft....................................................................... Page 11
   • Report regarding the final draft of Mobilizing Tomorrow, the MPO’s long-range transportation plan
     update; consider approval.
9. REPORT and VOTE: Surface Transportation Block Grant Scoring Criteria ........................................ Page 12
   • Report regarding the updated scoring criteria for STBG applications; consider approval.
10. REPORT: Fiscal Year 2020 1st Quarter Budget Report ...................................................................... Page 13
    • Review of the Fiscal Year 2020 budget through the end of the 1st quarter.
11. REPORT: Budget Forecast and Member Assessments ....................................................................... Page 14
    • Report and discussion regarding forecasted revenues and expenditures and potential impacts on
      member assessments.
12. REPORT: Des Moines Transload Facility ........................................................................................ Page 15
    • Update regarding the Des Transload Facility.
13. REPORT: Central Iowa Water Trials ................................................................................................. Page 16
    • Update regarding the Central Iowa Water Trails project.
14. REPORT: Iowa Data Bike 2.0 ............................................................................................................. Page 17
    • Review of a proposal to develop a second Iowa Data Bike that improves upon the first.
15. REPORT: Upcoming Events .............................................................................................................. Page 18
16. Other Non-Action Items of Interest to the Committee
17. Next Meeting Date – January 23, 2020, 4:00 p.m. (no meeting in December)
18. 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 October 17, 2019, MPO Policy Committee meeting minutes.

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the October 17, 2019, MPO Policy Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075
Meeting Minutes
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., Thursday, October 17, 2019
Des Moines Area MPO Burnham Conference Room

The MPO held a meeting at 4:00 p.m. on October 17, 2019, in the Des Moines Area MPO Burnham Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on October 10, 2019. An Amended Agenda was posted and sent to members on October 16, 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.

MPO Representatives Present:
Gary Lorenz | City of Ankeny
David Jones | City of Ankeny
Marketa Oliver | City of Bondurant
Eric Goodhue | City of Carlisle
Ted Weaver | City of Clive
Mark Hanson | Dallas County
Elizabeth Presutti | DART
Chris Johansen | City of Des Moines
Chris Coleman | City of Des Moines
Scott Sanders | City of Des Moines
Tom Armstrong | City of Grimes
Stephanie Riva | City of Norwalk
Mark Konrad | City of Pleasant Hill
Jeff Walters | Polk City
Matt McCoy | Polk County
Robert Andeweg | City of Urbandale
Tim Moerman | City of Waukee
Steve Gaer | City of West Des Moines
Tom Hadden | City of West Des Moines
Joseph Jones | City of Windsor Heights
Andy Loonan | IDOT *

MPO Representatives Absent:
Kyle Mertz | City of Altoona
Dave Chelsvig | City of Cumming **
Connie Boesen | City of Des Moines
Bill Gray | City of Des Moines
Ryan Waller | City of Indianola **
Paula Dierenfeld | City of Johnston
Aaron Price | Madison County **
Tammi Dillavou | City of Mitchellville
Allan Adams | Van Meter **
Aaron Dekock | Warren County
Kevin Foley | Des Moines Airport *
Julia Castillo | HIRTA*

Others Present:
Clifford Leonard, Public

MPO Staff Present:
Scott Brennan | MPO General Counsel
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Andrew Collings | Principal Planner
Tracey Deckard | Office Manager
Gunnar Olson | Communications & Strategy Manager
Sreyoshi Chakraborty | Senior Planner
Zhi Chen | Associate Planner
Tanvi Halde | Intern

Darla Hugaboom | FHWA*
Mark Bechtel | FTA*
*
Advisory/Non-Voting Representatives
**
Associate/Non-Voting Representative

1. Call to Order
MPO Chair Steve Gaer recognized a quorum and called the October 17, 2019, meeting to order at 4:01 p.m.

2. **Approval of Agenda**
   
   **MOTION:** A motion was made and seconded to approve the Amended Des Moines Area Metropolitan Planning Organization October 17, 2019 meeting agenda.
   
   **MOTION CARRIED UNANIMOUSLY**

3. **Approval of the Meeting Minutes**
   
   **MOTION:** A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization’s September 19, 2019 minutes as amended.
   
   **MOTION CARRIED UNANIMOUSLY**

4. **Approval of Financial Statements**
   
   **MOTION:** A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization’s Financial Statements.
   
   **MOTION CARRIED UNANIMOUSLY**

5. **Public Comment of MPO Actions**
   
   None

6. **Executive Director Annual Review and Compensation Adjustment**
   
   Matt McCoy presented. Recommend approval of the Review Committee’s recommendation for a 3.4% salary increase for the Executive Director.
   
   **MOTION:** A motion was made and seconded to approve the Review Committee’s recommendation for a 3.4% salary increase for the Executive Director.
   
   **MOTION CARRIED UNANIMOUSLY**

7. **FFY 2020-2023 Transportation Improvement Program (TIP) Amendment Requests**
   
   Staff presented. Recommend approval of the TIP amendment requested by the City of Pleasant Hill.
   
   **MOTION:** A motion was made and seconded to approve the TIP amendment.
   
   **MOTION CARRIED UNANIMOUSLY**

8. **Surface Transportation Block Grant Swap with Polk County**
   
   Executive Director presented. Report and discussion only.

9. **Des Moines Transload Facility Sub-Agreement**
   
   Executive Director presented. Report and discussion only.

10. **Surface Transportation Block Grant Project Scoring**
    
    Staff presented. Report and discussion only.

11. **Federal Legislative Agenda for Annual D.C. Trip**
    
    Staff presented. Report and discussion only.

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

13. **Pavement Condition Data Collection**
    
    Staff presented. Report and discussion only.
14. **Upcoming Events**
   Staff presented. Information only.

15. **Other Non-Action Items of interest to the Committee**
   Executive Director provided an update regarding E-Scooters; Chris Coleman discussed the need to speed up the completion of the SE Connector and discussed the plan for how to fund the project. The Chair indicated he would be making appointments to the nominating committee.

16. **Next Meeting Date- November 21, 2019 at 4:00 p.m.**

17. **Adjournment**
   Hearing no objection to the contrary Chair Steve Gaer adjourned the meeting at 4:28 p.m.
ISSUE: Approval of Financial Statement

VOTE: Consider approval of the October Financial Statement.

BACKGROUND:

The October Financial Report will be provided prior to the meeting.

RECOMMENDATION:

Recommend approval of the October Financial Statement.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075
ISSUE: Public Comment of MPO Actions

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO board.

BACKGROUND:

The MPO’s Public Participation Plan provides an opportunity for the public to comment on items on the agenda.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

Todd Ashby, tashby@dmampo.org
(515) 334-0075.
PRESENTATION: Des Moines International Airport Parking Garage Navigation System

PRESENTATION: Presentation and discussion of the Des Moines International Airport Parking Garage Navigation System

BACKGROUND:

Kevin Foley with the Des Moines International Airport will discuss the airport’s new parking garage navigation system. This $838,000 system includes nearly 1400 individual sensors and 27 directional signs to provide real-time information assistance to motorists by finding empty parking spaces quickly and is an example of Smart City technology.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Calendar Year 2020 Meeting Dates

REPORT and VOTE: Consider approval of the proposed meeting dates for Calendar Year 2020.

BACKGROUND:

The MPO staff annually issues a proposed MPO meeting schedule for the upcoming calendar year. The MPO is required to issue its upcoming meeting dates to comply with the State of Iowa’s Open Meetings Law. MPO staff asks for feedback on any known conflicts with the proposed schedule.

Included, immediately following, is the proposed Calendar Year 2020 MPO meeting schedule.

RECOMMENDATIONS:

Approve the meeting dates for Calendar Year 2020.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org; (515) 334-0075.
### MPO COMMITTEE 2020 MEETING DATES

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<td>Thursday, December 3</td>
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*Meeting date change- different from normal schedule*

- January- all meetings moved one week due to New Year Holiday
- November- Exec moved one week (MPO closed for Veterans day Nov 11) scheduled for day before policy

**MPO Executive and Policy Committee approved the elimination of Policy meetings in March, July and December**
ISSUE: Mobilizing Tomorrow Final Draft

REPORT and VOTE: Consider approval of the final draft of Mobilizing Tomorrow, the MPO’s long-range transportation plan update.

BACKGROUND:

The MPO staff is making final edits to Mobilizing Tomorrow, the MPO’s long-range transportation plan. 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.

This is an updated to the plan that was adopted in November 2014. Staff has prepared a summary document that outlines the contents of the plan and changes that were made from the last plan update.

The Mobilizing Tomorrow Summary document is available on the MPO website (click to access).

The Long-Range Plan Steering Committee met on November 5, 2019, and recommended the approval of the updated Mobilizing Tomorrow Plan. Staff has received comments from the Iowa Department of Transportation and is working to review and incorporate these comments into the final draft of the plan.

The Final Mobilizing Tomorrow Document is available on the MPO website (Click to access).

RECOMMENDATION:

Recommend approval of the final draft of the update to Mobilizing Tomorrow, the MPO’s long-range transportation plan.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Surface Transportation Block Grant Project Scoring Criteria

REPORT and VOTE: Consider approval of 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 Technical Committee as well as its Planning and Engineering Subcommittee reviewed the draft scoring criteria during October and forwarded their recommendations to the Funding Subcommittee for their review and approval.

The Funding Subcommittee met on October 30, 2019, to review the draft scoring process and provided a recommendation to the Executive and Policy Committee to approve the updated scoring criteria.

RECOMMENDATION:

Recommend approval of the updated scoring criteria for Surface Transportation Block Grant applications.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org; (515) 334-0075.
ISSUE: Fiscal Year 2020 1st Quarter Budget Report

REPORT: Review of the Fiscal Year 2020 budget through the end of the 1st Quarter.

BACKGROUND:

The MPO staff has developed a status report for the 1st Quarter of Fiscal Year 2020 budget. The report compares expenditures as compared to budgeted amounts as well as the status of the MPO’s federal planning funds.

The 1st Quarter fiscal report will be provided prior to the November meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Budget Forecast and Member Assessments

REPORT: Discussion regarding forecasted budget figures and potential impacts on member assessments.

BACKGROUND:

At its October meeting the Executive Committee asked for an update on forecasted revenues and expenditures in order to understand whether any changes are needed to member assessments. MPO staff met with the Finance Subcommittee on December 4, 2019, to review budget forecasts and discuss assessment needs. The Finance Subcommittee recommended keeping assessments at current levels.

Additional information will be provided at the November meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE:  Des Moines Transload Facility

REPORT: Update regarding the Des Moines Transload Facility.

BACKGROUND:

Staff is continuing to work with Des Moines Industrial, LLC, to develop the Des Moines Transload Facility. The following are the main topics that staff is working with the Federal Railroad Administration (FRA) and Des Moines Industrial, LLC, to complete:

- Environmental Assessment – the final version was submitted to the FRA on November 5, 2019, for their review. The document still has a substantial review process to go through before it is office approved.
- Grant Agreement – staff met with MPO legal council to review the terms, conditions, and assurances portions of the agreement. Legal council is developing a redlined version and staff is making some final edits to the remaining sections of the agreement before sending back to the FRA for review.

Des Moines Industrial, LLC, is also in the process of working with the City of Des Moines to finalize the transfer of the property. Staff will provide a full update at the November meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Central Iowa Water Trails

REPORT: Update regarding the Central Iowa Water Trails initiative.

BACKGROUND:

At its October meeting the Executive Committee requested that regular updates on the water trails project be provided to the Executive Committee and the Policy Committee. MPO staff will provide an update regarding the project at the November meetings.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075
ISSUE: Iowa Data Bike 2.0

REPORT: Review of a proposal to develop a second Iowa Data Bike.

BACKGROUND:

The MPO debuted the Iowa Data Bike in the spring of 2017. Since that time the technology used has advanced considerably prompting staff to reassess the tools and functionality of the Iowa Data Bike. Based on this review, MPO staff proposes the development of the Iowa Data Bike 2.0.

A proposal document is available on the MPO website (click to access). Additional information and budget considerations will be discussed at the November meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@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.

Cultivating Communities as a Catalyst for Lasting Change

Rich Harwood, president and founder of The Harwood Institute, will be the keynote speaker for a special edition of the Tomorrow Plan Speaker Series, featuring a midpoint review of Capital Crossroads 2.0. Harwood is dedicated to transforming public and political lives by supporting individuals, organizations and communities in their quest to create change. Harwood will discuss concrete ways for Central Iowans to build community and overcome challenges to inspire positive, lasting change.

THURSDAY, DECEMBER 12
11:30 a.m. — PICK UP LUNCH
11:35 a.m. — MIDPOINT REVIEW OF CAPITAL CROSSROADS
12 p.m. — KEYNOTE
1 p.m. — Q&A

STATE HISTORICAL MUSEUM
600 E. LOCUST ST., DES MOINES

OPTIONAL LUNCH AVAILABLE FOR PURCHASE
RSVP HERE: http://tomorrowplanspeakerseries.org/rich-harwood/

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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