

## NOTICE OF MEETING

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

-

4:00 p.m., Thursday, September 19, 2019

Des Moines Area MPO Burnham Conference Room

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### AMENDED

### TENTATIVE AGENDA

1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes..... Page 2
  - Approve the August 15, 2019, meeting minutes.
4. CONSENT and VOTE: Approval of Financial Statements..... Page 6
5. REPORT and VOTE: Des Moines Transload Facility Sub-Agreement ..... Page 7
  - Report on the sub-agreement between Des Moines Industrial, LLC and the MPO regarding the Railroad Revolving Loan and Grant; consider approval.
6. REPORT and VOTE: Iowa Clean Air Attainment Program Pre-Applications ..... Page 8
  - Report regarding Fiscal Year 2020 Iowa Clean Air Attainment Program applications; consider approval.
7. REPORT and VOTE: Travel Demand Model ..... Page 9
  - Report on the draft Travel Demand Model.
8. REPORT: Environmental Justice Report ..... Page 10
  - Discussion regarding the MPO’s environmental justice report and methodology.
9. REPORT: Long-Range Transportation Plan Update ..... Page 11
  - Report regarding the update to Mobilizing Tomorrow, the MPO’s long-range Transportation Plan.
10. REPORT: Upcoming Events ..... Page 12
11. Other Non-Action Items of Interest to the Committee
12. Next Meeting Date – October 17, 2019, at 4:00 p.m.
13. 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/](http://www.dmampo.org/title-vi/) or call 515-334-0075.*

September 2019  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the August 15, 2019, MPO Policy Committee meeting minutes.

**BACKGROUND:**

The minutes of the August 15, 2019, MPO Policy Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the August 15, 2019, MPO Policy 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)

4:00 p.m., Thursday, August 15, 2019

### Des Moines Area MPO Burnham Conference Room

The MPO held a meeting at 4:00 p.m. on August 15, 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 August 12, 2019. An Amended Agenda was posted and sent to members on August 14, 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:**

Kyle Mertz | City of Altoona  
Paul Moritz | City of Ankeny  
Marketa Oliver | City of Bondurant  
Ruth Randleman | City of Carlisle  
Dave Chelsvig | City of Cumming\*\*  
Mark Hanson | Dallas County  
Elizabeth Presutti | DART  
Scott Sanders | City of Des Moines  
Frank Cownie | City of Des Moines  
Bill Gray | City of Des Moines  
Joe Gatto | City of Des Moines  
Tom Armstrong | City of Grimes  
Tom Leners | Madison County\*\*  
Stephanie Riva | City of Norwalk  
Sara Kurovski | City of Pleasant Hill  
Matt McCoy | Polk County  
Tim Moerman | City of Waukee  
Tom Hadden | City of West Des Moines  
Dave Burgess | City of Windsor Heights  
Andy Loonan | IDOT \*

#### **MPO Representatives Absent:**

David Jones | City of Ankeny  
Ted Weaver | City of Clive  
Connie Boesen | City of Des Moines  
Ryan Waller | City of Indianola\*\*  
Paula Dierenfeld | City of Johnston  
Tammi Dillavou | City of Mitchellville  
Jeff Walters | Polk City  
Allan Adams | Van Meter\*\*  
Robert Andeweg | City of Urbandale  
Tim Moerman | City of Waukee  
Aaron Dekock | Warren County  
Steve Gaer | City of West Des Moines  
Kevin Foley | Des Moines Airport \*  
Julia Castillo | HIRTA\*

Darla Hugaboom | FHWA\*

Mark Bechtel | FTA\*

\* Advisory/Non-Voting Representatives

\*\* Associate/Non-Voting Representatives\

#### **Others Present:**

Clifford Leonard, Public

#### **MPO Staff Present:**

Jonathan Wilson | MPO General Counsel  
Todd Ashby | Executive Director  
Dylan Mullenix | Assistant Director  
Zach Young | Planning Manager  
Andrew Collings | Principal Planner  
Tracey Deckard | Office Manager  
Gunnar Olson | Communications & Strategy Manager  
Sreyoshi Chakraborty | Senior Planner  
Allison van Pelt | Associate Planner  
Zhi Chen | Associate Planner  
Aspen Pflanz | Intern  
Tanvi Halde | Intern

1. **Call to Order**  
MPO Vice Chair Joe Gatto recognized a quorum and called the August 15, 2019, meeting to order at 4:02 p.m.
2. **Approval of Agenda**  
**MOTION:** A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization August 15, 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 June 20, 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. **Presentation: Model Bicycle Ordinance**  
Presentation from Mike Armstrong of the Des Moines Street Collective.  
*[Stephanie Riva leaves meeting at 4:20 p.m.; Matt McCoy leaves meeting at 4:21 p.m.]*
6. **FFY 2020-2023 Transportation Capital Improvement Program Development (TCIP)**  
Staff presented. Recommend approval of the FFY 2020-2023 TCIP.  
**MOTION:** A motion was made and seconded to approve the FFY 2020-2023 Transportation Capital Improvement Program.  
**MOTION CARRIED UNANIMOUSLY**  
*[Kyle Mertz leave meeting at 4:24 p.m. – no quorum]*
7. **Iowa's Clean Air Attainment Program Applications**  
Staff presented. Report and discussion only.
8. **National Household Travel Survey Add-On Summary**  
Staff presented. Report and discussion only.
9. **Great American Rail Trail**  
Staff presented. Report and discussion only.
10. **Electric Scooter Update**  
Executive Director presented. Report and discussion only.
11. **Rain Campaign**  
Staff presented. Report and discussion only.
12. **Executive Director Annual Review Update**  
Executive Director presented. Information only.  
*[Sara Kurovski leaves meeting at 4:50 p.m.]*
13. **America's Transportation Infrastructure Act (ATIA) of 2019**  
Staff presented. Report and discussion only.

**14. Upcoming Events**

Staff presented. Information only.

**15. Other Non-Action Items of interest to the Committee**

Senior Planner, Sreyoshi Chakraborty discussed the draft of the 2020-2023 STIP; discussion regarding the MPO Data Bike and potential upgrades to be made.

**16. Next Meeting Date- September 19, 2019 at 4:00 p.m.**

**17. Adjournment**

Hearing no objection to the contrary Vice Chair Joe Gatto adjourned the meeting at 4:58 p.m.

September 2019  
Item No. 4

**ISSUE: Approval of Financial Statements**

VOTE: Consider approval of the August 2019 Financial Statements.

**BACKGROUND:**

The Financial Statements will be provided prior to the meeting.

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACT:**

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

September 2019  
Item No. 5

**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](mailto:tashby@dmampo.org);  
(515) 334-0075

September 2019  
Item No. 6

**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 – 2<sup>nd</sup> 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](mailto:zyoung@dmampo.org);  
(515) 334-0075.



September 2019  
Item No. 7

**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](mailto:acollings@dmampo.org)  
(515) 334-0075

September 2019  
Item No. 8

**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 7<sup>th</sup> meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Allison van Pelt, [avanpelt@dmampo.org](mailto:avanpelt@dmampo.org)  
(515) 334-0075

September 2019  
Item No. 9

**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](mailto:zyoung@dmampo.org);  
(515) 334-0075.

September 2019  
Item No. 10

**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](http://www.iowastormwater.org)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075