NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 a.m., Wednesday, January 15, 2020
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 December 5, 2019, meeting minutes.
4. CONSENT and VOTE: Contacts and Expenses .................................................. Page 5
5. PRESENTATION: First Lego League Team ......................................................... Page 6
   • Members of the First Lego League Team will present regarding their autonomous vehicles project.
6. REPORT: Fiscal Year 2021 Unified Planning Work Program and Budget .............. Page 7
   • Report on the process for developing the Fiscal Year 2021 work program and budget.
7. REPORT: Surface Transportation Block Grant (STBG) Program Schedule ............ Page 8
   • Report on the Federal Fiscal Year 2023 Surface Transportation Block Grant (STBG) Program Schedule.
8. REPORT: Priority Project List for Annual D.C. Trip ............................................. Page 9
   • Report and discussion regarding the priority project list for the Greater Des Moines Partnership’s annual trip to D.C.
9. REPORT: Safety Targets ......................................................................................... Page 10
   • Report on the 2016-2020 safety targets for the Des Moines Area Planning Area.
10. REPORT: Trail Map Update .................................................................................. Page 11
    • Report and discussion regarding the process on current Trail Map Update
11. REPORT: Illustrative Project List .......................................................................... Page 12
    • Report and discussion regarding amending the Long-Range Transportation Plan to include an illustrative project list.
12. REPORT: Water Trails Update ............................................................................. Page 13
    • Report and discussion regarding the execution of the BUILD Grant.
13. REPORT: Purple Heart Highway Update ............................................................... Page 14
    • Update on efforts to designate the US 65/Iowa 5 corridor to an interstate.
14. REPORT: Transit Funding Coordination ............................................................... Page 15
    • Report on the MPO’s role in coordinating transit funding between DART and HIRTA.
15. REPORT: State Legislative Update ...................................................................... Page 16
    • Standing item to discuss any items related to the state legislative session.
16. REPORT: Upcoming Events ................................................................................ Page 17
17. VOTE: Approval of the MPO Policy Agenda
18. Other Non-Action Items of Interest to the Committee
19. Next Meeting Date – February 12, 2020, at 11:30 a.m.
20. 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 December 11, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the December 11, 2019, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the December 11, 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, December 11, 2019
Des Moines Area MPO | Burnham Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on December 11, 2019 at the Des Moines Area MPO offices. MPO staff emailed agenda packets to the MPO Executive and members on December 5, 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
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

Executive Members Absent
Kyle Mertz | City of Altoona

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
Tanvi Halde | Intern

Others Present:
Scott Brennan | MPO General Counsel (alt)

1. **Call to Order**
MPO Chair Steve Gaer called the December 11, 2019, meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**
   
   **MOTION:** A motion was made to approve the December 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 November Executive Committee meeting minutes.
   
   **MOTION CARRIED**

4. **Contracts and Expenses**
Executive Director presented. Recommend approval of payment of the invoice from Davis Brown Law Firm.
   
   **MOTION:** A motion was made to approve payment of these invoices.
   
   **MOTION CARRIED**

5. **Surface Transportation Block Grant (STBG) Program Schedule**
Staff presented. Report and discussion only.

6. **Water Investment Mapping Project**
Staff presented. Report and discussion only.

7. **DRAFT 2019 Central Iowa Trail Condition Report**
Staff presented. Report and discussion only.
8. **Greater Des Moines street Collective’s B-Cycle Application**
   Staff presented. Recommend approval for the MPO to serve as the project sponsor for Des Moines Street Collective’s B-Cycle application for Transportation Alternative Program funding. Discussion ensued. 
   **MOTION:** None. No action taken.

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

10. **Approval of MPO Policy Agenda**
    The Chair requested that the B-Cycle application & Model Bicycle Ordinance be pulled from the agenda. 
    **MOTION:** A motion was made to approve the Policy Agenda as amended. 
    **MOTION CARRIED**

11. **Other Non-Action Items**
    Executive Director provided an update on the Transload project and his recent trip to Washington DC to speak with various members of the congressional congregation. An update was provided on the status of the nominating committee. Additional discussion was held regarding Stormwater districts as well as the VW Settlement.

12. **Next Meeting Date**
    January 15, 2020 at 11:30 a.m. at the MPO offices.

13. **Adjournment**
    Hearing no objection to the contrary, Chair Steve Gaer adjourned the Executive Committee meeting at 12:07 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>ESRI</td>
<td>Licenses Renewal</td>
<td>Software used for GIS mapping and analysis.</td>
<td>$5,900.00</td>
</tr>
<tr>
<td>Capital Crossroads</td>
<td>Sponsorship Renewal</td>
<td></td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Davis Brown Law Firm</td>
<td>Legal Fees</td>
<td>Legal fees related to transload facility development.</td>
<td>$5,484.00</td>
</tr>
<tr>
<td>Central Iowa Housing Trust Fund</td>
<td>Housing</td>
<td>Administration of the Central Iowa Housing Trust Fund</td>
<td>$71,387.00</td>
</tr>
<tr>
<td>MMIT</td>
<td>Server Replacement</td>
<td>Aging server- replace server and migrate VM’s to new server platform.</td>
<td>$11,978.00</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

Recommend approval of the contracts and expenses.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-00
PRESENTATION: First Lego League Team

PRESENTATION: Presentation from the First Lego League Team regarding their autonomous vehicles project.

BACKGROUND:

FIRST LEGO League (FLL) is an accessible, guided, global robotics competition, helping students and teachers to build a better future together. The program is built around theme-based Challenges to engage children ages 9 to 16 in research, problem solving, coding, and engineering. The foundation of the program is the FIRST Core Values, which emphasize teamwork, discovery, and innovation.

A FLL team from the Des Moines Schools has been nominated for a Global Innovation Award and will be competing at the State Level on January 19th with the opportunity to compete for the world championship if they are successful. The team’s project focuses on autonomous vehicles.

They reached out to staff and requested the opportunity to present to the MPO regarding their project.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org; (515) 334-0075
ISSUE: Fiscal Year 2021 Unified Planning Work Program and Budget Development

REPORT: Discussion of the process to develop the next work program and budget.

BACKGROUND:

MPO staff is beginning to develop the Fiscal Year 2021 Unified Planning Work Program (FY 2021 UPWP) and budget, which will document all planning activities the MPO will perform from July 1, 2020, through June 30, 2021. The Iowa Department of Transportation (DOT) requires the UPWP to describe the MPO’s proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the MPO to submit a draft UPWP by April 1, 2020, and a final UPWP by June 1, 2020.

The MPO staff asks for input from member governments and participating agencies on planning tasks for FY 2021 throughout the development of the UPWP. In particular, MPO staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Surface Transportation Block Grant (STBG) Program Schedule

REPORT: Report on the Federal Fiscal Year 2024 Surface Transportation Block Grant (STBG) Program Schedule.

BACKGROUND:

The MPO will award Surface Transportation Block Grant (STBG) Program funds to critical projects throughout the region. The MPO will begin the process for selecting and awarding Federal Fiscal Year (FFY) 2024 STBG funds in December 2019.

Applications, guidelines, schedule and scoring criteria were posted on the MPO website on December 5, 2019. Completed applications are due to the MPO office by January 17, 2020.

The applications and guidelines are available on the MPO website (click to access).

Project applicants will present their projects to the Funding Subcommittee on February 26, 2020, from 1:30 to 4:30 p.m.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org; (515) 334-0075
ISSUE: Priority Project List for Annual D.C. Trip

REPORT: Report on the priority projects and policies submitted 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 6-8, 2020 – GDMP Trip to Washington D.C.

The complete list of priority projects is available on the MPO website (click to access).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Safety Targets

REPORT: Consider approval of the 2016-2020 safety performance targets.

BACKGROUND:

In April 2016, the Federal Highway Administration (FHWA) released the final rulemaking for safety performance measures for the Highway Safety Improvement Program (HSIP). Included in the rulemaking are definitions of key terms, the applicability of the rule, and guidance on how to establish performance targets, determine if progress is achieved, and reporting targets for the HSIP. The rulemaking established two options for MPO targets: 1) support the Statewide targets or 2) establish targets for the planning area.

In August 2019, the Iowa Department of Transportation (DOT) established statewide performance targets for the 2016-2020 time-period. These targets take into consideration crashes throughout the entire state and are reported in the HSIP. The Des Moines Area MPO had 180 days to make a determination to support or set its own targets. Staff consulted the MPO Planning Subcommittee and the Engineering Subcommittee in October 2019 to continue to establish targets for the planning area. This new report provides updated information and targets which must be adopted prior to February 27, 2020.

Staff recommends the following targets for the Des Moines Area Planning Area for the 2016-2020 time-period. Staff will provide a full report documenting the safety target setting process prior to the February 2020 meeting.

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Five Year Rolling Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Fatalities</td>
<td>26.8</td>
</tr>
<tr>
<td>Fatality Rate*</td>
<td>0.562</td>
</tr>
<tr>
<td>Number of Serious Injuries</td>
<td>178.6</td>
</tr>
<tr>
<td>Serious Injury Rate*</td>
<td>3.756</td>
</tr>
<tr>
<td>Non-Motorized Fatalities and Serious Injuries</td>
<td>26.2</td>
</tr>
</tbody>
</table>

*Rates are per 100 million vehicle miles traveled (VMT)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:
Zhi Chen, zchen@dmampo.org
ISSUE: Trail Map Update

REPORT: Report and discussion regarding the process of seeking input on the current Trail Map Update

BACKGROUND:

Every year the MPO and the Central Iowa Bike Ped Roundtable solicits input on recent trail projects in order to update trail mapping information for the region. Various communities, agencies as well as the State rely on updated trail information in order to create their own bicycle and pedestrian facilities map.

This year, the MPO in collaboration with the City of Des Moines, is using a web based application to request input on new trails and non-motorized projects that have been completed last year. The application can be accessed by clicking here.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org; (515) 334-0075
ISSUE: Illustrative Project List

REPORT: Discussion regarding amending the Long-Range Transportation Plan to include an illustrative project list.

BACKGROUND:

The MPO Policy Committee approved the Long-Range Transportation Plan update at their November 21, 2019, meeting. At the meeting, the committee discussed the lack of a north-south thoroughfare in the metro. The extension of Martin Luther King Jr Parkway north was specially mentioned as an option and the committee requested that staff begin the process of looking at amending the plan to include the MLK extension north as an illustrative project in the plan.

Staff has requested that the Technical Committee provide other projects of an illustrative nature that would be included in an amended appendix to the Long-Range Transportation Plan. This amendment will be subject to a 45-day public comment period and will be taken up by the committees in the coming months.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org; (515) 334-0075
ISSUE: Water Trials Update

REPORT: Discussion regarding the execution of the BUILD Grant for Central Iowa Water Trails.

BACKGROUND:

In November, the Des Moines Area MPO was awarded a $25 million grant from the Better Utilizing Investments to Leverage Development, or BUILD, grant program of the U.S. Department of Transportation.

The grant is significantly accelerating the implementation of the Central Iowa Water Trails initiative, specifically a five-mile stretch of the Des Moines River including the mitigation of the Scott Avenue Dam and improvements at three neighborhood access points.

MPO staff has engaged in conversations with the Iowa Division of the Federal Highway Administration on the execution of the grant. These have led to additional conversations with the Iowa Department of Transportation, key stakeholders, and the design team.

Staff will provide updates as part of the discussion.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org; (515) 334-0075
ISSUE: Purple Heart Highway Update

REPORT: Update on efforts to designate the US 65/Iowa 5 bypass to an interstate.

BACKGROUND:

Over the last decade the MPO has pursued efforts to designate the US 65/Iowa 5 bypass as an interstate. At the MPO’s request and with funding from communities along the corridor, the Iowa DOT produced in 2012 the *Iowa Highway 5/US Highway 65 Freeway Corridor Instate System Designation Summary Report*. This report outlined the potential improvements necessary for the interstate designation, including issues related to roadway design and safety, right-of-way access, and signage. The report also identified the need to address how to handle slow moving and/or overweight agricultural equipment.

Since the report’s publication the MPO and local stakeholders have worked to identify options to address the outstanding issues identified by the Iowa DOT, particularly the slow moving and overweight vehicle issues. The primary concern is that without an alternative to cross the Des Moines River, some farm operators would be unable to access some fields and/or grain elevators if they are unable to use the bypass.

On December 17, 2019, MPO staff along with representatives from several local communities met with the Iowa DOT Director and staff to discuss moving forward on the interstate designation. MPO staff will provide additional information at the January meeting.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org; (515) 334-0075
ISSUE: Transit Funding Coordination

REPORT: Report on the MPO’s role in coordinating transit funding between DART and HIRTA.

BACKGROUND:

The Iowa DOT, DART, HIRTA, and the MPO were recently made aware of a potential transit funding issue that could affect transit service in some portions of the MPO area, namely service in communities within the MPO planning area who are not members of DART. This issue is related to the use of certain Federal Transit Authority (FTA) funding for service exclusively in urban or exclusively in rural areas as defined by the US Census and services currently provided by DART and HIRTA in relation to those urban/rural boundaries.

The MPO hosted a meeting with representatives from DART, HIRTA, and the Iowa DOT, facilitated by a representative from Community Transportation Association of America in December to learn more about the situation. The MPO also hosted a follow-up meeting with DART and HIRTA in early January. MPO staff will provide additional information at the January meeting.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org; (515) 334-0075
ISSUE: State Legislative Update

REPORT: Standing item to discuss items related to the state legislative session.

BACKGROUND:

At the December 2019 Executive Committee meeting the MPO chair asked for a standing item throughout the Iowa legislative session to allow the committee to discuss any legislative items of interest.

While the MPO does not have a state legislative agenda, MPO staff assists the Greater Des Moines Partnership develop the transportation components of its legislative agenda.

The Greater Des Moines Partnership’s legislative agenda is available on its website (click to access). The transportation elements begin on page 13.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@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.

Iowa Safe Routes to Schools Conference

The Iowa Safe Routes to School conference will focus on successful Safe Routes to Schools programs, how to mobilize volunteers, grant writing, and more. Stay tuned for more details. The conference will be held 10 a.m. to 3 p.m. January 23 at Des Moines Area MPO offices. Lunch will be available for purchase during registration ($12), or maps will be provided for lunch on your own. To register visit https://www.eventbrite.com/e/2020-iowa-safe-routes-to-school-conference-tickets-83356819491.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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