1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes .............................................................. Page 2
   • Approve the November 21, 2019, meeting minutes.
4. CONSENT and VOTE: Financial Statement ..................................................... Page 6
5. CONSENT and VOTE: Contacts and Expenses .............................................. Page 9
6. REPORT: Fiscal Year 2021 Unified Planning Work Program and Budget ............ Page 10
   • Report on the process for developing the Fiscal Year 2021 work program and budget.
7. REPORT: Priority Project List for Annual D.C. Trip ....................................... Page 11
   • Report and discussion regarding the priority project list for the Greater Des Moines Partnership’s annual trip to D.C.
8. REPORT: Safety Targets .................................................................................. Page 12
   • Report on the 2016-2020 safety targets for the Des Moines Area Planning Area.
9. REPORT: Illustrative Project List ...................................................................... Page 13
   • Report and discussion regarding amending the Long-Range Transportation Plan to include an illustrative project list.
10. REPORT: Water Trails Update ........................................................................ Page 14
    • Report and discussion regarding the execution of the BUILD Grant.
11. REPORT: Purple Heart Highway Update ......................................................... Page 15
    • Update on efforts to designate the US 65/Iowa 5 corridor to an interstate.
12. REPORT: Transit Funding Coordination ......................................................... Page 16
    • Report on the MPO’s role in coordinating transit funding between DART and HIRTA.
13. REPORT: State Legislative Update .................................................................. Page 17
    • Standing item to discuss any items related to the state legislative session.
14. REPORT: Upcoming Events ........................................................................... Page 18
15. Other Non-Action Items of Interest to the Committee
16. Next Meeting Date – February 20, 2020, at 4:00 p.m.
17. Adjournment
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the November 21, 2019, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the November 21, 2019, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the November 21, 2019, MPO Executive 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, November 21, 2019
Des Moines Area MPO Burnham Conference Room

The MPO held a meeting at 4:00 p.m. on November 21, 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 November 19, 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
Curt Sullivan | City of Bondurant
Ruth Randleman | City of Carlisle
Mark Hanson | Dallas County
Elizabeth Presutti | DART
Joe Gatto | City of Des Moines
Bill Gray | City of Des Moines
Chris Coleman | City of Des Moines
Scott Sanders | City of Des Moines
Tom Armstrong | City of Grimes
Tom Cope | City of Johnston
Tom Leners | Madison County**
Stephanie Riva | City of Norwalk
Sara Kurovski | City of Pleasant Hill
Jeff Walters | Polk City
Matt McCoy | Polk County
Tom Hadden | City of West Des Moines
Joseph Jones | City of Windsor Heights
Kevin Foley | Des Moines Airport *
Brooke Ramsey | HIRTA *
Andy Loonan | IDOT *

MPO Representatives Absent:
Kyle Mertz | City of Altoona
Dave Chelvig | City of Cumming**
Ted Weaver | City of Clive
Connie Boesen | City of Des Moines
Ryan Waller | City of Indianola**
Tammi Dillavou | City of Mitchellville
Robert Andeweg | City of Urbandale
Allan Adams | Van Meter**
Aaron Dekock | Warren County
Tim Moerman | City of Waukee
Steve Gaer | City of West Des Moines

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

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

Others Present:
Clifford Leonard, Public
1. **Call to Order**  
MPO Vice Chair Joe Gatto recognized a quorum and called the November 21, 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 November 21, 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 October 17, 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

   [Elizabeth Presutti arrives 4:07]

6. **Presentation: Des Moines International Airport Parking Garage Navigation System**  
Kevin Foley presented. Report and discussion only.

7. **Calendar Year 2020 Meeting Dates**  
Staff presented. Recommend approval of the revised 2020 Meeting dates.  
**MOTION**: A motion was made and seconded to approve the amended 2020 meeting dates.  
**MOTION CARRIED UNANIMOUSLY**

8. **Mobilizing Tomorrow Final Draft**  
Staff presented. Recommend approval of the final draft of the update to Mobilizing Tomorrow, the MPO’s long range transportation plan.  
**MOTION**: A motion was made and seconded to approve the Mobilizing Tomorrow final draft.  
**MOTION CARRIED UNANIMOUSLY**

9. **Surface Transportation Block Grant (STBG) Project Scoring Criteria**  
Staff presented. Recommend approval of the updated scoring criteria for STBG applications.  
**MOTION**: A motion was made and seconded to approve the updated scoring criteria.  
**MOTION CARRIED UNANIMOUSLY**

10. **Fiscal Year 2020 1st Quarter Budget Report**  
Staff presented. Report and discussion only.

11. **Budget Forecast and Member Assessments**  
Staff presented. Report and discussion only.

12. **Des Moines Transload Facility**  
Staff presented. Report and discussion only.

13. **Central Iowa Water Trails**  
Staff presented. Report and discussion only.
14. **Iowa Data Bike 2.0**  
Staff presented. Report and discussion only.

15. **Upcoming Events**  
Staff presented. Information only.

16. **Other Non-Action Items of interest to the Committee**  
Executive Director, Todd advised that Zhi Chen has passed the AICP exam. Todd also announced that he has been elected as the current President of AMPO.

17. **Next Meeting Date-January 23, 2020 at 4:00 p.m. (no December meeting)**

18. **Adjournment**  
Hearing no objection to the contrary Vice-Chair Joe Gatto adjourned the meeting at 5:02 p.m.
ISSUE: Approval of Financial Statement

VOTE: Consider approval of the November and December Financial Statements.

BACKGROUND:

The November and December Financial Reports will be provided prior to the meeting.

RECOMMENDATION:

Recommend approval of the November and December Financial Statements.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075
Des Moines Area Metropolitan Planning Organization

Transaction Summary for Month Ended November 30, 2019

<table>
<thead>
<tr>
<th>Interest Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Income - Checking (November 30, 2019)</td>
</tr>
<tr>
<td>Interest Income - IPAIT (November 30, 2019)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deposits</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2019 1st National</td>
</tr>
</tbody>
</table>

**TOTAL INCOME/DEPOSITS - November 2019**  $119,033.48

<table>
<thead>
<tr>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleared Transactions November 30, 2019- US Bank</td>
</tr>
<tr>
<td>Cleared Transactions November 30, 2019- 1st National</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES - November 2019**  -$146,508.14

**NET INCOME -November 2019**  -$27,474.66

Reconciliation Summary for Month Ended November 2019

**BEGINNING CHECKING BALANCES (as of November 1, 2019)**

<table>
<thead>
<tr>
<th>US Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleared Checks &amp; Payments</td>
</tr>
<tr>
<td>Cleared Deposits &amp; Credits</td>
</tr>
<tr>
<td>Total Cleared Transactions</td>
</tr>
<tr>
<td>Balance 11/30/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleared Checks &amp; Payments</td>
</tr>
<tr>
<td>Cleared Deposits &amp; Credits</td>
</tr>
<tr>
<td>Total Cleared Transactions</td>
</tr>
<tr>
<td>Balance 11/30/19</td>
</tr>
</tbody>
</table>

**CHECK REGISTER BALANCE (as of November 30, 2019)**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>US BANK Checking Account Balance (as of November 30, 2019)</td>
</tr>
<tr>
<td>1st National Account Balance (as of November 30, 2019)</td>
</tr>
<tr>
<td>IPAIT Account Balance (as of November 30, 2019)</td>
</tr>
<tr>
<td>MPO Reserve Account (as of November 30, 2019)</td>
</tr>
<tr>
<td>Total Account Balance</td>
</tr>
</tbody>
</table>

**TOTAL CASH BALANCE (as of November 30, 2019)**  $2,119,632.00
Des Moines Area Metropolitan Planning Organization

Transaction Summary for Month Ended December 31, 2019

Interest Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Income - US Bank Checking</td>
<td>1.48</td>
</tr>
<tr>
<td>Interest Income - IPAIT</td>
<td>1,418.49</td>
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</table>

Deposits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDOT</td>
<td>83,788.00</td>
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<tr>
<td>Paychex</td>
<td>29.74</td>
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</tbody>
</table>

TOTAL INCOME/DEPOSITS - December 2019 $85,237.71

Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleared Transactions December 31, 2019- US Bank</td>
<td>-577.39</td>
</tr>
<tr>
<td>Cleared Transactions December 31, 2019- 1st National</td>
<td>-189,846.37</td>
</tr>
</tbody>
</table>

TOTAL EXPENSES - December 2019 -$190,423.76

NET INCOME -December 2019 -$105,186.05

Reconciliation Summary for Month Ended December 2019

BEGINNING CHECKING BALANCES (as of December 1, 2019)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Bank</td>
<td>$175,135.80</td>
</tr>
<tr>
<td>Cleared Checks &amp; Payments</td>
<td>-$577.39</td>
</tr>
<tr>
<td>Cleared Deposits &amp; Credits</td>
<td>$1.48</td>
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<tr>
<td>Total Cleared Transactions</td>
<td>-$575.91</td>
</tr>
<tr>
<td>Balance 12/31/19</td>
<td>$174,559.89</td>
</tr>
<tr>
<td>1st National</td>
<td>$395,729.71</td>
</tr>
<tr>
<td>Cleared Checks &amp; Payments</td>
<td>-$189,846.27</td>
</tr>
<tr>
<td>Cleared Deposits &amp; Credits</td>
<td>$83,817.74</td>
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<tr>
<td>Total Cleared Transactions</td>
<td>-$106,028.53</td>
</tr>
<tr>
<td>Balance 12/31/19</td>
<td>$289,701.18</td>
</tr>
</tbody>
</table>

CHECK REGISTER BALANCE (as of December 31, 2019)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US BANKChecking Account Balance (as of December 31, 2019)</td>
<td>$174,559.89</td>
</tr>
<tr>
<td>1st National Account Balance (as of December 31, 2019)</td>
<td>$289,701.18</td>
</tr>
<tr>
<td>IPAIT Account Balance (as of December 31, 2019)</td>
<td>$1,245,865.83</td>
</tr>
<tr>
<td>MPO Reserve Account (as of December 31, 2019)</td>
<td>$304,319.15</td>
</tr>
<tr>
<td>Total Account Balance</td>
<td>$2,014,446.05</td>
</tr>
</tbody>
</table>

TOTAL CASH BALANCE (as of December 31, 2019) $2,014,446.05
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>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Crossroads</td>
<td>Sponsorship Renewal</td>
<td></td>
<td>$30,000.00</td>
<td>Expense</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>
<td>Contract</td>
</tr>
</tbody>
</table>

RECOMMENDATION:

Recommend approval of the contracts and expenses.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-00
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: 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 establishing 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: 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 discuss 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 being 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