NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 a.m., Wednesday, February 12, 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
   - Approve the January 15, 2020, meeting minutes.
4. REPORT and VOTE: Election of Calendar Year 2020 Officers
   - Receive the Nominating Committee’s recommendation for the Executive Committee officer positions; consider approval.
5. REPORT and VOTE: FY 2020 Budget Amendment
   - Report regarding amending the FY 2020 budget; consider approval.
6. REPORT and VOTE: FFY 2020-2023 Transportation Improvement Program Amendment
   - Report regarding the City of Norwalk’s request to amend the Federal Fiscal Year 2020-2023 Transportation Improvement Program; consider approval.
7. REPORT and VOTE: FY 2020 Central Iowa Trail Condition Report
   - Report on the updates to the 2020 Central Iowa Trail Condition Report; consider approval.
8. REPORT and VOTE: Safety Targets
   - Report on the 2016-2020 safety targets for the Des Moines Area Planning Area; consider approval.
9. REPORT: Fiscal Year 2021 Unified Planning Work Program and Budget
   - Report on the process for developing the Fiscal Year 2021 work program and budget.
10. REPORT: Quarterly Budget Report
    - Update on expenditures through the end of the 2nd Quarter of FY 2020.
11. REPORT: Fiscal Year 2019 Audit
    - Review of the draft Fiscal Year 2019 Audit
12. REPORT: Illustrative Project List
    - Report and discussion regarding amending the Long-Range Transportation Plan to include an illustrative project list.
13. REPORT: FFY 2024 Surface Transportation Block Grant Applications
    - Report and Discussion regarding applications for FFY 2024 Surface Transportation Block Grant Program (STBG).
14. REPORT: FFY 2024 Transportation Alternative Program Applications
    - Report and Discussion regarding applications for FFY 2024 Surface Transportation Block Grant Program Set Aside (TAP).
15. REPORT: State Legislative Update
    - Standing item to discuss any items related to the state legislative session.
16. REPORT: Upcoming Events
17. VOTE: Approval of the MPO Policy Agenda
18. Other Non-Action Items of Interest to the Committee
19. Next Meeting Date – March 11, 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 "aye" or "abstain" will be identified by name. Any member who is absent from the meeting for any period of time during which votes 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/titlevi or call 515-3346075.
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the January 15, 2020, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the January 15, 2020, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the January 15, 2020, MPO Executive Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075
The MPO Executive Committee held a meeting at 11:30 a.m. on January 15, 2020 at the Des Moines Area MPO offices. MPO staff emailed agenda packets to the MPO Executive and members on January 13, 2020. 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
Kyle Mertz | City of Altoona
Matt McCoy | Polk County
Bob Andeweg | City of Urbandale
Andy Loonan | IDOT

Staff Present:
Todd Ashby | Executive Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Sreyoshi Chakraborty | Senior Planner
Zhi Chen | Associate Planner
Tanvi Halde | Intern

Executive Members Absent
Sara Kurovski | City of Pleasant Hill

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

1. **Call to Order**
MPO Chair Steve Gaer called the January 15, 2020, meeting to order at 11:32 a.m. A quorum was present.

2. **Approval of Agenda**
**MOTION:** A motion was made to approve the December 5, 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 following invoices:
ESRI- $5,900.00; Capital Crossroads- $30,000; Davis Law Firm- $5,484.00; MMIT- $11,987.00
Recommend approval of the Central Iowa Housing Trust Fund contract in the amount of $71,387.00

**MOTION:** A motion was made to approve payment of these invoices and acceptance of the contract with the Central Iowa Housing Trust Fund.

**MOTION CARRIED**

5. **Presentation: First Lego League Team**
Canceled.

6. **Fiscal Year 2021 Unified Planning Work Program and Budget Development**
Staff presented. Report and discussion only.

7. **Surface Transportation Block Grant (STBG) Program Schedule**
Staff presented. Report and discussion only.
8. **Priority Project List for Annual D.C. Trip**  
Staff presented. Report and discussion only.

9. **Safety Targets**  
Staff presented. Report and discussion only.

10. **Trail Map Update**  
Staff presented. Report and discussion only.

11. **Illustrative Project List**  
Staff presented. Report and discussion only.

12. **Water Trails Update**  
Executive Director presented. Report and discussion only.

13. **Purple Heart Highway Update**  
Executive Director presented. Report and discussion only.

14. **Transit Funding Coordination**  
Executive Director presented. Report and discussion only.

15. **State Legislative Update**  
Staff presented. Report and discussion only.

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

17. **Approval of MPO Policy Agenda**  
MOTION: A motion was made to approve the January Policy Agenda.  
MOTION CARRIED

18. **Other Non-Action Items**  
Updates were discussed regarding the Transload Facility and the Nominating Committee.

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

20. **Adjournment**  
Hearing no objection to the contrary, Chair Steve Gaer adjourned the Executive Committee meeting at 12:14 p.m.
ISSUE: Election of Calendar Year 2020 Officers

VOTE: Consider approval of the Nominating Committee’s recommendations for 2019 Executive Committee officers.

BACKGROUND:

The MPO Chair annually appoints a nominating committee to recommend a slate of candidates to serve on the Executive Committee. Chair Steve Gaer appointed the following to serve on the committee:

- Kyle Mertz, City of Altoona
- Matt McCoy, Polk County
- Bob Andeweg, City of Urbandale

A representative from the Nominating Committee will present a slate of candidates at the February 12, 2020, Executive Committee meeting.

RECOMMENDATION:

Approve the Calendar Year 2020 Executive Committee officer positions.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: FY 2020 Budget Amendment

REPORT and VOTE: Update on the MPO budget through the end of the 2nd Quarter of FY 2020.

BACKGROUND:

The MPO staff submits reimbursement request to the Iowa Department of Transportation each month. This allows staff to track the amount spent in each of the work elements outlined in the budget.

In the FY 2020 budget, a lot of time was allocated to the Long-Range Planning work element to account for the update to Mobilizing Tomorrow. More time was allocated to this work element than was ultimately needed to complete the update.

After reviewing the first half of FY 2020, staff is proposing a budget amendment to update the amount allocated for each work element to better reflect where time will be used in the second half of the fiscal year.

The FY 2020 Budget Amendment Summary is available on the MPO website (click to access).

RECOMMENDATION:

Recommend approval of the amendment to the FY 2020 Budget.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: FFY 2020-2023 Transportation Improvement Program Amendment

REPORT and VOTE: Report regarding the City of Norwalk’s request to amend the Federal Fiscal Year 2020-2023 Transportation Improvement Program; consider approval.

BACKGROUND:

The City of Norwalk has requested the following revision to the Federal Fiscal Year 2020-2023 Transportation Improvement Program (FFY 2020-2023 TIP):

- **Sponsor:** City of Norwalk
- **Project:** Great Western Trail Connection
- **Federal Aid Amount:** $225,000
- **Total Cost:** $1,198,000
- **Type of Funding:** STBG ($100,000), Land & Water Conservation Fund ($125,000)
- **TIP Projects Modifications:** Reduce total project funding and update the scope of the project (below)

**Changes:**
- Reduce total project funding to $500,000.
- Update the project scope to "A pedestrian bridge over an inlet to Lake Colechester on Beardsley Street along with a 10' wide trail from the proposed bridge to Clearwater Drive to the east. The project will also include a short portion of trail to the west of the proposed bridge to connect to a trail on Beardsley Street."

The MPO staff notes that amendments to the TIP are subject to the approval of the MPO and a public comment period. The public will have a chance to comment at the February 20, 2020, Policy Committee meeting.

RECOMMENDATION:

Approve the amendment request to the FFY 2020-2023 Transportation Improvement Program.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075
ISSUE: The 2019 Central Iowa Trail Condition Report


BACKGROUND:

The MPO’s Data Bike Program has been developed to utilize a bike-based data collection system that provides comprehensive trail roughness information for the over 600 plus miles of trails within Central Iowa. In 2018 the MPO produced a report of trail conditions from a data collection effort in 2017.

During the summer and fall of 2019, the MPO staff conducted another round of data collection on approximately 112 miles of more highly used trails and the Downtown Des Moines on-street bike facilities. Over 31,400 photos of the trail surface, and more than 1,400 photos for Google Street View were also collected.

The process and findings from the recent data collection are summarized in the 2019 Central Iowa Trail Conditions Report.

The 2019 Central Iowa Trail Condition report is available on the MPO website (click to access).

RECOMMENDATION:

Approval of the 2019 Central Iowa Trail Condition Report.

STAFF CONTACTS:

Zhi Chen, zchen@dmampo.org
(515) 334-007
ISSUE: Safety Targets

REPORT and VOTE: 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.

The 2016-2020 Safety Targets Report is available on the MPO website (click to access).

RECOMMENDATION:

Approval of the 2016-2020 safety performance targets and report.

STAFF CONTACT:

Zhi Chen, zchen@dmampo.org
(515) 334-007
ISSUE: Fiscal Year 2021 Unified Planning Work Program and Budget

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 sent a survey to the Technical Committee. The survey will allow member governments and participating agencies to provide input on planning tasks for FY 2021 including any proposals for special studies, plans, or other activities, as well as requests for local planning assistance. The results of the survey will be used to develop the FY 2021 UPWP.

The Budget and Finance Subcommittee is meeting on February 12, 2020, prior to the Executive Committee. Staff will review budget figures with this committee and report to the Executive Committee at the February meeting.

RECOMMENDATIONS:
None. Report and discussion only.

STAFF CONTACT:
Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Quarterly Budget Report

REPORT: Update on the MPO budget through the end of the 2nd Quarter of FY 2020.

BACKGROUND:

The MPO staff has developed a budget report for the 2nd Quarter of Fiscal Year 2020. The report compares expenditures to date as compared to budgeted amounts as well as the status of the MPO’s federal planning funds. MPO staff will provide this report at the February 12, 2020, meeting.

The 2nd Quarter Budget Report is available on the MPO website (click to access).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Fiscal Year 2019 Audit

REPORT: Discussion and review of the draft Fiscal Year 2019 Audit.

BACKGROUND:

Shull & Company, P.C. has completed the Fiscal Year (FY) 2019 Audit of the MPO’s Finances. The MPO Staff reviewed the initial findings of the report and found no instances of noncompliance with federal requirements.

A copy of the FY 2019 Audit will be provided at the meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@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 Boulevard north was specifically 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 requested that illustrative projects be submitted by January 31, 2020.

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

This amendment will be subject to a 45-day public comment period which will begin on February 17, 2020.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org; (515) 334-0075
ISSUE: FFY 2024 Surface Transportation Block Grant Program Applications

REPORT: Discussion regarding applications for FFY 2024 Surface Transportation Block Grant Program (STBG).

BACKGROUND:

The deadline for submission of Federal Fiscal Year (FFY) 2024 Surface Transportation Block Grant Program (STBG) applications was January 17, 2020. The MPO staff received 14 STBG applications, including three (3) system capacity projects, six (6) major reconstruction/replacement projects, three (3) bridge projects, one (1) transit project, and one (1) planning study/other project.

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

MPO staff is working to develop scores and will provided the project scores in early/mid-February 2020. The Funding Subcommittee will meet on February 26, 2020, from 1:00 pm to 4:00 pm to hear presentations from sponsors with eligible projects. This workshop provides project sponsors with the opportunity to discuss their projects and to answer specific questions from the Funding Subcommittee.

The Funding Subcommittee will meet in March to develop a funding recommendation for consideration by the MPO Executive Committee and the MPO Policy Committee.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org; (515) 334-0075
ISSUE: FFY 2024 Transportation Alternatives Program Applications

REPORT: Discussion regarding applications for FFY 2024 Surface Transportation Block Grant Program Set Aside (TAP).

BACKGROUND:

The deadline for submission of Federal Fiscal Year (FFY) 2024 Surface Transportation Block Grant Set Aside (TAP) Program applications was December 6, 2019. The MPO staff received 4 TAP applications from the following sponsors - City of Des Moines, City of Clive, DART, and City of Ankeny.

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

MPO staff worked with a TAP Scoring Committee to develop scores for each application. The Committee finalized their scores on January 21. The MPO staff will provide project scores to the Funding Subcommittee for review. The Funding Subcommittee will meet on February 26, 2020, from 1:00 pm to 4:00 pm to hear presentations from sponsors with eligible projects. This workshop provides project sponsors with the opportunity to discuss their projects and to answer specific questions from the Funding Subcommittee. The Funding Subcommittee will meet again to develop a funding recommendation for consideration by the MPO Executive Committee and the MPO Policy Committee. These dates are in the process of being scheduled.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@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.

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.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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