NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Policy Committee
4:00 p.m., Thursday, May 21, 2020
Virtual Meeting
Public Call In: Dial 1-312-626-6799, Meeting ID: 869 428 7820

TENTATIVE AGENDA

1. Call To Order
2. ROLL CALL
3. VOTE: Approval of Agenda
4. VOTE: Approval of Meeting Minutes ................................................................. Page 2
   - Approve the April 16, 2020, meeting minutes.
5. PUBLIC COMMENT on MPO Actions .................................................................. Page 6
6. PRESENTATION: DART and COVID-19 Stimulus Package .......................... Page 7
   - Presentation and discussion of the Des Moines Area Regional Transit Authority’s COVID-19 & CARES Stimulus Package Impacts
7. CONSENT and VOTE: Financial Statements ....................................................... Page 8
8. REPORT and OPTIONAL VOTE: Fiscal Year 2021 Member Assessments.......... Page 9
   - Report and discussion regarding member assessments for Fiscal Year 2021; consider approval.
9. REPORT and VOTE: Fiscal Year 2021 Unified Planning Work Program and Budget ................................................................. Page 10
   - Report regarding the FY 2021 Unified Planning Work Program and Budget; consider approval.
10. REPORT: Project Coordination for I-80 Widening Project ............................... Page 11
    - Update on the Iowa DOT’s plan to widen I-80 between 60th Street and Grand Prairie Parkway.
11. REPORT: Rail Revolving Loan and Grant Reimbursements ......................... Page 12
    - Update on the reimbursement requests through the Rail Revolving Loan and Grant (RRLG) program for the Des Moines Transload Facility.
12. REPORT: Transload Facility Update ................................................................. Page 13
    - Update on the development of the Des Moines Transload Facility.
13. REPORT: Purple Heart Highway Update .......................................................... Page 14
    - Update on the progress towards designating Iowa Highway 5/US Highway 65 as an interstate.
14. REPORT: Water Trails Update ........................................................................ Page 15
    - Update on efforts related to the use of the BUILD Grant for water trails.
15. REPORT: Legislative Update ........................................................................... Page 16
    - Standing item to discuss any items related to the Federal and State Legislative issues.
16. REPORT: Upcoming Events ............................................................................. Page 17
17. Other Non-Action Items of Interest to the Committee
18. Next Meeting Date – June 18, 2020, at 4:00 p.m.
19. 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 “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 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.dnmopo.org/titlevi/ or call 315-334-0075.
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the April 16, 2020, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the April 16, 2020, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the April 16, 2020, 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, April 16, 2020
Des Moines Area MPO Burnham Conference Room

The MPO held a virtual meeting at 4:00 p.m. on April 16, 2020. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on April 10, 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.**

**MPO Representatives Present:**
Gary Lorenz | City of Ankeny
David Jones | City of Ankeny
Marketa Oliver | City of Bondurant
Ruth Randleman | City of Carlisle
Ted Weaver | City of Clive
Brent Highfill | City of Cumming**
Mark Hanson | Dallas County
Elizabeth Presutti | DART
Joe Gatto | City of Des Moines
Frank Cownie | City of Des Moines
Chris Coleman | City of Des Moines
Connie Boesen | City of Des Moines
Bill Gray | City of Des Moines
Carl Voss | City of Des Moines
Chad Sands | City of Elkhart
Jim Evans | 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
Robert Andeweg | City of Urbandale
Courtney Clarke | City of Waukee
Steve Gaer | City of West Des Moines
Tom Hadden | City of West Des Moines
Joseph Jones | City of Windsor Heights
Brooke Ramsey | HIRTA*
Andy Loonan | IDOT*

**MPO Representatives Absent:**
Kyle Mertz | City of Altoona
Scott Mikkelsen | City of Grimes
Ryan Waller | City of Indianola**
Tammi Dillavou | City of Mitchellville
Kyle Michel | Van Meter**
Aaron Dekock | Warren County
Kevin Foley | Des Moines Airport

**Others Present:**
John Swanson | Polk County Water Resources Planner

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

Darla Hugaboom | FHWA*
Mark Bechtel | FTA*

* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative
1. **Call to Order**  

MPO Chair, Joe Gatto recognized a quorum and called the April 16, 2020, meeting to order at 4:00 p.m.

2. **Roll Call**

3. **Approval of Agenda**  

**MOTION**: A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization April 16, 2020 meeting agenda.  

**MOTION CARRIED UNANIMOUSLY**

4. **Approval of the Meeting Minutes**  

**MOTION**: A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization’s February 20, 2020 minutes.  

**MOTION CARRIED UNANIMOUSLY**

5. **Public Comment on MPO Actions**

6. **Presentation: Capital Crossroads Stormwater Management Work Products**  

John Swanson, Polk County Water Resources Planner presented on the outcomes of the Capital Crossroads Stormwater Management work. Recommend approval of the Capital Crossroads Stormwater Management language and documents.  

**MOTION**: A motion was made and seconded to approve the Capital Crossroads Stormwater Management language and documents.  

**MOTION CARRIED UNANIMOUSLY**

7. **FFY 2020-2023 Transportation Improvement Program Amendment**  

Staff presented. Recommend approval of the FFY 2020-2023 Transportation Improvement Program Amendment requested by the City of Des Moines.  

**MOTION**: A motion was made and seconded to approve the FFY 2020-2023 Transportation Improvement Program Amendment requested by the City of Des Moines  

**MOTION CARRIED UNANIMOUSLY**

8. **FFY 2020-2023 Transportation Improvement Program Amendment**  

Staff presented. Recommend approval of the FFY 2020-2023 Transportation Improvement Program Amendment requested by the IDOT.  

**MOTION**: A motion was made and seconded to approve the FFY 2020-2023 Transportation Improvement Program Amendment requested by the IDOT.  

**MOTION CARRIED UNANIMOUSLY**

9. **Purple Heart Highway Update**  

Executive Director presented. Recommend approval for the Executive Director to execute a contract with HNTB to update the Iowa Highway 5/ US Highway 65 Freeway Corridor Interstate System Designation Summary Report. Contract not to exceed $75,000.  

**MOTION**: A motion was made and seconded to approve the Executive Director to execute the contract with HNTB.  

**MOTION CARRIED UNANIMOUSLY**

10. **FFY 2024 Surface Transportation Block Grant Program Funding Recommendation**  

Staff presented. Recommend approval of the award recommendations for FFY 2024 STBG funding.  

**MOTION**: A motion was made and seconded to approve the award recommendations.  

**MOTION CARRIED UNANIMOUSLY**
11. **DMAMPO Audit RFP**
   Executive Director presented. Recommend awarding contract to Denman & Company, LLP and authorizing the Executive Director to enter into contract negotiations.
   **MOTION:** A motion was made and seconded to award the contract to Denman & Company, LLP to authorize the Executive Director to enter into contract negotiations.
   **MOTION CARRIED UNANIMOUSLY**

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

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

14. **State Legislation Update**
    Staff presented. Report and discussion only.

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

16. **Items Approved at the March 11, 2020 Committee Meeting**
    Executive Director provided an update of items approved at the March 11, 2020 Executive Committee meeting which included approval of the FY 2019 Audit RFP, Approval of the Draft 2021 UPWP to be submitted to the IDOT for comment and approval for staff to fundraise to purchase an updated camera for the Iowa Data Bike.

17. **Other Non-Action Items of interest to the Committee**
    Assistant Director, Dylan Mullenix advised that the new IDOT Director will present at a future in-person Policy Committee meeting. Date to be determined.

18. **Next Meeting Date May 21, 2020 at 4:00 p.m.**

19. **Adjournment**
    Hearing no objection to the contrary Chair Joe Gatto adjourned the meeting at 4:54 p.m.
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.
ISSUE: DART and COVID-19 Stimulus Package

PRESENTATION: Discussion of the Des Moines Area Regional Transit Authority’s COVID-19 & CARES Stimulus Package Impacts.

BACKGROUND:

Elizabeth Presutti and Amanda Wanke will discuss the impact COVID-19 and the CARES stimulus package have had on DART systems and operations. Since early March 2020, the functions of DART have adapted to help mitigate COVID-19 outbreak within their organization and for the general public; free fares, increased cleaning, ridership and route frequency changes, and backdoor onboarding are among the many changes. Additionally, Presutti and Wanke will discuss the CARES stimulus package that included monies for transit systems.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

Todd Ashby, tashby@dmampo.org
(515) 334-0075.
ISSUE: Approval of Financial Statement

VOTE: Consider approval of the February through April Financial Statements.

BACKGROUND:

The February through April Financial Reports will be provided prior to the meeting.

RECOMMENDATION:

Recommend approval of the February through April Financial Statements.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075
ISSUE: Fiscal Year 2021 Member Assessments

REPORT and VOTE: Discussion regarding member assessments for Fiscal Year 2021.

BACKGROUND:
In light of the likely impact of COVID-19 on member governments budgets, staff has run a few potential scenarios for collecting assessments for FY 2021. These included the following:

- Collect member assessments as normal
- Provide a 25%, 50%, or 75% discount on assessments
- Waive member assessments

Included on the following page is an overview of how these scenarios impact the FY 2021 budget.

RECOMMENDATIONS:

The MPO Executive Committee recommends reducing member assessments by 50 percent for FY 2021.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075
ISSUE: Fiscal Year 2021 Unified Planning Work Program and Budget

REPORT and VOTE: Consider approval of the Fiscal Year 2021 Unified Planning Work Program and budget.

BACKGROUND:
MPO staff has developed the Fiscal Year 2021 Unified Planning Work Program (FY 2021 UPWP) and budget, which documents 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 MPO staff submitted a draft UPWP to the Iowa DOT in March for review, and a final UPWP is due to the Iowa DOT by June 1, 2020.

MPO staff has incorporated the comments from the Iowa DOT and has made additional improvements to the final document. The final document also incorporates the reduced member assessment rates as recommended by the MPO Executive Committee.

The final FY 2021 UPWP and budget is available to view on the MPO’s website (click to access).

RECOMMENDATIONS:

Approve the Fiscal Year 2021 Unified Planning Work Program and budget.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075
ISSUE: Project Coordination for I-80 Widening Project

REPORT: Update on the Iowa DOT’s plan to widen I-80 to six lanes between 60th Street and Grand Prairie Parkway.

BACKGROUND:

The Iowa DOT has initiated efforts to widen I-80 to six lanes between 60th Street and Grand Prairie Parkway. The original interstate plan identified this project in 2032; however, the updated plan advanced the project to 2023 due to the condition of the I-80 mainline bridges over the UP Railroad and I-80 pavement. The MPO staff was recently made aware of the project, and over the last month staff has coordinated with the Iowa DOT to review future traffic forecasts and potential impacts to consider in the project’s design. Additional information will be shared at the May meeting.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075
ISSUE: Rail Revolving Loan and Grant Program Reimbursement Requests

REPORT: Update on the reimbursement requests through the Rail Revolving Loan and Grant (RRLG) program for the Des Moines Transload Facility.

BACKGROUND:

The Des Moines Area MPO is working with the Des Moines Industrial and the Iowa Department of Transportation to administer reimbursement requests from Des Moines Industrial for the Rail Revolving Loan and Grant funds. The total loan amount is $1.7 million and reimbursement requests to date are $383,843.03. The table below summarizes the status of reimbursement requests.

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<th>Request Date</th>
<th>Amount Requested</th>
<th>Federal Share 80%</th>
<th>Retainage 10%</th>
<th>Reimbursement Amount</th>
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<tr>
<td>1/28/2020</td>
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<td>$426,492.26</td>
<td>$42,649.23</td>
<td>$383,843.03</td>
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</tr>
</tbody>
</table>

The following lists shows the type of work items that have been reimbursed:

- Site plan/landscaping design
- Legal fees
- Project engineering
- Environmental documentation
- Des Moines Industrial consultant fees

Staff will continue to work with the Iowa DOT to process reimbursement requests as they are submitted by Des Moines Industrial and will keep the Executive Committee apprised of these requests.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@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 document is being finalized based on comments from the FRA’s legal sufficiency team. The document still must go through the public review process before a FONSI can be issued.
- Grant Agreement – MPO legal counsel is developing a sub-agreement with Des Moines Industrial for the BUILD grant.

Staff will provide a full update at the May meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Purple Heart Highway Update

REPORT: Update on progress towards designating Iowa Highway 5/US Highway 65 as 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 Interstate 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.

Staff met with representatives of Farm Bureau in early March and had additional discussions with the DOT. The DOT recommended contracting with HNTB (who did the initial study) to update the Iowa Highway 5 / US Highway 65 Freeway Corridor Interstate System Designation Summary Report.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075
**ISSUE: Water Trails 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.

Snyder and Associates has been brought on as the owner’s representative and is providing weekly project updates. Notable progress includes:

- An online public meeting to collect public input on the project is underway through June 3rd at [www.DMRAPrject.com](http://www.DMRAPrject.com).
- Schematic design is the key focus for the possible dam-modification projects.
- Concepts are being refined for the neighborhood access sites.

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: Legislative Issues Update

REPORT: Standing item to discuss Federal and State legislative issues.

BACKGROUND:
Standing item throughout the Iowa legislative session to allow the committee to discuss any legislative (federal or state) 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:

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