

NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee**

11:30 a.m., Wednesday, November 4, 2020

Virtual Meeting

OR Dial 1-312-626-6799, Meeting ID: 852 3218 9316

TENTATIVE AGENDA

- 1. Call To Order**
- 2. VOTE: Approval of Agenda**
- 3. VOTE: Approval of Meeting Minutes**..... Page 2
 - Approve the October 7, 2020, meeting minutes.
- 4. CONSENT and VOTE: Contracts and Expenses** Page 5
- 5. REPORT and VOTE: Calendar Year 2021 Meeting Dates** Page 6
 - Report regarding the Calendar Year 2021 meeting dates; consider approval.
- 6. REPORT and VOTE: FFY 2021-2024 Transportation Improvement Program Amendment** Page 8
 - Report regarding an amendment to the Federal Fiscal Year 2021-2024 Transportation Improvement Program for a DOT project; consider approval.
- 7. REPORT and VOTE: Iowa DOT Mid-Performance Period Adjustments** Page 9
 - Report and discussion regarding the Iowa DOT’s Mid-Performance Period adjustments; consider approval.
- 8. REPORT: Fiscal Year 2021 1st Quarter Financial Report** Page 10
 - Report and discussion on the 1st quarter expenditures for Fiscal Year 2021.
- 9. REPORT: Environmental Justice Report**..... Page 12
 - Report identifying Environmental Justice (EJ) areas in the MPO planning area
- 10. REPORT: Rain Campaign Update** Page 13
 - Report on the Rain Campaign and its progress.
- 11. REPORT: Transload Facility Update** Page 14
 - Update on the development of the Des Moines Transload Facility.
- 12. REPORT: Purple Heart Highway Update**..... Page 15
 - Report regarding the updated Iowa Highway 5 / US Highway 65 Freeway Corridor Interstate System Designation Summary Report.
- 13. REPORT: Water Trails Update** Page 16
 - Update on efforts related to the use of the BUILD Grant for water trails.
- 14. REPORT: Legislative Update** Page 17
 - Standing item to discuss any items related to the Federal and State Legislative issues.
- 15. REPORT: Upcoming Events** Page 18
- 16. Approval of the Policy Committee Agenda**
- 17. Other Non-Action Items of Interest to the Committee**
- 18. Next Meeting Date – December 9, 2020, at 11:30 a.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 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.

November 2020
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the October 7, 2020, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the October 7, 2020, MPO Executive Committee meeting is included on the following pages.

RECOMMENDATION:

Approve the minutes of the October 7, 2020, 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, October 7, 2020

Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a virtual meeting at 11:30 a.m. on October 7, 2020. MPO staff emailed agenda packets to the MPO Executive and members on October 2, 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:

Joe Gatto | City of Des Moines
Matt McCoy | Polk County
Steve Gaer | City of West Des Moines
Sara Kurovski | City of Pleasant Hill
Gary Lorenz | City of Ankeny
Stephanie Riva | City of Norwalk
Jeff Walters | City of Polk City
Bob Andeweg | City of Urbandale
Ted Weaver | City of Clive
Chris Coleman | City of Des Moines
Kyle Mertz | City of Altoona
Andy Loonan | IDOT

Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Tracey Deckard | Office Manager
Allison van Pelt | Associate Planner
Sreyoshi Chakraborty | Senior Planner
Zhi Chen | Associate Planner
Tanvi Halde | Intern
Scott Brennan | MPO General Counsel (alt)

Others Present:

Executive Members Absent:

1. Call to Order

MPO Chair Joe Gatto called the October 7, 2020, meeting to order at 11:33 a.m. A quorum was present.

2. Roll Call

All members present.

3. Approval of Agenda

MOTION: A motion was made to approve the October 7, 2020, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

4. Approval of Meeting Minutes

MOTION: A motion was made to approve the September 9, 2020 Executive Committee meeting minutes.

MOTION CARRIED

5. Contracts and Expenses

Executive Director presented. Recommend approval of payment for the Greater Des Moines Partnership Central Iowa Broadband study in the amount of \$40,000. Contracts with the City of Melcher Dallas for work related to CBDG grant in the amount of \$20,000 and Polk County Watershed Management MOU in the amount of \$10,000 were presented.

MOTION: A motion was made to approve payment for the Central Iowa Broadband study in the amount of \$40,000. The board approved the contracts from the City of Melcher Dallas in the amount of \$20,000 and Polk County Watershed Management MOU in the amount of \$10,000.

MOTION CARRIED

6. Excess TAP Funding Awards

Executive Director presented. Discussion ensued. Recommend approval of the Funding Subcommittee's excess TAP funding award recommendation.

MOTION: A motion was made to approve the Funding Subcommittee's excess TAP funding award recommendation

MOTION CARRIED

7. **TAP Project Scoring**
Staff presented. Recommend approval of the proposed update to the TAP scoring criteria. Discussion ensued. This item will be continued to the next month. No vote today. Change item to an information item for the Policy Committee.
8. **Safe Routes to School Category for TAP Funding**
Staff presented. Recommend approval of a set-aside of the TAP funding towards Safe Routes to school projects. Discussion ensued. Board requested additional information. Item to be put on next month's agenda.
9. **FFY 2021-2024 TIP Amendment Request**
Staff presented. Recommend approval of Polk County's request to amend FY 2021-2024 TIP to include Broadway Avenue Multimodal Improvements project.
MOTION: A motion was made to approve Polk County's request.
MOTION CARRIED
10. **Federal Legislative Agenda for Annual D.C. Trip**
Staff presented. Report and discussion only.
11. **Integrated Corridor Management Update**
Staff presented. Report and discussion only.
12. **Des Moines Transload Facility**
Staff presented. Report and discussion on the development of the Des Moines Transload Facility.
13. **Purple Heart Highway Update**
Executive Director presented. Report and discussion regarding the updated Iowa Highway 5 / US Highway 65 Freeway Corridor Interstate System.
14. **Water Trails Update**
Executive Director presented. Report and discussion on efforts related to the use of the BUILD Grant for water trails.
15. **Legislative Update**
Assistant Director presented. Report and discussion regarding extension of the Fast Act.
16. **Upcoming Events**
Information only.
17. **Approval of the Policy Committee Meeting Agenda**
As amended to change the items regarding TAP funding from voting items to information only.
MOTION: A motion was made to approve the MPO Policy Agenda as amended.
MOTION CARRIED
18. **Other Non-Action Items**
The MPO Data Bike won an award at the Smart Cities Conference.
19. **Next Meeting Date**
November 4, 2020 beginning at 11:30.
20. **Adjournment**
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:16 p.m.

November 2020
Item No. 4

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 is an expense that exceed the limits set by the MPO's policy and procedures regarding expenditures.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
West Des Moines	University Avenue Corridor Study	This project was awarded \$100,000 in STBG funds from the Planning Study category.	\$20,178.40

RECOMMENDATION:

Recommend approval of the above expense.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-00

November 2020
Item No. 5

ISSUE: Calendar Year 2021 Meeting Dates

REPORT and VOTE: Report on the proposed meeting dates in Calendar Year 2021 for the MPO's Transportation Technical Committee; consider approval.

BACKGROUND:

The MPO staff annually issues a proposed MPO meeting schedule for the upcoming calendar year. The MPO is required to issue its upcoming meeting dates to comply with the State of Iowa's Open Meetings Law. MPO staff asks for feedback on any known conflicts with the proposed schedule.

Included, immediately following, is the proposed Calendar Year 2021 MPO meeting schedule.

RECOMMENDATIONS:

Approve the meeting dates for Calendar Year 2021.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org;
(515) 334-0075.

MPO COMMITTEE 2021 MEETING DATES

TTC COMMITTEE

Thursday, January 7
Thursday, February 4
Thursday, March 4
Thursday, April 1
Thursday, May 6
Thursday, June 3
Thursday, July 1
Thursday, August 5
Thursday, September 2
Thursday, October 7
Thursday, November 4
Thursday, December 2

EXECUTIVE COMMITTEE

Wednesday, January 13
Wednesday, February 10
Wednesday, March 10
Wednesday, April 7
Wednesday, May 12
Wednesday, June 9
Wednesday, July 7
Wednesday, August 11
Wednesday, September 8
Wednesday, October 13
Wednesday, November 10
Wednesday, December 8

POLICY COMMITTEE

Thursday, January 21
Thursday, February 18
**No Meeting
Thursday, April 15
Thursday, May 20
Thursday, June 17
**No Meeting
Thursday, August 19
Thursday, September 16
Thursday, October 21
Thursday, November 18
**No Meeting

**Meeting date may change depending on GDMP DC trip.*

****MPO Executive and Policy Committee approved the elimination of Policy meetings in March, July, and December**

November 2020
Item No. 6

ISSUE: TIP Amendment

REPORT and VOTE: Report regarding an amendment to the *Federal Fiscal Year 2021-2024 Transportation Improvement Program* (FFY 2021-2024 TIP) to increase the federal aid amount for an Iowa Department of Transportation (DOT) project; consider approval.

BACKGROUND:

The Iowa DOT has requested an amendment to the FFY 2021-2024 TIP to adjust funding for their US 6 project from Hickman Road to Douglas Ave in Des Moines. The amendment request is to increase the federal aid amount from \$431,200 to \$587,200.

RECOMMENDATION:

Recommend approval of the Federal Fiscal Years 2021-2024 Transportation Improvement Program amendment request.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075

November 2020
Item No. 7

ISSUE: Iowa DOT Mid-Performance Period Adjustments

REPORT and VOTE: Consider approval of the Iowa DOT’s Mid-Performance Period adjustments.

BACKGROUND:

Under the Moving Ahead for Progress in the 21st Century (MAP-21) Act, Congress requires state Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to establish performance measures and targets. The Iowa DOT submitted 2- and 4- year targets for performance measures in 2018 to the Federal Highway Administration (FHWA). States are also required to submit a Mid-Performance Report, which allows review and adjustment of 4-year targets. Based on new data, the Iowa DOT adjusted its 4-year targets for the Interstate and Truck Travel Time reliability performance measures.

Performance Measure	2017 Baseline	2-year target	2-year performance	Original 4-year target	Adjusted 4-year target
Person-miles traveled on the Interstate that are reliable	100.00%	99.50%	99.30%	99.50%	98.50%
Truck Travel Time Reliability (TTTR) Index	1.12	1.14	1.19	1.14	1.21

RECOMMENDATIONS:

Recommend approval of the Iowa DOT’s Mid-Performance Period adjustments.

STAFF CONTACT:

Zhi Chen, zchen@dmampo.org
(515) 334-0075

November 2020
Item No. 8

ISSUE: Fiscal Year 2021 1st Quarter Financial Report

REPORT: Update on the 1st quarter expenditures for Fiscal Year 2021

BACKGROUND:

The MPO staff has developed a status report for the Fiscal Year 2021 budget. The report compares expenditures as compared to budgeted amounts as well as the status of the MPO's federal planning funds.

The 1st quarter financial report is included on the following page.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

MPO Budget Update - July 1, 2020 - June 30, 2021

Fiscal Year 2021 Expenditures

BUDGET CATEGORY	FY 2020 Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Amount Spent Year	Amount Remaining	
							\$	%
Salaries & Wages	\$637,103	\$136,971				\$136,971	\$500,131	79%
Fringe Benefits	\$486,997	\$139,086				\$139,086	\$347,911	71%
Personnel Costs	\$1,124,100	\$276,057	\$0	\$0	\$0	\$276,057	\$848,043	75%
Total Personnel Costs	\$1,124,100	\$276,057	\$0	\$0	\$0	\$276,057	\$848,043	75%
Facilities	\$148,650	\$42,490				\$42,490	\$106,160	71%
Professional Services (Attorney, Audit, Payroll)	\$84,260	\$3,437				\$3,437	\$80,823	96%
Computers & Software	\$46,700	\$2,743				\$2,743	\$43,957	94%
Telecommunications	\$24,000	\$4,987				\$4,987	\$19,013	79%
Printing and Postage	\$20,000	\$3,000				\$3,000	\$17,000	85%
Travel and Training	\$53,500	\$1,565				\$1,565	\$51,935	97%
Dues/Memberships	\$12,000	\$5,508				\$5,508	\$6,492	54%
Equipment	\$18,000	\$529				\$529	\$17,471	97%
Office Supplies	\$12,200	\$4,365				\$4,365	\$7,835	64%
Publications	\$4,000	\$539				\$539	\$3,461	87%
Sponsorships	\$50,000	\$25,001				\$25,001	\$24,999	50%
Food & Beverages	\$7,000	\$848				\$848	\$6,152	0%
Meeting Rooms	\$500	\$0				\$0	\$500	100%
Non-Personnel Costs								
<i>Purple Heart Highway (Task 1)</i>	\$50,000	\$0				\$0	\$50,000	100%
<i>Strategic Planning (Task 6)</i>	\$5,000	\$0				\$0	\$5,000	100%
<i>Travel Demand Model Consultant (Task 1)</i>	\$10,000	\$0				\$0	\$10,000	100%
<i>Broadband Study (Task 1)</i>	\$40,000	\$0				\$0	\$40,000	100%
<i>Speaker Series (Task 3)</i>	\$15,000	\$175				\$175	\$14,825	99%
<i>Container Locator (Task 2)</i>	\$15,000	\$0				\$0	\$15,000	100%
Total Non-Personnel Costs	\$615,810	\$95,188	\$0	\$0	\$0	\$95,188	\$520,622	85%
TOTAL	\$1,739,910	\$371,245	\$0	\$0	\$0	\$371,245	\$1,368,665	79%

Passthrough Grant Expenditures

	FY 2020 Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Amount Spent Year to Date	Amount Remaining	
							\$	%
Rail Revolving Loan and Grant - Transload	\$1,316,157	\$118,065	\$0	\$0	\$0	\$118,065	\$1,198,092	91%
BUILD Grant - Transload	\$11,200,000	\$0	\$0	\$0	\$0	\$0	\$11,200,000	100%
Univeristy Ave Corridor Study (Task 4)	\$100,000	\$27,352	\$0	\$0	\$0	\$27,352	\$72,648	73%

November 2020
Item No. 9

ISSUE: Environmental Justice Report

REPORT: Report identifying Environmental Justice (EJ) in the MPO planning area.

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 or areas with large populations of traditionally underserved individuals.

[The Draft Environmental Justice Report is available on the MPO website \(click to access\).](#)

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Allison van Pelt, avanpelt@dmampo.org
(515) 334-0075

November 2020
Item No. 10

ISSUE: Rain Campaign Update

REPORT: Report on the Campaign and its progress.

BACKGROUND:

In the June of 2018 Des Moines metro cities were hit with unprecedented rains that impacted public and private property, some of which is miles away from the nearest Special Flood Hazard Area.

In response to this event and future rainfall projections, and in accordance with area watershed management authorities, Polk Soil and Water Conservation District applied for and was awarded a grant from the US Environmental Protection Agency, administered by the Iowa DNR, to empower private property owners to manage stormwater on their own land. Through collaboration with Iowa Stormwater Education Partnership, the Des Moines Area Metropolitan Planning Organization, and local jurisdictions, it was decided to increase the awareness and utilization of local cost-share programs across the metro, and to focus on promoting one simple stormwater best management practice, soil quality restoration.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Allison van Pelt, avanpelt@dmampo.org
(515) 334-0075

November 2020
Item No. 11

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:

- Baseline Performance Report – deadline September 30, 2020;
- Quarterly Report – deadline October 30, 2020;
- Disadvantaged Business Enterprises Plan – deadline November 1, 2020;
- Project Management Plan – deadline November 30, 2020; and,
- Detailed Project Work Plan, Budget, and Schedule – deadline November 30, 2020.

[A copy of the Disadvantage Business Enterprises \(DBE\) Plan is available on the MPO website \(click to access\).](#)

Staff will provide a full update at the November meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

November 2020
Item No. 12

ISSUE: Purple Heart Highway Update

REPORT: Discussion regarding the updated Iowa Highway 5 / US Highway 65 Freeway Corridor Interstate System Designation Summary Report

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.

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.

[A copy of the Iowa 5/US 65 Re-Designation Update report is available on the MPO website \(click to access\).](#)

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

November 2020
Item No. 13

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:

- 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

November 2020
Item No. 14

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) 334-00

November 2020
Item No. 15

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