



DES MOINES AREA MPO

Executive Committee Meeting

May 17, 2023

APPROVAL OF AGENDA

May 17, 2023, Agenda



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. CONSENT and VOTE: Approval of the April Financial Statement
5. CONSENT and VOTE: Contracts and Expenses
6. REPORT and VOTE: Mid-Iowa Planning Alliance Contract Amendment
7. REPORT and VOTE: FY 2023 Unified Planning Work Program & Budget Amendment
8. REPORT and VOTE: FY 2024 Unified Planning Work Program and Budget Final Draft
9. REPORT and VOTE: Water Trails Line of Credit Agreement
10. REPORT and VOTE: Water Trails Destination Iowa Outdoor Recreation Grant Agreement
11. REPORT and VOTE: Water Trails Indemnification Agreement
12. REPORT and VOTE: Water Trails BUILD Grant Payment Approval
13. REPORT and VOTE: Interim Executive Director Salary
14. REPORT: Executive Director Search Update
15. REPORT: DMDC 2023 Debrief and Legislative Update
16. REPORT: Upcoming Events
17. VOTE: Approval of the Policy Committee Agenda
18. Other Non-Action Items of Interest to the Committee
19. Next Meeting Date – June 7, 2023 – 11:30 a.m.
20. Adjournment

APPROVAL OF MEETING MINUTES

APPROVAL OF THE APRIL FINANCIAL STATEMENT

April Financial Statement

- Staff continues to work with auditor and Finance Subcommittee to improve financial statements.
- Moved reconciliation discrepancies to be included with retained earnings in the Statement of Financial Position.
- Continuing to make improvements to accounting transparency and procedures.

Financial Statement Items

1. Statement of Financial Position
2. Budget vs. Actuals
3. Transaction List by Vendor
4. Water Trails Account Transactions
5. Water Trails BUILD Grant Balance

CONTRACTS AND EXPENSES

Contracts and Expenses

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Business Record	CRE Trends and Issues Forum	Event sponsorship; included in the FY 2023 UPWP/budget.	\$6,150.00
Dentons Davis Brown	Legal Fees	Legal fees associated with the water trails project.	\$2,516.50
Iowa State University	Development of a Trail Pavement Management Program	Included in UPWP; payment 3 of 4	\$15,000.00

MID-IOWA PLANNING ALLIANCE CONTRACT AMENDMENT

Mid-Iowa Planning Alliance Contract Amendment

- Contract between MPO and MIPA approved in April 2022.
- Per the contract, the MPO provides 3 key services to MIPA.
 1. Office space and other back-office administrative assistance
 2. Supervisory support to MIPA staff
 3. Supplemental planning support
- Direction provided by Policy Committee at April meeting was to begin phasing out MIPA-MPO contract over the next year.
- Amendment is to remove supervisory support from contract beginning July 1.

FY 2023 UNIFIED PLANNING WORK PROGRAM & BUDGET AMENDMENT

FY 2023 UPWP & Budget Amendment

- Recommend an amendment to address three items:
 - Routine end-of-year adjustment to work element items to reflect anticipated costs.
 - Add University Avenue planning study to allow payment to City of West Des Moines for funds remaining.
 - Add costs associated with Executive Director severance agreement as well as anticipated end-of-year vacation cash-out.

UPWP CODE	WORK ELEMENT	MPO TOTAL	US DOT Funds						Other Funds/Grants			Local Match	
			FHWA STBG Carryover	FHWA PL New	FTA 5305d New	STBG New	DOT Total	Percent of Total	Amount	Source	Percent of Total	(from member assessments & reserve funds)	Percent of Total
1.0	Long-Range Planning	\$229,088 \$279,103	\$568 \$692	\$123,710 \$150,719	\$23,372 \$28,474	\$12,663 \$15,429	\$160,313 \$195,313	70%	\$0		0%	\$68,775 \$83,789	30%
2.0	Multimodal Planning	\$236,538 \$179,378	\$586 \$444	\$127,734 \$96,867	\$24,131 \$18,300	\$13,075 \$9,915	\$165,526 \$125,526	70%	\$0		0%	\$71,012 \$53,852	30%
3.0	Public Involvement	\$183,783 \$163,777	\$455 \$406	\$99,246 \$88,442	\$18,749 \$16,708	\$10,159 \$9,053	\$128,609 \$114,609	70%	\$0		0%	\$55,174 \$49,168	30%
4.0	Integrated Planning	\$359,748 \$329,136	\$891 \$803	\$194,269 \$174,977	\$36,701 \$33,056	\$19,886 \$17,911	\$251,747 \$226,747	70% 69%	\$0 \$1,029	City of West Des Moines for University Ave. Study	0% 0.31%	\$108,001 \$101,390	30% 31%
5.0	Funding	\$120,196 \$127,342	\$298 \$315	\$64,908 \$68,766	\$12,262 \$12,991	\$6,644 \$7,039	\$84,112 \$89,111	70%	\$0		0%	\$36,084 \$38,231	30%
6.0	Program Administration	\$589,263 \$695,746	\$1,460 \$1,598	\$318,211 \$348,307	\$60,116 \$65,802	\$32,573 \$35,653	\$412,360 \$451,360	70%	\$0		0%	\$176,903 \$244,386	30% 35%
7.0	CIRTPA	\$106,697	\$0	\$0	\$0	\$0	\$0	0%	\$106,697	CIRTPA Contract	100%	\$0	0%
8.0	Other Non-DOT Contracts	\$372,487	\$0	\$0	\$0	\$0	\$0	0%	\$372,487	MIPA, HTFs, Marion County, Indianola	100%	\$0	0%
TOTAL FY 2023 BUDGET		\$2,197,799 \$2,253,697	\$4,258	\$928,078	\$175,331	\$95,000	\$1,202,667	55%	\$479,184 \$480,213		22%	\$515,949 \$570,816	23% 26%

FY 2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET FINAL DRAFT

FY 2024 UPWP and Budget Final Draft

- MPO's scope of work for next fiscal year:
 - Work elements and activities
 - Committees
 - Costs
- Draft budget reviewed by Finance Subcommittee and MPO Executive Committee in March and sent to Iowa DOT for review.
- Staff has updated the budget based on feedback from Iowa DOT and based on recent MPO personnel actions and direction.

FY 2024 UPWP and Budget Development

- New or Notable projects identified:
 - Long-Range Transportation Plan update
 - Travel Model Update
 - Growth Scenario
 - Planning Area Boundary Adjustment
 - Comprehensive Safety Action Plan (Safe Streets for All grant)
 - Goods Movement Study update
 - Refined Greenhouse Gas analysis at transportation corridor level
 - US DOT Carbon Reduction Strategy development & implementation
 - Innovative transportation funding

FY 2024 UPWP and Budget Development

- Updates from draft approved in March:
 - Addressed Iowa DOT recommendations
 - Add discussion of FHWA/FTA emphasis areas
 - Added more detail to Complete Streets work element
 - Noted Safe Streets for All funds are separate DOT agreement
 - Removed watershed management activities from Task 4
 - Removed staff supervision from MIPA contract
 - Updated budgetary information to reflect actual costs
 - Removed GreenIowa Americorps and added summer intern hours
 - Updated Water Trails BUILD Grant info
 - Added costs related to Executive Director severance
 - Added application/management of Charging and Fueling Infrastructure Grant

FY 2024 UPWP & Budget Final Draft

Revenue - FY 2024	
FHWA PL - New	\$922,974
FHWA PL - Set-Aside	\$23,666
FTA 5305d - New	\$179,369
FHWA – STBG Carryover	\$1,380
FTA 5305d – Carryover	\$613
US DOT Safe Streets for All Grant	\$800,000
STP - New	\$95,000
STBG - Water Trails	\$550,000
BUILD - Water Trails	\$24,275,685
<u>DOT Funds Subtotal</u>	<u>\$26,848,687</u>
MPO Per Capita Assessment Income	\$598,113
Transload Payment	\$31,250
Reserve funds for Purple Heart Highway	\$251,000
Reserve funds for SS4A Match	\$188,000
Iowa DOT funds for SS4A Match	\$12,000
Marching Funds for Water Trails Grants	\$22,587,500
Reserve funds for former ED severance	\$258,526
CIRTPA Contract	\$134,523
MPA Contract	\$325,867
<u>Non-DOT Funds Subtotal</u>	<u>\$24,386,779</u>
TOTAL	\$51,235,466

Costs (Projections) - FY 2024	
US DOT Program Cost - MPO	\$2,023,002
Local Costs	\$1,346,000
Water Trails Costs	\$47,413,185
CIRTPA Costs	\$128,947
MIPA Costs	\$320,918
TOTAL	\$51,232,050
Surplus/Deficit - FY 2024	
Projected DOT Balance	\$0
Projected Water Trails Balance	\$0
Projected Local Balance	\$3,415
TOTAL	\$3,415
Balance (Reserve) - End FY 2024	
Projected Balance (federal)	\$0
Projected Local Balance - Operating	\$500,000
Projected Local (Other)	\$1,149,871
Projected Local Cash Balance	\$1,649,871
Total	\$1,649,871

WATER TRAILS LINE OF CREDIT

Water Trails Line of Credit



- ICON working to secure Line of Credit (LOC) for up to \$15 million with Bankers Trust, per their responsibilities in Sub-Agreement 4.
- LOC agreement requires MPO signature due to MPO holding construction contract.
- Sub-agreement 2 include indemnification language that extends to LOC.

DESTINATION IOWA GRANT AGREEMENT

Destination Iowa Grant Agreement

- Great Outdoors Foundation received \$7 million Destination Iowa grant from Iowa Economic Development Authority (IEDA).
- IEDA requires MPO signature on grant agreement due to MPO holding construction contract.

INDEMNIFICATION AGREEMENT

Indemnification Agreement



- MPO and Great Outdoors Foundation legal counsels have drafted indemnification agreement for the Destination Iowa grant.
- Agreement necessary as other indemnification agreements were between MPO and ICON.

WATER TRAILS BUILD GRANT PAYMENT APPROVAL

Water Trails BUILD Grant Payment Approval

- Snyder & Associates has submitted the Application for Partial Payment No. 5.
- The payment application has been reviewed by Polk County and has received their concurrence with the \$1,443,795.90 amount.
- This total includes \$954,580.75 in reimbursable expenses. The remaining \$489,179.90 is for stored materials. The MPO will not be able to submit reimbursement for these costs until the materials are used per Iowa DOT specifications.
- Recommend approval of Partial Payment No. 5.

INTERIM EXECUTIVE DIRECTOR SALARY

Interim Executive Director Salary

- Item to discuss the process for annual performance review and compensation adjustment for the Interim Executive Director.

EXECUTIVE DIRECTOR SEARCH UPDATE

Executive Director Search Update



- Item to provide further information about the Executive Director search process.

DMDC 2023 DEBRIEF AND LEGISLATIVE UPDATE

DMDC 2023 Debrief and Legislative Update

- Representatives from MPO board and staff attended DMDC trip.
- Notable events:
 - Meetings with congressional offices
 - Meeting with Transportation for America
 - Staff facilitated discussions on transportation and infrastructure
 - MPO sponsorship and highlighted MPO's 40th anniversary
- Built on existing relationships with Senate offices and made connections with Rep. Nunn's staff.

UPCOMING EVENTS

Upcoming Events



- May 24: Designing and Operating Roads for the Aging Population – Virtual @ 9-10:30am & 12-1:30pm
- May 24: Iowa's Defining Decade Field Day – Tesdell Farm – Slater, Iowa – 1:30-3:30pm
- May 25: FHWA How to Prepare the Benefit Cost Analysis – Virtual @ 1:00 pm
- June 15: Utilizing Utilities: Partners and Policies to Accelerate Adoption – Virtual @ 2:00 pm
- July 23-26: TRB International Conference on Low Volume Roads – Cedar Rapids
- November 13-15: TRB Transportation Resilience 2023 – International Conference on Extreme Weather & Climate Change Challenges – Washington, D.C.

APPROVAL OF THE MPO POLICY COMMITTEE AGENDA

OTHER ITEMS OF INTEREST

Charging & Fueling Infrastructure Discretionary Grant

- MPO staff is compiling sites for regional "Community Charging" application.
 - As cities finalize and approve proposed sites, please return resolution, sites details, etc. to MPO staff
- FHWA pushed submission deadline to June 13th, 2023.
- MPO staff will bring final submission packet to MPO Executive Committee on June 7 for approval.

Notice of Funding Opportunity: PROTECT

- FHWA's 1st round of the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program is now open.
 - Aims to enable surface transportation to be more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and other natural disasters
 - Up to \$848 million in Fiscal Year 2022 and 2023
 - Virtual meetings next week
- Applications are due August 18, 2023.



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