

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE SPECIAL MEETING
11:30 a.m., Wednesday, June 7, 2023
Des Moines Area MPO

The MPO Executive Committee held an Executive Committee meeting at 11:30 a.m. on June 7, 2023, at the Des Moines Area MPO office. MPO staff emailed agenda packets to the MPO Executive Committee members on May 31, 2023. **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:

Bob Andeweg | City of Urbandale
Stephanie Riva | City of Norwalk
Ted Weaver | City of Clive
Dean O'Connor | City of Altoona
Mark Holm | City of Ankeny
Joe Gatto | City of Des Moines
Frank Cownie | City of Des Moines
Len Murray | City of Pleasant Hill
Tom Hockensmith | Polk County
Matthew McKinney | City of West Des Moines
Andy Loonan | Iowa DOT

Staff Present:

Zach Young | Planning Manager
Andrew Collings | Principal Planner
Allison van Pelt | Senior Planner
Zhi Chen | Senior Planner
Lucas Young | Senior Planner
Carl Saxon | Senior Planner
Gunnar Olson | Public Affairs Manager
Rhonda Miller | Accountant
Scott Brennan | MPO General Counsel
Tracey Deckard | Office Manager

Executive Members Absent:

Jeff Walters | City of Polk City

Others Present:

Jackie Pullen | ICON
Monica Converse | ICON
Hannah Inman | ICON
Adam Dutcher | ICON
Chris Costa | Knapp Properties

1. Call to Order

MPO Chair Bob Andeweg called the June 7, 2023, meeting to order at 11:31 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made by Cownie and seconded by Hockensmith to approve the June 7, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

Recommend approval of the May 17, 2023, meeting.

MOTION: A motion was made by Cownie and seconded by Murray to approve the May 17, 2023 meeting minutes

MOTION CARRIED

4. Approval of the May Financial Statement

MPO Treasurer/Finance Committee Chair, Ted Weaver presented. Advised that the Finance Committee had reviewed the May Financial Statements. Also discussed the role of the Finance Committee is to review and recommend and not approve the financial statements and documents. Recommend approval.

MOTION: A Motion was made by Gatto and seconded by Murray to approve the May Financial Statement.

MOTION CARRIED

5. **Contracts and Expenses**

Planning Manager presented. Recommend approval of Dentons Davis Brown legal fees in the amount of \$9,051.00.

MOTION: A motion was made by Gatto and seconded by Weaver to approve payment of the invoice.

MOTION CARRIED

6. **Water Trails Line of Credit Agreement**

Matt McKinney presented. Discussion regarding the Line of Credit boilerplate language and if it could affect any MPO assets other than the current bank account. Bankers Trust legal team and advised that no other asset of the MPO would be at risk. Inquiry if the LOC is just for the Scott project, ICON indicated this is a specific item for the Scott project. The BUILD grant is only for the Scott and Harriet projects. Other grant funding and funds will be used for the remainder of the project and the MPO involvement can potentially be reduced in the future. Murray read a statement into the record indicating he does not believe Bankers Trust and still has concerns about the LOC and legal; he further commented on how disappointed he was with the information provided.

MOTION: A motion was made by Gatto and seconded by Hockensmith to approve the MPO signing the Line of Credit Agreement given legal counsel's review of the agreement with respect to the liability of granting Bankers Trust a security interest in collateral and finding it to not be problematic and approving amending sub-agreement #4 between the MPO and ICON to update and clarify the line of credit requirements.

MOTION CARRIED

MURRAY VOTED NO.

7. **MPO and CIRTPA Service Agreement**

Planning Manager presented. Recommend the continuation of the MPO-CIRTPA service agreement and updating the reference to the federal transportation bill in Section V from the FAST Act to the Infrastructure Investment and Jobs Act.

MOTION: A motion was made by Hockensmith and seconded by Gatto to approve the MPO-CIRTPA service agreement and updating the reference to the federal transportation bill in Section V from the FAST Act to the Infrastructure Investment and Jobs Act.

MOTION CARRIED

8. **Fiscal Year 2024 Investment Policy**

MPO Treasurer/Finance Committee Chair presented. The Finance Committee reviewed the policy. Recommend approval of the Fiscal Year 2024 Investment Policy

MOTION: A motion was made by Gatto and seconded by Weaver to approve the Fiscal Year 2024 Investment Policy.

MOTION CARRIED

9. **Self-Certification**

Planning Manager presented. Recommend approval of the MPO's self -certification of compliance with federal requirements.

MOTION: A motion was made by Gatto and seconded by Weaver to approve the MPO's self-certification of compliance with federal requirements.

MOTION CARRIED

[Stephanie Riva arrives 12:00]

10. **Draft FFY 2024-2027 Transportation Improvement Program**
Planning Manger presented. Recommend approval of the draft Federal Fiscal Year 2024-2027 Transportation Improvement Program. Discussion ensued.
MOTION: A motion was made by Weaver and seconded by Gatto to approve the grant agreement.
MOTION CARRIED
11. **Charging and Fueling Infrastructure Discretionary Grant Program**
Staff presented. Recommend approval of submitting a Charging & Refueling Infrastructure (CFI) grant application to the US DOT. Discussion ensued.
MOTION: A motion was made by Gatto and seconded by Hockensmith to approve submitting a CFI grant application to the US DOT.
MOTION CARRIED
12. **Water Trails BUILD Grant Payment Approval**
Planning Manager presented. Consider approval of the Application for Partial Payment No 6 for the Water Trails BUILD Grant project.
MOTION: A motion was made by Hockensmith and seconded by Gatto to approve Partial Payment No. 6 for the Water Trails BUILD Grant project subject to satisfactory review by Polk County and Snyder & Associates.
MOTION CARRIED
13. **2023 Pavement Condition Report**
Staff presented. Report on draft 2023 Pavement Condition Report Online Dashboard Report and discussion only.
14. **Comprehensive Safety Action Plan RFP Update**
Planning Manager presented. Update regarding the RFP proposals received for the Comprehensive Safety Action Plan and next steps in the consultant selection process.
Report and discussion only.
15. **Upcoming Events**
Information only.
16. **Approval of the MPO Policy Committee Agenda**
MOTION: A motion was made by Gatto and seconded by Hockensmith to approve the Policy Agenda.
MOTION CARRIED
17. **Non-Action Items**
Chair advised that there will be a meeting of the Executive Director search committee.
18. **Next Meeting Date**
July 12, 2023, beginning at 11:30 a.m.
19. **Adjournment**
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:20 p.m.