

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)  
Executive Committee

11:30 a.m., June 7, 2023

Des Moines Area MPO Burnham Conference Room

TENTATIVE

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
  - Approve the May 17, 2023, meeting minutes.
4. **CONSENT and VOTE: Approval of the May Financial Statement** ..... Page 8
5. **CONSENT and VOTE: Contracts and Expenses** ..... Page 9
6. **REPORT and VOTE: Water Trails Line of Credit Agreement**.....Page 10
  - Continue discussion regarding the line of credit agreement with Bankers Trust for the Downtown Water Trails BUILD grant project; consider approval.
7. **REPORT and VOTE: MPO/CIRTPA Planning Services Agreement** ..... Page 12
  - Report on the service agreement between the MPO and the Central Iowa Transportation Planning Alliance for regional planning assistance; consider approval.
8. **REPORT and VOTE: Fiscal Year 2024 Investment Policy** ..... Page 13
  - Review the MPO's investment policy for Fiscal Year 2024; consider approval.
9. **REPORT and VOTE: Self-Certification** ..... Page 14
  - Report on the MPO's annual self-certification of compliance with federal requirements; consider approval.
10. **REPORT and VOTE: Draft FFY 2024-2027 Transportation Improvement Program** ..... Page 16
  - Report regarding the draft *Federal Fiscal Year 2023-2026 Transportation Improvement Program*; consider approval.
11. **REPORT and VOTE: Charging & Fueling Infrastructure Discretionary Grant Program** ..... Page 17
  - Report on the grant application developed for the Charging and Fueling Infrastructure (CFI) Discretionary Grant Program; consider approval.
12. **REPORT and VOTE: Water Trails BUILD Grant Payment Approval**..... Page 18
  - Discussion regarding the *Application for Partial Payment No. 6* for the Water Trails BUILD grant project; consider approval.
13. **REPORT: 2023 Pavement Condition Report** ..... Page 19
  - Report on the draft 2023 Pavement Condition Report Online Dashboard.
14. **REPORT: Comprehensive Safety Action Plan RFP Update** ..... Page 20
  - Update regarding the RFP proposals received for the Comprehensive Safety Action Plan and next steps in the consultant selection process.
15. **REPORT: Upcoming Events** ..... Page 21
16. **VOTE: Approval of the MPO Policy Committee Agenda**

*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/](http://www.dmampo.org/title-vi/) or call 515-334-0075.*

- 17. Other Non-Action Items of Interest to the Committee**
- 18. Next Meeting Date – July 12, 2023, at 11:30 a.m.**
- 19. Adjournment**

June 2022  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of MPO Executive Committee meeting minutes from the May 17, 2023, meeting.

**BACKGROUND:**

The minutes from the May 17, 2023, meeting is included on the following pages.

**RECOMMENDATION:**

MPO staff recommends approval of the Executive Committee meeting minutes from the May 17, 2023, meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org)  
(515) 334-0075

MEETING MINUTES  
Des Moines Area Metropolitan Planning Organization (MPO)  
EXECUTIVE COMMITTEE SPECIAL MEETING  
11:30 a.m., Thursday, May 17, 2023  
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held an Executive Committee meeting at 11:30 a.m. on May 17, 2023, at the Des Moines Area MPO office. MPO staff emailed agenda packets to the MPO Executive Committee members on May 11, 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  
Jeff Walters | City of Polk City  
Len Murray | City of Pleasant Hill  
Tom Hockensmith | Polk County  
Matthew McKinney | City of West Des Moines  
Andy Loonan | Iowa DOT

**Executive Members Absent:**

**Staff Present:**

Dylan Mullenix | Interim Executive Director  
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  
Tracey Deckard | Office Manager  
Gunnar Olson | Public Affairs Manager  
Rhonda Miller | Accountant  
Scott Brennan | MPO General Counsel

**Others Present:**

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

**1. Call to Order**

MPO Chair Bob Andeweg called the May 17th meeting to order at 11:30 a.m. A quorum was present.

**2. Approval of Agenda**

**MOTION:** A motion was made by Hockensmith and seconded by Gatto to approve the May 17, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

**MOTION CARRIED**

**3. Approval of Meeting Minutes**

Recommend approval of the meeting minutes from April 12, 2023, April 24, 2023, April 25, 2023, and May 4, 2023. Len Murray asked that his name be included as being present at all meetings.

**MOTION:** A motion was made by O'Connor and seconded by Murray to approve the April 12, 2023, meeting minutes as amended.

**MOTION CARRIED**

**MOTION:** A motion was made by Murray and seconded by Gatto to approve the April 24, 2023, Special meeting minutes as amended.

**MOTION CARRIED**

**MOTION:** A motion was made by O'Connor and seconded by Riva to approve the April 25, 2023, Des Moines Area Metropolitan Planning Organization Special Executive Committee meeting minutes.

**MOTION CARRIED**

**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve the May 4, 2023, Des Moines Area Metropolitan Planning Organization Special Executive Committee meeting minutes as amended.

**MOTION CARRIED**

**4. Approval of the April Financial Statement**

Finance Committee Chair, Ted Weaver presented. Reported that amendments were made to the financial statement to show retained earnings. Murray thanked the staff for including Water Trails Account information. Recommend approval.

**MOTION:** A Motion was made by Murray and seconded by Riva to approve the April Financial Statement.

**MOTION CARRIED**

**5. Contracts and Expenses**

Interim Executive Director presented. Recommend approval of the following expenses:

- Business Record for Sponsorship of the CRE Trends and Issues Forum in the amount of \$6,150.00.
- Dentons Davis Brown legal fees in the amount of \$2,516.50.
- Iowa State University for the development of a Trail Management Program in the amount of \$15,000.

**MOTION:** A motion was made by Gatto and seconded by Riva with a suggestion of advising the Business record that future sponsorships may not be possible, to approve the expenses.

**MOTION CARRIED**

**6. Mid-Iowa Planning Alliance Contract Amendment**

Interim Executive Director presented. Recommend amending the MPO-MIPA contract to remove the MPO's provision of supervisory support to MIPA staff, effective July 1, 2023.

**MOTION:** A motion was made by McKinney and seconded by Walters to approve the amendment of the MPO-MIPA contract.

**MOTION CARRIED**

**7. FY 2023 Unified Planning Work Program and Budget Amendment**

Interim Executive Director presented. Advised that the Finance Committee reviewed and recommended approval. Recommend approval of the amendments to the FY 2023 Unified Planning Work Program and Budget.

**MOTION:** A motion was made by Murray and seconded by McKinney to approve the amendments to the FY 2023 Unified Planning Work Program and Budget.

**MOTION CARRIED**

**8. Fiscal Year 2024 Unified Planning Work Program and Budget**

Finance Committee Chair presented. Advised that the Finance Committee has reviewed and approved the FY 2024 Unified Planning Work Program and Budget. Recommend approval of the same.

**MOTION:** A motion was made by Murray and seconded by McKinney to approve the amendments to the FY 2023 Unified Planning Work Program and Budget.

**MOTION CARRIED**

**9. Line of Credit Agreement**

Matt McKinney, MPO Executive Committee member presented. Len Murray requested and read a lengthy statement into the record voicing concerns that the MPO is at risk regarding the presented sub-agreement following his review. He specifically requested a written legal opinion from MPO Counsel. Members present from ICON responded to Murray's concerns and attempted to explain the form language of concern. ICON explained that they have reserve funds to use if needed. Murray requested MPO Counsel to clarify ownership of the project bank account.

**MOTION:** A motion was made by Hockensmith and seconded by Gatto to defer action on this document until a legal opinion has been prepared.

**MOTION CARRIED**

10. **Destination Iowa Outdoor Recreation Grant Agreement**

Matt McKinney presented. Explained the grant that was applied for and received by the Great Outdoors Foundation (GOF). The Iowa Economic Development Authority (IEDA) requires that the organization that holds the construction contract, which is the MPO, be a signatory on the agreement accepting the grant funds. An agreement between the IEDA, GOF and the MPO has been drafted and reviewed. Recommend approval of the Destination Iowa Grant Agreement between the IEDA, GOF, and MPO. Discussion ensued.

**MOTION:** A motion was made by Gatto and seconded by Hockensmith to approve the grant agreement.

**MOTION CARRIED**

11. **Indemnification Agreement**

MPO General Counsel presented. Recommend approval of the indemnification agreement related to the Destination Iowa Outdoor Recreation Grant. Discussion ensued.

**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve the Indemnification Agreement.

**MOTION CARRIED**

12. **Water Trails BUILD Grant Payment Approval**

Planning Manager presented. Consider approval of the Application for Partial Payment No 5 for the Water Trails BUILD Grant project.

**MOTION:** A motion was made by Hockensmith and seconded by O'Connor to approve Partial Payment No. 5 for the Water Trails BUILD Grant project.

**MOTION CARRIED**

13. **Interim Executive Director Salary Adjustment**

The chair indicated that a review will be done and adjustment made following the annual review.

14. **Executive Director Search Update**

Chair has appointed a committee and they will be meeting soon to discuss hiring a firm to assist with the Executive Director search. Report and discussion only.

15. **DMDC 2023 Debrief and Legislative Update**

The Interim Executive Director provided a summary of the MPO Activities that took place during the May 10-12 Greater Des Moines Partnership DMDC trip. Report and discussion only.

16. **Upcoming Events**

Information only.

17. **Approval of the MPO Policy Committee Agenda**

The item regarding the line of credit will be removed from the Policy Agenda.

**MOTION:** A motion was made by Gatto and seconded by Hockensmith to approve the Policy Agenda as amended.

**MOTION CARRIED**

18. **Non-Action Items**

Staff provided information for the Charging & Fueling Infrastructure Discretionary Grant Notice of Funding Opportunity; staff also provided an update on the RFP for Safe Streets for All.

Interim Executive Director advised that he would try to meet with all committee members to make sure the MPO makes a smooth transition into new leadership and assured members that the MPO is continuing

to operate as it was previously. The Chair congratulated Dylan on the process.

19. **Next Meeting Date**

June 7, 2023, beginning at 11:30 a.m.

20. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:38 p.m.

June 2023  
Item No. 4

**ISSUE: Approval of Financial Statement**

VOTE: Consider approval of the May 2023, MPO Financial Statement.

**BACKGROUND:**

The May Financial Statement consists documents available at the following links:

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Account Transaction List](#)
- [Water Trails BUILD Grant Balance](#)

Note that the financial statement will go before the MPO Finance Subcommittee for that committee's review and consent on June 5<sup>th</sup>.

**RECOMMENDATION:**

Committee Action: The Finance Subcommittee will take action to receive and file the May Financial Statement at its June 5, 2023, meeting.

MPO staff recommends approval of the May Financial Statement.

**STAFF CONTACT:**

Rhonda Miller, [rmiller@dmampo.org](mailto:rmiller@dmampo.org)  
(515) 334-0075



June 2023  
Item No. 5

**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 exceeds the limits set by the MPO's policy and procedures regarding expenditures.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Dentons Davis Brown	Legal fees	Legal fees related to personnel matters, water trails, handbook and policies/procedures manual review, and general services.	\$9,051.00

**RECOMMENDATION:**

MPO staff recommends approval of the above expenses.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

June 2023  
Item No. 6

**ISSUE: Water Trails Line of Credit Agreement**

REPORT and VOTE: Consider approval of the line of credit agreement with Bankers Trust for the Downtown Water Trails BUILD grant project (continuation of discussion from the May 2023 Executive Committee meeting).

**BACKGROUND:**

ICON is working to secure a Line of Credit (LOC) with Bankers Trust for \$15,000,000 to facilitate the cash flow of the Downtown Water Trails BUILD Grant project. While the LOC is being made from Banker Trust to ICON, there are three documents in the agreement that require signature by the MPO: Notice of Final Agreement, Governmental Certificate, and Pledge Agreement. The Notice of Final Agreement and the Governmental Certificate are supporting documents required by the bank. The Pledge Agreement is required for ICON to secure the LOC. The Line of Credit Agreement with Bankers Trust includes the following documents.

- [Business Loan Agreement](#)
- [Commercial Pledge Agreement](#)
- [Notice of Final Agreement](#)
- [Corporate Resolution to Borrow/Governmental Certificate](#)

The need for the LOC stems from the requirement by the Iowa Department of Transportation (DOT) and the Federal Highway Administration (FHWA) to guarantee enough funds are in hand to cover the bid estimate and ensure the project's completion. At the time the BUILD grant agreements were drafted, a LOC – in addition to the BUILD grant and Surface Transportation Block Grant (STBG) funds awarded by the MPO to the project – were the only way the Iowa DOT, FHWA, and the MPO could ensure enough funds were in hand to pay for the project. Since then, ICON has raised the remaining funds for the project. Therefore, the LOC will be more of a mechanism to ensure cash flow between the time that the MPO makes payment to the contractor and when it receives reimbursement from the DOT.

The LOC is also required per agreements previously entered into by the MPO and ICON, including the following:

- [Sub-Agreement #4](#), entered into between the MPO and ICON in September 2021 and amended in September 2022, notes the funding responsibilities of both parties. It requires that the MPO opens a project account and that ICON obtain a LOC.
- [Sub-Agreement #2](#), entered into between the MPO, Polk County, and ICON in September 2021 and amended in September 2022, includes indemnification protection language that would apply to the LOC.

As noted previously, while the LOC is being provided by Bankers Trust to ICON, the agreement requires signature by the MPO. This is to ensure Bankers Trust has a security interest in the MPO's project account that will use the LOC funds should ICON default on the LOC.

At the May Executive Committee meeting, a request for legal review was made with respect to the MPO's liability in granting Bankers Trust a security interest in collateral if ICON defaulted on the line of credit. There was also a request to clarify ownership of the project account. Documentation related to these requests are included in the following links:

- [Memorandum from MPO legal counsel summarizing the MPO's liability and clarifying the project account ownership.](#)
- [Project bank account agreement.](#)

ICON has provided additional information to MPO staff in response to questions and concerns raised regarding the LOC and project financing. That information is available in the following links:

- [Response to City of Pleasant Hill statements made at the May 17<sup>th</sup> Executive Committee Meeting.](#)
- [Response to supplemental statements/questions provided by the City of Pleasant Hill on May 26<sup>th</sup>.](#)
- [Project Reimbursement Flowchart.](#)
- [Project schedule identifying project phasing, bidding, and construction dates.](#)
- [Assignment and Assumption Agreements, as well as Novation Agreements, related to water trails agreement and sub-agreements.](#)

Representatives from ICON will be at the June meeting to provide additional information and answer any questions.

#### **RECOMMENDATION:**

MPO staff recommends two actions related to this item: 1) recommend approval of 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 2) recommend amending sub-agreement #4 between the MPO and ICON to update and clarify the line of credit requirements to align with the line of credit being obtained. Note that legal counsels for the MPO and ICON are working to develop amended language, which will be made available prior to the Executive Committee meeting.

#### **STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

June 2023  
Item No. 7**ISSUE: MPO and CIRTPA Service Agreement**

REPORT and VOTE: Consider approving an update to the agreement between the MPO and the Central Iowa Regional Transportation Planning Alliance (CIRTPA) for regional planning assistance.

**BACKGROUND:**

The MPO has provided staffing assistance to the Central Iowa Regional Transportation Planning Alliance (CIRTPA) by contract since the early 1990s. CIRTPA serves as the regional transportation planning organization for the non-urban areas of Boone, Dallas, Jasper, Madison, Marion, Polk, Story, and Warren Counties that are not contained within the Des Moines area MPO or Ames Area MPO planning areas. CIRTPA carries out similar activities to the MPO, such as allocating Surface Transportation Block Grant (STBG) funds, developing long-range transportation plans, and assisting member communities with transportation data and analysis.

The agreement is required to be reviewed annually. The last time the agreement was updated was in July 2019 following recommendations made by the US Department of Transportation following the MPO's quadrennial federal review. MPO staff's only recommended change for this year's review is to update the reference of the current federal transportation bill, identified in Section V, from the FAST Act to the Infrastructure Investment and Jobs Act.

[The current MPO and CIRTPA Service Agreement is available on the MPO website \(click to access\).](#)

**FISCAL IMPACT:**

The CIRTPA contract accounts for 3.5 percent of the MPO's FY 2024 revenue, or approximately \$134,500. This includes \$111,500 for MPO personnel, \$17,400 in indirect costs, and \$5,600 in administrative fees.

**RECOMMENDATION:**

MPO staff recommends continuing 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.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

June 2023  
Item No. 8**ISSUE: Fiscal Year 2024 Investment Policy**

REPORT and VOTE: Consider reaffirming the MPO's existing investment policy for Fiscal Year 2024.

**BACKGROUND:**

The MPO's Banking and Public Funds Investment Policy outlines the procedures and safeguards for the investment of public funds owned by the MPO. The policy states that the MPO will review the policy annually.

The MPO currently holds a checking account and a money market account at First National Bank and an investment account at the Iowa Public Agency Trust, as administered through Wells Fargo. The MPO maintains a majority of its funds in the investment account and electronically transfers money between accounts, as needed.

The MPO made adjustments to the investment policy in May 2021 based on feedback from the Finance Subcommittee. The Subcommittee did not recommend any changes FY 2023. The Subcommittee will review the policy at its June 5<sup>th</sup> meeting and provide any suggested updates to the Policy Committee.

[The Fiscal Year 2023 Investment Policy, approved in June 2022, is available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

Committee Action: The Finance Subcommittee will take action to affirm or update the investment policy at its June 5, 2023, meeting.

MPO staff recommends approval of Fiscal Year 2024 Investment Policy per the Finance Subcommittee's recommendation.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

June 2023  
Item No. 9**ISSUE: Self-Certification**

REPORT and VOTE: Consider approval of the MPO's self-certification of compliance with federal requirements.

**BACKGROUND:**

The MPO is required to annually self-certify its planning process to ensure it complies with federal requirements. The MPO traditionally includes a signed self-certification statement in the annual Transportation Improvement Program. One recommendation from the MPO's last federal certification review was to put more emphasis on the annual self-certification to provide the MPO committees a better understanding of the various federal requirements with which the MPO must comply.

At the June meeting, the MPO staff will review the federal requirements and discuss how the MPO's planning process complies with each. A formal self-certification statement will be included in the *Federal Fiscal Years 2024-2027 Transportation Improvement Program*, which is anticipated to be approved by the MPO in July.

The draft self-certification statement is included on the following page.

**RECOMMENDATION:**

MPO staff recommends approval of the MPO's annual self-certification for inclusion in the *Federal Fiscal Year 2024-2027 Transportation Improvement Program*.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075.



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**Annual Self-Certification of Compliance to the Federal Highway Administration that the Des Moines, Iowa, Transportation Management Area's Metropolitan Transportation Planning Process Is Being Conducted in Accordance With All Applicable Federal Requirements of:**

- (1) Title 23 U.S.C. §134, 49 U.S.C. §5303 and 23 CFR part 450.306 which require that a continuing, cooperative and comprehensive planning process be carried out by the state and local officials;
- (2) §174 and 176(c) and (d) of the *Clean Air Act*, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93 have been met for nonattainment and maintenance areas;
- (3) Title VI of the *Civil Rights Act of 1964*, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21 have been met, and 23 CFR part 450.316 which requires the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households be sought out and considered, and Indian Tribal government(s) be appropriately involved;
- (4) 49 U.S.C. 5332, the *Older Americans Act* (42 U.S.C. 6101), as amended and §324 of Title 23 U.S.C., prohibiting discrimination in programs or activities receiving Federal financial assistance on the basis of race, color, creed, national origin, sex, gender, or age in employment or business opportunity;
- (5) §1101(b) of *Safe, Accountable, Flexible, Efficient Transportation Equity Act: Legacy of Users* (Public Law 109-59) regarding the involvement of disadvantaged or minority business enterprises in FHWA and FTA funded planning projects (49 CFR Part 26), and the requirements of 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contract;
- (6) Provisions of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12101 *et seq.*) and 49 CFR, parts 27, 37 and 38, and §504 of the *Rehabilitation Act of 1973* (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities;
- (7) §450.324 of 23 CFR, which requires the Transportation Improvement Program to be financially constrained, and the Federal Transit Administration (FTA) policy on the documentation of financial capacity, published in FTA Circulars; and,
- (8) Provisions of 49 CFR part 20 regarding restrictions on influencing certain Federal activities.

So hereby certified on this 12th day of July 2023.

Dylan Mullenix  
Interim Executive Director

Altoona • Ankeny • Bondurant • Carlisle • Clive • Dallas County • Des Moines • DART  
Grimes • Johnston • Mitchellville • Norwalk • Pleasant Hill • Polk City • Polk County  
Urbandale • Warren County • Waukee • West Des Moines • Windsor Heights

June 2023  
Item No. 10

**ISSUE: Draft FFY 2024-2027 Transportation Improvement Program**

REPORT and VOTE: Report regarding the draft *Federal Fiscal Years 2024-2027 Transportation Improvement Program*; consider approval.

**BACKGROUND:**

The MPO staff is required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO. The purpose of the TIP is to list all projects in the MPO planning area proposed to receive federal funding and scheduled to begin within the next four federal fiscal years.

The MPO staff requested that MPO member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2023, 2024, 2025, 2026, and/or 2027. Staff developed the project listing for the FFY 2024-2027 TIP with the information provided by the member governments.

The MPO staff will submit the FFY 2024-2027 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2023. Staff will incorporate any comments received into the final draft. The final FFY 2024-2027 TIP is due to the Iowa DOT by July 15, 2023.

The MPO’s Public Participation Plan requires the FFY 2024-2027 TIP to undergo a 45-day comment period and have a public input meeting. Staff has scheduled an online public input meeting at 5:00 p.m. on Wednesday, June 21, 2023.

[The draft FFY 2024-2027 TIP is available on the MPO website \(click to access\).](#)

**RECOMMENDATIONS:**

Committee Action: The Transportation Technical Committee voted at its June 1, 2023, meeting to approve the draft *Federal Fiscal Years 2024-2027 Transportation Improvement Program* and forward it to the Iowa DOT for their review.

MPO staff also recommends approval of the draft *Federal Fiscal Years 2024-2027 Transportation Improvement Program* and to forward it to the Iowa DOT for their review.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075



June 2023  
Item No. 11

**ISSUE: Charging & Fueling Infrastructure Discretionary Grant Program**

REPORT and VOTE: Consider approval of an application for the region to the Charging and Fueling Infrastructure (CFI) Discretionary Grant Program.

**BACKGROUND:**

The [Charging & Fueling Infrastructure \(CFI\) Discretionary Grant Program](#) Notice of Funding was released in March 2023 by the US Department of Transportation (DOT). The CFI Discretionary Grant Program was established by the Bipartisan Infrastructure Law and will provide up to \$2.5 billion over five years to a full range of applicants, including MPOs, cities, and counties.

This initial funding of up to \$700 million will be available to deploy electric vehicle (EV) charging infrastructure and other alternative fueling infrastructure projects in urban and rural communities in publicly accessible locations through the CFI Discretionary Grant Program.

MPO staff has been working with staff from member communities to identify sites for Level 2 and Level 3 charger installations and will submit a regional grant application for this program on behalf of the region. Staff has requested all member communities with interest in seeking grant funds to provide locations and charger type by June 6<sup>th</sup> to staff. The grant application is due June 13<sup>th</sup>.

**Past Actions:**

- Provided an overview of the funding program at the April Executive Committee meeting and direction was given to pursue the grant; and,
- Provided an update at the May Executive Committee meeting.

**Future Actions:**

- Submit the grant application by the June 13, 2023, deadline;
- If awarded, work with the US DOT to finalize a grant agreement subject to MPO approval.

**RECOMMENDATIONS:**

Committee Action: The Transportation Technical Committee voted at its June 1, 2023, meeting to approve MPO staff submitting an application for the CFI grant.

MPO staff also recommends approval of submitting a CFI grant application to the US DOT.

**STAFF CONTACT:**

Carl Saxon, [csaxon@dmampo.org](mailto:csaxon@dmampo.org);  
(515) 334-0075.

June 2023  
Item No. 12

**ISSUE: Water Trails BUILD Grant Payment Approval**

REPORT and VOTE: Consider approval of the *Application for Partial Payment No. 6* for the Water Trails BUILD grant project.

**BACKGROUND:**

Snyder & Associates is working on the Application for Partial Payment No. 6. The payment application is being reviewed by Polk County and Snyder and will be made available once they forward it to the MPO staff for review.

The *Application for Partial Payment No. 6* and supplemental memo will be provided prior to the meeting.

**RECOMMENDATION:**

MPO staff recommends approval of the *Application for Partial Payment No. 6*, subject to satisfactory review by Polk County and Snyder & Associates.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

June 2023  
Item No. 13

**ISSUE: 2023 Pavement Condition Report**

REPORT: Report on draft 2023 Pavement Condition Report Online Dashboard.

**BACKGROUND:**

MPO staff examined 2021 pavement condition information and created a report on pavement condition information for locally owned roads in the MPO Planning Area. In addition to the analysis of roads and streets as a region, each community is broken out individually for review.

Previous iterations of this report were produced as paper copies. As the MPO has transitioned into creating a more accessible and interactive format, this year's report is available through an online dashboard.

The tracking of pavement data over time is a priority of the MPO as it shows the region's progress towards meeting the goals of Mobilizing Tomorrow.

[Click here for a link to the 2023 Pavement Condition Report Online Dashboard](#)

**RECOMMENDATIONS:**

None. Report and discussion only.

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June 2023  
Item No. 14

**ISSUE: Comprehensive Safety Action Plan RFP Update**

REPORT: Update regarding the RFP proposals received for the Comprehensive Safety Action Plan and next steps in the consultant selection process.

**BACKGROUND:**

The MPO received RFP responses for the Comprehensive Safety Action Plan from the following consultant teams:

- Felsburg, Holt & Ullevig (FHU) – Fehr & Peers and Group Creative Services
- SRF – Alta Planning + Design and Snyder & Associates
- Toole Design – HR Green, Confluence, and HDR Engineering

These are all highly qualified firms, and they will all be advancing to the interviewing round of the selection process. MPO Chair, Bob Andeweg, has named the following individuals to serve on the selection committee:

- Mark Holm – City of Ankeny
- Marketa Oliver – City of Bondurant
- Stephanie Riva – City of Norwalk
- John Davis – City of Des Moines
- Eric Peterson – City of West Des Moines
- Luis Montoya – DART
- Jeremy Lewis – Street Collective

Next Steps:

- Selection Committee will review and score the RFP responses;
- Interviews will be schedule for mid-to-late June;
- Selection Committee will conduct interviews and determine a preferred consultant team to recommend team to the Executive and Policy Committee at their August meetings;
- Staff will enter into contract negotiations following approval by the Policy Committee.

**RECOMMENDATIONS:**

None. Report and discussion only.

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June 2023  
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. Below are some of the upcoming electric vehicle events and recent recordings.

[\*Utilizing Utilities: Partners and Policies to Accelerate Adoption\*](#) – June 15<sup>th</sup> @ 2 p.m. – Zoom

[\*TRB Transportation Resilience 2023 – International Conference on Extreme Weather & Climate Change Challenges\*](#) – November 13-15<sup>th</sup> – Washington, D.C.

Recording: [Electrified Cities: Federal Funding for Local Governments](#)

Recording: [Recording of CFI Webinar held Wednesday, March 22nd](#) (Passcode: i#l2b6UV)

Recording: [MPO EV Series: Electric Vehicles in Emergency Management](#)

**RECOMMENDATION:**

None. Report and discussion only.

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