



DES MOINES AREA MPO

Executive Committee Meeting

September 13, 2023



APPROVAL OF AGENDA

September 13, 2023, Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. CONSENT and VOTE: Approval of the Financial Statement
5. CONSENT and VOTE: Approval of Credit Card Application
6. REPORT and VOTE: FFY 2024-2027 Transportation Improvement Program Amendments
7. REPORT and VOTE: FY 2025 Iowa Clean Air Attainment Program Pre-Applications
8. REPORT and VOTE: Safe Streets and Roads for All Grant Agreement
9. REPORT and OPTIONAL VOTE: Executive Director Search
10. REPORT and OPTIONAL VOTE: MPO 2020 Urban Area Boundary Update
11. REPORT: Water Trails BUILD Grant Update
12. REPORT: Director Report
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date – October 11, 2023 – 11:30 a.m.
15. Adjournment

APPROVAL OF MEETING MINUTES

APPROVAL OF THE FINANCIAL STATEMENT

APPROVAL OF CREDIT CARD APPLICATION

FFY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

FFY 2024-2027 TIP Amendment

- Sponsor: City of Des Moines
- Project: SE Connector (Item 39393)
- Federal Aid Amount: \$11,284,000
- Total Cost: \$26,000,000
- Type of Funding: STBG
- Change: Update total project cost to \$58,000,000 and combine Phase 1 and Phase 2 into one project

FFY 2024-2027 TIP Amendment

- Sponsor: City of Johnston
- Project: Merle Hay Road Traffic Signal Improvements (Item 52457)
- Federal Aid Amount: \$621,470
- Total Cost: \$776,840
- Type of Funding: CMAQ (ICAAP)
- Change: Move project to FFY 2024

FFY 2024-2027 TIP Amendment

- Sponsor: City of Polk City
- Project: N. 3rd Street Reconstruction (Item 45474)
- Federal Aid Amount: \$1,164,651
- Total Cost: \$2,226,651
- Type of Funding: STBG
- Change: Update total project description to “In the City of Polk City, On N. 3rd Street, from 300’ south of E. Northside Drive to E. Vista Lake Avenue” and update map

FY 2025 IOWA CLEAN AIR ATTAINMENT PROGRAM PRE-APPLICATIONS

FY 2025 ICAAP Pre-Applications

- Ankeny – N Ankeny Boulevard Improvements - \$1,900,000
- Polk County – Traffic Signal Improvements - \$349,300
- West Des Moines – Traffic System Vehicle Detection Improvement - \$732,000

FY 2025 ICAAP Pre-Applications

- ICAAP Schedule
 - September 2023 – Recommendation presented to Policy Committee and resolutions are forwarded to project sponsors
 - October 1, 2023 – Project sponsor submit their applications to the DOT

SAFE STREETS AND ROADS FOR ALL GRANT AGREEMENT

Safe Streets and Roads for All Grant Agreement

- Staff has been working with the FHWA Iowa Division office to complete the grant agreement (GA) for the SS4A grant
- The GA includes the following:
 - General terms and conditions
 - Timeline
 - Budget
 - Performance measures

Safe Streets and Roads for All Grant Agreement

- The GA breaks out the funding for the MPO and CIRTPA plans separately
- The MPO will handle the reimbursements for both plans
- Staff is working with CIRTPA to develop an agreement regarding how the reimbursement process will work

EXECUTIVE DIRECTOR SEARCH

Executive Director Search

- Search committee met at 11:00 today.
- Chair will provide an update.

MPO 2020 URBAN AREA BOUNDARY UPDATE

MPO 2020 Urban Area Boundary Update

- Following each Decennial census, Federal law requires cooperation between the State and MPO to update the Urban Area Boundary (UAB)
- The US Census Bureau defines urban areas as any densely settled areas consisting of 2,000 or more housing units or 5,000 or more people. All other areas are considered rural. Prior to 2020, the Census Bureau relied solely upon population density and defined areas of 2,500 people or more as urban
- The UAB is what defines eligibility or jurisdiction for several federal and state programs, including:
 - Federal Functional Classification (FFC)
 - Highway Performance Monitoring System (HPMS)

The map displays the MPO Planning Area boundary as a thick black dashed line. Within this area, several other boundaries are shown: the Proposed 2020 Urban Area Boundary (UAB) as a green dotted line, the Urban Area Boundary from FHWA - 2010 as a solid red line, and the Urban Area Census - 2020 as a blue hatched pattern. Active rail lines are indicated by thin grey lines with cross-ticks. City boundaries are outlined in orange. The map also shows major roads like R22, R30, R18, R16, and R14, and highways like I-75 and I-20. Various locations are labeled, including Jalla Center, Chichaqua Bottoms Greenbelt, Lakeview, and Summitset Trail. A north arrow and a scale bar (0 to 16 miles) are located at the bottom left.

- MPO Planning Area Boundary
- Proposed 2020 UAB
- Urban Area Boundary FHWA - 2010
- Urban Area Census - 2020
- Active_Rail_Lines
- City

Urban FFC

- Interstate
- Other Principal Arterial
- Minor Arterial
- Collector
- Local

Rural FFC

- Interstate
- Other Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local

MPO 2020 Urban Area Boundary Update

- In addition to the UAB update process, Federal Functional Classification (FFC) updates will occur in Fall of 2023
 - Fall 2023, Systems Planning will begin identifying **UAB related FFC** changes
 - Fall 2023, the MPO will begin to identify **additional FFC** changes not associated with the UAB update (these will follow the current policy process)
- Once the UAB for Des Moines and Polk City are finalized, the MPO will begin the process of updating the Planning Area (PA) by requesting copies of communities' Comprehensive Plans and Future Land Use Maps

MPO 2020 Urban Area Boundary Update

- The PA must at a minimum include the required Census designated urban area (i.e. Des Moines UA) and the contiguous area expected to urbanize over the next 20 years
- The PA determines funding for both Surface Transportation Block Grant (STBG) and Transportation Set-Aside (TA or TAP) programs. Funding levels are based on population so smaller changes to the PA generally do not lead to much of an increase
- The PA also determines project funding eligibility for those jurisdictions that are members of both the MPO and CIRTPA

WATER TRAILS BUILD GRANT UPDATE

Water Trails BUILD Grant Update

- Pay estimate #9 is currently being reviewed by United/Riley in the amount of \$1.2 million
- Recent work underway:
 - Harvesting river sand to use on south bank
 - Installing embankment for maintenance path on north bank
 - Mocking up the cascading drops to determine if modifications are needed





DIRECTOR REPORT

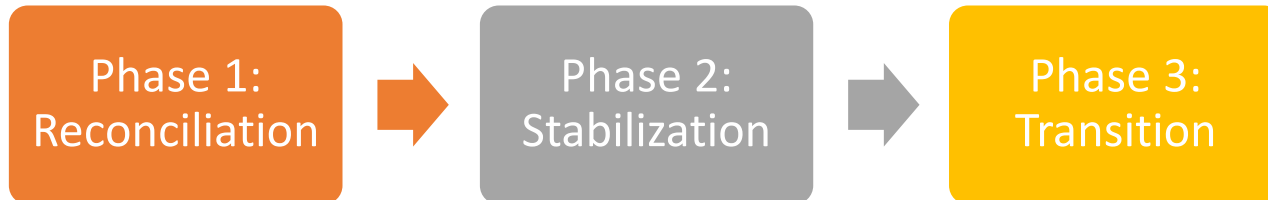
UPDATE: REBOOT: DES MOINES AREA MPO

CHALLENGES

- MPO work portfolio out of alignment with board vision
- Frustrated board members
- Rattled staff
- Negative budget impacts

GOALS

- Restore alignment of MPO work portfolio with board vision
- Foster board member buy-in and transparency in MPO decisions
- Retain staff
- Maintain strong financial footing of MPO



PHASE 1 – RECONCILIATION (JUNE)

STEPS PROPOSED / DISCUSSED	STEPS TAKEN TO DATE
Active listening to Policy members	COMPLETE: One-on-one meetings held with 26/26 Policy members.
Rebalance of MPO work profile.	COMPLETE: Numerous rebalancing changes incorporated into work program approved last month.
Address potential staff turnover.	COMPLETE: Meetings held with staff members. Annual reviews conducted.
Address MPO operations for resiliency through transition and beyond.	COMPLETE: Discussed challenges and proposed changes with Policy members and incorporated changes into procedures manual.

PHASE 2 – STABILIZATION (JULY)

STEPS PROPOSED / DISCUSSED	STEPS TAKEN TO DATE
Clarify mission of MPO based on feedback.	COMPLETE: MPO's near-term work program adjusted to narrower focus on transportation.
Develop / implement any policies and procedures stemming from Phase 1.	COMPLETE: Implemented a handful of procedural improvements.
Balance MPO agenda (work areas) with efficiencies and staff capacity.	COMPLETE: Redistributed responsibilities among staff members.
Ensure ongoing projects continue and new projects launch successfully.	COMPLETE: All current planning projects continued with minimal disruption.
MPO update of employee handbook and policies and procedures manual.	COMPLETE: Updated handbook and manual adopted by Policy Committee in August.
Actional transition plan for MIPA.	COMPLETE: MPO's side of transition plan has been defined. MIPA is taking necessary

PHASE 3 – TRANSITION (AUGUST)

STEPS PROPOSED / DISCUSSED	STEPS TAKEN TO DATE
Implement additional policies or operational changes stemming from Phases 1-2.	COMPLETE: Implemented improvements to financial reporting and operations.
Reset organization to earlier, more narrowly focused version of itself.	COMPLETE: MPO workload reflects narrower focus.
Set stage for ongoing discussions on strategic direction going forward.	COMPLETE: Identified tools and processes for better defining MPO workload and focus areas.
Provide level, stable starting position for new executive director.	COMPLETE: MPO has been “rebooted” as outlined to board members, having addressed all lingering issues that were identified.
Onboard new executive director.	READY: Staff will be ready pending decision by Policy Committee.

Three key recommendations

RECOMMENDATION 1: Strategic Planning in LRTP (What's important to do)

- Consider including strategic planning in Long-Range Transportation Plan.

RECOMMENDATION 2: Decision Tree (What MPO focuses on)

- Utilize a “decision tree” so board and staff are aligned on what MPO takes on as part of its workload and in what role (lead vs. support vs. supplemental).

RECOMMENDATION 3: Board Assessment (How we execute)

- Assess how well the committees are functioning, meeting member governments' expectations, and adjusting processes if needed.

OTHER ITEMS OF INTEREST

Reminder: MPO 40TH Anniversary Celebration

- 2-5 p.m. Friday, September 29
- Smash Park, West Des Moines
- Venue and hors d'oeuvres to be provided
- Buy your own drinks
- Invitees: Policy, Tech, Staff

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