



# DES MOINES AREA MPO

## Executive Committee Meeting

December 13, 2023

# APPROVAL OF AGENDA

# December 13, 2023, Agenda

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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: Contracts and Expenses
6. PUBLIC COMMENT: MPO Actions
7. REPORT and VOTE: Executive Director Search Consultants Contract
8. REPORT and VOTE: Search Committee Decision-Making Authorities
9. REPORT and VOTE: Employee Remote Work Arrangement Update
10. REPORT and OPTIONAL VOTE: Grimes Line Track Assessment
11. REPORT: Purple Heart Highway Update
12. REPORT: Director Report
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date – January 10, 2023 – 11:30 a.m.
15. Adjournment

# APPROVAL OF MEETING MINUTES

# APPROVAL OF THE FINANCIAL STATEMENT

# CONTRACTS AND EXPENSES

# Contracts and Expenses

| VENDOR               | PURPOSE   | NOTES/INFORMATION  | AMOUNT REQUESTED |
|----------------------|---|--|------------------|
| Calliper Corporation | TransCAD (travel demand modeling) software annual license support | Annual license included in MPO budget  | \$10,800         |
| Connectify HR        | Professional Employment Organization (PEO) Service                | <p>Connectify HR would help manage all human resources-related services, including payroll, taxes, deferred compensation, HR technology, compliance and risk management, and employee benefits administration.</p> <p>No contract; month-to-month service</p> <p>Cumulative fee for all services with Connectify HR would be approximately \$10,500 less than what the MPO currently pays.</p> | \$13,750         |

# PUBLIC COMMENT



# **EXECUTIVE DIRECTOR SEARCH CONSULTANTS CONTRACT**

# Search Consultant: Background

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- The Policy Committee in November voted to engage a search consultant to manage the process of hiring a new MPO Executive Director.
- The Search Committee has recommended 2 The Top, in partnership with Deibler & Company.

## **SEARCH COMMITTEE**

**Bob Andeweg**, Urbandale

**Joe Gatto**, Des Moines

**Tom Hockensmith**, Polk County

**Ruth Randleman**, Carlisle

**Dean O'Connor**, Altoona

**Tom Hadden**, West Des Moines

**Mark Holm**, Ankeny

# Search Consultant: Selection

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- The proposal from 2 The Top and Deibler & Company was the highest scoring response to a request for proposals.
- The Search Committee met on Nov. 29 with Cassandra Halls (2 The Top) and Diana Deibler (Deibler & Company) to review their proposal and discuss the process and timeline.
  - Policy Committee members were invited to participate, and three Policy representatives attended.
- Satisfied with the discussion, the Search Committee elected to move ahead with the first steps of the search process, starting with a survey of MPO committee representatives.

# Search Consultant: Core Scope of Services

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- The core scope of services follows a four-step process:
  - Step 1: Project launch (already initiated with survey)
  - Step 2: Research and Analysis
  - Step 3: Search Process
  - Step 4: Candidate Selection
- Core Scope of Services: \$32,500
  - This excludes the initial steps already taken (search survey, early work on salary survey), which are a separate \$5,000.
- Additional details are included in the draft contract.

# Search Consultant: Optional Considerations



- The proposal includes three optional considerations:
  1. Employment Contract Negotiation (\$2,000)
  2. Coordinated Media Tactics (\$2,000)
  3. All-Staff Salary Analysis\* (\$7,500)
- Additional details are included in the draft contract.

*\* The last salary survey was completed three years ago and is supposed to be updated every three years, according to the Policy and Procedures Manual. Doing the survey now would provide the Policy Committee and new Executive Director updated information for the FY 2024-2025 budget.*

# Search Consultant: Next Steps

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- Recommendation from the Executive Committee.
- A Special Policy Committee meeting has been scheduled for 4 p.m. Thursday, December 14, 2023, primarily for the purpose of considering this contract.

# **SEARCH COMMITTEE DECISION-MAKING AUTHORITIES**

# Search Committee Decision-Making Authority

- The Policy Committee may elect to authorize the Search Committee with certain decision-making authorities.
- These authorities were drafted with a goal of moving the search process forward between Policy Committee meetings while engaging the Policy representatives and giving the Policy Committee ultimate authority.
- These authorities would enable the process to be completed on the recommended timeline.

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**Joe Gatto**, Des Moines

**Tom Hockensmith**, Polk County

**Ruth Randleman**, Carlisle

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**Tom Hadden**, West Des Moines

**Mark Holm**, Ankeny



# Search Timeline (simplified version)

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- **DECEMBER**
  - Capture insights and complete research
  - Update job description and draft job posting
- **JANUARY**
  - Post and publicize the job opportunity
- **FEBRUARY**
  - Select and interview finalists
  - Present finalist and recommended offer to Policy Committee
- **MARCH**
  - Contract negotiations
- **APRIL**
  - New ED starts

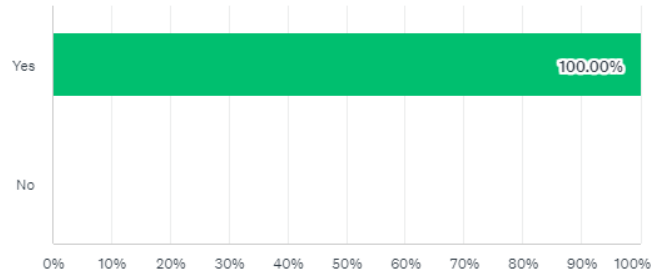
# Proposed Decision-Making Authorities

|   | Search Committee | Policy Committee |
|---|------------------|------------------|
| Approval of updated job description.  | X                |                  |
| Approval of posted salary range.  | X                |                  |
| Approval of job posting.  | X                |                  |
| Approval of interview process / questions.  | X                |                  |
| Selection of finalists for interviews.  | X                |                  |
| Recommendation of finalist.   | X                |                  |
| Approval of finalist and preliminary offer.   |                  | X                |
| Contract negotiations within the authorized range of compensation as established in the MPO Policies and Procedures Manual. | X                |                  |
| Acceptance of contract with finalist.   |                  | X                |

# Consensus on Communication

At a minimum you can expect an email update following each Search Committee meeting, a regular update from our search consultant at the monthly Policy Committee meeting and responsiveness to your questions and comments along the way. Do you feel this is the right level of communication?

Answered: 27 Skipped: 30



| ANSWER CHOICES | RESPONSES |    |
|----------------|-----------|----|
| Yes            | 100.00%   | 27 |
| No             | 0.00%     | 0  |
| TOTAL          |           | 27 |

# Other Thoughts, Ideas, Suggestions

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- “We got to this point by a certain bully contingent forcing the former executive director out. I sincerely hope that all members of the policy committee get a say in who is hired without being shut down by two or three people with axes to grind or who prefer an executive director they can control-- i.e., one who says, "how high" when they say to jump. That is a very real problem that currently exists within the membership, and it's the reason the Policy Committee is so focused on transparency in this hiring process. No more closed-door meetings or back-room horse trading, please, when it comes to personnel decisions that affect the MPO region.” (Policy rep)
- “Once the top 2 or 3 candidates are chosen, the entire Policy Committee should be able to meet with the candidates, in small groups, to have some interaction before a final selection is decided upon. (Policy rep)
- I would like to see representation more evenly disbursed for the selecting and interview committee so there is a good mix of Cities involved and a good mix of the various committees (Policy, Technical, others) involved. The goal should be to avoid over representative from any one City. (TTC rep)

# DECEMBER 2023

| Sunday | Monday                       | Tuesday | Wednesday | Thursday                             | Friday                 | Saturday |
|--------|------------------------------|---------|-----------|--------------------------------------|------------------------|----------|
| 26     | 27                           | 28      | 29        | 30<br>Launch<br>Surveys              | 1<br>→                 | 2        |
| 3      | 4<br>→                       | 5       | 6         | 7                                    | 8<br>→                 | 9        |
| 10     | 11<br>→                      | 12      | 13        | 14<br>Policy<br>Committee<br>Meeting | 15<br>Close<br>Surveys | 16       |
| 17     | 18<br>Analyze<br>Survey Data | 19<br>→ | 20        | 21                                   | 22                     | 23       |
| 24     | 25                           | 26      | 27        | 28                                   | 29                     | 30       |
| 31     | 1                            | 2       | 3         | 4                                    | 5                      | 6        |

# JANUARY 2024

| Sunday | Monday                                 | Tuesday | Wednesday | Thursday                             | Friday                     | Saturday |
|--------|--|---------|-----------|--------------------------------------|----------------------------|----------|
| 31     | 1                                      | 2       | 3         | 4<br>Search<br>Committee<br>Meeting  | 5                          | 6        |
| 7      | 8<br>Post ED<br>Position               | 9       | 10        | 11                                   | 12                         | 13       |
| 14     | 15                                     | 16      | 17        | 18<br>Policy<br>Committee<br>Meeting | 19                         | 20       |
| 21     | 22                                     | 23      | 24        | 25                                   | 26<br>ED Position<br>Close | 27       |
| 28     | 29<br>Prepare<br>Candidate<br>Analysis | 30      | 31        | 1                                    | 2                          | 3        |

## FEBRUARY 2024

| Sunday | Monday                                       | Tuesday                               | Wednesday | Thursday                                      | Friday                   | Saturday |
|--------|--|---------------------------------------|-----------|---|--------------------------|----------|
| 28     | 29   | 30                                    | 31        | 1   | 2                        | 3        |
| 4      | 5<br><b>Search<br/>Committee<br/>Meeting</b> | 6                                     | 7         | 8   | 9                        | 10       |
| 11     | 12   | 13<br><b>In-Person<br/>Interviews</b> | 14        | 15<br><b>Policy<br/>Committee<br/>Meeting</b> | 16<br><b>Make offer?</b> | 17       |
| 18     | 19<br><b>Contract<br/>negotiation</b>        | 20                                    | 21        | 22  | 23                       | 24       |
| 25     | 26   | 27                                    | 28        | 29  | 1                        | 2        |

# MARCH 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday  | Friday | Saturday |
|--------|--------|---------|-----------|---|--------|----------|
| 25     | 26     | 27      | 28        | 29  | 1      | 2        |
| 3      | 4      | 5       | 6         | 7   | 8      | 9        |
| 10     | 11     | 12      | 13        | 14  | 15     | 16       |
| 17     | 18     | 19      | 20        | 21<br>Policy Reps<br>Meet and Greet<br>with ED? | 22     | 23       |
| 24     | 25     | 26      | 27        | 28  | 29     | 30       |
| 31     | 1      | 2       | 3         | 4   | 5      | 6        |



# APRIL 2024

| Sunday | Monday                | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------------|---------|-----------|----------|--------|----------|
| 31     | 1<br>ED Start<br>Date | 2       | 3         | 4        | 5      | 6        |
| 7      | 8                     | 9       | 10        | 11       | 12     | 13       |
| 14     | 15                    | 16      | 17        | 18       | 19     | 20       |
| 21     | 22                    | 23      | 24        | 25       | 26     | 27       |
| 28     | 29                    | 30      | 1         | 2        | 3      | 4        |

# **EMPLOYEE REMOTE WORK ARRANGEMENT UPDATE**

# Employee Remote Work Arrangement Update



## Background

- Executive and Policy Committees voted in November on a framework to make the Planning Manager a consultant.
- Interim Director and Legal Counsel have worked to develop and execute a contract prior to end of 2023.

## Update Information

- UPWP/budget amendment required before executing a contract.
- FHWA/FTA expressed concerns given lack of procurement process.

# Employee Remote Work Arrangement Update



## Options available:

1. Local funds: proceed forward as originally planned but ensure only local funds are used on the contract. This alleviates need to follow federal procurement requirements.
2. Salaried employee: continue with Planning Manager as a salaried employee and extend the remote work agreement through 2024; consider employee's remote work agreement grandfathered under previous handbook that did not have a remote work provision.
3. Issue RFP for services: provide opportunity for other consultants, and presumably the Planning Manager, to bid through a formal procurement process.

\*Note that Options 1 and 3 would require a UPWP/budget amendment

# Employee Remote Work Arrangement Update

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## UPWP/Budget Amendment:

1. Takes half of the Planning Manager's budgeted salary and benefits and changes it to consultant costs, distributing the costs to the appropriate work elements.
2. Update other unrelated items:
  - Updates consultant costs associated with the Data Bike Pavement Analysis project approved in November and the Executive Director search to be approved in December.
  - Updates staff paid time off resulting from the updated Employee Handbook approved in August.
  - Removes funds anticipated from the transload facility per an updated agreement approved in August.

# GRIMES LINE TRACK ASSESSMENT

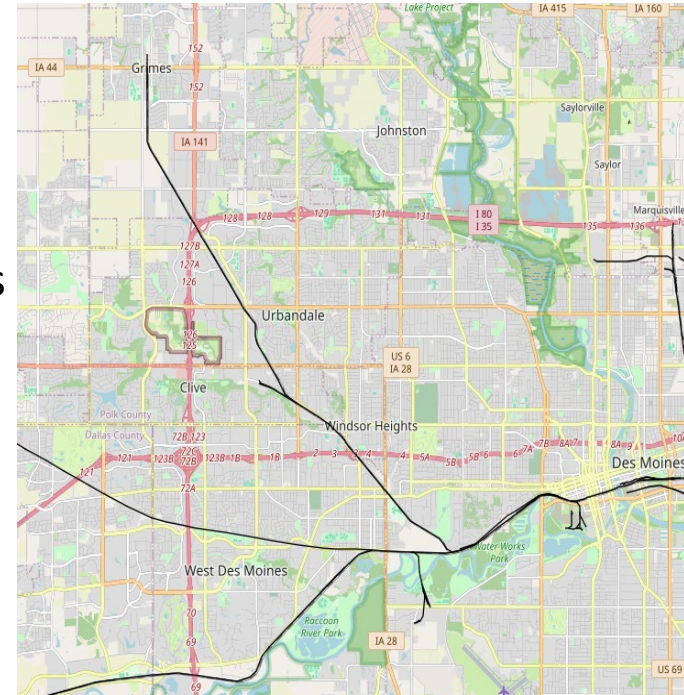
# Grimes Line Track Assessment

- Railroad Development Corporation (RDC), owner of Iowa Interstate Railroad (IAIS), approached Iowa DOT and MPO about interest in introducing passenger rail on a line from downtown Des Moines to Grimes. IAIS operator of the line; minimal usage today.
- RDC also owns Pop-Up Metro passenger rail company. Business model is to offer “kits” on a lease basis that include rolling stock, platforms, etc.
  - Uses existing low-density freight rail to demonstrate feasibility
  - Minimal permitting
  - Allows testing/evaluating over 1-3 years vs. consultant study. Ridership is measured not estimated.

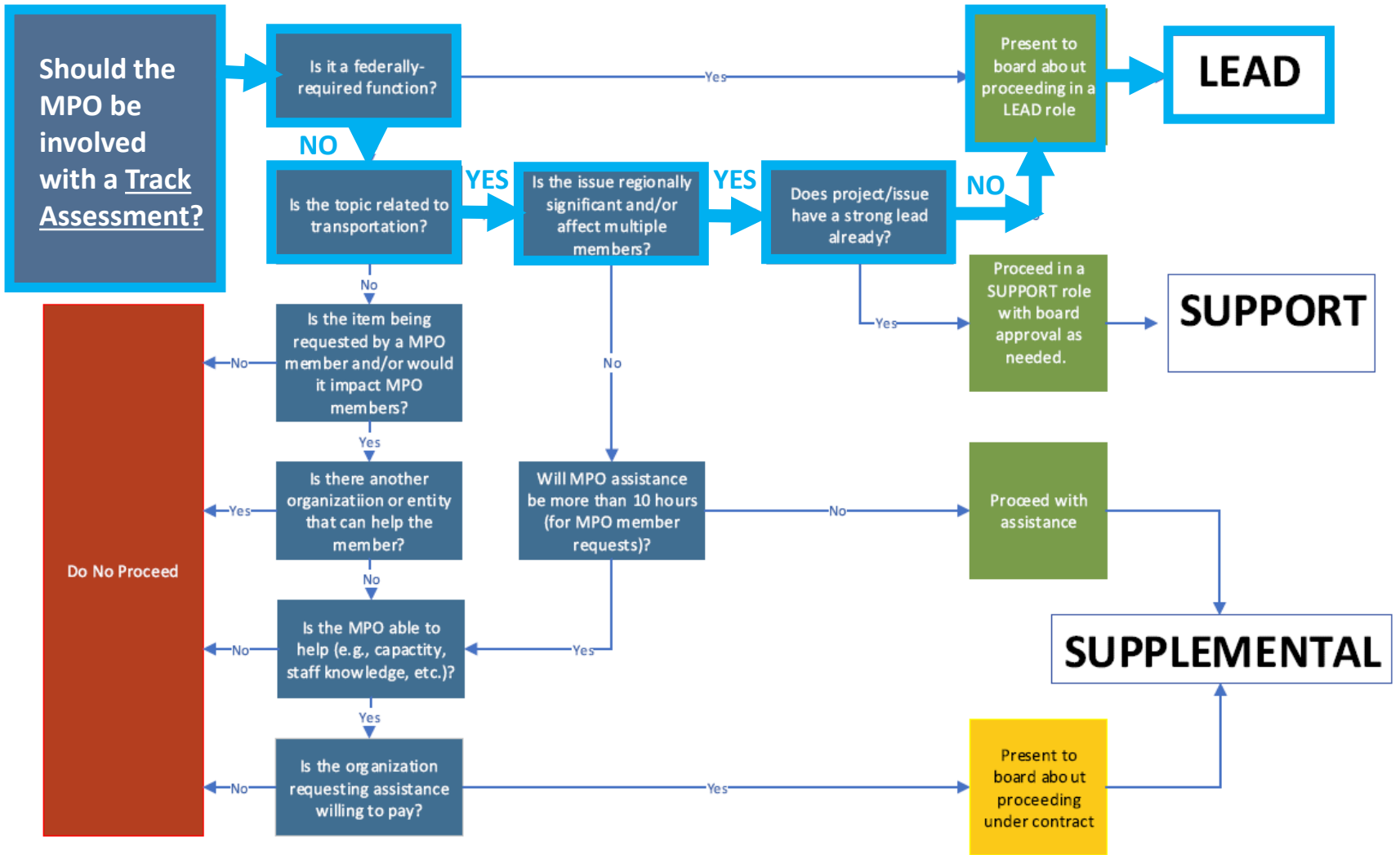


# Grimes Line Track Assessment

- Capital improvements necessary:
  - ~ 2.5 miles of track needed parallel to IAIS mainline into downtown (shown in green in map)
  - Restoration/upgrade to existing track and crossings likely to achieve suitable speeds and safety
  - Platforms, parking, lighting, signage
  - Operations & maintenance building
- Assessment of existing tracks, crossings, etc., necessary before full scope of needs and costs can be known. Assessment estimated by Pop-Up Metro to cost \$25,000.







# PURPLE HEART HIGHWAY

# RECAP: Phases so far

- Iowa DOT's stakeholder engagement and action plan.
- Regional implementation of Iowa DOT Action Plan, starting with stakeholder engagement.



## Iowa DOT Action Plan

- State Exemption for Speed
- Federal Exemption for Weight
- Technical Analysis
- Designation Application

- Farm Bureau Policy: *We oppose converting divided highways into interstates if no safe and viable alternative route is available for farm equipment.*

DES MOINES AREA

METROPOLITAN PLANNING ORGANIZATION

# Key Insights from Ongoing Stakeholder Discussions

## WHO WE MET WITH

- Farmer Members of Iowa Farm Bureau (2)
- Maggie Cannon, IFB
- Ag Stakeholders group (15)
- Rep. Nunn's staff
- Corridor Communities (9)
- Greater Des Moines Partnership
- MPO Committees
- Iowa DOT
- One (1) state lawmaker

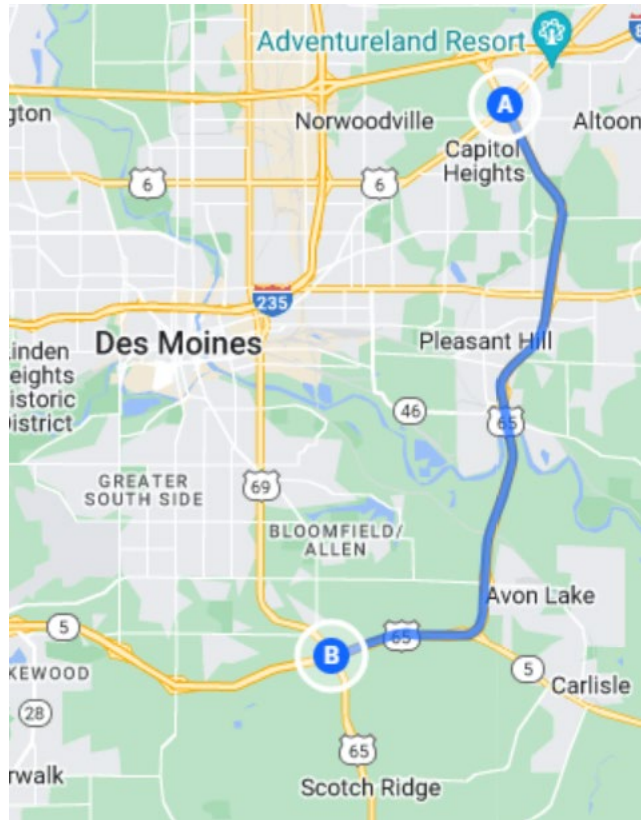
- Doing nothing would be “easier” – but ignores long-term issues.
- Everyone stands to benefit from compromise – though harder to accomplish.
- An alternative route could have advantages for all stakeholders.

# Additional Steps Being Proposed

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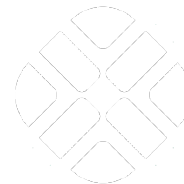
- **COMPLETE:** Iowa DOT's stakeholder engagement resulting in an Action Plan.
- **ONGOING:** Regional implementation of Iowa DOT Action Plan.
- **NEW: Corridor Preservation** – Preserve use of corridor by ag users by increasing safety measures for slow-moving vehicles.
- **NEW: Alternatives Analysis** – Start process of identifying alternative routes for farm equipment.

# CORRIDOR PRESERVATION: Exemption Zone

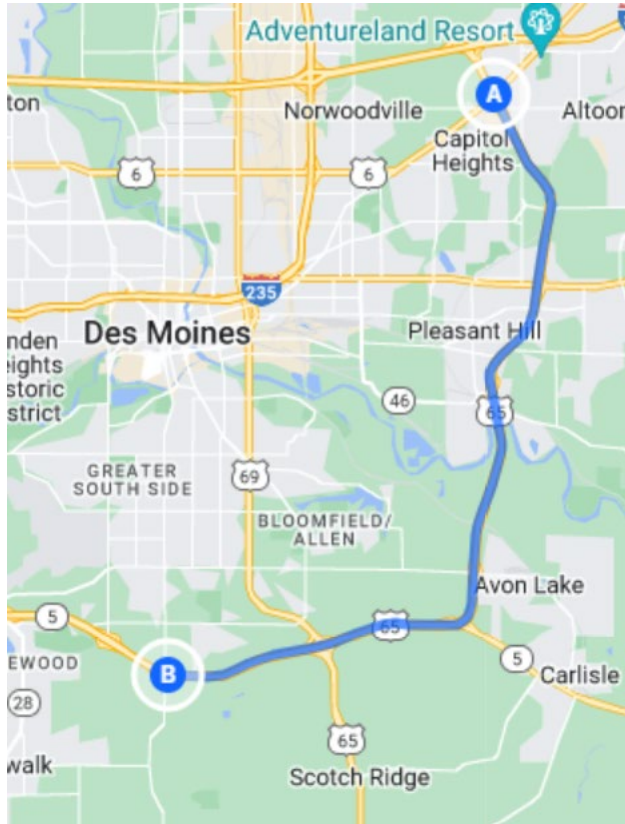


## Existing Minimum-Speed-Exemption Zone

- East Termini: Highway 6 (Hubbell Avenue)
- West Termini: Highway 69



# CORRIDOR PRESERVATION: Exemption Zone



## Farmer Proposal:

- Move the West Termini to SW 9th Street or Fleur Drive.

## Status:

- Being actively considered.
- Preference among corridor communities (City of Des Moines) for SW 9<sup>th</sup> St.
- Ongoing discussion and analysis at Iowa DOT.
- Anticipate final decision in January.

# CORRIDOR PRESERVATION: Beacon Pilot

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- “Iowa DOT is developing a concept for implementing an active slow-moving equipment notification system for use on the bypass.”
- “We also have identified funding sources that could be used to implement such a system.”
- “We intend to have a concept drafted by the spring and will seek stakeholder input prior to finalizing.”
- “The intention is that this would serve as a pilot test for potential broader use on other state highway corridors that have heavy slow-moving equipment use.”



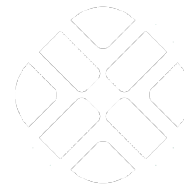
# ALTERNATIVES ANALYSIS: Feedback from ag stakeholders

- Strong agreement from ag stakeholders that an alternatives analysis would be worthwhile.
- No acute urgency from ag stakeholders.
- They shared numerous thoughts on scope of analysis and stakeholder engagement.
  - Likely need to look east of bypass
  - Bypass may end up being best alternative

## **Corridor Master Plan**

An Alternatives Analysis could become part of a larger planning effort that could include:

- Alternatives Analysis
- Development Scenarios
- Target Industry Analysis
- Economic Impact Study
- Marketing Plan



# ALTERNATIVES ANALYSIS: Options for pursuing funding

- **OPTION 1 – MPO funds**
  - Pros: move faster
  - Cons: uses funds that could be used elsewhere
- **OPTION 2 – State funding with local match**
  - Pros: all stakeholders have “skin in the game”
  - Cons: not guaranteed, could delay start
- **OPTION 3 – Federal funding with local match**
  - Pros: could save state or local dollars
  - Cons: not guaranteed, would delay start, and add a lot of administrative requirements (staff time)

# DIRECTOR REPORT

## MPO Member Updates

|               | Contacted | Scheduled | Complete | Waiting |                 | Contacted | Scheduled | Complete | Waiting |
|---------------|-----------|-----------|----------|---------|-----------------|-----------|-----------|----------|---------|
| Altoona       |           |           | ✓        |         | Mitchellville   |           | ✓         |          |         |
| Ankeny        | ✓         |           |          |         | Norwalk         |           |           | ✓        |         |
| Bondurant     |           |           | ✓        |         | Pleasant Hill   |           |           |          | ✓       |
| Carlisle      |           |           | ✓        |         | Polk City       |           |           | ✓        |         |
| Clive         |           |           | ✓        |         | Polk County     |           |           | ✓        |         |
| Dallas County | ✓         |           |          |         | Urbandale       | ✓         |           |          |         |
| DART          |           |           |          | ✓       | Warren County   |           |           | ✓        |         |
| Des Moines    |           |           | ✓        |         | Waukee          |           | ✓         |          |         |
| Grimes        |           | ✓         |          |         | West Des Moines | ✓         |           |          |         |
| Johnston      | ✓         |           |          |         | Windsor Heights |           |           | ✓        |         |

# UPDATE: Steps on Three Key Recommendations

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

- This approach is being built into the long-range plan process.
- Transportation for America schedule for January 18<sup>th</sup> Policy Committee.

## **RECOMMENDATION 2: Decision Tree (What MPO focuses on)**

- Approved in November.

## **RECOMMENDATION 3: Board Assessment (How we execute)**

- Chair will make appointments to a committee to evaluate and recommend any changes.

# Misc. Items

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- Audit scheduled for January meeting.
- CY 2024 representatives
- TTC exploring transportation data/analytics services.
- UPWP development to begin early 2024.
  - Exploring additional opportunities to reduce costs yet enhance operations and services.

# OTHER ITEMS OF INTEREST

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