

NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)
Policy Committee**

—
4:00 p.m. Thursday, May 16, 2024

Des Moines Area MPO Burnham Conference Room
—

TENTATIVE AGENDA

- 1. Call To Order**
- 2. VOTE: Approval of Agenda**
- 3. VOTE: FFY Approval of the Meeting Minutes** Page 2
 - Approve the April 18, 2024, meeting minutes.
- 4. CONSENT and VOTE: April Financial Statement** Page 7
- 5. CONSENT and VOTE: Contracts and Expenses** Page 8
- 6. PUBLIC COMMENT on MPO Actions** Page 9
- 7. PRESENTATION: Polk County Project Updates**..... Page 10
 - Polk County staff will present on various projects.
- 8. PRESENTATION: 2 The Top Services Update** Page 11
 - Update from 2 The Top regarding progress on the salary survey, Human Capital Plan, and Governance Assessment.
- 9. REPORT AND VOTE: FY 2025 Unified Planning Work Program & Budget Final Draft**..... Page 12
 - Report and discussion regarding the FY 2025 UPWP and budget; consider approval.
- 10. REPORT and OPTIONAL VOTE: IPAIT Fixed Term Investments** Page 13
 - Discussion on moving a portion of liquid reserves held in the Iowa Public Agency Investment Trust’s (IPAIT) diversified fund to fixed term investments; consider approval.
- 11. REPORT: Mobilizing Tomorrow Update** Page 14
 - Report on the update to Mobilizing Tomorrow, the MPO’s long-range transportation plan.
- 12. REPORT: Carbon Reduction Program Funding Update** Page 15
 - Update on development of a process to award Carbon Reduction Program funding.
- 13. REPORT: DMDC 2024 Debrief** Page 16
 - Report on MPO-related activities that took place during the May 8-10, 2024, Greater Des Moines Partnership’s DMDC trip.
- 14. Director’s Report** Page 17
- 15. Other Non-Action Items of Interest to the Committee**
- 16. Next Meeting Date – June 20, 2024, at 4:00 p.m.**
- 17. Adjournment**

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/ or call 515-334-0075.

May 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the April 18, 2024, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the April 18, 2024, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the April 18, 2024, MPO Policy Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., April 18, 2024

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., April 18, 2024. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on April 12, 2024. **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.**

MPO Representatives Present:

Dean O’Connor | City of Altoona
Mark Holm | City of Ankeny
David Jones | City of Ankeny
Marketa Oliver | City of Bondurant
Ted Weaver | City of Clive
Kathie Hungerford | City of Cumming**
Mark Hanson | Dallas County
Amanda Wanke | DART
Connie Boesen | City of Des Moines
Carl Voss | City of Des Moines
Scott Sanders | City of Des Moines
Matt Anderson | City of Des Moines
Josh Mandelbaum | City of Des Moines
Scott Mikkelsen | City of Grimes
Jim Evans | City of Johnston
Brian Baker | City of Norwalk
Len Murray | City of Pleasant Hill
Steve Van Oort | Polk County
Robert Andeweg | City of Urbandale
Joel Akers | Van Meter**
Mark Snell | Warren County
Courtney Clarke | City of Waukee
Jamie Letzring | City of West Des Moines
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Shelby Ebel | IDOT *

MPO Representatives Absent

Ruth Randleman | City of Carlisle
Colton Fors | City of Elkhart**
Stephanie Erickson | City of Indianola**
Ryan Marquardt | Madison County**
Tammi Dillavou | City of Mitchellville
Jeff Walters | Polk City
Julia Castillo | HIRTA*
Kevin Foley | Des Moines International Airport*
Johnnie Gibson | FHWA*
Daniel Nguyen | FTA*
Eva Steinman | FTA*
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative

Others Present:

Clifford Leonard | Public
Elias Johnson | WHO-13
Stephanie Oppel | ICON
Gabe Nelson | Snyder & Associates
Luis Montoya | DART
Erin Hockman | DART
Sarah Welch | DART
Julie Hirni | StreetLight

MPO Staff Present:

Scott Brennan | MPO General Counsel
Dylan Mullenix | Executive Director
Zach Young | Project Manager
Gunnar Olson | Public Affairs Manager
Zhi Chen | Senior Planner
Tracey Deckard | Office Manager
Carl Saxon | Senior Planner

1. Call To Order

Chair Holm recognized a quorum and called the April Policy Meeting to order at 4:00 p.m.

2. Approval of Agenda

MOTION: A motion was made by Andeweg and seconded by Voss to approve the Des Moines Area Metropolitan Planning Organization, April 18, 2024, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Andeweg and seconded by O'Connor to approve the Des Moines Area Metropolitan Planning Organization March 7, 2024; meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Contracts and Expenses

Executive Director presented. Recommend approval of payment to *InTrans/Iowa State University* for Development of Trail Management Program in the amount of \$6,250.00.

MOTION: A motion was made by O'Connor and seconded by Weaver to approve payment to *InTrans/Iowa State University* for Development of Trail Management Program in the amount of \$6,250.00.

MOTION CARRIED UNANIMOUSLY

5. Approval of the Financial Statement

MOTION: A motion was made by Weaver and seconded by O'Connor to approve the Des Moines Area Metropolitan Planning Organization March Financial Statement.

MOTION CARRIED UNANIMOUSLY

6. Public Comment- none

7. Update on Water Trails

Presentation by Stephanie Oppel from ICON and Gabe Nelson from Snyder & Associates on water trails including the status of construction on the downtown water trails project.
Presentation only.

8. StreetLight Data

Executive Director presented. Recommend approval of a service agreement with StreetLight for transportation data analytics.

MOTION: A motion was made by M. Jones and seconded by Andeweg to approve service agreement with StreetLight for transportation data analytics and subscribe to the data for use in Planning Activities and use by member governments.

MOTION CARRIED UNANIMOUSLY

9. Additional 2 The Top Contract Services

Executive Director presented. Consider approval of contract addendums with 2 The Top for supplemental work related to organizational planning.

MOTION: A motion was made by O'Connor and seconded by Andeweg to approve the contract addendums with 2 The Top for supplemental work related to organizational planning.

MOTION CARRIED UNANIMOUSLY

10. Fiscal Year 2024 Unified Planning Work Program and Budget Amendment

Executive Director presented. Consider approval of an amendment to the FY 2024 Unified Planning Work Program (UPWP) and budget to reflect updated contracts, staffing levels, and expenditures.

MOTION: A motion was made by M. Jones and seconded by O'Connor to approve the FY 2024 Unified Planning Work Program and Budget Amendment.

MOTION CARRIED.

11. Mobilizing Tomorrow: Employment, Housing Unit, and Population Projections

Project Manager, Zach Young presented. Discussion regarding the employment, housing unit, and populations projections for the long-range transportation plan update. Discussion ensued. Murray thanked the MPO staff for including his suggested language in the document.

MOTION: A motion was made by O'Connor and seconded by Andeweg to approve the employment, housing unit, and populations projections for the long-range transportation plan.

MOTION CARRIED.

12. Federal Funding Recommendation

Project Manager Zach Young presented. Consider approval of the award recommendations from the funding Subcommittee with adjustment from Executive Committee, which increased the award amount of CRP funds for DART to \$3.6 million in FFY 2025. The Executive Committee, in two separate votes, voted unanimously in support of the Funding Subcommittee's recommendations, except to raise DART's CRP award to \$3.6 million. Discussion ensued. DART CEO Wanke explained the flex of funds that could occur with the funding from the MPO. Weaver questioned the restrictions of the various funds. Murray read a statement on behalf of the City of Pleasant Hill into the record and indicated he would abstain from the vote. A call for question was made by Voss. The Policy Committee voted unanimously on the call for question.

Point of order was brought up by Voss after presentation of item #13. and it was noted that there was a unanimous vote on the call for question, but a vote was also needed for the Federal Funding Recommendation.

MOTION: A motion was made by O'Connor and seconded by Andeweg to approve the employment, housing unit, and populations projections for the long-range transportation plan.

MOTION CARRIED. Murray abstained.

13. West Des Moines Request to Transfer STBG Funding.

Project Manager, Zach Young presented. Consider approval of West Des Moines to transfer STBG funding awarded to Mills Civic Parkway project to the Ashworth Road project.

MOTION: A motion was made by Oliver and seconded by O'Connor to approve West Des Moines's request to transfer STBG funding awarded to Mills Civic Parkway project to the Ashworth Road project.

MOTION CARRIED.

The chair went back to item #12 to clarify a Point of Order brought up by Voss.

[Andeweg leaves the meeting at 4:41 p.m.]

14. DC List and Sponsorship

Public Affairs Manager, Gunnar Olson presented. Report on DMDC Trip preparations and vote on DC List and potential sponsorship. The Executive Committee voted to adopt the DC List but were not in favor of the sponsorship opportunity, though a formal vote on the sponsorship was not taken. Staff did believe there was value in sponsorship and explained the reasons. Discussion ensued.

MOTION: A motion was made by O'Connor and seconded by Coleman for the MPO not to include a sponsorship

MOTION CARRIED

MOTION: A motion was made by O'Connor and seconded by Boesen to approve the DC List.

MOTION CARRIED

15. Comprehensive Safety Action Plan Update

Project Manager, Zach Young presented. Report and discussion only.

16. Director Report

Executive Director provided an update of MPO activities. He discussed the plan to Optimize the MPO organization and staff. CIRTPA/MIPA contracts have ended, and those staff members have moved out of the MPO offices. Advised of a meeting with Iowa DOT District 1 coordination and the plan for a continued partnership. The US DOT has a relationship with Ukraine, even the ongoing conflict there to help rebuild the country. He has been invited to participate in the workshop remotely with Ukrainian officials on regional transportation plan. The Executive Director also commented on the earlier comments regarding the carbon reduction program and advised that the MPO will provide additional information on options that the funds could be used for. Previously the board had decided to hold off on using the funds, but given the previous actions, options before awarding the remaining funds will be provided in the upcoming months.

17. Other Non-Action Items of Interest to the Committee

Voss mentioned two events that the Bike Ped Committee has planned and encouraged participation. Public Affairs Manager, Gunnar Olson advised that seats are still available for the commercial real estate breakfast.

18. Next Meeting Date- April 18, 2024, at the MPO offices at 4:00 p.m.

19. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:59 p.m.

May 2024
Item No. 4

ISSUE: April Financial Statement

REPORT and VOTE: Consider receiving and filing the April Financial Statement.

BACKGROUND:

The April 2024 Financial Statement consists of documents at the following links:

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Transactions Detail](#)
- [Water Trails DOT Grant Fund Balance](#)

Note the Finance Subcommittee reviewed these documents at its May meeting.

RECOMMENDATIONS:

Recommend approval of the April Financial Statement.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

May 2024
Item No. 5

ISSUE: Contracts and Expenses

CONSENT and VOTE: Consider approval of contracts and expenses in accordance with the MPO’s proposed policies and procedures manual.

BACKGROUND:

Below are contracts and expenses in amounts that require approval of the MPO Executive Committee per the MPO’s Policy and Procedures Manual.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Business Publications	Business Record Commercial Real Estate Forum Sponsorship	Completes year 2 of a 3-year commitment to sponsor the annual event. Funds included in annual budget.	\$6,150

RECOMMENDATION:

Recommend approval of the above expenses.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

May 2024
Item No. 6

ISSUE: Public Comment of MPO Actions

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO board.

BACKGROUND:

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2024
Item No. 7

PRESENTATION: Polk County Project Updates

PRESENTATION: Polk County staff will present on various projects.

BACKGROUND:

Polk County staff will provide updates on various projects of note with county involvement, including:

- Broadway Avenue Improvement Project
- Iowa Highway 141 and Northwest Towner Drive Interchange and Safety Improvements Project
- Easton Boulevard Reconstruction Project

RECOMMENDATION:

None. Presentation and discussion only.

STAFF CONTACTS:

Gunnar Olson, golson@dmampo.org;
(515) 334-0075

May 2024
Item No. 8

ISSUE: 2 The Top Services Update

PRESENTATION: Update from 2 The Top regarding progress on the salary survey, Human Capital Plan, and Governance Assessment.

BACKGROUND:

The Policy Committee in December 2023 voted to approve a contract with 2 The Top to manage the process of hiring a new MPO Executive Director. In addition to the Executive Director search, 2 The Top's contract also included work to update the MPO staff salary analysis. In April 2024, the Policy Committee voted to add to 2 The Top's scope of work a Human Capital Plan and a Governance Assessment:

- **Human Capital Plan** to provide a strategic document focused on maximizing the potential and performance of the MPO's workforce. This would support the aforementioned staff salary analysis. A more thorough project scope is available [here](#).
- **Governance Assessment** to review the current governance structure and offering recommendations to improve the effectiveness for decision makers supporting transparency for operations, improving communication between staff and the Policy Committee, and creating better systems for engaging Committee members in the work. A more thorough project scope is available [here](#).

Cassandra Halls from 2 The Top will attend the May meeting to provide an update on the progress of these activities.

RECOMMENDATION:

None. Presentation and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2024
Item No. 9

ISSUE: *Fiscal Year 2025 Unified Planning Work Program and Budget Final Draft*

REPORT and VOTE: Consider approval of the *Fiscal Year 2025 Unified Planning Work Program* and budget.

BACKGROUND:

MPO staff has developed the *Fiscal Year 2025 Unified Planning Work Program (FY 2025 UPWP)* and budget, which covers the year July 1, 2024, through June 30, 2025. MPO staff sent the draft UPWP to the Iowa DOT for review following the draft's approval in March. Updates made to the final FY 2025 UPWP based on the Iowa DOT's review were minor clarifications. The MPO must submit the final UPWP to the Iowa DOT by June 1, 2024.

[A copy of the FY 2025 UPWP and budget final draft is available on the MPO website \(click to access\).](#)

RECENT ACTIONS:

The MPO Finance Subcommittee, Technical Committee, and Executive Committee approved the draft FY 2024 UPWP in March.

The MPO Technical Committee recommended approval of the final draft at its May 2, 2024, meeting. The MPO Finance Subcommittee will review the final draft at its May 14, 2024, meeting.

RECOMMENDATION:

Recommend approval of the final *Fiscal Year 2025 Unified Planning Work Program and Budget*.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2024
Item No. 10

ISSUE: IPAIT Fixed Rate Investments

REPORT and OPTIONAL VOTE: Consider authorizing staff to move a portion of reserve funds held in the Iowa Public Agency Investment Trust's (IPAIT) diversified fund to fixed-term investments.

BACKGROUND:

IPAIT reached out to MPO staff to discuss the option of transferring funds held in IPAIT from diversified funds, which have variable interest rates, to fixed-term investments with fixed interest rates. The Finance Subcommittee discussed the matter at its April meeting. The Finance Subcommittee noted that while it may be a few months before the Federal Reserve moves to lower interest rates, it would be worth consideration to move some funds to fixed instruments. The Finance Subcommittee suggested a laddered approach, with funds staggered across varying lengths of time.

MPO staff will provide more information at the May meeting.

RECOMMENDATION:

Consider authorizing staff to move a portion of the MPO's IPAIT balance to fixed-term investments.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2024
Item No. 11

ISSUE: *Mobilizing Tomorrow* Update

REPORT: Update regarding the development of *Mobilizing Tomorrow*, the MPO's long-range transportation plan.

BACKGROUND:

The MPO staff is in the process of updating the region's long-range transportation plan (LRTP). Staff will provide an update at the May meeting which will include:

- An overview of the submitted LRTP projects;
- Update on the growth scenario; and,
- Next steps in the update process.

The deadline to complete the LRTP update is November 2024.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

May 2024
Item No. 12

ISSUE: Carbon Reduction Program Funding Process

REPORT: Update on developing a process to award the remaining Carbon Reduction Program (CRP) funding to reduce transportation related emissions.

BACKGROUND:

The Bipartisan Infrastructure Law established the Carbon Reduction Program (CRP) in [23 U.S.C. 175](#), which provides funds for projects designed to reduce transportation emissions. Additional guidance from the Federal Highway Administration regarding CRP funds is [available here](#).

The MPO has approximately \$9.1 million in CRP funds to allocate to projects. The Policy Committee previously discussed waiting until the update of the long-range transportation plan, *Mobilizing Tomorrow*, was complete to strategically look at how to award the CRP funding. In April, the Policy Committee voted to award \$3.6 million in CRP funding to DART for bus replacements, thereby freeing up other dollars to address DART's near-term operational needs. This leaves approximately \$5.5 million in available CRP funding between FFY 2025 - 2028 to award to other eligible projects. The MPO receives approximately \$1.4 million in CRP funding annually.

The Funding Subcommittee and the Policy Committee asked staff to develop a process for awarding the remaining CRP funding. At the May MPO TTC meeting, staff invited a representative from the Iowa DOT to discuss the CRP program, including eligible projects and information about how other MPOs are using CRP funds. Following this presentation, the TTC agreed to form a subcommittee to continue discussing options and to develop a recommendation on how to proceed. MPO staff will convene the subcommittee in the coming weeks and will report back on its recommendations at a future meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

May 2024
Item No. 13

ISSUE: DMDC 2024 Debrief and Legislative Update

REPORT: Update on MPO-related activities that took place during the May 8-10, 2024 Greater Des Moines Partnership DMDC trip.

BACKGROUND:

Representatives from the MPO staff and board took part in the Greater Des Moines Partnership's DMDC 2024 trip to Washington, D.C., and spoke with representatives of Iowa's congressional delegation about a number of priority projects. This agenda item is to provide an opportunity to report back highlights from the trip and discuss any follow-up actions.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075

May 2024
Item No. 14

ISSUE: Director's Report

REPORT: Update by the Executive Director on MPO Activities.

BACKGROUND:

The Executive Director will provide an update on MPO activities.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075