

NOTICE OF MEETING

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

–
11:30 a.m., June 12, 2024

Des Moines Area MPO Burnham Conference Room

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TENTATIVE AGENDA

- 1. Call To Order**
- 2. VOTE: Approval of Agenda**
- 3. VOTE: Approval of the Meeting Minutes** Page 2
 - Approve the April 10, 2024, meeting minutes. May meeting was canceled.
- 4. CONSENT and VOTE: May Financial Statement** Page 7
- 5. CONSENT and VOTE: Investment Policy** Page 8
 - Review the MPO’s investment policy for Fiscal Year 2025; consider approval.
- 6. REPORT AND VOTE: FFY 2024-2027 Transportation Improvement Program Amendments ...** Page 9
 - Report on FFY 2024-2027 Transportation Improvement Program amendment requests from DART; consider approval.
- 7. REPORT and VOTE Draft FFY 2025-2028 Transportation Improvement Program**Page 10
 - Report regarding the draft Federal Fiscal Year 2025-2028 Transportation Improvement Program; consider approval.
- 8. REPORT and VOTE: Downtown Water Trails Change Orders** Page 11
 - Report on Change Order #2 to the Scott Avenue Dam Mitigation project and Change Order #1 to the Harriet Street project; consider approval.
- 9. REPORT and VOTE: Self Certification**..... Page 12
 - Report on the MPO’s self-certification of compliance with federal requirements; consider approval.
- 10. REPORT and VOTE: US DOT Discretionary Grant Applications**..... Page 14
 - Report on proposed US DOT discretionary grant applications to be submitted by the MPO; consider approval.
- 11. Other Non-Action Items of Interest to the Committee**
- 12. Next Meeting Date – July 17, 2024, at 11:30 a.m.**
- 13. 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.

June 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the April 10, 2024, MPO Executive Committee meeting minutes. The May Executive Committee was canceled.

BACKGROUND:

The minutes of the April 10, 2024, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the April 10, 2024, MPO Executive Committee meeting.

STAFF CONTACT:

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

MEETING MINUTES
 Des Moines Area Metropolitan Planning Organization (MPO)
 EXECUTIVE COMMITTEE
 11:30 a.m. Wednesday, April 10, 2024
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on April 10, 2024, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on April 5, 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.**

EXECUTIVE MEMBERS PRESENT:	PRESENT	ABSENT
Mark Holm, Chair City of Ankeny	X	
Jeff Walters, Vice Chair City of Polk City	X	
Connie Boesen, Sec/Treasurer City of Des Moines	X	
Doug Elrod City of Bondurant	X	
Joe Gatto City of Des Moines	X	
Len Murray City of Pleasant Hill	X	
Jeff Walters City of Polk City	X	
Steve VanOort Polk County		X
Bob Andeweg City of Urbandale	X	
Matthew McKinney City of West Des Moines	X	
Courtney Clarke City of Waukee	X	
Mike Jones City of Windsor Heights	X	
Shelby Ebel IDOT	X	
STAFF PRESENT:		
Dylan Mullenix Executive Director	X	
Zach Young Project Manager	X	
Zhi Chen Senior Planner	X	
Carl Saxon Senior Planner	X	
Gunnar Olson Public Affairs Manager	X	
Tracey Deckard Office Manager	X	
Rhonda Miller Accountant	X	
Scott Brennan Legal Counsel	X	

OTHERS PRESENT:	INTEREST/REPRESENTING
Clifford Leonard	Public
Luis Montoya	DART
Julie Bernie	StreetLight Data

1. Call to Order

MPO Chair Mark Holm called the April 10, 2024, meeting to order at 11:31 a.m. A quorum was present.

2. **Approval of Agenda**

MOTION: A motion was made by Gatto and seconded by Murray to approve the April 10, 2024, Des Moines Area MPO Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

Recommend approval of the March 7, 2024, meeting minutes.

MOTION: A motion was made by Andeweg and seconded by Gatto to approve the March 7, 2024, meeting minutes.

MOTION CARRIED

4. **Approval of Contracts and Expenses**

Executive Director presented. Recommend approval for payment of the invoice from Granicus for the GovDelivery agenda-distribution software in the amount of \$6,420.00.

MOTION: A motion was made by Gatto and seconded by Jones to approve the payments to Granicus for the GovDelivery agenda-distribution software in the amount of \$6,420.00.

MOTION CARRIED

5. **Approval of the March Financial Statement**

Executive Director presented. Advised that the Finance Committee met and had reviewed the Financial Statements. Recommend approval.

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

MOTION CARRIED

6. **StreetLight Data**

Executive Director presented. A review of the software demonstration was made. Questions and discussion ensued.

MOTION: A Motion was made by Gatto and seconded by Boesen to approve the service agreement with StreetLight Data and subscribe to this software for MPO and member community use.

MOTION CARRIED

Doug Elrod arrives 11:41 p.m.

7. **Additional 2 The Top Contract Services**

Executive Director presented. Recommend approval of contract addendums with 2 The Top for supplemental work to organization planning to include a Human Capital Plan and a Governance Assessment.

MOTION: Motion made by Gatto and seconded by Boesen to approve the additional services from 2 The Top.

MOTION CARRIED

8. **FY 2024 Unified Planning Work Program (UPWP) and Budget Amendment**

Executive Director presented. Recommend approval of the suggested amendment to the FY 2024 UPWP and budget.

MOTION: A Motion was made by Gatto and seconded by Clarke to approve the amendments to the FY 2024 UPWP and Budget.

MOTION CARRIED

9. **Mobilizing Tomorrow: Employment, Housing Unit, and Population Projections**

Project Manager, Zach Young presented. Recommend approval of the employment, housing unit, and population projections for the long-range transportation plan. Murray read a statement and requested a qualified statement be included in this portion of the plan to further clarify the report. Elrod also echoed concerns with the projection numbers and indicated various member communities are planning a special census. Staff indicated that revisions and adjustments can be made in the future. Lengthy discussion ensued.

MOTION: A Motion was made by Murray and seconded by Gatto to approve the employment, housing unit, and population projections for the long-range transportation plan update as presented with the requested clarification language added.

MOTION CARRIED

10. **Federal Funding Recommendations**

Project Manager, Zach Young presented. Discussion regarding the Surface Transportation Block Grant Program (STBG), the Set-Aside program (TAP) and the award of excess allocation funds. Discussion also included the Carbon Reduction Program funding (CRP). The funding subcommittee is recommending awarding \$3 million in CRP funding to DART and programming that funding in FFY 2025. The chair discussed some concern with awarding this funding prior to receiving any other funding options. Clarification of when the award was received was discussed. Mayor Boesen added that she believes that assistance to DART is important. Luis Montoya, Chief Operating Officer of DART, discussed budget challenges and explained how the funds would be used to address the current and future budget concerns of DART and services provided. Gatto, Andeweg, McKinney, Murray and Clarke also provided comments regarding this allocation and the amounts and length of time these funds would benefit DART. Mayor Boesen, as a member of the DART Commission, spoke about the need for DART and decisions to be made in the future. The chair clarified the amount requested is \$3.6 million. Clarification of the use of funds was discussed and MPO funds would be funding new buses. This would allow DART to move other funds for operating purposes.

MOTION: A Motion was made by Andeweg and seconded by Gatto to approve STBG, excess STBG, and TAP funds.

MOTION CARRIED

MOTION: A Motion was then made by Andeweg and seconded by Boesen to award 3.6 million of Carbon Reduction Funding to DART for the purchase of new buses.

ROLL CALL – All members voted yes.

MOTION CARRIED.

11. **West Des Moines Request to Transfer STBG Funding**

Project Manager, Zach Young presented. Funding Subcommittee recommends that the Executive Committee approve the West Des Moines request to transfer STBG funding from Mills Civic Parkway project to Ashworth Road Project.

MOTION: A Motion was made by Gatto and seconded by Boesen to approve the request of West Des Moines to transfer STBG funding from Mills Civic Parkway project to the Ashworth Road project.

MOTION CARRIED

12. **DC List and Sponsorship**

Public Affairs Manager, Gunnar Olson presented. Report on the DMDC trip preparations and vote on DC List and potential sponsorship. Discussion ensued.

MOTION: A Motion was made by Clarke and seconded by Gatto to approve the DC List and not be a sponsor of the DC Trip.

MOTION CARRIED

13. **Non-Action Items**

Public Affairs Manager, Gunnar Olson provided an update on the Purple Heart Highway and advised that the bill that has been issued by Representative Lohse is still alive and advised that there are still seats available for the Commercial Real Estate event table. Shelby Ebel of the Iowa DOT advised of an online presentation regarding the SW Mixmaster and a new webpage is available regarding Des Moines Interstate/Mixmaster updates.

14. **Next Meeting Date**

May 15, 2024, beginning at 11:30 a.m. Note the meeting date is moved back a week due to the DC Trip.

15. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:50 p.m.

June 2024
Item No. 4

ISSUE: May Financial Statement

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

BACKGROUND:

The May 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 did not have any question or concerns.

RECOMMENDATIONS:

Receive and file the May Financial Statement.

STAFF CONTACT:

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

June 2024
Item No. 5

ISSUE: Investment Policy

REPORT and VOTE: Consider reaffirming the MPO's existing investment policy for Fiscal Year 2025.

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 Investment Trust (IPAIT). The MPO maintains a majority of its funds in the investment account and electronically transfers money between accounts, as needed.

[The Investment Policy chapter of the MPO's Policies and Procedures manual, which reflects the current policy, is available here.](#)

RECENT ACTIONS:

The MPO last amended the investment policy in 2021 based on feedback from the Finance Subcommittee. The Finance Subcommittee and the Policy Committee reaffirmed the existing policy in June 2023, and the MPO incorporated the policy into the Policies and Procedures Manual that was adopted in August 2023.

MPO staff recommends maintaining the current policy with no changes. Staff has also sent the policy to the Finance Subcommittee for its review; staff will share any feedback from the subcommittee at the June meeting.

RECOMMENDATION:

Reaffirm the current investment policy.

STAFF CONTACT:

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(515) 334-0075

June 2024
Item No. 6

ISSUE: FFY 2024-2027 Transportation Improvement Program Amendments

REPORT and VOTE: Consider approval of the amendments to *Federal Fiscal Year 2024-2027 Transportation Improvement Program*.

BACKGROUND:

The Des Moines Area Regional Transit Authority (DART) has requested the following amendment to the *FFY 2024-2027 Transportation Improvement Program*:

Sponsor: DART
Project: Technology and Ridership Promotion (55857)
Federal Aid Amount: \$80,000
Total Cost: \$100,000
Type of Funding: ICAAP
Change: Add to FFY 2024

Sponsor: DART
Project: Route 17 Extension to Bondurant (55859)
Federal Aid Amount: \$104,784
Total Cost: \$130,980
Type of Funding: ICAAP
Change: Add to FFY 2024

Sponsor: DART
Project: Vehicle Purchase (22143)
Federal Aid Amount: \$3,600,000
Total Cost: \$4,500,000
Type of Funding: CRP
Change: Add to FFY 2024

RECOMMENDATIONS:

Recommend approval of the proposed *Federal Fiscal Year 2024-2027 Transportation Improvement Program* amendment.

STAFF CONTACTS:

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

June 2024
Item No. 7

ISSUE: Draft FFY 2025-2028 Transportation Improvement Program

REPORT and VOTE: Report regarding the draft *Federal Fiscal Years 2025-2028 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) 2024, 2025, 2026, 2027, and/or 2028. Staff developed the project listing for the FFY 2025-2028 TIP with the information provided by the member governments.

MPO staff on June 15 will submit the draft FFY 2025-2028 TIP to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment. Staff will incorporate any comments received into the final draft. The final FFY 2025-2028 TIP is due to the Iowa DOT by July 15.

The MPO’s Public Participation Plan requires the FFY 2025-2028 TIP to undergo a 45-day comment period and have a public input meeting. Staff have scheduled an online public input meeting at 5 p.m. Tuesday, July 9.

[The draft FFY 2025-2028 TIP and the TIP project list is available on the MPO website \(click to access\).](#)

RECOMMENDATIONS:

Recommend approval of the draft *Federal Fiscal Years 2025-2028 Transportation Improvement Program* and forward to the Iowa DOT for review.

STAFF CONTACT:

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(515) 334-0075

June 2024
Item No. 8

ISSUE: Downtown Water Trails Change Orders

REPORT and VOTE: Consider approval of Change Order #2 to the Scott Avenue Dam Mitigation project and Change Order #1 to the Harriet Street project; consider approval.

BACKGROUND:

Snyder and Associates has made the MPO staff aware of two change orders to the Downtown Water Trails project. These change orders are summarized below:

- Scott Avenue Dam Mitigation (change order #2) – Extend the stage 1 completion date from May 30, 2024, to June 21, 2024. The schedule change is due to the City of Des Moines Levee project extending past its August 1, 2023, deadline. There is no cost associated with this change order.
- Harriet Street project (change order #1) – Add a Polymer Grid to account for poor soils, modify subbase matter more suitable for Polymer Grid, add footings to base plan as a bid item, and add debris/trash removal. The additional cost for these items will be \$56,594.

RECOMMENDATIONS:

Recommend approval of Change Order #2 to the Scott Avenue Dam Mitigation project and Change Order #1 to the Harriet Street project.

STAFF CONTACTS:

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

June 2024
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 2025-2028 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:

Approve the MPO's annual self-certification.

STAFF CONTACT:

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(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 2024.

Dylan Mullenix
Executive Director

June 2024
Item No. 10

ISSUE: US DOT Discretionary Grant Program Applications

REPORT and VOTE: Consider approval of staff developing applications for two discretionary US Department of Transportation.

BACKGROUND:

The Des Moines Area MPO staff recommends preparing applications for two US Department of Transportation discretionary funding opportunities, including the Charging & Fueling Infrastructure Discretionary Grant Program and the Active Transportation Infrastructure Investment Program. The MPO’s [Involvement Decision Tree](#) points to the MPO taking a lead role on these applications.

- **Charging & Fueling Infrastructure (CFI) Discretionary Grant Program**
 - Established by the Bipartisan Infrastructure Law and will provide up to \$2.5 billion over five years to a full range of applicants, including cities, counties, local governments, and tribes.
 - Funding is available to deploy Electric Vehicle charging infrastructure and other alternative fueling infrastructure projects.
 - MPO submitted an unsuccessful application in 2023; a new application period opened in late May 2024
 - \$520 million available for previous applications not yet funded.
 - Resubmissions are due July 1.
 - \$800 million available for new applications.
 - New applications are due August 28.
 - MPO staff is working with MPO members, as well as the Mid-Iowa Planning Alliance (MIPA) and the Central Iowa Regional Transportation Planning Alliance (CIRTPA), to identify sites for Level 2 and Level 3 charger installations.
 - The MPO would draft and submit a regional grant application for this program; jurisdictions with stations would fund local match if funds received.

- **Active Transportation Infrastructure Investment Program**
 - Established by the Bipartisan Infrastructure Law with funding available to help identify, prioritize, and implement improvements to the largest barriers to safe, accessible, and equitable pedestrian and bicycle network connectivity.
 - Up to \$45 million is available in this first round of funding. Of this, up to \$3 million is available for planning and design grants, with the remaining funds available to construct active transportation networks and spines.
 - MPO staff plans to apply for a \$200,000 planning grant to identify improvements to the active transportation network.
 - If awarded, the MPO would be required to provide a 20%, or \$50,000, local match.

RECOMMENDATIONS

Recommend approval of MPO staff submitting applications for the CFI Discretionary Grant Program and the Active Transportation Infrastructure and Investment Program.

STAFF CONTACT:

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