

NOTICE OF MEETING

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

—
11:30 a.m., August 7, 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 July Meeting Minutes..... Page 2
- 4. CONSENT AND VOTE:** July Financial Statement Page 3
- 5. PRESENTATION AND OPTIONAL VOTE:** Governance Assessment and Human Capital Plan Page 4
- 6. REPORT AND VOTE:** MPO Population Adjustments and Joint Resolution with CIRTPA Page 5
- 7. REPORT AND OPTIONAL VOTE:** Carbon Reduction Program Funding Process..... Page 6
- 8. REPORT:** Comprehensive Safety Action Plan..... Page 7
- 9. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 10. NEXT MEETING DATE:** 11:30 a.m. September 11, 2024
- 11. 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.

August 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the July 17, 2024, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the July 17, 2024, MPO Executive Committee meeting will be emailed to the committee prior to the meeting.

RECOMMENDATION:

Approve the minutes of the July 17, 2024, MPO Executive Committee meeting.

STAFF CONTACT:

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

August 2024
Item No. 4

ISSUE: July Financial Statement

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

BACKGROUND:

Contents of the July Financial Statement can be found at the following links. The MPO's Finance Subcommittee also has been provided with these documents for review.

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

RECOMMENDATIONS:

Receive and file the July Financial Statement.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
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August 2024
Item No. 5

ISSUE: Governance Assessment and Human Capital Plan

PRESENTATION and OPTIONAL VOTE: Update from 2 The Top regarding 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](#).

The MPO's Personnel Committee met July 24 to review materials related to the Human Capital Plan; the committee will reconvene August 9^h to make a recommendation to the Policy Committee.

Cassandra Halls from 2 The Top will attend the August Executive and Policy Committee meetings to present drafts of the final deliverables.

RECOMMENDATION:

Recommend the Policy Committee take the following actions: 1) approve the Human Capital Plan with salary survey, pending a recommendation from the Personnel Committee, and 2) receive and file the Governance Assessment.

STAFF CONTACT:

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August 2024
Item No. 6

ISSUE: MPO Population Adjustments and Joint Resolution with CIRTPA

REPORT and VOTE: Report on population adjustments to MPO and resolution with the Central Iowa Regional Transportation Planning Alliance (CIRTPA); consider approval.

BACKGROUND:

The Des Moines Area MPO in January adopted a new, expanded metropolitan planning boundary. The Iowa Department of Transportation (DOT) has requested the MPO confirm the population within the MPO's new metropolitan planning boundary.

MPO staff has calculated the following populations resulting from the boundary adjustment. These numbers were confirmed with the staff of the Central Iowa Regional Transportation Planning Alliance (CIRTPA), which is removing these areas from its planning boundaries.

Des Moines 2020 Census Urban Area Population: 542,486
Polk City 2020 Census Urban Area Population: 5,375
MPO 2020 MPA Population: 583,135
Resulting Population Adjustment from CIRTPA to MPO: 35,274

These population figures are important because they are used to determine the allocation of Surface Transportation Block Grant (STBG), Transportation Alternatives Set-Aside (TAP), and Carbon Reduction Program (CRP) dollars.

To enact these changes, both the MPO and CIRTPA need to pass a resolution. [Click here to review a copy of the resolution under consideration.](#)

RECOMMENDATION:

Recommend approval of the population adjustments and joint resolution with CIRTPA.

STAFF CONTACT:

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August 2024
Item No. 7

ISSUE: Carbon Reduction Program Funding Process

REPORT and OPTIONAL VOTE: Consider approval of the 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. 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. Afterward, the TTC agreed to form a subcommittee to continue discussing options and to develop a recommendation on how to proceed.

The CRP subcommittee meet on May 16, 2024, to discuss a process to award the remaining CRP funding. Based on the discussion with the CRP subcommittee, staff developed a draft application and timeline for the CRP funding.

[Draft application, additional materials, and timeline are available on the MPO website \(click to access\).](#)

Staff will provide an overview of the proposed process at the August meeting.

RECOMMENDATION:

Recommend approval of the Carbon Reduction Program process and timeline.

The Transportation Technical Committee voted at its August 1 meeting to recommend the process and timeline; there was one nay vote.

STAFF CONTACT:

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(515) 334-0075

August 2024
Item No. 8

ISSUE: Comprehensive Safety Action Plan Update

REPORT: Staff will provide an update regarding the development of the region's Comprehensive Safety Action Plan (CSAP).

BACKGROUND:

The MPO hired Toole Design Group in fall 2023 to develop the region's Comprehensive Safety Action Plan. This plan will identify safety concerns and provide safety countermeasures to address these issues and ultimately make the region eligible for up to \$50 million in implementation funding through the Safe Streets and Road for All (SS4A) grant program. The plan is being funded through a \$800,000 SS4A grant with a \$200,000 local match from the MPO.

The Transportation Safety Committee met on July 23, 2024, and discussed a several items including:

- How to prioritize project areas;
- Setting a goal for the reduction of Fatal and Serious Injury (FSI) crashes; and,
- Setting a target year for when the FSI reduction goal will be met.

The Transportation Technical Committee reviewed these aspects at its August 1 meeting and discussed them as well.

Staff will provide an overview of the Transportation Safety Committee's recommendation at the August meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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