

NOTICE OF MEETING

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

—

4:00 p.m. August 15, 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 6
- 5. PUBLIC COMMENT** Page 7
- 6. PRESENTATION:** Comprehensive Safety Action Plan Update Page 8
- 7. PRESENTATION AND OPTIONAL VOTE:** Governance Assessment and Human Capital Plan Page 9
- 8. REPORT AND VOTE:** MPO Population Adjustments and Joint Resolution with CIRTPA Page 10
- 9. REPORT AND OPTIONAL VOTE:** Carbon Reduction Program Funding Process..... Page 11
- 10. DIRECTOR’S REPORT**
- 11. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 12. NEXT MEETING DATE:** 4:00 p.m. September 26, 2024
- 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.

August 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the June 20, 2024, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the June 20, 2024, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the June 20, 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., June 20, 2024

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., June 20, 2024. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on June 14, 2024. **In addition to these published tentative minutes, there also June 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:

Mark Holm | City of Ankeny
David Jones | City of Ankeny
Doug Elrod | City of Bondurant
Ted Weaver | City of Clive
Amanda Wanke | DART
Chris Coleman | City of Des Moines
Carl Voss | City of Des Moines
Scott Sanders | City of Des Moines
Josh Mandelbaum | City of Des Moines
Len Murray | City of Pleasant Hill
Jeff Walters | Polk City
Joel Akers | Van Meter**
Mark Snell | Warren County
Courtney Clarke | City of Waukee
Tom Hadden | City of West Des Moines
Mike Libbie | City of Windsor Heights

MPO Representatives Absent

Dean O’Connor | City of Altoona
Ruth Randleman | City of Carlisle
Kathie Hungerford | City of Cumming**
Mark Hanson | Dallas County
Joe Gatto | City of Des Moines
Colton Fors | City of Elkhart**
Scott Mikkelsen | City of Grimes
Stephanie Erickson | City of Indianola**
Jim Evans | City of Johnston
Brian Baker | City of Norwalk
Ryan Marquardt | Madison County**

Tammi Dillavou | City of Mitchellville
Steve Van Oort | Polk County
Robert Andeweg | City of Urbandale
Matt McKinney | City of West Des Moines
Shelby Ebel | IDOT *
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
Carol Maher | Public
Cindy Snell | Public

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
Carl Saxon | Senior Planner
Rhonda Miller | Accountant

1. Call To Order

Chair Holm recognized a quorum and called the June Policy Meeting to order at 4:04 p.m.

2. Approval of Agenda

MOTION: A motion was made by Gatto and seconded by Snell to approve the Des Moines Area Metropolitan Planning Organization, June 20, 2024, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Snell and seconded by Gatto to approve the Des Moines Area Metropolitan Planning Organization May 16, 2024, meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statement

MOTION: A motion was made by Coleman and seconded by Weaver to approve the Des Moines Area Metropolitan Planning Organization May Financial Statement.

MOTION CARRIED UNANIMOUSLY

5. Investment Policy

Executive Director presented. Recommend approval of the MPO Investment Policy.

MOTION: A motion was made by Weaver and seconded by Gatto to approve the MPO Investment Policy.

MOTION CARRIED UNANIMOUSLY

6. Public Comment- none

7. Presentation: 2 The Top Services Update

Presentation by Cass Halls regarding the progress on the salary survey, Human Capital Plan and Governance Assessment.

8. DART Update

CEO Amanda Wanke presented.

9. Downtown Water Trails Change Orders

Project Manager, Zach Young presented. Recommend approval of the change order #2 to the Scott Avenue Dam Mitigation project and change order #1 to the Harried Street project.

MOTION: A motion was made by Gatto and seconded by Hadden to approve the change order #2 to the Scott Avenue Dam Mitigation project and change order #1 to the Harried Street project.

MOTION CARRIED.

10. FFY 2024-2027 Transportation Improvement Program Amendments

Project Manager, Zach Young presented. Recommend approval of the proposed Federal Fiscal Year 2024-2027 Transportation Improvement Program amendment from DART.

MOTION: A motion was made by Coleman and seconded by Gatto to approve the proposed Federal Fiscal Year 2024-2027 Transportation Improvement Program amendment from DART.

MOTION CARRIED.

11. Draft FFY 2025-2028 Transportation Improvement Program

Project Manager, Zach Young presented. Recommend approval of the draft Federal Fiscal Years 2025-2028 Transportation Improvement Program and forward to Iowa DOT for review.

MOTION: A motion was made by Coleman and seconded by Walters to approve the draft Federal Fiscal Years 2025-2028 Transportation Improvement Program and forward to Iowa DOT for review.

MOTION CARRIED.

12. Self-Certification

Executive Director, Dylan Mullenix presented. Recommend approval of the MPO's annual self-certification, which was approved by the Executive Committee.

MOTION: A motion was made by Weaver and seconded by Gatto to approve MPO's annual self-certification

MOTION CARRIED.

13. US DOT Discretionary Grant Program Applications

Senior Planner, Carl Saxon presented. Consider approval of staff developing applications for two discretionary US Department of Transportation grants. Discussion ensued. Request for additional information was requested by Coleman.

MOTION: A motion was made by Mandelbaum and seconded by Clarke to the MPO submitting applications for the CFI Discretionary Grant Program and the Active Transportation Infrastructure and Investment program.

MOTION CARRIED

14. Carbon Reduction Program Funding Process

Program Manager, Zach Young presented. Update on developing a process to award the remaining Carbon Reduction Program (CRP) funding to reduce transportation related emissions. Report and discussion only.

15. Transportation Capital Improvement Program Update

Intern, Josh Squires presented. Update on the development of the region's Transportation Capital Improvement Program (TCIP) Report and discussion only.

16. Director Report

The Executive Director provided an update of MPO activities and discussed the optimized MPO progress. He also announced that the MPO and the GDMP won gold in the trivia contest in the corporate games.

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

Discussion of the Comprehensive Safety Action Plan.

18. Next Meeting Date August 15, 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.

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
(515) 334-0075

August 2024
Item No. 5

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

August 2024
Item No. 6

ISSUE: Comprehensive Safety Action Plan Update

PRESENTATION: Representatives from the consultant team 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 consultant team will provide an overview of the Transportation Safety Committee's recommendation at the August meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

August 2024
Item No. 7

ISSUE: Governance Assessment

PRESENTATION: Update from 2 The Top regarding the 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:

The purpose of the Governance Assessment is to review the current governance structure and offer recommendations to improve the effectiveness for decision makers supporting transparency for operations, improve communication between staff and the Policy Committee, and create better systems for engaging Committee members in the work. A more thorough project scope is available [here](#).

Cassandra Halls from 2 The Top attended the August Executive Committee meeting and presented the findings of the Governance Assessment.

- [Governance Insights](#)
- [Appendix B](#)

Halls will attend the Policy Committee meetings to present the Governance Assessment findings.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

August 2024
Item No. 8

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 used by the Iowa DOT to determine the allocation of Surface Transportation Block Grant (STBG), Transportation Alternatives Set-Aside (TAP), and Carbon Reduction Program (CRP) dollars among the state's MPOs and RPAs.

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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(515) 334-0075

August 2024
Item No. 9

ISSUE: Carbon Reduction Program Funding Process

REPORT and OPTIONAL VOTE: Update on draft process to award the remaining Carbon Reduction Program (CRP) funding to reduce transportation related emissions; consider approval.

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 discuss options and develop a recommendation on how to proceed.

The CRP subcommittee met May 16, 2024, and staff developed a [draft application and timeline](#) for the CRP funding based on their direction.

The Transportation Technical Committee recommended approving the process, with one nay vote. The Executive Committee recommended moving the proposed process to the Policy Committee with direction to revise the application to seek information about additional project benefits beyond carbon reduction.

Staff will provide an overview of the discussions to date during the August meeting and provide the committee with a range of options for consideration.

RECOMMENDATIONS:

Recommend approval of a funding process.

STAFF CONTACT:

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