

**MEETING MINUTES**

Des Moines Area Metropolitan Planning Organization (MPO)

EXECUTIVE COMMITTEE

11:30 a.m. Wednesday, September 11, 2024

Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on September 11, 2024, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on September 6, 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.**

<b>EXECUTIVE MEMBERS PRESENT:</b>	<b>PRESENT</b>	<b>ABSENT</b>
Mark Holm, Chair   City of Ankeny	<b>X</b>	
Jeff Walters, Vice Chair   City of Polk City	<b>X</b>	
Connie Boesen, Sec/Treasurer   City of Des Moines	<b>X</b>	
Doug Elrod   City of Bondurant	<b>X</b>	
Joe Gatto   City of Des Moines		<b>X</b>
Len Murray   City of Pleasant Hill		<b>X</b>
Jeff Walters   City of Polk City	<b>X</b>	
Steve VanOort   Polk County		<b>X</b>
Bob Andeweg   City of Urbandale	<b>X</b>	
Matthew McKinney   City of West Des Moines	<b>X</b>	
Courtney Clarke   City of Waukee	<b>X</b>	
Mike Jones   City of Windsor Heights	<b>X</b>	
Shelby Ebel   IDOT	<b>X</b>	
<b>STAFF PRESENT:</b>		
Scott Brennan   Legal Counsel	<b>X</b>	
Dylan Mullenix   Executive Director	<b>X</b>	
Zach Young   Project Manager	<b>X</b>	
Zhi Chen   Senior Planner	<b>X</b>	
Carl Saxon   Senior Planner	<b>X</b>	
Gunnar Olson   Public Affairs Manager	<b>X</b>	
Tracey Deckard   Office Manager	<b>X</b>	
Rhonda Miller   Accountant	<b>X</b>	
Addison Williamson   Associate Planner	<b>X</b>	
Joshua Squires   Intern		<b>X</b>
<b>OTHERS PRESENT:</b>	<b>INTEREST/REPRESENTING</b>	
Cass Halls	2 The Top	
Carol Maher	Public	

**1. Call to Order**

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

2. **Approval of Agenda**

**MOTION:** A motion was made by Andeweg and seconded by Walters to approve the September 11, 2024, Des Moines Area MPO Executive Committee meeting agenda.

**MOTION CARRIED**

3. **Approval of Meeting Minutes**

Recommend approval of the August 7, 2024 meeting minutes.

**MOTION:** A motion was made by Andeweg and seconded by Jones to approve the August Executive Committee meeting minutes.

**MOTION CARRIED**

4. **Consent and Vote Items**

- a. August Financial Statement
- b. Title Vi Documentation
- c. Transportation Improvement Program Amendments
- d. Iowa Clean Air Attainment Program Applications
- e. Water Trails Public Hear Date
- f. Water Trails Change Order

**MOTION:** A motion was made by Andeweg and seconded by Walters to approve the Consent Items a-f.

**MOTION CARRIED**

*11:34- CONNIE BOESEN JOINS THE MEETING*

5. **Governance Assessment**

Executive Director, Dylan Mullenix and Cass Hall from 2 The Top presented. Discussion ensued with comments describing the type of committee and goals for the MPO Executive Committee obtained from the Governance Assessment. Discussion of continuation of Zoom meeting option. Further discussion regarding the next steps and how to proceed at the Policy Committee meeting.

**MOTION:** A Motion was made by Clarke and seconded by Boesen to approve the Governance Assessment and to proceed with the plan for presenting to the Policy Committee meeting.

**MOTION CARRIED**

6. **Draft Human Capital Plan**

Cass Hall presented. Discussion about the updated organizational charts, job descriptions and salary schedule for staff, both current and in the future. Discussion ensued. Recommend approval of the Human Capital Plan.

**MOTION:** A Motion was made by Boesen and seconded by Walters to approve the Human Capital Plan.

**MOTION CARRIED**

7. **Transportation Capital Improvement Program Update**

Senior Planner, Zhi Chen presented. Consider approval of the Transportation Capital Improvement Program Update (TCIP)

**MOTION:** A Motion was made by Clarke and seconded by Boesen to approve the Transportation Capital Improvement Program Update (TCIP)

**MOTION CARRIED**

8. **Comprehensive Safety Action Plan Update**  
Project Manager, Zach Young presented. Report and update regarding the development of the region's Comprehensive Safety Action Plan (CSAP). Report and discussion only.
9. **Non-Action Items**  
Project Manager, Zach Young discussed the plans for scheduling of the Carbon Reduction Program presentations.
10. **Next Meeting Date**  
September 11, 2024, beginning at 11:30 a.m.
11. **Adjournment**  
Hearing no objection the Chair adjourned the Executive Committee meeting at 12:14 p.m.