



Central Dakota MPO Technical Advisory Committee Meeting

Tuesday, June 11, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31st St SE)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL
2. APPROVAL OF MINUTES
 - 2.1. APPROVAL OF THE MAY 14, 2024 AND MAY 28, 2024 MINUTES
3. OLD BUSINESS
 - 3.1. MTP RFQ SELECTION COMMITTEE UPDATE
4. NEW BUSINESS
 - 4.1. DRAFT RE-AUTHORIZATION OF DE-OBLIGATED FUNDS
 - 4.2. 2025 UPWP - PLANS/STUDIES
5. OTHER BUSINESS
 - 5.1. AGENCY UPDATE
6. ADJOURNMENT

Central Dakota MPO Technical Advisory Committee Meeting

Minutes

Tuesday, May 14, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31st St SE)

1. ROLL CALL

Lance Meyer called the meeting to order at 10:30 am

Members Present:

Lance Meyer, Dana Larsen, Doug Diedrichsen, Jayden Casavant, Korby Seward, Wayne Zacher, Elizabeth Pietsch, Brian Horinka, Sarah Karhoff, Jesse Berg, John Van Dyke

Members Absent:

none

Others Present:

Stephen Joersz, Stacy Hansen, Kristen Sperry

2. APPROVAL OF MINUTES

Motion to approve meeting minutes by Elizabeth Pietsch, seconded by Doug Diedrichsen, and favored by all.

3. NEW EXECUTIVE DIRECTOR

Lance Meyer introduced the new Executive Director John Van Dyke. John gave a brief overview of his professional background.

4. MTP RFQ SELECTION COMMITTEE

Lance Meyer asked for volunteers from each community to be on the selection committee. Doug Diedrichsen, Stephen Joersz, Dana Larsen, and Jayden Casavant volunteered. Wayne Zacher, John Van Dyke, and Jesse Berg will also be on the committee. Wayne Zacher stressed the importance of documenting the proposal scores for reference upon consultant request.

5. CDMPO ACTION ITEMS

- Received the 1st invoice for a SPR Contract. It is in the process of being set up and revised.

- The Title 6 Plan was adopted at the city commission meeting pending the City's approval. Lance Meyer confirmed the approval had gone through and said he would check with the City Clerk to see if it has been signed yet. Once signed Meyer said he would ship it to Wayne. Wayne requested the minutes from the policy board meeting be included.
- Wayne Zacher identified areas of the Title 6 Contract along with the FFATA Worksheet that will need to be signed.
- UPWP Draft Contract - Will add a signature block for the MPO to sign. The goal is to have it signed at the next meeting.
- Discussion on local match

6. OPEN DISCUSSION/ADDITIONAL COMMENTS

- Brian Horinka gave a brief update on transit funding

7. ADJOURNMENT

Meyer asked for a motion to adjourn the meeting. So moved by Brian Horinka and seconded by Elizabeth Pietsch and passed unanimously. Meeting adjourned at 11:20 AM.

Central Dakota MPO Technical Advisory Committee
(MTP RFQ Selection Subcommittee)

Minutes

Tuesday, May 28, 2024, at 2:00 PM

Public Works Conference Room 3, Public Works (1025 31st St SE)

1. ROLL CALL

John Van Dyke called the meeting to order at 2:00 pm

Members Present:

Dana Larsen, Doug Diedrichsen, Jayden Casavant, Wayne Zacher, Jesse Berg, John Van Dyke

Members Absent:

Elizabeth Pietsch, Brian Horinka, Sarah Karhoff, Lance Meyer

Others Present:

Stephen Joersz

2. NEW BUSINESS

2.1. Proposal Scoring and Discussion

The following proposals were evaluated by the MTP RFQ Selection Subcommittee:

- a. Bolton & Menk (prime) / SRF (sub)
- b. Stantec (prime) / Ackerman-Estvold (sub)

John Van Dyke noted that he would provide general comment, although would not provide scores for each of the proposals in an effort to avoid the appearance of impropriety for the following reasons:

- i. He was employed by SRF during the solicitation period for the MTP RFQ
- ii. He is traveling with a key member of the Stantec team the weekend between proposal evaluation and in-person interviews

Each proposal was evaluated using the proposal evaluation form provided by Executive Director John Van Dyke that aligned with the evaluation criteria and corresponding weights contained within the RFQ. Scores were then tallied. Given there were only two proposals received, both proposals will receive an interview.

2.2. Selection Committee Availability for Interviews

The MTP RFQ Selection Subcommittee identified Thursday, June 6 between 10:00am and 1:00pm as open and available to all subcommittee members for interviews.

3. ADJOURNMENT

The meeting concluded at 3:30pm.

MPO CPG Unspent Funding

Background

UPWP contracts are on an annual basis (period of performance = January 1 - December 31). After December 31st, the MPO has 90 days to submit final bills for expenses through the contract period. Once final bills are processed and paid, NDDOT Finance Division will work on project closeout. NDDOT Finance has 120 days after the FMIS project end date to close out the project. Any unspent funds are de-obligated with the federal final voucher.

These funds may be available for re-obligation until the lapse date and are subject to the availability of obligational authority.

Proposal

Each year, the Local Government Division will review the unspent funding balance and request approval from NDDOT management for additional obligational authority to spend some/all of those funds. If additional funds are approved, the Local Government Division will use one of the two following methods for distributing the funds:

- CPG formula distribution. Use the CPG formula to distribute available funding to all MPOs. Notify the MPOs of the additional distribution so it can be included or amended into the UPWP and the annual contract.
- Discretionary distribution. Conduct a solicitation of the MPOs for the funding amount available. MPOs would submit a grant application/proposal describing how the funds would be spent. Once awards are made, include the award in the annual UPWP contract.