

Secretarial Notes

DMATS Policy Board meeting

Date: Thursday September 13, 2018
Time: 12:00 p.m.
Place: ECIA, 7600 Commerce Park

DMATS Policy Board Members Present:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Roy Buol (chair)
<i>Mayor, City of DBQ</i> | <input type="checkbox"/> Luis Del Toro
<i>DBQ City Council</i> | <input type="checkbox"/> Kate Larson
<i>DBQ City Council</i> | <input checked="" type="checkbox"/> Brett Shaw
<i>DBQ City Council</i> |
| <input checked="" type="checkbox"/> Ric Jones
<i>DBQ City Council</i> | <input checked="" type="checkbox"/> David Resnick
<i>DBQ City Council</i> | <input type="checkbox"/> Jake Rios
<i>DBQ City Council</i> | <input type="checkbox"/> John Klostermann
<i>(proxy for DBQ City Council)</i> |
| <input checked="" type="checkbox"/> Mike Van Milligen
<i>(proxy for DBQ City Council)</i> | <input type="checkbox"/> Maurice Jones
<i>(proxy for DBQ City Council)</i> | <input type="checkbox"/> Teri Goodmann
<i>(proxy for DBQ City Council)</i> | <input type="checkbox"/> Marie Ware
<i>(proxy for DBQ City Council)</i> |
| <input type="checkbox"/> Laura Carstens
<i>(proxy for DBQ City Council)</i> | <input checked="" type="checkbox"/> Gus Psihoyos
<i>(proxy for DBQ City Council)</i> | <input type="checkbox"/> Jim Adams
<i>Mayor, City of Asbury (proxy Larry Nagle)</i> | <input type="checkbox"/> Dan Welp**
<i>Mayor, City of East DBQ (proxy vacant)</i> |
| <input checked="" type="checkbox"/> Jay Wickham
<i>Transit Rep. (RTA (proxy Lori McKinley))</i> | <input type="checkbox"/> Francis Schelfhout
<i>Wisconsin DOT (proxy Stephen Flottmeyer)</i> | <input checked="" type="checkbox"/> Doug DeLille
<i>Illinois DOT (proxy Rob Bates)</i> | <input checked="" type="checkbox"/> Daryl Klein**
<i>DBQ County Supervisor (proxy Anthony Bardgett)</i> |
| <input checked="" type="checkbox"/> Larry Meescher**
<i>Small Cities Rep. City of Peosta (Proxy Don Recker)</i> | <input checked="" type="checkbox"/> Troy Maggied**
<i>SWWRPC (proxy Kristina Tranel)</i> | <input type="checkbox"/> Matt Esser
<i>Jule Transit (proxy Candace Eudaley-Loebach)</i> | <input checked="" type="checkbox"/> Beth Bonz
<i>ECIA (proxy Kelley Deutmeyer) (proxy Lori McKinley)</i> |
| <input type="checkbox"/> Dan Timmerman
<i>Grant County Representative</i> | <input checked="" type="checkbox"/> Don Zillig
<i>Jo Daviess County</i> | <input checked="" type="checkbox"/> Sam Shea*
<i>Iowa DOT (non-voting member)</i> | |

Others Present: David Solberg, Ride the Rail; Bob Schiesl, City of Dubuque; Cindy Kohlman, Congress Rod Blum

Staff Present:

- Chandra Ravada** *Non-Voting Member
 Dan Fox **Voting member by Proxy
 Sarah Berning ***Attendance by phone

A quorum was present for DMATS Policy Board

Call to Order

The DMATS Policy Board meeting was called to order by DMATS Policy Board Chair, Roy Buol. Introductions were made at this time.

Review/Approve the Agenda for the Thursday, September 13, 2018 DMATS Policy Board meeting

Motion by Resnick, second by Wickham to approve the agenda for the Thursday, September 13, 2018, DMATS Policy Board meeting. The motion passed unanimously.

Review/Approve the minutes and receive and file the secretarial notes from the Thursday July 12, 2018 meeting

Motion by Resnick second by Recker to approve the minutes and receive and file the secretarial notes from the Thursday July 12, 2018 DMATS Policy Board meeting. The motion passed unanimously.

Review/Approve Scope change for STREETS Project Systems Engineering process

Ravada stated the STREETS project is in its final stages and the remaining balance of the project is \$14,000.00. Ravada stated the next step is to complete a Request for Information (RFI), and to follow up with a Request for Proposal (RFP), for future phases of design and deployment. Ravada approached the Board suggesting Iteris develop the draft RFI for the next phase of the project. Ravada stated no additional funds are needed for this phase, due to the \$14,000.00 balance. Ravada informed the Board that the RFI will be completed by October 31st if approved today.

Motion by Shaw, second by Resnick to approve the Scope change for STREETS Project Systems Engineering process. The motion passed unanimously.

Review/Approve Draft Fiscal Year 2019 DMATS Limited English Proficiency Plan

Motion by Wickham, second by Resnick to open the public hearing. The motion passed unanimously. The public hearing was opened at 12:05 p.m.

Ravada stated staff created a draft Limited English Proficiency Plan for DMATS area. Ravada stated there is no need to have a Limited English Proficiency Plan in place, due to the MPO area not having more than five percent of the population with limited English proficiency. Although staff felt it is good practice to have a plan in place and will help in the future with the long range planning process and also with short range projects. Ravada informed the Board that they have 30 days to review and give any recommendations to staff.

Ravada referred to the plan stating the majority of the non-English speaking population within the MPO area is Spanish, they make up .32% of the MPO area. Ravada stated the DMATS website has been updated to accommodate the Spanish speaking population. Ravada stated within the plan it states to give 48 hour notice, two business days to staff, so staff can make appropriate accommodations for the requestor. Ravada then went on to say staff would reach out to the City of Dubuque or one of the colleges within the MPO area to receive assistance on a translator.

Motion by Recker, second by Shaw the Draft Fiscal Year 2019 DMATS Limited English Proficiency Plan. The motion passed unanimously.

Review/Approve Draft Fiscal Year 2019 DMATS Title VI Non-Discrimination Program Plan

Ravada referred to the Title VI Non-Discrimination Program Plan handout. The Title VI Non-Discrimination Program Plan will address; notice to the public, procedures for filing a discrimination complaint, listing of any public transportation, different planning documents and the procedure for environmental justice. Ravada stated the Board has 30 days to review and give any recommendations to staff.

Motion by Resnick, second by Shaw to approve the Draft Fiscal Year 2019 DMATS Title VI Non-Discrimination Program Plan. The motion passed unanimously.

Review/Approve amendment to DMATS Fiscal Year 2016-2020 Passenger Transportation Plan (PTP)

Fox stated the amendment to the DMATS Passenger Transportation Plan is to add two projects for the RTA. The first project is to add service between Dubuque and Peosta with possible future extension to Manchester with stops at the Dyersville Park and Ride, Farley and Peosta. Possible options include a route, carpool or vanpool. The second project is to add service that connects Maquoketa, Cascade and Dubuque. Possible options include a route, carpool or vanpool. Fox stated these two projects are related to ICAPP applications to seek funding to provide these services.

Motion by Shaw, second by Resnick to approve the amendment to DMATS Fiscal Year 2016-2020 Passenger Transportation Plan (PTP). The motion passed unanimously.

Motion by Recker, second by Shaw to close the public hearing. The motion passed unanimously. The public hearing was closed at 12:10 p.m.

Review/Approve Iowa Clean Air Attainment Program (ICAAP) resolution for STREETS project

Ravada referred to the resolution for the STREETS project, for Iowa Clean Air Attainment Program. The City of Dubuque will be applying for the funds. Ravada stated DMATS supports this project and it is in line with the MPOs goals and objectives and the project will help to reduce congestion and emissions within the region. Ravada stated we did apply for these funds, although did not have a systems engineering plan in the budget, the DOT requested we provide that information and reapply.

Motion by Resnick, second by Shaw to approve the Iowa Clean Air Attainment Program (ICAAP) resolution for STREETS project. The motion passed unanimously.

Review/Approve Iowa Clean Air Attainment Program (ICAAP) resolution for RTA project

Ravada referred to the resolution for the RTA project, stating the RTA is applying to create a route to connect residential locations within the Dubuque area with employment locations in Peosta Industrial Park. Ravada stated the RTA will also be applying for some routes outside the MPO area, which are not address on this resolution.

Ravada informed the Board in the past 10 years there has been two ICAAP applications for routes between Peosta and Dubuque, which were both funded through ICAAP but did not continue after the ICAAP funds were used. Ravada stated this was due to ridership within these routes. Ravada stated this go around will be different due to the fact that they RTA is requesting confirmation of ridership from employers before designing the routes.

McKinley stated Wagner the Mobility and Outreach Coordinator is working with businesses within Peosta and Cascade to get letters of commitment in writing of ridership for these routes.

Wickham asked what the grant amount will be.

McKinley stated currently the amount RTA is applying for is \$80,000.00.

Motion by Jones, second by Shaw to approve the Iowa Clean Air Attainment Program (ICAAP) resolution for RTA project. Motion passed unanimously

Review/Approve Funding for conducting engineering study for Intersections at John Deere Dubuque Works

Ravada referred to the handout stating this is a traffic safety audit requested by Dubuque County for the intersections surrounding John Deere Dubuque Works. Ravada stated the intersections that were studied are; Deere Road and Peru Road, Deere Road and visitor lot entrance, Deere Road and South lot entrance, Herber Road and North lot entrance, Deere Road and D10 and Peru Road and South lot entrance. Ravada stated most of the intersections require new signage and minor improvements. Although there are some major issue is coming from the main entrance lot

turning onto Peru Road, also with the truck traffic on Peru Road turning onto South John Deere Road, which is due to the elevation of the road. Ravada stated some of the suggestions for improvements for these intersections are, a traffic signal, if so where should the traffic signal go, request a turn radius analysis, a roundabout at intersection, exit lane for trucks so they do not block traffic.

Ravada stated the traffic assessment gave the locations of where a future traffic engineering study needs to be completed but did not provide details. Ravada stated the next step is to get an engineering study completed.

Bardgett stated he fully supports performing a traffic engineering study. Bardgett stated one option is to apply for STBG funding in the amount of \$30,000.00. Bardgett stated this is an option, although the county is not necessarily looking at this as their only option.

Ravada stated the Technical Board reviewed this project and recommended this project be tabled until the county exhaust all other funding sources.

Discussion followed.

Motion by Wickham, second by McKinley to table the Funding for conducting engineering study for Intersections at John Deere Dubuque Works. Motion passed unanimously.

Comments from public on an item that did not appear on the agenda

No comments were made by the public.

Other Business

Annual DMATS/RPA meeting

Annual meeting with Stu Anderson from the Iowa DOT will be December 13, 2018, from 11:30-1:30.

IL DOT

DeLille stated the IL DOT safe routes to school applications open September 24th and taking applications until November 19th.

DeLille informed the Board that the IL DOT fall planning conference will be located in Peoria on November 11-12th

DeLille stated the IL DOT in process on working on their tier two transit asset management plan.

DeLille stated currently on the IL DOT website is the Transportation Asset Management Plan for anyone wanting to review.

Question

Resnick posed a question about usage of ATVs on road and if it will affect usage of roads or funding.

Bardgett stated there is an ordinance in Delaware County in regards to ATVs, which has not affected road usage or funding on an MPO level.

Adjournment

Motion by Recker, second by Resnick to adjourn the Thursday, September 13, 2018 DMATS Policy Board meeting. The motion passed unanimously. The DMATS Policy Board meeting adjourned at 12:24 p.m.

Respectfully submitted,

Chandra Ravada
ECIA Director of Transportation and Planning