

Secretarial Notes DMATS Technical Advisory Board meeting

Date: Thursday, September 13, 2018
Time: 10:30 a.m.
Place: ECIA, 7600 Commerce Park

DMATS Technical Advisory Board Members Present:

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| <input type="checkbox"/> Laura Carstens (chair) <i>City of Dubuque</i> (proxy Guy Hemenway) | <input checked="" type="checkbox"/> Beth Bonz <i>City of Asbury</i> | <input type="checkbox"/> Vacant <i>City of East Dubuque</i> | <input type="checkbox"/> Anna O'Shea <i>Dubuque County</i> |
| <input checked="" type="checkbox"/> Gus Psihoyos (vice-chair) <i>Engineer,</i> <i>City of DBQ</i> (proxy Bob Schiesl) | <input checked="" type="checkbox"/> Anthony Bardgett <i>Engineer,</i> <i>DBQ County</i> (proxy Russell Weber) | <input type="checkbox"/> Steve Keeffer <i>Engineer,</i> <i>Jo Daviess County, IL</i> | <input type="checkbox"/> Dave Lambert <i>Engineer</i> <i>Grant County, WI</i> |
| <input checked="" type="checkbox"/> Candace Eudaley-Loebach** <i>Jule Transit</i> (proxy Jason Duba) | <input checked="" type="checkbox"/> Lori McKinley <i>Regional Transit</i> <i>Authority (RTA)</i> | <input checked="" type="checkbox"/> Troy Maggied** <i>SWWPRC</i> (proxy Kristina Tranel) | <input checked="" type="checkbox"/> Kelley Deutmeyer** <i>ECIA</i> (Lori McKinley) |
| <input checked="" type="checkbox"/> Kris Tobin** <i>Illinois DOT</i> (proxy Rob Bates) (proxy Doug DeLille) | <input type="checkbox"/> Stephen Flottmeyer <i>Wisconsin DOT</i> (proxy Francis Schelfhout) | <input checked="" type="checkbox"/> Sam Shea* <i>Iowa DOT</i> (non-voting member) | |

Others Present:

Staff Present:

Chandra Ravada
*Non-Voting Member

Dan Fox **Sarah Berning**
**Voting member by Proxy

***Attendance by phone

A quorum was present for DMATS Technical Advisory Board

Call to Order

The DMATS Technical Advisory Board meeting was called to order by DMATS Technical Advisory Board Vice-Chair, Gus Psihoyos. Introductions were made at this time.

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

Motion by Bonz, second by Bardgett to approve the agenda for the Thursday, September 13, 2018, DMATS Technical Advisory 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 Bardgett, second by McKinley to approve the minutes and receive and file the secretarial notes from the Thursday July 12, 2018 DMATS Technical Advisory Board meeting. The motion passed unanimously.

Review/Approve Scope change for STREETS Project Systems Engineering process

Ravada stated there is a change in scope for the STREETS project. The STREETS project is in its final stages and has a remaining balance of \$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.

Bonz asked for clarification of how much this phase will cost, above original cost.

Ravada stated Board approved \$150,000.00 at the start of the STREETS project and currently there is a remaining balance of \$14,000.00, which will be utilized for this next step of the project.

Motion by Bonz, second by Bates to recommend approval to the DMATS Policy Board for the scope change for STREETS Project Systems Engineering process. The motion passed unanimously.

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

Ravada stated staff created a draft DMATS Limited English Proficiency Plan. 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.

Bardgett asked what the threshold that needs to be met is.

Ravada stated five percent of the population or 1,000 people within an area.

Shea stated that those are the suggested requirements to create a plan. Staff can still go ahead and create a Limited English Proficiency Plan even if the population within the area doesn't meet those suggested requirements, like DMATS staff went ahead and did.

Ravada stated it is a good planning process to have a plan in place.

Shea recommended making this plan a chapter within the DMATS Title VI document.

Ravada confirmed that the Limited English Proficiency Plan will be included within the Title VI chapter.

Discussion followed.

Shea asked what the plan was if someone attended a meeting or request documents, who speak and understand a different language.

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 Bardgett, second by Bonz to recommend to the DMATS Policy Board the 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. Stating staff felt having this plan will help address the Title VI issues within the MPO area and make the community aware of where they can go when they have a Title VI issue. 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 Bonz, second by McKinley to recommend approval to the DMATS Policy Board of 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 Bonz, second by Bardgett to recommend approval to the DMATS Policy Board of the amendment to DMATS Fiscal Year 2016-2020 Passenger Transportation Plan (PTP). The motion passed unanimously.

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

Ravada referred to the resolution for the STREETS project, stating DMATS wishes to reduce congestion and emissions within the Dubuque Metropolitan Area. The City of Dubuque will be applying for the funds, requesting roughly one million dollars from the IA DOT, for this phase of the project. Ravada stated DMATS supports this project and it is in line with the long range plan and meets MPO goals and objectives.

Motion by Schiesl, second by Tranel to recommend approval to the DMATS Policy Board of the Iowa Clean Air Attainment Program (ICAAP) resolution for STREETS project. 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 addressed 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. Shea asked who is providing the driver for these routes.

McKinley stated the RTA will be providing the driver, except for the vanpool route, which will be contracted with another company.

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.

Motion by Bonz, second by Bardgett to recommend approval to the DMATS Policy Board of 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 John Deere approached GDDC to initiate a safety audit to address the traffic issues John Deere is experiencing with the intersections around their facility. 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. Ravada stated the 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.

Discussion followed.

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, costing roughly \$30,000.00. Ravada stated staff had conversations with John Deere, GDDC, supervisors, Dubuque County and the City of Dubuque informing them if they plan on using DMATS funds for the engineering study, they will have to go through the process which takes time. Ravada strongly suggested they do not go this route, due to the STBG funds being federal aid and the amount for this study is minimal and not an effective use of STBG funding.

Ravada informed the Board what staff is proposing of the Board is to approve 80% of the \$30,000.00 in STBG funds, to utilize for the engineering study, only if Dubuque County is not

able to retain the complete funds needed.

Bardgett stated Dubuque County Board of supervisors is looking to explore this option, not necessarily utilize. Dubuque County would like to see what other funding sources are available and only fall back on DMATS STBG funds if last resort.

Bardgett strongly suggests not to go with this recommendation to utilize STBG funds for the engineering study.

Discussion followed.

Duba asked if this project could be tabled and brought back to the Board once Dubuque County has exhausted all other funding sources.

Ravada stated the Board can motion to table the project. With that said tabling this project will push the engineering study further out.

Discussion followed.

Motion by Bonz, second by Bates to recommend to the DMATS Policy Board 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

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

IL DOT fall planning conference will be located in Peoria on November 11-12th

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

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

Jule Transit

Jule Transit is completing their Transit Asset Management Plan and will be submitting.

Adjournment

Motion by Bonz, second by Bardgett to adjourn the Thursday, September 13, 2018 DMATS Technical Advisory Board meeting. The motion passed unanimously. The DMATS Technical Advisory Board meeting adjourned at 11:09 a.m.

Respectfully submitted,

Chandra Ravada
ECIA Director of Transportation and Planning